

OCKLEY PARISH COUNCIL

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MINUTES OF MEETING

A meeting of Ockley Parish Council was held on Monday 7th September at 7.00 pm at Ockley Village Hall.

Councillors Present

Mr J Wright - Chair
Mr J Lee-Steere
Mr C Calvert
Mr G Swindle

Miss A Barclay – Clerk
Mrs L Fletcher – RFO

1. Attendance and Apologies

Apologies were received from Mr V Trefry
1 x parishioner
Secretary for the Village Hall

2. Declaration of interests and notification of changes to members interests

JL-S Jayes Park Estate
Treasurer and Trustee Ockley Housing Association
Churchwarden of St Margaret's and Trustee Ockley School Buildings

3. Public session

The parishioner present raised concerns over the planning application for Elmers Field Barn. Their concerns were noted and they were advised to copy their correspondence with MVDC to the parish council. GS advised the parishioner that whilst OPC were unable to directly influence planning decisions, the council were sympathetic to the concerns of residents living near the proposed development.

4. Approval of the Minutes of the Parish Council Meeting 6th July 2026

The minutes had been circulated and were approved. JL-S proposed and GS seconded. Chair signed the minutes.

5. Vacancy for Parish Councillor

Mrs Catherine Dampier (CD) wished to become a parish councillor. A brief resume from the applicant had been circulated and the councillors unanimously voted to co-opt Mrs Dampier onto the parish council. CD signed the Declaration of Acceptance of Office. Councillor Barry Thorne had not attended meeting for 6 months (without apologies) and so has automatically ceased to be a councillor. AB to write thanks to BT for his many years of service to OPC.

6. Staffing Committees

As BT has now ceased to be a councillor and CD has been co-opted, AB is to re-assign the staffing committees for approval at the next meeting.

7. Planning matters

A planning list had been circulated to all and is attached at the end of the minutes.

8. Clerks report

This had been circulated to all prior to the meeting

9. Annual Assembly – new format to consider for 2027

AB suggested that the annual assembly could be held at a separate time to the May meeting which had been the format in recent years, and that it should be more of a community engagement event with local businesses given the opportunity to attend, along with local police and village groups. LF advised that the annual assembly used to be held on a separate date. It was agreed that this should be tried for 2027 in the hope that it would bring together the community. AB to pull together some ideas and information.

10. Policies update

The following policies had been reviewed by councillors:

Disciplinary and E-mail. They would be put on the website.

It was noted that all OPC policies had now been updated and approved by councillors.

Review dates were shown on the Excel spreadsheet that had been circulated to councillors.

11. Finance

a) accounts to be paid

It was proposed by JL-S and seconded by GS that the following accounts be paid:

already paid not yet authorised

A Barclay	
Salary and expenses month 4	£865.46
L Fletcher	
Hours worked May/June and expenses month 4	£974.30
HMRC	
Tax/NI payable on salaries month 4	£417.18
Surrey ALC	
Councillor training GS	£54.00
Nathan Blatherwick	
Tree works at Village Hall	£2000.00
Helpdesq	
IT support Clerk laptop	£20.40

C Calvert	
Repayment invoice paid for Slack app (NDP)	£63.00
A Barclay	
Salary month 5	£845.08
HMRC	
NI in salary month 5	£60.31
PKF Littlejohn LLP	
Review AGAR year end 31 March 2026	£252.00
<u>Yet to be paid</u>	
St Margaret's Church	
Annual contribution towards maintenance of St John's churchyard 2026	£250.00
Ockley Village Hall	
Hire of hall – OPC and NDP meetings November 2025 to August 2026	£153.00
J Richards	
Repayment Survey Monkey upgrade	£228.00
Helpdesq	
IT support	£98.94
i-g design	
annual e-mail host, domain name, refresh website	£140.00
S Dean-Webster	
Litter pick June, July	£60.00
Mrs L Fletcher	
July/August hours worked	53 hours to be paid, postage £7.28

b) verify bank statements to spreadsheets

Finance spreadsheets had been circulated to councillors.

