

## **MINUTES OF MEETING**

The Annual Meeting of Ockley Parish Council was held in the Village Hall on Monday 8 May 2017 after the Annual Assembly.

### **Councillors present**

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

Apologies had been received from Mr S Figg and MVDCouncillor V Michael. SCCouncillor H Clack was present for part of the meeting.

Declarations of interest:

RH     Governor, Scott-Broadwood School

GL-S   Affordable housing at village hall, car park at station, accounts payable (mowing)

### **1. Election of Chairman and Vice Chairman**

It was proposed by Mrs L Hogarth and seconded by Mr B Thorne 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 Mrs L Hogarth 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.

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

It was noted that the Admin/Planning Committee had not met during the previous year. Meetings would be held during 2017-18 if required.

It was agreed that the 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.

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

**3. Minutes of last parish council meetings**

It was proposed by Ms J Page and seconded by Mr D Thomas that the minutes of the meeting held on 6 March 2017 be signed as correct.

It was proposed by Mrs L Hogarth and seconded by Mr B Thorne that the minutes of the Extraordinary meeting held on 13 April 2017 be signed as correct.

**4. Matters arising**

grit bin on school Lane - the Clerk reported that despite many follow ups this bin had still not been put in place. The Clerk was to continue with reminders. The issue was discussed when SCCouncillor H Clack entered the meeting. She assured those present that she would look into the matter.

land at Heathwood, Ockley Road, Beare Green - the MVDC Enforcement Team had inspected the site. The Team had reported that the previous owner of the site had failed to comply with the enforcement notice. The new owner was to be cautioned that they must comply or face formal enforcement action.

Speedwatch - RH reported that still nothing had been heard from Surrey Police regarding the camera system. RH was to organise a meeting of the Speedwatch Team to organise the rota for the summer period. BT was asked to follow up his enquiries regarding the elapsed time system of monitoring speed through the village. It was agreed that the speed of traffic travelling through the village had increased - particularly motor bikes at the weekend. The flashing lights at both ends of the village now appeared to be working once again.

maintenance on The Green - BT to discuss additional help at the Ockley Society meeting to be held on Thursday.

Rector for parish - no further details yet available.

Vann Fest 2017 - this had been discussed at the Annual Assembly held prior to the Annual Meeting. A number of parishioners had expressed their concern with regards to the proposed event. It had been noted that the parish council had submitted a representation to MVDC regarding the application for a licence; expressing concerns. The organiser of the event, Joe Miles, had submitted an application for a licence to hold the event over a three day period, for 1500 people in June. If a licence was granted then this would last until June 2020. Events could be held every year, in June, for the next three years. If the licence was not granted then a TEN (Temporary Event Notice) could probably be obtained; meaning the event would still go ahead but on a smaller scale. It seemed that MVDC had very little flexibility regarding granting a TEN - guidelines being set out by government legislation. JP agreed to contact MVDCouncillor V Michael to find out further details regarding such Temporary Event Notices.

## **5. Scott-Broadwood School**

The Chairman stated that this had been discussed at length at the Extraordinary meeting held in April. The period of consultation was now complete. Some parents from the Ockley Base were enthusiastic about the site becoming a Free School. However it was not yet known what the premises could be used for - if they would be available for educational purposes. Talks would need to be held with the Parents Action Group, SCC and The Diocese. JP stated that if parents wanted to set up a Free School then the parish council should support their plans. It was noted that it was extremely difficult to set up / run / finance such a school. It was agreed that all would want something that was best for the village.

## **6. Correspondence**

### diary dates

17 May 2017 'Your Call 2017' event at Box Hill  
Find out more about your local ambulance service  
1 July 2017 St John Ambulance First Aid Course at Warnham

### meetings attended by Clerk

14 March 2017 Rural Parishes meeting at Betchworth  
29 March 2017 Parish Clerk's meeting at MVDC  
Notes etc from these meetings had been circulated to councillors

### DHA - Transport Consultancy Advice for parish councils

The contents of the letter were noted. The Clerk had circulated a presentation given at the Rural Parishes meeting from Adam Bunce, 2020 Consultancy (a specialist highways and transportation consultant). The Clerk was asked to contact Adam Bunce to invite him to the September meeting of the parish council to discuss traffic calming measures in the village.

### TV Village of the Year 2017

Details had been circulated regarding entering the competition.

### bench in need of replacement on The Green (Alan Smith)

Councillors were pleased to hear that the family were to replace the bench.

### notice board, School Lane

The clerk advised that the notice board had recently been repaired - thanks to C Bordoli.

### Surrey Police

The Neighbourhood Policing Team were looking for people with an interest in rural issues and community engagement to become a Rural Engagement Volunteer.

Police statistics for March and April had been circulated.

### MVDC - parish precept charges

It had been reported that the amounts charged for the parish precepts were correct but the comparison with 2016/17 was slightly out, distorted by the LCTSS grant. New bills would not be issued.

### Gatwick Airport

The CAA had approved Route 4 on 7 April 2017 - a westerly runway departure route that flies close to area of South Holmwood, Leigh, Redhill and Reigate.

