

**MINUTES of a Meeting of Tatsfield Parish Council held on the 13<sup>th</sup> July 2020 via Zoom commencing at 8.00 p.m.**

**Present:** Ms Kim Jennings (in the chair)  
Mr Jason Syrett Mr Ashley Clifton Mr Ian Hayman Mr Stephen Mittins Ms Alex Davies Mr David Pinchin

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

And 1 parishioner.

The meeting commenced at 8.02 pm

**1. APOLOGIES**

None

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

3121/0720 Jason Syrett declared an interest in item 10a – Tatsfield Green, Boundary Dispute. This item would be discussed under Part 2 and Jason Syrett would not therefore take part in the discussion or agreement for this item.

**3. Approve and sign the MINUTES of the previous meeting held on 29<sup>th</sup> June 2020**

3122/0720 It was resolved that the minutes reflected a true and accurate record of the meeting held on 29<sup>th</sup> June 2020. They were duly signed by the Chair.

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

- The Clerk reported that she had completed 2x Waste Transfer notes for Biffa re: mixed dry recycling and general waste.
- The Clerk had submitted a Vat refund claim for period 01/10/19 – 31/03/20. The monies had not yet been credited to the PC's bank account.
- The Clerk noted that she had completed the Internal Audit, with no matters to report. This would be formally reported at the September meeting.

**5. Public Participation**

None

**6. PLANNING:****(a) Planning Team for July and August: Alex Davies and Ian Hayman**

3123/0720 It was resolved that the planning team for July and August would be Alex Davies and Ian Hayman.

**(b) To determine the Parish Council's position on Appendix A:****TA/2020/905 29 Westmore Road, Tatsfield TN16 2BD**

Demolition of existing conservatory, erection of single storey rear extension.

Jason Syrett gave the following report:

Summary: This is a planning application for the replacement of a single storey conservatory with a slightly larger single storey extension on the rear of the property.

Site Description: The dwelling is a single-storey semi-detached property located on the corner of Grove Road and Westmore Road. The property is located within the Defined Village in the Green Belt.

Relevant History: 2020/359 Erection of single storey infill extension between house and garage, erection of front porch.

Conversion of garage to habitable accommodation. 21 Feb 2020 Valid Approved

2019/1740 Proposed single storey side/rear extensions including demolition of garage 1 Oct 2019 Valid Refused  
79/435 ERECTION OF GARAGE AND NEW WROUGHT IRON GATE 11 May 1979

Key issues: relate to the potential impact on the Green Belt, village setting, amenities of neighbour properties and character and appearance.

Review: The scale of increase in the footprint of the extension is only 1 metre in depth and similar in width and height to the existing conservatory. The proposal is also similar in depth to the neighbour's conservatory. The design is

comparable to materials used on the existing house and there is not expected to be an impact on the amenities of the neighbouring properties.

3124/0720 Comment: No comment

3125/0720 The Clerk was requested to inform Tandridge Planning of the Parish Council's decision.

## 7. Finance:

### (a) Finance Team for July and August: Alex Davies and Ian Hayman

3126/0720 It was resolved that the Finance Team for July and August would be Alex Davies and Ian Hayman.

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

3127/0720 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for July.

### (c) TDC Covid-19 Business Support Grant

The Chairman confirmed that the PC had received £20,000.00 in Business Support grants from TDC. The PC agreed at a previous meeting that it would distribute these monies to Tatsfield businesses that did not pay business rates and were therefore ineligible for other Government assistance. David Pinchin noted that each applicant had been asked to complete and submit an application form as part of the process. The funds had been allocated under Part 2 at a meeting held on 29<sup>th</sup> June 2020. All forms had been returned and monies transferred to the applicants. The Clerk had received emails thanking the PC for its assistance from all but one of the applicants.

### (d) Ratify payments on Appendix B.1 relating to item 7c (Under Part 2)

This item was discussed under Part 2.

### (e) Agree process of payments for August 2020

There are several monthly payments which will need to be paid in August. The Clerk proposed setting up an Appendix B of these regular payments and other invoices and circulating them to members for approval before asking the Finance Team for August to authorise the payments.

