

Minutes of a meeting of Chelsham and Farleigh Parish Council held on 13th May 2024 in Farleigh Hall, Farleigh Court Road at 7.00pm

Present: Cllr Jan Moore (in the Chair)

Cllr Neil Chambers Cllr Fullerton-Batten Cllr Jeremy Pursehouse
Cllr Barbara Lincoln Cllr Alex Andrews

In attendance: Samantha Head (Clerk)

Cllr Anna Patel (TDC) (arrived at 7.25pm)
Cllr Perry Chotai (TDC) (arrived at 7.43pm)

And 3 parishioners

The meeting commenced at 7.01pm

1. Election of Chairman

0150/0524 Jan Moore asked for nominations for the office of Chairman from the members present. Linda Fullerton-Batten proposed Jan Moore and this was seconded by Jeremy Pursehouse. 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

0151/0524 Jan Moore asked for nominations for the office of Vice-Chairman from the members present. Jan Moore proposed Linda Fullerton-Batten and this was seconded by Jeremy Pursehouse. There were no other nominations and all were in agreement with the proposal. Linda Fullerton-Batten was duly elected as Vice-Chairman.

4. Declaration of Acceptance of Office of Vice-Chairman

Linda Fullerton-Batten 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.

None

7. To approve and sign the minutes of the previous council meeting held on 8th April 2024

0152/0524 Members resolved that the minutes reflected a true and accurate record of the meeting held on 8th April 2024. They were duly signed by the Chair.

8. Approve the Code of Conduct for Parish Councillors

0153/0524 Members approved and adopted the Code of Conduct for Parish Councillors.

9. Proposal for and agreement on Planning Working Group

0154/0524 Members of the Working Group were: Alex Andrews (Chairman), Neil Chambers and Jan Moore. By agreement, Linda Fullerton-Batten was added to the group.

10. 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.

0155/0524 Members requested a minor amendment to the terms (underlined)- Terms of Reference point 1 - To meet at least once a month, as business requires it, to review all planning applications and prepare recommendations for the Parish Council to submit to the LPA. Members approved the Terms of Reference.

11. 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.

0156/0524 It was agreed that the following roles would be undertaken by these Parish Councillors:

Representatives on outside bodies:

Barbara Lincoln: Warlingham Library

Working Groups:

Alex Andrews: Planning Working Group (Chairman)

Jan Moore: Planning Working Group

Linda Fullerton-Batten: Planning Working Group

Neil Chambers: Planning Working Group

Responsibilities:

Jan Moore: Banking - payment authorisations, Noticeboard - Farleigh

Linda Fullerton-Batten: Banking - payment authorisations

Neil Chambers: Risk Assessments, Archives

Jeremy Pursehouse: Banking - payment authorisations, Facebook Posts / Updates / CR6 articles

Barbara Lincoln: Banking - payment authorisations, Noticeboard - Chelsham

12. Review of Standing Orders

0157/0524 These had been reviewed by the Clerk and circulated by email prior to the meeting. Members approved the Standing Orders and these were adopted by the Council.

13. Review of Financial Regulations

0158/0524 These had been reviewed by the Clerk, amended and circulated by email prior to the meeting. Members approved the Financial Regulations and these were adopted by the Council.

14. Review of Asset Register

The Clerk had updated the Asset Register to remove the old laptop and add the new one. The Clerk noted that there were additional smaller parcels of Parish Council owned land which need to be added but the Council was awaiting Land Registry confirmation before adding.

0159/0524 Members approved the Asset Register as presented and noted that the additional land parcels would be added in due course. This was signed by the Chairman.

15. Review of Financial Risk Assessment

0160/0524 This has been reviewed by the Clerk and circulated by email prior to the meeting. Members approved the Financial Risk Assessment. This was signed by the Chairman.

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.

