

MINUTES OF MEETING

A meeting of Ockley Parish Council was held remotely via Zoom on Monday 1 March 2021 at 7.30 pm.

Those present were informed that the meeting was not being recorded and that OPC could not guarantee that their data is held in the EU.

Councillors present

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

Apologies had been received from Ms J Page.

Also present for part of the meeting - SCC/MVDCouncillor H Clack

Declarations of interest:

JL-S Jays Park Estate *JPE
LF Quotes re. notice board on School Lane (item 6g on agenda)

1. Minutes of parish council meeting held on 4 January 2021

It was proposed by Mrs L Hogarth and seconded by Ms A Barclay that these be signed as correct.

2. Updates on minutes

*JPE licences - matter to be resolved once Covid lockdown procedures lifted.

responsibilities on The Green - again matters to be resolved once Covid lockdown procedures lifted. However HC asked to help with resolving issue regarding information on Rights of Way on the village green. JL-S to send HC information so that she can take the matter up with SCC. Concerns also been raised by parishioners / councillors regarding visitors to the village during Lockdowns. Many visitors had no regard for the countryside: parking on private roads, walking through private gardens, not dealing with dog poo / dog poo bags, disregarding / having no knowledge of the Countryside Code.

Countryside Code information had been posted at relevant places in the village.

Keep Britain Tidy information would also be posted.

DT stated that these concerns all linked in with the footpaths topic. When paths had been identified and signed then this would avoid visitors wandering off onto private land.

HC suggested cutting swathes to draw attention to footpaths, developing stiles and putting kissing gates in where needed so that visitors can easily identify where they should be walking. Signage would ensure that visitors found their way back to the start of their walk without getting lost. LH agreed that circular walks that could be colour coded would be helpful. HC stated that all villages are concerned about these issues.

The SCC Countryside Access Team could help; DT had attended a recent meeting with members of the Team. HC had answers to queries raised by DT. It was not known whether there was a Footpath Warden for Ockley but HC stated that volunteers could attend a training

course to become a warden - other parishes had asked for volunteers. It was noted that there were currently restrictions due to Lockdown.

safety on bend at Heathfield Cottages - AB had met (Zoom) with a representative from Village Greens. They were to look into additional signage / cut back foliage at car park entrance. AB to follow up to discuss progress. VGs were to keep a log of any further incidents regarding safety of pedestrians crossing from the shop to the car park.

AB to forward all information regarding the topic to HC so that she could discuss with SCC Highways Officers.

Census 2021 - the Clerk reported that information had been put on the notice board / put in the parish magazine regarding the census, emphasizing that although online submissions were preferred; a request for a paper copy could be made.

motorhome - the motorhome had been parked (five to seven days including overnight) recently in the Inn on the Green car park. A noisy generator had been used by the occupant of the motorhome. It was noted it had also been spotted at other spots in the immediate neighbourhood.

SCC speed reduction on the A29 north of Ockley - signage had been put in place. VAS also to be installed.

3. Outstanding business (with updates) from January meeting

GDPR

extract from January minutes shown in italics:

ICO Registration - receipt of payment had been received together with the Certificate (expiry date 15 July 2021)

e-mail addresses - it had been confirmed that e-mail addresses could be set up for the Clerk and councillors. There is already an info@ockley-parishcouncil.co.uk address, others can be added. To be discussed at the March meeting.

It was agreed that the Clerk should implement use of the info@ockley-parishcouncil.co.uk e-mail address. Addresses for councillors could be added at a later date.

forwarding information - a reminder that care had to be taken when sending on information so that e-mail addresses / names are not shown if consent has not been obtained.

A discussion was held regarding this topic. It was noted that it was not always easy to help with issues when names/addresses had to be kept confidential. The Clerk would ask if identity could be shared with councillors - noting that some parishioners may feel vulnerable if identity is shared. However the parish council may not be able to help if details were not shared.

Policies to review

extract from January minutes shown in italics:

Financial Regulations

It was noted that an amendment had been made to the regulations with regards to use of debit/credit cards.

