

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th June 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.

Present: Mrs Althea Davies (in the chair)
Mr Ian Mitchell Mrs Helena Garcia-MacLeod
Mrs Kim Jennings

In Attendance: Samantha Head (Clerk)

And 4 parishioners.

The meeting commenced at 8.06pm

1. APOLOGIES

1602/0618 Mr Mike Sarll, Mrs Nichola Stokoe and Cllr. Martin Allen 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 29th May 2018

1603/0618 It was resolved that the minutes reflected a true and accurate record of the meeting held on 29th May 2018. They were duly signed by the Chair.

The Vice Chairman asked that the deliberate mistake in agenda item 19d of Minutes from the meeting held on 14th May 2018 be amended. This related to a typo in the NALC National Pay Award for the Clerk's annual pay rise. The figure should read £12.40. This was amended and initialled by the Vice Chairman.

4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group held on 16th May 2018

1604/0618 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group held on 16th May 2018.

5. Public Participation

- Old Lane – outside the house next door to Sunnybank, a broken washing machine has been fly-tipped.
- Barnfield Road – abandoned cars and yellow container.
- Old Lane – grass cuttings have been dumped in the ditch.
- Preparations for SSEIB judging day. Could the area alongside the AMB be weeded and tidied?
- Village shop – concerns.

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

- i) The Clerk confirmed that the guttering around the Village Hall and AMB had been cleared on 23rd May.
- ii) The Clerk confirmed that the 'big drain' outside the Village Hall was scheduled to be cleared (using jetting apparatus) on Tuesday 12th June. Further to a concern raised about flooding in the AMB part of the car park, the Clerk had noted that the drain was silted up and had asked the drain clearing company to also unblock that drain when visiting site to clear the VH drain. Oxted drains had quoted £120 p/h +VAT for the work and estimated that it would take between 1 and 2 hours to complete. Under the Clerk's delegated powers, she had authorised this work to go ahead.
- iii) The Clerk was continuing to pursue advice on cleaning the block paving around the VH, AMB and car park. She was meeting with a supervisor from TDC on 14th June.
- iv) Russetts – Martin Allen had passed on information that TDC is seeking to undertake service of an enforcement notice at the above site in relation to the unauthorised building works.
- v) Scout Hut Footpath – update – the Clerk was continuing to liaise with the contractor to arrange the TM and a date for works to commence.
- vi) Weed spraying – the Clerk had been in contact with James Longley who had offered his licence holder to undertake the weed spraying around the VH, AMB and car park. The works would take place this week and whilst no exact figure had been quoted, as it was unsure how much weed killing chemical would be used, the cost would be capped at £400.

7. PLANNING:**(a) Planning Team for June: Ian Mitchell and Althea Davies**

1605/0618 It was resolved that the planning team for June would be Ian Mitchell and Althea Davies.

(b) To determine the Parish Council's position on Appendix A:**TA/2018/985 10 Shipfield Close, Tatsfield TN16 2AU**

Demolition of existing front porch. Erection of front porch.

1606/0618 Comment: No objection

TA/2018/ 1106 The Bounds, Westerham Road, Westerham TN16 2EU

Conversion of existing garage to habitable accommodation. (Certificate of Lawfulness)

The Planning Inspectorate says planning permission is not usually required for such a proposal, providing the work is internal and does not involve enlarging the building. This is the case here; hence the application for a Certificate of Lawfulness. The Inspectorate also says, however, that if the intention were to convert a garage into a separate house (regardless of who will occupy it), then planning permission may be required no matter what work is involved.

Then came a revision of 2013/803 - TA/2013/1757 – which was approved with conditions.

1607/0618 Comment: We wonder how this new application could be approved and still be compatible with Condition 4 of Planning Permission TA/2013/1757:

4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any order revoking and re-enacting that Order with or without modification) the garage proposed as part of the development hereby permitted shall always be available for the parking of domestic motor vehicles.

(c) Register The Parade as an Asset of Community Value (Under Part 2)

This item will be discussed under Part 2.

