

MINUTES OF MEETING

The Annual Meeting of Ockley Parish Council was held in the Village Hall on Monday 13 May 2019 after the Annual Assembly.

Councillors present

Mr B Thorne Chairman
Ms A Barclay
Mr S Figg
Mrs L Hogarth
Mr J Lee-Steere
Ms J Page
Mr D Thomas
Mrs L Fletcher Clerk

Also present for first part of meeting SCC/MV Councillor H Clack

Declarations of interest:

JL-S Jayes Park Estate (JPE)

1. Election of Chairman and Vice-Chairman

After discussions regarding these elections it was proposed by Mrs L Hogarth and seconded by Ms J Page that Mr B Thorne be elected Chairman. All councillors were in favour of this proposal. BT stated that he was prepared to be Chairman but not on a permanent basis. LH asked all councillors to give their full support to BT.

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

Declaration of Acceptance of Office forms were signed.

2. Matters arising from Parish Council elections

Uncontested Parish Council Election - the following people had been appointed to serve on Ockley Parish Council for the next four years:

Amanda Barclay, Simon Figg, Lucy Hogarth, James Lee-Steere, Jo Page, Dick Thomas, Barry Thorne.

- a) All Councillors had signed a Declaration of Office form before the start of the meeting.
- b) All Councillors had completed a Register of Interests form before the start of the meeting. The Clerk would ensure that MVDC received them so that they could be put on the MV website. They would also be put on the parish council website.
- c) The updated Code of Conduct had been circulated to councillors. It would be put on the parish council website.
- d) The SSALC Training booklet had been circulated to councillors together with a copy of the programme of topics for the Councillor Briefing Event.

3. Election of members of the Admin/Planning Committee

(3 parish councillors with clerk in attendance)

It was agreed that LH, JP and SF continue to be members of the committee.

The TOR for the committee had been agreed at the March meeting - remaining councillors can be invited to meetings. Meetings to be held during the year if required.

DT was re-appointed to represent Ockley Parish Council at the Surrey ALC AGM.

10. Improvements in the village: traffic issues on the A29 / Speedwatch

This item was brought forward on the agenda to enable input from HC.

It was noted that there had been an increased police presence in the village recently carrying out speed checks in the village. Additional resources were currently available to the police.

HC stated that the average speed cameras currently in use on the A24 from Denbies to Leatherhead were very successful regarding reducing the speed of traffic. However the system cost of a lot of money and required resources to accompany it.

BT outlined the technology regarding the ANPR Safe Speed Camera and read out a reply from Surrey Police regarding the use of such a system in Ockley. The reply had not been positive; emphasising issues such a project would have to overcome. However BT stated he felt further discussion was needed by councillors regarding the response from Surrey Police.

Traffic calming measures suggested by AB at 2020 Consultancy had been discussed at the March meeting and a reply sent to AB suggesting that he liaise directly with SCC in order to discuss / agree traffic calming measures for Ockley; some of which would not be too costly. AB had replied suggesting that a meeting be set up with a number of MV parishes with himself, HC and SCC. He felt that a business case could then be presented to SCC that a number of low cost measures could be implemented across four parishes (Ockley, Charlwood, Newdigate and Brockham).

HC agreed that this could be a way forward. Clerk to contact other parishes to see if they were interested in meeting / date to be arranged.

It was noted that a motor bike event was to be held at the Inn on the Green in August. The Clerk was to contact Surrey Police to ask that a police presence be provided.

HC and DT left the meeting.

4. Minutes of last meeting

It was proposed by Ms J Page and seconded by Mrs L Hogarth that the minutes of the meeting held on 4 March 2019 be signed as correct.

5. Matters arising

S-B School (Ockley Base) - Asset of Community Value

JS at MVDC had reviewed the original decision in view of a decision taken by Guildford BC regarding Ripley Primary School. He had originally come to the conclusion that the evidence submitted by OPC at the time of the nomination was insufficient to demonstrate that the relevant legal tests had been satisfied. He was still unable to change that decision; Guildford BC had had to consider different facts and evidence for the Ripley nomination.

