



Notice is hereby given of the Annual Statutory meeting of Oxted Parish Council to be held at Oxted Community Hall on Tuesday 13th May 2025 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.

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## A G E N D A

1. **Election of a Chairman for 2025/26**
  - 1.01 To elect a Chairman
  - 1.02 Under s83(4) Local Government Act 1972 the Chairman must sign the prescribed declaration of office at the meeting where he is elected or the first meeting thereafter at which he is attending.
2. **Election of a Vice-Chairman for 2025/26**  
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.*
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 8<sup>th</sup> April 2025.
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  
 BID

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

- i) Planning Committee: to approve the minutes of the Planning Committee meeting held on 22/4/25.
- ii) Full Council to receive the minutes of the Planning Committee meeting held on 22/4/25.

**9. Clerks report and update (Clerk) (5 mins)**

**9.01** To note the progress on projects

**9.02** To set the time and date for ordinary Council meetings and Committees for the coming year.

**10. To Review and Adopt (10 mins)**

**10.01** Code of Conduct

**10.02** The proposed revision of NALC Standing Orders

**10.03** The proposed revision of NALC Financial Regulations

**11. CIL/Asset Transfers**

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

To receive an update from Cllr Giles

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

**13.01** To receive an update from the Finance Working Group

**13.02** To note payments approved and authorised since the Council meeting on 8<sup>th</sup> April 2025.

ICCM – Annual Membership fee	£ 105.00
SLCC – Annual Membership fee	£ 180.00
East Surrey Transport Committee – annual affiliation fee	£ 10.00
Clerk Expenses	£ 68.36
Clerk Salary	£ 1,210.85
Country Garden Services – maintenance	£ 1,250.62
Surrey ALC – Annual subscription	£ 1,845.00
Oxted Community Hall – meeting room hire	£ 170.00
Transfer to CCLA Account	£40,000.00
Computer Solutions – printer ink	£ 34.80
Viking Office UK – stationery items	£ 65.24
British Red Cross – hall hire	£ 27.00
DM Payroll Services – Administration of payroll for year	£ 120.00
Oxted Community Hall – meeting room hire	£ 396.00
New Ink Printing – APA Reports	£ 195.00
Clerk Expenses	£ 41.15

Clerk Salary	£ 1,210.85
Country Garden Services – Maintenance	£ 2,271.22
Master Park – 1 <sup>st</sup> ¼ donation	£ 1,000.00
East Surrey Museum – donation following APA presentation	£ 50.00
Clerk Expenses	£ 60.96

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

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

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

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

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

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

**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 16 onwards owing to the confidential nature of the business

- Staffing and Councillor update

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**Date of the next meeting Tuesday 10<sup>th</sup> June 2025 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