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**You are summoned to the Annual Meeting of Caterham on the Hill Parish Council
being held at 7.30pm on Wednesday 15th May 2024
at the Westway Centre, 25 Chaldon Road CR3 5PG**

Helen Broughton

Clerk to the Council
9th May 2024

Members of the public are invited to attend and are reminded that their attendance at this meeting is a matter of public record.

AGENDA

Vicky Robinson opens the meeting as the outgoing Chairperson, if present

- C24/01** To elect the **Chairperson** of the Council for the Council Year 2024-2025
- C24/02** To receive the Chairperson of the Council's **Declaration of Acceptance of Office** or, if not then received, to decide when it shall be received.
- Incoming Chairman in the Chair
- C24/03** To elect the **Vice Chairperson** of the Council
- C24/04** **Apologies** to be received and accepted
The Local Government Act requires members who cannot attend a meeting to give apologies in advance to the Parish Clerk, along with the grounds for non-attendance. Members must decide whether the reason(s) for a member's absence are acceptable.
- C24/05** **Disclosure of Interests**
Under the Localism Act and in accordance with the Council's Code of Conduct members are required to declare any interests that are not currently entered in the members register of interests. If the member has a pecuniary interest he/she should leave the room and not participate in the debate. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- C24/06** **Public forum**
15 minutes to enable members of the public to ask questions or raise issues.
- C24/07** **Minutes**
To receive, and resolve to approve as a correct record, the minutes of the Council meeting held on Wednesday 13th March 2024.

- C24/108** **Committees and meetings**
- i) To appoint members to the Neighbourhood Plan joint committee
 - ii) To appoint members to the parish council planning committee
 - iii) To consider appointing members to all other committees and working groups later in the year
 - iv) To agree that meetings be held on the second Wednesday of the month at 7.30pm at the Westway Centre and agree a day and time for planning committee meetings.
 - v) To consider and arrange a date for members to discuss a parish council business plan
- C24/109** **Governance documents**
- To review and adopt the following documents:
- i) [Standing Orders](#)
 - ii) [Financial regulations](#)
 - iii) [Code of Conduct](#)
- C24/110** **Co-option**
- To agree action on post-election vacancies
- The council has 35 working days to co-opt from the date of the election. If they do not fill the vacancies within the timeframe the district council may take action to fill the seats*
- C24/111** **Grants**
- To consider and approve a grant application from the Westway Centre
- C24/112** **Finance, Governance and Administration**
- i) To approve the schedule of payments (*schedule and invoices to follow*)
 - ii) To approve a schedule of regular payments and subscriptions
 - iii) To review the bank mandates and appoint signatories to the parish council bank accounts (Lloyds and Unity)
 - iv) To agree that meetings be held on the second Wednesday of the month at 7.30pm at the Westway Centre and agree a day and time for planning committee meetings.
 - v) To review and approve the insurance schedule and appoint Zurich Insurance as the insurers for 2024/25
 - vi) To note that approval of the complaints procedure, obligations under freedom of information and data protection, press and media policy and employment policies and procedures will be deferred until a future meeting
- C24/113** **Annual Governance and Accountability Return (AGAR)**
- i) **Annual Internal Auditor Report**
To receive and resolve to accept the Annual Internal Audit (IA) Report 2023/24
 - ii) **Annual Governance Statement**
For the Authority to consider and to respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2024, as informed by the IA report.
 - iii) **Council Accounting Statement for 2023/24**
For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2024 (informed by Council Accounts and confirmed by IA figures)
 - iv) **Exercise of Public Rights**
To note that the period of elector's rights will commence on Monday 3rd June 2024 and finish on Friday 12th July 2024. Public notification will be placed on noticeboards and the website.

C24/114

General Power of Competence

To resolve that Caterham on the Hill Parish Council meets the eligibility for the General Power of Competence (GPC) for the 2024-2028 Term of Office, and payments will be made using GPC as the Power of First Resort. *Local Councils can only do what legislation requires or permits them to do. The General Power of Competence permits Local Councils which meet the qualifying criteria to do anything that an individual may do (subject to statutory prohibitions, restrictions, and limitations). Qualifying criteria are that at least two-thirds of Members were elected at the most recent ordinary elections (whether contested or not) and that the Clerk to the Council holds a recognised sector-specific qualification.*

C24/115

Projects

To agree arrangements for a Parish Council stand at the Caterham Carnival on 8th June.

C24/116

Planning applications

To agree a response to the following planning applications:

2024/381/NH - 18 Essendene Road, Caterham, Surrey, CR3 5PA. Erection of a single storey rear extension which would extend beyond the rear wall of the original house by 5.3m for which the maximum height would be 3.6m, and for which the height of the eaves would be 2.4 metres lowering to 3m height within 2m of the boundary (Notification of a Proposed Larger Home extension.)

2024/452/TPO - 1 Rosebriars, Caterham, Surrey, CR3 5ER. Please refer to photos provided. T8) - Twin-stemmed Thuja - Fell. Remove encroachment on house. T9) - Thuja on right-hand side of rear garden - Lift crown to 4.5m from ground level. Two overextended laterals reduced back to drip line, removing up to 4m growth. Remove competing leader. T15) - Cedar within neighbouring property, on right-hand side of house - To reduce crown overhanging rear garden back by 2m, resulting in a final branch length of up to 6m from main stem. Reduce height by up to 3m resulting in a final height of 19m. T16) - Sycamore in far right-hand corner of rear garden - Removal of 3 x low limbs - dia <15cm.

2024/290 - Tesco, Guards Avenue, Caterham, Surrey, CR3 5QX. Installation of 2x New DT Remote Gas Cooler, 2x DT Standard Reach in Compressor Pack and New gantry extension area to accommodate new plant units.

2024/431/PA - The Arc, 39 Weston Drive, Caterham, Surrey, CR3 5XY. The proposal is to install an innovative energy management system designed by Drake Engineering which incorporates solar pv and heating (and cooling) in a single fixed roof. (Installation, Alteration or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings Schedule 2, Part 14, Class J) Prior Notification

2024/472/TPO - 9 Foxon Close, Caterham, Surrey, CR3 5SY. Yew) T1- Reduce the height and lateral branches by 2m to leave a height of 7m and a spread of 5m.

24/117

Future agenda items

To receive requests for agenda items for consideration by the Council.

Councillors may submit agenda items in writing to the clerk for consideration for inclusion on future council / committee agendas at any time. No less than 7 days notice is required for inclusion on the next meeting agenda.