



Members are summoned to the
Annual General Meeting of Tandridge Parish Council
To be held on Tuesday 16th May 2023 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.

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	New Councillors to take office and sign their Declarations of Acceptance, Notification of Interests and confirm electronic receipt of the Parish Council’s Code of Conduct
1.4	Apologies: To receive apologies for absence
1.5	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
1.6	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.
1.7	Minutes: Minutes of the Parish Council meeting held on the 7th March 2023, are to be agreed and signed as a true record.

2.	REPORTS
2.1	County Councillor Report
2.2	District Councillor Report

3.	ADMINISTRATION
3.1	Councillors to confirm the Standing Orders to be adopted for the municipal year 2023/24
3.2	Councillors to confirm the Financial Regulations to be adopted for the municipal year 2023/24
3.3	Councillors to confirm the Code of Conduct to be adopted for the municipal year 2023/24
3.4	Councillors to review parish assets, buildings, land and equipment as a correct record for 2023/24
3.5	Councillors to note that adequate insurance is currently in place until June 2023 and a new insurance policy is required from that date. Councillors to consider the renewal of insurance quotations

4.	FINANCIAL
4.1	Council to retrospectively approve April 2023 Clerks Salary: £1,018.55 Gross April Pay Less deductions of Tax and NI And retrospectively approve the PAYE amount for the month of April 2023
4.2	Councillors to retrospectively approve the following payments made in April 2023: Sainsburys £195.18 (APM and Gifts for previous councillors) David O'Mahony £125 St Peters Church £36.00
4.3	Council to approve May 2022 Clerks Salary: £1,018.55 Gross May Pay Less deductions of Tax and NI Less deductions of Tax and NI And approve the PAYE amount for the month of May 2023
4.4	Councillors to approve the Clerks Expenses for April 2023 £45.44
4.5	Councillors to approve David O'Mahony services £125.00 for 2023-24
4.6	Councillors to approve St Peters Church – Hire of Monthly Meeting Space £36.00 for 2023-24
4.7	Councillors to review and sign off the year ending 31 st March 2023 bank reconciliation
4.8	Councillors to review and sign off April bank reconciliation
4.9	Councillors to confirm any charitable donations for the 2023 – 2024 year
5.	PARISH ENVIRONMENT
5.1	Councillors noted in the March 2023 meeting that Natural England is currently considering whether to vary the boundary of the Surrey Hills AONB. A consultation for the proposed extension to the Surrey Hills Area of Outstanding Natural Beauty commenced on March 7th and will continue for a 14-week period ending on June 13th. TPC to make comment at May meeting and submit prior to the end date.
6.	NEIGHBOURHOOD PLAN
6.1	Councillors to receive a general update regarding the current situation
7.	PLANNING – Applications to be reviewed by Tandridge Parish Council and comments sent to Tandridge District Council
7.1	2023/279 The Lea, Tandridge Lane, Lingfield, Surrey, RH7 6LL Description Single storey rear extension and two storey side extension https://plandocs.tandridge.gov.uk/planning/planning-documents?SDescription=2023/279
7.2	2023/428 Gardenia, Tandridge Lane, Lingfield, Surrey, RH7 6LL Description Erection of single storey side / rear extension (Certificate of Lawfulness for a Proposed Use or Development) https://plandocs.tandridge.gov.uk/planning/planning-documents?SDescription=2023/428
8.	INFORMATION FOR COUNCILLORS (for noting and including on future agendas)
8.1	Councillors to note the internal audit was carried out remotely on the 15 th May 2023
9.	MEETING DATES
9.1	Tuesday 6 th June 2023, Tuesday 4 th July 2023, Tuesday 5 th September 2023, Tuesday 3 rd October 2023, Tuesday 7 th November 2023, Tuesday 5 th December 2023 Tuesday 16 th January 2024, Tuesday 6 th February 2024, Tuesday 5 th March 2024

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