

MINUTES of a Meeting of Tatsfield Parish Council held on the 11th May 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 Mr David Pinchin
Ms Alex Davies

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

And 5 parishioners.

The meeting commenced at 8.01 pm

1. APOLOGIES

None

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

3083/0520 Jason Syrett declared an interest in item 19a – Tatsfield Green, Boundary Dispute. This item was discussed under Part 2 and Jason Syrett left the meeting prior to the Part 2 meeting commencing and did not therefore take part in the discussion or agreement for this item.

3. Approve and sign the MINUTES of the previous meeting held on 27th April 2020

3084/0520 It was resolved that the minutes reflected a true and accurate record of the meeting held on 27th April 2020. They were duly signed by the Chair.

4. Approve Code of Conduct for Parish Councillors

3085/0520 Members approved and adopted the Code of Conduct for Parish Councillors.

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

3086/0520 It was resolved there would be one committee for the coming year: Finance Committee – this would be comprised of Kim Jennings, Jason Syrett, Stephen Mittins and Alex Davies.

6. Proposal for and agreement on Terms of Reference for Committees

3087/0520 It was resolved to accept the Terms of Reference for the Finance Committee which would remain unchanged from those circulated by the Clerk.

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

None

8. Proposal for and agreement on Terms of Reference for item 7

None

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

3088/0520 It was agreed that the roles and responsibilities for the coming year for the Parish Councillors would remain unchanged from those for 2019-20.

10. Review of leases and property agreements

3089/0520 The list of leases and property agreements had been reviewed by the Parish Council in a document that had been circulated by the Clerk.

11. Review of Standing Orders and Financial Regulations

3090/0520 It was resolved to accept the Standing Orders and that they would remain unchanged from those circulated by the Clerk.

3091/0520 It was resolved to accept the Financial Regulations and that they would remain unchanged from those circulated by the Clerk.

12. Review of Financial Risk Assessment

3092/0520 The Parish Council carried out an annual review of its financial management policies and processes.

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

None

14. Public Participation

None

15. PLANNING:**(a) Planning Team for May: Stephen Mittins and Ashley Clifton**

3093/0520 It was resolved that the planning team for May would be Stephen Mittins and Ashley Clifton.

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

No planning applications had been received.

16. Finance:**(a) Finance Team for May: Stephen Mittins and Ashley Clifton**

3094/0520 It was resolved that the Finance Team for May would be Stephen Mittins and Ashley Clifton.

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

3095/0520 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for May.

(c) Consider request for rent payment holiday from Barbara Field-Holmes, Bigg In Word (Under Part 2)

This was discussed under Part 2.

(d) Request from Old Lane resident for PC contribution towards repair / resurfacing work to Old Lane

3096/0520 Members agreed that they would not contribute to the repair / resurfacing of Old Lane.

17. Notified Items**(a) Linear Verges**

Stephen Mittins had attended a meeting the previous week (also in attendance: Jon Allbutt and TDC) regarding the grass cutting schedule. Stephen noted that he would report on this at the next PC meeting. Stephen further noted that the test site for a linear meadow (adjacent to the play area on Westmore Green) had been seeded. Linear verges would be on the agenda for the following meeting as the PC was waiting on a report from Cllr Becky Rush.

(b) Surrey recovery Co-ordination Group

Kim Jennings provide the following update:

There had been two meetings so far. There was another scheduled for this coming Friday. The Group recognises that parish councils are at the coal face and doing the most work to support their communities. CRCs are reopening where possible. Warlingham and Caterham-on-the-Hill will not be reopening at present as they cannot operate while respecting social distancing.

(c) Covid-19 update

Kim Jennings reported the following:

Sheree's is still providing food deliveries.

The PC is still collecting and delivering prescriptions.

Regarding the recent Government announcement (the previous evening), the country, on the whole, is largely still under lockdown. Rules have been relaxed regarding exercise and the PC members discussed whether the MUGA could be reopened (and tennis net put up).

3097/0520 Members requested that the Clerk contact Derek Rose to arrange. It was agreed that the MUGA could be used until 7pm daily, subject to users following social distancing guidelines.

18. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**a) County Councillor**

Cllr Rush gave the following report:

- Everyone at SCC has been working extremely hard. The focus has been to relive pressure on the NHS (mainly in the community – adult social care / children’s social workers). There have been PPE issues in Surrey. This is now improving. SCC staff have been redeployed from non-critical areas to more needed areas e.g. social care.
- Now, however, SCC has moved more towards ‘back to business’. The focus is on ‘what does recovery look like?’ Issues that had been put to one side e.g. pot holes, road resurfacing are now being revisited.
- Cllr Rush spoke to Cllr Allen the previous week to discuss the local issues.
- CRCs are reopening in Surrey but not that at Warlingham. Earlswood was the nearest site for Tatsfield residents. Earlswood would be acting as a test centre. Cllr Rush was continuing to push to get the Warlingham site opened as soon as it was safe to do so. 98% of collection services had been carried out across Surrey – the 2% missed were green waste collections in Reigate and Banstead.
- There had been over 600 deaths in Surrey as a result of Covid-19. 48 of those were in Tandridge.
- Cllr Rush highlighted the investment fund (community investment) of £100m over 5 years. Cllr Rush was on the working group. There would be a meeting in a few weeks to discuss criteria banding of projects (£20k, £200k, £2m). There would be an interactive map where residents can click on a location and comment. It would be a community driven approach. Cllr Rush asked if it would be match-funded. She responded that it would likely be on a project-by-project basis. Match funding may also come in the form of grants from national organisations e.g. Sports England.

