

MINUTES of a Meeting of Tatsfield Parish Council held on the 5th May 2021 via Zoom commencing at 8.00 p.m.

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

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

And 0 parishioners.

The meeting commenced at 8.02 pm

1. Election of Chairman

3317/0521 Kim Jennings asked for nominations for the office of Chairman from the members present. David Pinchin proposed Kim Jennings and this was seconded by Alex Davies. There were no other nominations and all were in agreement with the proposal.

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

3318/0521 Kim Jennings asked for nominations for the office of Vice-Chairman from the members present. Jason Syrett proposed David Pinchin and this was seconded by Kim Jennings. There were no other nominations and all were in agreement with the proposal.

4. Declaration of Acceptance of Office of Vice-Chairman

David Pinchin signed his declaration of Office of Vice-Chairman from the members present.

5. APOLOGIES

3319/0521 Stephen Mittens had sent his apologies. These were received and accepted by members.
Becky Rush had also sent her apologies.

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

3320/0521 Jason Syrett declared an interest in item 24a – Tatsfield Green, Boundary Dispute. There was no update and therefore no Part 2.

7. Approve and sign the MINUTES of the previous meeting held on 12th April 2021

3321/0521 It was resolved that the minutes reflected a true and accurate record of the meeting held on 12th April 2021. They were duly signed by the Chair.

8. Approve Code of Conduct for Parish Councillors

3322/0521 Members approved and adopted the Code of Conduct for Parish Councillors.

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

3323/0521 It was resolved there would be one committee for the coming year: Finance Committee – this would be comprised of Kim Jennings, Jason Syrett, Alex Davies and David Pinchin.

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

3324/0521 It was resolved to accept the Terms of Reference for the Finance Committee which would remain unchanged from those circulated by the Clerk.

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

None

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

None

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

3325/0521 It was agreed that owing to the current leave of absence of Stephen Mittins, the roles and responsibilities for the coming year for the Parish Councillors would be adjusted. The following temporary changes would be put in place and the Clerk would update the Roles and Responsibilities list:

TIB – Kim Jennings

THS – Kin Jennings

Legionella Testing and Fire Alarm texting – Jason Syrett (current) and Ashley Clifton (temporary)

Speedwatch – David Pinchin

Citizens Advice – Jason Syrett

14. Review of leases and property agreements

3326/0521 The list of leases and property agreements had been reviewed by the Parish Council in a document that had been circulated by the Clerk.

15. Review of Standing Orders

3327/0521 It was resolved to accept the Standing Orders and that they would remain unchanged from those circulated by the Clerk.

16. Review of Financial Regulations

3328/0521 It was resolved to accept the Financial Regulations and that they would remain unchanged from those circulated by the Clerk.

17. Review of Financial Risk Assessment

3329/0521 The Parish Council carried out an annual review of its financial management policies and processes. Kim Jennings signed and dated the member check.

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

- The Clerk reported that the VAT refund for 01/10/20 to 31/03/21 had been received.
- The clerk confirmed that the Parish Council's Asset of Community Value submission with respect to Ye Old Ship had been successful.

19. Public Participation

None

20. PLANNING:**(a) Planning Team for May: Jason Syrett and David Pinchin**

3330/0521 It was resolved that the planning team for May would be Jason Syrett and David Pinchin.

(b) To determine the Parish Council's position on Appendix A:**TA/2021/410 Clacket Lane Services, Motorway Service Area North, Westerham, Surrey TN16 2ER**

Erection of a digital advertising unit, measuring 4m x 2m with a height of 3m above ground level, located near to the entrance of the amenities building at Clacket Lane North (East) Services. (Advertising Consent)

3331/0521 Comment: No comment

TA/2021/411 Clacket Lane Services, Motorway Service Area South, Westerham, Surrey TN16 2ER

Erection of a digital advertising unit, measuring 4m x 2m with a height of 2.8m above ground level, located near to the entrance of the amenities building at Clacket Lane South Services. (Advertising Consent)

3332/0521 Comment: No comment

TA/2021/631 Two Ways, Redhouse Road, Tatsfield TN16 2AB

Formation of pitched roof over garage. (Retrospective)

3333/0521 Comment: No comment

3334/0521 The Clerk was requested to inform Tandridge Planning of the Parish Council's decisions.

21. Finance:**(a) Finance Team for May: Jason Syrett and David Pinchin**

3335/0521 It was resolved that the Finance Team for May would be Jason Syrett and David Pinchin.

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

3336/0521 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for May.

(c) Sanitary bins for AMB ground floor toilets

3337/0521 Members agreed to set up an account with the company the VHMC had chosen for 1x sanitary bin for the ground floor toilet at the AMB (to include consumables and dispensers). Clerk to make arrangements for collection and change of bin.

22. Notified Items**(a) Covid-19 update / TDC Covid-19 Community Support**

Kim Jennings reported that transmission rates in Tandridge were very low.

The next TDC Covid-19 Community Support meeting was scheduled for 10th May. Kim Jennings to attend and report back at the June meeting.

(b) TACG request for permission for polytunnel on allotment site

The TACG Chairman had written to the Parish Council to explain that TIB had asked to place a polytunnel (3/4m wide and 4/5m long, 2m high at the centre and a minimum of 1.5m to the perimeter fence. It will be located next to the TIB container). TACG had agreed the placing of the polytunnel on the allotment site and that the allotment plot holders could also use this facility. TACG was now requesting the PC's permission as per the terms of the management agreement between the PC and TACG.

