

MINUTES OF MEETING

A meeting of Ockley Parish Council was held on Monday 4 July 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
Mrs L Fletcher retiring Clerk
Mrs S Bell newly appointed Clerk

The Chairman welcomed SB to OPC.

Also present one parishioner

Apologies had been received from Ms A Barclay, Ms J Page and SCC/MCDC Councillor H Clack

Declarations of interest:

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

1. Minutes of Annual Meeting held on 9 May 2022

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

2. Updates on minutes

DT noted that the Inland Homes appeal would start on 28 July 2022 and also that the NDP grant of £5500 had been paid in to the OPC bank account.

3. Correspondence

Dates for the diary

4 July 2022

SCC/MVDC ref. emerging plans to improve walking and cycling facilities in MV – apologies had been sent but it was noted that Ockley was not being considered as a candidate for advancement with this project

13 July 2022

SCC presentation on County Deals at Pippbrook – ZW to attend

26 Sept 2022

Code of Conduct training at Pippbrook

Other correspondence noted

MV – UK Shared Prosperity Fund: a meeting had been held by MV on 20 June 2022 regarding this funding. £1 million of funding has been ring fenced for MV (to be spent over the next three years). Priority for spending to be on following targets: communities and place / supporting local businesses / people and skills

Community Speedwatch Reports: reports for April, May and June had been received.

DT stated that this was a useful service in the village but commented it appeared that one venue was used most often. It was noted that there were three sites that could be chosen but the one in the middle of the village tended to be chosen most often. Warning signs were put out to alert motorists that speed checks were in progress. Two speed guns were used. Other information can be extracted from the database if required.

ZW enquired as to whether a speed camera could be installed in the village. She stated that a camera would slow traffic down. DT commented that requests had been made in the past for such a camera / average speed cameras but SCC budgets would not cover such expenditure. DT noted that if updates on proposed plans for the development by Prideaux Gardens (access on to the A29) were approved then traffic would be slowed down for a section of the A29. ZW to prepare e-mail for circulation to councillors before sending to HC (copy to SCC Highways) regarding installation of camera.

It was noted that flashing signs at either end of the village did have some effect on slowing down traffic. Currently the sign at the north end of the village did not always work because of the summer vegetation. SCC to be asked to attend to the matter.

Gatwick Northern Runway project proposals

It was noted that a statutory public consultation regarding an updated highway design would run to 27 July 2022.

4. Planning matters

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

Planning applications - list dates

13 May 2022

MO/2022/0773/PLA

Land adj Woodways, Weare Street, Ockley RH5 5JA

Erection of a detached building

see decisions week ending 24 June 2022

MO/2022/0804/LBC and 0805/PLA

*JPE

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

Demolition of existing flat and erection of 2 no 3 bedroom dwelling houses

27 May 2022

MO/2022/0901/DEA

Holbrook Farm, Weare Street, Ockley RH5 5NP

Prior notification for the erection of an agricultural building of 24 metres x 18.75 metres for overwinter cattle accommodation and associated fodder and bedding storage

see decisions week ending 17 June 2022

10 June 2022

MO/2022/0260/PLAH

Oakhurst, Weare Street, Ockley RH5 5JA

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

17 June 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.

1 July 2022

MO/2022/0386/PLA

Midways, Weare Street, Ockley 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.

Planning decisions - list dates

20 May 2022

MO/2022/0492/PLAH

Kiln Thatch, Weare Street, Ockley RH5 5JA

Erection of an oak framed two bay open faced carport

Refused

10 June 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.

approved with conditions

17 June 2022

MO/2022/0901/DEA

Holbrook Farm, Weare Street, Ockley RH5 5NP

Prior notification for the erection of an agricultural building of 24 metres x 18.75 metres for overwinter cattle accommodation and associated fodder and bedding storage

prior approval not required

24 June 2022

MO/2022/0773/PLA

Land adj Woodways, Weare Street, Ockley RH5 5JA

Erection of a detached building

refused

1 July 2022

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

approved with conditions

Comments regarding planning matters

Holbrook Farm 0901 – DT stated he would draft a letter to MV regarding objections submitted regarding a previous planning application. JL-S commented that a building of the size stated for application 0901 would be approved by planners.

Proposed development by Prideaux Gardens – a letter had been received in reply to the response sent in February to Village Foundations. It was noted that a number of revisions had been made to the plans. Traffic calming measures had been addressed with two build outs in the A29 being proposed. Concerns were raised regarding these measures. It was suggested that a meeting be held with Village Foundations and SCC Highways to discuss the proposals. Clerk to contact both parties.

Appeal - Land south of Coles Lane – it was noted that the hearing into this appeal would start on 28 July 2022. DT stated that he may attend some of the hearing. Clerk to enquire as to whether HC intending to be at appeal / speak. Contact also to be made with Capel PC regarding whether a representative would attend / speak.

5. Finance

a) accounts to be paid

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

Mark Osborne Osborne Landscapes and Construction Replace edging around barked areas at play area	£2158.80
Helpdesq IT support	£37.80
James Garside Planning Ltd NDP Consultant	£800.64
Information Commissioner Data Protection fee renewal	£40.00
Mrs L Fletcher Clerk's salary and Admin costs	TBA
HMRC Tax, NI on Clerk's salary	TBA
Viking Consumables	£43.69
ig design NDP work on website, website hosting	£290.00
S Dean-Webster Litter pick	£127.50
Ockley Cricket Club Post Office / OPC use of pavilion	£300.00

Mulberry and Co
Clerk training programme

£240.00

Noted subscription to Zoom not renewed

It was agreed that the Data Protection Officer be asked to continue with her services for the next year.

b) year end submission to external auditor

The Clerk confirmed that the relevant documents had been submitted, put on the website and village notice board.

c) year end submission to the Charity Commissioners – Scott's Well accounts

The Clerk confirmed that the accounts had been submitted.

d) verify bank statements to budget spreadsheet

JL-S had checked the figures up to 1 June 2022 and confirmed all correct.

e) appointment of internal auditor

It was agreed that Mulberry and Co be asked to carry out the internal audit for OPC.

