

**MINUTES of a Meeting of Tatsfield Parish Council held on the 8<sup>th</sup> January 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)  
Mr Niall Kells Mrs Althea Davies Mrs Helena Garcia-MacLeod

**In Attendance:** Samantha Head (Clerk)  
Cllr. Martin Allen

And 6 parishioners.

The meeting commenced at 8.17pm

**1. APOLOGIES**

1460/0118 Mr Ian Mitchell, Mr Mike Sarll and Cllr David Hodge had sent their apologies. These were received and accepted by members.

**2. DECLARATIONS OF INTEREST (relating to items on the agenda)**

None

**3. Approve and sign the MINUTES of the previous meeting held on 11<sup>th</sup> December 2017**

1461/0118 It was resolved that the minutes reflected a true and accurate record of the meeting held on 11<sup>th</sup> December 2017. They were duly signed by the Chair.

**4. Receive and Accept the MINUTES of the Neighbourhood Plan Steering Group Meeting held on 21<sup>st</sup> November 2017**

1462/0118 The Minutes of the Neighbourhood Plan Steering Group meeting held on 21<sup>st</sup> November 2017 were received and accepted by the members.

**5. Public Participation**

The following comments/ questions were made:

- i) Old Lane ditch – this has been filled with building rubble at two points. A parishioner asked whether this had been reported to the Parish Council.
- ii) Boundary dispute – Tatsfield Green. A parishioner noted that the fence that had been erected on Parish Council land.
- iii) A parishioner expressed a wish to cut and collect bracken from the common land (Tatsfield Green). The Chair advised to send a request in to the Clerk and it could be addressed on a future agenda.
- iv) How well did the snow angels work during the recent inclement weather?
- v) Who made the decision to put the Silent Soldier on the memorial green?
- vi) Many compliments have been made about the Christmas lights. In fact, someone enquired if they could be left on all year round.

**6. Officer's report on actions outstanding since the previous meeting**

- i) The Clerk reported that she had authorised Dave Mitchell to clear the guttering at the AMB as some of the down pipes were blocked. He will also continue to clear the gutters on a twice-yearly basis. This would cost £60 each time.
- ii) The Clerk had received notification from SSALC that all buildings that are leased out/ with tenants will need an energy performance certificate from April 2018. The Clerk would investigate this further.
- iii) AMB radiators - Dave Mitchell had again (3<sup>rd</sup> time) cleared air locks from the system. He had then pressurised it. He will check the pressure next week. He has warned that if the pressure drops again, it may indicate that there is a leak in one of the pipes.
- iv) The Clerk and Niall Kells had both noted how muddy the area around the new noticeboard on Tatsfield Green was. As a result, the Clerk had asked Dave Mitchell to provide a quote to install a couple of paving slabs in front of the noticeboard. She would forward this when received.

- v) The Clerk had engaged Terry Waite to clean the windows at the AMB on a three-monthly basis. The cost would be £35 a time and the first clean would be 22<sup>nd</sup> January.
- vi) The Clerk had received an update on the Green Gables enforcement query. Planning Officers from TDC had visited the property and concluded that the conversion of the garage to bed and breakfast accommodation was classed as a change of use. The owners were ordered to cease trading and informed they would need to apply for change of use through official channels.

## 7. PLANNING:

### (a) Planning Team for January: Mike Sarll and Althea Davies

1463/0118 It was resolved that the planning team for January would be Mike Sarll and Althea Davies.

### (b) To determine the Parish Council's position on Appendix A:

#### TA/2017/2419 Franklin, Ricketts Hill Road, Tatsfield TN16 2NB

Installation of two windows to north elevation. (Certificate of Lawfulness for a Proposed Use or Development)

This is a retrospective ratification of the Parish Council's decision on their comment. Due to the timing of the application being received and the deadline for comment (26<sup>th</sup> December 2017), this was discussed and agreed at the 11<sup>th</sup> December 2017 meeting. The decision was no comment.

1464/0118 Comment: No comment

#### TA/2017/2413 Park Wood Golf Club, Chestnut Avenue, Westerham TN16 2EG

Erection of hotel.

Following the large number of parishioners' comments received at the informal drop-in which took place immediately prior to this meeting, the members felt that needed further time to allow them to make their decision for comment on this application.

Althea Davies had taken notes during the informal drop-in and would circulate these to members. The Clerk would email members the comments received in print and via email.

1465/0118 This was deferred until the January supplementary meeting to held on 22<sup>nd</sup> January 2018.

