

MINUTES OF MEETING

The Annual Meeting of Ockley Parish Council was held in the Village Hall on Tuesday 29 May 2018 after the Annual Assembly.

Councillors present

Mr R Herbert Chairman
Mr D Thomas
Ms J Page
Mr B Thorne
Mr G Lee-Steere
Mr S Figg
Mrs L Fletcher Clerk

Mr G Armstrong was present until point 5 on the agenda.

Apologies had been received from Mrs L Hogarth

Declarations of interest:

RH Governor, Scott-Broadwood School
 Committee member, Ockley Cricket Club
GL-S Jayes Park Estate
 Member Capel and Ockley PCC

1. Election of Chairman and Vice Chairman

It was proposed by Mr G Lee-Steere and seconded by Ms J Page that Mr R Herbert be re-elected as Chairman. All councillors were in favour of this proposal.

It was proposed by Mr G Lee-Steere and seconded by Ms J Page that Mr B Thorne be re-elected as Vice Chairman. All councillors were in favour of this proposal.

Declaration of Acceptance of Office forms were signed.

RH asked councillors to note that this would be his last year as Chairman and also as a councillor. Consideration would have to be made over the year as to a new Chairman. It was noted that 2019 would be an election year for Ockley Parish Council.

2. Election of members of Admin/Planning Committee and formal appointment to outside bodies

It was agreed that membership of the committee should remain the same:

Mr R Herbert, Mr S Figg, Ms J Page, Mrs L Hogarth (co-opted) with the Clerk in attendance. Meetings would be held during the year if required.

Mr D Thomas was appointed to represent Ockley Parish Council at the Surrey ALC Ltd AGM.

3. Minutes of last parish council meeting

It was proposed by Mr B Thorne and seconded by Mr S Figg that the minutes of the meeting held on 12 March 2018 be signed as correct.

4. Matters arising

BT 'phone box by the Inn on the Green

Nothing further to report

Signs on The Green

JP and BT stated that they had seen new signs on The Green. Clerk to check how many had been put up and where.

Drainage on School Lane

The Clerk stated that she had met with W Kear. WK had advised that a map of the drains on School Lane be obtained from SCC. The road surface appeared to be subsiding on the left (The Tuns side) where water drained off the A29 during heavy rainfall. Any repair work may prove costly. GL-S reminded councillors of the open ditch running past The Tuns, behind the cricket pavilion, stopping at the School House garden boundary. BT stated that if the ditch was opened up then water would flow on to the School House garden. The Clerk would ask SCC for a map of the drains. RH commented that it would be more cost effective for the parish council to purchase a further grit bin for use during cold weather; rather than taking on a drainage project in School Lane.

Parish magazine

BT reported that a formal meeting had not yet been held regarding the parish magazine (GL-S, BT, B Thomson). However BT and BTh had discussed the matter. It was noted that no allowance had been made for funding of any magazine when the parish council precept had been discussed at the January 2018 meeting. BT stated that the two PCC's in the area (covering Ockley, O Hill and F Green) wanted a magazine to continue to cover the whole area. DT pointed out that if the three areas of Ockley, O Hill and F Green published a magazine then that could take it away from the responsibility of the churches. However BT stated that if the magazine remained with the churches then costs could be shared and it could be sent out to every house FOC. RH commented that an infrastructure for publishing the magazine would have to be put in place if we were to take over and so a formal meeting should be held to discuss the next steps.

Application to have S-B School, Ockley classified as an Asset of Community Value

It was noted that Mr G Armstrong was particularly interested in this item of the agenda, representing another member of the community.

A response had been sent to J Straw after the March meeting. Since then JS had sent through further queries regarding clarification about the School House. These had been circulated to councillors and others who had provided input for the previous letter. Responses had been received. DT stated he would circulate a draft response to councillors for comments.

land at Heathwood

The Clerk had followed up the original online report but had not heard anything from the MVDC Enforcement Team. She would follow up once again.

5. Correspondence

diary dates

13 June 2018 SALC Information Evening
29 July 2018 Prudential Ride London

SCC funding for potholes

SCC H Clack had sent through information regarding the repair of potholes in the county. SCC had taken the decision to postpone some non-essential work in order to repair some of the roads in the county. Information was on the website for all the community to read.

Surrey Police

Police statistics April / May had been circulated.

St John's churchyard

Two enquiries had been received regarding the churchyard. The Clerk had referred the enquiries to the Parish Office to be dealt with by the PCC.

6. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

23 March 2018

MO/2018/0006/PLAH

20 The Green, Ockley RH5 5TR

Retrospective application for the retention of an outbuilding for use as a home office for a temporary period of five years.

approved with conditions - list dated 4 May 2018

29 March 2018

MO/2018/0484/PCL

Pinehaven, Weare Street, Ockley RH5 5JA

Certificate of Lawfulness for the proposed development in respect of removal of chimney stack, erection of single storey rear extension under pitch roof and new stainless steel flue to side extension.

refused - list dated 11 May 2018

20 April 2018

MO/2018/0519/PLAH

1 Upper Oakdale Cottages, Weare Street, Ockley RH5 5NN

Erection of single storey side extension

MO/2018/0595/PLAH
Robinlea, Friday Street, Ockley RH5 5TE
Erection of single storey side extension and open porch to front

27 April 2018
MO/2018/0628/PCL
2 Kings Cottages, Stane Street, Ockley RH5 5TP
Application for certificate of lawfulness for a proposed development in respect of erection of a single storey studio in rear garden with dimensions of 3.5 m x 3.3 m and a height of 2.5 m.

18 May 2018
MO/2018/0761/PLAH
Cherry Orchard, Vann Lake Road, Ockley RH5 5NS
Erection of single storey oak mansard to rear

25 May 2018
MO/2018/0717/CC
Jayes Park, Ockley RH5 5RR (within 20 m of Wotton parish)
Variation of Condition no 4 of approved MO/2012/1480/CU for change of use of farm buildings to B1 and B8 uses, in order to allow a revision in line with the proposal by the Highways Authority relating to modifications to access onto Forest Green Road.

Planning decisions - list dates

23 March 2018
MO/2018/0128/PCL
Oakhurst, Weare Street, Capel RH5 5JA
Certificate of Lawfulness for a proposed development in respect of the erection of a single storey side extension to both sides of dwelling and loft conversion to include 1 dormer window to rear and 1 dormer window to each side roof elevations. Erection of detached garage.
approved

MO/2018/0144/PLA
Four Oaks, Cathill Lane, Ockley RH5 5QP
Erection of 1 dwelling following removal of existing buildings
refused

(Abinger, Ockley, within 20 m of Abinger parish, within 20 m of Ockley parish)

7 April 2018
MO/2018/0176/PCL
Robinlea, Friday Street, Ockley RH5 5TE
Certificate of Lawfulness for the proposed development in respect of the erection of a single storey side extension, new front porch and insertion of rooflights on existing side elevation.
refused

MO/2018/0177/PLAH

Robinlea, Friday Street, Ockley RH5 5TE

Erection of replacement detached garage; re-positioned gate and entrance with new external wall. Alterations to existing roof of single storey side extension and changes to fenestration in main dwelling.

approved with conditions

Appeal decisions - list dates

13 April 2018

MO/2017/1451/PLAH

Rill Barn, Vann Lake Road, Ockley RH5 5NS

Erection of single storey front/side extension, roof alterations to enlarge existing dormer, replacement of 2 no first floor windows with French doors and erect balustrade

refused 13 October 2017

Appeal started 8 February 2018

Allowed

7. Neighbourhood Development Plan

a) car park at station

RH reported that he had not heard from Indigo; GL-S had not heard from Network Rail. RH/GL-S, JL-S to continue to chase. It was noted that parking was now often available on Station Approach (commuters parking elsewhere: free/more train availability). However as there were now more trains stopping at Ockley in the evening then perhaps this could change.

b) housing in the village

- i) It was agreed that RH should contact G Davies at MVDC to check on the current status /timings on Future MV following the recent elections. MVDC should be working on the 'call for greenfield sites' but timings may have been held up with the elections. A meeting of the NDP Team would be held to agree whether or not Ockley would work with MVDC.
- ii) Details of Community Led Housing had been circulated to councillors. RH commented that such housing schemes were dependent on available land/community expertise/funding.

8. Finance

a) payment of accounts

It was proposed by Mr D Thomas and seconded by Mr S Figg that the following accounts be paid:

already paid - not yet authorised

SSALC Ltd	
LCR magazine annual subscription	£17.00
Wel Medical Ltd	
electrode pads for defibrillator	£83.82
Surrey ALC Ltd	
subscription 2018-19 Surrey ALC / NALC	£264.43

not yet paid

SP Cooke internal audit	£235.00
Ockley Cricket Club hire pavilion PO/OPC	£70.00
S Dean-Webster litter pick	£135.00
Shaw and Sons Receipts and Payments book	£70.80
Mrs L Fletcher *salary and Admin costs	TBA
HMRC tax/NI Clerk's salary	TBA

* It was noted that new pay scales for clerks had been agreed by NJC for Local Government Services to be implemented as from 1 April 2018.

b) internal audit report

The financial year end at 31 March 2018 audit had been carried out on 18 April 2018.

