



## **OXTED PARISH COUNCIL**

**Minutes of the meeting of Oxted Parish Council held in the  
Meeting Room, the Community Hall, Church Lane, Oxted  
on Tuesday 8<sup>th</sup> May 2018 at 7.30pm**

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

**County Councillor McIntosh**

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

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## **M I N U T E S**

- 1. Prayers led by Cllr David Weightman**
- 2. Election of a Chairman for 2018/19**  
Mrs Karen Weightman nominated Mrs Liz Parker  
Seconded by Mr Paul Whitehurst  
6 in favour – 2 abstentions. Vote carried  
Declaration of Acceptance of Office signed by Mrs Liz Parker
- 3. Election of a Vice-Chairman for 2018/19**  
Mr Martin Fisher nominated Mrs Karen Weightman  
Seconded by Mr David Weightman  
7 in favour – 1 abstention. Vote carried  
Declaration of Acceptance of Office signed by Mrs Karen Weightman
- 4. Apologies for absence:** received and accepted apologies for absence from  
Mrs Beverley Connolly, Mr Martin Fisher

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:** There was no member of the public in attendance.
7. **County Councillor report**  
County Councillor McIntosh confirmed that the verges in Wolfs Wood are due to be repaired during the period from 14<sup>th</sup> May. Councillor McIntosh is still in discussion regarding using some of his allocation for the installation of posts on some of the verges to prevent cars parking.  
The Quarry application is being considered at the June Planning meeting.
8. **Minutes:** The Minutes of Full Council meeting held on 13<sup>th</sup> March 2018 were approved and signed as a true record by the Chairman.
9. **Allocation of councillors to committees both internal and external bodies**  
Burial Committee: David Weightman, Barbara Harling, Karen Weightman, Liz Parker and Claire Dillon.  
F & GP: Martin Fisher, Paul Whitehurst, Colin David, Terry Dillon, Stephen Blunden  
Planning Committee: Karen Weightman, Liz Parker, Colin David, Katherine Saunders, Terry Dillon and David Weightman  
Transport Group: Claire Dillon  
Grant Aid Group: Karen Weightman, Paul Whitehurst, Katherine Saunders, Stephen Blunden and Barbara Harling.  
Master Park: Terry Dillon  
Citizens Advice: Paul Whitehurst  
Hurst Green Management Cttee: Liz Parker
10. **Planning Committee:**  
i) Planning Committee: Council approved the minutes of the Planning Committee meetings held on 27/03/18 and 17/04/18.  
ii) Full Council received the minutes of the Planning Committee meetings held on 27/03/18 and 17/04/18.  
iii) Planning Committee report – 30 applications considered; 16 no comments; 4 leave to Arboriculturist; 4 leave to TDC Officers; 4 concerns and no objections – all of which are detailed in the planning committee minutes.
11. **Burial Committee:**  
i) Burial Committee: Council approved the minutes of the Burial Committee meeting held on 20/03/18.  
ii) Full Council received the minutes of the Burial Committee meeting held on 20/03/18.  
i) Burial Ground notice board update – DW reported he is awaiting confirmation of title for the piece of land where the notice board is to be sited. Once clarified the application can be processed.  
**Action: DW/Clerk**

- ii) Burial Ground fees – The burial increased fees schedule, which had been previously circulated, was proposed by DW and seconded by PW. All were in favour.

