



Members are summoned to the
Annual General Meeting of Tandridge Parish Council
To be held on Tuesday 2nd July 2024 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.

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| 19. | PROCEDURAL MATTERS |
| 19.1 | Apologies: To receive apologies for absence |
| 19.2 | 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 |
| 19.3 | 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. |
| 19.4 | Minutes: Minutes of the Parish Council meeting held on the 14 th May 2024, are to be agreed and signed as a true record by Cllr Stamp and the Parish Council meeting held on the 4 th June 2024, are to be agreed and signed as a true record by Cllr Nosworthy |

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| 20. | REPORTS |
| 20.1 | County Councillor Report |
| 20.2 | District Councillor Report |

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| 21. | ADMINISTRATION |
| 21.1 | Tandridge Parish Council to discuss the vacant Councillor position and confirm actions regarding this matter |
| 21.2 | Councillors to confirm any training sessions they would like to attend |
| 21.3 | Councillors to note that there is no further movement with the Ward Boundary Name situation due to the upcoming General Election. |
| 21.4 | Tandridge Parish Council to note the HR committee will not meet until Tuesday 3 rd September 2024. Councillors to note that recommendations from the Human Resources Committee (held on 3.9.24) including the adoptions of all Parish Council policies will be presented at the October meeting to ensure time for Councillors to review. |
| 21.5 | Tandridge Parish Council to approve the Terms of Reference Document Please note the change from three members to four members to sit on the HR Committee due to the difficulties with ensuring the committee is quorate. |

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| 22. | FINANCIAL |
| 22.1 | Councillors to review and sign off bank reconciliation for June 2024 Month End |
| 22.2 | Councillors to note the Certificate of Exemption – AGAR 2023/24 has been submitted to the external auditor declaring Tandridge Parish Council exempt from an audit |
| 22.3 | Council to approve July 2024 Clerks Salary: £1,207.70 Gross June Pay Less deductions of Tax and NI Less deductions of Tax and NI And approve the PAYE amount for the month of July 2024 |
| 22.4 | Council to approve August 2024 Clerks Salary: £1,207.70 Gross June Pay Less deductions of Tax and NI Less deductions of Tax and NI And approve the PAYE amount for the month of August 2024 |
| 22.5 | Councillors to approve the Clerks Expenses for June 2024 £36.80 |
| 22.6 | Councillors to approve David O'Mahony services £150.00 |
| 22.7 | Councillors to approve St Peters Church – Hire of Monthly Meeting Space £36.00 |
| 22.8 | Councillors to approve Hollyhurst Quarterly Invoice £60.00 for payroll services |
| 22.9 | Councillors to approve Ben Forde Invoice £1,820.00 |

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| 23. | PARISH ENVIRONMENT |
| 23.1 | Tandridge Parish Council to discuss the Parish Fields (Glebe, Jubilee & Millennium) and confirm any actions if required |
| 23.2 | Tandridge Parish Council to discuss the logistics for the planting of the commemorative Crab Apple Tree in remembrance of Brian Knight. |
| 23.3 | Councillors to discuss the Crowhurst Lane End Residents Association regarding the request for a defibrillator |
| 23.4 | Tandridge Parish Council to approve the maintenance cut of the Deanshaw Hedge, to be carried out in the October half term to lessen disruption to the school. |
| 23.5 | Councillors to discuss the email received from Head2Head Sensory Theatre regarding a Dementia Cafe |
| 23.6 | Councillors to acknowledge the death of previous Tandridge Parish Councillor John Hammond |

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| 24. | NEIGHBOURHOOD PLAN |
| 24.1 | Councillors to note that there is no progress at present with the Neighbourhood Plan due to grant applications being closed currently |

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| 25. | PLANNING – Applications to be reviewed by Tandridge Parish Council and comments sent to Tandridge District Council |
| 251 | 2024/507 Surrey Hill House, Tandridge Hill Lane, Godstone, Surrey, RH9 8DD Separation of existing residential planning unit to create two independent dwellings |
| 25.2 | 2024/539 Gardenia, Tandridge Lane, Lingfield, Surrey, RH7 6LL Variation of Condition 2 (Plans) of planning permission ref: 2023/1008 (Erection of first floor extension together with alterations to roof including gable end with dormers and associated internal alterations. Changes to fenestration to provide sliding doors at ground floor west elevation and small windows to east elevation. Provision of entrance porch) to remove the secondary chimney, amend the fenestration and extend the cladding. |
| 25.3 | 2024/534 4 Rose Cottages, Tandridge Lane, Tandridge, Oxted, Surrey, RH8 9NS Demolition of existing side extension and erection of single storey side and rear extension. (Certificate of Lawfulness for a Proposed Use or Development). |

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| 26. | INFORMATION FOR COUNCILLORS (<i>for noting and including on future agendas</i>) |
| 26.1 | Councillors to note the Clerks proposed holiday dates: Monday 19 th – Sunday 31 st August = 30 hours Monday 16 th December – Sunday 5 th January = 45hours The Clerk has 81.5 hours holiday pro rata (exc BH) based on hours worked leaving a balance of 6.5 hours |
| 27. | MEETING DATES |
| 27.1 | Tuesday 3 rd September 2024 Tuesday 1 st October 2024 Tuesday 5 th November 2024 Tuesday 3 rd December 2024 Tuesday 7 th January 2024 Tuesday 4 th February 2024 Tuesday 4 th March 2024 |