



Minutes of the Annual Statutory meeting of Oxted Parish Council held at
Oxted Community Hall on Tuesday 14th May 2024 at 6:30pm

Cllr Deb Shiner - Chairman
Cllr Reg Hull - Vice Chairman
Cllr Denize Wallace
Cllr Peter Giles
Cllr John Hope
Cllr Jean Inker
Cllr Neil Rivers
Cllr Louise Kirk
Cllr Gerard Quinn
Cllr Peter Damesick
Cllr Peter Quinn
Cllr Alan Feesey

Mrs Maureen Gibbins
Clerk to Oxted Parish Council

MINUTES

1. **Election of a Chairman for 2024/25**
Cllr Hope nominated Cllr Shiner
Cllr Kirk seconded the nomination.
There being no other nominations, Cllr Shiner was elected Chairman of the Council.
The Chairman signed the Declaration of Acceptance of Office
2. **Election of a Vice-Chairman for 2024/25**
Cllr Giles nominated Cllr Hull
Cllr Wallace 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:** to receive and accept apologies for absence.
There were none.
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. There was none declared.
5. **Public session:**
 - i) **County Councillor Cameron McIntosh reported:**
 - A22 closure, SCC communications have been updated. On site by 0830 on 13th May. Being resurfaced. 46 lorries and crews on site
 - Gully jetting, road lining, grass cutting.

- Police trying to trace the perpetrator.
- Due to be open by Thursday pm.
- Crews called in from all over the country.
- Red Lane is being resurfaced.
- Comms Gang will be in the area from 20th May – cutting back footpath from Tandridge Golf club to Old Oxted and Tandridge Lane. Councillors are requested to email Cllr McIntosh with any path cutbacks, sign cleaning etc. that is required to be undertaken by the Comms Gang.
- Master Park roundabout – BID had issues with digging into the earth. Wealdons are going to quote for digging out the roundabout and depositing new soil and replanting. These works will include a partial road closure.
- Parking review closed at end of April – site visits being undertaken.
- Cllr G Quinn reported on issues with the Evangelical church site. The area is being monitored.

With the councillor's agreement the Chairman brought item 10 – Hurst Green Courtyard project - of the agenda forward to enable County Cllr McIntosh to be advised of the progress.

Cllr Hope reported there is a time limit on the availability of the Hoskins funds and furniture needs to be ordered by the end of June 2024.

Cllr McIntosh confirmed he is meeting with SCC Officer Nikki Tagg and the SCC Planning Team and report back to the Clerk. The transfer of funds from Your Fund Surrey need to be deposited and the holder of the funds needs to be identified.

Cllr Damesick highlighted that he considered the Council would benefit input on the draft licence from an independent solicitor. The Clerk will follow this up urgently so as not to hold the project up. The feedback will be tabled at the June Council meeting.

Money of £5k needed in 10 to 15 years for decommissioning. CIL Funds cannot be allocated to this however the funds can be earmarked in reserves.

ii) District Councillor Peter Damesick reported:

- Election – the full Council was up for election. Residents Alliance now number 20, Liberal Democrats remained at 11 and Conservatives are down to 7. First of the Council is on Thursday 23rd May. Committees being formed up. Residence Alliance are 2 short of an overall majority.

6. Minutes:

The Minutes of the Full Council meeting held on 9th April 2024 were approved and signed by the Chairman.

7. Allocation of councillors to committees both internal and external bodies

Burial Committee – Cllrs Denize Wallace, Louise Kirk, Peter Quinn, Jean Inker and Peter Giles.

Planning Committee – Cllrs Neil Rivers, Denize Wallace, Reg Hull, Gerard Quinn and Peter Giles.

Staffing Committee – Cllrs Deb Shiner, Reg Hull and Jean Inker

CIL Working Group – Cllrs Deb Shiner, Reg Hull, John Hope, Peter Damesick, Gerard Quinn and Peter Giles.

Finance Working Group – Cllrs Reg Hull, John Hope and Peter Giles.

