



OXTED PARISH COUNCIL

Minutes of the Annual Statutory meeting of Oxted Parish Council held at
Oxted Community Hall on Tuesday 16th May 2023 at 6:30pm,

Cllr Peter Damesick - Chairman

Cllr Deb Shiner

Cllr Alan Feesey

Cllr Denize Wallace

Cllr John Hope

Cllr Peter Quinn

Cllr Gerard Quinn

Cllr Louise Kirk

Cllr Peter Giles

Cllr Reg Hull

Cllr Neil Rivers

Mrs Maureen Gibbins

Clerk to Oxted Parish Council

MINUTES

1. **Election of a Chairman for 2023/24**
Cllr Giles nominated Cllr Damesick
Cllr Hull seconded the nomination.
There being no other nominations, Cllr Damesick was elected Chairman of the Council.
The Chairman signed the Declaration of Acceptance of Office
2. **Election of a Vice-Chairman for 2023/24**
Cllr Damesick nominated Cllr Hull
Cllr Giles seconded the nomination.
There being no other nominations, Cllr Hull was elected Vice-Chairman of the Council.
The Vice-Chairman signed the Declaration of Acceptance of Office
3. **Apologies for absence:** received and accepted apologies for absence.
Cllr Jean Inker
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 were none declared.
5. **Public session:**
County Cllr Cameron McIntosh reported:
 - Congratulations to Cllr Damesick for election to the District Council.
 - Resurfacing priority of A25 by 2024 Junction by Esso garage and other junctions as they take more wear and tear. Beginning of July between junctions will be surfaced

dressed. Junction by Morrisons/Woodhurst Lane and trying to include up to Rockfield Road.

- Kent House Road is a key area to be resurfaced.
 - Old Oxted Gateway sign funded by CC McIntosh allowance has been installed; Cllr Wren and residents appreciate the installation.
 - There is an issue with vehicles parking on the verge by the Gateway Sign and consideration is being given to erecting bollards to prevent the parking.
 - Comms Gang is available 1 ½ weeks a month to undertake minor jobs and will be cutting back vegetation along footpaths, along A22, Church Lane and Wolfs Hill, sign cleaning on A25. Councillors were requested to advise of other areas for minor works to be undertaken.
 - Changing streetlights to LED will begin in Oxted in 2 weeks time.
 - Parking review is out for consultation – double yellow lines proposed on Silkham Road and by the Council Offices. Changes at the taxi rank by Oxted Station are also being considered.
 - Cllr G Quinn raised issues related to recent works and signage on Hurst Green Road which had caused disruption and stress to local residents. These were known to Cllr McIntosh, and he was investigating the matter.
 - Cllr Feesey enquired regarding the width restriction sign required on Pollards Oak Road which will be reviewed by the County Cllr.
6. **Minutes:** To approve the Minutes of Full Council meeting held on 11th April 2023. The minutes were approved and signed by the Chairman.
7. **Allocation of councillors to committees both internal and external bodies**
The Chairman explained the setup of each committee and regularity of meetings prior to Councillors committing to serve on a committee or working group.
- Burial Ground Committee** – Cllrs Jean Inker, Denize Wallace, Peter Giles, Peter Quinn and Louise Kirk
- Planning Committee** – Cllrs Reg Hull, Deb Shiner, Neil Rivers, Peter Giles and Gerard Quinn. Cllr Denize Wallace will substitute if Councillors are not available.
- Staffing Committee** – Cllrs Reg Hull, Peter Damesick and Jean Inker
- CIL Working Group** – Cllrs Peter Damesick, Reg Hull, Peter Giles, Deb Shiner, Alan Feesey and John Hope
- Finance Working Group** – Cllrs Reg Hull, Peter Giles and John Hope
- Grant Aid Working Group** – Cllrs Alan Feesey, Denize Wallace, Peter Quinn, Gerard Quinn, Jean Inker and Louise Kirk
- East Surrey Transport Committee** – Cllr Alan Feesey
- South-East Community Rail Partnership** – Cllr Jean Inker
- Hurst Green Community Centre** – Cllr Alan Feesey
- Master Park Liaison** – Cllrs Neil Rivers and Peter Giles
- Master Park Roundabout** – Cllrs Denize Wallace, Deb Shiner and Alan Feesey
- PR/Communications** – Cllrs Reg Hull, Peter Giles and Jean Inker
- CAB** – Cllr John Hope
- Trustees of Oxted United Charities** – Cllr Denize Wallace
- BID** – Cllrs Denize Wallace and Neil Rivers
- CCTV** – Cllrs Peter Giles, Reg Hull and Peter Quinn

Cllr Damesick reported that he has been approached by Oxted District Rotary Club regarding the introduction of corporate membership and whether this could be considered by the Parish Council. The Clerk agreed to research the feasibility.

Clerk

8. **Planning Committee**

- i) Planning Committee approved the minutes of the Planning meeting held on 18/04/23.
- ii) Full Council received the minutes of the Planning Committee meeting held on 18/04/23.
- iii) The Clerk confirmed a training session with the TDC Planning Department has been requested and a decision is awaited.

9. **Area of Outstanding Natural Beauty (AONB)**

Consultation response – Cllr Giles highlighted the issues he has identified in the AONB consultation document. Cllrs Giles, Rivers and Damesick will draft a response for circulation to Councillors prior to submission. The final date for submission is 13th June 2023.

10. **Finance**

Finance Report – Cllr Hull expanded on the figures in the document previously circulated together with highlighting the volatility of burial ground income. The provisional end-year 2022/23 accounts showed a small surplus of income over expenditure, mainly due to an unanticipated rise in burial ground fee income in the final quarter.

- i) The Finance Working Group meets quarterly to review income and expenditure against the annual budget which is approved at the January Council meeting annually. The majority of the CIL funds have been allocated and will be spent in the current year on projects being completed. The payments listed below are invoices which have been previously approved and are notified to Council for transparency.

- ii) To note payments approved and authorised.

Hurst Green School – wild-life pond donation	£10,000.00
Cllr Denize Wallace – leaving gifts for councillors	£ 92.00
Clerk Expenses	£ 75.20
SLCC – Annual Membership Fee	£ 151.65
Clerk Salary & Office	£ 1,093.13
Clerk Expenses	£ 49.14

11. **East Surrey Transport Committee Update**

Minutes and reports circulated when received so all councillors are aware of the updates. Oxted station entrance from Station Road East is still under consideration for maintenance however it is not known when or how this will be undertaken. LED lighting is scheduled to be installed in the station underpass.

12. **South East Community Rail Partnership – Jean Inker**

- i) Minutes and reports circulated when received so all councillors are aware of the updates.
- ii) Disabled access at Hurst Green station is still under discussion.

13. **Actions Log for reference and update**

- The Clerk confirmed the log has been updated. A request of dates for new councillor training has been sent to Mulberry & Co.
- Cllr Hull and the Clerk will arrange for 365/Sharepoint training for all Councillors that require it.
- The Clerk reminded Councillors of the re-opening of Barnetts Shaw play area at 11am on Saturday 20th May and encouraged all to attend as this is a perfect PR opportunity for the Parish Council.

Meeting closed at 1955

Date of the next meeting Tuesday 13th June at 6:30pm