

**MINUTES of a Meeting of Tatsfield Parish Council held on the 13<sup>th</sup> May 2019 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair for Item 1) Mrs Kim Jennings (in the Chair from item 2)  
Mr David Pinchin Mr Stephen Mittins Ms Alex Davies Mr Jason Syrett Mr Ashley Clifton  
Mr Ian Hayman

**In Attendance:** Samantha Head (Clerk)  
Cllr Martin Allen (arrived at 8.40pm)

And 6 parishioners.

The meeting commenced at 8.03pm

**1. ELECTION OF CHAIRMAN**

1914/0519 Nichola Stokoe asked for nominations for Chairman from the members present. Jason Syrett proposed Kim Jennings and this was seconded by David Pinchin. There were no other nominations and all were in agreement with the proposal. Nichola Stokoe then handed over Chairmanship of the Parish Council and the meeting to Kim Jennings.

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

Kim Jennings signed her declaration of Office of Chairman witnessed by the Clerk.

**3. ELECTION OF VICE-CHAIRMAN**

1915/0519 Kim Jennings asked for nominations for the office of Vice Chairman from the members present. Alex Davies proposed David Pinchin and this was seconded by Ashley Clifton. There were no other nominations and all were in agreement with the proposal.

**4. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIR**

David Pinchin signed his declaration of Office of Vice Chairman witnessed by the Clerk.

**5. APOLOGIES**

None

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

1916/0519 Jason Syrett declared an interest in item 24b. There was no update for this item. Alex Davies declared an interest in item 24c. She did not take part in the discussion or agreement on that item.

**7. Approve and sign the MINUTES of the previous meeting held on 1<sup>st</sup> May 2019**

1917/0519 It was resolved that the minutes reflected a true and accurate record of the meeting held on 1<sup>st</sup> May 2019. They were duly signed by the Chair.

**8. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group held on 20<sup>th</sup> March 2019.**

1918/0519 These were received and accepted by the members.

**9. Approve Code of Conduct for Parish Councillors**

1919/0519 Members approved and adopted the Code of Conduct for Parish Councillors.

**10. Proposal for and agreement on committees for the coming year and their members**

1920/0519 It was resolved that there would be one committee for the coming year:

- Finance Committee – this committee would be comprised of Kim Jennings, Jason Syrett, Stephen Mittins and Alex Davies

**11. Proposal and agreement on Terms of Reference for Committees2**

1921/0519 It was resolved to accept the Terms of Reference for the Finance Committee which would remain unchanged from those circulated by the Clerk.

**12. Proposal for and agreement on sub-committees / advisory groups for the coming year and their members**

None

**13. Proposal for and agreement on Terms of Reference for item 11**

None

**14. Proposal for and agreement of roles and responsibilities for the coming year for Parish Councillors**

1922/0519 The Chairman listed the roles and responsibilities for the coming year for the Parish Councillors as outlined in the document circulated via Dropbox. These were approved by members, save for the following changes:

Ian Hayman would join the Neighbourhood Plan Steering Group.

David Pinchin would represent the Parish Council as liaison for the Police.

\*Note Stephen Mittins is the representative for Legionella Testing / Fire Alarms etc, not Alex Davies. The document has been amended accordingly.

**15. Review of leases and property agreements**

1923/0519 The list of leases and property agreements had been reviewed by the Parish Council in a document circulated by the Clerk and were as follows:

Aileen McHugo Building:

A Tenancy Agreement was made between Chartwell Cancer Trust Ltd and Tatsfield Parish Council for a term of 5 years for the use of Room 1 of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

A Tenancy Agreement was made between BigIn Words Ltd and Tatsfield Parish Council for a term of 5 years for the use of Room 2 of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

A Tenancy Agreement was made between Chartwell Cancer Trust Ltd Tiger Ward for a term of 5 years for the use of Room 3 of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

A Lease Agreement was made between P. Clark (IQ Financial Planning) and Tatsfield Parish Council for a term of 5 years for the use of the first floor of the Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG.

An 'Licence to Use' Agreement was made between Tatsfield Parish Council and Timothy Guy Smith and Patricia Lilian Smith for the use of the land to the south west of the property, Vale House, Maesmaur Road, Tatsfield TN16 2LD (Title number SY82522)

An Agreement dated 28th April 2017 was made between Tatsfield Parish Council of Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG and Tandridge Learning Trust of Warlingham Surrey CR6 9YB for the management of the MUGA (Multi Use Games Area).

