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 11th May 2026 at Farleigh Hall, Farleigh Court Road at 7pm

Samantha Head - Clerk

Signed: SHead 5th May 2026

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.

A G E N D A

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 council meeting held on 13th April 2026**

8 **Approve Code of Conduct for Parish Councillors**

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 on Roles and Responsibilities for the coming year for Parish Councillors**

12 **Review of Standing Orders**

13 **Review of Financial Regulations**

14 Review of Financial Risk Assessment

15 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.

16 Officer's Report

17 Matters Arising

18 Reports:

a) **County Councillor**
b) **District Councillors: i) Cllr Anna Patel, ii) Cllr Perry Chotai, iii) Cllr Jeremy Pursehouse**
c) **Library – meeting 22nd April 2026**
d) **Charity in Need – meeting 23rd April 2026**
e) **Biggin Hill Airport report**

19 Parish Council Insurance Policy renewal

20 Parish Council Risk Assessments 2026 – receive reports and agree actions / recommendations

21 Fire – horse manure – Kennel Farm Field – action?

22 Planning – to determine the Parish Council's position on Appendix A: TA//2026/434/TCA Fairchildes Farm, Fairchildes Lane, Warlingham CR6 9PH G1) – group of ash trees – Growing within hedge – reduce to hedge height.

23 Finance

i. Items for expenditure:
- **Tatsfield Aquatics and Landscaping – install new dog waste and general waste bins on Chelsham Common: £50.00**
- **Tatsfield Aquatics and Landscaping – install new section of wooden poles, weed membrane, stakes and fixings near pond and lay new bark chip, plus new bark chip along existing section of path: £936.40 (£346.40 – materials, £590 – labour x2 pers. for 1 day)**
- **Farleigh Noticeboard – repairs – max. £150 (to be ratified)**

ii. Receive monthly bank reconciliations – to be signed by two councillors
iii. Receive monthly budget v actual Year to Date spend report
iv. Payment of invoices

Samantha Head	**Salary**	**£562.40**
ICT Vision	**SSL Certificate renewal 2026-27**	**£60.00**

Tony Norris	**Clearance of fallen tree Bull Green**	**£60.00****
Jan Moore	**APM expenses**	**£ 74.24**
Lloyds Bank	**Fees – April**	**£4.25***
Clear Councils	**Renewal premium**	**£tbc**

***already paid by DD**
****to be ratified**

25. Meetings and Correspondence

26. Matters for reporting or inclusion in a Future Agenda