



OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held at Oxted Community Hall
on Tuesday 11th July 2023 at 6:30pm

Cllr Peter Damesick – Chairman

Cllr Deb Shiner

Cllr Alan Feesey

Cllr Reg Hull

Cllr Neil Rivers

Cllr Peter Giles

Cllr Louise Kirk

Cllr Gerard Quinn

Cllr Peter Quinn

Cllr Jean Inker – arrived at 18:39

Cllr John Hope

Cllr Denize Wallace

Mrs Maureen Gibbins

Clerk & RFO to Oxted Parish Council

County Councillor Cameron McIntosh

MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.
No apologies were received.
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:**
Southern Gravel, Cavendish Consulting (Chalkpit Site) attended the meeting and provided an update on the plans for the Quarry site. The Chairman thanked the representatives for their attendance and for the update.

CC Cameron McIntosh reported:

- County is coming to the end of the surface dressing works across the County, these works are undertaken twice a year.
- Resurfacing works will be undertaken for the remainder of the year.
- Pothole repairs are almost completed.
- Highways contractors have changed, and Highways has been restructured.
- County will be advertising for parking review restrictions.
- Taxi rank in Oxted will be proposed for double yellow lines by Lorimers. Herringbone parking in this area is not a practical option.
- Comms Gang have been working hard and completing a lot of vegetation clearance. Wheatsheaf area is to be added to the list.

- County will be introducing an Uber based mini-bus service as part of the active travel which is being rolled out across the County.
 - Street lighting update is due in the next month along with a review of the part light scheme at night. Street lighting has been switched to LED bulbs
 - Cllr Inker enquired about the lighting at Morrisons and Oxted Station which are always lit up. CC McIntosh highlighted that this is private property and not under the control of county.
 - Chalk pit site - involved in discussions with chalk pit and will be supporting the application when it is submitted to Surrey County Council.
 - Cllr Shiner enquired when the works on Master Park roundabout will begin. CC McIntosh confirmed that the permit date is awaited and once signed off the works can begin.
 - Cllr Kirk enquired about the timing of temporary traffic lights on road works or utility works. CC McIntosh confirmed he can address the issue regarding the timings if it is reported to him.
4. **Minutes:** To approve the Minutes of Full Council meeting held on 13th June 2023. The minutes were approved and signed by the Chairman.
5. **Planning Committee**
- i) Planning Committee approved the minutes of the Planning Committee meeting held on 27/06/23.
 - ii) Full Council received the minutes of the Planning Committee meeting held on 27/06/23.
6. **General Power of Competence**
To resolve to adopt the General Power of Competence for the term of this Council and to confirm the Council's eligibility to do so. (Localism Act 2011 s1(1)).
The Council **RESOLVED** to adopt the General Power of Competence for the term of this Council.
7. **Actions Log for reference and update.**
The action log which had been previously circulated was expanded upon.
- On-line banking authority for the two new signatories is awaited.
 - More detail is requested for the Sharepoint folders.
 - Barnett Shaw play area is completed, and the invoice now requires settling.
 - The Clerk confirmed a grant aid application and CIL application form has been sent to The Woodhouse Centre.
 - A CIL application form has also been sent to St Mary's Church.
 - A request has been sent to TDC Officer Ian Hudson to check the spring on the self-closing gate at Barnett Shaw which is not working properly.
8. **Jubilee Bench**
Cllr Damesick confirmed that 25 letters were delivered to properties local to the siting of the bench. The Clerk had collated the 16 responses from the questionnaire received, together with the comments and log of incidents from residents. Following discussion two proposals were tabled and voted upon.
Proposal 1 was to move the bench to a new location. No councillors voted in favour of this.
Proposal 2 was to leave the bench in situ, provide a bin and erect a sign requesting users of the bench not to drink alcohol, not to drop litter and to have respect for neighbours' rights to peace and quiet. 11 councillors voted in favour of this proposal. The Council **RESOLVED** to accept proposal 2. The Clerk will arrange the provision of a bin and the sign.
9. **CCTV**
To receive an update on the tender process and meetings with shortlisted suppliers.

