

**MINUTES of a Meeting of Tatsfield Parish Council held on the 13<sup>th</sup> June 2022 in the Meeting Room, Aileen McHugo Building, Westmore Green, Tatsfield TN16 2AG commencing at 8.00 p.m.**

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

**In Attendance:** Samantha Head (Clerk)  
Cllr Martin Allen (TDC)  
Cllr Becky Rush (arrived at 8.28pm)

And 3 parishioners

The meeting commenced at 8.00 pm

**1. APOLOGIES**

None

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

3570/0622 Jason Syrett declared an interest in item 11a – Tatsfield Green, Boundary Dispute. He took no part in discussions for this item.

**3. Approve and sign the MINUTES of the previous meeting held on 9<sup>th</sup> May 2022**

3571/0622 It was resolved that the minutes reflected a true and accurate record of the meeting held on 9<sup>th</sup> May 2022. They were duly signed by the Chair.

**4. Receive and accept the MINUTES of the Neighbourhood Plan Steering Group meeting held on 20th April 2022**

3572/0622 It was resolved to receive the minutes of the Neighbourhood Plan Steering Group meeting held on 20th April 2022.

**5. Public Participation**

- The Parish Council was thanked and congratulated on a wonderful celebration of the Queen's Jubilee.

**6. Officer's report**

- The Clerk confirmed the additional ash tree survey had been booked for 8<sup>th</sup> and 9<sup>th</sup> August.
- A VAT refund had been confirmed and credited to the Parish Council's account.
- The clerk had submitted an expression of interest for 200 whips and feathered trees to SCC as part of its tree planting scheme. More details would follow in the autumn.
- There had been an issue with the VH drains. Thames Water visited and, after carrying out an investigation, found a blockage which was cleared the same day. No charge for the service.

**7. PLANNING:**

**(a) Planning Team for June: David Pinchin and Ashley Clifton**

3573/0622 It was resolved that the planning team for June would be David Pinchin and Ashley Clifton.

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

**TA/2022/485 107 Paynesfield Road, Tatsfield TN16 2BQ**  
Demolition of single garage. Erection of double garage.

The property is in the defined village and the proposal is to erect a double garage which is only marginally bigger than the existing garage.

3574/0622 Comment: No comment

3575/0622 The Clerk was requested to inform Tandridge Planning Department of the Council's decision.

**8. Finance:****(a) Finance Team for June: David Pinchin and Ashley Clifton**

3576/0622 It was resolved that the Finance Team for June would be David Pinchin and Ashley Clifton.

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

3577/0622 Items on Appendix B were duly approved. Payments and supporting invoices were checked and signed by members of the Finance Team for June.

**(c) Items for expenditure:**

- Down to Earth Trees – Ash Tree Survey - £640 plus VAT £128 = £768 (to ratify)
- Grant to St Mary's Flower Festival - £150 (to ratify)
- PHS Contract for AMB – detailed costings circulated to members
- Large poppies £3 each

3578/0622 Members approved all the above expenditure. It was agreed to order 30 of the large poppies.

**(d) Internal Audit 2021-22**

The Clerk met the Internal Auditor on 11<sup>th</sup> May. The audit went smoothly and was completed in record time. The auditor sent the following report:

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, as set out in the Governance and Accountability for Local Councils Practitioners' Guide 2021 and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council. I will carry out my duties without bias and follow the Public Sector Internal Audit Standards 2012 - to enable the Council to comply with these Standards and the Accounts & Audit Regulations 2015.

There are not any matters to raise – well done.

Members congratulated the Clerk on a successful audit.

**(e) Annual Governance and Accountability Return – Approval of Annual Governance Statement for AGAR 2021-22**

3579/0622 It was resolved to approve the Annual Governance Statement for the 2021-22 Annual Governance and Accountability Return (AGAR). All boxes were ticked and the AGAR was signed as indicated by the Clerk and Chairman.

**(f) Annual Governance and Accountability Return – Approval of Annual Accounts and Annual Return, Balance Sheets and Notes for AGAR 2021-22. Sign as required.**

3580/0622 It was resolved to approve the Annual Accounts for the 2021-22 Annual Governance and Accountability Return (AGAR). All boxes were ticked / completed as required and the AGAR form was signed by the Clerk and Chairman.