Risk Assessment

Dates had been amended where appropriate. An addition had been made regarding meetings (use of Zoom).

Councillors had noted the amendments and confirmed adoption.

TOR Admin/Planning Committee

BT had reviewed the TOR and advised no changes were necessary.

They had been circulated to councillors who confirmed adoption.

4. Correspondence

diary dates

11 March 2021 DT to attend virtual training session
MV Development Management Team

survey

It was noted that the Clerk had completed a survey providing information on the sports facilities and open space provision in the parish.

5. Planning matters

The Chairman stated that there were a number of planning issues currently in the parish. He noted that other parishes have a separate planning sub-committee. Ockley has an Admin/Planning Committee set up which may be re-jigged so that planning matters could be looked at in more detail and a report presented at the main parish council meeting. He had itemised the issues under headings:

a) Major - to include Village Foundations plans for development of land at Stane Street/Friday Street. A letter had been sent to VF after the last parish council meeting and a reply received.

The initial application is due to be on the list of MV weekly applications but as yet had not appeared.

An initial application regarding development on land south of Coles Lane had been refused. It is expected that an appeal will be lodged with MV.

The plans for development behind the house at Elderslie have not been heard of for some time.

b) Other proposals still awaiting decisions

Oakdale Farm - comments had been submitted to MV.

Standon Brook field (parish of Abinger) - a huge number of objections had been submitted.

Ockley Station car park - comments from OPC had been submitted to MV. The matter was to go to committee for a decision. JL-S stated that planning consultants were discussing the matter with the Case Officer at MV. SCC Highways Information had been sent to MV.

Six Oaks field - a decision approval had been made regarding an application which had caused concerns.

barn at Elderslie - an outline planning application had been approved but no detailed application had yet been submitted.

c) Possible future applications

Two parishioners had contacted the parish council regarding a possible future application / request for amendments to decision conditions.

Comments had been/were to be made to the parishioners which may be reflected in their communications with MV planners.

Planning matters lists received since January meeting

Councillors had been informed of the following planning matters.

A number of these were in the parish of Abinger but either close to the parish boundary or may affect Ockley.

No comments had been received regarding any of the circulated information.

Planning applications - list dates

8 January 2021

MO/2020/2258/PNHH *Abinger parish within 20 m of Ockley parish*

Woodstock House, Mole Street, Ockley RH5 5PB

Prior notification for the erection of a single storey rear extension of 7.9 metres deep and 2.7 metres high with an eaves height of 2.5 metres.

22 January 2021

MO/2020/2304/PN1AA *Abinger parish within 20 m of Ockley parish*

Old Stables, Woodstock House, Mole Street, Ockley RH5 5PB

Prior approval for addition of one storey to existing dwelling
prior approval granted 19 February 2021

29 January 2021

MO/2020/2353/PLAH

Woolverstone Cottage, Stane Street, Ockley RH5 5ST

Erection of a rear single storey rear extension following demolition of existing conservatory

5 February 2021

MO/2020/2363/PLAH

Little Bookers, The Green, Ockley RH5 5TR

Erection of a two storey side extension following removal of existing single storey side element

MO/2020/2400/PLA

Standon Brook Field, Standon Lane, Ockley

Change of use of land to tourism. Erection of 2 no timber pods with associated access, parking and landscaping for the purposes of tourist accommodation
parish of Abinger but site discussed at parish council meetings

12 February 2021

MO/2020/2410/PLAH

2 Kennel Cottages, Ruckmans Lane, Okewood Hill RH5 5NE

Erection of single storey rear and side extension following demolition of existing single storey kitchen, bathroom and log store

MO/2021/0054/DEA

*JPE

Land to the west of Elmers Road, Ockley RH5 5TL

Prior notification for the erection of 2 no agricultural buildings of 33 metres x 15 metres for the storage of hay and machinery