**Action: Clerk to update regulations and notify funeral directors.**

## 12. Finance

- i) The cheque list which had been previously circulated was proposed by DW and seconded by TD. All were in favour.
- ii) The internal audit report which had been circulated was reviewed and accepted. It was noted that the Fidelity Cover needs increasing which the Clerk confirmed has been progressed.
- iii) Full Council approved the 2017/18 Annual Governance and Accountability Return; proposed by DW and seconded by KW. All were in favour.
- iv) CIL Projects - The Clerk tabled an email received from Hurst Green School regarding the toilet area refurbishment. The internet cable linking the school to the Children's Centre has been cut through by SCC Grounds maintenance contractor. County Councillor McIntosh confirmed he will seek for SCC to pay for the repair.  
Following discussion it was agreed the decision regarding the amount of funding to be provided to Hurst Green School will be made following the Councillors visit on 22<sup>nd</sup> May.
- v) Funding road monitoring counter – Discussion ensued as to whether a road monitoring scheme in Wolfs Hill would be beneficial. It was agreed that two pedestrian signs, funded by the Parish Council, would have more impact proposed by SB and seconded by KW. All were in favour. County Councillor McIntosh will follow this up.
- vi) Asset of Community Value - to be carried forward due to the unavailability of MF. KS will follow up with the individual who led the application for the Haycutter.  
**Action: KS**
- vii) The Financial Risk Assessment document which had been previously circulated was reviewed. It was agreed the Clerk will follow up the backup facilities at TDC. The Clerk will circulate to Councillors their Declaration document for updating. The Financial Risk Assessment Document was approved  
**Action: Clerk**
- viii) Insurance – The Clerk confirmed she has increased the Fidelity cover to £100,000 with no increase to premium. It was agreed the Council will sign up to the 5 year term proposed by KW and seconded by DW.  
**Action: Clerk**

## 13. Chairman's announcements

- i) Annual Parish Assembly – The Councillors agreed the venue was preferred; the areas worked well with exhibitors and was good for networking. It was preferable not to have a speaker as made it more relaxed and appealing.
- ii) Silent Soldiers – to confirm locations. North at war memorial and entrance to old Oxted. Oxted South – Meadowland verge and by St Agathas. Permission to be sought from Surrey Highways as two areas are Surrey land. The Clerk will seek to have the Oxted War Memorial Silent Soldier erected on 12<sup>th</sup> May.  
**Action: Clerk**
- iii) Oxted War Memorial has been renovated and looks clean. KW expressed her distress at the way in which members of the British Legion were draped on the scaffolding and degrading the memorial by standing on it and consequently showing no respect to the men who died. Thanks were extended to the Clerk for her work in getting the renovation undertaken.

- iv) Litter picking will be undertaken from 2pm until 5pm at St Agathas on Sunday 27<sup>th</sup> May. All Councillors and family members invited. Clerk will publicise inviting volunteers. The Clerk will request bags and equipment from TDC.  
**Action: Clerk**
- v) Grit bins are requested at the brow of Rockfield Road and St Clair Close. The Clerk will follow up with SCC.  
**Action: Clerk**
- vi) GDPR – it was agreed that the GDPR will be appointed as the Data Protection Officer at a fee of £150 pa. All documentation held by Councillors must be shredded or collected by a company which deals with confidential documents. Clerk to follow up.  
**Action: Clerk**
- vii) Grant Aid working group review date –The meeting will be held on 5<sup>th</sup> June commencing at 7pm at Silkham Road.
- viii) Review of Standing Orders –The Clerk will update the new Standing Orders received from NALC and re-circulate to all Councillors  
**Action: Clerk**
- ix) Social Media Policy – The policy was adopted by the Council on 8<sup>th</sup> May 2018 proposed by DW and seconded by KW. The clerk will paginate and resend to Councillors.  
**Action: Clerk**
- x) Data Protection Policy – It was agreed the policy drafted by the Data Protection Officer will be considered at the July Council meeting.
- xi) The Chairman reported that a letter had been received from a resident in Dorking suggesting a new logo for Oxted. After discussion it was agreed the current logo remains applicable. The clerk will communicate the decision with the resident.  
**Action: Clerk**

#### 14. Highways

- i) Verge improvements – The County Councillor had updated the Councillors in his report
- ii) East Surrey Transport update – CD circulated the new timetable and route sheets following the commencement of the Thameslink service being extended on the East Grinstead line. The next meeting of the Transport group will be held on 9<sup>th</sup> May.

#### 15. Clerk's report: the report which had been previously circulated was accepted. The visit to Hurst Green School on 22<sup>nd</sup> May at 11:30am will be attended by DW, LP, KS, CD, BH and the Clerk.

#### iii) Correspondence received: Circulated as received

#### iv) Items for consideration at future meetings

Inclement weather  
Parish Watch system  
Special projects

**Meeting ended at 21.05**

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**Date of the next meeting Tuesday 10<sup>th</sup> July 2018 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](http://www.oxted-pc.org.uk)

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

Phone 07510 226989