



OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held at
The Red Cross Hall, Hoskins Rd, Oxted on Thursday 16th November 2023 at 6:30pm

Cllr Peter Damesick – Chairman
Cllr Neil Rivers – left the meeting at 9:15pm
Cllr Reg Hull
Cllr Alan Feeseey
Cllr Deb Shiner – left the meeting at 9pm
Cllr Denize Wallace
Cllr Peter Giles
Cllr Louise Kirk – left the meeting at 9pm
Cllr Peter Quinn
Cllr Gerard Quinn
Cllr Jean Inker

Mrs Maureen Gibbins
Clerk & RFO to Oxted Parish Council

MINUTES

1. **Apologies for absence:**
Apology received and accepted from Cllr John Hope.
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:**
 - i) **District Councillor Peter Damesick updated:**
 - The government has given TDC £197,000 from the swimming pool support fund to keep open Oxted Leisure centre and De Stafford leisure centre.
 - Oxted Quarry proposal has received a significant volume of objections to the application. TDC is applying for a judicial review on whether SCC should be the authority determining the planning application. This is a major housing development and should be considered by the district planning authority.
 - Gatwick airport – TDC is a member of a consortium of 10 local councils to make representation on the northern runway. The Council have made individual representations and issued a joint statement. Representations focus on the need for runway operation within acceptable limits to avoid environmental and health harm. A principal concern is the plans being put forward for the northern runway project make no provision for infrastructure to handle the larger volumes of traffic.
 - Tandridge household support fund opens its next round for applications on 11th December. Small grants for households suffering from the current situation. First come first served basis.

- SCC providing warm hubs of which Oxted library is one.
- District Council ward boundaries recommendations have been published. Main local change is the Oxted North and Tandridge ward will become Oxted North with Tandridge reallocated to Lingfield and Crowhurst ward.
- Proposed polling stations will remain as were.
- There is a 'Meet the police session' at Lingfield racecourse on 20th November.
- Grasshopper is subject to a planning application as a 64-bed care home. No part of the building was listed.

4. **Minutes:** The Minutes of the Full Council meeting held on 10th October 2023 were approved and signed by the Chairman.

5. **Planning Committee**

- Planning Committee approved the minutes of the Planning Committee meeting held on 24/10/23.
- Full Council received the minutes of the Planning Committee meeting held on 24/10/23.
- Cllr Damesick questioned the lack of reference to the Oxted Quarry planning application in the minutes. It was **RESOLVED** reference to the letter of objection submitted will be included in the minutes of 16th November and the letter will be lodged in Sharepoint.

6. **Burial Ground Committee**

- Burial Ground Committee approved the minutes of the Burial Committee meeting held on 19/09/23.
- Full Council received the minutes of the Burial Ground Committee meeting held on 19/09/23.
- Proposal to replace the bin store in the burial ground. The 3 quotes which were circulated will be considered at the Burial Ground Committee meeting on 21st November. Cllr Damesick considered it inappropriate for the partner of one of the Councillors to submit a quote. The Clerk advised this is perfectly acceptable as it is open and transparent and that the Councillor in question would leave the meeting for the discussion and decision on who is awarded the contract.
The Council agreed in principle to an expenditure up to the sum of £1400 for the works.

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

- Parish Notice Boards quotes had been circulated in the sum of £3,200 and were approved. Cllr Inker proposed the purchase and seconded by Cllr Giles **AGREED** by all Councillors in attendance. The new boards are for Mill Lane and the Parish Council burial ground.
- Circular Bench in Hurst Green Bench has been cleaned by Men in Sheds and will be completed when the weather improves. The bench is made from oak and one area which is damaged requires planing. The Council will purchase the preservative required for the bench and will consider making an additional donation of the Woodhouse Centre in the sum of £300 from the unspent Grant Aid budget. Cllr Wallace will follow up with the Men in Sheds.
The Clerk will seek a replacement cost for the bench to provide to the insurance company to ensure the bench is covered. Cllr Hull proposed that the Council adopts the bench and takes responsibility for it which includes listing the Parish Council's Asset register. This proposal was agreed.
- Defibrillator at The George is yet to be ordered as the Clerk is awaiting a final decision as to whether additional funding which has been applied for to fund the cabinet has been granted. There was discussion as to the actual location on the building and this will be resolved when the equipment arrives. The Owner at The George has agreed that the equipment can be installed.