Cllr Giles provided the background and update on the CCTV project. Six companies had submitted a tender in January 2023 and the short list was reduced to 2 in April. Discussions have been undertaken with Tandridge District Council, Limpsfield Parish Council, Hurst Green Community Centre, the BID, Master Park Management Committee and Surrey Police. References have been followed up with the short-listed companies and the benefits and negatives of each organisation assessed.

Cllr Giles proposed the appointment of Chroma Vision as the preferred company. Council **RESOLVED** to progress the project with Chroma Vision and for Cllr Giles to obtain a project plan from the supplier.

Cllr Damesick raised the issue of the funds which have been ringfenced for the CCTV project and, would not now be required, whether it would be feasible to release some funds for additional CIL projects and this will be considered after completion of the CCTV project.

Thanks, and appreciation were expressed to Cllr Giles for the work he has undertaken to get the project to this stage.

10. PR Marketing & Communications

- i) Cllr Inker provided a brief update following the recent working group meeting. More connection is needed with other organisations such as CAB, The Woodhouse Centre, Hurst Green Community Centre, local publications, and social media to raise the profile of the parish council. The website needs to be updated for which a budget will be required.
- ii) Process for achieving Parish Level Gold Standard
Cllr Inker suggested it may be beneficial for more training to be provided for councillors which the Clerk reinforced was required for the Gold Standard.

11. Finance

- i) Quarterly financial update, the papers which had been previously circulated were explained by Cllr Hull. The Finance Working Group meet quarterly to check income and expenditure against budget. Monthly interest on the CCLA deposit account is circa £900; recent election costs are £9,800; there remains £4,000 of Grant Aid funding available. Burial income is unpredictable although currently is £8,000. General funds at the year end should be circa £50k.

- ii) The payments approved and authorised were noted.

Clerk Expenses	£	95.66
Viking Stationery	£	35.60
Oxted Community Hall - extra charge for meeting room on 13 th June - invoice states £30 but £15 due	£	15.00
St Marys Church - Grant Aid	£	2,000.00
Oxted Hygiene Bank - Grant Aid	£	400.00
Hurst Green Community Association - Grant Aid	£	250.00
St Catherine's Hospice - Grant Aid	£	500.00
Knights Garden Centre - rose plants	£	724.43
Clerk Expenses	£	64.00
Jamie Bateman - rose garden clearance and planting at burial ground	£	1,150.00
HMRC - PAYE & NI	£	1,638.16
Clerk Salary & Office	£	1,093.13
Country Garden Services - maintenance	£	2,271.22

12. Chairman's Announcement

- i) To receive an update on activities since the last council meeting.
The Chairman had nothing to report.
- ii) Cllr Inker highlighted how beneficial and informative the recent training had been.
- iii) The district councillors may be invited to future to provide a district update.

13. East Surrey Transport Committee Update

Minutes and reports circulated when received so all councillors are aware of the updates. Cllr Feesey reported that Govia and Thameslink are planning on removing station ticket offices and Hurst Green Station and Oxted Station are on the list for removal. The manager at Oxted Station has a petition for residents to sign to keep the ticket offices open.

14. South-East Community Rail Partnership

- i) Minutes and reports circulated when received so all councillors are aware of the updates. Cllr Inker reiterated that there is a lot of communication regarding the proposed closure of the ticket offices. There has also been a lot of communication via the Community Rail Partnership regarding TFL's proposal to remove the one-day travel card.
- ii) There has been a lot of traffic on email re the closure of ticket offices. There has also been a lot of communication of the Community Rail Partnership regarding the TFL proposal to remove the one-day travel card.
- iii) Disabled access at Hurst Green station. Cllr Inker reported she is still trying to contact the representative regarding this topic.

Meeting closed at 2125

Date of the next meeting Tuesday 12th September at 6:30pm

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