Okewood ward, within 20 m of Leith Hill ward

Ockley parish, within 20 m of Wotton parish

prior approval not required

decision list 26 February 2021

19 February 2021

MO/2021/0087/DEA

Vann Farm, Vann Farm Road, Ockley RH5 5TF

Prior notification for the erection of an agricultural barn of 17 metres x 9 metres for the storage of hay and agricultural plant and machinery

Planning decisions - list dates

22 January 2021

MO/2020/2101/PN1AA

Abinger parish within 20 m of Ockley parish

Woodstock House, Mole Street, Ockley RH5 5PB

Addition of one storey to the existing dwelling house to reach a maximum ridge height of 12.47 metres

prior approval granted

MO/2020/2157/CAT

*JPE

Woodland at The Green, Ockley

Remove 6 no ash trees

no objection

29 January 2021

MO/2020/2258/PNHH

Abinger parish within 20 m of Ockley parish

Woodstock House, Mole Street, Ockley RH5 5PB

Prior notification for the erection of a single storey rear extension of 7.9 metres deep and 2.7 metres high with an eaves height of 2.5 metres.

prior approval not required

MO/2020/2035/PLAH

Willow Lodge (Lodgelands), Beare Green Road, Ockley RH5 4PX

Erection of detached garage

refused

5 February 2021

MO/2020/2169/LBC and 2170/PLAH

*JPE

Rallywood, The Green, Ockley, Dorking, Surrey, RH5 5TR

Conversion of garage, to enlarge existing annexe ancillary to Rallywood (one 4 bed annexe). Removal of internal walls, creation of two new window openings with the installation of new windows throughout the annexe. Alteration to internal floor plan and blocking up of external doors (application for Listed Building Consent).

approved with conditions

19 February 2021

MO/2020/2304/PN1AA

Abinger parish within 20 m of Ockley parish

Old Stables, Woodstock House, Mole Street, Ockley RH5 5PB

Prior approval for addition of one storey to existing dwelling

prior approval granted

26 February 2021

MO/2021/0054/DEA

*JPE

Land to the west of Elmers Road, Ockley RH5 5TL

Prior notification for the erection of 2 no agricultural buildings of 33 metres x 15 metres for the storage of hay and machinery

Okewood ward, within 20 m of Leith Hill ward

Ockley parish, within 20 m of Wotton parish

prior approval not required

Appeal decisions made

26 February 2021

MO/2019/2049/CC

The Chalet, Vann Farm Road, Ockley RH5 5TF

Removal of condition nos 4 and 5 of approved planning permission MO/2019/1608/PLA for demolition of existing dwelling and erection of one 2-bed dwellinghouse.

nb - condition nos 4 and 5 relate to restrictions on extensions of dwellings and restriction of garden buildings

refused 17 January 2020

allowed

6. Finance

a) payment of accounts

It was proposed by Mr D Thomas and seconded by Mrs L Hogarth that the following accounts be paid:

already paid - not yet authorised

AVS Fencing Supplies posts on The Green (cheque authorised at January meeting cancelled)	£823.20
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to be paid

Surrey Hills Society annual membership	£25.00
Surrey County Playing Fields Association affiliation fee 2020/2021	£10.00
S Dean-Webster litter picking 2020	£247.50
Mrs L Fletcher salary and Admin costs	TBA
HMRC tax / NI Clerk's salary	TBA
Mark Osborne grounds maintenance 2020	£1500.00
Zurich Municipal renewal policy 21 March 2021 year 3 (5 year long term agreement)	£526.93
GACC annual membership	£10.00

Key Computers

mid year internal audit £198.00
deal with e-mail issues £96.00 £294.00

Hags

toddler swings at play area £3203.40

b) purchase of laptop

Quotes had been received for purchase of laptop but fallen through due to increased demand during Covid lockdowns. Further enquiries to be made once businesses return to more normal working conditions.

c) posts on The Green

A further quote had had to be sent through due to price increases. Thus cheque authorised at the January meeting had been cancelled and further cheque issued for amended order. Order to be delivered to BT. Posts will be put in place as per previous occasion. Some assistance may be required.

d) online banking

Online banking request had been submitted - confirmation of request received.