- iv) Training – The Clerk had drafted a schedule of training sessions being held. It was agreed the Councillors are to advise the Clerk of sessions they wish to attend. Additional areas of training which are identified are to be advised to the Clerk. It was noted that some Councillors are still struggling with sharepoint which, initially, the Clerk and Cllr Hull will address the issues followed by a working group including Cllrs Wallace, Kirk and Inker.
- v) Master Park – It was confirmed the delivery of the heritage lantern is awaited and will be installed it arrives. The posts and chevron signs are being replaced and the posts painted black to match the heritage lantern. The current shrubbery will need to be assessed for quality and appearance in due course.
- vi) Asset Register – Cllr Inker expressed concern that the Asset Register is not reviewed annually. It was confirmed that the register is reviewed annually at the time of the insurance policy renewal and the last one was undertaken and completed by Cllr Shiner in May 2023.

8. **Nominative Trustee**

To propose Mrs Margaret Bamford as a Nominate Trustee to the Oxted United Charity and re-nominate Rev'd Mary Sellers as a Nominative Trustee to the Oxted United Charity. The Council has not been able to reach a decision and further information is required.

9. **CIL**

To review the recommendation from the CIL Working Group to provide funding towards St Mary's school swimming pool.

Cllr Damesick provided the Councillors with an update regarding the revised request received from St Mary's School. The cost of the swimming pool project is £225,000 of which the school has raised £180,000 via donations and the Parent Teachers Association. A grant of £15,000 is coming from the Titsey Foundation. The CIL Working Group recommended that the Parish Council donate £34,000 which was agreed 9:2 in favour on condition that wider community access is provided as stated in the application.

10. **Food Vouchers**

To propose the provision of food vouchers to local families in need of support.

Cllr Shiner reported that following an email sent to local schools only one school has responded requesting 20 vouchers for school families in need of support. It was recommended that the email be resent and to include Little Oaks nursery, Mighty Oaks Youth Club, Oxted School and Little Barn with a response requested by the end of November. Support may also be offered to the Community Fridge in Hurst Green. It was confirmed that there is £3,000 available to distribute.

11. **D Day 80**

To receive an update on plans from the Royal British Legion.

Cllr Inker confirmed that the Royal British Legion Women's Section is holding a 'Back to 40's Cream Tea' on 8th June 2024. The Council agreed, in principle, to make a small donation once something tangible for funding has been identified. Cllr Inker will follow up.

12. **CCTV**

To seek approval to enter into agreements and sign licences with:

- TDC for equipment in server room etc.
- Hurst Green Community Centre for equipment in their office – £1,000 to be funded. £2,955 – 10% increase on cost. **RESOLVED** to agree.
Broadband connection – Oxted Parish Council are to pay for broadband.
Following research Cllr Giles **PROPOSED** the Council sign up with ZEN at a

cost of £40 per month and a set-up fee of £25. The Council **RESOLVED** to sign up with Zen. Installation can be undertaken during the Christmas break. Cllr Giles confirmed that everything could be installed in early January apart from the Green Bridge, three lamp columns and TDC.

Credit was given to Cllr Giles for the work he has undertaken in processing this project.

- Heads of Terms required for Oxted Tennis Club for equipment to be in their club house.
- Heads of Terms to be agreed with Raven Homes, Hoskins Walk to attach to their lampposts and Oxted Electrical to attach to their building by 11th December 2023
- TDC licence to place CCTV columns on TDC land.
- Energy supply with 100Green at an approximate annual cost of £1,370. **RESOLVED** to enter into a contract with 100Green via a direct debit.
- Approval was confirmed for an order to be submitted to Hurst Green Community Centre for additional equipment to be housed in the building.
- UK Power network – certificate for supply
- Planning application is with TDC.
- SCC has provided the permit/licence to attach cameras to lamp columns and Milestone has provided an estimate of £523 for the works they need to complete. Number 3 lamp column in Nunappleton Way requires clearance of saplings and shrubbery from around the base.
- Chromas Vision are on standby to visit Oxted on 7th December to introduce the installation team and installation of equipment will comment week of 11th December.

