

**MINUTES of a Meeting of Tatsfield Parish Council held on the 10<sup>th</sup> September 2018 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield commencing at 8.00 p.m.**

**Present:** Mrs Nichola Stokoe (in the chair)  
Mr Ian Mitchell Mrs Helena Garcia-MacLeod Mrs Kim Jennings  
Mrs Althea Davies

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

And 6 parishioners.

The meeting commenced at 8.03pm

**1. APOLOGIES**

1708/0918 Mr Mike Sarll and Cllr David Hodge had sent their apologies. These were received and accepted by members.

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

None

**3. 3. Approve and sign the MINUTES of the extraordinary meeting held on 22nd August 2018**

1709/0918 It was resolved that the minutes reflected a true and accurate record of the meeting held on 22<sup>nd</sup> August 2018. They were duly signed by the Chair.

**4. 4. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 15<sup>th</sup> March 2018**

1710/0918 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 15<sup>th</sup> March 2018.

**5. 5. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 17<sup>th</sup> April 2018**

1711/0918 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 17<sup>th</sup> April 2018.

**6. 6. Receive and Accept the Minutes of the Neighbourhood Plan Steering Group meeting held on 7<sup>th</sup> June 2018**

1712/0918 It was resolved to receive and accept the minutes of the Neighbourhood Plan Steering Group meeting held on 7<sup>th</sup> June 2018.

**7. 7. Public Participation**

- Pond – A parishioner noted that although pleased someone had had a look at the pond, is this what was actually wanted? Surely the issue of water level retention should be investigated? Rainwater run-off should only be considered if it has been proven that the pond can retain water. There were two ‘invasive species’ which need removing and wished to see more variety planted.
- Pond – shocked to see that the ecologist came up from Dorset and was not more local. Why had Otford PC not been asked for advice?
- A parishioner noted Nigel Shaw’s article on pages 58-59 of the latest edition of the Parish Magazine.

**8. 8. Officer’s report on actions outstanding since the previous meeting**

- i) The Clerk confirmed that she had completed the TV Licencing renewal request to confirm TPC had no need for a licence at the AMB.
- ii) The waste transfer notice renewal for Biffa had also been completed prior to the deadline at the end of July.
- iii) The 2<sup>nd</sup> part of the precept payment had been received from TDC.
- iv) The third, and final, sight lines cut along RHR had now been completed.
- v) The Clerk had chased the management company for Thames Water regarding the Japanese Knotweed at Paynesfield Coppice. The service manager has promised to follow this up as a matter of urgency.

- vi) Ruth and Jim Yeeles have cut the epicormic growth on the trees on Tatsfield Green. They have indicated that they will be happy to do this next year. The Clerk confirmed that she had thanked Ruth and Jim on behalf of the PC.
- vii) The Clerk had circulated details of the small price increase by BT (from £46.68 to £48.72) prior to the meeting. As the price rise was marginal, it had been agreed to remain with BT.
- viii) The savings account with Unity Trust Bank was now open. Opening the Nationwide savings account was still a work in progress.

## 9. 9. PLANNING:

### (a) Planning Team for September: Kim Jennings and Ian Mitchell

1713/0918 It was resolved that the planning team for September would be Kim Jennings and Ian Mitchell

### (b) To determine the Parish Council's position on Appendix A: TA/2018/1726 Ashkirk, Maesmaur Road, Tatsfield TN16 2LD

Single storey extension to rear of existing bungalow together with infill of front and back verandas and new flat roof. Landscaped steps to front door.

This would be about 25% increase of footprint which involved a small extension to the rear and infill of veranda at the front of the property. The property was previously extended in 1962 and 1969.

1714/0918 Comment: No comment

### TA/2018/1769 Russetts, Old Lane, Tatsfield TN16 2LH

Erection of side extension to existing detached garage. (Retrospective)

A retrospective application further to the one that was submitted earlier this year and refused. This latest application is for a smaller extension (by approximately 50%) and it has already been built.

1715/0918 Comment: Objection – the Parish Council wishes to object as we still feel that this contravenes policy DP7 as it results in “overdevelopment and unacceptable intensification by reason of scale, form, bulk, height, spacing density and design”.

### TA/2018/1777/TPO Porziuncula, Parkwood Road, Tatsfield TN16 2LT

T1 – Sweet Chestnut – Remove epicormic growth and dead limbs.

1716/0918 Comment: No comment

## 10. 10. Finance:

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

1717/0918 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for September.

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

- SSALC training for Clerk – Elections and Co-option Briefing - £40.00 + VAT
- Printer for the Clerk – approx. £110 + installation by Mr Computing
- Remembrance Service grant request - £560.00
- Little Acorns request for funds for materials - £291.00

1718/0918 The SSALC training and printer requests were approved.

1719/0918 The grant for the Remembrance Service was approved. The Clerk indicated that she would apply for the Members' Community Allowance for 50% of the request sum but should this not be accepted by SCC, the PC agreed to pay the full amount.

1720/0918 The PC requested a breakdown of these costs before making a decision. It was proposed that this could be put in front of the Finance Committee at the next meeting.

