



OXTED PARISH COUNCIL

Minutes of the meeting of Oxted Parish Council held at
Oxted Community Hall, Church Road, Oxted on Tuesday 12th March 2024 at 6:30pm

Cllr Peter Damesick – Chairman

Cllr Reg Hull

Cllr Deb Shiner

Cllr Alan Feesey

Cllr Neil Rivers

Cllr Peter Giles

Cllr Louise Kirk

Cllr Jean Inker

Cllr Peter Quinn

Cllr John Hope

Cllr Gerard Quinn

Mrs Maureen Gibbins

Clerk to Oxted Parish Council

MINUTES

1. Apologies for absence:

Apologies received from Cllrs Denize Wallace

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) County Councillor Cameron McIntosh reported:

- Horizon works list finalized.
- Red Lane entire resurface and some reconstruction of the road which will probably take 25 days and possibly at the end of May.
- Still some work to push on as there is room within the budget.
- A25 needs to be resurfaced.
- Master Park roundabout – replanting to be done around April. Raising an issue with Officers regarding hanging baskets as these may not now be possible.
- Hurst Green Courtyard project; some money coming from Surrey County Council.
- Chalkpit Site – reconsulting with planning application. If the application goes ahead as many improvements to the area as possible are required including the car park at The Ridge.
- Hurst Green pavements will be resurfaced.
- Cllr Inker raised the issue of the Station Road East pavements. Cllr McIntosh agreed the pavements require resurfacing however difficulties arise with the constant works undertaken by the utility companies.

ii) District Councillor Deb Shiner reported:

- Household benefit fund is still open and all are encouraged to apply either on-line or in TDC Office.
- Demolishing of garages behind Hurst Green School and building of council houses is scheduled to begin.

District Councillor Peter Damesick reported:

- The Planning application for the land off Chichele Road has been refused by TDC officers.

4. Minutes:

The Minutes of the Full Council meeting held on 13th February 2024 were approved and signed by the Chairman.

5. Planning Committee

- i) Planning Committee approved the minutes of the Planning Committee meeting held on 13/2/24 and 5/3/24.
- ii) Full Council received the minutes of the Planning Committee meeting held on 13/2/24 and 5/3/24.

6. Burial Committee

- i) Council noted the Burial Ground Working Party date of 23rd March from 10 am to 12pm. All Councillors are invited to attend to help.
- ii) To consider the 3 quotes for the burial ground roundabout works. Cllr Giles requested that the quotes be considered by the Burial Ground Committee at their meeting on 19th March. The agreed expenditure for this project is not to exceed £8k.
- iii) Council to note the update on the perpetrator stealing from the burial ground. The Clerk reported that the Police are continuing their investigations.

7. Actions Log for reference and update

Council noted the progress on the projects. The Clerk confirmed that since updating the log the handle on the notice board by Oxted Station has been replaced. Cllr Inker reported that the Legion has purchased a projector with the generous funding from the Parish Council.

8. Hurst Green Courtyard Project

Cllr Hope updated that a meeting was held on 29th February setting out the licence which a member of the project had annotated; the licence was sent to the TDC legal team for redrafting and the revised document was received prior to the Council meeting. A further meeting with a member of the project team is scheduled for 16th March to ascertain individual obligations. TDC had advised that provision for assignment of the licence would not be possible. It was agreed the Council would seek a legal opinion on the final draft. The Parish Council will be required to accept responsibility for the repairs and maintenance to the equipment including covering under the Council's insurance policy.

9. Old Oxted

JJ confirmed that Cllr McIntosh is going ahead with installation of bollards and the implementation of a 20mph scheme in the area.

JJ is collecting quotes for the proposed projects and will report to the April Council meeting. Photo of Parish Councillors with the defibrillator was taken and possibilities for changes to the bus shelter were considered. Will report to next meeting.

Cllr Shiner confirmed she had communicated with TDC Officer Jim Lewthwaite regarding the provision of refuse and dog waste bins in Old Oxted. The Officer has offered to walk round

the area with the relevant Councillors to identify possible areas although there was not an offer for TDC to fund them. Mr Lewthwaite has passed the issue of the cleaning up of the underpass to his colleague to follow up.

10. CCTV

Cllr Giles confirmed the cameras have been installed and are working. Several Councillors had seen a demonstration of the cameras prior to the Council meeting.

The final invoice of circa £22k has been received and once this has been checked against the original quote, when the project was approved by Council, it will be in order for this to be settled. The Clerk is following up insurance cover with the original quote plus 10% to ensure there is adequate for reinstatement should it be required.

11. Finance

- i) To receive an update from the Finance Working Group. Cllr Hull reported the current forecast for the year end shows a surplus £3.5k. Assumptions are completion of burial ground works; purchase of the two notice boards and settlement of the CCTV works.
- ii) To consider the recommendation of the Internal Auditor. The Council **AGREED** to the recommendation by the Clerk to engage Louise Baudet of TCP Audit Services as the Internal Auditor for Oxted Parish Council. Cllr Hope recommended that following the first year internal audit it would be beneficial to meet in person and this was agreed.
- iii) Council noted payments approved and authorised since the Council meeting on 13th February 2024.

St John's Hurst Green – Annual Parish Assembly including £50 refundable deposit.	£ 98.00
Clerk expenses	£ 61.75
Cllr Alan Feeseey – train ticket to Transport meeting	£ 8.00
Cllr Peter Giles – ducting for CCTV – previous payment returned as incorrect account.	£ 78.00
Stochel Electrical Ltd – installation of defib cabinet	£ 684.00
Royal British Legion – agreed donation for D Day 80	£ 300.00
Master Park – final ¼ donation	£1,000.00
HMRC – PAYE & NI	£1,723.66
Country Garden Services – maintenance	£1,250.62
Clerk Expenses	£ 37.00
JEM Home Services – installation of notice boards	£ 380.00
Mulberry & Co – Cllr Hope attending training course	£ 54.00
Clerk salary & Office	£1,173.15

12. 2024 Annual Parish Assembly

- All Councillors to arrive by 6:30pm to set up the rooms and prepare the refreshments.
- Councillors agreed to provide the refreshments.
- The Clerk will draft and circulate the agenda.
- Final reports are awaited from Committee Chairman for inclusion in the annual report circulated at the meeting.

13. Chairman's Announcement

The Chairman had nothing to update and enquired as to the success of the TDC Chairman's quiz evening. The Councillors who attended provided feedback.

14. East Surrey Transport Committee Update

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

Cllr Feeseey reported he is awaiting a response following his request for an update on Oxted Station waiting room.

15. **South-East Community Rail Partnership**

Minutes and reports circulated when received so all councillors are aware of the updates. Cllr Inker confirmed the Your Station Your Funding opportunity closing date is October 2024. £10k available and proposals are requested. Cllr Kirk suggested a History Board would be welcomed.

Items for consideration at future meetings

Cllr Damesick requested all Councillors to review the Emergency Planning Document, which had been previously circulated and will be circulated again, prior to the April meeting when TDC Officer Chris Hobbs will be attending to outline the process.

The meeting closed at 19:40

Date of the next meeting Tuesday 9th April 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