

MINUTES OF MEETING

A meeting of Ockley Parish Council was held remotely via Zoom on Monday 4 January 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	
Ms J Page	
Mrs L Fletcher	Clerk

No apologies had been received.

Contact to be made with absent councillors re. attendance.

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

Declarations of interest:

JL-S	Jays Park Estate	*JPE
LF	Ockley Cricket Club	*OCC

1. Minutes of parish council meeting held 2 November 2020

It was proposed by Ms J Page and seconded by Ms A Barclay that these be signed as correct.

2. Updates on minutes

Reverse Advent Calendars

AB reported that the request for the calendars had been really successful.

Fifteen boxes had been received and the majority had been donated locally through the Mid-Surrey Community Fridge organisation. AB stated that it would be good to repeat November / December 2021. Thanks to AB for all her input.

***JPE licences**

The Clerk reported that she had received an invoice for one licence (play area) but no accompanying agreement for signature. JL-S to look into and report back. Payment for play area licence to be made when agreement received together with other licence invoice and agreement (car park on School Lane).

motorhome

It was noted that the motorhome had parked in the car park on School Lane for one night over the Christmas period.

Discussions re. responsibilities on The Green

JL-S stated that he had yet to meet with representatives from OCC. He was also in contact with SCC regarding horses being ridden on The Green. Discussions could take place when these matters had been discussed/clarified.

It was noted that HC would leave the meeting before certain items were to be discussed. The Chairman brought forward the following items for discussion: Item 3 (d) and Item 7.

3. (d) SCC launch capital fund (MV parishes met with HC - DT to report)

7. Footpaths

DT stated that he had joined the Zoom discussion with HC and local parishes. Three of the parishes had already put forward a suggestion regarding funding for footpaths. A footpath survey had been carried out by DT and another parishioner in Ockley. A detailed report had been circulated to councillors and HC. The report highlighted that many of the stiles in the parish were not in a good state - 22 of them needed work carried out on them. DT had asked HC for advice regarding steps to take to get something done to repair/replace with kissing gates. HC had sent DT information regarding footpath rules and regulations. HC stated that she hoped to be able to arrange a Q and A session for all MV parishes with the SCC Countryside Team so that matters could be explained and then taken forward.

It was noted that during the current COVID pandemic there had been an increase in visitors from towns to villages which was causing problems. Many visitors did not know/chose to ignore the 'rules of visiting the countryside'. HC suggested that Ockley might think of creating circular walks for visitors in consultation with landowners. Other parishes have done this successfully working with their local landowners. These circular walks could then be advertised on websites, FB, notice boards (with QR codes). Visitors would be directed to various routes favoured by the parish/landowners with updated facilities.

HC suggested that a small footpath group be set up in the village to take this project forward. She also indicated that funding may be forthcoming from her SCC Members Allocation - Clerk to apply for £1000 grant.

Councillors were in favour of creating circular walks; priority for repair of stiles/installation of kissing gates to be given to such walks; walks to be created covering choices of distance to be walked.

DT stated that there were several other projects in the village that could benefit from the Fund: St Margaret's Church and Village Hall. OCC had already submitted an initial application. HC stated that community buildings were good projects to be taken forward.

Planning applications

HC asked that if the parish council had concerns/supported any applications that views are shared with her. She could then act on the parish council's behalf if the application went to the Planning Committee.

Future MV

A short discussion was held regarding concerns about the possibility of additional sites being put forward for development in the village. DT stated that the original four sites had been put forward in consultation with MV. However MV had not informed the parish council on any recent sites that had been put forward and were being considered. It was agreed that this should be an open and transparent process. Any development must have the necessary infrastructure in place before approval given (ref. to recent Coles Lane planning application). Timelines for Future MV had been put back due to the pandemic. HC thought that any submissions to the Inspectorate would now be after the elections due to be held May 2021.

HC left the meeting

3. Correspondence

diary date

11 March 2021 - DT preferred date to attend MV Development Training Session

Census March 2021

It was noted that this will be the first digital census. Every household will receive a letter telling them how to access their questionnaire online and also telling them the various means of accessing the form if they cannot access it online. These details will be put in the parish magazine and on the FB page. Councillors queried whether the date may be altered due to the pandemic.

SCC Highways response regarding safety on bend at Heathfield Cottages

It was noted that SCC had stated that there are already bend warning signs and SLOW markings to warn drivers of the bend. The warning signs could be yellow backed so they stand out more to drivers approaching the bend. The cost of carrying out this work would be in the region of £450. It was agreed that further efforts should be made regarding contact with Village Greens on this matter. There were measures that could be taken to ensure that the area around the entrance to the car park / shop could be made safer. AB made contact via e-mail/FB on 5 January 2021. Clerk to follow up with copy to landowner.