### (c) Finance Team for September: Kim Jennings and Ian Mitchell

1721/0918 It was resolved that the Finance Team for September would be Kim Jennings and Ian Mitchell.

### (d) Appoint new Internal Auditor for 2018-19

This item had been deferred from the meeting held on 9<sup>th</sup> July 2018. The Clerk had proposed three candidates, taken from the SSALC list, and members considered these.

1722/0918 It was resolved to accept Peter Frost as the Internal Auditor for the next financial year. The Clerk was requested to contact Mr Frost and make arrangements for the audit.

**(e) Clerk pension scheme**

The Clerk had circulated details of the various pension schemes offered. Members considered the options and resolved that they needed further information prior to reaching a decision. This item was deferred until the next meeting. Althea Davies agreed to speak to Phil Clark. The Clerk agreed to contact other clerks to find out to which pension scheme they belonged.

**(f) Electricity supplier**

The Clerk had notified members that the current fixed tariff would end on 30<sup>th</sup> September. She had circulated details of several options available through EDF:

Option 1: Do Nothing. The cost would then be: standing charge 80p a day, unit rate 23.5p

Option 2: Renew to *Easy Fix* until end of 09/19. The cost would be: standing charge 50p a day, unit rate 19.8p

Option 3: Renew to *Fixed for Business* until end 09/21. The cost would be: standing charge 35p a day, unit charge 15.65p

1723/0918 It was resolved to renew with *Fixed for Business* (Option 3).

**11. 11. Notified Items**

**(a) CCTV – update**

Following the meeting with Mark Howells on 1<sup>st</sup> August, members realised that further research was needed. Therefore, the PC decided not to proceed with the quotes currently to hand.

**(b) Emergency Plan**

The Clerk had circulated the draft plan from Jon Allbutt. It was agreed that this was a better layout.

1724/0918 It was resolved that Althea Davies would forward the comms notice to the Parish Magazine for the October edition.

1725/0918 It was resolved that the Clerk would contact Jon Allbutt to ask him to continue to populate the plan in readiness for the October meeting.

Radios – Jon Allbutt had reported that the radios had not worked properly at the Remembrance Service in 2017 and suggested that new ones were purchased. Ian Mitchell proposed testing the current radios first and members agreed to do this before the October main meeting.

**(c) Japanese Knotweed**

Jon Allbutt had begun to write an article for the Parish Magazine and was in the process of compiling a 'what to do' list for any parishioners who had Japanese Knotweed on their land.

**(d) Consultative Committee Meeting - report**

The layby in Clarks Lane – this had been discussed although it was not in Tatsfield.

White Lines, Westmore Road – These were still awaiting a start date.

1726/0918 Yellow lines in the village - The Clerk was requested to arrange a meeting for members with David Curl (SCC).

**(e) Annual Risk Assessments**

This is now due to be carried out.

1727/0918 Althea Davies and Ian Mitchell agreed to organise this and report back before the November main meeting. They would ask Mike Sarll to accompany them.

**(f) SCC Vision 2030 meeting – report**

Kim Jennings attended the meeting and provided the following report:

Vision for Surrey 2030 meeting at Tandridge Council Offices, Oxted. The meeting was run by the SCC Leader, Cllr David Hodge. Many local councillors, both Parish and District, were present from Tandridge district. A film had been made by Cllr Hodge showing Surrey's vision and this is available for PCs to view. The main point was to explain that Surrey plans to devolve powers down the ranks to both District and Parish councils with grants and money being available. This will hopefully mean that projects can be achieved more quickly and easily.

**(g) Bus Lane enforcement**

1728/0918 Althea Davies agreed to complete the survey on behalf of the PC.

**(h) The Parade - update**

Pippa and Vanessa Mitchell had confirmed that the refurbishment work was scheduled to finish mid-September and keys would be handed to the new shop tenants, Sheree and Simon Cook who hope to have the shop (and tea room) open mid-November.

**(i) Asset of Community Value – update**

The Clerk confirmed she had hand delivered the paperwork in early August. There had not yet been a response.

**(j) 'No horses' signs for Tatsfield Green and Scout Hut path**

It was agreed that an additional sign was needed for the footpath on the green and the new footpath (Cameron Way). Also, two signs were needed for the new Scout Hut path.

1729/0918 The Clerk was requested to order new signs x4.

**(k) TPO Application to Bromley for land off Avenue Road, Biggin Hill**

Members agreed no action was needed.

**(l) Remembrance Service**

Dave Bishop had requested PC permission to hold the Remembrance Service again this year on Saturday 10<sup>th</sup> November. He would like to have a permanent flagpole erected on Memorial Green. Members requested further details re costs before making a decision.

**(m) Hedge Cutting request Church Hill, Rag Hill and Tatsfield Lane**

Nichola Stokoe confirmed that hedges can now be cut. SCC had outlined action to be taken: homeowners/landowners should be requested to cut hedge(s). If no action is taken, contact SCC and an officer will visit and advise action needed and set a deadline. If no action is taken, SCC will cut hedge and bill landowner.