3338/0521 Members granted TACG permission for the polytunnel on the allotment site.

(c) PC Risk Assessments

Alex Davies and Kim Jennings had carried out the annual risk assessments. These had been circulated to the PC. Several items had been highlighted for attention:

- The boiler room door at the VH needed repainting
- The bollards in the car park need painting.
- The PC owned bus shelter needed cleaning (Kim Jennings and Alex Davies had done this) and restraining. Perhaps a group of volunteers (PCllrs and members of the community) could gather to do this.
- Noticeboard at the bottom of Ship Hill needs to be removed.

(d) Furze Corner – agreement in principle for TPC to purchase site from TDC

Jason Syrett reported that meetings between TDC and the Furze Corner Committee were ongoing regarding the lease renewal.

Jason Syrett has also written to TDC to enquire about the possibility of TPC taking over the lease. No response had been received.

(e) Hustings – review

David Pinchin gave the following report:

The Tatsfield Hustings took place the previous week. It was very successful. Four of the five PCC candidates and all four SCC candidates attended. There were about a dozen members of the public in the audience and PCllrs. Several candidates had emailed their thanks. David Pinchin thanked the Clerk for her help. Members thanked David Pinchin for chairing the event and continuing the Tatsfield tradition of hosting Hustings.

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

No report.

b) District Councillor

Cllr Allen gave the following report:

- TDC had put an additional item on the agenda at its meeting on 22nd April – the new waste contract failings. Cllrs discussed the disappointing start to the contract.
- Cllr Allen had assisted in delivering Conservative and LibDem leaflets, as well as PCC Independent candidate leaflets to over 140 households in Tatsfield.
- Cllr Allen thought the Hustings had been very successful and looks forward to working closely with those duly elected.
- Cllr Allen attended the BHA focus group meeting regarding the plans for a new system to replace the old system of landings (mostly coming from the north). Tatsfield would be affected by any 'missed approaches' with aircraft going around to land from the south. The next stage is a consultation.

- Along with David Pinchin, Cllr Allen had also attended the BHACC meeting. The matter of overflying was highlighted. Although the official number of offences are low, the actual number is greater. It is hoped that the offer from the CE will happen.
 - Grant payments: Cllr Allen had contacted all small businesses that were eligible for the Additional Restrictions Grant to encourage them to apply. He also highlighted the Business Restart Grant.
 - There had been a costs award of £400 which TDC had now paid in respect of the Planning Inspectorate decision on 2019/2216.
 - Cllr Allen had forwarded history regarding 2021/681 to TDC planning.
 - Cllr Allen had been involved with cross complaints emanating from Crossways Court. He has sent relevant information to TDC officers dealing with the complaints.
 - There had been fears regarding possible asbestos found during the demolition of 34 Westmore Road.
 - Cllr Allen gave details of a scheme for the installation of electric vehicle charging points.
 - Usual TDC would resume after the elections had concluded. The next Council meeting would be on 27th May (the Annual Council Meeting).
- c) **Village Hall Management Committee**
There was no report as the VHMC was the same evening as this PC meeting.
- d) **TIB**
Kim Jennings reported that she had been unable to attend the previous TIB committee meeting but there were concerns about when Westmore and Paynesfield roads would be weed sprayed. The exterior wall at the AMB – Kim Jennings and Alex Davies had filled the holes left after the removal of the mosaics and painted the wall.
- e) **Fairtrade**
Alex Davies had attended the recent AGM. Highlights of the meeting were: remembering the sad death of Carol Jordan, the success of the Fairtrade Fortnight (over £500 of stock sold in Sheree's), Tatsfield Primary School had lots of Fairtrade related activities and there was a remote assembly at Oxted School. The group is looking forward to reopening the Tea Tent.
- f) **PFA**
The AGM had been scheduled for this evening. It was cancelled and will be rescheduled in due course.
- g) **Neighbourhood Plan**
The NP Chairman and the PC Chairman had been going through and completing the agreed amendments to the Housing Topic Paper as suggested by the TDC officer. This will be circulated to the wider group when completed.
- h) **Police**
There was no report.
David Pinchin had received an email from PC Tom Warwick who has said the policing team was carrying out regular patrols at Furze Corner. He was looking forward to meeting the PC and Tatsfield residents.

24. Parish Council Land/Property

- a) **Tatsfield Green**
- Boundary Dispute (Under Part 2)
There is no update.
- b) **AMB**
- MUGA – grass cutting
The Clerk had contacted (twice) the new contractor being used by the School to enquire about a quote. No response had been received.
The Councillors would check to see if the grass area around the MUGA had been cut. If it had not, the Clerk would make enquiries with James Longley regarding costs.

25. Meetings to attend/ correspondence

- Cobdale, Ricketts Hill Road – re trees on land adjacent to the property
- Little Dene, Ricketts Hill Road – concern over the grass verge and widening of driveway

26. Matters for reporting or Inclusion in a Future Agenda

- Your Fund Surrey – picnic benches submission

Final public participation:

- Cllr Allen will forward the amended proposal for the Housing Topic Paper.
- The next THS meeting will be on 12th May at 7.30pm

The meeting closed at 9.08 pm

The next Parish Council meeting would be held on Monday 14th June 2021 at 8pm.