



## OXTED PARISH COUNCIL

Notice is hereby given of the meeting of Oxted Parish Council to be held at Oxted Community Hall, Church Road, Oxted on Tuesday 9<sup>th</sup> January 2024 at 6:30pm, which Councillors are summonsed to attend.

3<sup>rd</sup> January 2024

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.**

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### A G E N D A

1. **Apologies for absence:** to receive and accept apologies for absence. (1 min)
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. Anyone with a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.*
3. **Public session: (15 mins)**  
*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) County Councillor update
  - ii) District Councillors update
4. **Minutes:** (2 mins)  
To approve the Minutes of Full Council meeting held on 16<sup>th</sup> November 2023.
5. **Planning Committee (DS) (3 mins)**
  - i) Planning Committee: to approve the minutes of the Planning Committee meeting held on 16/11/23, 5/12/23 and 2/1/24.
  - ii) Full Council to receive the minutes of the Planning Committee meeting held on 16/11/23, 5/12/23 and 2/1/24.
6. **Burial Committee (DW) (3 mins)**
  - i) Burial Committee: to approve the minutes of the Burial Committee meeting held on 21/11/23.
  - ii) Full Council to receive the minutes of the Burial Committee meeting held on 21/11/23.
7. **Actions Log for reference and update (Clerk)(5 mins)**
8. **Nominative Trustee (3 mins)**  
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. **D Day 80 (JI)(2 mins)**  
To receive an update on plans from the Royal British Legion
10. **CCTV (PG)(5 mins)**
11. **Finance (RH/PG) (10 mins)**
- 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 the Council meeting on 16<sup>th</sup> November 2023.
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|---|------------|
| Master Park 3 <sup>rd</sup> ¼ donation  | £ 1,000.00 |
| Clerk expenses  | £ 165.27   |
| British Red Cross – room hire x 3   | £ 75.00    |
| G Miscovich – ¼ of the traffic consultant fee   | £ 150.00   |
| Country Garden Services – maintenance   | £ 1,250.62 |
| London Hearts – match funding fee for defib and cabinet   | £ 750.00   |
| Clerk Salary & Office   | £ 1,632.96 |
| Expertrees – deadwood clearance from trees in burial ground   | £ 1,680.00 |
| Viking Stationery – ½ stationery invoice  | £ 65.83    |
| Computer Solutions – printer ink  | £ 64.90    |
| HMRC – PAYE & NI  | £ 1,994.98 |
| Clerk expenses  | £ 87.62    |
| Burial plot 635 refund. Family has returned the Grant of Exclusive Right of Burial as they have moved out of the area. The plot was purchased in 2003 for £720 which is the sum to be refunded. | £ 720.00   |
| Clerk Salary & Office   | £ 1,173.15 |
12. **2024 Annual Parish Assembly (10 mins)**
- To schedule the date for the Annual Parish Assembly
  - To consider the arrangements and speaker for the Assembly
13. **Chairman’s Announcement (PD)(5 mins)**  
To receive an update on activities since the last council meeting.
14. **East Surrey Transport Committee Update (AF) (5 mins)**  
Minutes and reports circulated when received so all councillors are aware of the updates.
15. **South-East Community Rail Partnership (JI) (5 mins)**  
Minutes and reports circulated when received so all councillors are aware of the updates.  
Gatwick Runway Extension.

Items for consideration at future meetings

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**Date of the next meeting Tuesday 13<sup>th</sup> February 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](http://www.oxted-pc.org.uk) Mrs Maureen Gibbins, Parish Clerk, Phone 07510 226989