

## Minutes of the Parish Council Meeting

Held on Tuesday 14<sup>th</sup> May 2024 at 7.30pm at St Peters Church, Tandridge Lane, Tandridge

### Present:

**Chairman:** Mr Ivor Stamp

**Clerk:** Ms Clare Crouch

**Councillors:** Mr C David, Mr A Schmidt, Mrs C Wallace

**In attendance:** District Councillor Lockwood & District Councillor Peter Killick

<b>01.</b>	<b>PROCEDURAL MATTERS</b>
<b>1.1</b>	<b>The Chairman of the Council</b> was proposed as Ivor Stamp by Councillor Wallace and seconded by Councillor David. Councillor Stamp signed the Chairman's Declaration of Acceptance of Office.
<b>1.2</b>	<b>The Vice Chairman of the Council</b> was proposed as Andrew Nosworthy by Councillor Stamp and seconded by Councillor David. Councillor Nosworthy is to sign the Vice Chairman's Declaration of Acceptance of Office in due course.
<b>1.3</b>	<b>Apologies:</b> Apologies for absence were received from Parish Councillors Nosworthy, Pocock and Moynihan, also received from District Cllr Duggan, District Cllr Killick and County Cllr McIntosh
<b>1.4</b>	<b>Disclosure of Interests:</b> There were no disclosures by Members of any Disclosable Pecuniary Interests (DPIs) and / or other interests arising under the Code of Conduct
<b>1.5</b>	<b>Public questions:</b> 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. There were no Members of the Public present
<b>1.6</b>	<b>Minutes:</b> The minutes of the Parish Council meeting held on the 5th March 2024, were agreed and signed as a true record. Furthermore, the sign for the Jubilee Field Gate has been decided by the Parish Council to deter dog fouling. The clerk will order the sign and install it

<b>2.</b>	<b>REPORTS</b>
<b>2.1</b>	County Councillor MacIntosh was not in attendance
<b>2.2</b>	<p>District Councillor Reports</p> <p>An introduction from District Councillor Peter Killick was given to the Parish Council. He is new to the role of councillor. He has sent his apologies in advance for the for June meeting</p> <p>District Councillor Liz Lockwood advised that she is aware of the name omission of Tandridge, in the ward of Lingfield and Crowhurst. RH7 Tandridge Parish is one of the oldest parishes and she advised she will be working hard to get Tandridge back on the Ward name.</p> <p>Tandridge District Council withdrew the Local Plan officially on the 18.4.24 and a new one will be delivered once started, in approx. 18 months.</p> <p>Tandridge Councillors queried the current situation with the Area of Outstanding Natural. Cllr Lockwood will establish and advise if there is any news on the extension of time. Lingfield and Dormansland made a case to join the two AONBs together. The boundaries have been proposed but Natural England will confirm the final boundaries.</p>

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<b>3.</b>	<b>ADMINISTRATION</b>
<b>3.1</b>	Councillors confirmed and adopted the Standing Orders for the municipal year 2024/25
<b>3.2</b>	Councillors confirmed and adopted the Financial Regulations for the municipal year 2024/25
<b>3.3</b>	Councillors confirmed and adopted the Code of Conduct for the municipal year 2024/25
<b>3.4</b>	Councillors reviewed the parish assets, buildings, land and equipment as a correct record for the Asset Register along with the 2024 / 2025 Risk Assessment and Financial Management Plan
<b>3.5</b>	Councillors noted that adequate insurance is currently in place until 6 <sup>th</sup> June 2024 and a new insurance policy is required from 7 <sup>th</sup> June 2024. Councillors considered the renewal of insurance quotations from various companies and confirmed they would like to proceed with Zurich – the Clerk will renew the policy based on invoice no: 532523473
<b>3.6</b>	Councillors confirmed they will review training sessions and advise the clerk which ones they would like to attend.
<b>3.7</b>	Councillors to note District Councillor Sayer has chased the situation with the Ward Boundary Name and Tandridge District Council will be in touch with a timeline in due course
<b>3.8</b>	Tandridge Parish Council to note the HR committee postponed the proposed meeting and rescheduled for Tuesday 4 <sup>th</sup> June 2024. The minutes with recommendations will be circulated for further discussion at the July 2024 meeting