8. Finance:**(a) Authorise payments (including authorisation of Internet banking) detailed in Appendix B**

1608/0418 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for June.

(b) Discuss and agree items requiring expenditure:

- Westminster Briefing GDPR training – Althea Davies to attend - £150.00 + VAT
- Westminster Briefing Neighbourhood Planning Policy and Practice session – Nichola Stokoe and Martin Allen to attend - £145.00 + VAT ea.
- Scout Hut Footpath Traffic Management works – week 1 - £750.00 and 2nd week (if needed) £70.00 per additional day
- Cold Water Tank (AMB) – works to rectify issues highlighted in Legionella Risk Assessment - £250.00
- Defibrillator outside VH – replacement battery and pads - £78.48 (inc. VAT and P&P)

1609/0618 It was resolved to approve all items requiring expenditure.

(c) Finance Team for June: Ian Mitchell and Althea Davies

1610/0618 It was resolved that the Finance Team for June would be Ian Mitchell and Althea Davies.

(d) Citizens Advice Oxted and District grant request

It was agreed that this was a worthwhile applicant for a grant. The Clerk confirmed that £250 was granted last year.

1611/0618 It was resolved to award a grant of £250.00 to Citizens Advice Oxted and District. The Clerk was requested to notify CAB of the award.

(e) Annual Governance and Accountability Return**(i) Approval of Annual Governance Statement for AGAR 2017-18**

1612/0618 It was resolved to approve the Annual Governance Statement for the 2017-18 Annual Governance and Accountability Return (AGAR). All boxes were ticked and the AGAR was signed as indicated by the Clerk and the Vice Chairman.

(ii) Approval of Annual Accounts and Annual Return, Balance sheets and notes. Sign as required.

1613/0618 It was resolved to approve the Annual Accounts for the 2017-18 Annual Governance and Accountability Return (AGAR). All boxes were ticked / completed as required and the AGAR form was signed by the Clerk and Vice Chairman.

(f) Internal Audit Report

This item was deferred to the next Finance Committee meeting.

(g) Consider the appointment of new Internal Auditor 2018-19

During the recent Internal Audit, the auditor informed the Clerk that he had completed his agreed three-year auditing of TPC accounts. He was due to retire at the end of this financial year and therefore TPC should look to appoint a new Internal Auditor.

1614/0618 It was resolved that the Clerk would provide a shortlist of three potential candidates for Internal Auditor.

(h) Review of Cambridge Building Society (CBS) Accounts Statements Reconciliation a at 31/03/18

At the recent audit, the auditor flagged that the annual bank statements for the above two accounts were dated up to 31/12/17. Although no transactions have taken place nor interest been added, the auditor stated that the bank statements should be to 31/03/18. These up-to-date statements were viewed by members at this point of the meeting.

1615/0618 The members reviewed the bank statements for the two CBS accounts and were satisfied that they reflected the correct balance as per the year end finances. The Clerk would append a note to accompany the Internal Auditor's report when it is sent to the External Auditor.

(i) Neighbourhood Plan Grant Award

Martin Allen had requested that the Parish Council formalise the offer received from Groundworks regarding the NP grant.

1616/0618 It was resolved to accept and formalise the award on behalf of the Neighbourhood Plan Steering Group. The Clerk would complete this process.

Martin Allen had asked for members' advice on the procedure for processing payments on behalf of the NP Steering Group. The Clerk recommended that similar process to that of the Parish Council and that invoices be forwarded to the Clerk to add onto Appendix B for authorisation at a full council meeting.

1617/0618 Members agreed with the above proposal.

(j) Approve the addition of Kim Jennings as signatory to the Unity Trust Bank account

1618/0618 It was resolved to add Kim Jennings as signatory to the Unity Trust Bank account. The Clerk would complete the paperwork and submit to the bank.

9. Notified Items**(a) CCTV**

Feedback from other parish councils who had decided not to proceed with installing CCTV had not yet been obtained. The Clerk presumed that this was due to all parish councils being busy with the year-end accounts and annual returns. The Clerk would chase this up.