3128/0720 Members approved the Clerk's suggestion for August payments.

### (f) Annual Governance and Accountability Return – Approval of Annual Governance Statement for AGAR 2019-20

3129/0720 It was resolved to approve the Annual Governance Statement for the 2019-20 Annual Governance and Accountability Return (AGAR). All boxes were ticked and the AGAR was signed as indicated by the Clerk and the Chairman.

### (g) Annual Governance and Accountability Return – Approval of Annual Accounts and Annual Return, Balance Sheets and Notes. Sign as required.

3130/0720 It was resolved to approve the Annual Accounts for the 2019-20 Annual Governance and Accountability Return (AGAR). All boxes were ticked / completed as required and the AGAR form was signed by the Clerk and Chairman.

### (h) Consider 3x quotes for new boiler and associated works

The Clerk had met 3x heating / boiler engineers and obtained quotes from all three companies. There were multiple options from each company – options for boiler exchange only, boiler plus unvented cylinder and boiler plus vented cylinder. A Combi boiler would not be possible due to the long dead leg.

3131/0720 Members resolved to replace the boiler and cylinder. Members opted to approve the Option C quote from RH Heating.

## 8. Notified Items

### (a) AMB – Room 2 (Under Part 2)

This item was discussed under Part 2.

### (b) Linear Verges email from parishioner

An email had been received from a parishioner following the PC's decision not to proceed this year with TIB linear verge request. The Chairman noted that should no new information come to light, then the PC's decision would hold for 6 months.

Members confirmed that they would not be proceeding with the linear verge along Approach Road this year and, in any case, the verges in question are located within Titsey parish.

It was noted that the PC is trialling 2x areas of linear verges – one by the play area on Westmore Green and the other, a strip at the back of the green space, opposite the allotment entrance.

### (c) Surrey recovery Co-ordination Group

Kim Jennings has attended several online meetings but this group has now been disbanded and a new group was being set up which will be reallocated into different areas. Kim Jennings would continue to be involved and would report back at the September meeting.

(d) **Covid-19 update**

The Chairman provided the following update: The PC had received some signs from TDC and these are displayed in the village. Signs are up at the MUGA advising users to social distance. Notices had been put in the AMB and hand sanitiser was on order for the users of the AMB. Jason Syrett would put a notice on Tatsfield Talk regarding the re-opening of the MUGA from Saturday 18<sup>th</sup> July.

Kim Jennings and Stephen Mittins continue to collect and deliver residents' prescriptions and shopping, although the number of requests is decreasing. TDC was still sending occasional messages regarding vulnerable residents and Stephen Mittins, in particular, was key in supporting these residents.

The Chairman noted that Tatsfield Parish Council had been very quick to respond to the crisis and no residents had suffered unduly in terms of not getting medication / shopping. The PC had also managed to continue to operate, albeit via online meetings, and David Pinchin thanked the Clerk for organising these.

e) **Japanese Knotweed – Ricketts Hill Road**

The PC had received the following information from a parishioner: A fairly large patch of Japanese Knotweed has been identified in the corner of the field behind Ricketts Hill Road and Manor Road. A few residents have combined resources to get a specialist in to report and, so far, the spread into their gardens has luckily been minimal and easily treatable. The field owner is aware and his gardener is spraying the plants.

f) **28 Crossways Court**

This item was for information only.

An internal report had been circulated by Stephen Mittins. The details of this report would not be disclosed publicly due to the sensitive personal data involved. The Chairman commended Stephen Mittins for going to such lengths to support this resident.

g) **Parishioner request for the PC to initiate a possible extension of existing footpath 20A through the 'Bluebell Wood' to Chestnut Avenue and / or possible funding / installation of a new stile between the private section of Parkwood Road and Footpath 20A**

Kim Jennings had received telephone calls and emails from a resident in Parkwood Road.

Kim Jennings invited Martin Allen to provide the background to this item as he had spoken to the resident involved several times. Martin Allen described a long history of disputes involving the last house in the road and accusations of land grabbing and official / unofficial claims on surrounding land. The owner of the adjoining plot of land had sold the plot to a younger family member and this new owner is a little more active in accessing the land. This has been hampered by building work by the other resident, who is reluctant to cede land she has been maintaining for a number of years. There is also an issue of the path being used by cyclists and motorcyclists which is dangerous.

