

**Minutes of a meeting of Chelsham and Farleigh Parish Council held on 15th May 2023 in Farleigh Hall, Farleigh Court Road at 7.00pm**

**Present:** Cllr Jan Moore (in the Chair)

Cllr Peter Cairns Cllr Neil Chambers Cllr Jeremy Pursehouse (left after item 8)

Cllr Barbara Lincoln (after item 8)

**In attendance:** Samantha Head (Clerk)

And 1 parishioner

The meeting commenced at 7.03pm

**1. Election of Chairman**

0046/0523 Jan Moore asked for nominations for the office of Chairman from the members present. Jeremy Pursehouse proposed Jan Moore and this was seconded by Peter Cairns. There were no other nominations and all were in agreement with the proposal. Jan Moore was duly elected as Chairman

**2. Declaration of Acceptance of Office of Chairman**

Jan Moore signed her declaration of Office of Chairman witnessed by the Clerk.

**3. Election of Vice-Chairman**

0047/0523 Jan Moore asked for nominations for the office of Vice-Chairman from the members present. Jan Moore proposed Peter Cairns and this was seconded by Neil Chambers. There were no other nominations and all were in agreement with the proposal. Peter Cairns was duly elected as Vice-Chairman.

**4. Declaration of Acceptance of Office of Vice-Chairman**

Peter Cairns signed his declaration of Office of Vice-Chairman witnessed by the Clerk.

**5. Apologies for absence**

None

**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 exemption applies, or a dispensation has been issues, withdraw from the meeting.**

Declaration of Interest forms were completed.

No declarations of interest for this meeting.

**7. To approve and sign the minutes of the previous council meeting held on 3rd April 2023**

0048/0523 Members resolved that the minutes reflected a true and accurate record of the meeting held on 3rd April 2023. They were duly signed by the Chair.

**8. Co-option to Parish Council**

0049/0523 Peter Cairns proposed Barbara Lincoln for co-option to the Parish Council. This was seconded by Neil Chambers. Barbara Lincoln was unanimously voted on to the Parish Council and signed her Declaration of Acceptance of Office witnessed by the Clerk.

**9. Approve the Code of Conduct for Parish Councillors**

0050/0523 Members approved and adopted the Code of Conduct for Parish Councillors.

**10. Proposal for and agreement on Planning Working Group**

0051/0523 The Parish Councillors agreed to form a Planning Working Group. Members of the Working Group would be: Peter Cairns (Chairman), Neil Chambers and Jan Moore.

**11. Proposal for and agreement on Terms of Reference for Planning Working Group**

The Clerk had drafted and circulated a Terms of Reference for the Planning Working Group.

0052/0523 Members approved the Terms of Reference and the three members of the Planning Working Group signed a copy in agreement.

**12. Proposal for and agreement of roles and responsibilities for the coming year for Parish Councillors**

The Clerk had circulated a spreadsheet outlining the roles and responsibilities for the Parish Councillors for 2023-24. Members agreed who will take on each role / responsibility.

0053/0523 It was agreed that the following roles would be undertaken by these Parish Councillors:

Representatives on outside bodies:

Barbara Lincoln: Warlingham Library

Working Groups:

Jan Moore: Planning Working Group

Peter Cairns: Planning Working Group

Neil Chambers: Planning Working Group

Responsibilities:

Jan Moore: CR6 articles, Risk Assessments

Peter Cairns: Risk Assessments, Noticeboard - Farleigh

Neil Chambers: CR6 articles, Risk Assessments,

Jeremy Pursehouse: Facebook Posts and Updates

Barbara Lincoln: Risk Assessments, Noticeboard - Chelsham

**13. Review of Standing Orders**

0054/0523 The Parish Council acknowledges that the Standing Orders are due for review but defer this to a future agenda.

**14. Review of Financial Regulations**

0055/0523 The Parish Council acknowledges that the Financial Regulations are due for review but defer this to a future agenda.

**15. Review of Asset Register**

The Clerk had updated the Asset Register and revised the layout.

Members noted that CFPC 008 were recycled plastic benches, not wooden benches.

Members further noted that other pieces of Parish Council land should be added to the Asset Register.

This item was deferred to a future agenda.

**16. A period of fifteen minutes is available for the public to express a view or ask 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.**

None

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

None

**18. Reports:****a) County Councillor**

No report

**b) District Councillor**

No report

**19. Future of Farleigh Common update**

There had been a meeting the week before between Tandridge District Council, the Parish Council and Merton College. All parties have gone away to obtain further costings for the required maintenance for the common.

**20. AONB**

Cllr Chambers had circulated to all members a draft response for submission to Natural England. A issue has been how to submit the Parish Council's response as the submission form was not a suitable format.

0056/0523 Members resolved to submit the Parish Council's submission as per the draft response. Members further resolved for Cllr Chambers to submit the response, on this occasion, due to the IT constraints of the submission.

**21. Trees - Ledgers Road**

Several trees were overhanging Ledgers Road (at the junction of Chelsham Common Road) and required a crown lift. Lanacre Professional Tree Care had provided a quote for £295 plus Vat)

0057/0523 Members approved the quote and requested the Clerk arrange for the tree work to be carried out.