It had been confirmed that CIL monies could be used to fund or part fund the installation of CCTV.

The response from parishioners at the APM was mixed. However, it was noted that when the cost per household over the ten-year lifespan of the software and cameras was around £2.80 per household/ per year, more were receptive to the proposal. Additionally, once the demo footage had been viewed, further positive comments were made as the clarity of pictures was considered very good.

All local businesses were, in principle, on board with the scheme and had agreed to host cameras and wireless radio links on their buildings.

Tatsfield Primary School had been approached and were considering the proposal.

Helena Garcia-Macleod was concerned about the cameras being all the time and footage only being pixelated during school hours. She thought it safer to turn the cameras off during school hours.

Ian Mitchell, Helena Garcia MacLeod and Althea Davies were in favour of installing CCTV.

1619/0618 It was resolved to wait for the school to come back with their views/concerns and for the update for the other parish councils before making a final decision.

(b) Grass Roots Giving Scheme

Cllr Allen had emailed the Clerk with details of a scheme being run by Skipton Building Society. Donations of £500 were available to community groups. The Clerk had circulated details to the following: TiB, WI, NSY, Scouts, TACG. Martin Allen had already passed the details on to the Composting Group.

(c) Dog fouling - update

Complaints received by the Parish Council had been forwarded to Environmental Health. One complaint had resulted in a letter being sent by TDC. The second complaint was being held on file as TDC viewed this as a one-off incident and had decided not to issue a warning letter. The Clerk had since received further complaints regarding the second incident and would be forwarding the details to Environmental Health.

1620/0618 Althea Davies to highlight in next Parish Magazine article that members of the public can report incidents to TDC, along with Flytipping, planning enforcement, etc.

(d) Consultative Committee Meeting – report

The Clerk had circulated the minutes from this meeting.

Helena Garcia-MacLeod commended Nichola Stokoe and Martin Allen for setting up and continuing this initiative. It had provided useful information and continued to forge good links with the District and County Councils.

(e) Temporary Trading Consent – update

TDC had contacted the Clerk to advise that although Temporary Trading Consent has been in force since 2013, TDC has not enforced it until now. Anyone holding an event on any ground that is Council owned or private to which 'members of the public have access without payment'. One month and one day's notice is required before the date of the event.

1621/0618 The Clerk was and would continue to inform all groups / organisations this may apply to. It was also queried if this would affect Andrew Bond – the Clerk to ask Martin Allen to check.

(f) Members' Allocation Grant 2018-19

Cllr David Hodge had initiated a scheme to pass more control to parish councils over allocating funds for Highways work and granting awards to Community Groups.

1622/0618 It was resolved to defer this to the next Finance Committee meeting.

- Grant request TACG to replace broken water pump - £360.00

1623/0618 It was resolved to consider this at the next Finance Committee meeting

- Grant request Composting Group to rebuild 'island' in middle of site and rebuild ramp – £250.00

1624/0618 It was resolved to consider this at the next Finance Committee meeting.

(g) Grass Verge Cutting – TDC request to parish councils

TDC had emailed the Parish Council to request an agreement in principle to pay towards grass cutting from 2019-20 on.

It was felt that further information was needed before this could be fully considered, but in principle members did not wish to contribute, but would rather organise and self-fund grass cutting in the parish.

1625/0618 The Clerk was requested to notify TDC of the Parish Council's decision.

(h) TiB request for sponsorship boards on Tatol bed

This is for retrospective ratification. Ibbett Mosely provides £750 annually by way of sponsorship. TiB asked Parish Council permission to have A4 boards on either side of the Tatol bed and one on the bed by the Bakery.

1626/0618 It was resolved to grant TiB permission for these boards to be placed by the Tatol and Bakery beds.

(i) Tandridge Neighbourhood Watch Coordinators' Event – report

Althea Davies attended the event and provided the following report:

I attended the Neighbourhood Watch Coordinators meeting in Woldingham last night. It was attended by 50 or so NW Coordinators across Tandridge. No one else from Tatsfield was there despite apparently our NW schemes being invited. I know of 3 schemes RHR, Maesmaur and Old Lane and I will follow up with them to see if they did actually receive an invite.