SCC/MV Local Committee

It was noted that the committee had made the decision to reduce the speed limit to 40 mph on the A29 from 60 metres south west of the junction with the Beare Green roundabout to 260 metres north east of the junction with Coles Lane.

MV - Government consultation on permitted development rights

It was noted that these mainly referred to rejuvenating town centres. However concerns had recently been raised regarding development at Six Oaks field. MV were to respond to the consultation which was due to close on 28 January 2021. OPC to respond if thought appropriate after the MV response had been noted.

MV - Emergency Planning

MV had requested that contact details be sent to them regarding 24 hour emergency contacts, together with details of other resources in the parish. It was agreed that no 24 hour emergency contact details be provided and that any information sent by MV should be sent through the parish council contact details. This could then be forwarded as thought appropriate.

Concerns were raised regarding parishioners awareness of the help available during the current pandemic. Information had been provided on notice boards, FB, website, magazine and in some cases posted through letter boxes. However it appeared that some were still unaware of help that could be provided. A reminder to lookout for neighbours would be posted on the FB page.

Other information had been requested via an e-mail from the Communications Team at MV. The Clerk would respond to the request.

4. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

20 November 2020

MO/2020/1998/CAT

*JPE

Forge Cottages, Stane Street, Ockley RH5 5TD

Remove 2 no apple trees (marked T1 and T2 on submitted plan), 6 no ash trees (T3, T4, T5, T7, T8 and T9) and one sycamore tree (T6)

4 December 2020

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

11 December 2020

MO/2020/2035/PLAH

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

Erection of detached garage

MO/2020/2071/PLA

*JPE

Ockley Station, Station Approach, Ockley RH5 5HT

Variation of drawing number condition 2 imposed under planning permission

MO/16/0266 for new station car park, to allow the repositioning of the car park access.

A letter of support for this application would be submitted to MV.

18 December 2020

MO/2020/2157/CAT

*JPE

Woodland at The Green, Ockley

Remove 6 no ash trees

24 December 2020

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).

These plans had been reviewed and no objections were raised.

Planning decisions - list dates

6 November 2020

MO/2020/1562/PCL

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

Certificate of Lawfulness for a proposed development in respect of the erection of a loft conversion with 3 no rear dormer windows and 3 no roof light to front

approved

27 November 2020

MO/2020/1520/PLA

Six Oaks Field, Stane Street, Ockley RH5 5QR

Erection of a field barn and stock fencing

nb: Abinger/Ockley parish

Decision shown as:

*Extension of field barn. Erect stock fencing for paddock area for existing sheep.
approved with conditions*

4 December 2020

MO/2020/1547/PLA

Lake House, Vann Lake Road, Ockley RH5 5NS

Construction of equestrian sand school (manege) for private use only

approved with conditions

24 December 2020

MO/2020/1643/PLA

Ells Farm, Dorking Road, Kingsfold RH12 3SD

Change of use from meat processing, air drying and parking/loading to use as luxury Bed and Breakfast facility with 2 no bedrooms, 2 no bathrooms, guest lounge and leisure area

nb: Capel/Ockley parish - within 20 m of Capel parish / within 20 m of Ockley parish

approved with conditions

MO/2020/1819/ECL

Kings Chase, Weare Street, Ockley RH5 5JA

Certificate of Lawfulness for an existing development in respect of the conversion of a detached garage to form a residential annex

approved

5. Finance

a) payment of accounts

It was proposed by Mrs L Hogarth and seconded by Ms J Page that the following accounts be paid:

AVS Fencing Supplies Ltd fencing posts		£931.68
G E Lee-Steere 1992 Trust mowing	*JPE	£966.00
Mrs L Fletcher salary and Admin costs		TBA
HMRC tax / NI Clerk's salary		TBA

Ockley Cricket Club	*LF		
rent: use of pavilion for Post Office		£260.00	
note: total payment - no contribution from Pav Café or PO			
one off payment 50% costs towards refuse collection when no cricket played Summer 2020 (see (e) below)		£272.50	Total £532.50
Viking ink cartridges		£92.04	

b) purchase of laptop

Information regarding the purchase of a new laptop had been circulated to councillors. Independent advice had been sought regarding quotes/specification received from IT company used by the parish council. An order had been submitted.

c) online banking

It was noted that new guidelines ensured that different login details could be set up for business and private accounts. A request to bank online could now be done online. Two councillors together with the Clerk would be entered as requiring access.

d) verify bank statements to budget spreadsheet

It was agreed that in order to comply with Financial Regulations these documents would be verified by JL-S.

e) budget/precept 2021/22

The Clerk had prepared and circulated two spreadsheets:

- budget calculations April 2020 to March 2021
- parish precept requirements 2021/22

DT stated that he had studied the spreadsheets and raised queries with the Clerk. He had suggested that the precept be kept at £18,000 for the year 2021/22.

