

## Minutes of the Parish Council Meeting

Held on Tuesday 13<sup>th</sup> May 2025 at 7.30pm at Tandridge Village Hall, Tandridge Lane, Tandridge

### Present:

**Chairman:** Mr Ivor Stamp

**Clerk:** Ms Clare Crouch

**Councillors:** Mr C David, Mrs S Pocock, Mr C Porter and Mr A Schmidt

**In attendance:** Councillor Liz Lockwood

<b>01.</b>	<b>PROCEDURAL MATTERS</b>
<b>1.1</b>	<b>To elect the Chairman of the Council</b> Ivor Stamp was proposed and seconded. The Parish Council received the Chairman's Declaration of Acceptance of Office
<b>1.2</b>	<b>To elect the Vice Chairman</b> Andrew Nosworthy was proposed and seconded. The Parish Council will accept the Vice Chairman's Declaration of Acceptance of Office at the June Meeting
<b>1.3</b>	<b>Apologies:</b> Apologies for absence were received from District Councillor Julie Duggan District Councillor Peter Killick and Parish Councillor Andrew Nosworthy
<b>1.4</b>	<b>Disclosure of Interests:</b> There were no disclosures made 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. No members of the public were present
<b>1.6</b>	<b>Minutes:</b> Minutes of the Parish Council meeting held on the 4th March 2024, were agreed and signed as a true record.

<b>2.</b>	<b>REPORTS</b>
<b>2.1</b>	County Councillor Report – None
<b>2.2</b>	<p>District Councillor Report from Councillor Liz Lockwood</p> <p>The Surrey Hills second consultation will be published in June regarding the boundary extensions for the ANOB.</p> <p>Local Government reorganisation was discussed and Cllr Lockwood advised that Tandridge District Council and 8 other boroughs and districts are keen to work toward three divisions with three councillors in each</p> <p>Tandridge District Council are fighting very hard to ensure that Tandridge residents do not get saddled with any debt from other boroughs</p> <p>The plan will be decided upon by government in September this year. Councillors for the Unitaries will not be decided upon until May 2026</p> <p>The areas for the sites under the Local Plan have been put forward and will be published soon. However these will be filtered over next months before final consideration. The Short Listed sites will</p>

	<p>be discussed with Parish Councils. This is to engage discussions for housing needs over the next 20 years. The parish clerk will email <a href="mailto:Localplan@tandridge.go.uk">Localplan@tandridge.go.uk</a> to ask what sites are likely being put forward in Tandridge and surrounding areas.</p> <p>National Policy Framework has determined Perrysfield Farm as Grey Belt and therefore the appeal was successful. Affordable housing was favourable in the application along with 10 active older person units. Cllr Lockwood noted that affordable housing is constituted as 80% of market value. Further areas around the village would be considered to be grey belt.</p> <p>Dormansland have had considerable numbers of houses built under Grey Belt as its not considered a built up area.</p>
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<b>3.</b>	<b>ADMINISTRATION</b>
<b>3.1</b>	Councillors noted a vacancy has arisen for a Parish Councillor after Caroline Wallace confirmed her resignation in April 2025. Tandridge Parish Council are keen to advertise the position in the Parish Magazine and a suggested closing date has been confirmed as 5.7.25
<b>3.2</b>	Councillors to confirm the Standing Orders to be adopted for the municipal year 2025/26 – this has been postponed for approval until the June Meeting
<b>3.3</b>	Councillors to confirm the Financial Regulations to be adopted for the municipal year 2025/26 – this has been postponed for approval until the June Meeting
<b>3.4</b>	Councillors to confirm the Code of Conduct to be adopted for the municipal year 2025/26 – this has been postponed for approval until the June Meeting
<b>3.5</b>	Councillors to review and confirm the Fixed Asset Register, parish assets, buildings, land and equipment as a correct record for 2025/26 - this has been postponed for approval until the June Meeting
<b>3.6</b>	Councillors noted that adequate insurance is currently in place until June 2025 and a new insurance policy is required from that date. Councillors to consider the renewal of insurance quotations once the defibrillator is added and recirculated via email for confirmation at the June meeting.
<b>3.7</b>	Councillors confirmed there were no training sessions they would like to attend. Cllr Proctor will look into it further.
<b>3.8</b>	<p>Tandridge Parish Councillors discussed the new legislation information circulated relating to Parish Council email domain names and data compliance procedures including an IT policy which is in place.</p> <p>Councillors confirmed the current website is maintained by a Parish Council approved company and a new email address will be set in motion.</p>

