



OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held at Oxted Community Hall
on Tuesday 8th November 2022 at 6:30pm.

Cllr Deb Shiner - Chairman

Cllr Reg Hull

Cllr Paul Whitehurst

Cllr Peter Giles

Cllr Peter Damesick

Cllr Denize Wallace

Cllr Neil Rivers

Cllr Jean Inker

Cllr Alan Feesey

Mrs Maureen Gibbins

Clerk & RFO to Oxted Parish Council

MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.
Cllrs Liz Parker, Katherine Saunders and Barbara Harling
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 were none declared
3. **Public session:** There were two members of the public in attendance. One resident raised an issue regarding the jubilee bench which is located on the green by Nunappleton Way and the antisocial behaviour which has occurred. The Chairman thanked the resident for attending and confirmed she would follow the issue up with the community police officers.
Action: Cllr Shiner

County Cllr McIntosh reported as follows:

- Barrow Green Road has been resurfaced
- Holland Road and Hurst Green Road are in the process of being resurfaced. The works will extend into the first week of December.
- Merle Common will be resurfaced in late December however it is weather dependent.
- All streetlights are being changed to LED during the next few months
- Parking enforcement is being brought back in house and will ensure there is an out of hours service. It is anticipated this will be implemented by the middle of 2023.
- Cllr McIntosh stressed his concern that TDC are not undertaking street cleaning which is causing the flooding issues.
- The street cleaning of Holland Road, Hurst Green Road and Woodhurst Lane has been requested.
- There is resurfacing of some pavements in Oxted scheduled for 2023

- Cllr Wallace enquired regarding the footpath which requires fixing, and it was confirmed this is scheduled to be undertaken.
 - A positive Master Park Roundabout site meeting was held on Wednesday 2nd November. A breakdown of the £45k costs will be provided. All kerbing works will be funded by Cllr McIntosh. The BID is providing the funding for the Heritage Lamp – the cost of which is circa £5k. The contractor must be approved by SCC to undertake work on the highway. Soft landscaping will not be included in the quote.
4. **Minutes:** To approve the Minutes of Full Council meeting held on 27th September 2022. The minutes were approved and signed by the Chairman of the meeting.
5. **Planning Committee:**
- i) Planning Committee approved the minutes of the Planning Committee meetings held on 27/09/22 and 25/10/22.
 - ii) Full Council received the minutes of the Planning Committee meetings held on 27/09/22 and 25/10/22.
 - iii) Cllr Damesick highlighted the issues which have been encountered when downloading documents from the TDC Planning Portal. The legibility of many of the applications is also extremely poor.
6. **Burial Committee:**
- i) Burial Committee approved the minutes of the Burial Committee meeting held on 27/09/22.
 - ii) Full Council received the minutes of the Burial Committee meeting held on 27/09/22.
 - iii) Cllr Giles confirmed the current fees, which were last reviewed in February 2020, will be reviewed at the forthcoming meeting.
7. **Finance (RH)**
- i) Accounts update – Cllr Hull expanded on the figures which had been previously circulated. The 2022/23 revised budget remains on track along expenditure remains to be tightly controlled as the burial ground income remains low. Money on deposit with CCLA reaping a good rate of return
 - ii) 2023/24 Draft Budget – Cllr Hull explained the rationale behind the budget and following discussion it was agreed the figures require adjusting and the precept reviewed. The Finance Working Group will reconvene to draft the 2023/24 budget for submitting to the January 2023 Council meeting.
Action: Finance Working Group
 - iii) To note payments which have been approved and authorised

Clerk Expenses	£ 77.33
Country Garden Services	£2,271.22
Clerk Salary & Office	£1,338.91
PKF Littlejohn – audit fee	£ 720.00
HMRC – PAYE & NI	£ 740.68
Master Park – 3 rd ¼ payment	£1,000.00
Cllr Alan Feesey – rail fare to ESTC meeting	£ 7.60
Clerk Expenses	£ 96.14
Country Garden Services	£2,115.02
Clerk Salary & Office	£1,344.38
Computer Solutions – printer ink	£ 66.99
JEM Home Services – erection of 2 x notice boards	£ 190.00
British Red Cross – room hire for clerk appraisal	£ 25.00
Greenbarnes Ltd – 2 x notice boards	£2,021.67

RBL – 3 wreaths and 50 lamp column poppies	£ 225.00
Tandridge District Council – July By-Election	£8,541.37

8.

CIL

Cllr Damesick reported that there remains circa £80k unallocated to projects. The Clerk has contacted 5 suppliers of playground equipment for the Barnetts Shaw refurbishment and designs are awaited. The suppliers have been provided with an indication of the budget available.

Cllr Damesick highlighted that a piece of play equipment in Coldshott has been vandalised and an approach has been made to OPC to fund the replacement. Cllr Shiner reported the same for Warren Lane. It was agreed a decision from TDC is awaited prior to a response being provided by the Parish Council. Cllr Inker suggested TDC should be claiming via the district council's insurance policy.

Cllr Shiner will raise the issue at the Community Services meeting on 10 November.

Action: Cllr Shiner

Master Park Roundabout – Cllr Shiner circulated the resin bond and resin bound colour samples; the light colours, if the project goes ahead, were preferred viz: Golden quartz; Autumn quartz and Chinese bauxite buff. Following discussion, it was agreed a final decision on the funding of the roundabout will be deferred to the January 2023 Council meeting once a breakdown of final costings is provided.

9.

CCTV

Cllr Giles confirmed that progress has been slower than anticipated. The Invitation to Tender has not, as yet, been issued however a matrix is being built for suppliers to complete to make it easier to analyse. It is hoped that the Invitation will be issued before the January Council meeting. It was agreed the document can be approved by Council via email and subsequent Teams meeting. Cllr Giles also reported that the Police Liaison Officer confirmed that the cameras funded by the Parish Council have resulted in arrests.

10.

Chairman's announcements:

- i) Civility & Respect Pledge – to review following the elections in May 2023.
- ii) Jubilee Bench – this was addressed in the public session of the meeting.
- iii) Ukraine Support – Cllr Wallace confirmed the requests now are more specific. Cllr Inker enquired as to the plan going forwards following the initial 6 months in family homes. The Clerk directed Cllr Inker to TDC Officer Julie Porter.

11.

East Surrey Transport Committee Update

Minutes and reports circulated when received so all councillors are aware of the updates. Cllr Feesey raised the ongoing issue of the condition of the Oxted subway, and this is being reviewed. Lighting in the tunnel is going to be changed to LED lighting. Station signage at a number of stations including Hurst Green and Kingswood is poor. The applying of new transfers is being considered.

12.

South-East Community Rail Partnership

- i) Minutes and reports circulated when received so all councillors are aware of the updates.
- ii) Disabled access at Hurst Green station. Cllr Feesey does not think it is going to be possible to install a lift at the station.

13.

Actions Log for reference and update (1 min)

Noted

14. **Items for consideration at future meetings (1 min)**

Neighbourhood Plan;

Policies & Procedures

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

Civility & Respect Pledge

Cllr Giles conveyed the thanks of Master Park Trustees for paying the contribution towards the Master Park pavilion which has helped the project commence. Main route for funding is Your Fund Surrey.

Meeting closed at 2030.

Date of the next meeting Tuesday 10th January 2023

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