



OXTED PARISH COUNCIL

Minutes of the Annual Statutory meeting of Oxted Parish Council held at
Oxted Community Hall on Thursday 12th May 2022 at 6:30pm,

Cllr Deb Shiner
Cllr Liz Parker
Cllr Barbara Harling
Cllr Paul Whitehurst
Cllr Peter Giles
Cllr Peter Damesick
Cllr Denize Wallace
Cllr Reg Hull
Cllr Matt Sapsford - part-time

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

MINUTES

- 1. Election of a Chairman for 2022/23**
Cllr Deb Shiner nominated by Peter Giles, seconded by Cllr Hull
All in favour
Declaration of Acceptance of Office signed by the Chairman
- 2. Election of a Vice-Chairman for 2022/23**
Cllr Denize Wallace nominated by Cllr Peter Giles seconded by Cllr Hull
All in favour
Declaration of Acceptance of Office signed by the Vice Chairman
- 3. Apologies for absence:** to receive and accept apologies for absence.
Cllr Katherine Saunders
- 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: County Cllr McIntosh** reported as follows:
 - Barrow Green Road from junction by the Community Hall to Gordons Way and this is being partially funded by Southern Gravel
 - CC McIntosh is pleased that the Parish Council is progressing the Master Park roundabout. CC is funding the kerbing works and all expected to be undertaken in 2023 together with roundabout works. (Kier to Ringway)
 - Cllr Parker enquired regarding the yellow lines for Hurst Green Road and Holland Road

- Comms gang, once appointed, will cut back overgrowth at junction of Red Lane and Holland Lane
6. **Minutes:** To approve the Minutes of Full Council meeting held on 12th April 2022. The minutes were approved by full council and signed by the Chairman.
7. **Allocation of councillors to committees both internal and external bodies**
Burial Committee – Cllrs Saunders, Parker, Wallace, Giles, Sapsford & Harling
Planning Committee -Cllrs Parker, Shiner, Damesick, Hull & Wallace
Staffing Committee – Cllrs Parker, Giles, Hull & Shiner
CIL Working Group – Cllrs Shiner, Giles, Damesick & Hull
Finance Working Group – Cllrs Shiner, Giles & Hull
Grant Aid Working Group – Cllrs Parker, Feeseey, Wallace, Harling & Whitehurst
East Surrey Transport Committee – Cllrs Feeseey
South East Community Rail Partnership – Cllr Parker
Hurst Green Community Centre: - Cllr Feeseey
Master Park Liaison: Cllr Giles
Master Park Roundabout: Cllrs Giles, Wallace, Shiner & Feeseey
PR: - Cllrs Hull, Sapsford, Shiner & Damesick
CAB – Cllr Parker
Trustees of Oxted United Charities: - CllrHarling
BID Liaison: - Cllr Wallace
Litter and recycling :- road allocated councillors
Gatwick Area Conservation Campaign:- Cllr Lockwood
8. **Planning Committee:**
i) Planning Committee: approved the minutes of the Planning Committee meeting held on 19/04/22.
ii) Full Council received the minutes of the Planning Committee meeting held on 19/04/22.
9. Burial Ground bench (link below)
https://chic-teak.co.uk/products/circular-teak-tree-bench?variant=32497575657607¤cy=GBP&utm_medium=product_sync&utm_source=google&utm_content=sag_organic&utm_campaign=sag_organic&utm_campaign=gs-2020-03-16&utm_source=google&utm_medium=smart_campaign&gclid=EAIaIQobChMIv4-agerK9gIVt4QBh2eegYMEAQYBSABEGKHJ_D_BwE
Decision deferred to June meeting when costs are known
Action: Clerk
10. **Finance**
i) Councillors noted payments which had been approved and authorised including payments on 22nd March previously not reported.
- | | |
|---------------------------------------------------------|------------|
| Franks Disco deposit (QPJ) | £ 100.00 |
| Hurst Green Tennis Club (CIL Payment) | £20,000.00 |
| JEM Home Services (erection of notice boards) | £ 370.00 |
| Hire a Fun Fair (Cup & Saucer ride for QPJ) | £ 315.00 |
| Oxted Community Hall (room hire for extended use) | £ 14.00 |
| Clerk Expenses (includes jubilee bench) | £ 678.60 |
| Master Park first ¼ contribution | £ 1,000.00 |
| Master Park - £100 refundable deposit for party in park | £ 100.00 |
| ICCM – annual membership fee | £ 95.00 |
| Denize Wallace – OPC Ukraine contribution | £ 279.76 |

DM Payroll – payroll services	£ 95.00
Clerk Expenses	£ 33.71
Country Garden Services – maintenance	£ 2,271.22
Clerk Salary & Office	£ 1,309.10

11. CCTV

No update to report

12. Notice boards – Oxted Station and Londis in Hurst Green

To be followed up by Cllr Shiner

13. Master Park Roundabout

No update to report following update from County Councillor

14. Grant Aid

Cllr Damesick reported that the meeting proposed at the previous council meeting had not been held due to non-availability of councillors. Following discussion, it was agreed the Grant Aid policy needs to be reviewed. A meeting will be convened with Cllrs Damesick, Feeseey, Wallace, Parker and Hull via Teams to set objectives and draft guidance notes.

Action: Clerk

15. Queens Platinum Jubilee (DW/RH/DS/KS/Clerk)

Cllr Wallace updated the councillors on the plans for the day. Publicity has been increased to encourage attendees. All councillors are required to attend on the day to help. Questions were raised regarding the following:

- Lost children location
- Disabled parking
- Seating for attendees
- General parking
- OPC Banner/Gazebo – **Clerk to research**

The Clerk is liaising with the maintenance team regarding purchasing of trees.

Jubilee Bench is ordered, and delivery awaited

Cllr Saunders is organising the entertainment for David Gresham House.

16. Chairman’s announcements:-

- i) Planting of trees in Oxted in conjunction with the BID – no update
- ii) Ukraine Support – update. TDC has housed 92 families and first payments made to host families and Ukraine families received their allowances. Council staff doing checks and assessments. Thanks to be conveyed to staff at TDC for all that is being done.
- iii) Cllr Wallace confirmed that the remainder of the donation from the Parish Council will be used for the next list of requirements that has been publicised.

17. East Surrey Transport Committee Update (AF)

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

Cllr Feeseey attended the recent meeting and confirmed that it was agreed to repaint the ceiling of Oxted Station tunnel which is in dire need of redecorating.

Confirmation Hurst Green railway sign is to be replaced with a new one.

18. South East Community Rail Partnership (LP)

- i) Minutes and reports circulated when received so all councillors are aware of the updates.
Cllr Parker confirmed the next meeting is scheduled for 14th June.
- ii) Disabled access at Hurst Green station.

19. **Actions Log for reference and update (1 min)**

Previously circulated and noted

20. **Items for consideration at future meetings (1 mins)**

Neighbourhood Plan

Speedwatch – looked into but not proceeded with

Policies & Procedures

Conservation areas – Old Oxted, Broadham Green and Station Road West – ongoing

Date of the next meeting Tuesday 14th June

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