### GACC

The organisation reported that the second runway threat at Gatwick had not quite gone away. The Government was consulting on the Draft Airports National Policy Statement - question 2 asking if people agree with the decision to choose Heathrow rather than Gatwick. Responses to be submitted by 25 May 2017.

### SCC - Rights of Way funding reduction notes

These notes set out categories and effects of reduced budget on maintenance work.

SCC - Public Footpath 164 and Public Bridleway 162 (Ockley) - diversion order 2017 and Public Footpath 162B (Ockley)(Part) Extinguishment Order 2017

The orders had been made on 1 March 2017; under delegated authority. They would not come into operation until confirmed.

**7. Planning matters**

Councillors had been informed of the following planning matters:

Planning applications - list dates

10 March 2017

Ms A Blackman MO/2017/0259/PLAH

9 Elmers Road, Ockley RH5 5TL

Construction of 700 mm high raised decking to the rear  
*approved with conditions 21 April 2017*

Mr M Kirk MO/2017/0267/PLAH

4 Kings Cottages, Stane Street, Ockley RH5 5TP

Erection of detached single storey garage / workshop  
*approved with conditions 21 April 2017*

24 March 2017

Mr R Herbert MO/2017/0355/TFCM

Broadway House, Stane Street, Ockley RH5 5SY

Crown reduce one lime tree to previous points of reduction  
*approved with conditions*

31 March 2017

Mr C Calvert MO/2017/0456/LBC

Youngs, Coles Lane, Ockley RH5 5LT

Demolition of a shed to east of Grade II listed house and the erection of a new shed within the formal gardens

Mr and Mrs J Sunda MO/2017/0485/PLAH

Waleys, Weare Street, Ockley RH5 5NW

Insert 2 no rooflights into existing detached garage roof  
*approved with conditions 5 May 2017*

13 April 2017

Mr N Perryer MO/2017/0505/PLAH

Woodyers, Broomehall Road, Coldharbour RH5 6HP

Erection of replacement conservatory, alterations to doors and windows and new entrance porch

21 April 2017

Mr and Mrs J Cullis MO/2017/0574/PLAH

Stane Gate, Stane Street, Ockley RH5 5TP

Erection of part two storey/part single storey rear extension

Planning decisions - list dates

24 March 2017

Mrs D Tobias MO/2016/1209/PLAH

Vann Farm Cottage, Vann Farm Road, Ockley RH5 5TF

Erection of two storey side extension  
*approved with conditions*

31 March 2017

Mrs C Morley

MO/2016/2053/PLA

The Old Dairy, Copsbridge Farm, Weare Street, Ockley RH5 5NH

Construct a 20m x 40m equestrian arena. Works to include a small amount of cut and fill, new land drains, membrane, stone base, silica sand and fibre surface.

*approved with conditions*

Mr J Ball

MO/2017/0106/PLA

Weavers, Weare Street, Capel RH5 5HY

Erection of new hay barn for the use of adjacent farm

*refused*

21 April 2017

Mr Woolford

MO/2017/0159

Holbrook Farm, Weare Street, Ockley RH5 5NP

Proposed conversion of farm outbuilding to ancillary accommodation and erection of three storey hexagonal tower with dovecote

*refused*

### Planning appeals

10 March 2017

N Doe

MO/2016/0758

Land adjacent to Woodways, Weare Street, Capel

Erection of one dwelling with detached garage

*Appeal by means of a local public hearing the actual date/time/venue of which has yet to be scheduled*

*30 May 2017/10 am/Pippbrook*

### MVDC Notification of Public Inquiry - Stane Gate, Stane Street

The inquiry was to be convened by the Planning Inspectorate on Tuesday 23 May 2017 commencing at 10 am in the Council Chamber. RH stated that he had spoken to the independent consultant who would represent MVDC at the inquiry.

It was noted that it may take several months for a decision to be announced.

### SCCouncillor Helyn Clack entered the meeting

HC was welcomed to the meeting and congratulated on her recent re-election as SCCouncillor.

- a) HC stated she would follow up the installation of the grit bin, School Lane.
  - b) HC gave details regarding TENS - the responsibility for TENS had been devolved from magistrates to district councils. If there are issues around a proposed event then officers at the district council can refer matters to the Licensing Committee. Magistrates could intervene.
  - c) HC outlined the funding issues that SCC currently faced. Social Care and Highways amounted to a large proportion of the expenditure. Councillors had no further issues to bring to HC's attention.
- Having attended several other parish council meetings earlier in the evening and having previously had a busy election week HC then left the meeting.*

## **8. Neighbourhood Development Plan**

### car park at the station

RH stated that Network Rail were waiting for plans to be sent to them (from Jayes Park) before they could issue an easement.

GL-S reported that one large estimate for cost had been received - more quotes to be obtained.

### housing behind the village hall

As reported at the Annual Assembly - there were issues regarding the affordability of the buildings for this development. Revised proposals were being drawn up for discussion with the Parish Council before going back to MVDC.

