



**Minutes of the meeting of Oxted Parish Council held at
The Red Cross Hall, Hoskins Road on Tuesday 8th July 2025 at 6:30pm,**

Cllr Gerard Quinn – Chairman

Cllr Peter Giles

Cllr Peter Damesick

Cllr John Hope

Cllr Kelly Kent

Cllr Harriet Gillam

Cllr Denize Wallace

Cllr Neil Rivers

Cllr Jean Inker

Cllr Reg Hull

Mrs Maureen Gibbins

Clerk to Oxted Parish Council

MINUTES

1. Apologies for absence:

County Cllr Cameron McIntosh, Cllrs Dhani Blackwell and Peter Quinn.

2. 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.

3. Public session:

3.01 Presentation from FREE – 2 representatives from FREE gave a presentation of the works undertaken assisted by the grant aid funding provided by Oxted Parish Council. The Chairman thanked the representatives for attending and for their update.

3.02 Presentation from a representative of the Hurst Green Community Centre Acorn Project. The representative explained the requirement for a letter of support to be submitted alongside the application for TDC CIL funding and other grants. Councillors asked questions to enhance their understanding of the request. The Chairman thanked the representatives for attending and for the update.

3.03 **District Councillor Peter Damesick** reported:

- TDC finished last year with a small surplus which is being carried over to help with this year's financing.
- 2026 is the last year for setting the budget and TDC won't be looking at savings as it won't exist after 2027.
- Mark Hacke Sanders is leaving to work in Slough, James Devonshire is leaving to join a housing association. It is obviously an unsettling time for the staff at TDC.

- Some information regarding Local Government reorganisation. There are going to be neighbourhood area committees which are going to be trialled in Tandridge within the Caterham and Warlingham areas.
- Caterham Valley PC and Caterham Hill PC has called for a Corporate Governance Review for a view to changing to become a Town Council.

4. Minutes:

- 4.01 The minutes of Full Council meeting held on 10th June 2025 were approved and signed by the Chairman.

5. Planning Committee

- 5.01 Planning Committee approved the minutes of the Planning Committee meeting held on 24/6/25.
- 5.02 Full Council received the minutes of the Planning Committee meeting held on 24/6/25.
- 5.03 Other Planning Matters for consideration.
- Cllr Rivers updated the committee regarding the Stoney Field application 2025/245 which has been submitted. Stoney field has been identified within the AONB (national landscape classification) and it is anticipated that this may protect the area although the final classification will not be confirmed until 2026. There will be a requirement for funds to finance a Barrister to support the appeal, which is no doubt expected to arrive, and Cllr Rivers suggested the same process as was instigated for the Chichele Road application be followed.
- Cllr Kent enquired whether the same support would be provided for the Coldshott application opposite The Diamond Inn and it was highlighted that there is nothing of significant interest to suggest this would be possible.

6. Clerks report and update

- 6.01 The Clerk's report was **NOTED**. The Clerk showed the Council the Arnold Baker book which is the reference book which is the guide for all Clerks and Councils.

7. Local Government Reorganisation and Elections

- 7.01 Local Government Reorganisation in Surrey – It was **AGREED** the Council will not respond to the consultation.
- 7.02 Local Government Reorganisation and Parish Council Elections
The Council **AGREED** to **change** the date so that they aligned with the unitary authority in 2026.

8. Remembrance Day Parade and marshalling/road closure

- 8.01 VJ80 Service of Thanksgiving – being held on 17th August and all members are welcome to attend.
- It was **AGREED** to go forward with the same arrangements for the Remembrance Parade in November as were operated in 2024. Rotary will co-ordinate the road closures and signage for which the Parish Council will make a donation to the group. Cllr Wallace will liaise with Rotary regarding the parade. The Clerk will apply for the road closure.

9. To Review and Adopt

- 9.01 Code of Conduct – It was **AGREED** the Nolan Principles will continue to be included.

To be reviewed and adopted at the September Council meeting.

