



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

6<sup>th</sup> March 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 (CM)
  - ii) District Councillors update (DS)
4. **Minutes:** (2 mins)  
To approve the Minutes of Full Council meeting held on 13<sup>th</sup> February 2024.
5. **Planning Committee (DS) (3 mins)**
  - i) Planning Committee: to approve the minutes of the Planning Committee meeting held on 13/2/24 and 5/3/24.
  - ii) Full Council to receive the minutes of the Planning Committee meeting held on 13/2/24 and 5/3/24.
6. **Burial Committee (DW) (5 mins)**
  - i) Council to note the Burial Ground Working Party date.
  - ii) To consider the 3 quotes for the burial ground roundabout works.
  - iii) Council to note the update 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 (RH/JH) (5 mins)**  
Council to receive an update from Cllrs Hull and Hope.

9. **Old Oxted (JI) (5 mins)**  
To receive an update regarding proposed projects in Old Oxted
10. **CCTV (PG) (5 mins)**  
To receive an update from Cllr Giles
11. **Finance (RH/PG) (10 mins)**
- i) To receive an update from the Finance Working Group
  - ii) To consider the recommendation of the Internal Auditor.
  - iii) To note payments approved and authorised since the Council meeting on 13<sup>th</sup> February 2024.
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| St John's Hurst Green - Annual Parish Assembly including £50 refundable deposit.      | £ 98.00   |
| Clerk expenses  | £ 61.75   |
| Cllr Alan Feesey - train ticket to Transport meeting                                  | £ 8.00    |
| Cllr Peter Giles - ducting for CCTV - previous payment returned as incorrect account. | £ 78.00   |
| Stochel Electrical Ltd - installation of defib cabinet                                | £ 684.00  |
| Royal British Legion - agreed donation for D Day 80                                   | £ 300.00  |
| Master Park - final ¼ donation  | £1,000.00 |
| HMRC - PAYE & NI  | £1,723.66 |
| Country Garden Services - maintenance   | £1,250.62 |
| Clerk Expenses  | £ 37.00   |
| JEM Home Services - installation of notice boards                                     | £ 380.00  |
| Mulberry & Co - Cllr Hope attending training course                                   | £ 54.00   |
| Clerk salary & Office   | £1,173.15 |
12. **2024 Annual Parish Assembly (5 mins)**
- To confirm arrangements for Annual Parish 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.

Items for consideration at future meetings

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**Date of the next meeting Tuesday 9<sup>th</sup> April 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