1730/0918 Nichola Stokoe agreed to include this in the Chairman's report in the Parish Magazine.

**12. Reports from County Councillor, District Councillor, Village Organisations and External Organisations**

**a) County Councillor**

No report

**b) District Councillor**

- There would be a meeting of the Surrey County Partnership Board.
- Next week there would be a meeting for the Community Services Ctte
- Cllr Allen would be unable attend the Finance meeting as he would be chairing the NP meeting – the Finance Ctte would be meeting to discuss the future of the Douglas Brunton Centre and housing priorities.
- Cllr Allen had visited the owner of Thistledown and was waiting on the official report from TDC.
- TDC has received the new Moorhouse application – Cllr Allen will circulate the weblink.
- Cllr Allen would continue to chase leaflets and the Tandridge magazine – it appears Tatsfield is not receiving them.
- The new entry onto Greenway has been reported.
- Cllr Allen has made an approach to the club to help with recent misunderstandings with the shop.
- Cllr Allen has contacted Melanie Stevens (LBB) to follow up No HGV signs on LHL.
- PFA – Cllr Allen had indicated that he was waiting for all parties to be available for a meeting.

**c) Tatsfield in Bloom**

SSEIB results day – Friday 14<sup>th</sup> September. The PC wished TiB good luck.

**d) Tatsfield Fairtrade Group**

The Fairtrade Group would be manning the tea tent at the Remembrance Service and the morning of the Beer Festival. They will be selling the school cookbook.

**e) Horticultural Society**

The Autumn Show was held on Saturday 8<sup>th</sup> September. There were 320 entries from 44 members. There were more people through the door than last year. The Garden Club would be meeting on 10<sup>th</sup> October – Jon Allbutt would be giving a talk.

**f) Village Hall Management Committee**

The new porch and door had generally been well received with lots of positive comments. There were still issues with the door being so transparent and solutions were being investigated.

**g) Airport**

No report.

**h) Speedwatch**

No report.

**i) Neighbourhood Plan**

The NPSG was hoping to finalise the Call for Sites / Business Survey / Housing Needs Survey at the meeting on 11<sup>th</sup> September. P.24 in the Parish Magazine had elicited 48 comments.

**j) GDPR**

Althea Davies confirmed that there had been no further meetings. It was proposed that GDPR was removed from the reports list.

**k) Tatsfield Responders**

Phil Clark had provided the following update:

'I have been trying to get an update from SECamb about call volumes, response times and future plans for recruiting CFRs. AS yet, I do not have an answer to any of the above. I will be at the meeting on 8<sup>th</sup> October and will hopefully be able to update further then'.

**13. Parish Council Land/Property**

**a) Village Hall**

- Porches/ doors

The new porch and door had received many positive comments. However, it was noted that there was some staining to the brick rendered plinth.

1731/0918 The Clerk was requested to follow this up with James Blunt.

- Parking

Parking was still an issue. Cars were being left overnight. The clerk was chasing quotes for signs.

**b) Tatsfield Green**

- Tatsfield Lodge – Boundary Dispute (under Part 2)

This item will be discussed under Part 2.

**c) Westmore Green**

- Pond
- Runoff water from the Village Club – members discussed the three quotes.

1732/0918 It was resolved that Dave Mitchell's quote for the deep flow guttering be accepted and the iPave quote for the pipe/tarmac work. This was subject to a meeting between Mike Sarll and Jon Allbutt to discuss the sump.

The Clerk noted that it may be necessary to engage the services of a professional company to clear the invasive species as this may be too big a job for the volunteers. They had indicated that they would then focus on maintenance.

**d) AMB**

- Building Works quotes

Kim Jennings showed members the drawings that had been drawn up showing the current layout and the proposed changes.

1733/0918 Members resolved to accept the proposals and it was agreed that Kim Jennings would ask the architect to formally draw up the proposed works.

**14. Meetings to attend/ correspondence**

- Village Club correspondence – copy of complaint sent to TDC re: the shop.
- The chairman offered thanks to Jon Allbutt, Jim Yeeles and the volunteers for all their recent work on the pond.
- TVA AGM – 27<sup>th</sup> September 12pm – 2.30pm. No-one to attend.
- TDC Housing Strategy Meeting – Kim Jennings to attend.
- Letter received from Mrs Rudd requesting an update on the boundary dispute with Tatsfield Lodge.
- Parish Assembly meeting – Wednesday 19<sup>th</sup> September 6.30pm – the Clerk and Ian Mitchell to attend.
- TDC Local Committee meeting – 21<sup>st</sup> September 10.15am. No-one to attend.

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

- Verge cut funds request from TDC – in principle the PC agreed to pay towards this. Payment would have to come from CIL monies.
- Local Plan – the PC response had been submitted. TDC had responded to request this is resubmitted highlighting how the comments relate to a general test for soundness of the Local Plan. Ian Mitchell to rewrite the response and the Clerk would submit.

**16. Matters for reporting or Inclusion in a Future Agenda**

None

Final public participation:

None

The meeting closed at 10.30pm