



Notice is hereby given of the Annual Statutory meeting of Oxted Parish Council to be held at Oxted Community Hall on Tuesday 14th May 2024 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 2024/25**
Declaration of Acceptance of Office
2. **Election of a Vice-Chairman for 2024/25**
Declaration of Acceptance of Office
3. **Apologies for absence:** to receive and accept apologies for absence.
4. **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.
5. **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
6. **Minutes: (2 mins)**
To approve the Minutes of Full Council meeting held on 9th April 2024.
7. **Allocation of councillors to committees both internal and external bodies (15 mins)**
Burial Committee
Planning Committee
Staffing Committee
CIL Working Group
Finance Working Group
Grant Aid Working Group
Communications Working Group

East Surrey Transport Committee
South-East Community Rail Partnership
Hurst Green Community Centre
Master Park - Liaison
Master Park Roundabout
CAB
BID

8. **Planning Committee (2 mins)**

- i) Planning Committee: to approve the minutes of the Planning Committee meeting held on 16/4/24.
- ii) Full Council to receive the minutes of the Planning Committee meeting held on 16/4/24.

9. **Actions Log for reference and update (Clerk) (5 mins)**

- i) To note the progress on projects
- ii) To consider and approve the proposed dates for meetings for 2024/25

10. **Hurst Green Courtyard Project (RH/JH) (10 mins)**

- i) Council to receive an update from Cllrs Hull and Hope.
- ii) Draft licence is attached in the supporting documents.

11. **Old Oxted (JI) (5 mins)**

To receive an update regarding proposed projects in Old Oxted

12. **CCTV (PG) (5 mins)**

To receive an update from Cllr Giles

13. **Finance (RH/PG) (5 mins)**

- i) To receive an update from the Finance Working Group
- ii) To note the internal audit is progressing
- iii) To note payments approved and authorised since the Council meeting on 9th April 2024.

Clerk Expenses	£ 51.40
Country Garden Services Ltd	£ 1,250.62
Oxted Community Hall - meeting room hire 2024/25	£ 550.00
Red Cross Hall - meeting room hire x 3 dates	£ 81.00
ICCM annual membership	£ 100.00
Clerk Salary & Office	£ 1,454.00
Dodwells Ltd - burial ground roundabout	£ 5,736.00
Computer Solutions (UK) Ltd	£ 65.94
New Ink Printing Company Ltd	£ 140.00
Clerk Expenses	£ 93.09
Country Garden Services Ltd	£ 2,271.22
DM Payroll Services Ltd	£ 120.00
JEM Home Services - installation of Gordons Way notice board	£ 210.00
Clerk Salary	£ 1,433.80

14. **Chairman's Announcement (5 mins)**

To receive an update on activities since the last council meeting.

15. East Surrey Transport Committee Update (AF) (5 mins)

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

16. 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

Financial Regulations and Standing Orders will be reviewed at the June Council meeting.

Date of the next meeting Tuesday 11th June 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