SelectDNA kits

The Clerk reported that she had obtained a kit foc and that the flagstones around Scott's Well had all been marked. Warning stickers had also been put up in the building/on the pump.

Car park at The Inn on the Green

It had been confirmed that the responsibility of maintaining and managing the car park rested with the pub landlord. It was noted that the motorhome was no longer in the car park. As it was a motorhome it was complete with its own facilities; the owner had used the pub every day for food and drinks.

6. Correspondence

diary dates

13 to 24 May 2019

St Catherine's Hospice - Make a Will fortnight

30 May to 2 June 2019

Motor Cycle event at Gatton Manor Hotel (Abinger parish)
Representations had been made to MV regarding the event

4 August 2019

Prudential Ride London

Surrey Police

A new Surrey Police headquarters and operational base is to be created in Leatherhead.

MV Standards Committee - parish council representatives

Councillors agreed that a parish councillor from Buckland and one from Capel be invited to join the committee. Thanks to them for offering to join the committee.

SCC - Consultation on Revised Statement of Community Involvement

Comments on this consultation are invited from 7 May to 18 June 2019.

No incinerator 4 Horsham

Councillors were interested to receive information regarding news from the organisation.

Police figures - March to May 2019

Three crimes of note.

22 incidents called into police

7. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

22 March 2019

MO/2019/0450/PLAH

Stane Cottage, Stane Street, Ockley RH5 5LU

Demolition of existing rear extension and erection of new single storey rear extension

approved with conditions 10 May 2019

12 April 2019

MO/2019/0554 and 643 (LBC)

*Jayes Park, Ockley RH5 5RR

Erection of biomass boiler

MO/2019/0573

2 Birch Cottages, Stane Street, Ockley RH5 5LU

Erection of replacement two storey garage with 2 No dormer windows to east roof elevation

26 April 2019

MO/2019/0624/PLA

*The Inn on the Green, Stane Street, Ockley RH5 5TD

Conversion of barn to residential dwelling

10 May 2019

MO/2019/0588/PLA

*Land adjacent to 1 and 2 Lime Tree Cottages, The Green, Ockley RH5 5TR

Creation of vehicular driveway to Lime Tree Cottages

Planning decisions - list dates

22 March 2019

MO/2019/0273/CAT

*The Cottage, The Green, Ockley RH5 5TR

Tree works - remove one London Plane tree, remove one Sycamore tree to ground level, crown reduce and reshape one Lime tree by 3 metres including lateral growth by up to 2 metres.

No objection

5 April 2019

MO/2019/0212/PLAH

Dunleith, Weare Street, Ockley RH5 5JA

Retrospective application for the retention of a bridge in garden over ravine and stream

approved with conditions

12 April 2019

MO/2018/1555/PLAH and 1556LBC

Holbrook Farm House, Weare Street, Ockley RH5 5NP

Remove storage buildings. Disassemble timber framed former pigsty and set aside for re-building and re-use as part of new larger two storey building to create ancillary residential accommodation.

approved with conditions

18 April 2019

MO/2019/0027/PLA

1 and 2 Park Cottages, Beare Green Road, Ockley RH5 4PX

Erection of two storey side and rear extensions

withdrawn

3 May 2019

MO/2019/0281/PLA

Chenies, Woodland Drive, Ockley RH5 5HZ

Erection of 3 no. houses at side and rear

refused

10 May 2019

see above for application noted 22 March 2019

* Jayes Park Estate

8. Community Led Housing

JL-S reported that representatives from OPC, SCA (DC) and Community Land Use (LH) had met on 8 May 2019. It had been suggested that the NDP be started again as the plans can still have influence. LH (CLU) had stated that she did not think there would be any obstacle (other than capacity and people) for OHA to develop some houses on identified sites. It may be that OHA links with a new association / widens current OHA membership in order to enable a community led housing development project to be taken forward. DC to investigate grants available.

