



OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held in the Meeting Room, the Community Hall, Church Lane, Oxted on Tuesday 9th May 2017 at 7.30pm, which Councillors.

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

Mrs Maureen Gibbins
Clerk to Oxted Parish

MINUTES

1. Prayers were led by Cllr Katherine Saunders
1. **Election of a Chairman for 2017/18**
Mrs Liz Parker nominated Mrs Karen Weightman
Seconded by Mr Martin Fisher
11 in favour - 1 abstention. Vote carried
Declaration of Acceptance of Office signed by Mrs Karen Weightman
2. **Election of a Vice-Chairman for 2017/18**
Mrs Karen Weightman nominated Mrs Liz Parker
Seconded by Mr David Weightman
10 in favour - 2 abstentions. Vote carried
Declaration of Acceptance of Office signed by Mrs Liz Parker
3. **Apologies for absence:** to receive and accept apologies for absence.
None
4. **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.

PW, KS, BH, KW, LP and BC all declared an interest in a number of the Grant Aid applications although all the applications had already been considered and were being tabled for ratification by the Council.

5. **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.*

A representative from Holland Sports Centre attended the meeting and explained what the sports centre is proposing. Following discussion it was agreed the Parish Council will provide a positive reference for the proposal which includes a footpath from the pathway to the outside gym. The representative will seek the view of the company proposing to do the works regarding doing the works in sections.

The Parish Councillors requested a list of venues where the material to be used has already been installed.

The Clerk will write the letter of support for the works and will also request the opportunity for the Parish Council to have some involvement with the Sports Centre.

Action: Clerk

6. **County Councillor report - Cameron Macintosh**

County Cllr Cameron McIntosh was welcomed to the meeting and gave a brief update of his initial days. Contact details for Cllr McIntosh will be circulated to all Councillors.

Action: Clerk

7. **Minutes:** The Minutes of the Full Council meeting held on 14th March 2017 were approved and signed as a true record by the Chairman.

8. **Allocation of Councillors to committees both internal and external bodies**

Burial Committee: DW, LP, KW, BH and CD

F & GP: MF, PW, SB and CDa

Planning Committee: KW, LP, KS, CDa and TD

Transport Group: CD

Grant Aid Working Party: KW, PW, SB, BH and BC

Master Park: TD

CAB: PW

Hurst Green Management Committee: LP

Oxted United Charities: BH

9. **Planning Committee:**

- i) Planning Committee: Council approved the minutes of the Planning Committee meetings held on 28/03/17, 18/04/17.
- ii) Full Council received the minutes of the Planning Committee meetings held on 28/03/17, 18/04/17.
 - i) Planning Committee report – Planning Committee report – 31 applications considered; 10 no comment; 5 left to Arboriculturist; 7 leave to TDC Officers; 4 concerns and 5 objections – all of which are detailed in the planning committee minutes.
 - iii) A short discussion ensued regarding planning application TA/2017/763. DW did not participate in the discussion and made no comment.

10. Burial Committee:

- i) Burial Committee: Council approved the minutes of the Burial Committee meeting held on 21/03/17
- ii) Full Council received the minutes of the Burial Committee held on 21/03/17
- iii) BH raised the issue of the report in the local paper regarding the theft from the burial ground. The police are dealing with the issue.

11. Grant Aid

To review and make decisions on the recommendations from the Grant Aid Working Group. Schedule had been previously circulated. Acceptance of all recommendations was Proposed by KW and Seconded by KS. All agreed. KW thanked all for their time.

Action: Clerk to notify applicants

12. Finance

- i) To agree the cheque list. The cheque list was circulated and is attached to the minutes. LP proposed and DW seconded the authorization of the payments. All agreed.
- ii) Financial Summary was not tabled as the Council are only into the first month of the financial year.
- iii) CIL Money (King George V playing field/Education/Health Centre) - LP reported that Hurst Green School has an interim Head and seeking funding for an Outreach Worker for the Children's Centre.
MF is meeting with personnel at the Oxted Health Centre and will be discussing the use of CIL monies.
Approve audit papers - The annual internal audit has been completed without any issues being raised. The accounts were reviewed by the Full Council. Proposed by Martin Fisher and Seconded by Liz Parker. All were in favour of approval of the annual return and accounting statements. The document was signed by the Chairman.
- iv) The Financial Regulations which had been previously circulated were approved and adopted.

13. Chairman's announcements

- i) Annual Parish Assembly - the arrangements were confirmed.
- ii) Parish Newsletter - a number of Parish Councillors did not receive the Parish newsletter with the County Border News. The Clerk will follow this up and will also upload the newsletter to the Parish Website.
Action: Clerk
- iii) The Standing Orders which had been previously circulated were proposed by MF for approval and adoption by the Full Council. Full Council agreed

14. Highways

- i) East Surrey Transport update - CD attended the meeting on 12th April and issues relating to the trains and delays incurred were discussed.
- ii) Bus Shelter - this will be maintained by the Parish Council
- iii) Hurst green sign - KS reported that the sign measures 1m x 1.2m. A local resident has plans for it together with a potential new location. KS will keep the Council updated.
- iv) Hurst Green Road verge - The Clerk will be meeting with the representative from SCC Highways. **Action: Clerk**
- v) MF confirmed that a meeting is being held on May 25th at TDC regarding the regeneration of Oxted. Clerk to confirm full details and all are encouraged to attend. A meeting of the

Oxted Town Centre Working Group is being held on 18th May. Parish Councillors are encourage to engage in the process.

Action: Clerk

16. **Clerk's report:** on actions taken since the last meeting. The report which had been previously circulated was expanded upon. The Clerk reported that she had attended a Leadership Taster Course with SSALC and would appreciate completing the full course. The Council approved the expenditure of £400 for the course.
Action: Clerk to follow up
15. **Correspondence received: Circulated as received**
16. BC raised the issue of the Hurst Green Scout hut and was informed that plans are in place to train a new leader and reopen the Scout Group.
17. **Items for consideration at future meetings**
Inclement weather
Parish Watch system
Special projects

Meeting Closed at 9:10

Date of the next meeting Tuesday 11th July 2017 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

Mrs Maureen Gibbins, Parish Clerk, Salmons, Salmons Lane, Whyteleafe, Surrey CR3 0HB
Phone 07510 226989