



Minutes of the meeting of Oxted Parish Council held at
Oxted Community Hall on Tuesday 11th June 2024 at 6:30pm

Cllr Deb Shiner - Chairman

Cllr Reg Hull

Cllr Peter Giles

Cllr Neil Rivers

Cllr Peter Damesick

Cllr Louise Kirk

Cllr Jean Inker

Cllr Gerard Quinn

Cllr Alan Feesey

Mrs Maureen Gibbins

Clerk to Oxted Parish Council

MINUTES

1. **Apologies for absence:** to receive and accept apologies for absence.
Apologies received from Cllrs Peter Quinn, John Hope, Denize Wallace and County Cllr Cameron McIntosh.
2. **Declarations of Disclosable Pecuniary Interest: (1 min)**
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 were none declared
3. **Public session:**
There was two members of the public present with reference to the Hurst Green Courtyard Project.
Cllr Hull updated the Council regarding the draft licence in respect of the Hurst Green Courtyard Project; the licence was submitted to a local firm of Solicitors for advice however this was not forthcoming. Following discussion, it was **RESOLVED** that subject to the agreed insurance cover amendments being made to the Statement of Understanding, and a plan identifying the plot of land that the licence will cover provided, the licence can be signed and the project can move forward.
The Clerk will liaise with the insurers regarding including cover for the planters under the Council's insurance policy.
 - i) County Councillor submitted a report in his absence:
Highways
 - Red Lane looking like its due to be complete on time. Have received several resident emails in support of this and looking good.

- Bluehouse lane – Hand Lay patching (from railway bridge to near the mini roundabout on junction of Station Road east). This was something CC McIntosh has contributed through highways allocation. Well used route and comes under minor works.
- Junction works on Rockfield road/ A25 East Hill – These were delayed but the plan is to progress these at end of the month. Again, links in with our works plan for the A25, getting junctions completed first.
- Barrier works/Structural works to the bridge by Old Oxted – Looks smart and is now complete. We will aim to do another veg cut here shortly.
- Woodhurst Lane – Continuation of railway sleeper edging works has now been signed off. Again, something CC McIntosh has contributed towards from his highways allocation. The idea is to eventually replace all the edging (and widen the footpath) along the full length of Woodhurst.
- Parking review – Restrictions going in with the aim of completing by the next few weeks.
- Comms gang – CC McIntosh has only had request from Cllr John Hope, but no other Parish councillors have asked for any works to be carried out by Comms gang. Reminder that we use them to carry out veg cut back, sign cleaning etc.

Oxted Library

- We are looking to install Super access technology here so the library will be closed for a period end of June. This essentially enables residents to access and use the library outside of working hours and has been trialled elsewhere in the County. Example of us investing in the service.

ii) **District Councillor Peter Damesick** reported :

- First TDC council meeting of committees has been held.
- Chichele Road site developer is going to appeal, and a public enquiry format has been requested. The timescale is uncertain.
- Burstow has had an incursion by travellers. Trees being removed a lot of which have TPO's

District Councillor Deb Shiner reported:

- Illegal Travellers Site in Tanhouse Lane hearing is on 18th June and has been scheduled for 4 days.
- Tandridge Business Awards has been launched by TDC.
- TDC Household Support Fund has closed due to being inundated with applications.

4. Minutes:

The Minutes of the Full Council meeting held on 14th May 2024 were approved and signed by the Chairman.

5. Planning Committee

- 5.01 Planning Committee approved the minutes of the Planning Committee meetings held on 14/5/24 and 28/5/24.
- 5.02 Full Council received the minutes of the Planning Committee meetings held on 14/5/24 and 28/5/24.
- 5.03 To consider the drafting of a Neighbourhood Plan.

Cllr Hull will follow this up. TDC Officer Emma Amies has been invited to the July Council meeting to update the Council on the pros and cons of a Neighbourhood Plan. The Clerk will forward a presentation by TDC Officer Emma Amies to Councillors which had previously been provided to Outwood Parish Council.

- 5.04 Consider a response to the Gypsy & Traveller Accommodation Assessment.
<https://www.opinionresearch.co.uk/TandridgeParishAndElectedSurvey>
It was identified that the link above is not working. The Clerk will resend the link that is in operation and Councillors will feed comments back to the Clerk to enable a response to be submitted prior to the deadline of 15th June.

6. Burial Ground Committee

- 6.01 Burial Ground Committee approved the minutes of the Burial Ground Committee meeting held on 21/5/24.
- 6.02 Full Council received the minutes of the Burial Ground Committee meeting held on 21/5/24.
- 6.03 The Clerk confirmed that the drainage works commenced on 11th June and are due to be completed by Friday 14th June.

