



## **OXTED PARISH COUNCIL**

**Minutes of the meeting of Oxted Parish Council held  
via the on-line TEAMS remote set-up on Tuesday 12<sup>th</sup> May 2020 at 7:30pm**

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

**County Cllr. Cameron McIntosh - part-time via telephone**

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

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**Prior to the commencement of the meeting a minute's silence was held for  
the victims and families of the Coronavirus.**

### **MINUTES**

**Elections will be by recorded named voting due to the inability to see councillors voting on TEAMS.**

**1. Election of a Chairman for 2020/21**

Cllr Denize Wallace nominated Cllr Reg Hull  
Seconded by Cllr Matt Sapsford  
7 in favour; 3 against; 1 abstention

Cllr Barbara Harling nominated Cllr Liz Parker  
Seconded by Cllr Katherine Saunders  
4 in favour; 6 against; 1 abstention

**Cllr Reg Hull** was elected as Chairman of the Parish Council for the 2020/21 year  
Declaration of Acceptance of Office will be signed by Cllr Reg Hull

**2. Election of a Vice-Chairman for 2020/21**

Cllr Paul Whitehurst nominated Cllr Liz Parker  
Seconded by Cllr Katherine Saunders  
2 in favour; 7 against; 2 abstentions

Cllr Barbara Harling nominated Cllr Katherine Saunders  
Seconded by Cllr Liz Parker  
3 in favour; 7 against; 1 abstention

Cllr Peter Giles nominated Cllr Deb Shiner

Seconded by Cllr Matt Sapsford

7 in favour; 3 against; 1 abstention

**Cllr Deb Shiner** was elected as Vice Chairman of the Parish Council for the 2020/21 year

Declaration of Acceptance of Office will be signed by Cllr Deb Shiner

3. **Apologies for absence:** received and accepted apologies for absence.  
Cllr Anne Rivers
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.* There was none declared
5. **Public session:** Due to there not being an agenda item for the County Councillor to speak, County Cllr Cameron McIntosh spoke in the public section.  
Network Rail is undertaking works under the viaduct on the A25. A condition of a permit being issued is that the area around the pedestrian crossing is cleaned up.  
General works with Utility Firms is being undertaken as the low volume of traffic has enable the works to be done.  
19 roads are being resurfaced or patched by SCC. Focus has been on maintenance which includes filling the pot holes.  
CC McIntosh confirmed he will share more highways works as it is scheduled.  
There is a push for councils to become unitary authorities and more will be reported in due course.
6. **Minutes:** The Minutes of the Full Council meeting held on 10<sup>th</sup> March 2020 were approved and will be signed by the Chairman as a true record in due course.
7. **Allocation of councillors to committees both internal and external bodies**  
The allocation of committees had been circulated prior to the meeting and the final councillor allocation is as follows:  
**Burial Committee:** Cllr Liz Parker, Cllr Barbara Harling, Cllr Katherine Saunders, Cllr Matt Sapsford, Cllr Peter Giles and Cllr Denize Wallace  
**Planning Committee:** Cllr Liz Parker, Cllr Deb Shiner, Cllr Anne Rivers, Cllr Denize Wallace, Cllr Reg Hull and Cllr Peter Damesick  
**Staffing Committee:** Cllr Deb Shiner, Cllr Reg Hull and Cllr Anne Rivers  
**Finance Working Group:** Cllr Paul Whitehurst, Cllr Peter Giles, Cllr Deb Shiner and Cllr Reg Hull  
**Grant Aid Working Group:** Cllr Katherine Saunders, Cllr Liz Parker, Cllr Barbara Harling, Cllr Paul Whitehurst, Cllr Alan Feesey, Cllr Matt Sapsford and Cllr Denize Wallace  
**East Surrey Transport Committee:** Cllr Alan Feesey  
**Hurst Green Community:** Cllr Liz Parker  
**Surrey & Sussex Community Rail Partnership:** Cllr Liz Parker  
**Highways/Safe Routes to School:** Cllr Barbara Harling, Cllr Matt Sapsford and Cllr Alan Feesey  
**Litter and recycling:** Cllr Liz Parker and Cllr Deb Shiner  
**Gatwick Area Conservation Campaign:** District Cllr Bob Milton

8. **Planning Committee:**

- i) Planning Committee approved the minutes of the Planning Committee meetings held on 10/03/20, 31/03/20 and 21/04/20.
- ii) Full Council received the minutes of the Planning Committee meetings held on 10/03/20, 31/03/20 and 21/04/20

9. **Burial Committee:**

- i) It was noted that the next meeting of the Burial Committee is scheduled for 26<sup>th</sup> May 2020

10. **Finance**

- i) The invoices detailed were authorised for payment

Master Park (cheque 2685 not banked but destroyed)	£3,000.00
Mrs Gibbins - Clerk Salary & Office	£1,291.87
Zurich Municipal - Annual Insurance Premium (LTA)	£ 867.97
Country Garden Services Ltd - burial ground maintenance	£2,271.22
Mrs Gibbins - Clerk expenses	£ 358.98
ICCM - Annual membership	£ 95.00
Alison Stevens - Internal Audit	£ 135.00

**Action: Clerk**

- ii) The internal audit report, which had been previously circulated, was commented upon regarding the dating of the document. The Clerk will request a revised copy.

**Action: Clerk**

It was agreed the internal audit documents will be forwarded to all councillors.

**Action: Clerk**

- iii) On-line Banking protocol policy - Cllr Giles updated the rationale regarding the updating of the on-line banking policy. The Finance Working Group will authorise payments and they will be reported to Council for approval at the Council meetings. The policy was adopted with the addition of the line that "on-line payment of burial ground fees will be accepted"

**Action: Cllr Giles/Clerk**

- iv) Covid-19 Support - Following discussion it was agreed that all Councillors will provide the Clerk with details of organisations and/or groups who could benefit from funding to support the vulnerable through the Corona virus crisis. The application for the grant from TDC will then be applied for.

**Action: All**

The Clerk will collate a list of the Grant Aid applications to date

**Action: Clerk**

- v) CCLA Account - the Clerk reported that £100k has been transferred to the CCLA account which has an interest rate of 0.38%.

It was agreed that the Finance Working Group will look into long-term deposit for 1 year with higher interest.

**Action: Finance Working Group**

- vi) CIL update - An application has been requested from Master Park; the CIL Working Group confirmed the application/proposal form is in Sharepoint. The Clerk will forward to the Chair of Master Park.

**Action: Clerk**

Cllr Hull suggested a meeting of the CIL Working Group should be set up by Cllr Damesick.

**Action: Cllr Damesick**

11. **Chairman's announcements**

- i) **Clerk's report:** the report had been circulated with all papers for the meeting. The Clerk reported that the burial ground had not been as busy as had been anticipated.

ii) **Items for consideration at future meetings**

Cllr Giles raised the issue of the newsletter; the Clerk has only received a report from the Finance Working Group and is working on the information requested by the Burial Committee.

Cllr Hull requested that an item raised at a previous meeting regarding more frequent Council meetings should be implemented together with 4 weekly rather than 3 weekly planning meetings. The Clerk advised that 3 weekly planning meetings reduces the risk of planning applications slipping through the net and not being commented on.

It was agreed to trial an extra meeting in June however date and time to be confirmed Cllr Damesick suggesting moving from TEAMS to ZOOM. It was agreed there are positives and negatives to both systems.

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**Date of the next meeting Tuesday 9<sup>th</sup> June 2020 at 7.30pm**

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, Phone 07510 226989