



OXTED PARISH COUNCIL

Notice is hereby given of the Annual Statutory meeting of Oxted Parish Council to be held at Oxted Community Hall on Thursday 12th May 2022 at 6:30pm, which Councillors are summonsed to attend.

Mrs Maureen Gibbins
Clerk to Oxted Parish Council
Maureen B Gibbins

Members of the public and press have a right, and are welcome to attend this meeting however are requested to notify the Clerk in advance

A G E N D A

1. **Election of a Chairman for 2022/23**
Declaration of Acceptance of Office
2. **Election of a Vice-Chairman for 2022/23**
Declaration of Acceptance of Office
3. **Apologies for absence:** to receive and accept apologies for absence.
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. Anyone with a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.*
5. **Public session:** *a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes.*
6. **Minutes:** To approve the Minutes of Full Council meeting held on 12th April 2022.
7. **Allocation of councillors to committees both internal and external bodies**
Burial Committee
Planning Committee
Staffing Committee
CIL Working Group
Finance Working Group
Grant Aid Working Group
East Surrey Transport Committee
South East Community Rail Partnership
Hurst Green Community Centre
Master Park - Liaison
Master Park Roundabout
PR
CAB
Trustees of Oxted United Charities

BID
Surrey & Sussex
Highways/Safe Routes to School
Litter and recycling
Gatwick Area Conservation Campaign

8. **Planning Committee: (5 mins) (PD)**

- i) Planning Committee: to approve the minutes of the Planning Committee meeting held on 19/04/22.
- ii) Full Council to receive the minutes of the Planning Committee meeting held on 19/04/22.

9. Burial Ground bench (link below)

https://chic-teak.co.uk/products/circular-teak-tree-bench?variant=32497575657607¤cy=GBP&utm_medium=product_sync&utm_source=google&utm_content=sag_organic&utm_campaign=sag_organic&utm_campaign=gs-2020-03-16&utm_source=google&utm_medium=smart_campaign&gclid=EAIaIQobChMIv4-agerK9gIVt4BQBh2eegYMEAQYBSABEgKHJ_D_BwE

10. **Finance**

- i) To note payments approved and authorised including payments on 22nd March previously not reported.

Franks Disco deposit (QPJ)	£ 100.00
Hurst Green Tennis Club (CIL Payment)	£20,000.00
JEM Home Services (erection of notice boards)	£ 370.00
Hire a Fun Fair (Cup & Saucer ride for QPJ)	£ 315.00
Oxted Community Hall (room hire for extended use)	£ 14.00
Clerk Expenses (includes jubilee bench)	£ 678.60
Master Park first ¼ contribution	£ 1,000.00
Master Park - £100 refundable deposit for party in park	£ 100.00
ICCM – annual membership fee	£ 95.00
Denize Wallace – OPC Ukraine contribution	£ 279.76
DM Payroll – payroll services	£ 95.00
Clerk Expenses	£ 33.71
Country Garden Services – maintenance	£ 2,271.22
Clerk Salary & Office	£ 1,309.10

11. CCTV

12. Notice boards – Oxted Station and Londis in Hurst Green (DS)

13. Master Park Roundabout (DW)

14. Grant Aid

15. Queens Platinum Jubilee (DW/RH/DS/KS/Clerk)

16. **Chairman’s announcements:**

- i) Planting of trees in Oxted in conjunction with the BID
- ii) Ukraine Support - update

17. **East Surrey Transport Committee Update (AF)**

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

18. **South East Community Rail Partnership (LP)**

- i) Minutes and reports circulated when received so all councillors are aware of the updates.
- ii) Disabled access at Hurst Green station.

19. **Actions Log for reference and update (1 min)**

20. **Items for consideration at future meetings (1 mins)**

Neighbourhood Plan

Data Retention Policy

Speedwatch

Policies & Procedures

Conservation areas – Old Oxted, Broadham Green and Station Road West

Date of the next meeting Tuesday 14th June

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