Thanks to LH and JP for prompt attention to the matter.

e) verify bank statements to budget spreadsheet

Information had been sent to JL-S who had sent e-mail verification.

f) mid-year internal audit 2020/21

This had been carried out of 19 February 2021. The auditor had stated:

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

g) notice board at the end of School Lane

*LF

The Clerk had circulated the following information to councillors:

Current notice board is made of softwood and is ten years old. It cost £280 and has had a few minor repairs over the years.

Quote for refurb to include door stays / teak varnish / back board / filler and machine paper. Materials £70, labour £200 – Total £270.

Quote for new hardwood notice board, treated to provide longer lasting quality.

Total £1100 (comparison quotes could be found online).

Following discussion it was agreed that the quote for the new hardwood notice board be accepted. It would give a smarter appearance for parish council notices which were becoming of increasing importance.

7. Footpaths in the parish

It was noted that £1000 SCC Members Allocation had been approved and paid into the parish council's account. Thanks to SCCouncillor H Clack. DT had identified two stiles that he thought were a priority for replacement with kissing gates. Receipt of the grant meant that plans could now go forward. One stile was beyond the windmill and the other was on the far side of the field behind the graveyard at the bottom of School Lane. HC stated that the SCC Volunteers Team install kissing gates.

DT queried how contact was made with the SCC Countryside Access Team. There were 20 other stiles that needed work done on them but apparently no way he could see of reporting such issues. HC informed councillors of the SCC Rights of Way interactive map. Once

registered on the site then issues could be reported / processed properly. It appeared that a survey was carried out in 2006 and no details updated since then. AB stated that she would share this information on the FB page so that others in the village could report issues. It was agreed that once the current lockdown came to an end then it would be good to meet with a member of the SCC Volunteers Team.

DT further asked how to take forward the project regarding replacement of the two stiles with kissing gates forward:

- there are two stiles to replace
- in essence the landowner/s have given approval for the work to be carried out
- the parish council has funding
- assistance needed from the CATeam regarding installation, fencing costs; guide through project

HC advised of contact at CATeam who would be able to help. Permits need to be put in place, volunteers recruited. OPC has financial start to take project forward.

Requests for funding for footpaths through SCC Your Fund are being received from parishes. However as footpaths are the responsibility of the CC then funding may not be allocated through the Fund. HC had noted that St Margaret's Church had submitted a request for funding.

HC left the meeting

8. Play area at the village hall

Toddler swings - it was noted that the swings were now in use and the invoice authorised for payment.

Oak tree in village hall car park adjacent to play area - it was noted that work had been carried out on the tree (all substantial deadwood removed).

9. Crime

Police statistics 4 January 2021 to 1 March 2021

1 crime report and 10 incident types.

10. Social matters

LH reported that she had discussed the possibility of holding Zoom Pavilion Café sessions with the Vicar. It was hoped that the café would soon be able to open once again at the pavilion (subject to Covid restrictions being lifted).

11. SCC Your Fund

DT stated that the application for funds for St Margaret's Church was for an external toilet and work to be carried out on wiring/lighting.

BT stated that the village hall would also apply for funds. No meetings had been held during lockdown to discuss the project.

It was noted that Your Fund was an initiative going on for five years.

12. Future MV / Village Foundations

The Chairman stated that currently there was nothing further to discuss regarding this topic.

13. Annual Meetings 2021

It was noted that these meetings had been arranged for 10 May 2021.

The Government was not currently planning to extend the remote meeting regulations beyond 7 May 2021.

A discussion was held as to whether to alter the date of the meetings and hold remote (Zoom) meetings before the 7 May deadline or to return to face to face meetings after the 7 May deadline. It was agreed that a decision would be made at the end of March. The Village Hall to be booked if face to face meetings to be held (sufficient room for social distancing).

The Chairman closed the meeting at 9.15 pm.

DRAFT