



## Minutes of the Parish Council Meeting

Held on Tuesday 5<sup>th</sup> December 2023 at 7.30pm at St Peters Church, Tandridge Lane, Tandridge

**Present:**

**Vice Chairman:** Mr Andrew Nosworthy

**Clerk:** Ms Clare Crouch

**Councillors:** Mr C David, Mrs S Pocock, Mr A Schmidt, Mrs K Monihan,

**In attendance:** None

<b>55.</b>	<b>PROCEDURAL MATTERS</b>
<b>55.1</b>	<b>Apologies:</b> Apologies for absence were received from Cllr McIntosh, Cllr Sayer, Cllr Stamp and Cllr Wallace
<b>55.2</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>55.3</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 present
<b>55.4</b>	<b>Minutes:</b> Minutes of the Parish Council meeting held on the 7 <sup>th</sup> November 2023, were agreed and signed as a true record.

<b>56.</b>	<b>REPORTS</b>
<b>56.1</b>	County Councillor Report None available
<b>56.2</b>	District Councillor Report from Cllr Wren: Cllr Sayer has started the process of changing the Ward name however this is not possible until after the election in 2024.  Finance at Tandridge District Council is going well and the budget is still balanced  Tandridge District Council will not be reducing the number of grants  The Rural Transport scheme has not succeeded at present  There are still gypsies in residence at Tanhouse. However there is a Barrister on board from Tandridge District Council and proceedings have been started  An update for the School Plantation on Barrowgreen Road is that the signs have been removed which denoted an industrial site.

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<b>57.</b>	<b>ADMINISTRATION</b>
57.1	The Interim Audit has prompted Tandridge Parish Council to look over the Clerk's Contract as it does not reflect the current terms. Councillors reviewed the Clerks reference document and confirmed actions moving forward would be upheld if the Clerk could provide an email from the Auditor to this affect regarding the SCP Points. The clerk is to gain a confirmation email and circulate prior to payment being made.
57.2	The Interim Audit has prompted Tandridge Parish Council to action the annual increments of SCP points as per the Clerk's contract and confirm actions moving forward. Councillors reviewed the Clerks reference document regarding the SCP points and confirmed actions moving forward would be upheld if the Clerk could provide an email from the Auditor and Surrey ALC to this affect regarding the SCP Points. The clerk is to gain a confirmation email and circulate prior to payment being made.
57.3	Tandridge Parish Council to confirmed the HR Committee would hold an Appraisal for the Clerk prior to the Parish Council meeting in February commencing at 7pm.
57.4	Tandridge Parish Council noted that Cllr Sayer has raised the issue of changing the Ward name with the officers at Tandridge District Council as per correspondence from the Review Officer Paul Kingsley from The Local Government Boundary Commission for England.
57.5	Tandridge Parish Council confirmed it would discuss actions for the Glebe field at the January meeting. The clerk is still chasing information from the diocese.
57.6	Tandridge Parish Council confirmed they would discuss future actions regarding the Jubilee field and Roger Lampard's role in January
57.7	Tandridge Parish Council discuss and confirm actions regarding the Millenium field including the work Roger Lampard mentioned relating to the trees which need attention. The clerk is to chase up with Roger Lampard prior to the January meeting

<b>58.</b>	<b>FINANCIAL</b>
<b>58.1</b>	Councillors reviewed and signed off bank reconciliation for November 2023 Month End
<b>58.2</b>	Councillors approved Clerks December Salary based on SCP26 £1,176.50 Gross Less deductions of Tax and NI Councillors acknowledged payment of the November (M8) PAYE via direct debit Councillors approved the Clerks Expenses for November 2023 £36.80
<b>58.3</b>	Councillors approved the backdated payment for the hourly increase on SCP26 from April 2023 until November 2023 based on the financial workings received on a separate email and added within the 2023-24 current budget calculation. This was due to Surrey Alc Ltd having sent the annual Pay Scale increase document on 7 <sup>th</sup> November 2023
<b>58.4</b>	Councillors further approved the backdated payments for 2021/22 and 2022/23 for the missed SCP increments based on the financial workings received on a separate email and added within the 2023 -24 current budget calculation
<b>58.5</b>	Councillors to approve the following invoices:  None at present  <b>Strutt &amp; Parker     £500.00 - awaiting confirmation from S&amp;P</b> <b>TEEC                     £28.80 - Requested the planning tool is fixed before payment is to be made</b>  Councillors noted the standing orders: David O'Mahony services £125.00 St Peters Church – Hire of Monthly Meeting Space £36.00
<b>58.6</b>	Tandridge Parish Council reviewed the budget and suggested precept amounts for 2024/2025. The Parish Council is keen to work on the budget further and correct all elements prior to confirming. The clerk has suggested lowering the reserves and will confirm this is appropriate with the auditor and Surrey Alc. Tandridge Parish Council will circulate further versions of suggested budget and agree as soon as possible via email so the Clerk can submit the precept.
<b>59.</b>	<b>PARISH ENVIRONMENT</b>
<b>59.1</b>	Tandridge Parish Council notes that Roger Lampard is commencing work on the Jubilee Field on the 8 <sup>th</sup> December 2023
<b>60.</b>	<b>NEIGHBOURHOOD PLAN</b>
<b>60.1</b>	Councillors noted the Clerk is in communication with Groundworks UK attempting to secure a grant. Clerk is to chase John at Homer O'Neil and find out what is usable
<b>61.</b>	<b>PLANNING</b>
	Applications to be reviewed by Tandridge Parish Council and comments sent to Tandridge District Council:
<b>61.1</b>	None at present

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<b>62</b>	<b>INFORMATION FOR COUNCILLORS (<i>for noting and including on future agendas</i>)</b>
<b>62.1</b>	Future Agenda Items Street Light in Church Yard Request for Light change  Request for £30 per year to fund electric  The Walk was not resurfaced as scheduled – Clerk to ask Cllr MacIntosh.

<b>63.</b>	<b>MEETING DATES</b>
<b>63.1</b>	Tuesday 16 <sup>th</sup> January 2024, Tuesday 6 <sup>th</sup> February 2024, Tuesday 5 <sup>th</sup> March 2024