**- Bridleway 8, Mill Common (For information only)**

The Clerk had received an email from Surrey County Council stating that a tree had fallen across Bridleway 8. The clerk visited site and cut back the fallen tree to more than the width of the bridleway, clearing the obstruction. All fallen / cut branches were left in the woods.

**22. Chelsham Common grass cutting**

Members discussed the schedule for cutting the grass on Chelsham Common. Members felt that this should be carried out mid-June, especially given the request by The Bull to use the common for car shows.

Jan Moore would contact Nick Dance to discuss.

**23. The Bull - request to use Chelsham Common**

A request has been made to the Parish Council for The Bull to use the common on the last Sunday of every month for a car show, starting from 28th May.

Members discussed the request and noted that the fire risk from catalytic convertors (although usually fitted to more modern cars, can sometimes be retro fitted to older models) and suggested that this is included in The Bull's risk assessment.

0058/0523 Members agreed that The Bull could use the common on Saturday 28th May, provided the following conditions were met:

- A copy of The Bull's Public Liability Insurance is provided to the Parish Council.
- A copy of The Bull's Risk Assessment is provided to the Parish Council.
- The Bull agrees that the common is left in the state it was found before the event.
- The £50 fee is paid 7 days in advance of the event.

Future dates are subject to review.

**24. Handyman - quotes to be agreed**

James Malone has provided a quote to strip down and clear the grass and leaves around the base of the bus shelter, remove the flaking paint, give a light rub down, prep and paint - £120 labour and £40 materials. Total: £160.

He has also provided a quote to replace the post for the Farleigh sign - £90 labour, £110 materials, £30 to dispose of old post. Total: £230

The quote for the Farleigh noticeboard is to follow.

0059/0523 Members approved the quote for the bus shelter and the Farleigh sign and requested the Clerk arrange for the work to be carried out.

**25. Pond - Your Fund Surrey application - quote from Tatsfield Aquatics Ltd**

The Clerk had circulated a quote from Tatsfield Aquatics Ltd for work at the pond. The Clerk proposed to apply to Your Fund Surrey for funds to cover the work but suggested that Parish Council agrees an element of match funding.

0060/0523 Members agreed to apply to Your Fund Surrey and approved match funding of up to 10% of the total cost.

**- Quote for signage**

The signage around the pond needs updating and to clearly advise of the danger of deep water. The Clerk had obtained a quote for this and two options of sign. The cost would be £520 plus Vat.

0061/0523 Members preferred option 2 but suggested removing the word 'the' before 'ice'. Members agreed to combine this quote in with the Your Fund Surrey application.

**26. Parish Council insurance policy renewal**

The Parish Council's insurance is due for renewal. Due to limited number of companies providing insurance, the Clerk had only been able to obtain 2 quotes for the insurance renewal. These had been circulated to members. The current policy is due to expire on 31st May.

Cllrs Chambers and Lincoln highlighted the decontamination and clean up expense and queried whether it would cover the Council in the event of a traveller incursion on to PC owned land. They further queried whether the legal expense element would also cover traveller incursion. The Clerk confirmed that she would find out.

0062/0523 Members agreed, subject to the responses to the above questions, to continue cover with BHIB at £444.88 for the year.

**27. Parish Council communication**

0063/0523 Members agreed to share and circulate the phone numbers for the Clerk and all councillors. Members were also asked to 'reply all' to emails so that everyone was copied in on all communication.

**28. Planning - to determine the Parish Council's position on Appendix A**

**TA/2023/324 North Lodge, Featherbed Lane, Warlingham CR6 9PL**

Amendment to previously approved appeal (APP/M3645/D/21/3275936) for the demolition and proposal of a front porch and new roof with minor alterations to the facade of the existing building. (Comment to be ratified)

0064/0523 Members had agreed a comment of 'No comment'. This response was ratified by members.

**Appeal: ENF/2021/53**

**APP/M3645/C/23/3318043**

**Allesley Cottage, Farleigh Common, Warlingham CR6 9PE**

**Surrey Van Centre**

0065/0523 Members agreed to submit the following comment to the Planning Inspectorate: Chelsham and Farleigh Parish Council objected to both applications relating to this appeal - references TA/2021/1682 and TA/2021/897. The Council would like to clarify that still objects and wishes to refer the Planning Inspector back to the Parish Council's original comments raised in its objections.

**29. Finance**

**Payment of invoices:**

Samantha Head	Salary	£476.00
Down to Earth Trees.	Tree work	£1194.00

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Lanacre Professional Tree Care	Tree work	£1620.00*
DM Payroll Services Ltd	Payroll services 23/24	£120.00
Warlingham Events	Grant	£300.00*
Earth Anchors Ltd	Dog Poo / litter bin	£576.00

\*items already paid but to be ratified

0066/0523 Members approved the payments. The invoices were checked and initialled by Cllr Moore.

**30. Matters for reporting or inclusion in a Future Agenda**

- Standing Orders
- Financial Regulations
- Asset Register

The meeting closed at 9.22pm