

Chelsham & Farleigh Parish Council

Parish Clerk: Samantha Head

E-mail: clerk@chelshamandfarleigh-pc.gov.uk

Members of Chelsham & Farleigh Parish Council are summonsed to the meeting being held on **Monday 13th May 2024 at Farleigh Hall, Farleigh Court Road at 7pm**

Samantha Head - Clerk

Signed: *SHead*

7th May 2024

Members of the public and press are welcome to attend the meeting however it would be appreciated if the Clerk could be notified in advance.

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 for absence**
- 6. Declaration of Disclosable Pecuniary Interest by Councillors of personal pecuniary interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the new Code of Conduct. Anyone with prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.**
- 7. To approve and sign the minutes of the previous meeting held on 8th April 2024**
- 8. Approve the Code of Conduct**
- 9. Proposal for and agreement on Planning working Group**
- 10. Proposal for and agreement on Terms of Reference for Planning Working Group**
- 11. Proposal for and agreement of Roles and Responsibilities for the coming year**

for Parish Councillors

- 12. Review of Standing Orders**
- 13. Review of Financial Regulations**
- 14. Review of Asset Register**
- 15. Review of Financial Risk Assessment**
- 16. A period of fifteen minutes is available for the public to express a view or ask a question on relevant matters on the following agenda. The public are requested to keep their question(s) brief. In addition, it will be at the Chairman's 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.**
- 17. Officer's report**
- 18. Matters Arising (for information only)**
- 19. Reports**
 - a) County Councillor**
 - b) District Councillors i) Anna Patel, ii) Perry Chotai and iii) Jeremy Pursehouse**
 - c) Warlingham Library meeting - 24th April 2024**
- 20. To consider request from Fresh Water Habitats to test Chelsham Common pond for presence of Great Crested Newts**
- 21. Relief in Need charity - to consider Chelsham and Farleigh Parish Council liaison**
- 22. Parish Council Insurance Policy renewal**
- 23. Pond, Chelsham Common - to consider the possibility of installing handrails on bridges**
- 24. Authorise expenditure:**
 - Zoom Pro - 1-99 users, £12.99 month or £129.90 a year**
 - Removal of branch over footpath by pond - £180.00***
 - Ditch clearance on PC owned land - ditch runs parallel to primary school - up to £300.00***
- 25. Planning - to determine the Parish Council's position on Appendix A: TA/2024/453/TPO 5 East Parkside, Chelsham, Warlingham CR6 9PY**

Please refer to the photos provided. Lime - Re-pollard back to previous cut points.

**TA/2024/436/NH 21 Parkside Mews, Chelsham, Warlingham CR6 9PU
Erection of a single storey extension, which would extend beyond the rear wall of the original house by 4.00 metres, for which the maximum height of the eaves would be 2.92 metres. (Notification of a Proposed Larger Home extension)**

**TA/2024/435 21 Parkside Mews, Chelsham, Warlingham CR6 9PU
Erection of single storey side extension. (Certificate of Lawfulness for a Proposed Development)**

**KCC/SE/0495/2018 Covers Farm Quarry, Westerham, Kent
Stabilisation and restoration of Covers Farm Quarry using imported engineering materials to restore the site to grassland, including landscape planting and an ecological receptor area together with a temporary road and ancillary building.**

26. Finance

Payment of invoices

Samantha Head	Salary	£ 504.00
ICT Vision	Hosting emails accounts	£ 172.80
ICT Vision	Website hosting and support	£ 161.26*
Diane Malley	Payroll admin	£ 120.00*
Clear Councils	Insurance renewal	£ 510.42
Jan Moore	APM expenses	£ 81.49
Golden Spruce Tree Surgeons	Tree work	£ 400.00*

***to be ratified**

27. Meetings to attend / correspondence

- Surrey County Council - Public Footpath 11 (Chelsham & Farleigh) Temporary Prohibition of Traffic Order 2022**

28. Matters for reporting or inclusion in a future agenda