



Minutes of the Parish Council Annual General Meeting Held on Tuesday 16th May 2023 at 7.30pm at St Peters Church, Tandridge Lane, Tandridge

Present:

Chairman: Mr Ivor Stamp

Clerk: Ms Clare Crouch

Councillors: Mr Colin David, Mrs Sylvia Pocock, and Mrs K Moynihan

In attendance: None

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

01.	PROCEDURAL MATTERS
1.1	The Chairman of the Council was elected as Ivor Stamp who was proposed by Sylvia Pocock and seconded by Kay Moynihan. The Parish Council received the Chairman's Declaration of Acceptance of Office
1.2	The Vice Chairman was elected as Andrew Nosworthy who was proposed by Kay Moynihan and seconded by Ivor Stamp. The Parish Council received the Vice Chairman's Declaration of Acceptance of Office
1.3	New Councillors took office and signed their Declarations of Acceptance, Notification of Interests and confirmed electronic receipt of the Parish Council's Code of Conduct. Cllr David proposed Alan Schmidt to be co-opted to join Tandridge Parish Council and was seconded by Cllr Stamp. All councillors were in agreement.
1.4	Apologies: Apologies for absence were received from Mrs Caroline Waller, Mr Andrew Nosworthy, Cameron MacIntosh, Cllr Catherine Sayer, and Cllr Peter Damesick
1.5	Disclosure of Interests: There were no disclosures 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, however there were no members of the public present.
1.7	Minutes: The Minutes of the Parish Council meeting held on the 7th March 2023, were agreed and signed as a true record.

2.	REPORTS
2.1	County Councillor Report – not in attendance
2.2	District Councillor Report from Cllr Jackie Wren: David Stamp stood down from Tandridge District Council. He has been replaced by Peter Damesick which means OLRG is now strong throughout Oxted and Tandridge. It has been confirmed that the whole council will be re-elected next year, then every 4 years. Cllr Catherine Sayer and Clare Blackwell have been working hard with the Planning Dept. Recruitment is going well with new planning and enforcement officers in place.

	<p>Inspections were conducted across the country on District Council Planning Departments by the government. Tandridge District Council Planning Department did not go into special measures which is positive.</p> <p>The Local plan is still with inspector for review.</p>
--	---

3.	ADMINISTRATION
3.1	Councillors confirmed the Standing Orders to be adopted for the municipal year 2023/24
3.2	Councillors confirmed the Financial Regulations to be adopted for the municipal year 2023/24
3.3	Councillors confirmed the Code of Conduct to be adopted for the municipal year 2023/24
3.4	Councillors reviewed parish assets, buildings, land and equipment as a correct record for 2023/24 with the exception of removing the parish council notice board at the top of the lane by the A25.
3.5	Councillors noted that adequate insurance is currently in place until June 2023 and a new insurance policy is required from that date. Councillors agreed to consider the renewals of insurance quotations via email to ensure continuity of insurance
3.6	Councillors confirmed the Risk Assessment as correct and adopted for the municipal year 2023/24

4.	FINANCIAL
4.1	<p>Council retrospectively approved April 2023 Clerks Salary: £1,018.55 Gross April Pay Less deductions of Tax and NI And retrospectively approved the PAYE amount for the month of March 2023</p>
4.2	<p>Councillors retrospectively approved 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</p>
4.3	<p>Council approved 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</p>
4.4	Councillors approved the Clerks Expenses for April 2023 £45.44
4.5	Councillors approved the monthly Standing Order of £125.00 for maintenance and services by David O'Mahony for the 2023-24 year
4.6	Councillors approved the monthly Standing Order of £36.00 for the use of St Peters Church for Council meeting in the year 2023-24
4.7	Councillors reviewed and signed off the year ending 31 st March 2023 bank reconciliation
4.8	Councillors reviewed and signed off April bank reconciliation
4.9	Councillors confirmed they will review any requests for charitable donations for the 2023 – 2024 year on an ad hoc basis throughout the year.
4.10	Councillors approved the Internal Auditors invoice of £172.50 from April Skies Ltd

5.	PARISH ENVIRONMENT
5.1	<p>Councillors noted in the March 2023 meeting that Natural England is currently considering whether to vary the boundary of the Surrey Hills AONB.</p> <p>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.</p> <p>Councillors confirmed they would make individual comments and submit. The clerk will circulate a response on behalf of the Parish Council to submit via email for Councillors to approve.</p>
6.	NEIGHBOURHOOD PLAN
6.1	Council did not receive any further update regarding the current situation due the local plan being no further forward
7.	PLANNING – Applications were reviewed by Tandridge Parish Council and comment to be sent to Tandridge District Council
7.1	<p>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 Tandridge Parish Council do not object to the application Tandridge Parish Council do not have any further comments regarding this application</p>
7.2	<p>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 Tandridge Parish Council do not object to the application Tandridge Parish Council do not have any further comments regarding this application</p>
8.	INFORMATION FOR COUNCILLORS <i>(for noting and including on future agendas)</i>
8.1	<p>Councillors noted the internal audit was carried out remotely on the 15th May 2023</p> <p>Coronation Committee wanted to erect two oak trees – at the cage – The Clerk will confirm ownership of the land in due course</p> <p>Council discussed the commemorative tree for Brian knight. The family have decided upon a crab apple and councillors will look at the Green Sand Way as a potential location - to be confirmed in the June Meeting</p>
9.	MEETING DATES
9.1	<p>Tuesday 6th June 2023, Tuesday 4th July 2023, Tuesday 5th September 2023, Tuesday 3rd October 2023, Tuesday 7th November 2023, Tuesday 5th December 2023 Tuesday 16th January 2024, Tuesday 6th February 2024, Tuesday 5th March 2024</p>