

## **MINUTES OF MEETING**

The Annual Meeting of Ockley Parish Council was held on Monday 9 May 2022 after the Annual Assembly.

### **Councillors present**

Mr D Thomas            Chairman  
Ms A Barclay  
Mr J Lee-Steere  
Ms J Page  
Mr B Thorne  
Ms Z Ward  
Mrs L Fletcher        Clerk

No apologies – all councillors present

Also present SCC/MVDC Councillor H Clack and one 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. Election of Chairman and Vice Chairman**

It was proposed by AB and seconded by JP that DT be re-elected as Chairman. All councillors were in favour of this proposal. DT confirmed that this would be his last year as Chairman as he had stated at the May 2021 Annual Meeting. A Declaration of Acceptance of Office would be signed.

It was proposed by DT and seconded by AB that JP be re-elected as Vice Chairman. All councillors were in favour of this proposal. JP stated that she had been considering her position as a councillor. Due to work commitments she felt that she had not had time in the last year to give parish council matters sufficient attention. She would step down when a new councillor was appointed. In the meantime she would accept the post of Vice Chairman.

### **2. Election of members of Admin/Planning Committee**

It was agreed that membership would be AB, JP, ZW with Clerk in attendance. Meetings to be held only when required in between main parish council meetings,

### **3. Minutes of meeting held on 7 March 2022**

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

### **4. Updates on minutes**

Post Office service at the pavilion – ZW reported that this was now working well.

### **5. Correspondence**

Dates for diary

12 May 2022 – webinar meeting re. A24 Horsham to Dorking feasibility study  
DT stated that he had personally registered with the organisers of the feasibility study to ask to be added to the list of interested parties. It was noted that presentation slides and a

recording of the main presentation would be made available after the webinar. HC commented that concerns would be raised regarding volume of traffic at the Dorking Deepdene roundabout.

16 May 2022 – GACC AGM

Other correspondence noted

West Sussex CC – review Transport Plan consultation report published

Gatwick Airport – Route 4 Airspace Change Proposal; work on main runway

Joint Waste Solutions – reducing food waste project

Strimming around The Green

The Clerk reported that she had received an e-mail from the parishioner who kept areas around The Green tidy during the year by strimming the grass. This had started as a team effort but as volunteers had got older and dropped out then he had done this on his own. He had done this for fifteen years but this would be his last year.

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It was noted that there had been interest shown by three people in the village survey who had said they wanted to be involved in maintenance on The Green. These contacts would be followed up when survey details became available.

**6. Finance**

a) payment of accounts

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

already paid – not yet authorised

Groundwork refund NDP grant	£7329.67
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yet to be paid

Helpdesq IT support	£680.86
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Surrey ALC Ltd SCAPTC and NALC subscriptions	£290.79
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S P Cooke internal audit	£242.00
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Mrs L Fletcher Clerk's salary and Admin costs	TBA
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HMRC Tax, NI on Clerk's salary	TBA
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to note

IT support included work on cyber security report for DPO and software/work required to set up laptop (actual laptop purchased by Clerk but to be used for OPC work). OPC laptop still retained but now old and very slow to use.

Clerk's salary now calculated at ten hours per week. Backdated payment for increase in pay included. DT signed paper showing details of calculations.

b) internal audit report

The year end audit had been carried out on 25 April 2022. The auditor had noted:  
*Everything was found to be in order; the books and records of Ockley Parish Council show a true and fair view of the year's transactions.*

The Annual Internal Audit Report 2021/22 on the AGAR Form 3 had been completed.

The auditor had stated that he was retiring so would no longer be able to carry out the duties of the internal auditor.

c) approval of accounts year end 31 March 2022

Documents relating to this section had been circulated to councillors:

Annual Governance and Accountability Return 2021/22 Form 3

Bank reconciliation

Explanation of variances

Receipts and payments

Supporting statement to Receipts and Payments

Asset Register

Scott's Well information

Budget calculations/periodic reconciliations

It was noted that as income had exceeded £25,000 in the year then AGAR Form 3 had to be completed. The Clerk would return the necessary documents to the external auditor no later than 30 June 2022 and publish information on the parish council website.

i) approve Annual Governance Statement (AGAR section 1)

It was noted that this section must be approved before section 2.

It was agreed that 'yes' be answered to all the statements.

