



## OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held via the on-line TEAMS remote set-up on Tuesday 9<sup>th</sup> June 2020 at 7:00pm

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

County Cllr. Cameron McIntosh  
District Cllr Catherine Sayer

Mrs Maureen Gibbins  
Clerk to Oxted Parish Council

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## MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.  
There was none
2. **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
3. **Public session:** District Cllr Catherine Sayer provided a brief update on the following issues within TDC
  - Dealing with the challenges of COVID-19.
  - Changes to the make-up of Tandridge District Council and how the three main groups are now working more closely together to try to make a no overall control Council work best for residents.
  - Discretionary grants fund for businesses.
  - Reopening High Streets Safely Fund.
  - When to start charging in Ellice Road again.
  - Freedom Leisure and Tandridge Leisure Centre.

- Financial pressures.
- Recovery working group.
- Local Plan update.
- Govt white paper on unitary authorities.

Cllr Feesey enquired regarding the inspection of playgrounds which Cllr Sayer agreed to look into and report back her findings to the Clerk. **Action: Cllr Sayer**

**County Cllr Cameron McIntosh** updated the Councillors regarding activities within Surrey County Council:

- £8.5 million has been allocated to Surrey to promote ease of travel e.g pop up cycle lanes, widening of pavements, maintenance of existing cycle lanes. Funds have to be spent within 5 weeks
- Focus in the Tandridge District on highways maintenance, pot-holes and rescheduling capital works.
- Comms gang is based in Limpsfield and will commence cutting back vegetation from week commencing 15<sup>th</sup> June.
- Cllr Hull raised the issue of a Vehicle Activate Sign for Wolfs Hill which had been raised by Cllr Langton. CC McIntosh will take up with Highways. The suggestion was that SCC funded the VAS and the Parish Council maintains it.

4. **Minutes:** The Minutes of the Full Council meeting held on 12<sup>th</sup> May 2020 were approved as a true record and will be signed by the Chairman in due course.

5. **Planning Committee:**

- Planning Committee approved the minutes of the Planning Committee meeting held on 12/05/20.
- Full Council received the minutes of the Planning Committee meeting held on 12/05/20.

6. **Burial Committee:**

- Burial Ground approved the minutes of the Burial Ground Committee meeting held on 26/05/20
- Full Council received the minutes of the Burial Ground Committee meeting held on 26/05/20
- Working Party at the burial ground is being held on Saturday 13<sup>th</sup> June 2020 commencing at 10am.
- As from the week commencing 15<sup>th</sup> June the main gates to the burial ground will be locked overnight to prevent vehicles entering. Cllr Wallace is compiling a rota as to which Councillors will lock and unlock. Access will be via the pedestrian gate when the main gates are locked.

7. **Finance**

- Finance Working Group Terms of Reference which had been circulated were adopted.
- Finance Report update which had been previously circulated was briefly discussed and the recommendation agreed.
- The invoices detailed were authorised for payment

Mrs Gibbins – Clerk Expenses	£ 50.69
Country Garden Services Ltd – burial ground maintenance	£2,271.22
Mrs Gibbins – Clerk Salary & Office (office fee was not included)	£1,281.87
Computer Solutions (UK) Ltd – printer ink	£ 31.98
HMRC – PAYE & NI	£ 762.96
JEM Home Services – paving works at pedestrian gate	£ 140.58

- iv) Covid - 19 (TDC Grant) – there was general discussion regarding possible recipients and it was agreed the Clerk will draft a proposal pertaining to the Befriending Scheme at TVA for consideration by Councillors

**Action: Clerk**

8. **Chairman's announcements**

- i) Video Conferencing (Teams V Zoom) – The Chairman confirmed that following research of Teams V Zoom, the council meetings should continue to be operated under Teams which is part of the Microsoft 365 package. The proposal was adopted
- ii) Council and Committee Objectives – The Chairman reported that he is drafting a document to outline the objectives of the Parish Council and Committees for the ensuing year. The document will be circulated to all councillors for comment. **Action: Cllr Hull**
- iii) Standing Orders which had been previously circulated were adopted.
- iv) Financial Regulations which had been previously circulated will be reviewed by the Finance Working Group prior to resubmission to Full Council.  
**Action: Finance Working Group**
- v) Litter at Master Park – Master Park has lost all its income due to Covid-19 however the park is still being used by families and unfortunately are leaving a substantial amount of litter behind. There was discussion regarding the Parish Council providing funding to assist with the removal of the litter however the Councillors agreed additional funding, above the £4k already provided for refuse collection, should not at this time be given.

9. **Clerk's report** which had previously been circulated was briefly discussed. The format was preferred by many councillors. Cllr Shiner suggested it would be helpful for outstanding items to also be listed. **Action: Clerk**

10. **Items for consideration at future meetings**

List of and photos of Parish Council assets  
Annual Governance and Accountability Report (AGAR)

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**Date of the next meeting Tuesday 14<sup>th</sup> July 2020 at 7.00pm**

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