13. Staffing Committee

To approve the following documents:

- Staffing Committee Terms of Reference
- HR Policy Statement
- Appraisal Policy

Updating and clarification of the documents listed. All documents were approved.

14. Finance

- To receive an update from the Finance Working Group – Cllr Hull reported that the Council should end the year with a £9k surplus due to the increase in interest rates and the increased sum of burial ground income.
- To receive and review the proposed budget for 2024/25 – The budget which had been previously circulated was discussed and adjustments suggested to trim burial income; increase the interest sum. Notice board costs and website costs to be increased. Revisions will be made, and the budget resubmitted to the January 2024 Council meeting.
- To review the proposed increase in the precept for 2024/25 - £56,245. The precept will be considered and proposed at the January 2024 Council meeting.
- The Council noted the payments approved and authorised since Council meeting on 10th October 2023.

Clerk Salary & Office	£ 1,093.33
Country Garden Services	£ 2,271.22
Clerk Expenses	£ 117.30
RBL – 3 poppy wreaths & 100 large poppies	£ 375.00
Route 22 Ltd – domain renewal (oxted-pc.org.uk)	£ 36.00
Landmark chambers – commenting on letter of objection	£ 300.00

Clerk Salary & Office	£ 1,093.13
Country Garden Services Ltd	£ 2,115.02
Tandridge District Council – CCTV planning application fee	£ 295.00

15. 2024 Annual Parish Assembly

- To schedule the date for the Annual Parish Assembly
- To consider the arrangements and speaker for the Assembly – Cllr Wallace suggested a speaker from East Surrey Domestic Abuse.

It was agreed to postpone the confirmation of date and other arrangements to the January Council meeting.

16. Chairman’s Announcement

To receive an update on activities since the last council meeting.

- Cllr Damesick attended Remembrance Day service at St Mary’s church followed by laying of the wreath at the Oxted War Memorial.
- Following a meeting with the Limpsfield Parish Council Chairman and the discussion regarding a possible arrangement relating to the burial ground costs and fees. The Chairman of Limpsfield Parish Council had advised that the Council does not consider they have a role to play regarding burial ground availability and access.
- Hurst Green Community Project – an update was expected however due to the illness of the Leader of the project this will be received at a later date.

17. East Surrey Transport Committee

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

Cllr Feesey reported that he has been asked by several Councillors regarding the Oxted Station access area and he will be contacting a member of staff at East Croydon Station for an update.

Gatwick Airport Station is almost complete and opens on 21st November 2023.

Ticket Offices are remaining open, and Travel Cards are not going to be abolished.

18. South-East Community Rail Partnership

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

Cllr Inker reported, in light of the update regarding the Gatwick Runway Extension provided by Cllr Damesick, she will contact Stephen Rolfe to confirm that as this project is dealt with by District Council there is nothing further that the Parish Council can add to the discussion.

Funding is available for the improvement of ‘your’ station which can have a positive impact on mental health by making the environment more welcoming. £10k is available. Cllr Inker and Cllr Feesey will work together to submit an application.

Items for consideration at future meetings

2024/25 Annual Budget; 2024/25 Precept

East Surrey Domestic Abuse Speaker; Annual Meeting

Oxted United Charity

Meeting closed at 9:25

The Clerk left the meeting.

In accordance with s2 Public Bodies (Admission to Meetings) Act 1960, members of the public and press will be excluded for consideration of items 19 onwards owing to the confidential nature of the business.

Part 2

19. Staffing salary review and appraisal report

Meeting closed at 9:35

Date of the next meeting Tuesday 9th January 2024 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