



**Minutes of the meeting of Oxted Parish Council held at
The Red Cross Hall, Hoskins Road on Tuesday 9th September 2025 at 6:30pm,**

**Cllr Peter Giles
Cllr Reg Hull
Cllr Neil Rivers
Cllr Peter Damesick
Cllr Jean Inker
Cllr Dhani Blackwell
Cllr Kelly Kent
Cllr Harriet Gillam**

**Mrs Maureen Gibbins
Clerk to Oxted Parish Council**

MINUTES

Thanks were expressed to Cllr Gerard Quinn for his time and commitment as Chairman.

1. Election of Chairman

1.01 Election of a Chairman for the remainder of 2025/26

Cllr Kent nominated Cllr Giles

Cllr Hull seconded the nomination.

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

The Chairman signed the Declaration of Acceptance of Office

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

2.01 Cllr Giles nominated Cllr Hull

Cllr Rivers seconded the nomination.

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

The Vice-Chairman signed the Declaration of Acceptance of Office

The Chairman highlighted that the Councillors and the Clerk are one team and need to be pulling together as a team. Any lack of civility and respect to each other will be called out and dealt with.

The Chairman **PROPOSED** a motion that a part 2 be held at the end of the meeting for staff matters. All present **AGREED**.

3. Apologies for absence: received and accepted apologies for absence.

Cllrs G Quinn, J Hope, D Wallace and P Quinn

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:

5.01 County Councillor Cameron McIntosh reported:

- East Hill Road is scheduled for resurfacing at the end of October 2025.
- Barrow Green Road will be repatched at the beginning of October prior to being redressed.
- Station Road East pavements will be resurfaced from the junction of Amy Road to Johnsdale on both sides of the road however there is no update regarding when this will be undertaken as SGN have not completed their works yet.
- Old Oxted sign will be reinstated when the wooden bollards are installed around the kerbing area.
- There is engagement with residents regarding the implementation of 20mph speed signs along Beadles Lane to Hall Hill.
- Holland sign is ordered and waiting for delivery.

5.02 District Councillor Peter Damesick reported:

- Tree stump in Chichele Road is to be removed by SCC in January. An invitation to nominate a replacement tree and location has been extended to the Council.
- TDC has refused the application for development on Stoney Field. It is not known if the applicant will be appealing.
- Council is continuing with the housebuilding programme: Dormers site in Caterham and Warren Lane Depot in Hurst Green.
- There is a new Head of Housing, Jane Rochelle. Council is tabling a housing improvement plan at the next Council meeting.
- Councils CIL working group met recently 13 bids agreed totalling £1.4 million in CIL funding. Majority were recreational playgrounds. Ringfencing a CIL £500k for redevelopment of Hurst Green Community centre but this funding is dependent on YFS funding being provided.

6. Minutes:

6.01 The minutes of the Full Council meeting held on 8th July 2025, and the Extraordinary Council meeting held on 5th August 2025 were approved and signed by the Chairman.

7. Planning Committee

7.01 Planning Committee approved the minutes of the Planning Committee meeting held on 15/7/25, 5/8/25 and 26/8/25.

7.02 Full Council received the minutes of the Planning Committee meeting held on 15/7/25, 5/8/25 and 26/8/25.

8. Burial Committee

8.01 Burial Committee approved the minutes of the Burial Committee meeting held on 22/7/25.

8.02 Full Council received the minutes of the Burial Committee meeting held on 22/7/25.

9. Clerks report and update

9.01 To note the progress on projects.

The Clerk updated the Council on the Clerk Apprenticeship course being run in conjunction with Brockenhurst College. Further information is being sought.

10. Hurst Green and Holland School

10.01 "Update re HG infant school merger"

Cllr Kent has had communication with relevant staff/Trustees at Hurst Green School and Holland School. Cllr Inker questioned the relevance of this to the Parish Council. Cllr Kent confirmed it had been raised by a Councillor, and she agreed to seek clarification.

11. CCTV

11.01 To receive an update on ongoing CCTV work at St Agatha's Hall and Master Park. CCTV equipment in Master Park has been relocated to the Park Hub, new cameras will be installed soon.

12. To Review and Adopt

12.01 Code of Conduct – Cllr Hope will review and present to a future council meeting.

12.02 The proposed revision of NALC Standing Orders is to be reviewed and presented to a future council meeting.

13. Staffing Documents

13.01 Review and approval of Staffing Appraisal document.

The Staffing Appraisal document was **APPROVED**.