- Was there an update on Farleigh Common?
- Was there an update on the proposal for development on Greenhill Lane?
- A parishioner noted that there was a large oak tree situated on PC owned land which had shed x3 branches onto a garden wall and private property. He thanked the Chairman and Clerk for their prompt action and reported that the fallen timber had now been removed. He further noted that there was another large oak behind the property and asked for the Parish Council's consent to prune, at the homeowners expense, the tree to avoid it shedding branches onto their property.
- Congratulations were offered to the x3 District Councillors who had been elected to the District Council at the recent elections and looked forward to seeing them act positively for the parish and district.

17. Officer's report

- The Clerk reported that she had received a response to the enquiry from The Bull to use the common for classic car shows. The landlady had declined the PC's counter offer.
- The Clerk noted that the Internal Audit would be carried out on 19th June but, as this was after the June meeting date and the deadline for submission of the AGAR to the external auditor was 30th June, an extraordinary meeting would be needed late June to approve the AGAR.
- The Clerk updated the Council regarding the insurance claim (Little Commons) and the tree work (£600) which had been carried out to remove the fallen branches.
- The Clerk had received the latest data from the VAS on Harrow Road. 16/01/24 1430 activations, 01/02/24 2870, 19/02/24 4109, 12/04/24 4591 26/04/24 1678.

18. Matters arising (for information only)

- Cllr Moore to collate and circulate PCllrs' telephone numbers.
- At the APM, Biggin Hill Airport reps offered a tour of the airport. Cllr Moore had 15 names on her list. She would contact BHA to find some suitable dates.
- It was noted that Warlingham PC had invited BHA to their APM.
- There was a fallen larch across the footpath in Holt Wood. This would be reported to SCC as it was their own land.

19. Reports:

a) County Councillor

No report. The agenda had been sent to Cllr Rush but there had been no response.

b) District Councillors

i) Anna Patel - Cllr Patel noted that she had not attended any meetings since 18th April but that everything was returning to normal following the election. Anna Patel and Perry Chotai had agreed that they would take it in turns to attend C&F PC meetings. Cllr Moore requested that Cllr Patel look into the local issue of ASB / quad bikes.

ii) Perry Chotai - Cllr Chotai had nothing to report. Cllr Moore requested that Cllr Chotai look into the planning / business use of Farleigh House Farm.

iii) Jeremy Pursehouse - Cllr Pursehouse confirmed that Farleigh House Farm has got permission for business use. He confirmed that, regarding the ASB, he had been in discussion with the Head of Housing and confirmed that the ASB emanated from a TDC owned house. The police have a strategy to deal with this.

Cllrs Chotai, Patel and Pursehouse had been re-elected to the district council. The DC would now return to election in 3rds: Cllr Pursehouse in 4 years' time, Cllr Chotai in 3 years' time and Cllr Patel in 2 years' time.

Despite continuing to chase Alex Webber (TDC officer), Mark Hak-Sanders and Taryn Pearson-Rose, there had been no progress. TDC was waiting for Merton College to respond to the proposal TDC had put forward. Cllr Pursehouse was also chasing the cutting of the common and noted that, although it was Merton College's responsibility, it needed to be agreed as the sight lines were likely to soon become a problem.

Cllrs Pursehouse and Fullerton-Batten had attended a meeting with Alex Webber to look at Little Farleigh Green and the new access that had been created by the owner. As the owner had no easement over TDC land, Alex Webber had sent a letter requesting that the owner either apply for retrospective permission or return the site to its previous state. Cllr Moore asked if there was any news on the Ground Maintenance Contract. No.

c) Warlingham Library meeting - 24th April 2024

Cllr Lincoln had attended the AGM. She reported that the lease had still not been signed. On Warlingham Parish Council's website was an outline plan of the library renovations and a colour AI impression of what the inside might look like following the refurbishment. It had been hoped that the project would be half completed by mid 2024 but this had been delayed.

20. To consider request from Fresh Water Habitats to test Chelsham Common pond for presence of Great Crested Newts

Fresh Water Habitats had written to the Parish Council to request permission to collect a water sample from the pond to test for the presence of Great Crested Newts. Members raised concerns that if the newts were found in the pond, what restrictions might be placed to future work, also what the PC's obligations or responsibilities would be but also what might be the benefits. Members noted that Fresh Water Habitats had been courteous enough to ask for permission and the PC essentially had nothing to hide. It was a nationwide survey and should be supported.

