



OXTED PARISH COUNCIL

Minutes of the Annual Statutory meeting of Oxted Parish Council held at Hurst Green School,
Wolfs Wood, Hurst Green, Oxted, Surrey RH8 0HJ, on Tuesday 25th May 2021 at 6:00pm

Cllr Reg Hull – outgoing Chairman

Cllr Peter Giles

Cllr Katherine Saunders

Cllr Liz Parker

Cllr Barbara Harling

Cllr Paul Whitehurst

Cllr Peter Damesick

Cllr Deb Shiner

Cllr Alan Feesey

Cllr Anne Rivers

Cllr Denize Wallace

Cllr Matt Sapsford

Mrs Maureen Gibbins

Clerk to Oxted Parish Council

MINUTES

1. Election of a Chairman for 2021/22

Cllr Peter Giles nominated by Cllr Alan Feesey

Seconded by Cllr Anne Rivers

8 in favour 4 against

Cllr Liz Parker nominated by Cllr Katherine Saunders

Seconded by Cllr Barbara Harling

4 in favour 8 against

Cllr Peter Giles was elected as Chairman of the Parish Council for the 2021/22 year

Declaration of Acceptance of Office was signed by Cllr Peter Giles

2. Election of a Vice-Chairman for 2021/22

Cllr Peter Damesick nominated by Cllr Denize Wallace

Seconded by Cllr Deb Shiner

There being no other nominations **Cllr Peter Damesick** was elected as Vice-Chairman of the Parish Council for the year 2021/22

Declaration of Acceptance of Office was signed by Cllr Peter Damesick

3. Apologies for absence:

There was none

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:** There was no member of the public present.
6. **Minutes:** The Minutes of Full Council meeting held on 27th April 2021 were approved and will be signed by the Chairman.

7. **Allocation of councillors to committees both internal and external bodies**

Burial Ground Committee

Cllr Liz Parker	Cllr Denize Wallace	Cllr Katherine Saunders
Cllr Peter Giles	Cllr Barbara Harling	Cllr Matt Sapsford

Planning Committee

Cllr Liz Parker	Cllr Reg Hull	Cllr Peter Damesick
Cllr Deb Shiner	Cllr Anne Rivers	

Staffing Committee

Cllr Peter Giles	Cllr Reg Hull
Cllr Anne Rivers	Cllr Liz Parker (Sub)

WORKING PARTIES:

Finance

Cllr Reg Hull	Cllr Peter Giles	Cllr Deb Shiner
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Grant Aid

Cllr Alan Feesey	Cllr Barbara Harling	Cllr Matt Sapsford
Cllr Liz Parker	Cllr Katherine Saunders	

CIL

Cllr Deb Shiner	Cllr Anne Rivers	Cllr Peter Damesick
Cllr Reg Hull	Cllr Peter Giles	

PR/Parish Website & Facebook

Cllr Deb Shiner	Cllr Reg Hull	Cllr Matt Sapsford
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Master Park Roundabout

Cllr A Feesey	Cllr Peter Giles
Cllr Deb Shiner	Cllr Denize Wallace

Litter and recycling

Cllr Liz Parker	Cllr Deb Shiner
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INDIVIDUAL AREAS OF RESPONSIBILITY

Responsible Finance Officer	Maureen Gibbins (Clerk)
Footpaths and Rights of Way incl. Tandridge Access and Rights of Way Forum	-
Oxted North	Cllr Peter Giles & Cllr Anne Rivers
Oxted South	Cllr Reg Hull
Liaison with Master Park	Cllr Alan Feesey
Internal Auditor	Cllr Anne Rivers & Cllr Peter Giles
	Alison Stevens

REPRESENTATIVES ON OR LINKS WITH OUTSIDE BODIES

CAB Oxted	Cllr Liz Parker
BID	Cllr Liz Parker, Cllr Reg Hull, Cllr Denize Wallace
Gatwick Area Conservation Campaign	Cllr Liz Lockwood
Hurst Green Community Association	Cllr Deb Shiner
Oxted United Charities	Cllr Barbara Harling
Rail Community Group	Cllr Liz Parker
Transportation Group/ Surrey Rail Forum	Cllr Alan Feesey

8. **Finance**

- i) The payments approved and authorised were noted.
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| Stocksigns Ltd – burial ground signs | £ 246.04 |
| SLCC – Clerk annual subscription | £ 158.50 |
| Route 22 Ltd – IT Support | £ 113.40 |
| Viking Payments – Stationery | £ 75.77 |
| Master Park – 1 st ¼ | £1,000.00 |
| Clerk Expenses | £ 69.83 |
| Greenbarnes Ltd – notice boards | £3,140.34 |
| Alison Stevens – internal audit | £ 200.25 |
| Country Garden Services | £2,271.22 |
| JPS Contractors – pathway in Burial Ground | £5,964.00 |
| Zurich Municipal – annual insurance | £ 881.30 |
| Clerk Expenses | £ 34.80 |
- ii) Review the Grant Aid proposals
Cllr Liz Parker went through the proposals recommended by the Grant Aid Working Group and following some discussion they all were approved.
Action: Clerk

9. **Date of the next meetings**

It was agreed, subject to the availability of a venue the next council meetings will be held on 22nd June and 20th July.

Action: Clerk

Cllr Wallace thanked Cllr Saunders for arranging the venue for the meeting.

The meeting closed at 1855

Copies of Parish Council minutes are held by the Clerk and are available on the Parish Council website: www.oxted-pc.org.uk Mrs Maureen Gibbins, Parish Clerk, Phone 07510 226989