13.02 Review and approval of Staffing Committee Terms of Reference.

Following comments from Councillors it was agreed the approval of the Staffing Committee Terms of Reference will be deferred to the October Council meeting. Cllr Inker will provide the proposed draft wording to be included. Chair of Staffing Committee is elected at first meeting of the staffing committee.

14. CIL/Asset Transfers

14.01 Solicitor to be appointed

Cllr Damesick updated the Council regarding the transfer of assets and also highlighted that the service of a solicitor is going to be required. SALC has suggested Surrey Hills Solicitors however it was considered the firm may be too small to undertake the works.

The solicitor used by TDC and being considered by other Parish Councils is Antony Collins. It was agreed the Parish Council will, initially, go with this firm for the two playgrounds.

The Clerk will contact the firm and request the fee structure.

The Finance Working Group need to look at accruals required for repairs, maintenance for the assets going forwards.

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

- Update – Community Assets of Barnett Shaw and Boulthurst Way were approved in principle for transfer at S & R meeting
- 25th September – Hurst Green Community Centre, Ellice Road carpark and toilets are on the list for the S & R meeting. Cllr Damesick pointed out that the Parish Council still has not had notice from TDC re the valuation of the car park. A valuation had been obtained however was rejected and a new valuation is being sought.

- Woodhouse Centre may go through to S & R committee but internal discussions are still being completed.
- Cllr Giles confirmed Limpsfield Parish Council are interested in the Ellice Road car park and had resolved to form a joint working group. LPC has suggested appointing Antony Collins as solicitors. The working group will meet ASAP. OPC Councillors on the working group are Cllrs Rivers, Hull and Giles.

15. Communications/PR

15.01 Website update

Cllr Inker confirmed a meeting with the web designer was held on 8th September and good progress is being made. It is anticipated that it will be possible to share a link with full council within a few weeks.

An article on Asset Transfer has been submitted to RH8 for the October edition.

16. Finance

16.01 External Audit – Council noted the external auditor’s clean report and certificate received from PKF Littlejohn.

16.02 To receive an update from the Finance Working Group.

Accounts are within budget. The Finance Working Group will be considering how the Council is going to finance the assets and accept that the precept is going to need to increase. There are 2 CIL applications in the pipeline. Burial income, is, as expected, unpredictable. Salary increase of 3.2% has been agreed by the management and unions.

The recommendation by the Internal Auditor regarding risk has been commenced. There is additional work required for completion of the AGAR for the 2026/27 year however OPC is close to being compliant.

16.03 Payments approved since the last Council meeting on 8th July 2025 were noted.

Master Park – 2 nd 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
Clerk Expenses	£ 118.29
SLCC – Training fee for the Clerk and Cllrs Giles and Hull	
5 invoices @ £36 each	£ 180.00
Viking Direct – stationery items	£ 56.87
British Red Cross – meeting room hire	£ 189.00
Route 22 Ltd – IT Support	£ 102.00

Country Garden Services Ltd – maintenance	£2,271.22
SLCC – Training fee for Cllr Damesick	£ 36.00
Clerk Salary	£ 1,466.93
HMRC -PAYE & NI	£ 2,047.51

17. Chairman's Announcement

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

Cllr Giles said it is time for a reset at the parish council, starting with the foundations.

- 365 is different depending how it is accessed. The Clerk to catalogue how Councillors access 365 so that we can formulate the way forward.
- The Clerk to list policies noting when they were update ed. Could be 50 policies.
- Future plan for the Parish Council – where we are going, what do we do. All to be involved more as a team.
- New website will improve communication with the community
- Improve communications with District Councillors. Invite District Councillors on a rota to the Council meeting.
- Items for consideration at future meetings to be added to future agendas.

18. South-East Community Rail Partnership

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

There was nothing to report. The next meeting is in the week commencing 15th September.

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 15 onwards owing to the confidential nature of the business

1. The Council endorsed the Clerk's annual salary increase of 3.2% in line with her contract.
2. The Council Noted the Clerk's Annual Appraisal Report.
3. A meeting of the Staffing Committee will be scheduled to inter alia elect a new chair of the staffing committee.

Meeting closed at 2050

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