

**MINUTES of a Meeting of Tatsfield Parish Council held on the 29th May 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mr Ian Mitchell (in the chair – items 1 and 2) Mrs Althea Davies (in the chair – from item 3)  
Mr Mike Sarll Mrs Kim Jennings (arrived at 8.07pm)

**In Attendance:** Samantha Head (Clerk)

And 0 parishioners.

The meeting commenced at 8.03pm

**1. ELECTION OF VICE-CHAIRMAN**

1590/0518 Ian Mitchell asked for nominations for Vice-Chairman from the members present. Ian Mitchell proposed Althea Davies and this was seconded by Mike Sarll. There were no other nominations and all were in agreement with the proposal.

**2. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN**

Althea Davies signed her declaration of Office of Vice-Chairman witnessed by the Clerk.

**3. Apologies**

1591/0518 Mrs Nichola Stokoe and Mrs Helena Garcia-MacLeod had sent their apologies. These were received and accepted by members.

**4. Declarations of Interest\* (relating to items on the agenda)**

None

**5. Approve and sign the MINUTES of the previous meeting held on 14<sup>th</sup> May 2018**

1592/0518 It was resolved that the minutes of the meeting held on 14<sup>th</sup> May 2018 reflected a true and accurate record of that meeting and were signed by the Chair.

**6. Public Participation – a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting.**

None

**7. Planning**

- a) **To determine the Parish Council's position on Appendix A(2):  
TA/2018/1005 Libra, Ricketts Hill Road, Tatsfield TN16 2NB**  
Erection of detached garage and associated driveway.  
(Certificate of Lawfulness for a Proposed Use or Development)

1593/0518 Comment: No comment

1594/0518 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

**8. Notified Items**

a) **GDPR – Update and Adoption of Policies**

The Clerk had circulated a draft Data Protection Statement for the PC website, 2x draft Privacy Notices (general and Staff), a draft Document Retention Policy, a draft email to send to all contacts held in Clerk email. It had been resolved at the May main meeting that this should be an opt-in as opposed to opt-out notice.

It was further suggested that the contact form on the PC website state that by submitting this form, the parishioner would be agreeing that their personal information could be shared with Parish Councillors, TDC and SCC.

Althea Davies noted that all members should be aware of holding information (both in digital and paper form) at home and be mindful of abiding by the new data regulations.

1595/0518 It was resolved to adopt the Data Protection Statement for the PC website, 2x Privacy Notices and Document Retention Policy.

1596/0518 It was resolved that the Clerk would re-draft and circulate the email notice.

1597/0518 It was resolved that the contact form would be accompanied by a notice of agreement to share personal details with the PC, TDC and SCC upon submission.

**b) Review of Standing Orders (deferred from May main meeting)**

The Clerk had circulated some suggested points to adopt into the Standing Orders, some of which were statutory requirements and others were optional.

1598/0518 It was resolved to adopt all suggested points into the Standing Orders. Clerk to circulate when updated.

**c) Old lane ditch clearance – follow up from meeting with Old Lane Residents' Committee**

Althea Davies and Nichola Stokoe had unfortunately not been able to meet with the representatives from the Old Lane Residents' Committee ahead of this meeting.

Two quotes for clearing the ditch along Old Lane had been obtained. Mike Sarll was scheduled to meet with KJ Rhee from Park Wood Golf Club on Wednesday 30<sup>th</sup> May to obtain a third quote.

1599/0518 It was resolved to accept the quote provided by Phil Friend unless the third quote came in at a lower price.

**9. Parish Council Land / Property**

a) Village Hall

- Porches / Doors

The Clerk had circulated 4x door quotes and 3x porch quotes.

Members discussed the porch quotes first. The Clerk mentioned that the Crown Oak quote did not mention removal of old porch and associated debris.

It was noted that the Crown Oak quote made provision for new roof tiles. It was suggested that Crown Oak were asked if the existing tiles could be reused.

159/0518 It was resolved that members had no preference as each quote was very similar and there was no significant difference in price. It was suggested that the Parish Council accept the VHMC's choice of quote.

Members then discussed the door quotes. MGI stood out as the most suitable quote.

159/0518 It was resolved that the quote provided by MGI was the preferred choice to be presented to the VHMC.

**10. Meetings to attend / correspondence**

- Caterham and District Local History Centre AGM and Talk – 5<sup>th</sup> June 7pm for 7.30pm  
Ian Mitchell to attend.
- CAB Oxted and District AGM – Monday 9<sup>th</sup> July 7.30pm  
Althea Davies to attend.
- Tandridge Neighbourhood Watch Coordinator's Event – 6<sup>th</sup> June 7pm for 7.30pm  
Althea Davies to attend

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

-Westminster Briefing – GDPR training - £150.00 + VAT

Althea Davies to attend.

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

None

The meeting closed at 8.55 pm