It was agreed that the precept definitely did not need to be increased but noted that the following possible expenditure had not been included:

- work on signs at bend at Heathfield Cottages £450
- contribution towards refuse collection (bins at OCC) *note see payments.
nb - it was agreed to make a one off payment of half the costs for summer 2020
- increase in contribution to St Margaret's Church regarding mowing at St John's churchyard

Expenditure on footpaths to be left out of these calculations.

The accounts for the parish magazine (WOOF) had been received and no contribution towards costs would be required.

Taking all the above into account:

It was proposed by Mrs L Hogarth and seconded by Ms J Page that the precept for 2021/22 should be £18,000. All councillors present were in agreement.

The form received from MVDC would be completed and returned, unsigned, online as details were required the following day. A signed, hard copy was required. This would be returned once signatures had been obtained.

6. Future MV: Local Plan update, Affordable Housing

Local Plan update

extract from draft minutes from MV Parish Clerk's meeting held 2 December 2020

Piers Mason, Executive Head of Service (Planning and Regulation) gave the following update:

'Cabinet agreed last week to adopt a new Local Development Scheme (LDS) which sets out the timetable for the Local Plan. We will be putting out for representations the Regulation 19 version of the Local Plan. This is the version that the Council expects to submit to the Inspectorate approximately in June 2021. That will run for a consultation and we would hope to submit it in the Autumn and hopefully the examination will start at the beginning of 2022 with an anticipated adoption of the Plan by the end of that year'.

Affordable Housing

Nothing further heard re. MV seeking approval to invest in Affordable Housing.

7. Footpaths in Ockley - survey and moto cross riders

Survey already covered.

Moto cross riders - AB had reported that the riders had been seen in Ockley again in November. They moved on when someone had gone into the field to address the situation. They had arrived in a white Transit van, parked in the village hall car park then gained access via the field at the rear of the village hall. AB hoped to be able to obtain the registration details of the van if it was seen again.

8. Play area

Toddler swings

The order for the swings had been placed in November.

It was hoped that they would be installed in January 2021.

Annual inspection report

The annual inspection had been carried out in November and the report sent through from MVDC. The overall area risk level had been recorded as LOW. Minor recommendations had been made regarding the gate, fence, bark levels under the Junior swings and frame damage on the cradle swings. Trees were not inspected but JPE had already contacted the PC regarding work to be done on the oak tree overlooking the play area (remove all substantial deadwood throughout crown).

9. Crime

Police statistics 3 November to 30 December 2020.

There had been 13 incident types.

10. Social matters

NALC Health and Wellbeing Event

LH reported that those who do not embrace technology and middle aged men were the most vulnerable groups of people. They were the least likely to reach out for help. Loneliness since lockdown has increased as normal social groups are unable to meet up; many people still have issues re. technology/are unable to use 'phones at home to seek help as they may be overheard. Young families are also vulnerable as they may be short of money. It was important that everyone kept any eye out for their neighbours during the current crisis - identifying those in need is the biggest hurdle. National organisations were struggling to help during the crisis. It was agreed that LH would contact the Vicar to investigate whether a Zoom Pavilion Café session could be held.

11. GDPR

Councillors to note:

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.

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.

12. Village Foundations

Following the public consultation event held on 16 November 2020; further correspondence had been held between VF and OPC. A draft of a further letter had been circulated to councillors for consideration before sending off to VF. Councillors were generally in agreement with the draft but it was felt that there was insufficient car parking shown on the plans - this should be drawn to the attention of VF. The draft would be amended asking that priority be given to additional parking, a play area then being the second most important priority followed by the community orchard. Other points highlighted included wanting more information on affordable housing, less 4 bedroom houses, more proposals for traffic calming measures, information on the driveway for Elderslie Lodge. The draft letter would be amended then sent off to VF.

13. Policies to review

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 to confirm adoption at the March meeting.

14. Date of next meeting 1 March 2021

The Chairman closed the meeting at 10 pm:

Items 11 and 13 to be addressed at the March meeting as they were not discussed.