7. Actions Log for reference and update

- 7.01 To note the progress on projects. It was noted the difficulty in obtaining quotes for a revamped website. The Clerk confirmed a request was sent to 5 website designers plus, the current Parish Council's web host. The current web host is the only one who has responded with a quote. It was **AGREED** the Clerk will follow up with the web designers originally contacted to ascertain the difficulties with them providing a quote.

8. Policies

- 8.01 To review and adopt the 2024 Financial Regulations – Cllr Hull confirmed the Finance Working Group will review the 2024 Financial Regulations and report back to Council at the September Council meeting.
- 8.02 To review and adopt Standing Orders – It was **AGREED** all Councillors will review the Standing Orders and feedback comments to the September Council meeting.
- 8.03 To appoint a Working Group to review policies for submission to the September Council meeting for approval. The Working Group will consist of Cllrs Shiner, Hull and the Clerk. The Clerk will provide a list of proposed policies and templates for consideration.

9. Hurst Green Courtyard Project

- 9.01 Council to receive an update from Cllrs Hull. This item was dealt with under item 3 in the public session.

10. Hurst Green Bench

- 10.01 To receive an update regarding the lettering on the bench and quote for reinstatement. Cllr Kirk confirmed there is engraving on 6 of the 8 sides of the bench and following the cleaning of the bench the engraving is more legible. It was **AGREED** to leave the bench as it is and to record it on the Council's Asset Register. Cllr Kirk will provide the Clerk with a note of the engraving on the bench.

11. CCTV

- 11.01 To receive an update from Cllr Giles

- The camera on the green bridge is off-line, the camera is working however there appears to be an issue with the connection. This will be reported on the fault requesting system with Chroma Vision.
- A completion certificate is still awaited from Chroma Vision.
- Liaison with UK Power Networks regarding the cost for the power being used from installation.
- Two enquiries have been received from the police regarding incidents however footage was not available.
- Police do not, at present, have access to the system.

12. Grant Aid 2024/25

12.01 To consider the recommendation from the Grant Aid Working Group following applications received from local organisations.

Cllr Damesick, although being a member of the Working Group did not have any input or part to play in the recommendations as the date for the meeting was while he was away.

General discussion ensued regarding the recommendations concern was expressed at the reduced amount allocated to St John's Church. It was finally **RESOLVED** to proceed with the recommendations of the Working Group.

- St Mary's Church - £750
- Oxted Hygiene Bank- £500
- Hurst Green Community Hub - £500
- St John's Church - £100
- St Catherine's Hospice - £600
- KSS Air Ambulance - £350
- Make A Scene - £600
- Hurst Green Community Association - £400
- Creative Community - £500

It was highlighted that further applications will be considered later in the year. There is £4,700 of the grant aid budget remaining.

13. Finance

13.01 Council **AGREED** the Annual Governance Statements and the Chairman and Clerk signed the documents. - chairman and clerk to sign

13.02 Council **AGREED** the AGAR and **AUTHORISED** the Chairman and Clerk to sign the AGAR forms.

13.03 Council **NOTED** the year-end report from the internal auditor, Peter J Consultants.

13.04 To consider the issues raised by Cllr Hope regarding 'welfare vouchers' to schools. This item will be deferred to the July Council meeting. Concern was expressed regarding a new request from a local school who still had vouchers remaining from the distribution in December 2023.

13.05 Council **NOTED** the insurance premium (including IPT and all fees) for the year to June 2025 will be £1,644.73

13.06 Council **NOTED** the payments that had been approved and authorised since the Council meeting on 14th May 2024.

Clerk Expenses	£	89.41
Oxted Community Hall - 14/5/24 & 4/6/24	£	32.00
Shaw & Sons Ltd - new Grant of Exclusive Right of Burial		

Deeds certificates	£ 153.60
Route 22 Ltd – Microsoft annual fees	£ 2,674.63
Fitzpatrick Woolmer – history notice board for Old Oxted	£ 1,587.60
Peter J Consultants – internal audit fee	£ 114.40
Country Garden Services – maintenance	£ 2,271.22
Clerk Salary & office	£ 1,453.80
Zurich Insurance Premium	£ 1,644.73
Mulberry Local Authority Services Ltd – Cllrs. training	£ 246.00
British Red Cross – hall hire x 2	£ 54.00
SLCC – Clerk membership fee	£ 178.50

14. Chairman’s Announcement

The Chairman had nothing to update the Council with.

15. East Surrey Transport Committee Update

Minutes and reports circulated when received so all councillors are aware of the updates. Cllr Feeseey confirmed bus routes have changed. The resident with suggestions for the sealant of the ceiling of the underpass will be contacted again once the tracks above the underpass have been sealed.

16. South-East Community Rail Partnership

Minutes and reports circulated when received so all councillors are aware of the updates. Next meeting in July. An update from National Rail representative is requested monthly.

Items for consideration at future meetings

Neighbourhood plan

Food Vouchers

Meeting closed at 8:10pm

Date of the next meeting Tuesday 9th July 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