b) District Councillor

Cllr Allen gave the following report:

- The DC held its first virtual meeting on 7th May. 41 councillors attended and approximately 10 officers. Amendments were made to the constitution re virtual meetings.
- There would be no changes to councillor roles / positions for 2020-21.
- All businesses in Tatsfield that had requested relief had been granted it.
- The bulky waste collection for May had been cancelled.

c) Village Hall Management Committee

David Pinchin gave the following report:

A remote meeting of the Village Hall Management Committee was held on Wednesday 6 May. The major discussion was in relation to annual accounts which had been circulated together with the 2020/21 budget and hire fee recommendations. In the light of recent events and despite a lack of bookings which had put pressure on the budget, it was agreed not to increase fees at this difficult time for everybody.

During this period of closure, members of the committee were making regular trips to the hall to ensure everything is maintained in good working order.

With regard to the Parish Magazine open day – provisionally now rebooked for 19 September, it was agreed to waive the fees for this village-wide event.

d) THS

Stephen Mittins gave the following report:

There has not been any meeting or much activity.

It is with great regret that the Horticultural Society committee has made the decision to cancel all activities until further notice due to the situation with the Corona Virus and at this stage it is unclear when they may be able to start them again.

The Spring Show of the 18th April, the Plant Sale of 9th May and the Tatsfield Garden Tour of Sunday 7th June 2020 have all been cancelled.

THS has now also decided that it will have to cancel the Wisley visit that was due to take place on Sunday May 24th but will see if that can be arranged for later in the summer, if circumstances allow.

There is a committee meeting planned for the Wednesday 13th May but with no events planned now until the Autumn Show this may not prove necessary or at least any updates can be managed by email to the committee members.

THS managed to get a good part of the delivery rounds completed before the lock down but not all and in some cases, we were not able to do the second knock on the door, so the funds collected are slightly down on last year. £1026 against £ 1429.

They will continue to advertise the fact that the Yearbook can be paid for online and a Yearbook delivered to their door.

But what THS did want to report is the position on the Composting Site where Phil Brett has manfully continued the rebuild of the site single-handedly, while all the time following the Government guidelines. It is likely that the site will be ready for opening whenever that may be and Phil is due as much acclaim and congratulations for this community spirit as does Sheree and the Post Office. And I hope that can be reflected when the Crisis is all over.

A note of caution though as Phil has written to the community through the Parish Magazine that there is the possibility that the site will not reopen “promptly” as the site also needs to be prepared And it may also not be reopened every Saturday due to a shortage of volunteers and no Duke of Edinburgh assistance this year. ‘Black Gold’ will be available to collect as soon as circumstances allow. The shredders have been serviced and returned and the Invoices for £993.70 received and paid and a copy has been sent to the Clerk as there is a grant agreed for £744 towards the cost of the servicing.

e) Citizens Advice

Stephen Mittins had received the following communication from CA, Oxted:

First of all, thank you for all you are doing during the Coronavirus outbreak, and lockdown in particular. We are all facing uncertainty and doing our best to help those who need it during this unprecedented situation. This is to let you know what Citizens Advice in Oxted is doing during the Coronavirus outbreak, and how your constituents, residents and clients can contact us for advice.

Please see attached announcement

If there is someone who you are in contact with who is in crisis, has no money and/or does not know which way to turn, please let us know on this and we will contact them.

Alternatively, we are happy for you to give our local office number for residents to call if they are in need of help and advice:01883 730259. Ask them to leave a message with their name and phone number and we will call them back.

We can also arrange emergency food parcels for those who are in crisis (i.e. no money).

Please help us by spreading this information to the people who are working in the community.

Up to Monday 4th May 2020, Citizens Advice in Tandridge has helped 279 people since the Coronavirus lockdown began. It quickly mobilised its staff and volunteers to give one-to-one advice over the phone across Tandridge, after the lockdown began on 23rd March.

The top four issues the charity has helped with are benefits, accessing charitable help, including emergency food parcels, employment, housing and debt.

Across the South East region there has also been a surge in demand for help from the Citizens Advice website with 114,000 people visiting it during the busiest week.

Sarah Henki Monte of Citizens Advice Caterham & Warlingham, said: “I am so proud of our volunteers and staff who have quickly rallied round to ensure no-one needs to face the financial challenges of Covid-19 alone. Over the past month our team has helped as many people as possible with problems such as applying for benefits for the first time, navigating the government’s job support schemes, and worries over how to manage the bills.

Catherine Wyncoll, Manager of Citizens Advice Oxted & District added: “Citizens Advice was founded the day after World War Two was declared to support people at a time of national need. We are still here 80 years later to provide free, impartial, independent and confidential advice to anyone who needs it. So, if you’re in need don’t hesitate to pick up the phone or drop us a message, our advisers are ready and waiting to help.”

Contact Details

Contact Citizens Advice in Tandridge:

Tel: 03444 111 444 (available weekdays 10am – 4pm) advisers@oxted.cabnet.org.uk (monitored weekdays) office@caterham.cabnet.org.uk (monitored weekdays). NB Please provide phone contact and postcode for email.

19. Parish Council Land/Property

a) Tatsfield Green

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

20. Meetings to attend/ correspondence

None

21. Matters for reporting or Inclusion in a Future Agenda

- Linear verges

Final public participation:

None

The meeting closed at 8.40 pm

