

MINUTES OF MEETING

A meeting of Ockley Parish Council was held on Monday 5th September 2022 at 7.30 pm at Ockley Village Hall.

Councillors present

Mr D Thomas	Chairman
Mr J Lee-Steere	
Mr B Thorne	
Ms Z Ward	
Ms A Barclay	
Mrs L Fletcher	retiring Clerk
Mrs S Bell	newly appointed Clerk

Also present SCC/MVDC Councillor H Clack and one other parishioner.

Declarations of interest:

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

1. Minutes of Meeting held on 4th July 2022

It was proposed by JL-S and seconded by DT and BT that these be signed as correct.

2. Updates on minutes

Email not sent to Councillors re. average speed camera for approval before sending to HC (copy to SCC Highways) regarding installation of camera – ZW to complete.

No invoice received yet for kissing gates.

No report on the benches from cricket club – LF to resend email to cricket club.

Holbrook Farm Planning – DT to complete

3. Correspondence

Dates for the diary

26th September 2022

Code of Conduct training at Pippbrook

29th September 2022 – Going Green – Community Buildings Conference at Christ Church, Woking (Church Street East, Woking, GU21 6YG) – BT mentioned about possibly attending

Other correspondence noted

Community Speedwatch Reports: reports for July and August had been received.

BT said the recent roadworks have left the road surface in a bad condition. Reports of motorbikes significantly exceeding the speeding limit on a regular basis. The report of an average speed camera was brought up again and that it was suggested for the new planning application being built along Stane Street for the developer to pay for an average speed camera and to reject the proposed plans of street lighting/raised tables etc. HC did discuss in detail that she would pass all these points forward herself to Highways and MV to put the ideas forward.

Amber Foundation – email sent via Ockley website about an event taking place overnight on The Green, School Lane. JL-S (*JPE) landowner gave permission to the charity to camp overnight and Amber was seeking permission to leave vehicles parked overnight on School Lane. All Councillors agreed. SB to send email back.
No update on Civility and Respect Project.

4. Planning matters

Discussions over planning matters:

- Coles Lane – Capel were included in the email for appeal but did not send a representative. LF sent another email confirming the details after appeal and Capel came back with wanting to use a barrister to represent both parishes therefore expenses were sent. OPC asked for more details which then were brought to the meeting. HC not aware of Capel's intentions – she will send email to head of planning, MVDC re. the appeal. SB instructed to reply back to Capel with more questions on hiring a barrister.
- Stane Street application – comments that the plan has changed to reduce size and number of houses being built along with the traffic calming methods of bollards, street lighting, etc. HC is responding on behalf of OPC to oppose the proposals and only option is average speed camera paid for by developer.
- Elderslie – 29 letters from residents for objections.

Councillors had been informed of the planning matters as shown below:

Planning applications - list dates

8 July 2022

MO/2022/0771/CAT

East Works, Stane Street, Ockley RH5 5LU

Remove one hornbeam tree

15 July 2022

MO/2022/1125/PLAH

* Abinger within 20 m of Ockley parish

Woodstock House, Mole Street, Ockley RH5 5PB

Erection of two storey rear extensions and raising of roof ridge height on part of dwelling to create first floor with rooms in roof space

22 July 2022

MO/2022/1196/PLA

Ockley Station, Station Approach, Ockley RH5 5HT

Erection of new detached industrial storage building

28 July 2022

MO/2021/1966/PLA

Carpoles Barn, The Green, Ockley, Dorking, Surrey, RH5 5TR Conversion of redundant barn to single residential dwelling.

29 July 2022

MO/2022/1227/PLA MAJOR

Land rear of Elderslie, Stane Street, Ockley RH5 5TD

Erection of 42 no residential dwellings (Use Class C3) with formation of new vehicular access, associated landscaping, drainage and parking.

04 August 2022

MO/2022/1365/PLAH

Blue Ridges House, Vann Lake Road, Ockley, Dorking, Surrey, RH5 5NS Erection of a detached double garage.

