

**Members are summoned to the Meeting of Tandridge Parish Council to be held on Tuesday 2<sup>nd</sup> March 2021 at 7.30pm via video conference**



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## A G E N D A

**Public questions:** The first ten minutes are available for members of the public to raise questions about and comment on items on the agenda. **Members of the public and press are welcome and encouraged to attend.**

64. Procedural matters
  - 64.1 **Apologies:** To receive apologies for absence.
  - 64.2 **Disclosure of Interests:** To receive any disclosure by Members of any Disclosable Pecuniary Interests (DPIs) and / or other interests arising under the Code of Conduct.
  - 64.3 **Minutes:** Minutes of the Parish Council meeting held on 2<sup>nd</sup> February 2021 to be agreed and signed as a true record.
  - 64.4 **Matters Arising**
    - Tandridge Parish Council to confirm receipt and review of Parish Councillor application documents
  - 64.5 Tandridge Parish Councillors to co opt a new councillor to fill the current vacancy.
65. **Neighbourhood Safety Officer, County and District Councillors Reports**
66. **Parish Environment**
  - 66.1 Clerk circulated information regarding CCTV for Tandridge Parish Council to review. Councillors to discuss information and confirm how to proceed.
  - 66.2 Councillors to note the change in Refuse and Recycle contractor directed by Tandridge District Council
  - 66.3 Parish Councillors to discuss any issues which need addressing in the Parish
67. **Neighbourhood Plan**
  - 67.1 Councillors to receive an update regarding the current situation.
68. **Planning**
  - 68.1 Planning applications received and for discussion by Councillors:

<b>2021/186</b>	<b>Land At Rookery Farm, Tandridge Lane, Lingfield RH7 6LW</b>
Proposal	30m x 25m Farmyard Manure Store and a 25m x 8m Silage Clamp together with all Associated Engineering Operations
Decision	Not yet determined
69. **Finance and Administration**
  - 69.1 Chairman to present to full council the Clerk's Appraisal Process form for approval (form to follow).
  - 69.2 Tandridge Parish Council to agree the Clerks Job Description (to follow)
  - 69.3 Tandridge Parish Council are to consider the clerks contractual hours, agree a resolution and provide the clerk with an updated contract.
  - 69.4 Tandridge Parish Council are to consider and give resolution on the process for requested overtime
  - 69.5 Tandridge Parish Council to appoint an HR committee of 3 members, which will include the chairman of the parish council (but not as chair of committee) and two other

- councillors (one to sit as chair of committee).
- 69.6 Tandridge Parish Councillors are to undertake training from Anne Bott Deputy Chief Exec SSALC to provide training to the council on a date to be agreed, and training for the clerk to follow
- 69.7 To approve payments for February 2021:
- |          |   |
|----------|---|
| £ 614.22 | Clerks Salary February 2021 including Clerk's Overtime for January as per detail<br>Less deductions of Tax and NI |
| £ 54.40  | February PAYE due by 22 <sup>nd</sup> March 2021  |
| £ 26.00  | Clerk Expenses retrospectively for February 2021  |
| £ 24.99  | ESET NOD32 Anti Virus Renewal   |
| £ 36.00  | Cllr Stocker Training with SSALC  |
- 69.8 Councillors to review and sign off bank reconciliation.
- 69.9 Tandridge Parish Council to finalise the budget for 2021 – 2022.
- 69.10 Tandridge Parish Council to review and confirm the Asset Register for 2021/22
- 69.11 Tandridge Parish Council to review and approve the Risk Assessment and Financial Management document.
- 69.12 Tandridge Parish Council to reassess the current standing orders and adapt them to be more appropriate for Tandridge Parish Council at the April Meeting

**63. Information for Councillors** (for noting or inclusion on future agenda)  
2021 Meeting Dates:

Tuesday 11<sup>th</sup> May  
Tuesday 8<sup>th</sup> June  
Tuesday 6<sup>th</sup> July  
Tuesday 7<sup>th</sup> September  
Tuesday 5<sup>th</sup> October  
Tuesday 2<sup>nd</sup> November  
Tuesday 7<sup>th</sup> December

**Date of Next Meetings:** Parish Council meeting:  
Tuesday 13<sup>th</sup> April