<b>4.</b>	<b>FINANCIAL</b>
<b>4.1</b>	Council noted that from April 2024, an SCP point was added as per the Clerks contractual terms
<b>4.1</b>	<p><b>Council retrospectively approved April 2024 Clerks Salary based on SCP27</b></p> <p>£1,207.70 Gross April Pay</p> <p>Less deductions of Tax and NI</p> <p>And retrospectively approved the PAYE amount for the month of April 2024</p> <p>And Councillors retrospectively approved the Clerks Expenses for April 2024 <b>£42.20</b></p>
<b>4.2</b>	<p><b>Councillors retrospectively approved the following payments made in April 2024:</b></p> <p>April Millenium Maintenance - David O'Mahony £150.00</p> <p>April Room Hire - St Peters Church £36.00</p>
<b>4.3</b>	<p><b>Council approved May 2024 Clerks Salary:</b></p> <p>£1,207.70 Gross May Pay Less deductions of Tax and NI</p> <p>Less deductions of Tax and NI</p> <p>And approve the PAYE amount for the month of May 2024</p> <p><b>Council also approved the following payments for May 2024:</b></p> <p>Sainsburys Expenses for Cllr Pocock £28.80 (APM refreshments)</p> <p>April Skies Auditor Fees £180.00</p> <p>Surrey Hills £30.00</p> <p>Surrey ALC £230.19</p> <p>Hollyhurst £180.00</p>
<b>4.4</b>	Councillors approved the Clerks Expenses for April 2024 £36.80
<b>4.5</b>	Councillors approved David O'Mahony services £150.00 per month for 2024-25
<b>4.6</b>	Councillors approved St Peters Church – Hire of Monthly Meeting Space £36.00 for 2024-25
<b>4.7</b>	Councillors reviewed and signed off the year ending 31 <sup>st</sup> March 2024 bank reconciliation
<b>4.8</b>	Councillors reviewed and signed off April 2024 bank reconciliation
<b>4.9</b>	Councillors noted that the VAT reclaim had been submitted
<b>4.10</b>	Councillors confirmed that they will review offering Charitable Donations at the Budget Review meeting for 2025- 2026 later this year as there is no provision in the current 2024-25 budget.

