



**Members are summoned to the
Annual General Meeting of Tandridge Parish Council
To be held on Tuesday 10th May at 7.30pm at St Peters Church, Tandridge**

A G E N D A

Members of the public and press are welcome and encouraged to attend.

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| 01. | PROCEDURAL MATTERS |
| 1.1 | To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office |
| 1.2 | To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office |
| 1.3 | Apologies: To receive apologies for absence |
| 1.4 | 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 |
| 1.5 | Public questions: The first ten minutes of the meeting are available for members of the public to raise questions about and comment on items on the agenda. |
| 1.6 | Minutes: Minutes of the Parish Council meeting held on the 1 st March 2022, are to be agreed and signed as a true record. |

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| 2. | REPORTS |
| 2.1 | County Councillor Report |
| 2.2 | District Councillor Report |

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| 3. | ADMINISTRATION |
| 3.1 | Councillors to confirm the Standing Orders to be adopted for the municipal year 2022/23 |
| 3.2 | Councillors to confirm the Financial Regulations to be adopted for the municipal year 2022/23 |
| 3.3 | Councillors to confirm the Code of Conduct to be adopted for the municipal year 2022/23 |
| 3.4 | Councillors to review parish assets, buildings, land and equipment as a correct record for 2022/23 |
| 3.5 | Councillors to note that adequate insurance is currently in place until June 2022 and a new insurance policy is required from that date. |

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| 4. | FINANCIAL |
| 4.1 | Tandridge Parish Council to note the increased hourly rate for the clerk as per Surrey ALC guidance circulated. This updated rate is due from April 2021 therefore back dated pay was included in the April 2022 salary payment. |
| 4.2 | Council to retrospectively approve April 2022 Clerks Salary: £953.55 Gross April Pay Less deductions of Tax and NI £164.75 Back Pay for 21-22 (underpayment of 659 hours at 0.25 per hour) |
| 4.3 | Council to approve May 2022 Clerks Salary: £953.55 Gross May Pay Less deductions of Tax and NI Less deductions of Tax and NI (detail to follow) |

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| 4.4 | Councillors to retrospectively the following payments made in April 2022: ESET (Antivirus) £42.41 JPA Commercial - Ukraine Flag £65.93 Mulberry & Co £42.00 Crouch Butchers £233.50 Morrisons £28.52 Surrey ALC & NALC Subscription £220.49 David O'Mahony £125 St Peters Church £36.00 |
| 4.5 | Retrospectively approve April (M1) PAYE £316.95 which was due by 22nd May 2022 |
| 4.6 | Retrospectively approve the Clerk's Expenses retrospectively for April 2022 |
| 4.7 | Councillors to approve payment of the May (M2) PAYE due by the 22 nd June 2022 |
| 4.8 | Councillors to approve the Clerks Expenses for May 2022 £31.40 |
| 4.9 | Councillors to approve David O'Mahony services £125.00 |
| 4.10 | Councillors to approve the TEEC website invoice £28.80 |
| 4.11 | Councillors to approve St Peters Church – Hire of Monthly Meeting Space £36.00 |
| 4.12 | Councillors to review and sign off April bank reconciliation |
| 4.13 | Councillors to confirm charitable donation for the 2022 – 2023 year |

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| 5. | PARISH ENVIRONMENT |
| 5.1 | Councillors to discuss the Litter Picking initiative as suggested by the clerk at Crowhurst. |
| 5.2 | Councillors to discuss the quotations received for the fencing between the playground and St Peters School |

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| 6. | NEIGHBOURHOOD PLAN |
| 6.1 | Councillors to receive a general update regarding the current situation |

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| 7. | PLANNING – Applications to be reviewed by Tandridge Parish Council and comments sent to Tandridge District Council |
| 7.1 | 2022/321 Gaysland Farm, Tandridge Lane, Lingfield, Surrey, RH7 6LW Demolition of out building, store and covered area. Erection of single storey side extension, single storey front extension and single storey first floor extension and internal alterations. http://tdccomweb.tandridge.gov.uk/Planning/dialog.page?org.apache.shale.dialog.DIALOG_NAME=gfplanningsearch&Param=lg.Planning&SDescription=2022/321&viewdocs=true |
| 7.2 | 2022/408 7 Park View, Crowhurst Lane End, Tandridge, Oxted, Surrey, RH8 9NT Vehicle crossover to create a second car parking space for an electric vehicle http://tdccomweb.tandridge.gov.uk/Planning/dialog.page?org.apache.shale.dialog.DIALOG_NAME=gfplanningsearch&Param=lg.Planning&SDescription=2022/408&viewdocs=true |
| 7.3 | 2022/437 Fern Glen, Crowhurst Lane End, Tandridge, Oxted, Surrey, RH8 9NT Erection of Single Storey Rear/Side Extension and Font Porch Extension http://tdccomweb.tandridge.gov.uk/Planning/dialog.page?org.apache.shale.dialog.DIALOG_NAME=gfplanningsearch&Param=lg.Planning&SDescription=2022/437&viewdocs=true |
| 7.4 | 2022/441 The Mint, 1 Crowhurst Lane End, Tandridge, Oxted, Surrey, RH8 9NT Demolition of existing conservatory and erection of a single storey rear extension along the length of the existing rear elevation to create additional living space. |

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| | http://tdccomweb.tandridge.gov.uk/Planning/dialog.page?org.apache.shale.dialog.DIALOG_NAME=gfp!anningsearch&Param=lg.Planning&SDescription=2022/441&viewdocs=true |
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| 8. | INFORMATION FOR COUNCILLORS (<i>for noting and including on future agendas</i>) |
| 8.1 | Councillors to note the insurance policy renewal date is 7 th June 2021 and the clerk will circulate the policy documents prior to the June Meeting. |
| 8.2 | Councillors to note the internal audit will be carried out remotely on the 18 th May 2021 |

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| 9. | MEETING DATES |
| 9.1 | 7 th June 2022 5 th July 2022 6 th September 2022 4 th October 2022 1 st November 2022 6 th December 2022 |