

MINUTES OF MEETING

A meeting of Ockley Parish Council was held remotely via Zoom on Monday 7 September 2020 at 7.30 pm.

Councillors present

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

SCC/MVDCouncillor H Clack

Apologies had been received from Mr S Figg, Ms J Page
Mr B Thorne had sent apologies after the meeting (IT issues)

Declarations of interest:

JL-S Jayes Park Estate *JPE

DT report on SSALC Chairmanship course 20 August 2020 (via Zoom)

DT stated that the course had been very good. He would try out suggestions made / highlight topics covered over the next few meetings in a move towards 'best practice'.

He gave further information regarding good governance, what the Chairman doesn't do, managing the meeting.

1. Minutes of parish council meeting held 6 July 2020

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

2. Matters arising

DT informed councillors that it had been suggested at his course that this topic should not be on an agenda. It was agreed that there was usually a need for updates on minutes / reports to be made. Future agendas would cover this as 'updates on minutes', not 'matters arising'.

Post Office service in Ockley

The Clerk had circulated an update regarding a service. A 1.5 hour per week slot had now been offered by the Post Office. The postmistress had suggested days/times of the week that she could come to Ockley. The Clerk was to follow up regarding availability of the pavilion and report back.

Planning application / decision at Six Oaks Field, Stane Street

JL-S stated that no progress had yet been made regarding the matter.

Play area at the village hall

The Clerk reported that no site visits with suppliers had yet been arranged regarding discussion of replacement of toddler swings.

Ockley School site

DT stated that he had no further news on this topic.

The Green *JPE

A parishioner had raised concern about the driveway along The Green. The parish council confirmed that it was a private road to which the parish council do not hold any jurisdiction,

so it was suggested that the parish council reminded the parishioner of their previous response - that they need to get in contact with JPE over the issue.

It was confirmed that the tree would be moved as agreed.

Processes to adopt when agreeing actions

It was noted that this topic would be put on the agenda for a face to face meeting.

Payphone consultation

Nothing further had been heard on this topic. AB stated that the 'phone box by the Inn on the Green car park had been removed (*confirmed*).

nb 'phone box at Ockley station still there and 'phone in working order as at 9 Sept 2020.

3. Correspondence

Gatwick

10 November 2020 Community Engagement Team at Gatwick meeting to be held to share updates on Gatwick's business and operations going forward

Other updates from the airport and GACC newsletter had been circulated.

SCC - closure of part of Weare Street

Notification had been received regarding a temporary traffic order which was required to enable the removal of a collapsing culvert, replacement of fencing and/or carriageway resurfacing and/or highway maintenance work. Parishioners to be informed via the website and FB.

Ministry of Housing, Communities and Local Government (via SSALC)

Three consultations had been issued regarding reform of the planning system:

- Changes to the current planning system (NALC deadline for responses 17 September)
- Planning for the future - the planning white paper (NALC deadline for response 15 October)
- Transparency and competition: a call for evidence on data on land control (NALC deadline for response 16 October)

DT queried whether Ockley would want to take part in these consultations. There was a lot to read and the parish council was perhaps not particularly competent in this field to make a response.

Planning for the Future - HC stated that there was indeed a lot to go through but it would be good if Ockley could make a response highlighting protection of green belt, need to protect development in rural areas, consulting with parishioners (principles for Ockley village). DT to formulate response / circulate for comments.

Training opportunities - SSALC and Breakthrough Communications

It was noted that Breakthrough Communications were running courses in partnership with SSALC. A list of courses (to be held via Zoom) had been circulated. AB and JP had attended a course pre-lockdown. AB hoped that some of the ideas taken away from the course could be put into practice in the future.

Unitary Status

OPC had responded to HC's request for comments on this topic.

Surrey has eleven borough and district councils. The government had announced its interest in more areas of the UK becoming unitary authorities in which one council provides all services in a geographic area. A single Surrey wide council would serve 1.2 million people. HC reported that a great deal of work had been done on this over the summer by the county and district councils. She stated that it was important that local (parish council) engagement was retained. Parish Councils would not have to take on more responsibilities if they did not want to do so. Any devolved responsibilities would have a budget attached to them. Money would be saved as less staff would be employed. An online reporting system could be used

to save councillor time thus less councillors would be needed. Money must be saved; savings could possibly be shared with residents/used on stretched services. There would also be a reduction in committees. There would be more debate when the White Paper came out. There would be a great deal of work to do on this matter.

