



OXTED PARISH COUNCIL

Notice is hereby given of the meeting of Oxted Parish Council to be held at
The Red Cross Hall, Hoskins Rd, Oxted on Thursday 16th November 2023 at 6:30pm,
which Councillors are summonsed to attend.

9th November 2023

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. **Apologies for absence:** to receive and accept apologies for absence.
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.*
3. **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.*
 - i) District Councillors update
4. **Minutes:** To approve the Minutes of Full Council meeting held on 10th October 2023.
5. **Planning Committee (DS)**
 - i) Planning Committee: to approve the minutes of the Planning Committee meeting held on 24/10/23.
 - ii) Full Council to receive the minutes of the Planning Committee meeting held on 24/10/23.
6. **Burial Committee (DW)**
 - i) Burial Committee: to approve the minutes of the Burial Committee meeting held on 19/09/23.
 - ii) Full Council to receive the minutes of the Burial Committee meeting held on 19/09/23.
 - iii) Proposal to replace the bin store in the burial ground. (3 quotes in sharepoint)
7. **Actions Log for reference and update (Clerk)**
 - i) Parish Notice Boards
 - ii) Circular Bench in Hurst Green
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 Unity Charity..

9. **CIL (PD)**
To review the recommendation from the CIL Working Group to provide funding towards St Mary's school swimming pool.
10. **Food Vouchers (DS)**
To propose the provision of food vouchers to school families in need of support.
11. **D Day 80 (JI)**
To receive an update on plans from the Royal British Legion
12. **CCTV (PG)**
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
 - Oxted Tennis Club for equipment in their club house
 - Raven Homes, to attach to their lampposts.
 - Hoskin Walk, to attach to their lamppost.
 - Oxted Electrical to attach to their building.
 - TDC licence to place CCTV columns on TDC land.
 - Contract with energy supply (Either 100Green or Opus Energy.) Approximate annual cost £1,370.
 - Approval to submit an order for additional equipment to go in HGCC.
13. **Staffing Committee (JI)**
To approve the following documents:
- Staffing Committee Terms of Reference
 - HR Policy Statement
 - Appraisal Policy
14. **Finance (RH)**
- i) To receive an update from the Finance Working Group
 - ii) To receive and review the proposed budget for 2024/25
 - iii) To review the proposed increase in the precept for 2024/25
 - iv) To note payments approved and authorised since Council meeting on 10th October 2023.

Clerk Salary & Office	£ 1,093.33
Country Garden Services	£ 2,271.22
15. **2024 Annual Parish Assembly**
- To schedule the date for the Annual Parish Assembly
 - To consider the arrangements and speaker for the Assembly
16. **Chairman's Announcement (PD)**
To receive an update on activities since the last council meeting.
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 (JI)**
Minutes and reports circulated when received so all councillors are aware of the updates.
Gatwick Runway Extension.

Items for consideration at future meetings

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

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