The Auditor had noted:

Having inspected the books and records of Ockley Parish Council I conclude that they represent a true and fair view of the above organisation as at 31 March 2018.

c) approval of accounts year end 31 March 2018

All documents relating to this section had been circulated to councillors:

Annual Governance and Accountability Return 2017/18 Part 3

Bank reconciliation

Explanation of variances

Confirmation of the dates of the period for the exercise of public rights

Receipts and payments

Supporting statement to Receipts and Payments

Asset Register

Scott's Well information

Internal Audit review

It was noted that the Smaller Authorities' Audit Appointments Ltd (SAAA) had appointed PKF Littlejohn as the external auditor for five years from 2017/18. All information was provided through email links. Information to be submitted electronically.

i) approve Annual Governance Statement 2017/18 (Section 1)

It was noted that this section must be approved before Section 2.

It was agreed that 'yes' be answered to all of the statements.

It was signed by the Chairman and Clerk.

ii) approve Accounting Statements 2017/18 (Section 2)

This had been completed by the Responsible Financial Officer and signed on 8 April 2018. Councillors approved the accounts and confirmed that the Chairman could sign Section 2.

The Annual Internal Report 2017/18 had been completed when the financial year end audit had been carried out.

Councillors gave their approval that the accounts could be presented for audit. All information would be submitted to PKF Littlejohn by the RFO by the required deadline date.

9. Improvements in the village

a) play area

A site meeting was to be held with a Hags representative on Thursday 31 May 2018 to discuss installation of equipment (slide and swings). DT and Clerk to attend. After discussions it was agreed that Hags be asked to remove/dispose of old equipment - elephant slide and swings. It was currently not possible to get a working party together to carry out this work. It was hoped the new equipment would then be installed in the next few weeks - the order had been submitted. An 'Opening Ceremony' could then be arranged.

It was agreed that the parish council was not interested in having any of the outdoor play equipment left at the Village Hall by Elderslie Nursery School.

It was noted that The Diocese were still obtaining quotes for the renewal of the fencing at The Rectory side of the play area.

b) traffic survey/Speedwatch

RH stated that the parish council now had the results from the feasibility study and the automatic traffic count. He had circulated a number of graphs showing an analysis of the figures taken from the ATC. It was agreed the analysis should be sent to A Bunce together with the following queries:

- what are the recommended next steps for the parish council to take?
- what is his advice as to how to proceed?
- who should the parish council contact with regards to taking matters further?

BT had sent RH information regarding flashing signs - he would circulate to all councillors. He noted that the flashing signs were not working - to report online. However the one at the end of Coles Lane was covered by foliage - the Clerk had reported this to C Calvert at Ockley Court as tree surgery had been agreed.

The Speedwatch team had started on the 2018 summer rota. Speeding traffic travelling through the village had been discussed at the Annual Assembly held before this meeting.

10. GDPR

A GDPR workshop for councillors had been held on 17 April 2018.

LH gave an overview of the regulations.

The Clerk updated councillors on progress made to date.

It was noted that a log of actions / evidence trail was being kept.

It was agreed that the Clerk would ask Maureen Chaffe, Process Matters to provide a DPO service for Ockley Parish Council for the following charges:

initial audit £80, suite of policies and procedural notes £100, DPO role £150 pa.
The training option would not be taken up. Councillors had attended / would attend training at MVDC or through other service providers.

Since then the following actions had been taken:

- audit carried out MC/Clerk on 17 May 2018
- report and policies received from MC and sent to councillors
- website updated with Privacy policy and other information
- e-mail sent to those on database - contacts deleted/new lists prepared

It was agreed that the report and policies would be fully discussed at the July meeting.

11. Policies / Standing Orders

It was noted that NALC had published new model standing orders. These replace the model standing orders published 2013 and incorporate or reference new legislation introduced since 2013. The Clerk would adjust for use by OPC and JP would review.

12. Any other business

BT reported that a parishioner had been doing additional mowing around The Green and at road junctions. Some of the mowing (sightlines at junctions) was to be welcomed but some of the other mowing he felt was not appropriate.

A quote had been received from Jayes Estate for mowing of the football pitch on The Green. A charge of £80 per time would be made to mow the area. It was agreed that this was a reasonable cost and it should be done three times during the year.

JP stated that an application for a Free School to be opened on the site of the Ockley Base of the Scott-Broadwood School (now closed) was to be made by the next deadline of 17 September 2018.

The Chairman closed the meeting at 9.30 pm.

Date of next meeting - Monday 2 July 2018