It would be signed by the Chairman and Clerk.

ii) approve Accounting Statements (AGAR section 2)

This had been completed by the Clerk and signed on 15 April 2022.

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

## **7. Planning matters**

### Planning applications - list dates

18 March 2022

MO/2022/0432/CAT

The Cricketers Arms (PH), Stane Street, Ockley RH5 5TP  
Remove 2 no ash to ground level - marked on submitted plan  
*no objection 22 April 2022*

\*JPE

25 March 2022

MO/2022/0492/PLAH

Kiln Thatch, Weare Street, Ockley RH5 5JA

Erection of an oak framed two bay open faced carport

MO/2022/0420/PLAH

*\*Abinger, within 20 m of Ockley parish*

Benbow Cottage, Benbow Stables, Trap Lane, Ockley RH5 5QX

Alterations and extensions to dwelling and removal of existing outbuildings

14 April 2022

MO/2022/0448/PLA

3 Paynes Green Cottages, Weare Street, Ockley RH5 5NH

Demolition of existing rear extension and outbuildings to allow for a new single storey side extension with rooms in roof space to provide habitable accommodation and detached double garage.

6 May 2022

MO/2022/0697/PLA

registered as Ockley and Abinger

Four Oaks, Cathill Lane, Ockley RH5 5QP

New access onto Cathill Lane

Planning decisions - list dates

18 March 2022

MO/2022/0072/CAT

Stane Gate, Stane Street, Ockley RH5 5TP

Remove a line of 7 no ash trees and 1 no sycamore - marked on submitted plan  
*no objection*

1 April 2022

MO/2021/1106/PLA and 1107/LBC

Boswells Farm, Ruckmans Lane, Okewood Hill RH5 5NE

Repair and conversion of listed farmhouse to a single dwelling (Plot 1). Repair and conversion of listed barns to create a single dwelling including a new conservatory link to join the buildings together (Plot 2). Provision of a new dwelling on the south-west corner of the site incorporating the re-use of some existing farm buildings as domestic outbuildings (Plot 3). Provision of 2 nos. double car ports (one for plot 1, one for plot 2). Retain existing vehicular access for Plots 1 and 3 and provide a new access in the north-east corner of the site for Plot 1.

*approved with conditions*

MO/2021/1845/CAT

The Rectory, Stane Street, Ockley RH5 5SY

TO524 and TO526 Cultivar Apple trees (*Malus domestica*) - remove (see below)

TO542 Common Ash tree (*Fraxinus excelsior*) - remove

(Includes removal of two dead apple trees and dead wood and ivy from two other trees as exempt works)

*no objection*

22 April 2022

MO/2022/0432/CAT

\*JPE

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

Remove 2 no ash to ground level - marked on submitted plan

*no objection*

Councillors had been informed of the planning lists as shown above. DT enquired as to whether permission was needed for removal of hedging in front of the Cricketers Arms. JL-S stated that permission had not been needed. No further comments were made.

#### Major planning applications

Inland Homes (land south of Coles Lane) – it was noted that no information had been received regarding an appeal hearing date.

Village Foundations (land east of Stane Street) – DT reported that more documents had been placed on the MV planning application website regarding the problem of access from the proposed site onto the A29 / speeding traffic. The documents outlined a study regarding bollards on the A29 / narrowing the road. HC commented that if bollards were put on the road then street lighting would have to be put in place.

It was noted that speed of traffic on the A29 was of a main concern to parishioners.

#### **8. Local Government Association New Model Code of Conduct**

Information had been sent through from MVDC regarding the new Model Code of Conduct. It had been adopted by MVDC in February 2022. It included strengthened content in relation to bullying and harassment, equalities and diversity and other details. There were also proposed revisions to the Registration of Interests for Councillors. The Officer at MV had stated that if parish councils wished to adopt the new Code then she would be happy to run a training session for councillors and clerks. It was agreed that councillors and Clerk should attend a training session then the Code could be adopted at the meeting to be held after the session. This had also been suggested by another MV parish. The Clerk would contact MV to request a training session for OPC.

#### **9. Local Government Boundary Commission – MV Boundary Review**

Information had been sent through from the Commission regarding the review for MV. DT had circulated a suggested response to the draft recommendations. In this response he stated that the ward of Okewood had one councillor who represented the local villages and people knew who to contact with any issues. The proposed 'new' ward stretched from the Surrey border with West Sussex up to Great Bookham and would be known as Leith Hill. Three councillors would be elected for the ward which raised a number of issues. However a sense of community could be continued if Okewood combined with Capel as they already share a number of services. It was noted that the review should be completely apolitical. HC stated that elections would have to be held every year which would be costly and take time out of the year for decision making. Councillors thanked DT for preparing this response. Minor adjustments would be made to the response before submission by 6 June 2022.