3132/0720 Members agreed that this did not involve Parish land and the resident should be referred to Surrey County Council.

h) **Ratify PC advice to TIB re 10<sup>th</sup> July Battle of Britain commemorative event at the Tatol bed**

Further to a request for advice from Bob David, the following email was sent on behalf of the PC. The email was agreed prior to sending by all members of the PC:

Dear Bob,

As per your request, I've spoken to the Parish Councillors and this is their advice regarding the 10th July.

The Parish Councillors understand the issue you are facing and how difficult this is to manage. However, this is a decision for TIB and the Parish Councillors advise that TIB should follow the Government guidelines.

If TIB feels that 6 guests is still the appropriate number to invite formally then, in the event of other people turning up on the day, arrangements need to be in place for them to be socially distanced from each other and from the formally invited guests - perhaps some TIB volunteers could be on hand to advise visitors accordingly.

The Parish Councillors also suggest that it would be unwise to advertise this on Tatsfield Talk due to the numbers who may wish to attend.

Kind regards,

Samantha

3133/0720 Members ratified the above email sent to TIB (Bob David) on 3<sup>rd</sup> July.

i) **Ratify the PC advice of 6<sup>th</sup> July to TIB re volunteers**

The following email was sent to the TIB committee on 6<sup>th</sup> July, following agreement by email by all parish councillors:

Dear TIB Committee

As the TIB liaison with the Parish Council, I have communicated with the other Parish Councillors regarding the volunteers returning to volunteering on a Saturday morning.

Please see below.

**Following recent changes in the government guidelines on July 4th and July 6th, the PC would not oppose TIB volunteers, including the over-70s, going back out in pairs on a Saturday morning from 10 am to 11 am working to the government guidelines and maintaining social distancing. In fact, the PC**

would fully support TIB if it chooses to make that decision. However, it must remain a decision for the TIB committee.

I trust the above meets with the TIB committee's approval.

Kindest Regards

Stephen

3134/0720 Members ratified the above email sent to the TIB committee on 6<sup>th</sup> July.

**j) Tennis net at the MUGA**

3135/0720 Members agreed that the tennis net should be put up in one court from Saturday 18<sup>th</sup> July. The Clerk was requested to liaise with Derek Rose.

**k) The old bus-stop**

This item was deferred until the September meeting.

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

**a) County Councillor**

Cllr Rush was not at the meeting and there was no report.

**b) District Councillor**

Cllr Allen gave the following report:

- An S&R committee (meeting held on 9<sup>th</sup> July) reported a further possible big hole in the budget due to expenses from / loss of income related to the Covid-19 crisis.
- The Independent Group now holds five seats at the Council. Cllr Allen has moved from the Housing Committee to Community Service.
- TDC Covid-19 Business support grants – Tatsfield received a substantial number and Cllr Allen hoped they would be put to good use.
- There are still instances of overflying and Cllr Allen will continue to pursue.
- A dispute between and homeowner and landowner regarding access problems continues in Park Wood Road.
- Clacket Lane – it has been reported that the barriers are not being used effectively. The gate code is widely known. The County Council has been notified and will follow up. Cllr Allen had been led to believe that only staff, emergency services and hotel guests would have the code / access. Staff would need to supply vehicle number plate details and hotel guests their reservation number to enter through the gates. Any unauthorised users of the gates would be fined and any staff found to have given out the code would be disciplined. The east bound gates are open.
- There was a Zoom meeting for all TDC councillors on the independent review of the council's governance arrangements which was conducted by the Centre for Public Scrutiny. Many group leaders did not appreciate or recognise the comments made.
- 81 Paynesfield Road – A site visit and assessment has been concluded. It is the officer's opinion that the development requires planning permission as the height of the development does not comply with permitted development. The officer has written to Croydon Council to inform it of this and given options on how to rectify this planning contravention, including applying for planning permission. Cllr Allen will continue to follow this case and will update once Croydon Council has informed TDC of its intended action.

