



**Minutes of the Annual Statutory meeting of Oxted Parish Council held at  
Oxted Community Hall on Tuesday 13th May 2025 at 6:30pm,**

**Cllr Gerard Quinn - Chairman**

**Cllr Neil Rivers**

**Cllr Peter Giles**

**Cllr Peter Damesick**

**Cllr John Hope**

**Cllr Peter Quinn**

**Cllr Denize Wallace**

**Cllr Jean Inker**

**Mrs Maureen Gibbins**

**Clerk to Oxted Parish Council**

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**MINUTES**

**1. Election of a Chairman for 2025/26**

**1.01** Cllr Hope nominated Cllr G Quinn

Cllr Giles seconded the nomination.

There being no other nominations, Cllr G Quinn was elected Chairman of the Council.

The Chairman signed the Declaration of Acceptance of Office

**2. Election of a Vice-Chairman for 2025/26**

**2.01** Cllr Gerard Quinn nominated Cllr Giles

Cllr Hope seconded the nomination.

There being no other nominations, Cllr Giles was elected Vice-Chairman of the Council.

The Vice-Chairman signed the Declaration of Acceptance of Office

**3. Apologies for absence:**

Apology received and accepted from Cllr Reg Hull

**4. Declarations of Disclosable Pecuniary Interest:**

*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. There were none declared.*

**5. Public session:**

i) County Councillor McIntosh did not attend, and no update was received.

ii) **District Councillor Peter Damesick** reported:

- At a recent Full Council meeting, TDC voted upon the endorsement of a number of recommendations. TDC joined with 9 of the 11 District & Borough Council's proposal for 3 unitary authorities in Surrey. Recommending that each division should have 3 councillors. Additionally, TDC said it would be

unfair to take on any debt and want nothing to do with a proposed combination of Crawley and Reigate & Banstead councils

- Also various configurations to form a unitary authority. There has been PR coverage circulated to members and residents.

6. **Minutes:**

The minutes of Full Council meeting held on 8<sup>th</sup> April 2025 were approved and signed by the Chairman.

7. **Allocation of councillors to committees both internal and external bodies**

**Burial Committee** – Cllrs Peter Quinn, Jean Inker and Denize Wallace.

**Planning Committee** – Cllrs Reg Hull and Neil Rivers. Subs available Cllrs Peter Giles and Denize Wallace.

**Staffing Committee** – will be agreed in part 2 of the meeting.

**CIL & Asset Working Group** – Cllrs Peter Damesick, Gerard Quinn, John Hope. Neil Rivers and Peter Giles. Cllr Reg Hull will be co-opted to the group.

**Finance Working Group** – Cllr Reg Hull, John Hope, Neil Rivers and Peter Giles.

**Grant Aid Working Group** – Cllrs Reg Hull, Gerard Quinn, Peter Quinn, Peter Damesick and Denize Wallace.

**Communications Working Group** – Cllrs Reg Hull, Peter Giles and Jean Inker.

**East Surrey Transport Committee** – decision regarding membership will be left in abeyance until after the by election on 4<sup>th</sup> June 2025.

**South-East Community Rail Partnership** – Cllr Jean Inker

**Hurst Green Community Centre** - leave in abeyance until after the by election on 4<sup>th</sup> June 2025.

**Master Park Liaison** – Cllr Peter Giles. Sub Cllr Neil Rivers.

**BID** – Cllrs Denize Wallace or Reg Hull .

**Rep for Rotary** – Cllr Jean Inker.

**RBL** – Cllrs Jean Inker and/or Denize Wallace.

8. **Planning Committee**

i) Planning Committee approved the minutes of the Planning Committee meeting held on 22/4/25.

ii) Full Council received the minutes of the Planning Committee meeting held on 22/4/25.

9. **Clerks report and update**

9.01 The progress on projects was **NOTED**. The Clerk further confirmed that, following the email from Cllr Inker regarding the telephone box in Old Oxted, BT has been contacted regarding the decommissioning of the same and is looking into the situation. The Clerk is liaising with the contractor regarding the installation of the new Ellice Road notice board.

9.02 The times and dates for ordinary Council meetings and Committees for the coming year were **AGREED**.

The Clerk will check the availability, and the costs, of hiring The Park Hub, and Red Cross Hall for Council and Committee meetings.

10. **To Review and Adopt**

10.01 Code of Conduct – Cllrs G Quinn, Giles and Hope will review and report to the June

Council meeting.

- 10.02 The proposed revision of NALC Standing Orders – Cllrs G Quinn, Giles and Hope will review and report to the June Council meeting.
- 10.03 The proposed revision of NALC Financial Regulations – The Finance Working Group will review and report to the June Council meeting.

11. **CIL/Asset Transfers**

Cllr Damesick reported that there are no outstanding applications for CIL funding. TDC Officer Catherine Dainkeh has requested feedback from OPC regarding the next phase of refurbishment of play areas. It was AGREED the Council endorses the proposal for Coldshott and is prepared to consider finance however more information is required.

**CLERK**

**Asset transfers** – TDC has noted the interest in Bushey Croft, Barnett Shaw and Boulthurst Way play areas expressed by Oxted Parish Council. Expression of Interest Forms are being completed however, some information is not available. Ellice Road carpark is now within the scope for transfer however Limpsfield PC is also interested in this area. It was AGREED a meeting should be held with relevant members of Limpsfield PC to ascertain if there is an interest in collaborating with OPC and issuing a joint expression of interest. It was AGREED a meeting needs to be held with TDC Officers with a detailed and full agenda of all the questions and information required. Cllr Giles raised the question of whether it would be possible for LPC/OPC/BID join together as a joint working group. Also need to ascertain whether a parish council can set up a limited company for the taking over of assets.

12. **CCTV**

Cllr Giles reported that the approval for the cameras at St Agathas Hall has been agreed and appreciation to OPC for help with the finance. The Clerk will raise a purchase order.

Chroma Vision has commenced work for the installation of the camera at Master Park. Johnsdale camera is now working.

13. **Finance**

13.01 The update from the Finance Working Group was **NOTED**

13.02 Council **NOTED** 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**

Cllr G Quinn thanked the Councillors for their support and looks forward to leading the Council over the coming year.

**15. East Surrey Transport Committee Update**

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

**16. South-East Community Rail Partnership**

Cllr Inker confirmed minutes are circulated, the annual report was circulated and highlights the projects and works undertaken. An email received requesting input on a consultation on information on trains and networks will be forwarded to Councillors. The next SECRP meeting is scheduled for 10<sup>th</sup> June.

**Meeting closed at 20:07**

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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