



OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held via the on-line TEAMS remote set-up on Tuesday 8th September 2020 at 7:00pm

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

County Cllr Cameron McIntosh
District Cllr Jackie Wren

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

MINUTES

- Apologies for absence:**
There was none
- Declarations of Disclosable Pecuniary Interest: (1 min)** *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 been issued, withdraw from the meeting.* There was none declared
- Public session:** There was no member of the general public present although District Cllr Wren and County Cllr McIntosh were in attendance to present their reports

Cllr Jackie Wren – Cllr Wren provided a brief update on the following issues within TDC:

- St Williams parking, wearing of facemasks and social distancing all of which have now been addressed. Staff are wearing hi vis jackets reminding of social distancing. St Williams contractors are being moved out of Ellice Road car park to Oxted School.
- TDC/BID are supporting local businesses with social media campaigns and with grants
- Open Plan Strategy meeting on Thursday.
- Unitary Authority situation will impact on parishes. All Councillors are working closely together to achieve what is best for the District.

- Cllr Parker enquired whether there had been any BID meetings recently; Cllr Wren confirmed that only levy payers are entitled to attend the meetings however she does liaise with the BID Manager and Chairman.
- Cllr Damesick enquired as to the direction for the Unitary Authority. Cllr Wren confirmed that the District Council is looking at a minimum of 2 areas but possibly 4 to ensure there is representation in all areas.
- Cllr Damesick expressed his concern regarding the fair, which is being held on Master Park as, under the current circumstances, it is not suitable that it is being held. Cllr Wren suggested the matter may be better addressed to the Master Park Committee.

County Cllr Cameron McIntosh – The White paper regarding the Unitary Authority has not been published yet.

- SCC is undertaking a business case for a single unitary authority. There is an appetite for probably a 2-tier structure rather than a single structure.
- Highways – resurfacing of pavements in Old Oxted have been undertaken. More money is being spent on maintenance.
- Changes to the licencing laws regarding tables and chairs on the pavements and the payment of a fee is being considered.
- Parking – the new service with Sevenoaks is working well. CC McIntosh is receiving figures regarding the number of PCN's issued.

4. **Minutes:** The Minutes of the Full Council meeting held on 14th July 2020 were approved as a true record and will be signed by the Chairman in due course.

5. **Planning Committee:**

- i) Planning Committee approved the minutes of the Planning Committee meeting held on 04/08/20 and 25/08/20.
- ii) Full Council received the minutes of the Planning Committee meeting held on 04/08/20 and 25/08/20.
- iii) Update following visit to St Williams site – Cllr Damesick provided the councillors with an update with the progress at the site. Concern was expressed that even with the number of dwellings provided there is no affordable housing allocated.

6. **Burial Committee:**

- i) Burial Committee approved the minutes of the Burial Committee meeting held on 14/07/20.
- ii) Full Council received the minutes of the Burial Committee meeting held on 14/07/20
- iii) Update following Burial Ground Working Party on 5th September – Cllr Wallace thanked all who attended. Main gates are being repaired. Cllr Shiner expressed her concern regarding the condition of the roses and the amount of dead wood on them. The Clerk will liaise with the maintenance team.

Action: Clerk

- iv) Saturday 31st October has been scheduled for the next Working Party

7. **Grant Aid Working Group**

Cllr Saunders thanked the Council for the donation to the Oxted, Edenbridge and Hurst Green Hygiene Bank.

Following the recommendation by the Grant Aid Working Group for CIL Funding to be provided to St Agathas the recommendation was not upheld by the CIL Working Group. Cllr Saunders proposed that the final £500 of Grant Aid allocation be awarded to St Agathas; Cllr Parker seconded the proposal. All present agreed.

Action: Clerk

8. **CIL Update**

Update and recommendations – Cllr Damesick updated the councillors regarding the St Agathas project which was a retrospective application to replenish reserves. £90k has been allocated to the Master Park Pavilion and this has been notified to the Trustees together with the publication of a press release and published in the parish council newsletter. Bushey Croft parking has been muted however input from TDC Parking Officers regarding viability and suitability is still awaited.

The CIL Working Group have been considering projects in the Tandridge Infrastructure Development Plan and Open Space Strategy and identified that play spaces in the Open Space Strategy are requiring improvement and enhancement may be suitable projects.