### next meeting of the team

It was agreed that a meeting should be held on Monday 5 June 2017.

Plans had recently been circulated regarding two possible separate developments in the village. The clerk was to contact the people who had sent through the plans to ask them to come to the meeting to talk through their plans.

## **9. Finance**

### payment of accounts

It was proposed by Mr D Thomas and seconded by Ms J Page that the following accounts be paid:

### already paid but not yet authorised

Viking shredder and oil sheets	£208.09
Mark Osborne work at play area	£1975.45

### to be paid

Surrey ALC Ltd annual subscription	£254.47
GACC annual subscription	£10.00
S P Cooke internal audit	£175.00
S Dean-Webster litter pick	£175.00
Mrs L Fletcher clerk's salary and admin costs (new pay scale implemented as from 1 April 2017)	£648.76
HMRC tax/NI on clerk's salary	£142.09

Viking ink cartridges	£59.96
ig design website hosting and domain name renewal	£55.58
G E Lee-Steere 1992 Trust advance charge mowing grass on banks on Green	£576.00
S Dean-Webster further litter pick account	£40.00

It was agreed that donations would not be sent to St Catherine's Hospice and Kent, Surrey, Sussex Air Ambulance.

internal audit report

The mid year internal audit had been carried out on 23 February 2017.

The Auditor had noted:

*In my opinion the books and records of Ockley Parish Council continue to give a true and fair view of their financial affairs.*

approval of accounts year end 31 March 2017

The Clerk had prepared these accounts together with the supporting statement.

Councillors gave their approval that they could be presented for audit.

The internal audit was to be carried out on 19 May 2017 by Piers Cooke.

The Annual Return and accompanying paperwork was to be sent to the external auditor BDO LLP by 12 June 2017.

The following papers had been made available to councillors:

Annual Return for year ended 31 March 2017

Explanation of Significant Variances

Asset Register (with re-stated figure for defibrillator as required at last year's audit)

Receipts and Payments

Supporting Statement to Receipts and Payments Sheet

Sheet giving Scott's Well information

Annual Return for year ended 31 March 2017

Section 1 - Annual Governance Statement 2016/17

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 Chair and Clerk.

Section 2 - Accounting Statements 2016/17

This had been completed by the Responsible Financial Officer.

The figure for Total Fixed Assets had been re-stated as required at last year's audit.

The RFO signed and dated Section 2. Councillors approved the accounts and confirmed that the Chair could sign Section 2.

Section 3 would be completed by the external auditor (page 4)

The internal auditor would complete page 5 (Annual internal audit report 2016/17)

The final budget calculations sheet for the year 2016/17 had been circulated. Differences in income and expenditure compared to the original budget were all as noted in the Explanation of Significant Variances spreadsheet for the year.

#### **10. Improvements in the village**

##### footpath on the Green

The Clerk reported that the resurfacing work was due to be done at the end of May.

##### play area

It was noted that Mark Osborne had put down all the play bark and carried out the necessary repairs to the edging. A quote was still awaited from RSS for necessary work identified at the last inspection. It was agreed that MO be asked to take down/take away the fencing by the Rectory garden as it was in a bad state of repair. A discussion was held regarding the safety of the elephant slide. The tops of the sides of the slide had been painted to make the surface smooth. However the paint had worn away and it was considered to be a safety hazard. The wooden steps leading up to the slide also needed to be renewed. The Clerk was to discuss the matter with RSS.

#### **11. Policies/Standing Orders**

The Media Relations policy would be reviewed at the July meeting.

JP had sent through wording for the Standing Orders with regards to photographing, filming, recording of meetings section. Councillors agreed that the amended wording should be included.

The Clerk had circulated information regarding procedures in place for other parish councils; appraisal and appointment of back up RFO.

#### **12. Any other business**

##### Actions to be taken brought forward from Annual Assembly and Annual Meeting

JP prompted councillors and Clerk:

- a) Clerk to contact SCC ROW to ask who should be chasing up landowners about repairs to stiles.
- b) Clerk to contact A Hardy to ask that the hedge (Elmers Road) be cut right back so that pedestrians can use the footpath down to the A29.
- c) GL-S to look at parking in the area of Old Hatch Cottage.
- d) Clerk to contact BT regarding 'phone box by the Inn on the Green - remove if 'phone been disconnected / tidy up if 'phone still connected.
- e) Clerk to contact C Prideaux to ask that hedge be cut (opposite side of road to garage). GL-S commented that it was often difficult to park at the garage as Ockley Car Sales used up parking spaces.
- f) Chairman to ask R Burrill to cut back hedge on footpath leading up from A29/side of Cleveland.

BT advised that he had attended the recent meeting held by Wienerberger.

Referring back to the Annual Assembly 'Getting the village going' - RH suggested that discussion on this topic would be held after the Parents Action Group had held the meeting on 18 May 2017 regarding the school.

The Chairman closed the meeting at 10 pm.



Date of next meetings:

Monday 5 June for NDP Team

Monday 3 July for general parish council meeting

DRAFT