



OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held at Oxted Community Hall
on Tuesday 11th January 2022 at 6:30pm

Cllr Peter Giles - Chairman

Cllr Peter Damesick

Cllr Liz Parker

Cllr Katherine Saunders

Cllr Reg Hull

Cllr Deb Shiner

Cllr Alan Feeseey

Cllr Denize Wallace

Mrs Maureen Gibbins

Clerk & RFO to Oxted Parish Council

MINUTES

1. **Apologies for absence:** received and accepted apologies for absence.
Cllrs Anne Rivers, Barbara Harling, Paul Whitehurst and Matt Sapsford
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:** Two representatives from Hurst Green Community Centre attended the meeting and provided an update on the reasons for their request for funding. The Centre has applied for funding from Your Fund Surrey, TDC CIL and the National Lottery. The venue has been granted a 25 year lease extension by TDC. Funding is required to cover the architects fees leading to the outline planning. The representatives will speak with the Chairman of Master Park for advice on the best approach going forwards. The Parish Council agreed, in principle, they are fully supportive of the project. The Chairman thanked the representatives for attending the meeting and for the excellent presentation.

County Cllr Cameron McIntosh reported as follows:

- Pre patching on A25 from junction of Bushey Croft down to near the viaduct. Surface dressing is scheduled for the end of April.
- Completed some initial banking on Woodhurst Lane, phase 1. Permission has been granted to dig further into the bank on Woodhurst Lane and some retaining walls built into the bank to make straight run. This will be completed after April and being funded from the County Councillors budget.
- Sign re pedestrians walking on Wolfs Hill carriage way will be installed close to Hazelwood School. The banking is going to be cut back to perform a footpath. Can only complete what can practically be done.

- VAS has been installed on Wolfs Hill.
- Barrow Green Road – resurfacing in 2022
- Hurst Green Road for resurfacing in 2022
- Cllr Parker enquired regarding the condition of the road calming humps in Hurst Green Road. County Cllr McIntosh will liaise with Cllr Parker regarding her concerns.
- CC McIntosh will forward the latest parking review to the Clerk for onward circulation to Councillors.
Action: CC McIntosh/Clerk
- Cllr Wallace raised the issue of the underpass flooding. CC McIntosh confirmed this is a TDC issue however he will follow it up with the relevant officer at TDC.
- SCC are balancing a budget and making difficult decisions. Council tax will go up – 2% on adult social care. 4.99% increase in SCC council tax.

District Cllr Deb Shiner reported as follows:

- **Budget**
TDC have been working towards balancing the budget for the coming financial year and keeping the Council solvent and sustainable.
In recent years the Council has used up large amounts of its’ reserves on the Local Plan and on the Customer First project which cost far more than planned. There has also been a continual reduction in support for local authorities from Central Government which has further eroded financial resilience.
This has meant setting a balance budget for the coming financial year which requires at least £1.7million of savings. As the Council has an annual budget of just £11 million, this is a huge financial challenge. Various measures were considered but the only real option is to reshape the Council and ensure expenditure no longer outstrips income. The exercise is under way and so far, the best part of £1million in efficiency savings has been found. e.g. better control of spending on external contracts and consultants, reviewing vacant posts within the Council and deleting those that TDC could manage without, improved debt collecting, renting out surplus space at the Council offices. These will all take time to implement and so for 2022/23 it is possible that TDC may have to used up to £300,000 of reserves to balance the budget, although it is hopeful that this can be avoided as the reserves are already far too low. After the changes have been implemented, it is planned that with subsequent budgets, the reserves will be replenished so the Council becomes more resilient.
It has been a very difficult decision to make and at the end of the process it will result in a far leaner Council with reduced staffing levels. However, TDC must maintain the need to focus what resources there are, on the services that matter most to residents.
- **Tandridge Household Support Fund**
TDC has set up the Tandridge Household Support Fund which invites residents on low incomes to apply for help to try to ease financial pressure this Winter. This runs until March 2022 and the funds have been made available by Central Government. £234,649 has been allocated to TDC. As funds are limited it’s best residents apply sooner rather than later. www.tandridge.gov.uk/supportfund.
- **Local Plan**
TDC is currently drawing up the response to the Planning Inspector who is examining the Local Plan. TDC is very keen to have some kind of Local Plan in place because without one, there may be a wave of speculative applications on Green Belt sites. It’s proving difficult because the Inspector has already expressed major concerns about the current Plan and has talked about it being withdrawn. TDC has just had the result of the

traffic modelling for Junction 6 of the M25 which reports that two areas of mitigation are needed, one scheme costing around £5million, the other not yet costed, but would require third party land acquisition.