Planning decisions -list dates

15 July 2022

MO/2020/2045/PLA

Elderslie Farm, Friday Street, Ockley RH5 5TE

Extension and conversion of buildings to provide 1 no dwelling including basement with detached office, garden building and garage all with associated hardstanding and landscaping approved with conditions

27 July 2022

MO/2022/0697/PLA

registered as Ockley and Abinger

Four Oaks, Cathill Lane, Ockley RH5 5QP

New access onto Cathill Lane
approved with conditions

29 July 2022

MO/2021/0665/PLAH

2 Hitch Hurst Cottages, Stane Street, Ockley RH5 5 TH

Erection of a loft conversion with 2 no rear dormers and 3 no front roof lights, convert garage into a habitable space and new porch extension.
approved with conditions

01 August 2022

MO/2022/0260/PLAH

Oakhurst, Weare Street, Ockley, Dorking, Surrey, RH5 5JA

Erection of a first floor extension and new detached garage following demolition of existing garage.

APPROVED WITH CONDITIONS

09 August 2022

MO/2022/0386/PLAH

Midways, Weare Street, Ockley, Dorking, Surrey, RH5 5NW

Erection of single storey rear extension, including balcony to roof, following demolition of existing conservatory. Erection of porch to front and side elevations, alterations to fenestration and new chimney following removal of existing.

APPROVED WITH CONDITIONS

18 August 2022

MO/2022/1125/PLAH

Woodstock House, Mole Street, Ockley, Dorking, Surrey, RH5 5PB

Erection of two storey rear extensions and raising of roof ridge height on part of dwelling to create first floor with rooms in roof space.

APPROVED WITH CONDITIONS *Okewood Abinger, Within 20m of Ockley Parish

5. Finance

a) accounts to be paid

It was proposed by AB and seconded by DT that the following accounts be paid:

already paid but not yet authorised

Surrey Community Action

NDP carrying out NDP Community Survey £500.00

to be paid

CPRE

annual membership £36.00

David Chaffe for Process Matters

DPO contract for one year £150.00

PKF Littlejohn LLP

Limited Assurance Review of AGAR
Return for year end 31 March 2022 £240.00

Viking

printer and consumables £251.51

Helpdesq

laptop including software, set up, av sub £934.46

St Margaret's church

JL-S

annual donation towards upkeep

St John's churchyard £250.00

Mrs L Fletcher

Clerk's salary and Admin costs TBA

HMRC

Tax, NI on Clerks' salary	TBA
Mrs S Bell Clerk's salary and allowances	TBA
S Dean-Webster Litter pick June and July	£67.50
ig design annual e-mail hosting/domain name	£25.00

b) notice of conclusion of audit

It was noted that PKF Littlejohn LLP (external auditor) had completed their review of the AGAR for OPC for the year ended 31 March 2022. The report and certificate had been circulated to councillors. The external auditor report had stated 'On the basis of our review of Sections 1 and 2 of the Annual Governance Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving us cause for concern that relevant legislation and regulatory requirements have not been met'.

LF confirmed that the 'Notice of Conclusion of Audit' had been prepared.

It had been published with the certified AGAR (Sections 1, 2 and 3) and put on the OPC website. A hard copy of the documents had been put on the notice board at the end of School Lane on 3 August 2022 and taken down on 30 August 2022. Councillors agreed that this was a sufficient period of time for the information to be on the notice board – it would continue to be available on the website.

Copies of the AGAR would be available for purchase and Sections 1, 2 and 3 of the AGAR would remain available for public access for a period of not less than five years from the date of publication.

c) verify bank statements to budget spreadsheet

JL-S had checked the figures up to 5 August 2022 and confirmed all correct.

d) appointment of internal auditor (Mulberry)

SB was taking this matter forward – details as shown in July minutes.

e) appointment of firm re. PAYE

LF stated that Mulberry had all the necessary details in order to access OPC HMRC records and had provided pay details for SB and LF as authorised in section (a). It was agreed that monthly payrolls were run in the future.

f) appointment arrangements of SAAA central external auditor

It was noted that SAAA had undertaken a procurement exercise to appoint auditors for the next five year appointing period as from 2022-23.