JP stated that OPC would need to see what was put into the Future MV consultation document. BT commented that if OPC finds an available site then plans could be made to go ahead with a CLH scheme.

It was agreed that when more information had been sent through from LH (CLU) and DC then further discussions could take place.

BT drew councillors' attention to details in the latest SSALC update:

'Housing Minister Kit Malthouse launches £8.5 million fund to help communities deliver discounted homes'.

9. **Finance**

a) payments of accounts

It was proposed by Mrs L Hogarth and seconded by Ms J Page that the following accounts be paid:

Surrey ALC Ltd subscription 2019/20 SSALC and NALC	£271.96
S Dean-Webster litter collection February/March 2019	£45.00
ig design domain name renewal to 16/05/21	£19.18
Key Computers Ltd final year end internal audit 31March 2019	£252.00
Mrs L Fletcher salary and Admin costs	TBA
HMRC tax/NI Clerk's salary	TBA

Authorisation was given to the Clerk for the purchase of a printer/scanner/copier from Viking (approx £100).

b) internal audit report

The financial year end at 31 March 2019 audit had been carried out on 1 May 2019.

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 2019.

c) approval of accounts year end 31 March 2019

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

Annual Governance and Accountability Return 2018/19 Part 2

Bank Reconciliation

Explanation of variances

Receipts and Payments

Supporting Statement to Receipts and Payments

Asset Register

Scott's Well information

Internal Audit review

It was agreed by councillors that the Certificate of Exemption would be signed as Ockley Parish Council met the criteria for 2018/19 and wishes to be an exempt authority, not subject to the limited assurance review for that year. The Exemption Certificate would be published and a copy e-mailed to PKF Littlejohn.

Various documents as outlined on the Part 2 form would be published on the parish council website by the deadline date.

i) approve Annual Governance Statement 2018/19 (AGAR 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 2018/19 (AGAR section 2)

This had been completed by the Responsible Financial Officer and signed on 8 April 2019.

Councillors approved the accounts and confirmed that the Chairman could sign Section 2.

The Annual Internal Audit Report 2018/19 had been completed on 1 May 2019.

Councillors gave their approval that the Certificate Of Exemption be signed by the RFO and Chairman.

d) appointment of further two cheque signatories

It was noted that the two councillors who had retired had been cheque signatories.

Their names would be deleted from the account.

Councillors agreed that Ms A Barclay and Ms J Page be appointed as cheque signatories.

They would both complete the relevant paperwork for the bank and submit with required ID.

10. Improvements in the village

a) play area

It was noted that the fence panels had been removed and, contrary to what The Diocese had originally informed OPC - a new fence had been erected adjacent to the boundary fence of The Rectory.

A quote had been obtained from Osborne Landscapes regarding replacing all rotten or missing timbers around the barked area: materials and labour £485.00.

Councillors agreed that this quote be accepted (decline Leith Hill Plant and Hags Smp). Osborne Landscapes were also to send quote for top up of bark chippings. Authorisation given to accept this quote (subject to comparison with Hags Smp); would include materials and labour.

b) Speedwatch

It had been noted at the Annual Assembly that there were currently 17 new volunteers awaiting police training so they can join the team rota.

11. GDPR

Two policies had been circulated to councillors:

Data Protection Policy - signed by AB, JL-S at meeting (other councillors already signed).

IT, Communications and Monitoring - sent by DPO, adapted for OPC, reviewed by LH, DT.

Councillors agreed to adopt this policy.

12. Policies / Clerk contract

Policies - the Clerk had circulated the overview of policies and other statutory documents to councillors.

Clerk contract - the contract had been updated and approved by SSALC.

13. Any other business

It was noted that the motorhome that had been parked in the car park at the Inn on the Green now parked in the car park opposite the cricket pavilion, School Lane on occasions. JP to monitor and report back at July meeting.

Date of next meeting Monday 1 July 2019.

Meeting closed at 10.10 pm.

DRAFT