



OXTED PARISH COUNCIL

**Minutes of the meeting of Oxted Parish Council held in the
Meeting Room, the Community Hall, Church Lane, Oxted
on Tuesday 14th May 2019 at 6.00pm**

**Cllr. Liz Parker
Cllr. Katherine Saunders
Cllr. Barbara Harling
Cllr. Paul Whitehurst
Cllr. Peter Giles
Cllr. Alan Feesey
Cllr. Deb Shiner
Cllr. Anne Rivers
Cllr. Denize Wallace
Cllr. Reg Hull
Cllr. Matt Sapsford
Cllr. Peter Damesick**

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

MINUTES

1. Prayers were led by Cllr. Liz Parker

2. Election of a Chair for 2019/20

Cllr. Liz Parker nominated Cllr. Katherine Saunders
Seconded by Cllr. Barbara Harling
6 in favour – 6 did not vote.

Cllr.. Denize Wallace nominated Cllr. Peter Giles
Seconded by Cllr. Reg Hull
6 in favour – 6 did not vote

Cllr. Liz Parker, as the outgoing Chairman, used her casting vote in favour of Cllr. Saunders
Vote carried.

Declaration of Acceptance of Office signed by Cllr. Katherine Saunders

3. Election of a Vice-Chairman for 2019/20

Cllr. Katherine Saunders nominated Cllr. Liz Parker
Seconded by Cllr. Paul Whitehurst
6 in favour – 6 did not vote

Cllr. Denize Wallace nominated Cllr. Peter Giles
Seconded by Cllr. Matt Sapsford
6 voted in favour – 6 did not vote
Cllr. Katherine Saunders used the Chair's casting vote in favour of Cllr. Liz Parker
Vote carried
Declaration of Acceptance of Office signed by Cllr. Liz Parker

Cllr. Peter Giles expressed his concern that both Officers are from the South of the Parish.
Cllr. Katherine Saunders explained the rationale of having experience Parish Councillors in the role for the first year of the new Parish Council.

4. **Apologies for absence: to receive and accept apologies for absence.**
None received
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:** Cllr. K Saunders welcomed the new Councillors to encourage residents to attend the meetings. County Councillor Rose Thorn, who is Chairman of the Local Committee, attended the meeting and invited the Councillors to the meetings. Cllr. Thorn confirmed that County Councillor Cameron McIntosh is the Vice-Chairman. The next meeting is scheduled for Friday 21st June and is held at Tandridge District Council offices; they are always held during the day and anything can be brought to Local Committee.
Cllr. Giles requested that an invitation be issued to District North Councillor to attend the Parish Council meetings; County Cllr. Thorn confirmed that District Councillors do not require an invitation to attend Parish Council meetings.
7. **Minutes:** The Minutes of Full Council meeting held on 12th March 2019 were approved and signed as a true record by the Chairman. Proposed by Cllr. Whitehurst and seconded by Cllr. Harling.
8. **Allocation of councillors to committees both internal and external bodies**
Burial Committee - Cllr. Liz Parker, Cllr. Barbara Harling, Cllr. Matt Sapsford, Cllr. Peter Giles and Cllr. Denize Wallace
Planning Committee – Cllr. Liz Parker, Cllr. Katherine Saunders, Cllr. Denize Wallace, Cllr. Reg Hull, Cllr. Anne Rivers and Cllr. Peter Damesick
Finance Working Group – Cllr. Paul Whitehurst, Cllr. Peter Giles, Cllr. Deb Shiner and Cllr. Reg Hull
Grant Aid Working Group – Cllr. Katherine Saunders, Cllr. Alan Feesey, Cllr. Paul Whitehurst, Cllr. Barbara Harling and Cllr. Matt Sapsford
Highways/Safe Routes to School – Cllr. Matt Sapsford and Cllr. Alan Feesey
Litter and recycling – Cllr. Liz Parker and Cllr. Deb Shiner
Gatwick Area Conservation Campaign - District Councillor already does this
Facebook and website – Clerk. Cllr. Matt Sapsford and Cllr. Reg Hull wish to bring suggestions for improvements to the July Council meeting.
Roads in the North to be re- allocated by North Councillors and notified to the Clerk
Notice boards - charitable events, parish, district and county agendas and notices only