#### **10. Footpaths in the parish**

DT reported that he had walked around a further section of the parish with a member of the SCC Countryside Access Team in March. They had identified a number of stiles that needed work done on them / needed replacement. The landowner had not responded to correspondence sent to him regarding a meeting / walking to inspect the stiles / discussing work to be done. All paperwork regarding any work to be done would need to be signed off by the landowner. Thus no further action could be taken regarding these stiles at the moment.

#### **11. Crime**

Police statistics 7 March to 9 May 2022

11 incidents and 9 crimes noted.

## **12. Social matters**

DT stated that he had been making enquiries regarding the Ockley Volunteer Driver's Scheme. The recent village survey had identified further volunteers who wanted to help with the scheme. He felt that the scheme should be put on a more formal footing. A similar scheme operated in Capel so advice could be sought from them. SCA also had an advisor who could provide advice.

## **13. Community Hub**

DT reported that one of the members of the team had completed a draft business plan for the hub. A meeting of the team would be held on 19 May when he hoped matters would move forwards. An architect was known to him who may be able to help with plans.

## **14. Future MV**

Notification had been received that Inspectors had been appointed to examine the MV Local Plan. MV had contacted OPC regarding an update of the NDP as requested by the Inspectors. A bullet point response had been submitted,

## **15. Ockley NDP**

It was noted that a further meeting of the team was to be held the following week. Survey results were currently being analysed. Volunteers were needed to take responsibility for the Housing Section of the plan. Two members of the team were working on Design/Design codes, a further two on Natural Environment and two on Transport. Contact was to be made with the person who looked after the OPC website. One of the team would be responsible for updating the NDP section on the website. DT felt that the Plan was on course but more help was needed to take the lead on sections. DT had applied for a further grant, £5500, to fund expenditure. The Due Diligence Form had been completed and returned.

## **16. Policies**

### **IT, Communications and Monitoring**

The policy had initially been sent through from the DPO and adopted July 2018. It had been circulated to councillors for review. It was noted that currently the Clerk was using a personal laptop. OPC laptop still retained but now old and very slow to use.

### **Standing Orders**

It was noted that the NALC model Standing Orders had been updated:

18 - Financial Controls and Procurement

The OPC Standing Orders (Section 18) would be reviewed at the July meeting.

### **GDPR cyber security report**

This had been completed and returned to the DPO April 2022

## **17. Vacancies**

### **Councillor**

It was noted that one person had expressed an interest in joining the parish council when completing the parish survey.

### **Clerk**

An advertisement and job description for the post had been circulated to councillors for comments. It was agreed that these should be put on the Surrey ALC website, Ockley notice board and MV Clerks to be notified. Details had already been placed on the FB page.

### **18. Scott's Well**

NALC had updated Legal Topic Note (LTN) 28 on basic charity law. The update was to paragraph 6 which stated that where a council is a sole charitable trustee it should set up a committee. It was agreed that committee members to be appointed would be the same as those for the Admin/Planning Committee: AB, JP, ZW.

### **19. Play Area**

The Clerk had circulated quotes dated 27 April 2022 from Osborne Landscape and Construction together with a summary of quotes from 2018/19 regarding work to be done at the play area. The Clerk reported that the wood edging around the barked edges was rotten in a number of places. Some sections had completely fallen away. Some supporting posts were rotten exposing bolts which could be a health and safety issue. A number of the fence posts on the perimeter fence were also rotting and needed replacement. Some sections of the fence had fallen down over the past few months and had needed attention. After discussion it was agreed that the quotes from OLC be accepted as follows:

Replace edging around 70 m of barked areas of the play area  
Option 1 – half round rails, 2x rails high, with half round posts.  
The same look as the repair done in 2019.  
Price £2158.80

Replace 12 posts around perimeter of playground.  
Price £1006.40

The Clerk reported that palings in the perimeter fence were being removed / needed replacement. Councillors to monitor when in the area.

### **20. Date of next meeting**

Monday 4 July 2022

Meeting closed at 9.10 pm