

Minutes of the Parish Council Meeting

Held on Tuesday 2nd July 2024 at 7.30pm at St Peters Church, Tandridge Lane, Tandridge

Present:

Chairman: Mr Ivor Stamp

Clerk: Ms Clare Crouch

Councillors: Mr C David, Mrs S Pocock, Mr A Schmidt, Mrs C Wallace

In attendance: District Councillor Lockwood, District Councillor Julie Duggan, District Councillor Peter Killick

19.	PROCEDURAL MATTERS
19.1	Apologies: Apologies for absence were received from Cllr Andrew Nosworthy and County Councillor Cameron MacIntosh
19.2	Disclosure of Interests: There were no disclosures made by Members of any Disclosable Pecuniary Interests (DPIs) and / or other interests arising under the Code of Conduct
19.3	<p>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 and there were three members of the public present</p> <p>The Brickmakers Arms was raised as still awaiting an answer to the possible covenant related to the building having to remain as a pub. Cllr Lockwood advised she does not have an answer as yet.</p> <p>The potential site for a Defibrillator has been offered by Head2Head Sensory Theatre at Drewshearne Barn, Crowhurst Lane End, RH8 9NT. The Council do not have funds within their current budget at present. Cllr Lockwood advised there may be potential funds available from the County Councillor. The defibrillator from will require the Parish Council to match the funding available.</p> <p>Alternatively The British Heart Foundation will open its funded defibrillator scheme again in October 2024 https://www.bhf.org.uk/how-you-can-help/how-to-save-a-life/defibrillators/apply-for-a-free-defibrillator-for-your-community</p> <p>An application has been put into Rural England Prosperity Fund for the Dementia Café. Head2Head Sensory Theatre are keen to find match funding of £43,000</p>
19.4	Minutes: Minutes of the Parish Council meeting held on the 14 th May 2024, were agreed and signed as a true record by Cllr Stamp. The Parish Council meeting held on the 4 th June 2024, are to be agreed and signed as a true record by Cllr Nosworthy at the September Meeting as he was absent.

20.	REPORTS
20.1	County Councillor Report – Cllr MacIntosh was not in attendance
20.2	<p>District Councillor Report</p> <p>Council requested that the Clerk to add the District Councillor details to the website</p> <p>Cllr Duggan is new to the District Council as is Cllr Killick. Cllr Lockwood has served on the Parish and District Councils previously.</p> <p>Cllr Killick advised that the hedges and common areas should have been cut back but some have not as yet.</p>

	<p>Cllr Killick advised he is on the licensing committee and he will look into any covenant on the Brickmakers Arms.</p> <p>Cllr Lockwood advised that Tandridge District Council adopted a new policy on the 20th June 2024, prioritising unauthorised settlements which means their focus will not be on enforcing unauthorised adverts.</p>
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21.	ADMINISTRATION
21.1	Tandridge Parish Council discussed the vacant Councillor position. A Member of the Public showed interest and will contact the clerk
21.2	Councillors confirmed there were no training sessions they would like to attend
21.3	Councillors noted that there is no further movement with the Ward Boundary Name situation due to the upcoming General Election.
21.4	Tandridge Parish Council noted the HR committee will not meet until Tuesday 3 rd September 2024. Councillors noted 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 approved the Terms of Reference Document to allow the change in number of HR Committee Members from three to four to help ensure the committee remains quorate. Cllr Pocock will join the HR Committee.

22.	FINANCIAL
22.1	Councillors reviewed and signed off bank reconciliation for June 2024 Month End
22.2	Councillors noted 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 approved 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 approved 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 approved the Clerks Expenses for June 2024 £36.80
22.6	Councillors approved David O'Mahony services £150.00
22.7	Councillors approved St Peters Church – Hire of Monthly Meeting Space £36.00
22.8	Councillors approved Hollyhurst Quarterly Invoice £60.00 for payroll services
22.9	Councillors approved Ben Forde Invoice £1,820.00

23.	PARISH ENVIRONMENT
23.1	Tandridge Parish Council discussed the Parish Fields (Glebe, Jubilee & Millennium) and confirm the following actions: The Key Holders for the Glebe Field are Ivor Stamp, Roger Moore, and Mike Barratt The Key Holder for the Flag Pole is Ivor Stamp
23.2	Tandridge Parish Council discussed the logistics for planting the commemorative Crab Apple Tree in remembrance of Brian Knight. Cllr Pocock confirmed she will speak to Andy Knight to organise obtaining the crab apple tree. Clerk to investigate a plaque to denote "In remembrance of Brian Knight"
23.3	Councillors discussed the Crowhurst Lane End Residents Association's request for a defibrillator in the Public Questions section
23.4	Tandridge Parish Council approved the maintenance cut of the Deanshaw Hedge, to be carried out in the October half term to lessen disruption to the school. The Clerk will write to the school and residents of Deanshaw Cottages in due course.
23.5	Councillors discussed the email received from Head2Head Sensory Theatre regarding a Dementia Café. The Parish Council advised the owner that Surrey Foundation links applicants with appropriate funding, there is also a variety of other funds to contact such as: Lottery Funding, Rotary Club in Oxted and also the County Councillor may be able to assist with some funding. The Parish Council advised that they are in support of the Dementia Café and will write a letter of support for the scheme.
23.6	Councillors acknowledged the sad death of previous Tandridge Parish Councillor John Hammond.

24.	NEIGHBOURHOOD PLAN
24.1	Councillors noted that there was no progress with the Neighbourhood Plan due to grant applications being closed currently

25.	PLANNING – Applications to be reviewed by Tandridge Parish Council and comments sent to Tandridge District Council
25.1	2024/507 Surrey Hill House, Tandridge Hill Lane, Godstone, Surrey, RH9 8DD Separation of existing residential planning unit to create two independent dwellings Tandridge Parish Council commented that potentially the Planning Officer could remove the Permitted Development right on further buildings.
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. Tandridge Parish Council did not object to this application Tandridge Parish Council had no further comments on the application
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). Tandridge Parish Council did not object to this application Tandridge Parish Council had no further comments on the application

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26.	INFORMATION FOR COUNCILLORS (<i>for noting and including on future agendas</i>)
26.1	<p>Councillors noted the Clerks proposed holiday dates: Monday 19th – Sunday 31st August = 30 hours Monday 16th December – Sunday 5th January = 45hours</p> <p>The Clerk has 81.5 hours holiday pro rata (exc BH) based on hours worked leaving a balance of 6.5 hours</p> <p>Anni has offered the Barn for Parish Council meetings.</p>

27.	MEETING DATES
27.1	<p>Tuesday 3rd September 2024 Tuesday 1st October 2024 Tuesday 5th November 2024 Tuesday 3rd December 2024 Tuesday 7th January 2024 Tuesday 4th February 2024 Tuesday 4th March 2024</p>