An agreement (on a long-term lease) for the land used for the Allotments on Approach Road was made between Tatsfield Parish Council and Whelan Homes Ltd.

An agreement is currently in place between Tatsfield Parish Council and the Village Hall Management Committee for the lease and management of the Village Hall.

An agreement is currently in place between Tatsfield Parish Council and Tatsfield Allotments and Community Gardens Group for the management of the Allotments on behalf of the Parish Council.

- A Licence between Little Acorns and Tatsfield Parish Council for the use of the land to the rear of the Village Hall.
- A Lease dated 9 June 2011 between Surrey County Council and Tatsfield Parish Council relating to the MUGA site, Ship Hill.

**16. Review of Standing Orders and Financial Regulations**

1924/0519 It was resolved to accept the Financial Regulations and that they would be unchanged from those circulated by the Clerk.

1925/0519 It was resolved to accept the Standing Orders and that they would be unchanged from those circulated by the Clerk.

**17. Review of Financial Risk Assessment**

1926/0519 The Parish Council carried out an annual review of its financial risk management policies and processes.

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

None

**19. Public Participation**

- A parishioner raised concerns regarding the Neighbourhood Plan Call for Sites. He noted that the sites submitted were not appropriate in the Green Belt. He further commented that as long as these sites remain on public record, they would be a blight to neighbouring properties and their saleability.
- Question – who would be the new representative to the VHMC?

**20. PLANNING:****(a) Planning Team for May: Kim Jennings and David Pinchin**

1927/0519 It was resolved that the planning team for May would be Kim Jennings and David Pinchin.

**(b) To determine the Parish Council's position on Appendix A:****TA/2019/752 Rosemary Cottage, 37 Paynesfield Road, Tatsfield TN16 2AT**

Addition of second floor to existing bungalow and two-storey side extension.

It was noted that there was a lot of land attached to this property, so plenty of space for the proposed additions. This would, however, result in the loss of a bungalow in the village.

1928/0519 Comment: No comment.

**TA/2019/633 3 Valley Mushroom Farm, Ricketts Hill road, Tatsfield TN16 2NG**

Single storey front and side extension.

It was noted that there was no planning history for this property. Similar extensions have been carried out by neighbours.

1929/0519 Comment: No comment.

1930/0519 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

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

1931/0519 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for May.

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

- TVA Membership renewal - £20.00

1932/0519 It was resolved to approve the above item requiring expenditure.

**(c) Finance Team for May: Kim Jennings and David Pinchin**

1933/0519 It was resolved that the Finance Team for May would be Kim Jennings and David Pinchin.

**(d) Grant request – Citizens Advice Oxted**

1934/0519 Members resolved to approve a grant of £250.00.

**(e) Approve addition of David Pinchin, Ian Hayman, Alex Davies, Stephen Mittins, Ashley Clifton and Jason Syrett as signatories to the Unity Trust bank accounts – current and savings.**

1935/0519 It was resolved to add David Pinchin, Ian Hayman, Alex Davies, Stephen Mittins, Ashley Clifton and Jason Syrett as signatories to the Unity Trust bank accounts.

**(f) Approve addition of David Pinchin, Ian Hayman, Alex Davies, Stephen Mittins, Ashley Clifton and Jason Syrett as signatories to the HSBC bank account.**

1936/0519 It was resolved to add David Pinchin, Ian Hayman, Alex Davies, Stephen Mittins, Ashley Clifton and Jason Syrett as signatories to the HSBC bank account.

**(g) Appoint two councillors to act as signatories for all NP payments.**

1937/0519 It was resolved to appoint Kim Jennings and Jason Syrett as signatories for all NP payments.

**(h) Approve addition of David Pinchin, Ian Hayman, Alex Davies, Stephen Mittins, Ashley Clifton and Jason Syrett as signatories to the Nationwide bank account.**

1938/0519 It was resolved to add David Pinchin, Ian Hayman, Alex Davies, Stephen Mittins, Ashley Clifton and Jason Syrett as signatories to the Nationwide bank account.