### (c) Neighbourhood Plan – update

Cllr Martin Allen indicated that he may be prepared to step into the role of Chair. He would like the planned meeting to go ahead and would check his availability for 23<sup>rd</sup> January – this may have to be changed.

It was agreed that the Clerk would contact mycommunity to put the grant process on hold until after the above meeting. She was also asked to request copies of communications between mycommunity and Mike Pendleton.

## 8. Finance:

### (a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B

The Clerk noted an additional £200.00 expenditure on the invoice received from B R Stacey Fencing. This was due to the additional work and materials to provide a 'dog-leg' around an existing feature and the provision of temporary Heras fencing to ensure that the boundary between the Village Hall and the Old Police House was not left 'open'.

1466/0118 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for January.

### (b) Discuss and agree items requiring expenditure:

- Damaged car park sign - £438.00
- New Bollard Lights for Car Park – tbc
- Replacement lamp for standard street light in Car Park - tbc

1467/0118 It was resolved to approve the repair of the damaged car park sign. Niall Kells indicated that the issue with the bollard lights may be related to the fuse and said he would investigate further. This item was therefore deferred until the next meeting. Niall Kells noted that there were now 3 lamps out in the street lights in the school car park. He proposed asking the school to share the cost of replacing all the lamps with the Parish Council.

### (c) Finance Team for January: Mike Sarll and Althea Davies

1468/0118 It was resolved that the Finance Team for January would be Mike Sarll and Althea Davies.

### (d) Payroll Services

The outsourcing of payroll was recommended by the auditor at the interim audit. The Clerk noted that most Clerks use this or a similar service. It was agreed that the cost was reasonable at £81 a year.

1469/0118 It was resolved to accept this proposal and to commence with the contract at the beginning of the new financial year.

**(e) Review of Clerk's contracted hours**

The Clerk had provided members with a breakdown of the average hours worked between September and November 2017. This worked out to be an average of 26 hours a week. The Chair noted that she had hoped that things would settle down and the workload would reduce somewhat.

1470/0118 It was resolved to increase the Clerk's contractual hours to 22 a week. This would be reviewed in 3 months' time which would be at the end of the financial year. It was also agreed that if the hours appeared they would exceed 26 in any week, the Clerk would liaise with members to see if any of the additional workload could be taken on by one or more of them.

**9. Highways and Rights of Way**

**i) Give Way sign at Approach Road / Clarks Lane junction**

After the snow on 11<sup>th</sup> December, the Clerk noticed this sign had been damaged, likely hit by a vehicle in the bad weather conditions. It was reported to Surrey Highways by the Clerk and Cllr Martin Allen. It has been inspected and a new sign and post has been ordered. It will be fitted before the end of this financial year.

Cllr Allen also asked that the Clerk record that he had contacted Surrey Highways to request the white lines on Westmore Road (at junction with Crossways) be refreshed. Cllr Allen had been informed that this would be completed before the end of this financial year.

**10. Notified Items**

**(a) Additional gritting service for Tatsfield**

The Parish Council is looking into whether they can get Paynesfield Road / Crossways / Westmore Road upgraded from a Priority 2 route to a Priority 1 route for gritting.

The Parish Council is also considering whether additional gritting services could be funded.

**(b) Parish Councillor vacancy - update**

The deadline for requesting an election for a new Parish Councillor passed on 12<sup>th</sup> December. A minimum of 10 signatures was needed – only 4 were received before the deadline. The Returning Officer at TDC gave the go ahead to co-opt. Details for potential applicants was posted on the website. This item will appear on all forthcoming agendas (as per the advice from SSALC).

**(c) CCTV – request for residents with own CCTV to join database**

The Parish Council had recently asked parishioners with CCTV installed at their property if they would consent to be added to a database which could then be handed to the police in the event of a crime being reported. So far, several parishioners had been in contact to add their details to the database.

**(d) Dog fouling – possibility of additional street cleaning and funding**

The Parish Council had received multiple complaints about the increase in dog fouling on the route along Paynesfield Road, to Crossways and back along Westmore Green. They had also been monitoring the posts on Tatsfield Talk.

The Clerk had contacted TDC Environmental Health Services last spring. The advice received was that the name and addresses of the perpetrators was needed in order to prosecute. The street cleaning crew visited every 8 weeks and the Clerk was given a phone number to call if additional cleaning was needed. However, this was not practical in this case as the fouling was occurring on a daily basis.

Several suggestions were made: the pay for additional cleaning services, name and shame the perpetrator(s), use wash away paint stencils to mark 'reminders' on the pavements in question (as in Westerham).

The Chairman asked Cllr Allen if he would look into what could be done.

