



## 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 13<sup>th</sup> February 2024 at 6:30pm, which Councillors are summonsed to attend.

6<sup>th</sup> February 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) Update from Hurst Green Courtyard Project representatives
  - ii) County Councillor update (CM)
  - iii) District Councillors update (DS)
4. **Minutes:** (2 mins)  
To approve the Minutes of Full Council meeting held on 9<sup>th</sup> January 2024.
5. **Planning Committee (DS) (3 mins)**
  - i) Planning Committee: to approve the minutes of the Planning Committee meeting held on 23/1/24.
  - ii) Full Council to receive the minutes of the Planning Committee meeting held on 23/1/24.
6. **Burial Committee (DW) (5 mins)**
  - i) Burial Committee: to approve the minutes of the Burial Committee meeting held on 16/1/24.
  - ii) Full Council to receive the minutes of the Burial Committee meeting held on 16/1/24.
  - iii) Council to note the report of the perpetrator stealing from the burial ground.
7. **Actions Log for reference and update (Clerk)(5 mins)**  
To note the progress on projects

8. **Hurst Green Courtyard Project (10 mins)**  
Council to consider the proposal for Oxted Parish Council to take a licence from TDC on the Courtyard Plot.
9. **Old Oxted (10 mins)**  
To review the report regarding proposed projects in Old Oxted
10. **Councillor roles and responsibilities (10 mins)**  
To review roles and responsibilities
11. **Communications Working Group (5 mins)**  
To approve the Terms of Reference for the Communications Working Group.
12. **Hurst Green Hexagonal Bench (LK) (5 mins)**  
To receive an update from Cllr Kirk
13. **CCTV (PG) (5 mins)**  
To receive an update from Cllr Giles
14. **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 note payments approved and authorised since the Council meeting on 9<sup>th</sup> January 2024.
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| Mr P W Natrass - materials for Hurst Green benches  | £ 50.00    |
| Woodhouse Centre - donation following men in sheds help   | £ 300.00   |
| Chromas Vision - Hurst Green Community cameras  | £ 3,546.50 |
| Country Garden Services - burial ground maintenance   | £ 1,250.62 |
| Country Garden Services - shrubbery clearance on bridge   | £ 204.00   |
| Oxted Garden Maintenance - replacement of bin store at Burial ground. Contractor has agreed to adhere to the Quote of £995 as it was known that there was not electricity Power at the burial ground. | £ 995.00   |
| Cllr Peter Giles - extra orange twin wall duct for CCTV for Connection to Master Park   | £ 78.00    |
| Clerk Expenses  | £ 101.22   |
| Country Garden Services - maintenance   | £1,250.62  |
| Clerk Salary & Office   | £1,173.35  |
| Surrey Playing Fields - affiliation fee   | £ 10.00    |
| Greenbarnes Ltd - 2 notice boards   | £3,839.13  |
15. **2024 Annual Parish Assembly (10 mins)**
- To confirm the date and venue for the Annual Parish Assembly as Wednesday 24<sup>th</sup> April in the York Rooms at St John the Evangelist in Hurst Green.
  - To consider the arrangements and confirm the speakers for the Annual Meeting.
16. **Chairman's Announcement (PD)(5 mins)**  
To receive an update on activities since the last council meeting.
17. **East Surrey Transport Committee Update (AF) (5 mins)**  
Minutes and reports circulated when received so all councillors are aware of the updates.

18. **South-East Community Rail Partnership (II) (5 mins)**

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

Items for consideration at future meetings

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**Date of the next meeting Tuesday 12<sup>th</sup> March 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