<b>4.</b>	<b>FINANCIAL</b>
<b>4.1</b>	Council noted that from April 2025, an SCP point was added as per the Clerks contractual terms
<b>4.2</b>	<b>Council retrospectively approved April 2025 Clerks Salary based on SCP28</b> £1,277.90 Gross April Pay Less deductions of Tax and NI And retrospectively approved the PAYE amount for the month of April 2025 And Councillors retrospectively approved the Clerks Expenses for March 2025 <b>£42.20</b>
<b>4.2</b>	<b>Councillors retrospectively approved the following payments made in April 2024:</b> David O'Mahony £150 Tandridge Village Hall - APM £30.00
<b>4.3</b>	<b>Council approved May 2025 Clerks Salary:</b> £1,277.90 Gross May Pay Less deductions of Tax and NI Less deductions of Tax and NI And approved the PAYE amount for the month of May 2025
<b>4.4</b>	Councillors approved the Clerks Expenses for April 2025 <b>£36.80</b>
<b>4.5</b>	Councillors approved David O'Mahony services <b>£150.00</b> per month for 2025-26
<b>4.6</b>	Councillors approved Tandridge Village Hall – Hire of May Meeting Space <b>£30.00</b>
<b>4.7</b>	Councillors reviewed and signed off the year ending 31 <sup>st</sup> March 2025 bank reconciliation
<b>4.8</b>	Councillors reviewed and signed off April 2025 bank reconciliation
<b>4.9</b>	Councillors noted that the VAT reclaim had been submitted for 2024/25
<b>4.10</b>	Councillors confirmed that they would like to include charitable donations for consideration in the budget later in 2025 for the 2026/27 year. Suggested amount is £500 which would need to have a local connection to an individual or recognised within the parish.
<b>5.</b>	<b>PARISH ENVIRONMENT</b>
<b>5.1</b>	Tandridge Parish Council signed the lease and lease plan relating to the Village Hall Car Park and Children's Play area. The clerk will submit this to Tandridge District Council.
<b>5.2</b>	Councillors discussed the Asset of Community Value Status for the Barley Mow, Tandridge. The clerk confirmed that the ACV paperwork had been submitted to Tandridge District Council for review.
<b>6.</b>	<b>NEIGHBOURHOOD PLAN</b>
<b>6.1</b>	Councillors noted the progress made by the Neighbourhood Plan Group The Neighbourhood Plan Steering Group have used AI to create a plan by pulling a number of documents together and policies Cllr Lockwood advised that the Royal Institute of Chartered Planning offer a free health check on the documents in the Neighbourhood Plan
<b>7.</b>	<b>PLANNING – Application to were reviewed by Tandridge Parish Council and comments will be sent to Tandridge District Council</b>
<b>7.1</b>	2025/458 Tandridge Golf Club, Godstone Road, Oxted, Surrey, RH8 9NQ New water storage lake, with associated security fence and landscaping Tandridge Parish Council do not object to this application Tandridge Parish Council do not have any further comments on this application
<b>7.2</b>	2025/269 2 Paygate Cottages, Godstone Road, Oxted, Surrey, RH8 9NG Extend the existing access lane providing access to school house down the front of 1 and 2 Paygate cottages. Widening the existing 1 metre wide footpath to 3 metres. Tandridge Parish Council do not object to this application with condition Tandridge Parish Council raise a concern regarding any potential access being given to the land beyond.

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<b>8.</b>	<b>INFORMATION FOR COUNCILLORS <i>(for noting and including on future agendas)</i></b>
<b>8.1</b>	Internal Auditor – 14 <sup>th</sup> May 2025 AGAR to be signed at the June Meeting

<b>9.</b>	<b>MEETING DATES</b>
<b>9.1</b>	Tuesday 3 <sup>rd</sup> June 2025 Tuesday 1 <sup>st</sup> July 2025 Tuesday 2 <sup>nd</sup> September 2025 Tuesday 7 <sup>th</sup> October 2025 Tuesday 4 <sup>th</sup> November 2025 Tuesday 2 <sup>nd</sup> December 2025 Tuesday 6 <sup>th</sup> January 2026 Tuesday 3 <sup>rd</sup> February 2026 Tuesday 3 <sup>rd</sup> March 2026