<b>5.</b>	<b>PARISH ENVIRONMENT</b>
<b>5.1</b>	Tandridge Parish Council discussed and confirmed the location of a commemorative Crab Apple Tree in remembrance of Brian Knight. The Parish Council suggested The Green Sand Way and the Clerk is to seek permission from the land owners (the Strawsons). The Parish Council would also like the Clerk to request approval from the Canopy Trees group led by Mike Barrett.
<b>5.2</b>	Councillors reviewed the submitted quotations and confirmed Ben Forde as the approved contractor for the school fencing project.
<b>5.3</b>	<p>Councillors discussed the Crowhurst Lane End Area Residents Association, named CLEARA. It is being headed up by Jan Webb and Colin Porter. The Residence Association suggested that they may like to potentially investigate obtaining grant funding for a Defibrillator. It could potentially be sited outside Head to Head Sensory Theatre, Drewsherne Barn, Crowhurst Lane End.</p> <p>The Residents Association has been set up as a community group with meetings held in the hall located in Crowhurst Lane End. They have set up a WhatsApp and social group for sharing information.</p> <p>One topic discussed was the Brickmakers Arms which residents have discovered is not for sale. The owners are currently in talks with Tandridge District Council regarding a pre-planning application. The pub is listed as an Asset of Community Value. Councillor Lockwood advised that there are other locations being successfully run as a Community Pub – The Castle at Outwood and The Bull at Limpsfield. She advised the clerk there is funding available and to review My Community Website for useful links.</p>
<b>5.4</b>	<p>Councillors resolved that the maintenance work in the Jubilee Field is to be carried out by Roger Lampard over the next year. Councillors have requested that Roger Lampard is confirm exactly what work will be executed. They would like to know how the amount budgeted for will be utilised over two visits. They would like to know the following:</p> <p>Each visit – how many days will Roger be attending the field</p> <p>What will be achieved over each visit</p> <p>When roughly each visit will take place</p> <p>The Clerk is to email Roger with the request for confirmation</p>
<b>6.</b>	<b>NEIGHBOURHOOD PLAN</b>
<b>6.1</b>	Councillors noted that there is no progress at present with the Neighbourhood Plan due to grant applications being closed currently
<b>7.</b>	<b>PLANNING – Applications have been reviewed by Tandridge Parish Council and following comments will be sent to Tandridge District Council</b>
<b>7.1</b>	<p>2024/418 Buttons Mead Farm Livery, Buttons Mead Farm, Tandridge Lane, Lingfield, Surrey, RH7 6LW</p> <p>Variation of Condition 1 of planning permission ref: 2023/1339 (Temporary placement of a static home (glamping pod) for a 6 month duration whilst works to Button Meads Farm (dwelling-house) is being constructed / refurbished (as approved under 2023/689 &amp; 2017/2017). static home to be used solely by residents of button meads farm (dwelling-house) whilst they are displaced from the house. Static home to be removed from site following 6-month duration.) to allow for the 6 months temporary placement to be extended by a further 3 months (until 12 October 2024).</p> <p>Tandridge Parish Council do not object to the application</p> <p>Tandridge Parish Council have no further comments on this application</p>
<b>7.2</b>	<p>2021/75/Cond9 Oldencraig, Tandridge Lane, Lingfield, Surrey, RH7 6LL</p> <p>Details pursuant to the discharge of Condition 10 (Surface Water) of planning permission ref: 2021/75 dated 15th July 2021 (Variation of Condition 2 (plans) of planning permission ref: 2019/330 (Demolition of existing buildings Erection of 22 dwellings with associated parking and amenity space) to allow for amendments to the design and house types and minor repositioning of building footings).</p>

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	<p>2008/952/Cond1 Court Farm, Oxted Road, Godstone, Surrey, RH9 8DB</p> <p>Details pursuant to the discharge of condition 2 (Detailed Plan and Method Statement) and condition 10 ((Highway) of planning permission ref: 2008/952 dated 14 August 2008.</p> <p>Permission to hold not more than 3 point-to-point race meetings per calendar year between</p> <p>Tandridge Parish Council do not object to the application</p> <p>Tandridge Parish Council have no further comments on this application</p>
	<p>2024/315/TPO 2 The Walk, Tandridge, Oxted, Surrey, RH8 9NY</p> <p>Please refer to photos provided. T29) - Sycamore on bank in rear garden - to be Crown reduced heavily by up to 6m.</p> <p>Reduce encroachment on property.</p> <p>Tandridge Parish Council do not object to the application</p> <p>Tandridge Parish Council have no further comments on this application</p>

<b>8.</b>	<b>INFORMATION FOR COUNCILLORS (<i>for noting and including on future agendas</i>)</b>
<b>8.1</b>	<p>Councillors noted the internal audit was carried out remotely in the first week of May 2024</p> <p>Councillors noted that recommendations from the Human Resources Committee including the adoptions of all Parish Council policies will be presented at the June meeting</p> <p>TPOs at the Golf Club – Liz looking up with the Tree Officer regarding the tree removal</p> <p>Clerk to Query – investigating ownership of land opposite Barley Mow</p>

<b>9.</b>	<b>MEETING DATES</b>
<b>9.1</b>	<p>Tuesday 4<sup>th</sup> June 2024 – 6.45pm HR Committee Meeting</p> <p>Tuesday 4<sup>th</sup> June 2024 – 7.30pm Parish Council Meeting</p> <p>Tuesday 2<sup>nd</sup> July 2024</p> <p>Tuesday 3<sup>rd</sup> September 2024</p> <p>Tuesday 1<sup>st</sup> October 2024</p> <p>Tuesday 5<sup>th</sup> November 2024</p> <p>Tuesday 3<sup>rd</sup> December 2024</p> <p>Tuesday 7<sup>th</sup> January 2024</p> <p>Tuesday 4<sup>th</sup> February 2024</p> <p>Tuesday 4<sup>th</sup> March 2024</p>