Clerk: Mrs C Kennedy, Red Tiles, Newchapel Road, Lingfield, Surrey, RH7 6BJ

Tel: 01342 604 338

 Email: tandridgepc@hotmail.co.uk Web[: www.tandridgeparishcouncil.org.uk](http://www.tandridgeparishcouncil.org.uk/)

**Members are summoned to the Meeting of Tandridge Parish Council to be held on Tuesday 1st December 2020 at 7.30pm via video conference**



# A G E N D A

**Public questions:** The first ten minutes are available for members of the public to raise questions about and comment on items on the agenda. ***Members of the public and press are welcome and encouraged to attend***

## 43. Procedural matters

 43.1 **Apologies:** To receive apologies for absence

 43.2 **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

 43.3 **Minutes:** Minutes of the Parish Council meeting held on 1st December 2020 to be agreed and signed as a true record.

 43.4 **Matters Arising** - Roger Lampard re Maintenance Contract

 - Stiles on Parish Footpaths

 - Note that Cllr Hammond has changed the flag at Flag Pole Green

**44. County and District Councillors Reports**

## 45. Parish Environment

 45.1 Councillors to receive an update regarding footpaths and the suggested stiles



 45.2 Councillors to plan for Christmas Church services considering current guidelines

**46. Neighbourhood Plan**

 46.1 Councillors to receive an update regarding the current situation.

## 47. Planning

 47.1 Planning applications received and for discussion by Councillors:

**2020/1995 SOUTHCOURT, TANDRIDGE LANE , TANDRIDGE, OXTED , SURREY ,RH8 9NJ**

Proposal Erection of dormer to east elevation.

Decision Not yet determined

**48. Finance and Administration**

 48.1 To approve payments for November and December 2020:

 £ 26.00 Clerk Expenses retrospectively for November 2020

 £ 16.14 Amadeus for Stationary

48.2 Councillors to review the letter to Lloyds Bank ceasing all payments to the clerk. The

 Clerk’s salary will be paid via cheque each month until further notice, based on time

 sheets submitted.

48.3 Councillors to note that the Clerk’s cheque will require signing and returning asap after

 the 1st January 2021 (clerk will deliver the cheque book to the chairman at the end of

 December 2020)

48.4 Tandridge Parish Council to retrospectively note the time sheets for extra hours worked

 in October (paid on the 25th October 2020) and November (paid on 25th November 2020

48.5 Tandridge Parish Council to note that a professional payroll company will now be

 administering the Clerk’s payslips to comply with all financial employment legislation

48.6 Councillors to review and sign off bank reconciliation

48.7 Tandridge Parish Council to review the budget for 2021 – 2022

**49. Information for Councillors** (for noting or inclusion on future agenda)

 2021 Meeting Dates:

 Tuesday 2nd February

 Tuesday 2nd March

 Tuesday 13th April

 Tuesday 11th May

 Tuesday 8th June

 Tuesday 6th July

 Tuesday 7th September

 Tuesday 5th October

 Tuesday 2nd November

 Tuesday 7th December

**Date of Next Meetings:** Parish Council meeting:

Tuesday 12th January