- 9.02 The proposed revision of NALC Standing Orders – To be reviewed and adopted at the September Council meeting.
- 9.03 The proposed revision of NALC Financial Regulations – The Financial Regulations were reviewed and updated by the Finance Working Group and presented to Council for review and adoption. The Council **AGREED** to adopt the revised and updated Regulations following inclusion of the reference to the relevant Standing Order.

10. Staffing Documents

- 10.01 Review and approval of Staffing Appraisal document. It was **AGREED** following amendments suggested by Councillors that the document will be presented for approval at the September Council meeting.
- 10.02 Review and approval of Staffing Committee Terms of Reference. It was **AGREED** following amendments suggested by Councillors that the document will be presented for approval at the September Council meeting.
A Personnel folder to be created in Sharepoint for the Clerk's contract and other personnel documents.

11. CIL/Asset Transfers

- 11.01 Hurst Green Community Centre Acorn Project – The letter of support may provide more gravitas to the funding applications. Cllr Inker expressed her concern regarding providing a letter support. It was **AGREED** 7 :2 in favour of the Clerk drafting a revised letter with 1 Councillor abstaining and 1 Councillor voting against the request.
- 11.02 Cllr Damesick updated the Council regarding the Expression of Interests (EOI) which have been submitted to TDC. Joint application with Limpsfield PC for the Ellice Road car park has been submitted. IT was **AGREED**, if the Woodhouse Centre and the Red Cross Hall are within scope that an EOI will be submitted for them and the same applies to the plot of land at Pollards Oak and possibly Hurst Green Community Centre.

12. Communications/PR

- 12.01 Website update – Cllr Inker reported the timeline has slipped and the first design has been reviewed and changed. Cllr Gillam has joined the Working Group. The website designer is reviewing the changes suggested along with the structure and explanations regarding the Council being provided by Cllr Hull. The next meeting is scheduled for 24th July.

13. Finance

- 13.01 To receive an update from the Finance Working Group – Cllr Hull reported the Financial Regulations have, as reported under item 9.03 been adopted.
There is circa £50k of CIL funds currently unallocated.
With the transfer of community assets there will be a challenge to address when setting the precept.
Cllr Damesick reported there is an extra TDC Strategy and Resources meeting on 7th August to potentially sign off some assets.

Cllr Damesick highlighted that there have been 2 occasions when the authorising of the bank payments has failed and required re-inputting.

13.02 Payments approved and authorised since the Council meeting on 8th June 2025 were **NOTED**.

HMRC – PAYE & NI	£ 1,935.47
Country Garden Services Ltd – maintenance	£ 2,271.22
Clerk Salary	£ 1,210.65
ICO – Data protection fee	£ 52.00
Fairalls – bark mulch for Hurst Green Courtyard	£ 154.58
Zurich Municipal – annual insurance premium	£ 1,417.94
British Red Cross – Meeting room hire	£ 81.00
The Hygiene Bank – Grant Aid	£ 500.00
St Catherine’s Hospice - Grant Aid	£ 400.00
Citizens Advice Tandridge District – Grant Aid	£ 500.00
The Woodhouse Centre – Grant Aid	£ 360.00
Air Ambulance – Grant Aid	£ 350.00
Hurst Green Community Centre – Grant Aid	£ 500.00
Moorhouse School & College – Grant Aid	£ 500.00

14. **Paid Litter Collection Job Opportunities**

Review litter collection or related ecological work within the parish/local council. It was **AGREED** the Clerk will pass the environmental and climated contacts provided by Cllr Kent to TDC Officer Alex Berry.

15. **Chairman’s Announcement**

To receive an update on activities since the last council meeting. Grant Aid thank you letters have been received following receipt of the funds. It was **AGREED** to re-advertise the availability of Grant Aid in September and to include via Voluntary Action South East (VASE) to encourage applicants.

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

Minutes and reports circulated when received so all councillors are aware of the updates. Next meeting is scheduled for the beginning of October.

Meeting closed at 20:28

Items for future agenda

Review responsibilities – roads/notice boards/assets

Date of the next meeting Tuesday 9th September 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