**9. Notified Items****(a) Platinum Jubilee**

Kim Jennings noted that the Jubilee celebrations were extremely successful. The Beacon lighting on 2<sup>nd</sup> June was a fantastic event and over 1,000 people attended, as well as the MP Claire Coutinho. The concert hosted by the Tatsfield Singers on the Saturday evening was lovely and Sunday's picnic was very popular and the weather held. Support from the village was super and the PC Chairman will be sending thank you letters to all involved. The PC congratulated and thanked Kim Jennings and Ian Hayman for all their hard work in organising the four-day celebration.

Kim Jennings noted that some photographs marking the Jubilee would be printed on to canvas and displayed in the meeting room.

**(b) Appoint Internal Auditor for 2022-23**

The current auditor had indicated that he would be happy to stand as the Council's internal auditor for the financial year 2022-23 but would be retiring after that.

3581/0622 Members agreed to appoint Peter Frost as the PC's Internal Auditor for 2022-23.

**(c) VAS sign**

Ashley Clifton said that he had met the SCC officer two weeks previously and had purchased the tool needed to remove the VAS sign from the post. He would arrange to meet him again in a couple of weeks' time to move the sign to a new location and hand back the battery which has been borrowed. John Rand would attend the meeting.

**(d) Request to hold picnic on Westmore Green on 21<sup>st</sup> August**

Dave Bishop had written to the PC to request permission and funding for a picnic to be held on 21<sup>st</sup> August. Members raised some queries and concerns. Primarily, did the village need another picnic / event so soon after the Jubilee and just two weeks before the beer festival. Additional concerns were made around funding as this

had not been included in the PC's budget for this financial year. As this would not be a PC run / sponsored event, then event insurance and necessary risk assessments would need to be obtained / completed. The PC was, however, happy to give permission for the event to be held on Westmore Green.

3582/0622 The Clerk was asked to write to Dave Bishop.

**(e) Request to hold Remembrance Service on Saturday 12<sup>th</sup> November**

Dave Bishop had written to the PC to ask for funding for the annual Remembrance Service, although an actual amount had not been specified. Members expressed concerns regarding the expenditure on the band and the increased number of wreaths that are laid. Members felt that perhaps a lone trumpeter and recordings would be more suitable and that the number of wreaths laid during the ceremony should be limited, with the opportunity for other wreaths to be laid after the service had finished. It was suggested that the PC agree this with Dave Bishop.

**(f) Request to hold Christmas Carol Singalong on Friday 16<sup>th</sup> December**

Dave Bishop had asked the PC for further financial support for the Christmas Carol Singalong. Again, no amount had been specified.

3583/0622 Members agreed the request but on the condition that costs were agreed in advance of any bookings being made.

**(g) Parish Council Bakery Session**

A request had been received to restart the PC's drop-in sessions on Saturday mornings.

3584/0622 Members agreed to restart the sessions which would be held between 11:00 and 12:00 on the 3<sup>rd</sup> Saturday of the month, with the venue alternating between the Bakery and Sheree's Tearoom. Saturday 17<sup>th</sup> September would be the first session.

**(h) Your Fund Surrey**

Alex Davies reported that the application had been successful and she had submitted all the necessary paperwork in order for the funds to be released. On stumbling block was that SCC was asking for confirmation of insurance cover but the PC's insurer has stated that the picnic benches cannot be insured until they have been purchased by the PC. Becky Rush agreed to follow this up.

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

**a) County Councillor**

Becky Rush gave the following report:

- She had reported the missing sign on Clarks Lane.
- She was working on getting an extension to the sign on Paynesfield Road (by the junction with Crossways) as it was currently buried in the adjacent hedge.
- Kim Jennings asked for a 'not suitable for HGVs' sign on Church Hill near the old school. There was one at the Clarks Lane end but lorries were still driving along the lane. Becky Rush would look into this.

**b) District Councillor**

Martin Allen gave the following report:

- Adverts had been posted for vacancies at TDC – Head of Planning and Head of Development. In addition, the interim Head of HR has just left their post.
- TDC is now making applications to the high Court to obtain injunctions and these were proving more effective.
- The Standards Cttee met to investigate a complaint against a TDC councillor. The allegation of bullying was upheld.
- Tandridge has 112 households hosting Ukrainian families, with 148 individuals out of 275 already in their new homes.
- Martin Allen remains the Vice-Chair of the Audit and Scrutiny Cttee.

**c) Neighbourhood Plan**

Jason Syrett gave the following update:

The Neighbourhood Plan Steering Group continues to meet regularly and has its next meeting scheduled for next week. The plan has been updated to reflect the comments made at the public consultation and the comments received from TDC.