Wolfwood verges – further to the initial quotations received a third was received which was in the region of £23k. The CIL Working Group identified a cheaper solution of installing posts to prevent incursion on the verges.

Following discussion, it was agreed a Working Group needs to identify the issues and the possible solutions and report to the next council meeting. Members of the Working Group are Cllrs Parker, Shiner, Giles, Rivers and Hull. Cllr Hull will keep Cllr Damesick up-to-date with discussions as Chair of the CIL Working Group.

9. **Update re Notice Board replacement**

Cllrs Shiner and Parker inspected the notice boards and recommend the replacement of a double-sided notice board at Pollards Oak and a new single-sided one at Hurstlands and Old Oxted. Following discussion regarding the need for, and the price of, notice boards Cllr Shiner agreed to undertake further research regarding design and costs.

Action: Cllr Shiner

10. **Finance: (10 mins)**

i) To agree the invoices for payment – Proposed Cllr Giles, seconded Cllr Parker; All present agreed.

SSALC – Cllr Parker - attending social media webinar	£ 36.00
Mrs Gibbins – Clerk Salary & Office	£1,291.87
Computer solutions – printer ink x 2 invoices	£ 61.79
Mrs Gibbins – Clerk Expenses	£ 33.15
Country Garden Services Ltd – maintenance	£2,271.22
East Surrey Transport Committee Affiliation fee	£ 10.00
Computer Solutions – parish laptop (approved by Cllr Hull)	£ 734.40
HMRC – PAYE & NI	£ 763.16

Cllr Liz Parker provided positive feedback on the course she attended and a report to all councillors will follow.

Cllr Anne Rivers questioned the cost of the laptop and the reason for having a separate laptop for each parish council. The laptop is a parish asset and cannot be shared due to security and confidentiality of data.

ii) Finance Summary – Cllr Giles reported as follows:

Financial Review at the end of month 5.

- In the absence of a forecast the items to note relate to the burial ground where it is difficult to forecast income. Income to date is £14,385 against a budget of £19,500. This is a good position at the 5 month point with £5,115 of budgeted income to arrive. It is likely that budgeted income will be exceeded but, there is no certainty of that. Non routine expenditure on the burial ground is £3,126 over budget due to the tarmac repairs undertaken. The worst case is that the burial ground will run at a larger deficit than budgeted but well within our reserves.
- The rate being earned on the CCLA account has dropped to 0.0453% net.

Recommendations and other items:

- It is recommended that in future financial reviews be conducted quarterly unless there are unexpected exceptional items
 - It is recommended that a rolling forecast be maintained within the annual finance spreadsheet and that inconsistencies in the spreadsheet be tidied up.
 - The recently adopted financial regulations and Online Banking Protocol are not being followed. Payments are being presented to the full council in the same way that they were when cheques were in use and not all payments are backed up by invoices or statements of account / amount due.
 - Longer term deposit account – this is still being reviewed.
- iii) It was agreed for the Finance Working Group to progress recommendations.

11. Chairman's announcements:

- i) Remembrance Day – Cllr Whitehurst will ascertain the proposal at St Johns, Hurst Green. Cllr Whitehurst will lay the wreath at St Johns; Cllr Parker on behalf of TDC; Cllrs Hull will lay the wreath at Oxted War Memorial and Cllr Wallace will lay the wreath in Old Oxted. The Clerk will order 3 wreaths.

Action: Clerk

- ii) Staffing Terms of Reference – The Council adopted the Staffing Terms of Reference

12. East Surrey Transport Committee Update

Minutes dated 14th July 2020, previously circulated, and in sharepoint, detail the update provided by Cllr Feesey.

- 13. Clerk's report:**-on actions taken since the last meeting . The Clerk highlighted that the process of applying for Quality Council includes a requirement for the Clerk and Councillors to be actively participating in training courses. Councillors were reminded that a report should be provided to all councillors following attendance and will be filed, initially, in the Training Attendance Reports folder in Sharepoint.

14. Items for consideration at future meetings

Oxted roundabout
Visions and Aims

Part 1 of the meeting ended at 2015

The Clerk left the meeting and Cllr Rivers took the minutes for Part 2

Part 2

Clerk Appraisal
Staffing Committee report

Date of the next meeting Tuesday 13th October 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 Mrs Maureen Gibbins, Parish Clerk, Phone 07510 226989