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 1st June 2026 at Farleigh Hall, Farleigh Court Road at 7pm

Samantha Head - Clerk

Signed: SHead 26th 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. **Apologies for absence**

2. **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.**

3. **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.**

4. **To approve and sign the minutes of the council meeting held on 11th May 2026**

5. **Election of Vice Chairman**

6. **Declaration of Acceptance of Office of Vice Chairman**

7. **Officer's report**

8. **Matters arising (for information only)**

9. **Reports:**

a) County Councillor

b) District Councillors i) Cllr Jeremy Pursehouse, ii) Cllr Anna Patel, iii) Perry Chotai

10. **Review of Roles and Responsibilities for 2026-27**

11. Agree date for Chelsham Common cuts

12. Land North of Chelsham Road application - update

13. Planning – to determine the Parish Council's position on Appendix A:

TA/2026/303 Land Adjacent to Caravan Site CR6 9QG
Application for the material change of use of land to provide an extension to an existing Gypsy / Traveller site, comprising the stationing of 6 static caravans.

TA/2026/364 9 East Parkside, Chelsham, Warlingham CR6 9PY
Erection of a single storey garden building within the rear private amenity space, to accommodate a gym. The proposal will have overall dimensions of 7.5m in width, 4m in depth and 2.8m in height.

TA/2025/525/Cond1 Land at Beech Farm Road, Warlingham CR6 9QT
Details pursuant to the discharge of Condition 2 (Site Development Scheme) of planning permission ref: 2025/525 dated 16/02/2026 (Extension of existing traveller site and associated change of use of land to form 5no. additional pitches, each comprising the siting of 1no. mobile home and 1no. touring caravan and the erection of 1no. dayroom, alongside formation of new site access and amendments to existing pitches to facilitate revised layout).

14. Finance

i. Items for expenditure:
- **Earth Anchors Ltd – Picnic bench – price - tbc**

ii. Receive and Accept Year End Internal Audit report and recommendations

iii. Annual Governance and Accountability Return – Approval of Annual Governance Statement for AGAR 2025-26

iv. Annual Governance and Accountability Return – Approval of Annual Accounts and Annual Return for AGAR 2025-26

v. Appoint Internal Auditor for 2026-27

vi. Receive monthly bank reconciliations – to be signed by two councillors

vii. Receive monthly budget v actual Year to Date spend report

viii. Payment of invoices

Samantha Head	**Salary – May**	**£456.00**
April Skies Accounting Ltd	**Year End audit fee**	**£160.00**
Lloyds Bank	**Fees**	**£4.25***
Tony Norris	**Ditch clearing and pond debris**	**£60.00**

***already paid by DD**

15. Meetings and Correspondence

16. Matters for reporting or inclusion in a Future Agenda