- **AONB**

There is going to be a review of the Surrey Hills Area of Outstanding Natural Beauty. Oxted and Limpsfield are being considered for addition. The assessors are asking for photos/description of our beautiful environment. Please take photos as these could be crucial in helping to decide whether what areas are to be included. Photos to <https://survey123.arcgis.com/...896091cc47194e3f99839c84> There is a post on both the Oxted and Hurst Green FB pages.

- 31st January there is going to be a briefing on Tandridge boundary reviews. No information yet but will keep councillors posted.

4. **Minutes:** Full Council approved the Minutes of the meeting held on 9th November 2021 and are to be signed by the chairman.

5. **Planning Committee:**

- Planning Committee approved the minutes of the Planning Committee meeting held on 16/11/21, 07/12/21 and 04/01/22
- Full Council received the minutes of the Planning Committee meeting held on 16/11/21, 07/12/21 and 04/01/22
- Gatwick Consultation submission – Cllr Damesick confirmed he submitted the response on behalf of the parish council.

6. **Burial Committee:**

- Burial Committee approved the minutes of the Burial Committee meeting held on 23/11/21.
- Full Council received the minutes of the Burial Committee meeting held on 23/11/21.
- Gate rota – Cllr Wallace requested additional volunteers to assist with the gate rota for the burial ground. Cllr Shiner happy to do more openings. Cllr Wallace will follow up with Cllr Sapsford.
- Cllr Damesick questioned the minutes of 23/11/21 regarding maintaining the level of fees which appeared to be irrespective of the paper prepared by Cllrs Damesick, Feesey and Rivers. It was agreed the paragraph in the minutes regarding the fees will be reworded.
Action: Clerk
- Electronic recording of burial records on Opus. The Council agreed for the software to be purchased for the electronic maintenance of the burial records.

7. **CIL:**

- Cllr Damesick confirmed that, in principle, support for the Hurst Green Community Centre project and the Parish Council awaits further clarification from the representatives.
- Hurst Green School and Nursery have requested funding in the sum of £6k to furnish a library for the 2- to 7-year-olds. The funding would be for the purpose-built furniture and furnishings. Cllr Saunders declared an interest as she is a Trustee at the school and thus did not contribute to the discussion, recommendation, or decision.
The council agreed to fund the project in the sum of £6k from CIL monies.
Action: Clerk
- £35k ringfenced for Barnet Shaw playground. The Clerk will follow up the transfer of ownership situation.
Action: Clerk
£17k Master Park roundabout plus £3k which has already been paid.
£21k has funded the ANPR cameras

8. **Finance:**

- i) Budget 2022/23 – the budget which had been previously circulated was discussed. Cllr Hull highlighted the figures and confirmed there is sufficient in reserves to cover unknowns. It was agreed to keep the precept for 2022/23 at £50k. The budget and level of precept was Proposed by Cllr Hull, Seconded by Cllr Damesick and all present voted in favour of adoption.
- ii) Working Group update and report – Cllr Hull confirmed that meeting quarterly keeping on top of all things relating to finance and review the figures. CIL monies are held in the CCLA Account. Cllr Damesick suggested depositing funds in higher return account however the parish council is restricted on where funds can be deposited, and returns are low on all accounts at present. Possibly review in the year ahead to identify other investment areas.
Reserves schedule has been drafted by PG.
PL insurance £2million, £5million, £10 million, classification of what levels of works require which level is awaited from the insurance company.
Banking protocol – the NALC finance policy is being reviewed.
- iii) Audit – Cllr Giles reported on the audit and the reports received. Concern was expressed regarding the change of accounting from income & expenditure to receipts and payments. The Clerk confirmed, as far as she is aware, all documents following the audit have been deposited in SharePoint.
- iv) To be advised of payments made since the last Council meeting:
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|---|------------|
| Police & Crime Commissioner for Surrey – ANPR -CCTV | £21,000.00 |
| Clerk Salary & Office | £ 1,293.67 |
| Cllr Denize Wallace – cable ties for poppies | £ 18.00 |
| Clerk Expenses | £ 58.00 |
| Oxted Community Centre – overrunning of room hire – 9/11/21 | £ 14.00 |
| JEM Home Services – repair, clean and retreat bus shelter | £ 252.00 |
| Country Garden Service – maintenance | £ 1,250.62 |
| Computer Solutions – printer ink | £ 29.99 |
| Alex Jones FD – refund of overpayment for memorial | £ 175.00 |
| Clerk Expenses | £ 73.35 |
| Surrey County Council – Road Closure admin | £ 1,327.28 |
| Country Garden Services | £ 1,250.62 |
| Clerk Salary & Office | £ 1,293.47 |
| HMRC – PAYE & NI | £ 755.69 |

Cllr Shiner requested clarification of the payment of £21k. It was confirmed this is for the ANPR cameras being installed around the district. It was agreed that the Parish Council needs to publicise the support they have provide to the police and ANPR cameras.