0161/0524 The Clerk was requested to write and ask the above questions.

21. Relief in Need charity - to consider Chelsham and Farleigh Parish Council liaison

This charity derives a small income from the Henry Smith Charity to spend locally. The AGM will be held in November and it would be an opportunity to appoint a trustee from the Parish Council. It was noted that the PC had previously had a representative on the charity committee.

0162/0524 It was agreed that Cllr Moore would represent the PC - to be appointed at the charity's AGM in November 2024.

22. Parish Council Insurance Policy renewal

Details for renewal had been circulated by email prior to the meeting. Members questioned the amount of cover. It was noted that this had been thoroughly investigated last year and Clear Councils had been chosen as having the most suitable cover.

It was proposed that Cllr Andrews would review the documents and this would be a delegated decision for the Clerk as the renewal deadline was 31st May.

0163/0524 Members approved the proposal.

23. Pond, Chelsham Common - to consider the possibility of installing handrails

A suggestion has been made to add handrails to the bridges over the drainage ditches around the pond on Chelsham Common. There had been an offer from a local resident to do this at cost of materials only. Members felt that handrails would be unnecessary but would like the sharp slate overhanging the weir to be removed. They would also like the additional pipe at the side to be removed or blocked up. It was suggested that gripper strips could be added to the wooden bridges.

0164/0524 Members agreed that handrails were unnecessary but asked for gripper strips to be added and the slates ground back on the weir.

24. Authorise expenditure:

- **Zoom Pro - 1-99 users, £12.99 a 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***

0165/0524 Members declined the expenditure on Zoom Pro but agreed to review later on in the year.

0166/0524 Members approved the expenditure on the branch removal.

The ditch clearance expenditure was no longer needed as the work had been undertaken by a local resident free of charge.

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.

0167/0524 Members agreed to leave the decision to the tree officer.

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)

It was noted that both neighbours had already extended their homes in a similar way. No-one would be overlooked by the proposal.

0168/0524 Comment: No objection

TA/2024/435 21 Parkside Mews, Chelsham, Warlingham CR6 9PU

Erection of single storey side extension. (Certificate of Lawfulness for a Proposed Development)

Members noted that same comments as for TA/2024/436/NH.

0169/0524 Comment: No objection

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.

Woldingham PC had not been consulted. Warlingham and Tatsfield PCs had been consulted. Concerns were raised about how the proposed routes would be enforced. It was suggested that Warlingham PC's comments should be requested. Cllr Chambers would confirm the previous PC comments on the application.

0170/0524 It was agreed that an objection would be submitted on behalf of the PC before the deadline of 30th May.

26. Finance

Payment of invoices:

Samantha Head	Salary	£504.00
ICT Vision	Hosting email accounts	£172.80*
ICT Vision	Website hosting and support	£161.26*
DM Payroll Services Ltd	Payroll admin	£120.00
Clear Councils	Insurance renewal	£527.91
Jan Moore	APM expenses	£81.49
Golden Spruce Tree Surgeon	Tree work	£400.00*

*items already paid but to be ratified

0171/0524 Members approved the payments. The invoices were checked and initialled by Cllr Moore.

27. Meetings to attend / correspondence

- Surrey County Council - Public Footpath 11 (Chelsham & Farleigh) Temporary Prohibition of Traffic Order 2022
- DAC Beachcroft - Old Bull Cottage insurance claim

28. Matters for reporting or inclusion in a Future Agenda

- Footpath C3 - blockage
- Footpath round house in Holt Wood - difficult to see where footpath is and original footpath has been altered
- Tree survey
- Bars across drain entrances?
- Planning Working Group - planning consultant
- Add an agenda item for PC publicity (Facebook etc)
- By-laws sign on Chelsham Common

The meeting closed at 9.28pm