Press and PR – Cllr. Deb Shiner, Cllr. Matt Sapsford and Cllr. Reg Hull

Citizens Advice – Cllr. Paul Whitehurst

East Surrey Rail Forum – Cllr. Alan Feeseey

Master Park – Cllr. Peter Giles, Cllr. Anne Rivers Cllr. Matt Sapsford

Cllr. Peter Giles raised the issue of a staffing committee and it was confirmed that staffing is dealt with in a closed session of main Council meetings

9. Planning Committee:

- i) Planning Committee: Council approved the minutes of the Planning Committee meetings held on 12/03/19, 02/04/19 and 23/04/19.
- ii) Full Council received the minutes of the Planning Committee meetings held on 12/03/19, 02/04/19 and 23/04/19
- i) Planning Committee report – 38 applications considered; 22 no comments; 4 leave to Arboriculturist; 9 leave to TDC Officers; 2 concerns and 1 objection – all of which are detailed in the planning committee minutes.

10. Burial Committee:

- i) Burial Ground notice board update – The Clerk confirmed that the application for the installation of the new notice board is with TDC and a decision is awaited.
- ii) It was confirmed that prior to the burial committee meeting, the Councillors undertake an inspection of the burial ground.
- iii) Cllr. Sapsford agreed to undertake the placement of cones around the entrance to the burial ground when it is known that funerals are taking place.
- iv) The Clerk agreed to contact County Councillor McIntosh to ascertain the possibility of having more double yellow lines around the burial ground area.

11. Finance

- i) The cheque list, which had been previously circulated, was proposed by Cllr. Whitehurst and seconded by Cllr. Parker. All present were in agreement.
- ii) The internal audit report, which had been previously circulated, was agreed and the recommendation of a risk assessment of the Parish Council's assets was noted and will be undertaken.
- iii) 2018/19 Annual Governance Statement was tabled at the meeting and there was a brief discussion regarding the accounts. The Statement was proposed by Cllr Parker and seconded by Cllr Saunders and approved by all present.
- iv) The approval of the 2018/19 Accounting Statement was proposed by Cllr. Parker and seconded by Cllr. Saunders and approved by all present.
- v) Cllr. Feeseey enquired regarding the verges in Wolfs Hill which are still awaiting repair. It was confirmed that these are still to be undertaken once quotes are received and approved.

ii) Chairman's announcements

- i) GDPR and Councillor Email addresses. The Clerk confirmed that the Parish Council is GDPR compliant and that all Councillors will be issued with a Councillor email address.
- ii) Grant Aid working group review date – It was agreed the meeting will be held at 7:30pm on Wednesday 29th May at the Clerks address.
- iii) Review of Standing Orders – The Standing Orders were re-adopted proposed by Cllr. Hull and seconded by Cllr. Giles. All present were in agreement.

- iii) **Highways** – The issue of the length of the grass on the verges on Icehouse Wood and Woodhurst Lane was raised. The Clerk will investigate the feasibility of an additional cut or appointing a private contractor for a one-off cut.
12. **Clerk's report:** - the Clerks report, which had been previously circulated, was briefly discussed. Cllr. Parker highlighted the works undertaken by the Clerk and the professional manner in which she undertakes the role.
13. **Correspondence received:** Circulated as received
14. **Items for consideration at future meetings**
Master Park roundabout
- Support by Knights Garden Centre to be sought by Cllr. Feesey
 - Horticultural Society.
 - Cllr. Shiner to seek suggestions for design and planting

Meeting closed at 8:45pm

Date of the next meeting Tuesday 9th July 2019 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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