

OCKLEY PARISH COUNCIL

CLERK: MRS S BELL
77 HIGHLANDS ROAD
HORSHAM
WEST SUSSEX
RH13 5ND
EMAIL: clerk@ockleypc.co.uk

MINUTES OF MEETING

A meeting of Ockley Parish Council was held on Monday 15th May 2023 at 7.30 pm at Ockley Village Hall.

1. Election of Chairman

A Barclay put herself forward for Chairman. All Councillors present voted in agreement.

2. Election of Vice Chairman

AB nominated JL-S to be Vice Chairman. All Councillors present agreed.

3. Attendance and Apologies for absence

No apologies.

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

JL-S for Jayes Estate.

5. Public session (allocated time of 5 minutes under the discretion of the chairman)

None.

6. Approval of the Minutes of the Parish Council Meeting 06 March 2023

BT approved and ZB seconded. Chairman signed the minutes.

7. Co-Option to fill Vacancies

GE will be co-opted. Clerk advised need to fill out the paperwork. Also new email addresses needed to be set up – Clerk to action this. 1 vacancy to be advertised.

8. Council Structure

BT said the Village Hall belongs to OPC so would be happy to set up a sub-committee for the Village Hall – all agreed. JL-S wanted to focus more on the planning applications as OPC receive a lot of applications each month and would like to see more structure around these. All agreed for ZB and JW volunteered to run this alongside JL-S. ZB mentioned Councillors receive a lot of road work emails from the Clerk and suggested for these works that affect OPC directly should be put straight onto the OPC Facebook. ZB also brought up regarding the NALC subscription whether OPC would still need this and Chairman agreed to keep the subscription as it is very useful.

9. Calendar of Meetings

Clerk advised of the upcoming dates of the meetings for the rest of the year.

10. Council Policies and Procedures

Clerk did send the documents out through email to Councillors. All Councillors agreed to the updates of the procedures. Chairman did raise about the complaints process with the panel to possibly reword this to suit OPC. Clerk to action this. For the Fixed Asset Register, it was agreed but to also add on waste bin, noticeboard. Clerk to action this.

11. Correspondence diary dates

Councillors noted the last day of the Surrey Hill Consultation is the 13th June. The extension is further than the A29. JL-S had a meeting a couple of months ago and was hoping for an update to bring to this meeting but he had not received any. ZB wrote a piece on the response for the consultation and Chairman asking if everyone is happy with ZB's response. All Councillors were but waiting for JL-S to update the response.

12. Planning matters – to consider the planning applications listed on our website including:

MO/2023/0264/PLAH

ANSELLS COTTAGES, Stane Street, Ockley

Erection of a single storey side extension with timber cladding to the side elevation and to the rear.

02-Mar-2023

MO/2023/0253/PLA

Elderslie Farm, Friday Street, Ockley, Surrey

Demolition of existing farm buildings and erection of 2 No. detached houses with garages and hardstanding.

03-Mar-2023

MO/2022/1959/CAT

New Cottage, Love Lane, Ockley, Dorking, Surrey, RH5 5TP

Reduce 1 No. golden cypress (marked on submitted plan) by 4 metres and thin by 25%

NO OBJECTION

13-Mar-2023

MO/2023/0328/LBC

The Cricketers Arms (PH), Stane Street, Ockley, Dorking, Surrey, RH5 5TP

Erection of 3 No. 3-bed dwelling houses. Demolition of outbuilding. Provision of new car park to rear of The Cricketers Arms. (Application for Listed Building Consent.)

06-Mar-2023

MO/2023/0331/PLA

The Cricketers Arms (PH), Stane Street, Ockley, Dorking, Surrey, RH5 5TP

Erection of three 3-bed dwelling houses. Demolition of outbuilding. Provision of new car park to rear of The Cricketers Arms.

06-Mar-2023

MO/2022/2020/CAT

1, Hitch Hurst Cottages, Stane Street, Ockley, Surrey

Remove one Fastigate Juniper (marked T1 on submitted plan) and one Lawson Cypress (marked T2).

