



OXTED PARISH COUNCIL

**Minutes of the Annual Statutory meeting of Oxted Parish Council held in the Meeting Room,
the Community Hall, Church Lane, Oxted on Tuesday 10th May 2016 at 7.30pm**

**Mrs Karen Weightman (KW)
Mrs Liz Parker (LP)
Mr Paul Whitehurst (PW)
Mrs Claire Dillon (CD)
Mr Terry Dillon (TD)
Mr Stephen Blunden (SB)
Mr David Weightman (DW)
Mr Colin David (CDa)
Mrs Barbara Harling (BH)
Mrs Katherine Saunders (KS)
Mr Martin Fisher (MF)**

**Mrs Maureen Gibbins
Clerk to Oxted Parish Council**

M I N U T E S

- 1. Prayers led by Cllr Liz Parker**
- 2. Election of a Chairman for 2016/17**
Mrs Karen Weightman nominated Mrs Liz Parker
Seconded by Mr Paul Whitehurst
9 in favour – 2 abstentions. Vote carried
Declaration of Acceptance of Office signed by Mrs Liz Parker
- 3. Election of a Vice-Chairman for 2016/17**
Mrs Liz Parker nominated Mrs Karen Weightman
Seconded by Mr Martin Fisher
10 in favour – 1 abstention. Vote carried
Declaration of Acceptance of Office signed by Mrs Karen Weightman
- 4. Apologies for absence: to receive and accept apologies for absence.**
Mrs Beverley Connolly and County Councillor Nick Skellett

5. **Declarations of Disclosable Pecuniary Interest:** *To receive any disclosure by members of personal interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the new Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question. Anyone with a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.*
There was none declared

6. **Public session:** *a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes.*
There was none present

7. **County Councillor report**
The County Councillor had tendered his apologies and had not submitted a report.

8. **Minutes:** The Minutes of the Full Council meeting held on 8th March 2016 were agreed as a true record and signed by the Chairman

9. **Allocation of councillors to committees both internal and external bodies**

Burial Committee:	Mr David Weightman, Mrs Barbara Harling, Mrs Liz Parker, Mrs Karen Weightman, Mrs Claire Dillon
F & GP	Mr Martin Fisher, Mr Colin David, Mr Stephen Blunden, Mr Terry Dillon, Mr Paul Whitehurst
Planning Committee:	Mrs Katherine Saunders, Mr Colin David, Mrs Karen Weightman, Mrs Liz Parker, Mr Terry Dillon, Mrs Beverley Connolly
Transport Group:	Mrs Claire Dillon
Grant Aid Group:	Mrs Karen Weightman, Mr Paul Whitehurst, Mr Colin David, Mrs Claire Dillon, Mrs Barbara Harling, Mr Stephen Blunden
Master Park Cttee:	Mr Terry Dillon
CAB:	Mr Paul Whitehurst
Hurst Green Mgt Cttee:	Mrs Liz Parker

10. **Planning Committee:**
 - i) Planning Committee: Council approved the minutes of the Planning Committee meetings held on 15/03/16, 05/04/16 and 26/04/16.
 - ii) Full Council received the minutes of the Planning Committee meetings held on 15/03/16, 05/04/16 and 26/04/16.
 - iii) Planning Committee report – 38 applications considered; 18 no comment; 5 left to Arboriculturist; 6 objections; 2 concerns and 7 left to TDC officers.
 - iv) CDa expressed concern regarding the development at Jincox Farm.
 - v) Re-siting of old Hurst Green sign – KW explained that a condition of the new sign being erected was that the old sign had to be removed. KS has offered to store the sign in her garage until a decision as to whether to resite is agreed. Clerk has made arrangements for the sign to be removed and stored. Discussion ensued and suggestions for a new site were suggested viz: 1) At the foot of Wolfs Hill by Home Park; 2) Nunappleton Way; 3) Boulthurst Way. Decision to be made at the July Parish Council meeting.
 - vi) TDC/CIL projects –It was agreed the Clerk will contact Downs Way school and Hurst Green school regarding provision of school equipment, play equipment with a guide price of £1,000 from the CIL monies being received by the Parish Council.

Action: Clerk

LP suggested a pathway to the outdoor gym equipment in Mill Lane to assist users when the ground is wet.

KS suggested a bus shelter in Mill Lane where there already is a bus stop.

It was further requested that all Councillors consider possible projects and advise the Clerk.

Action: All

11. Burial Committee:

- i) Burial Committee: Council approved the minutes of the Burial Committee meeting held on 22/03/16.
- ii) Full Council received the minutes of the Burial Committee 22/03/16.
- iii) Burial Ground Parking – The Clerk reported at letter had been served on the owner of the Volvo car illegally parked in the burial ground however, the incorrect date was on the letter. The letter will have to be reissued. Clerk will advise TDC of the mistake. The owner of the Volvo car has refused accommodation which has been offered.

Action: Clerk

12. Finance

- i) To agree the cheque list. The cheque list which had been circulated was proposed by MR and seconded by TD. All agreed.
- ii) Financial Summary – due to lack of bank statements this had not been prepared.
- iii) Set meeting date for approval of annual accounts - The Clerk is going to request an extension of 7 days for the submission of the annual accounts to the auditors.

13. Chairman's announcements

- i) The Chairman thanked all for electing her Chairman of the Parish Council
- ii) Grant Aid working group meeting was confirmed as Monday date 13 June 7:30pm at the Vice-Chairman's address.

14. Highways

BH commented that she has reported 12 issues to SCC and provided the Clerk with a list of 4 additional items which have not been reported.

Action: Clerk to report additional issues

MF reported that residents of St Mary's Close are concerned about the level of commuter parking which is also an issue in Woodhurst Lane and East Hill. It was agreed the Clerk will contact County Councillor Skellet to ascertain whether restricted parking levels can be introduced.

Action: Clerk

- 15. Clerk's report:** on actions taken since the last meeting. The report having been previously circulated was tabled. KS enquired as to the level of telephone enquiries the Clerk received daily and was informed that can vary from zero to 30 in a day.
- MF raised the issue of the workplace pension which is compulsory for all employers to provide for employees. The Oxted Parish Council staging date is 1 November 2016. Irrespective of whether the employee wishes to take up the pension offered the employer has to have a system in place.

Action: Clerk to find out about NEST

CD raised the issue of the state of the roundabout by Master Park. It was agreed the Clerk would contact TDC and the BID organizers.

Action: Clerk

It was agreed, as a number of councillors did not appear to have a list of future meetings that the Clerk will recirculate the schedule.

Action: Clerk

16. **Correspondence received: Circulated as received**
CD circulated information to all regarding the new regime at the railway station.
17. **Items for consideration at future meetings**
Inclement weather
Parish Watch system
Neighbourhood Plan

The Chairman closed the meeting at 2028

Date of the next meeting Tuesday 12th July 2016 at 7.30pm

Venue; The Meeting Room, The Community Hall, Church Lane, Oxted

Copies of Parish Council minutes are held by the Clerk and are available on the

Parish Council web-site: www.oxted-pc.org.uk

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