The purpose of NW is for communities to work with police to reduce crime. Tandridge has the most advanced NW scheme in Surrey. They are really trying to be active with vulnerable neighbours and their objective for this year is to encourage schemes to identify those people and support them in the community.

Recent activities are to increase membership, bike marking and to replace NW street signs as faded ones show a lack of interest.

Using articles in Parish Magazines to raise profile.

GDPR was discussed and NW schemes are exempt for all members prior to May. Only need to get authority for new members joining now. Members of watches do not need to get permission as it is viewed as a friendship group to exchange info. The main thing is that any information is used and shared correctly.

Recent exercise of reaching out to PC's raised £1300 from 13 councils.

I was made aware of a password scheme for utility companies that callers use when attending your home. The other mantra was "do not ever buy from or engage with cold callers". If you don't you will not be a victim of fraud.

Althea Davies queried whether the Parish Council could do more to engage with the Neighbourhood Watch schemes.

The Clerk suggested asking the RHR coordinator if he would act as the lead for a Tatsfield hub to encourage and support new schemes/ coordinators. Althea Davies to follow up.

(j) PTA request for permission to display school fete advertising signs

Retrospective ratification – The PTA asked for permission to display boards advertising the summer fete on Tatsfield Green. Agreement had been given via email due to the time constraints.

1627/0618 It was resolved to grant permission for the advertising boards.

(k) Little Acorns – Grant request (Under Part 2)

This item would be discussed under Part 2.

(l) Old Lane: ditch clearance

Two quotes had been sourced but the third provider was unable to quote as his tractor was not wide enough to span the width of the ditch. The Clerk advised that three quotes were required.

1628/0618 It was resolved to engage Phil friend to clear the ditch. The Clerk to ask Mike Sarll to arrange.

: meeting with Old Lane Residents' Committee

Althea Davies confirmed that this had not yet taken place.

10. Reports from County Councillor, District Councillor, Village Organisations and External Organisations

a) County Councillor

No report

b) District Councillor

No report

c) Tatsfield in Bloom

SSEIB judging day – 5th July. There are five other large villages competing. The judges will be visiting Limpsfield in the morning and Tatsfield in the afternoon.

Baskets and mangers are looking very beautiful.

The planting of the Tatol bed has received mixed views – willow butterflies and dragonflies have been added to create interest. Attempts will be made to demarcate the Tatol bed from the green.

d) Tatsfield Fairtrade Group

Nothing to report as there is no meeting until October. Will be at the Scout fete in July.

e) Horticultural Society

The garden visits were very successful. One garden was visited by 150+ people. Lots of charitable donations were made. Thanks were offered to Bob David and THS for organising this annual event.

f) Village Hall Management Committee

The VHMC queried whether the guttering around the VH had been cleared. The Clerk confirmed that this had been done on 23rd May.

The drain was scheduled to be cleared on 12th June.

The porches and door would be discussed under item 11a.

g) Airport

Ian Mitchell and Martin Allen had visited the management at Biggin Hill Airport. Monitoring was being carried out correctly and fines were being issued. This was very reassuring. Overflying offences were still being committed but this was not related to any aircraft originating from or heading to Biggin Hill airport.

h) Speedwatch

A couple of sessions had been undertaken since the last Parish Council meeting. A dozen or so people had been caught speeding each time and their details had been passed to the police. Further sessions were in the pipeline.

i) Neighbourhood Plan

No formal report received from the NP Chairman.

Althea Davies noted that there has been continuing discussion around whether to wait for the results of the HNS before issuing a call for sites. Some members of the NP Steering Group are for this course of action, others believe that there is little point in issuing the call for sites until the potential demand for housing is known.

