

YOU ARE HEREBY SUMMONED TO a Meeting of TATSFIELD PARISH COUNCIL which will be held remotely via Zoom (meeting ID: 914-1129-2466. Please contact the Clerk by email for the meeting password) on Wednesday the 5th May 2021 at 8.00p.m. when the following agenda will be discussed: -

Samantha Head – Clerk

Signed *Samantha Head*

Issued on Wednesday 28th April 2021

MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND AND WILL BE ABLE TO PARTICIPATE DURING SHORT ADJOURNMENTS. IF THE BUSINESS OF THE MEETING RENDERS IT NECESSARY, THE COUNCIL MAY, BY RESOLUTION, ASK MEMBERS OF THE PUBLIC AND PRESS TO WITHDRAW.

AGENDA

1. Election of Chairman
2. Declaration of Acceptance of Office of Chairman
3. Election of Vice-Chairman
4. Declaration of Acceptance of Office of Vice-Chairman
5. APOLOGIES
6. DECLARATIONS OF INTEREST* (relating to items on this agenda)
7. Approve and sign the MINUTES of the previous meeting held on 12th April 2021
8. Approve Code of Conduct for Parish Councillors
9. Proposal for and agreement on committees for the coming year and their members
10. Proposal for and agreement on Terms of Reference for Committees
11. Proposal for and agreement on sub-committees / advisory groups for the coming year and their members
12. Proposal for and agreement on Terms of Reference for item 11
13. Proposal for and agreement of roles and responsibilities for the coming year for Parish Councillors
14. Review of leases and property agreements
15. Review of Standing Orders
16. Review of Financial Regulations
17. Review of Financial Risk Assessment
18. Officer's report on actions outstanding since the previous meeting
19. Public Participation – there will be a period of 5 minutes at the beginning of the meeting, to hear questions or statements from members of the public. The public are requested to keep their question(s) brief. There will also be an opportunity for the public to ask questions at the end of the meeting. This will be a period of 5 minutes. In addition, it will be at the Chairman's

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- (i) any Disclosable Pecuniary Interests (DPIs) and / or
 - (ii) other interests arising under the Code of Conduct
- in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business.”

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discretion to invite comment from any member of the public at any point during the meeting, should the Chairman feel it helpful to the item under discussion.

20. Planning:

- a) Planning team for May: 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)

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)

TA/2021/631 Two Ways, Redhouse Road, Tatsfield TN16 2AB
Formation of pitched roof over garage. (Retrospective)

21. Finance:

- a) Finance Team for May: Jason Syrett and David Pinchin
- b) Authorise payments (including authorisation of internet banking) detailed in Appendix B
- c) Sanitary bins for AMB ground floor toilets

22. Notified Items

- a) Covid-19 update / TDC Covid-19 Community Support
- b) TACG request for permission for polytunnel on allotment site
- c) PC Risk Assessments
- d) Furze Corner – agreement in principle for TPC to purchase site from TDC
- e) Hustings - review

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

- a) County Councillor
- b) District Councillor
- c) Village Hall Management Committee
- d) TIB
- e) Fairtrade
- f) PFA
- g) Neighbourhood Plan
- h) Police

24. Parish Council Land / Property

To receive updates, discuss matters and, where relevant, agree on proposals relating to:

- a) Tatsfield Green
 - Tatsfield Lodge – Boundary Dispute (under Part 2)

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b) **AMB**

- MUGA – grass cutting

25. Meetings to attend / correspondence

26. Matters for Reporting or Inclusion in a Future Agenda

Part 2 – To consider passing a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public remain, there would be a disclosure of exempt information.

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