Grant Aid Working Group – Cllrs Denize Wallace, Louise Kirk, Peter Damesick, Gerard Quinn, Alan Feeseey and Peter Quinn.

Communications Working Group – Cllrs Jean Inker, Reg Hull and Peter Giles.

East Surrey Transport Committee – Cllr Alan Feeseey

South-East Community Rail Partnership – Cllr Jean Inker

Hurst Green Community Centre – Cllr Alan Feeseey

Master Park - Liaison – Cllrs Neil Rivers and Peter Giles

BID – Cllr Denize Wallace

8. Planning Committee

- i) Planning Committee approved the minutes of the Planning Committee meeting held on 16/4/24.
- ii) Full Council received the minutes of the Planning Committee meeting held on 16/4/24.

9. Actions Log for reference and update

- i) To note the progress on projects. The Clerk updated the Council following her earlier meeting with TDC Officer Alex Webber regarding the siting of the Ellice Road car park notice board. This will be sited in a slightly different location in the car park.
- ii) The Clerk reported the issues being encountered with the Internal Auditor who has been appointed. There is a lack of communication from the Internal Auditor. It was agreed at the Finance Working Group meeting that the previous internal auditor be approached to cover the role for this year.
- iii) To consider and approve the proposed dates for meetings for 2024/25 – The dates for the 2024/25 meetings were **AGREED**.

10. Hurst Green Courtyard Project

- i) Council to receive an update from Cllrs Hull and Hope. This was addressed under item 5i) of the agenda.
- ii) Draft licence is attached in the supporting documents. This was addressed under item 5i) of the agenda.

11. Old Oxted

To receive an update regarding proposed projects in Old Oxted

Cllr Inker reported that the artwork for the noticeboard had not been included in the original quote and has increased the cost by £143. A local historian has drafted copy. The Clerk has contacted East Surrey Museum to clarify how long copyright on documents last for. The Parish Council will approve the copy for the history board. There is a 9-10-week production period.

TDC Officer Jim Lewthwaite has arranged for the graffiti in the subway to be removed, bins to be installed and signs re-erected indicating the subway.

12. CCTV

Cllr Giles confirmed all cameras are working and the broken one on the green bridge has been replaced.

The Council does not publish the status of the cameras however does state they are checked and maintained. Any malicious damage to the cameras will result in prosecution.

13. Finance

- i) To receive an update from the Finance Working Group – Cllr Hull reported the Finance Group has met and reviewed the year-end figures and apart from a few minor adjustments they will be ready for the internal audit. The accounts will be brought to the June Council meeting for signing.
- ii) To note the internal audit is progressing. The Clerk reported on the issues being encountered under agenda item 9 ii).
- iii) All payments which had been approved and authorised since the Council meeting on 9th April 2024 were noted.

Clerk Expenses	£ 51.40
Country Garden Services Ltd	£ 1,250.62
Oxted Community Hall – meeting room hire 2024/25	£ 550.00
Red Cross Hall – meeting room hire x 3 dates	£ 81.00
ICCM annual membership	£ 100.00
Clerk Salary & Office	£ 1,454.00
Dodwells Ltd – burial ground roundabout	£ 5,736.00
Computer Solutions (UK) Ltd	£ 65.94
New Ink Printing Company Ltd	£ 140.00
Clerk Expenses	£ 93.09
Country Garden Services Ltd	£ 2,271.22
DM Payroll Services Ltd	£ 120.00
JEM Home Services - installation of Gordons Way notice board	£ 210.00
Clerk Salary	£ 1,433.80

14. Chairman’s Announcement

The Chairman had nothing to report at this meeting.

15. East Surrey Transport Committee Update

A meeting has not been held due to ASLEF strikes. The minutes and reports circulated when received so all councillors are aware of the updates.

16. South-East Community Rail Partnership

The next meeting is being held in July. The minutes and reports circulated when received so all councillors are aware of the updates.

Items for consideration at future meetings

Financial Regulations and Standing Orders

Neighbourhood plan

Happy to chat benches

Hurst Green Bench

Meeting closed at 1943

Date of the next meeting Tuesday 11th June 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