JL-S checked figures to bank statements and verified all figures correct.

c) signatories

LF stated that further information was to be sent to NatWest then signatories would be added.

d) finance report

As noted finance spreadsheets had been circulated to councillors.

Additional receipts during the previous two months: VAT claim refund £495.57 for payments made 1 February to 31 July 2026.

Second half year payment of precept, LCTS, conc serv received from MVDC at beginning of September £12340.50.

Major expenditure £2000.00 being payment for felling of oak tree at play area.

Two payments for NDP – repayments for Slack and Survey Monkey apps.
Website refresh as per estimate approved at January 2026 meeting.

e) year end 31 March 2026: Notice of Conclusion of Audit

The External Auditor had asked for clarification of the fixed asset figure (expenditure incurred on play area, 2024/25 and 2025/26 and purchase of new laptop).

LF had stated that the purchase of the new laptop (not including set up fees) had been included in the fixed asset register. However expenditure on the play area had not been deemed to be of a capital nature thus not included (fencing and renewal of bark chippings). Following receipt of this information the External Auditor had completed their review of the AGAR return.

The report and certificate noted that:

‘on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matter have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.’

‘Other matters not affecting our opinion which we draw to the attention of the authority: None.’

As then required LF had prepared a ‘Notice of Conclusion of Audit’ which details the rights of inspection, in line with statutory requirements. The notice had been published, along with the certified AGAR on the OPC website. A copy had been put on the OPC notice board. Copies would be made available for purchase by any person and Sections 1, 2 and 3 of the published AGAR would remain available for public access for a period of not less than five years from the date of publication.

The fee from the External Auditor had been paid.

It was noted that an AGAR portal had been set up for submission of documents in future years. There had been issues with e-mails regarding OPC submitting details which had hopefully been resolved.

f) precept preparation for November meeting

It was noted that MVDC had been asking for precept figures to be sent through early in January – before the OPC meeting had been held. Figures would therefore be prepared for the OPC November meeting so that information was ready for submission to MVDC in January.

g) Clerks’ salary

Councillors gave approval for 2026-27 National Salary Award to be implemented as from the September pay date (backdated to 1 April).

12. Crime figures and Speed watch.

A report from PC Dunstan had been circulated to councillors ahead of the meeting. GS asked AB to get an update from PC Dunstan about recent fly tipping investigation. There was no update from the Speed watch team.

13. Ockley NDP

The NDP steering group had provided an update of their work which had been circulated to councillors ahead of the meeting.

CC led the NDP update. The SG are making good progress. CC said that James Garside will be the best person to write the final plan. More surveys will be needed as the SG work continues but the plan is taking shape. The SG have been very grateful for the support received from OPC. Councillors said that OPC would like a set timeline for progression towards completion and CC said this would be discussed at the next SG meeting. A community engagement plan is being created as part of the SGs work. CD advised that there would be further WOOF articles

14.Village Hall update – OPC liaison

The Village Hall secretary gave an update. A new oven had been ordered for the kitchen, an insurance claim was being pursued for breakage of the old oven by a contractor. A first ever VH web site was almost ready to launch. The committee wished to formally request a new OPC representative at their meetings as the previous representative had not attended meetings for some time. AB is to check whether the parish clerk can represent OPC at VH Committee meetings instead of a councillor.

15. School Buildings.

JL-S updated. Discussions continued with the Diocese however a Section 554 still seems to be the preferred path for the Diocese. The possibility of the building becoming a community asset was discussed although this had been tried and failed some years prior. The NDP could help with this option being brought forward again.

16. Posts around cricket pitch.

Two quotes for replacement posts and rope boundary had been obtained. AB to contact Helyn Clack for advice on the best grant funding path to pursue.

17.Land south of Coles Lane

There were no updates. AB has diarised to contact Helyn Clack at the end of September to request progress report.

18. Randhawa Farm

The Environment Agency had been successful in obtaining a further 6 month extension to their blockade of the site.

19.Ockley Sewage Works – damage to pavements and poor working practice by the water company

AB was still awaiting information about the situation in order to write to the water company. JL-S to chase this up for AB.

The Chair closed the meeting at 8.25pm