



Notice is hereby given of the meeting of Oxted Parish Council to be held at
Oxted Community Hall on Tuesday 11th June 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. **Apologies for absence:** to receive and accept apologies for absence.
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
4. **Minutes: (2 mins)**
To approve the Minutes of Full Council meeting held on 14th May 2024.
5. **Planning Committee (10 mins)**
 - 5.01 Planning Committee: to approve the minutes of the Planning Committee meetings held on 14/5/24 and 28/5/24.
 - 5.02 Full Council to receive the minutes of the Planning Committee meetings held on 14/5/24 and 28/5/24.
 - 5.03 To consider the drafting of a Neighbourhood Plan.
 - 5.04 Consider a response to the Gypsy & Traveller Accommodation Assessment.
<https://www.opinionresearch.co.uk/TandridgeParishAndElectedSurvey>
6. **Burial Ground Committee (2 mins)**
 - 6.01 Burial Ground Committee: to approve the minutes of the Burial Ground Committee meeting held on 21/5/24.
 - 6.02 Full Council to receive the minutes of the Burial Ground Committee meeting held on 21/5/24.

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

7.01 To note the progress on projects

8. Policies (10 mins)

8.01 To review and adopt the 2024 Financial Regulations

8.02 To review and adopt Standing Orders

8.03 To appoint a Working Group to review policies for submission to the July Council meeting for approval.

9. Hurst Green Courtyard Project (RH) (5 mins)

9.01 Council to receive an update from Cllrs Hull.

10. Hurst Green Bench (LK) (5 mins)

10.01 To receive an update regarding the lettering on the bench and quote for reinstatement.

11. CCTV (PG) (2 mins)

11.01 To receive an update from Cllr Giles

12. Grant Aid 2024/25 (10 mins)

12.01 To consider the recommendation from the Grant Aid Working Group following applications received from local organisations.

13. Finance (RH/PG) (10 mins)

13.01 To AGREE the AGAR and AUTHORISE the Chairman and Clerk to sign the AGAR forms.

13.02 To NOTE the year-end report from the internal auditor, Peter J Consultants.

13.03 To consider the issues raised by Cllr Hope regarding 'welfare vouchers' to schools.

13.04 To NOTE the insurance premium (including IPT and all fees) for the year to June 2025 will be £1,644.73

13.05 To note payments approved and authorised since the Council meeting on 14th May 2024.

Clerk Expenses	£	89.41
Oxted Community Hall - 14/5/24 & 4/6/24	£	32.00
Shaw & Sons Ltd - new Grant of Exclusive Right of Burial Deeds certificates	£	153.60
Route 22 Ltd - Microsoft annual fees	£	2,674.63
Fitzpatrick Woolmer - history notice board for Old Oxted	£	1,587.60
Peter J Consultants - internal audit fee	£	114.40
Country Garden Services - maintenance	£	2,271.22
Clerk Salary & office	£	1,453.80
Zurich Insurance Premium	£	1,644.73
Mulberry Local Authority Services Ltd - Cllrs. training	£	246.00
British Red Cross - hall hire x 2	£	54.00
SLCC - Clerk membership fee	£	178.50

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 (II) (5 mins)

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

Items for consideration at future meetings

Date of the next meeting Tuesday 9th July 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