**c) Village Hall Management Committee**

There was no report.

**d) TIB**

Stephen Mittins gave the following report:

- The Commemorative event held on 10<sup>th</sup> July at the Tatol bed went well. It was attended by the six invited guests. Several volunteers were present to encourage attendees to social distance. Members of the public also turned up to watch the short event. \*Martin Allen noted that traffic management should have been in place. However, it was explained that this was a TIB event, although these comments were noted and should be followed up in the event of a similar scenario in the future.
- The village was looking good and the PC had communicated with the TIB committee in the hope that the volunteers will return on Saturday mornings.
- Jon Allbutt had raised concerns about the state of the school car park. This would be on the September agenda; however, it was noted that Ian Hayman had spoken to Kevin Bellingier regarding this several months ago.

**e) THS**

Stephen Mittins gave the following report:

THS had met via Zoom on Wednesday 8<sup>th</sup> July. The Treasurer, Martin Allen, gave a financial update.

The Autumn Show, scheduled for 5<sup>th</sup> September 2020, had been cancelled following a 6 to 4 vote against it going ahead.

The Garden Club (8<sup>th</sup> September) had been cancelled. Garden Club for 13<sup>th</sup> October would be discussed at the 9<sup>th</sup> September meeting.

The AGM has been scheduled for 13<sup>th</sup> November but this may now be postponed or held via Zoom.

Subscriptions: almost all rounds have been completed but income is down on last year.

A suggestion was made to consider holding a 'bring and buy sale' in September – this will be discussed at the 9<sup>th</sup> September meeting.

Composting site: Phil Brett has made a wooden plaque with a commemorative inscription in memory of Barry Bull. A commemorative meeting will be held on 8<sup>th</sup> August at 11am at the composting site to celebrate Barry's life.

**f) Speedwatch**

Speedwatch started again on 13<sup>th</sup> July on Ricketts Hill Road. Only two vehicles were recorded exceeding 46mph. As the volunteers were packing up, a van pulled up and stole a Smart Community Speedwatch sign. The volunteers did receive some verbal abuse.

**10. Parish Council Land/Property**

**a) Tatsfield Green**

- Boundary Dispute (Under Part 2)  
This would be discussed under Part 2.

**b) AMB**

- Redecoration – Alex Davies and Kim Jennings had taken measurements in the meeting room and would look into pricing over the coming weeks. Due to the expense of replacing the boiler and cylinder, the redecoration would need to be done on a budget. It was suggested that the parish councillors could form a working group to carry out the painting etc one Sunday during August. This would need to be co-ordinated with the boiler work.
- Covid-19 risk assessment – Kim Jennings and Alex Davies carried out a risk assessment at the AMB and MUGA. Signs would be displayed and hand sanitisers would be provided.

3136/0720 Alex Davies agreed to complete a file copy of the risk assessment for the AMB / MUGA.

**c) Westmore Green**

- Request from Sheree's Tearoom and Store and Tatsfield Village Club to place tables and chairs on Westmore Green – Ian Hayman had provided some picnic benches and it has been explained that, as the Green is Common Land, the benches can be used by anyone.

3137/0720 Members agreed to write to Sheree to formally grant permission for the picnic benches on Westmore Green and to detail the conditions of this permission and timeframe.

Tatsfield Village Club – members discussed potential issues e.g. broken glasses, cigarette butts / rubbish, grass cutting, social distancing and curfew to avoid disturbing the neighbours.

3138/0720 Members agreed to write to the club granting permission for tables and chairs on Westmore Green outlining the need to use plastic cups, social distancing signs need to be displayed on the tables, ensuring the area is kept tidy and a curfew of 10pm. This permission would be granted until end of September.

It was noted that, provided this is well managed, it could be a positive for the community.

Ian Hayman would clarify the Club's position and Alex Davies would put social distancing reminder signs on the picnic benches.

**11. Meetings to attend/ correspondence**

- Thanks - received from CA Oxted for £250.00 grant for 2020-21
- Beer Festival Organisers – notification that this year's Beer Festival has been cancelled.

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

- School car park

Final public participation:

None

The meeting closed at 9.27 pm