9. **Master Park Roundabout**

Cllr Wallace confirmed further clarification is awaited from Philippa Gates the design and footpath.

10. **Chairman's announcements:**

- i) Wolfs Wood Verges – Cllr Giles highlighted the issues that arose during the works and that the works do not entirely comply with what was agreed. Following discussion, it was agreed that the Harlequin invoice totalling £24,037.50 including VAT can be settled. The total works which included traffic management and SCC Highways administration fees totalled £21,308.32 + £4056.46 VAT. The Chairman highlighted that a due diligence on the contractors should be undertaken as Harlequin Civil Engineering was understood to be undertaking the works however the organisation was Harlequin Building

Contractors. Cllrs Shiner and Feesey thanked the parish council for funding the works for the benefit of the residents in Wolfs Wood

- ii) CCTV Survey – Cllr Giles reported that the survey closed on 7th January and 712 responses are in favour of CCTV; 39 responded negatively and 3 did not comment either way although made additional comments. 1416 viewed the survey. Cllr Hull is drafting a tender to be circulated to 3 or 4 companies to quote to provide the cameras. Cllr Giles will be speaking to Runnymede Council to ascertain if there is support which can be provided to monitor the cameras if required together with the cost implications.

Action: Cllrs Giles/Hull

- iii) RH8 magazine – The Clerk forward the material provided to the editor of the RH8 magazine however it does not appear to have been received and thus was not included. A couple of councillors expressed their disappointment with the content of the magazine due to the number of adverts. It was agreed there can be benefits to having material included.
- iv) Planting of trees in Oxted in conjunction with the BID – this is being postponed to the February council meeting.
- v) Grants up to £10,000 available to support groups to develop creative and cultural activities in 2022 – The Clerk reported an approach has been received from The Westway (formerly Brunton Centre in Caterham) to work with the parish council. Cllr Saunders agreed to follow up.

Action: Cllr Saunders

- vi) Queens Platinum jubilee – Cllr Saunders suggested providing £70 of book tokens to each local school in Oxted South and North, plus provide entertainment into care homes, (one in Oxted North and one in Oxted South). Cllr Saunders agreed to follow up.

Action: Cllr Saunders

- vii) Annual Parish Assembly – The event is due to be held in Oxted South and either in the York Rooms or Hurst Green Community Centre on Tuesday 15th March. A past planning officer of TDC and local historian will be approached to be guest speaker.

Action: Clerk/Cllr Parker

- viii) Flooding SPD – Oxted PC has been invited to contribute to the policy and identify areas of flooding in the area: Barrow Green Road near the junction of Broadham Green Road, Pollards Oak Road, Tanhouse Road, Gordons Way, Pollards Wood Road, A25 east of the roundabout with Barrow Green Road and Tandridge Lane, A25 east of the viaduct where the river goes under the road, Southlands Lane and Gibbs Brook Lane.

- ix) Delegation to the Clerk – it was agreed that where it is not possible to hold council meetings, planning meetings in person delegation will be to the Clerk as stated in the Scheme of Delegation previously circulated. Cllr Damesick agreed to draft a paragraph for the Scheme of Delegation to allow this.

Action: Cllr Damesick

11. East Surrey Transport Committee Update

Minutes and reports circulated when received so all councillors are aware of the updates.

12. South East Community Rail Partnership

Minutes and reports circulated when received so all councillors are aware of the updates.

13. Actions Log for reference and update

The log had been previously circulated. Cllr Wallace raised the issue of a replacement bin required on Church Lane. The Clerk will follow up again.

Action: Clerk

Cllr Saunders enquired regarding the removal of the bin from Hurstlands. The Clerk will follow up although any new bins are needing to be funded by the parish councils.

Action: Clerk

14. Items for consideration at future meetings

Neighbourhood Plan

Speedwatch

Policies & Procedures

Tree planting in conjunction with the BID

Conservation areas – Old Oxted, Broadham Green and Station Road West. Alerted by LPC have conducted a survey of the areas. Where and why? Groups of councillors to meet.

The meeting closed at 2115

Date of the next meeting Tuesday 8th February 2022 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