



Members are summoned to the  
Annual General Meeting of Tandridge Parish Council  
To be held on Tuesday 14<sup>th</sup> May 2024 at 7.30pm at St Peters Church, Tandridge

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A G E N D A

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

<b>01.</b>	<b>PROCEDURAL MATTERS</b>
<b>1.1</b>	<b>To elect the Chairman of the Council</b> and to receive the Chairman’s Declaration of Acceptance of Office
<b>1.2</b>	<b>To elect the Vice Chairman</b> and to receive the Vice Chairman’s Declaration of Acceptance of Office
<b>1.3</b>	<b>Apologies:</b> To receive apologies for absence
<b>1.4</b>	<b>Disclosure of Interests:</b> To receive any disclosure 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.
<b>1.6</b>	<b>Minutes:</b> Minutes of the Parish Council meeting held on the 5th March 2024, are to be agreed and signed as a true record.

<b>2.</b>	<b>REPORTS</b>
<b>2.1</b>	County Councillor Report
<b>2.2</b>	District Councillor Report

<b>3.</b>	<b>ADMINISTRATION</b>
<b>3.1</b>	Councillors to confirm the Standing Orders to be adopted for the municipal year 2024/25
<b>3.2</b>	Councillors to confirm the Financial Regulations to be adopted for the municipal year 2024/25
<b>3.3</b>	Councillors to confirm the Code of Conduct to be adopted for the municipal year 2024/25
<b>3.4</b>	Councillors to review parish assets, buildings, land and equipment as a correct record for 2024/25
<b>3.5</b>	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
<b>3.6</b>	Councillors to confirm which training sessions they would like to attend
<b>3.7</b>	Councillors to note District Councillor Sayer has chased the situation with the Ward Boundary Name and Tandridge District Council will be in touch with a timeline in due course
<b>3.8</b>	Tandridge Parish Council to note the HR committee met on Tuesday 14 <sup>th</sup> May 2024 and minutes with recommendations will be circulated for further discussion at the June 2024 meeting

<b>4.</b>	<b>FINANCIAL</b>
<b>4.1</b>	Council to note that from April 2024, an SCP point was added as per the Clerks contractual terms
<b>4.1</b>	<b>Council to retrospectively approve April 2023 Clerks Salary based on SCP27</b> £1,207.70 Gross April Pay Less deductions of Tax and NI And retrospectively approve the PAYE amount for the month of April 2024 And Councillors to retrospectively approve the Clerks Expenses for April 2024 <b>£42.20</b>
<b>4.2</b>	<b>Councillors to retrospectively approve the following payments made in April 2024:</b> Sainsburys £..... (APM and Gifts for previous councillors) David O'Mahony £150 St Peters Church £36.00
<b>4.3</b>	<b>Council to approve May 2024 Clerks Salary:</b> £1,207.70 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 2024
<b>4.4</b>	Councillors to approve the Clerks Expenses for April 2024 <b>£36.80</b>
<b>4.5</b>	Councillors to approve David O'Mahony services <b>£150.00</b> per month for 2024-25
<b>4.6</b>	Councillors to approve St Peters Church – Hire of Monthly Meeting Space <b>£36.00</b> for 2024-25
<b>4.7</b>	Councillors to review and sign off the year ending 31 <sup>st</sup> March 2024 bank reconciliation
<b>4.8</b>	Councillors to review and sign off April 2024 bank reconciliation
<b>4.9</b>	Councillors to note that the VAT reclaim had been submitted
<b>4.10</b>	Councillors to confirm any charitable donations for the 2024 – 2025 year

<b>5.</b>	<b>PARISH ENVIRONMENT</b>
<b>5.1</b>	Tandridge Parish Council to discuss and confirm the location of a commemorative Crab Apple Tree in remembrance of Brian Knight
<b>5.2</b>	Councillors to review submitted quotations and progress with confirmed contractor regarding the school fencing project
<b>5.3</b>	Councillors to discuss the Crowhurst Lane End Residents Association
<b>5.4</b>	Councillors to confirm the proposed work to be carried out by Roger Lampard over the next year in the Jubilee Field

<b>6.</b>	<b>NEIGHBOURHOOD PLAN</b>
<b>6.1</b>	Councillors to note that there is no progress at present with the Neighbourhood Plan due to grant applications being closed currently

<b>7.</b>	<b>PLANNING – Applications to be reviewed by Tandridge Parish Council and comments sent to Tandridge District Council</b>
7.1	2024/418 Buttons Mead Farm Livery, Buttons Mead Farm, Tandridge Lane, Lingfield, Surrey, RH7 6LW Variation of Condition 1 of planning permission ref: 2023/1339 (Temporary placement of a static home (glamping pod) for a 6 month duration whilst works to Button Meads Farm (dwelling-house) is being constructed / refurbished (as approved under 2023/689 & 2017/2017). static home to be used solely by residents of button meads farm (dwelling-house) whilst they are displaced from the house. Static home to be removed from site following 6-month duration.) to allow for the 6 months temporary placement to be extended by a further 3 months (until 12 October 2024).
7.2	2021/75/Cond9 Oldencraig, Tandridge Lane, Lingfield, Surrey, RH7 6LL

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

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	Details pursuant to the discharge of Condition 10 (Surface Water) of planning permission ref: 2021/75 dated 15th July 2021 (Variation of Condition 2 (plans) of planning permission ref: 2019/330 (Demolition of existing buildings Erection of 22 dwellings with associated parking and amenity space) to allow for amendments to the design and house types and minor repositioning of building footings).
	2008/952/Cond1 Court Farm, Oxted Road, Godstone, Surrey, RH9 8DB  Details pursuant to the discharge of condition 2 (Detailed Plan and Method Statement) and condition 10 ((Highway) of planning permission ref: 2008/952 dated 14 August 2008. Permission to hold not more than 3 point-to-point race meetings per calendar year between
	2024/315/TPO 2 The Walk, Tandridge, Oxted, Surrey, RH8 9NY Please refer to photos provided. T29) - Sycamore on bank in rear garden - to be Crown reduced heavily by up to 6m. Reduce encroachment on property.

<b>8.</b>	<b>INFORMATION FOR COUNCILLORS (<i>for noting and including on future agendas</i>)</b>
<b>8.1</b>	Councillors to note the internal audit was carried out remotely in the first week of May 2024  Councillors to note that recommendations from the Human Resources Committee including the adoptions of all Parish Council policies will be presented at the June meeting

<b>9.</b>	<b>MEETING DATES</b>
<b>9.1</b>	Tuesday 4 <sup>th</sup> June 2024 Tuesday 2 <sup>nd</sup> July 2024 Tuesday 3 <sup>rd</sup> September 2024 Tuesday 1 <sup>st</sup> October 2024 Tuesday 5 <sup>th</sup> November 2024 Tuesday 3 <sup>rd</sup> December 2024 Tuesday 7 <sup>th</sup> January 2024 Tuesday 4 <sup>th</sup> February 2024 Tuesday 4 <sup>th</sup> March 2024