



Notice is hereby given of the meeting of Oxted Parish Council to be held at
Oxted Community Hall on Tuesday 10th June 2025 at 6:30pm,
which Councillors are summonsed to attend.

3rd June 2025

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.(1min)
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.
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)(GQ)**
To approve the Minutes of Full Council meeting held on 13th May 2025.
5. **New Councillors**
5.01 Allocation of Councillors to Committees, Working Groups and outside bodies
 - 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

6. **Planning Committee (2 mins)(NR)**
 - i) Planning Committee: to approve the minutes of the Planning Committee meetings held on 13/5/25 and 3/6/25.
 - ii) Full Council to receive the minutes of the Planning Committee meetings held on 13/5/25 and 3/6/25.
7. **Burial Ground Committee (2 mins)(PQ)**
 - iii) Burial Ground Committee: to approve the minutes of the Burial Ground Committee meeting held on 27/5/25.
 - iv) Full Council to receive the minutes of the Burial Ground Committee meeting held on 27/5/25.
8. **Clerks report and update (Clerk) (5 mins)**

To note the progress on projects
9. **Grant Aid Working Group(10 mins)**

To review the recommendations of the Grant Aid Working Group.
10. **Adopt a BT telephone box.(10 mins)**

To confirm the decision to adopt a BT telephone box and comply with the conditions of the contract.
11. **Hurst Green Courtyard(10 mins)**

To review and approve the Memorandum of Agreement/Statement of Understanding
12. **To Review and Adopt (GQ/PG/JH)(15 mins)**
 - 11.01 Code of Conduct
 - 11.02 The proposed revision of NALC Standing Orders
 - 11.03 The proposed revision of NALC Financial Regulations
13. **CIL/Asset Transfers (PD)(10 mins)**
14. **CCTV (PG) (5 mins)**

To receive an update from Cllr Giles
15. **OPC Meeting room options (10 mins)**

Oxted Community Hall
Red Cross Hall
The Park Hub
16. **Finance (RH/PG) (10 mins)**
 - 15.01 To AGREE the AGAR and AUTHORISE the Chairman and Clerk to sign the AGAR forms.
 - 15.02 To NOTE the year-end report from the internal auditor, Helen Broughton.
 - 15.03 Update of CCLA bank mandate.
 - 15.04 To receive an update from the Finance Working Group
 - 15.05 To note payments approved and authorised since the Council meeting on 13th May 2025.
Oxted Community Hall – extra booking and charge for overrunning

£ 34.00

Thea Pitcher – plants for Hurst Green Courtyard	£ 372.52
Dan Jordan Publishing Ltd – double page spread in RH8 plus photographic services for website	£ 618.00
Clerk Expenses	£ 108.25
Helen Broughton – internal audit fee	£ 200.00
Route 22 Limited – Microsoft annual fee	£ 2,674.63

17. Paid Litter Collection Job Opportunities (5 mins)

Review litter collection or related ecological work within the parish/local council.

18. Chairman's Announcement (5 mins)

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

19. South-East Community Rail Partnership (5 mins)

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

Date of the next meeting Tuesday 8th July 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

Mrs Maureen Gibbins, Parish Clerk, Phone 07510 226989