NO OBJECTION

28-Mar-2023

MO/2023/0500/CAT

Hillview, 1, Stane Street, Ockley, Dorking, Surrey, RH5 5SY

Crown reduce one Yew tree (located in rear garden) by approximately 1.2-1.5m.

03-Apr-2023

MO/2022/2150/LBC

Land to the side, The Forge, Stane Street, Ockley, Dorking, Surrey, RH5 5TD

Conversion and extension of existing building to provide 2 No. one bed flats. (Application for Listed Building Consent)

APPROVED WITH CONDITIONS

28-Apr-2023

MO/2023/0128/PLAH

1, Fern Cottages, Stane Street, Ockley, Dorking, Surrey, RH5 5TH

Erection of a single storey rear extension following demolition of existing and the erection of a single storey side storm porch.

REFUSED

03-May-2023

13. Finances

a) The expenditure list for 15 May 2023

Dates from 06/03/2023 to 15/05/2023

Accounts to be paid

already paid and authorised

Elite Safety	35.00
Defibrillator Alarm box	
Clerk's salary/admin/allowances costs	765.27
Ockley Cricket Club	1000.00

Donation towards new benches

Mulberry & Co. Payroll	126.00
---------------------------	--------

Helpdesq Limited Data on laptop backup	35.10
---	-------

Viking Stationary	90.63
----------------------	-------

Groundwork UK Payback grant	2852.30
--------------------------------	---------

James Garside Planning Limited NDP	1730.50
---------------------------------------	---------

To be paid but not yet authorised

Clerk's salary/admin/allowances costs	TBA
---------------------------------------	-----

HMRC, Tax, NI on Clerk's salary	TBA
---------------------------------	-----

Ian Gutteridge Graphic Design Website 2 Year Registration	23.98
---	-------

Shirley Dean-Webster Litter picking	60.00
--	-------

NALC Subscription Renewal	283.00
------------------------------	--------

b) **Bank Reconciliation for 31 March 2023**

JL-S signed.

c) **Internal Audit 01/04/22 – 31/03/23: To consider the recommendations in the report from the Internal Auditor.**

All Councillors agreed with the recommendations. Clerk to action this.

- d) **Internal Audit 01/04/22 – 31/03/23: To consider the scope effectiveness of Internal Audit.**

All Councillors agreed.

- e) **Annual Governance and Accountability Return (AGAR) 01/04/22 – 31/03/23:**

- I. The Annual Governance Statement
- II. The Accounting Statements

Both statements read out and all Councillors understood and agreed. Chairman signed the AGAR paperwork.

- f) **Exercise of Public Rights – To approve the period of public rights to inspect the AGAR from Monday 05 June 2023 to Friday 15 July 2023.**

Councillors understood and agreed.

- g) **Reserves – to allocate £20,000 to the General Reserve equivalent to 12**
To be discussed further next meeting.

14. OPC Assets

- **Strimming around the green**

Clerk had received an email from the volunteer who strimmed around the green of Ockley for many years had now wanted to stop undertaking the work. AB agreed to take the strimmer from the volunteer and store this at the Village Hall. It was agreed to find quotes for the works.

- **Register**

Was discussed in item 13.

15. Crime figures – list to be provided

No crime figures sent from the Police. JL-S to make contact with the PC that he had met previously to establish who the PC is now.

16. Future MV Local Plan

No further update on this. This goes in conjunction with Ockley's NDP. GE to action this by making contact with previous members to get all the relevant paperwork and continue the work.

17. Footpaths in the parish

AB to take this on after Dick Thomas.

18. Ockley NDP

Discussed under item 16.

19. OPC leases

JL-S wanted to discuss the parking area that OPC owns and an internal review with agreement for parking needs to be arranged.

Community Hub – needs a business plan to spend money to get the plan moving forward. For this, OPC need to apply for a grant. AB to ask HC from MVDC help for this.

Coles Lane planning application – JW will draft a response in relation to Highways and the revisit to single A29 and narrowing of the road. AB will ask HC from MVDC for an update regarding the application as HC did ask to arrange a meeting with the planning department a few months ago and OPC are still awaiting a response.

20. Date of next meeting 3rd July 2023

Meeting closed at 8.50pm.