**11. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

**a) County Councillor**

Cllr David Hodge had sent his apologies and there was no report from the County Councillor.

**b) District Councillor**

Cllr. Allen provided the following updates:

- Wellbeing Prescription and Community Transport – TDC has acknowledged that Tatsfield is in the district! Cllr Allen has submitted an article on this scheme to be published in the next edition of the Parish Magazine. Community Transport will be mean all transport schemes are being merged.
- The Grasshopper – the application has been approved.

- Tandridge Together Lottery – Cllr Allen has circulated details to 7 village societies.
- Recycling – Tandridge has been praised for the high level of recycling (27<sup>th</sup> on the top recyclers list).
- Constitution review scheduled for Friday 15<sup>th</sup> December (am).
- Martin Fisher has stated that the Conservatives will protect Green Belt policy apart from the 1% already agreed to be released for development.
- TDC is rewriting the constitution in order to improve the way the council works. The new initiative called Customer First will mean residents will only need to liaise with one person when contacting the council.
- Next meeting with Insp Dan Gutierrez scheduled for January 2018. The Parish Council Chair to also attend.
- Next meeting with Cllr David Hodge is scheduled for mid-January. The Parish Council Chair to also attend.
- Cllr Allen will organise a meeting with PCSO Rupert Kelley.
- Cllr Allen asked whether the Parish Council wished him to invite the MP or PCC to a general village meeting.

**c) Tatsfield in Bloom**

Bob David reported that they are currently planning this summer's planting.

**d) Tatsfield Fairtrade Group**

The next meeting is scheduled for later in the week. Fairtrade month would be March 2018 and a free wine tasting event, to be held in the Village Hall, was being planned for 3<sup>rd</sup> March.

**e) Horticultural Society**

The following report was received from Martin Allen:

- The Year Book was being printed.
- February gardening club quiz on 13<sup>th</sup> February.
- 

**f) Village Hall Management Committee**

No update other than porches (see item 12a).

**g) Airport**

Cllr Allen reported that the flight monitoring system was working well and picking up pilots who were flouting the rules.

**h) Speedwatch**

No update.

## 12. Parish Council Land/Property

**a) Village Hall**

- Porches

Jonnie Panther is still chasing estimates for a new porch. Hopefully this will be in before the next meeting.

**b) Little Acorns project – update**

The Clerk confirmed that work had now been completed. There were a few snagging issues on the Old Police House side of the fence which the Clerk was looking into. The Clerk had also organised for the remaining hedge to be trimmed on 26<sup>th</sup> January.

**c) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

- Footpath

Mike Sarll needed to speak to George Greenslade (iPave) and Phil Friend regarding two further quotes for the footpath.

A tree had come down in the recent high winds across the footpath. The Clerk would report to TDC.

- House sign request – Following the agreement reached to place the house name sign, the Parish Council had been sent details of the sign for approval.

The members were concerned by the size of the sign and felt that 60cm x 30cm would be more appropriate. The also asked for details of the height of the posts the sign would be mounted on.

The members also queried the order of the 2 house names as they appeared to be the wrong way around.

1471/0118 The Clerk was requested to inform the homeowners of the council's decision.

**13. Meetings to attend/ correspondence**

- Thanks from Tatsfield Fairtrade Group for the approval of the grant for 2018-19 and for the permission to erect the Fairtrade sign on the old bus shelter
- Thanks received from Tatsfield Parish Magazine for the approval of the grant for 2018-19
- Thanks received from Tatsfield Community Composting Scheme for the approval of the grant for 2018-19
- Thank you received from Dave Bishop on behalf of the Remembrance Service team
- Letter from Mrs Rudd re Tatsfield Lodge, Tatsfield Green – Boundary Dispute (to be dealt with under Part 2)
- Althea Davies to attend a meeting at Oxted CAB on 22<sup>nd</sup> January
- Meeting between Cllr Allen, Cllr Stokoe and Cllr David Hodge on 19<sup>th</sup> January
- Meeting between Cllr Allen, Cllr Stokoe and Insp Dan Gutierrez on 26<sup>th</sup> January
- Meeting with Louise Williams on 19<sup>th</sup> January
- Thanks from LA for all the hard work done to deliver the new fence project

**14. Any other Business which the Chairman is of the opinion should be considered as a matter of urgency**

None

**15. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

- Tatsfield Green footpath – tree down.
- A parishioner wished to reiterate that if the Parish Council backs down in the matter of the Boundary Dispute with Tatsfield Lodge, it will set a precedent.

The meeting closed at 9.29pm