An estimate had been received for costs:

a full year's audit would be conducted in approximately three hours, charge of £60 per hour (+VAT) with travel costs of 45 p per mile.

f) appointment of firm re. PAYE

It was further agreed that Mulberry and Co be asked to take on PAYE responsibilities for OPC.

Their payroll service was chargeable at £35 (+VAT) per hour.

6. Footpaths in the parish

DT reported that no progress had been made on this matter – an update had been given at the OPC meeting held in March. Two stiles need replacing and another five stiles need replacing, repair or removal. No response had been received from the landowner. It was noted that no invoice had yet been received from SCC for the kissing gates already installed thus the sign off for receipt of grant from SCC (HC) had not been completed.

7. Crime

Police statistics received for period 9 May to 4 July 2022 reported twelve incidents.

8. Social matters

DT stated that village voluntary schemes were now opening up again after the pandemic and were being well attended (pavilion café, village teas etc). He queried whether some schemes should be put under a more formal organization.

9. Community Hub

DT updated councillors with the following information:

- a website had been set up for the hub
- parishioners had been asked at the Jubilee event and through the parish magazine (WOOF) to support the hub at the Your Fund Surrey website – this would help when a bid for funding was submitted
- CAD plans for the new extension need to be sourced
- funds are needed to pay for a survey, architect and planning in order to complete a business plan

- business plan needs to be completed to send to The Diocese so Section 554 Agreement can be changed to change objects of the Trust

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

It was noted that the Inspector had conducted Stage 1 of her examination on 22 June 2022. Stage 2 has been postponed from July to late September giving more time for finalization of some of the evidence papers.

11. Ockley NDP

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

- Housing Needs – Locality writing an evidence paper, probably be ready late August in draft form – findings will need to be considered along with survey results in order to draft out policies to bring into plan
- Natural Environment – first draft of evidence paper prepared, NDP consultant suggested some amendments
- Built Environment, Design Code and Sustainability – expecting Locality to visit later in July to begin onsite part of evidence paper
- Transport and Parking – first draft of evidence paper prepared, NDP consultant suggested how it might be developed further
- Local Economy and Community Facilities – two members of team investigating
- MVDC sent through draft Strategic Environmental Assessment and Habitat Regulations Assessment report that have been sent to the statutory bodies (Natural England, English Heritage and the Environment Agency). Any comments made will have to be taken into account in final report. If there are no adverse comments then NDP will comply with the regulations.
- OPC website now has separate tab for NDP. This shows all up to date information.

12. Policies

Model Standing Orders 2018 (England) – updated April 2022

It was noted that the update applied to Section 18 – Financial Controls and Procurement. Details had been circulated to councillors. It was agreed that the OPC Standing Orders be amended to reflect the update.

Code of Conduct / Register of Interests

Three councillors and Clerk had attended the virtual training session given by an Officer from MVDC. A discussion was held regarding adopting the new Code of Conduct and it was agreed that the current Code of Conduct would continue to be the adopted Code for OPC at the present time.

13. Play Area

The Clerk reported that the edging around the barked areas had been replaced (invoice for payment authorized). The posts around the perimeter fence had yet to be replaced. Other general repairs to be carried out. It was noted that no further damage in the play area had been seen in the past few weeks. BT stated that CCTV was to be installed in the Village Hall car park which could help to identify any issues in the future.

It was noted that JPE licences for play area and car park on School Lane due for renewal.

14. Collaboration with other organisations in the village

ZW and AB had requested this item be put on the agenda (AB had sent through comments which had been circulated). Collaboration was specifically highlighted for the Ockley Society (DT and BT members) and Ockley Cricket Club. It had been recognized that both organisations have their own funds but felt that OPC financial support be given to help with specific purchases.

Ockley Society – purchase of new marquee

DT and BT reported that Ock Soc has funds put by for the purchase of a new marquee when members feel it is time for replacement. Two new panels have recently been purchased for the marquee which may look a bit shabby but it does still work. At the present time they felt no financial support was required.

Ockley Cricket Club – the cricket club had been asked to look into repair / replacement of a number of benches around The Green. A number of the benches were beyond repair and need to be removed. Notices had been put in the parish magazine (WOOF) asking for sponsorship for new benches (current costs £300 to £400). After discussion it was agreed that OPC would fund two benches on condition that they were of a high quality (but £1000 maximum). OCC to source benches and submit proposal to OPC who would submit order.

Linking up with other parish councils in the area – ZW expressed an interest in attending other parish council meetings in the area in order to find out about matters discussed. It was noted that minutes were available online.

Submission of articles for parish magazine (WOOF) – ZW to circulate suggestion for banner heading for articles to make them more ‘eye catching’ to readers.

15. Ockley Village Hall report

BT (Chairman OVHMC) stated that currently the VH was well funded.

Recent expenditure: secondary double glazing in the hall, new double glazing in the cottage adjoining the hall, new back door.

Income received from: rent from the cottage, lettings, Government funding from Covid

There was further work to be done.

It was noted that Land Registry details should be updated.

OPC is Custodian Trustee of OVH.

16. Recruitment / casual vacancy

SB had accepted the offer made regarding becoming OPC Clerk and RFO.

There was still a casual vacancy for a councillor.

17. Date of next meeting

Monday 5 September 2022

Meeting closed at 9.40 pm.