The Clerk referenced that Nichola Stokoe had requested that the Parish Council consider revisiting the decision not to have a member as a topic lead. The Housing Group has been without a group leader for a while now and it was felt that this important area should have someone leading the group through the important stages coming up. The progress of the group was in danger of stagnating.

j) GDPR

Althea Davies would be attending the Westminster Briefing session on 12th June.

The Clerk had circulated the draft email notice.

1629/0618 It was resolved to accept the email notice proposed by the Clerk. The Clerk to send out.

The Clerk confirmed that during the Internal Audit she had detailed the steps the Parish Council had taken to conforming to the new GDPR regulations.

11. Parish Council Land/Property

a) Village Hall

- Porches/ doors

The confirmed offer from the VHMC for a contribution towards the new porch and door was £1,000.

The VHMC noted that it was the Parish Council's building and therefore their responsibility for the upkeep of the exterior.

Ian Mitchell noted that whilst the Parish Council did have a responsibility to replace or repair the door, if the VHMC wanted something higher spec or different to a like for like replacement, then a bigger contribution would need to be made.

The VHMC members present confirmed that the PC selection for the door (MGI) was also their preferred choice. There was no particular preference for a porch company – timescales were being sought and the decision may come down the firm who would be able to carry out the work during the summer. Additionally, the two firms who proposed reusing the roof tiles were being asked to confirm that it possible and, if not, amend the quotes to reflect the cost of new tiles.

The VHMC were asked what their income is used for. Answer: utilities, contingency fund for repairs (£350 a month set aside). No big profit is made and an additional money is being set aside for a new boiler, soft furnishings, etc.

1630/0618 It was resolved to pass this up to the next Finance Committee meeting for further discussion.

b) Tatsfield Green

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

c) Westmore Green

- Pond survey

Ian Mitchell commented that this was an excellent survey and the author should be commended.

The survey supported the idea of runoff water from the Village Club roof being used to top up the pond. Ian Mitchell suggested that the possibility of storing excess water be investigated.

Members of the public expressed an interest in having a copy of the report. The Clerk was requested to ask the report author if it would be possible to publicly circulate the report.

The Clerk highlighted the invasive plant species – New Zealand Swampcress – which had been found. The pond expert had strongly recommended that this be removed as soon as possible. It was felt this and thinning the plant life further may be too much to ask of the volunteers. Perhaps a professional removal and thinning would be best and then ask the volunteers to continue to maintain the pond.

1631/0618 It was resolved to seek further quotes for the runoff water proposal.

1632/0618 It was resolved to seek quotes from a professional pond clearing company to clear out the New Zealand Swampcress and thin some of the plant life.

d) AMB

- Building Works quotes

Kim Jennings provided the following update:

She and Mike Sarll would be meeting this week to create their own spec for the work and then meet with three building to obtain quotes.

12. Meetings to attend/ correspondence

- TDC Local Committee meeting – 22nd June at 10.15 am Council Offices
- Surrey Hills Society Book to mark the 60th anniversary of the Surrey Hills Area of Outstanding Natural Beauty – the Clerk circulated a copy to each Councillor.
- Invitations to Chairman and Clerk to Surrey Hills reception to celebrate the 60th Anniversary of the Surrey Hills Area of Outstanding Natural Beauty
- Citizens Advice Oxted and District AGM – 9th July 7.30pm – Althea Davies to attend

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

None

14. Matters for reporting or Inclusion in a Future Agenda

Old Lane – flytipping

Barnfield Road – abandoned cars

TiB request to tidy / weed bed at side of AMB

Final public participation:

- Little Acorns very pleased with revamped outside space.

The meeting closed at 10.22pm

At the Parish Council Supplementary Meeting held on 25th June 2018, members resolved by unanimous vote to make the following amendments to the minutes of the meeting held on 11th June 2018:

- Members agreed to insert quotation marks around the word 'deliberate' in second para draft minute 3.
- Members agreed to correct draft minute 10g to 'overflying offences were still being committed but at least two recent incidents were not connected to Biggin Hill flights.'
- Members agreed to add to draft minute 11 a 3rd para 'being sought by the VHMC'.