



Notice is hereby given of the meeting of Oxted Parish Council to be held at
The Red Cross Hall, Hoskins Road on Tuesday 9th September 2025 at 6:30pm,
which Councillors are summonsed to attend.

3rd September 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. **Election of Chairman (5 mins)**
2. **Apologies for absence:** to receive and accept apologies for absence.(1min)
3. **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.
4. **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.
 - 4.01 County Councillor update (CM)
 - 4.02 District Councillors update (PD)
5. **Minutes: (2 mins)(GQ)**
 - 5.01 To approve the Minutes of Full Council meeting held on 8th July 2025 and the Extraordinary Council meeting held on 5th August 2025.
6. **Planning Committee (5 mins)(NR)**
 - 6.01 Planning Committee: to approve the minutes of the Planning Committee meeting held on 15/7/25, 5/8/25 and 26/8/25.
 - 6.02 Full Council to receive the minutes of the Planning Committee meeting held on 15/7/25, 5/8/25 and 26/8/25.
7. **Burial Committee (5 mins) (PQ)**
 - 7.01 Burial Committee: to approve the minutes of the Burial Committee meeting held on 22/7/25.
 - 7.02 Full Council to receive the minutes of the Burial Committee meeting held on 22/7/25.

8. Clerks report and update (Clerk) (5 mins)

8.01 To note the progress on projects

9. Hurst Green and Holland School (KK) (5 mins)

9.01 "Update re HG infant school merger"

10. CCTV

10.01 To receive an update on ongoing CCTV work at St Agatha's Hall and Master Park.

11. To Review and Adopt (GQ/PG/JH)(10 mins)

11.01 Code of Conduct

11.02 The proposed revision of NALC Standing Orders

12. Staffing Documents (GQ/JH/PG)(10 mins)

12.01 Review and approval of Staffing Appraisal document.

12.02 Review and approval of Staffing Committee Terms of Reference.

13. CIL/Asset Transfers (PD)(15 mins)

13.01 Solicitor to be appointed

13.02 To receive an update on progress with the Asset Transfers following submission of the Expressions of Interest.

14. Communications/PR (JI)(5 mins)

14.01 Website update

15. Finance (RH/PG)(10 mins)

15.01 External Audit - To note the external auditor's report and certificate received from PKF Littlejohn.

15.02 To receive an update from the Finance Working Group

15.03 To note payments approved and authorised since the Council meeting on 8th July 2025.

Master Park - 2nd quarter £ 1,000.00

Clerk expenses £ 118.30

Computer Solutions - printer ink £ 39.20

Tandridge District Council - June by election £10,004.58

Country Garden Services - maintenance £ 2,271.22

Viking Direct - stationery items £ 58.56

Clerk salary £1,210.85

Clerk Expenses £ 71.86

Dan Jordan Publishing - extra space taken in RH8 £ 96.00

Expertrees (Surrey) - emergency tree works in burial ground
major limbs of willow tree had snapped off. £ 516.00

Clerk Expenses £ 53.95

Oxted Community Hall - booking for Extraordinary meeting £ 17.00

Clerk Salary £1,210.85

Country Garden Services Ltd - maintenance £2,271.22

16. Chairman's Announcement (5 mins)

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

17. 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 14th October 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