Details of arrangements regarding the option to opt out of the SAAA central external auditor appointment arrangements had been circulated to councillors. It was agreed that OPC would remain 'opted-in' thus no action was required – OPC would remain part of the central scheme.

g) change bank details to new Clerk

SB to inform NatWest of change of Clerk details. LF to be taken off signatory list / SB to be added. Reference item 15 on the Agenda:

JP had resigned as a councillor. She too was a signatory on the bank account so would be taken off the list. ZW to be added to list.

New signatory list would be AB, SB, BT, ZW.

6. Footpaths in the parish

DT again stated no progress. Trying to get a response from SCC CAT. Nothing further to report.

7. Crime

Police statistics received for period 4th July to 5th September 2022 reported fourteen incidents.

8. Social matters

No comments made

9. Community Hub

Not much progress made on this due to the summer holidays and the priority spent on the planning applications.

DT was able to get SCC to do an update on the Your Fund Surrey page and there are currently 29 agrees with the proposals. Hoping to gain a few more. Action required:

- To find original CAD plans for school buildings when classrooms were constructed in 2002-5
- To find some money to pay for survey, architect and planning so can be in a position to move forward.
- Complete business plan to send to Diocese to enable them to work towards a section 554 agreement to change objects of trust.
- Get more people to visit website and agree to the Your Fund Surrey page to give us the maximum chance of getting a grant.

10. Future MV – draft MV Local Plan 2020-2037

ZW edited a FMV letter to be sent to MV and JL-S made a few comments so both together went through the letter to finalise to be sent off by SB before 8th September. ZW will send final report to clerk so it can be sent within the deadline.

The examination of the FMV Plan will continue stage 2 on 26th-30th September. This will concentrate on Housing Needs, Green Belt alternations, spatial strategy, strategic policies and the economy.

11. Ockley NDP

DT gave an update regarding progress on the NDP as follows:

- Housing Needs – received and commented on the first draft of the Housing Needs paper prepared by Locality. They have responded and a second draft has been sent out to the team to comment.
- Natural Environment – NDP consultant has prepared a first draft of evidence paper and has suggested some amendments. Waiting for an updated response from the team.

- Built Environment, Design Code and Sustainability – Locality visited OPC 20th July for a comprehensive visit. A first draft evidence paper has been prepared and NDP consultant is working their way through it for comments and amendments.
- Transport and Parking – first draft of evidence paper prepared and NDP consultant again suggesting how it might be developed further.
- Local Economy and Community Facilities – two members of team investigating. A survey has been prepared for local businesses.
- Have had clearance on Strategic Environmental Assessment and Habitat Regulations Assessment report which was prepared by MVDC with Ockley's input, Natural England, English Heritage and the Environment Agency have all agreed that no further action is required.
- OPC website now has separate tab for NDP. This shows all up to date information.

12. Policies

Recognised that the Retention of Documents Sept. 22 has been reviewed and updated. No. 17 Archive of Documents was included that some documents should be sent to Woking, The Surrey History Centre, for safekeeping. Agreed to do so by LF and DT.

13. Play Area

The fence posts around the perimeter fence have not yet been replaced by the contractor but was agreed by the clerks that the contractor is waiting for the weather to change so the ground is softer to install them. Lots of rubbish by the bin next to the play park, mostly consisting of beer bottles. Still picking the rubbish up on weekly visit by the clerk and deposit the litter into the bin further down the car park. Nothing else to report.

14. Collaboration with other organisations in the village

Ockley Cricket Club – no response from Cricket Club regarding the offering of money from OPC for benches. LF to resend the email.

15. Casual Vacancies

Ms J Page had tendered her resignation as a councillor.

The Clerk was to inform MVDC.

Currently two vacancies for Councillors open. SB to put the advertisement in the notice board.

16. Scotts Well

It was noted by JL-S and clerks that there is a pooling of water around the well so questioning whether this needs to be looked into further. BT suggested it may be the houses opposite the well as they are repairing the pipes which could be leading to the excess water. BT also stated there is a lot of water going onto the green and there was drainage taking place on the road blockage. SB to observe on weekly visits.

17. Archive of Documents

Was discussed in section 12.

18. Date of next meeting

Monday 7th November 2022

Meeting closed at 9.30 pm

DRAFT