



Notice is hereby given of the meeting of Oxted Parish Council to be held at
Oxted Community Hall on Tuesday 12th November 2024 at **6:00pm**,
which Councillors are summonsed to attend.

5th November 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.

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.
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 8th October 2024.
5. **Planning Committee (NR) (2 mins)**
 - 5.01 Planning Committee: to approve the minutes of the Planning Committee meeting held on 22/10/24.
 - 5.02 Full Council to receive the minutes of the Planning Committee meeting held on 22/10/24.
6. **Clerk's Report and update (Clerk) (5 mins)**
 - 6.01 To note the progress on projects
7. **Nominative Trustee (2 mins)**
 - 7.01 To re-nominate Sheila Steel as a Nominative Trustee to the Oxted Unity Charity.
8. **CIL (PD) (10 mins)**
 - 8.01 To receive an update from the CIL Working Group following receipt of the latest CIL application.

9. Grant Aid (DW) (10 mins)

9.01 To consider the applications received and reviewed by the Grant Aid Working and the subsequent recommendations.

10. Friendship Benches (GQ) (5 mins)

To consider the request by Cllr G Quinn for the nomination of a Council owned bench as a Friendship bench.

11. Hurst Green Courtyard Project (JH) (5 mins)

11.01 To receive an update on the progress of the project.

12. Communications Working Group (JI) (5 mins)

12.01 Website update

13. Life without Limits (JI) (2 mins)

List of speakers and topics for information

14. Finance (RH) (10 mins)

14.01 To consider the appointment of Helen Broughton, Clerk to Caterham on the Hill PC as Internal Auditor.

14.02 Accounts against budget to 31/10/24

14.03 To note payments approved and authorised since the Council meeting on 8th October 2024.

Clerk Salary	£ 1,478.77
Country Garden Services – maintenance	£ 2,271.22
Clerk Expenses – 7/8/24 to 5/9/24	£ 149.26
JEM Home Services – refurbish Old Oxted bus shelter	£ 375.20
ICCM – Clerk attending on-line training course on Garden of Remembrance – approved by DS/RH/JI	£ 108.00
Wight Stonemasonry Ltd – refund of double memorial payments	£ 624.00
SLCC – Themed summit attendance by Clerk (approved by DS/RH)	£ 78.00
Master Park – 2 nd ¼ donation	£ 1,000.00
PKF Littlejohn – external audit fee	£ 756.00
Cllr Peter Giles – Ducting for CCTV	£ 148.80
Oxted Community Hall – additional room hire 1/10/24	£ 17.00
Clerk Expenses – 7/8/24 to 5/9/24	£ 71.88
Alex Jones FD – refund of overpayment of inscription fee	£ 186.00
ICCM – Clerk attending on-line training course on Cemetery Management – approved by DS/RH/JI	£ 174.00
Cllr Alan Feesey – train fare to ESTC meeting	£ 8.40
Landmark Chambers – Counsels work re Chichele Road	£ 2,400.00
Oxted Community Hall – extra meeting room bookings	£ 34.00
Royal British Legion – 3 poppy wreaths and 10 lamp poppies	£ 105.00

15. Chairman’s Announcement (DS) (5 mins)

15.01 To receive an update on activities since the last Council meeting.

16. **East Surrey Transport Committee Update (AF) (2 mins)**

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

17. **South-East Community Rail Partnership (JI) (2 mins)**

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

Items for consideration at future meetings

Part 2

In accordance with s2 Public Bodies (Admission to Meetings) Act 1960, members of the public and press will be excluded for consideration of items 17 onwards owing to the confidential nature of the business

- Staffing issues

Date of the next meeting Tuesday 12th November 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 Maureen Gibbins, Parish Clerk, Phone 07510 226989