**d) VHMC**

There was no report. Although two matters were raised – the exterior decorating has been started and the VHMC agreed to proceed with the contract from PHS. The VHMC is worried about the increase in anti-social behaviour around the VH.

**e) THS**

John Rand attended the meeting and noted that the year book was out now. There would be a visit to the Titsey Estate and the Autumn show would be held on 10<sup>th</sup> September. The Cttee is appealing for new volunteers to join them.

**f) PFA**

Jason Syrett gave the following report:

Jason Syrett attended an online meeting with TDC officers on 11<sup>th</sup> May and the following was discussed:

**Interim Position:**

We discussed at the meeting on 11th May the need to regularise the Tenancy at Will between TDC and the Tatsfield PFA which remains outstanding from August last year. TDC have chased this recently with the Chair/Secretary of the PFA and the PC is chasing for a meeting for them to resolve this asap.

**New Lease:**

TDC are open to discussing draft terms with Tatsfield Parish Council to enter into a new lease of Furze Corner. The following points were discussed on 11th May:

- a) The PFA will need to surrender the current lease – the PC is asking for a minuted meeting from them to agree to this so that the PC can progress further its discussions.
- b) TDC need to resolve the installed gate/access barrier – TDC's legal team is working on this.
- c) Tatsfield Parish Council proposes a long lease of 99 or 125 years to allow significant investment by the Parish Council (in excess of £1m) in Furze Corner. TDC have said that a 25-year lease may be possible but will need to discuss a longer lease further with colleagues.
- d) The PC has discussed substantially funding the investment for a new pavilion and ground improvements via Your Fund Surrey, Tandridge CIL and perhaps Sports England.
- e) TDC has noted that the leaseholder will be responsible for the pavilion building under the lease.
- f) TDC has proposed that the ground rent would be a similar figure to that which the PFA has been paying- a full grant subsidy should be available from TDC.
- g) TDC would expect the leaseholder to contribute to grass cutting (further details requested within TDC from Ian Hudson) – however, TDC and the PC need to agree that the freeholder remains responsible for boundary hedge/fence/gate maintenance. This would be c. £3,700 per annum.

**Business Plan:**

TDC would like to see a 3yr business plan to support the lease discussions. To date the PC has provided a draft development plan and a draft cost plan for the pavilion project.

TDC has said that the aim of providing this business plan is to demonstrate that the leaseholder will be able to sustain the lease and has a viable plan for the future. However, as the PC's first 2-3 years will be the pavilion redevelopment project and with very little income other than sustaining the cricket team and funding the build, TDC has instead been offered 3 years of the Parish Council audited accounts to demonstrate that it is a stable, funded going entity with experience of managing property and land.

Jason Syrett has another meeting with TDC arranged for later in the week but would like to know if other members wish for him to continue lease discussions on behalf of the PC. He also suggested that a fundraising committee for the project / run the site should be set up.

3585/0622 Members agreed that Jason Syrett should continue these lease discussions.

**g) Police**

The Clerk had emailed the police to notify them of tonight's meeting. No report.

**11. Parish Council Land/Property**

**a) Tatsfield Green**

- Boundary Dispute (Under Part 2)  
This was discussed under Part 2.

**b) Village Hall**

- Request to have CCTV cameras outside VH  
The VHMC Secretary had written to the PC to ask if there would be any objections to the VHMC putting forward a proposal to have CCTV cameras installed on the outside of the VH.  
Members agreed they were happy to look at a proposal from the VH but did note that any installation of CCTV should not present any safeguarding issues for Little Acorns.

**c) MUGA**

- MUGA hire review  
Kim Jennings has received correspondence from a local resident who is using the MUGA on Saturday mornings to hold exercise classes for which she charges a fee. Kim Jennings has responded to say that she would need to pay for this hire of the MUGA.  
It was further discussed that there was some work needed at the MUGA: all the court lines needed repainting and the tennis nets needed to be repaired.

3586/0622 Members agreed that a hire charge of £10 p/h should be invoiced to those hiring the MUGA.

Kim Jennings and Alex Davies would meet Sally Lake to discuss her request to use the MUGA for tennis lessons on Saturday mornings.

**12. Meetings to attend/ correspondence**

SALC Chairman's Forum – 22<sup>nd</sup> June 7pm on Zoom

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

PC Annual Risk Assessments

Final public participation:

- A resident raised the deterioration of the pavement along Crossways (between Paynesfield Road and Westmore Road).

The meeting closed at 9.45pm

The next Parish Council meeting would be held on Monday 11<sup>th</sup> July 2022 at 8pm.