**22. Notified Items****(a) Tatsfield Local Committee (formerly Consultative Committee Meeting) minutes**

The report from this meeting had been circulated by the Clerk via email. The change of name for the committee was noted.

**(b) Not So Young Club – request for event advertising**

The Not So Young Club had requested permission to place signs advertising its fundraising event on Westmore and Tatsfield greens.

1939/0519 Members agreed to grant permission to the Not So Young Club.

**(c) PTA – request for Summer Fair advertising**

The PTA had requested permission to place signs advertising its Summer Fair on PC owned land.

1940/0519 Members agreed to grant permission to the PTA.

**(d) Fly tipping along Ricketts Hill Road**

Further to reports from the public of fly tipping along the length of Ricketts Hill Road over the Easter bank holiday weekend, it had been confirmed that TDC had cleared all the fly tipped building waste.

**(e) Parishioner concern regarding tree felling in Parsons Shaw**

A neighbour of Parsons Shaw had complained that there appeared to be a concerning amount of tree clearing in Parsons Shaw. The Clerk had emailed the TDC tree officer, who confirmed that he had already received a complaint and had visited the site the previous week. He had assessed the work and concluded that it was tidying rather than clearance. Before the new council was elected, former Parish Councillor Ian Mitchell had viewed the site from the road. He confirmed that it difficult to see all the way into the property from the road but there were signs of clearance. A metal fence running the length of the boundary appeared to indicate the change of ownership last summer.

Members discussed whether this metal fence needed planning permission.

1941/0519 Members resolved that the fence height needed to be measured to see if planning permission was required. Kim Jennings and David Pinchin agreed to measure the height of the fence.

**(f) Parishioner complaint of rubbish etc outside a property on Old Lane**

There has been a history of rubbish being left outside this property.

1942/0519 Members resolved that this presented a health risk and requested the Clerk contact TDC's Environmental Health to report it.

**(g) Parishioner concern regarding hedging overhanging road along Ricketts Hill Road**

A concerned parishioner has highlighted overgrown hedges along Ricketts Hill road outside White Gables which, it is claimed, are encroaching over the white line on the road, making it necessary for pedestrians to walk into the road.

The verge is unregistered land but roadside verges are usually the responsibility of SCC.

1943/0519 It was resolved that a letter would be sent to the homeowner to request that the hedges are trimmed back, with a reminder that hedges should not be cut until after nesting season has passed (end of August).

\*It was noted that this is also an issue along other roads/pavements in the parish and the Chairman would write something (once the nesting season has passed) for the Parish Magazine and to post on Tatsfield Talk asking residents to trim overhanging hedges.

**(h) Surrey Community Info – Notice to close website**

Surrey Community Info hosts the PC website and the village one. It had emailed to notify the PC that this service will be withdrawn. It had secured funding to continue the service until March 2020. This would be on the June main meeting agenda for further action.

(i) **Dave Bishop request – PC permission for DofE Gold award recipients to open phial in Remembrance Stone in 20 years' time**

Dave Bishop had requested a letter for each of the guardians of the phial in the Remembrance Stone, granting permission for the phial to be opened in twenty years' time.

1944/0519 The Clerk was requested to write and send the letters as above.

(j) **Surrey County Council – Statement of Community Involvement Consultation 2019**

SCC had invited the PC to comment on the revised Statement of Community Involvement. Comments are invited from 7<sup>th</sup> May to 18<sup>th</sup> June 2019. Details of the consultation had been circulated to members via email.

1945/0519 Jason Syrett agreed to draft a response to the consultation on behalf of the PC. This would be reviewed at the next meeting.

### 23. Reports from County Councillor, District Councillor, Village Organisations and External Organisations

a) **County Councillor**

No report

b) **District Councillor**

Cllr. Allen provided the following update:

- Cllr Allen had attended a Homelessness Strategy Consultation.
- At a BHACC meeting, reports of overflying aircraft were raised. Pilots are being advised of their errors.
- Cllr Allen attended the Tatsfield Local Committee meeting (formerly Consultative Committee Meeting) and confirmed that the Locality Officer, Steven Dellaway, would become one of the regular attendees. Cllr Becky Rush had dealt with some of the issues raised already.
- Cllr Allen had attended the Policing in your Community event in Oxted where the PCC and Neighbourhood Inspector gave an insight in to recent events and what the increased precept monies would bring for Tandridge residents. Cllr Allen took the opportunity to invite PCC David Munro to Tatsfield on 19<sup>th</sup> June.
- Cllr Allen has met KJ Rhee at Park Wood Golf Club regarding the 'loss of the footpath' across the golf club land. It was confirmed that the footpath will be reinstated once the leak has been repaired.
- There had not been any committee meetings at TDC due to the recent elections. Cllr Allen had the opportunity to view the opening of the postal votes.
- Due to there being NOC of TDC following the recent elections, Cllr Allen has been offered the position of Vice Chair of the O&S committee. He also reported that fellow Independent, Jeremy Pursehouse has been offered the Chairmanship of the Council. He will also be a member of the PP and Standards Committee and Cllr Allen will continue on the Housing Committee. This will all be confirmed at the first council meeting on 21<sup>st</sup> May.

c) **Tatsfield in Bloom**

No report

d) **Tatsfield Fairtrade Group**

No report

e) **Horticultural Society**

The Spring Show had been very successful. There were 223 entries from 54 separate entrants, with improved interest in the Juniors section.

The Plant Sale had also been successful.

The next event would be the Tatsfield Village Garden Tours which will take place on 2<sup>nd</sup> June – details can be found in the Parish Magazine.

The new shredder has been received and is working well. Phil Brett had invited the Parish Councillors to visit the composting site one Saturday morning.

f) **Village Hall Management Committee**

None

g) **Airport**

None

h) **Speedwatch**

Stephen Mittins had spoken to Harry Baker who had indicated that more volunteers were needed to run the Speedwatch sessions. Stephen Mittins noted that he had already recruited two potential new volunteers to bolster the 5 current members.

**i) Neighbourhood Plan**

The Steering Group meeting held on 17<sup>th</sup> April was preparation for the public consultations.

The Call for Sites has returned 17 sites which are now out for assessment with AECOM.

The Business Survey has gone out and there has been a poor return.

The Utilities letter has received 4 responses and the Chairman is in the process of chasing up missing responses.

A total of 72 people attended the public consultations. A summary of their comments was being collated by the Chairman to be reported at the next NP Steering Group's meeting to be held on 15<sup>th</sup> May. The next meeting following that would be on 11<sup>th</sup> June.

**j) Citizens Advice**

None

**k) Vern D'Anjou**

The visit from the residents of Vern D'Anjou over the Easter bank holiday weekend went well. No further report.

**l) First Responders**

None

## 24. Parish Council Land/Property

**a) Village Hall**

- Request to drop the bollards at the front of the VH to allow access for a skip during the kitchen refurbishment. The PC does not usually permit the bollards to be dropped but Lloyd Gulley (VHMC Chairman) had offered to do this.

1946/0519 Members agreed to permit the bollards to be dropped for skip access during these works.

**b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

There was no update and therefore no Part 2 meeting was held.

**c) Westmore Green**

- Parishioner complaint – re skip

The clerk had circulated this complaint via email prior to the meeting. Ashley Clifton had visited the area to assess the situation prior to attending the meeting and reported that a neighbour of the complainant had had a skip delivered due to building works. The skip had now been removed and the grass was recovering well.

It was further noted that the previous complaint of a resident creating access across the grass was in fact a resident improving access to their own property by laying shingle.

- Hedges

Ashley Clifton had assessed this situation and confirmed that the hedges had been cut back but he would ask the property owner to trim them back further.

1947/0519 The Clerk was requested to respond to the resident who had made the original complaint as above.

## 25. Meetings to attend/ correspondence

- Invitation from the Composting Group for the PC to visit one Saturday morning – The Chairman requested that a specific date be proposed by the Composting Group.
- Discover Gatwick – 21<sup>st</sup> May 2019 or 18<sup>th</sup> June 2019 (9am – 2pm) – None of the members would be available to attend.

## 26. Matters for reporting or Inclusion in a Future Agenda

None

Final public participation:

- A parishioner noted that there had been lots of misbehaviour by aircraft across the top of the village. Following the report at the APM when it was explained that aircraft in this area would be monitored and automatically informed of an infringement, was there still a need to report online?
- The NP Chairman asked which PCllr would be the 4<sup>th</sup> representative on the NP Steering Group.

The meeting closed at 9.02pm