Cycling Event to be held on 4 October 2020

A short part of the course was on the A29 from the Forest Green Road to the Coldharbour Road. Parishioners were to be advised through the website/FB.

SCC - Gigabit Voucher Scheme campaign

A summary of the scheme had been sent through (funding for fast and reliable connections for residents and small/medium sized businesses). The information would be put on the website/FB.

4. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

17 July 2020

MO/2020/0966/PLAH and 0967(LBC)

*JPE

Rallywood, The Green, Ockley 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).

refused 28 August 2020

MO/2020/1020/CAT

Hitch Hurst Cottages, Stane Street, Ockley RH5 5TH

Remove two ash trees

31 July 2020

MO/2020/1180/PLA

*JPE

Jayes Park Courtyard, Forest Green Road, Ockley

Widening of the existing vehicular access

28 August 2020

MO/2020/1352/PLA

Oakdale Farm, Weare Street, Ockley RH5 5NN

Erection of new livestock barn with associated storage / staff accommodation

MO/2020/1425/CAT

The Tuns, Stane Street, Ockley, Dorking, Surrey, RH5 5TS

Reduce the height and width of one Ash tree (T1 on submitted plan) by approximately 2 metres, remove two lower limbs, and lift crown to 6 metres; Remove one Cypress tree (T2); Remove one Ash tree (T3); Reduce one Hazel tree (T4) back to the boundary line; Reduce back a group of Ash and Elm trees (G5) back in line with understory; Reduce back one Pine tree (T6) in line with understory; Reduce back one Yew tree (T8) by approximately 2.5 metres; Reduce the crown of one Oak tree (T9) by 2 metres; and remove one Conifer tree (T10) (Works include the removal of deadwood - exempt works).

Planning decisions - list dates

24 July 2020

MO/2020/0965/DEA

Boswells Farm, Ruckmans Lane, Okewood Hill RH5 5NE

Prior notification for the erection of an agricultural barn of 27.5 metres x 16.8 metres for the storage of hay.

Prior approval not required

31 July 2020

MO/2020/0552/CAT

Stane Gate, Stane Street, Ockley RH5 5TP

Remove one Ash tree (T1 on submitted plan); crown lift the canopies of three ash trees (T2, T3 and T4) to provide 7 metre ground clearance; pollard one ash tree (T5) to a finished height of 12 metres.

No objection

7 August 2020

MO/2020/0968/PLAH

Kiln Thatch, Weare Street, Ockley RH5 5JA

Erection of a front single storey extension following demolition of existing porch with pitched roof over existing flat roof, erection of a rear single storey ground floor infill extension, 1 no dormer windows to front roof slope, alterations to 4 no existing dormer windows with associated internal alterations to layout, alterations to windows and doors.

approved with conditions

MO/2020/0830/PLAH

5 Prideaux Gardens, Ockley RH5 5TA

Construction of a new car shelter on existing driveway utilising the existing fence line.

approved with conditions

28 August 2020

MO/2020/0966/PLAH and 0967(LBC)

*JPE

Rallywood, The Green, Ockley 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).

refused

Appeals started

10 July 2020

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

Land on Standon Lane, Ockley (parish of Abinger)

It was noted that a glamping company had asked to attend the meeting to discuss plans for a development on Standon Lane. The company had stepped back once it had been informed that the site was in the parish of Abinger. Work had already been carried out on the site and HC stated that a Temporary Stop Notice had been issued (could be seen on MV website). Abinger PC were well aware of the issues as were local residents. Some local residents may think they live in Ockley parish when in fact they are in Abinger. This being the case DT felt it was important that OPC was kept aware of any further developments so that responses could be made. Matters may become clearer if a planning application was to be submitted. The Clerk was to contact Abinger PC to ask to be kept up to date with this matter.

HC left the meeting.

5. Finance

a) payment of accounts

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

already paid but not yet authorised:

| | |
|-------------------------|--------|
| ig design | |
| website hosting renewal | £40.00 |

yet to be paid:

| | |
|--|---------|
| SSALC Ltd | |
| Chairmanship training - DT 20 August 2020 | £36.00 |
| CPRE | |
| annual membership | £36.00 |
| NALC | |
| subscription LCR magazine | £17.00 |
| David Chaffe (Process Matters) | |
| DPO contract for one year | £150.00 |
| St Margaret's Church | |
| donation towards upkeep St John's churchyard | £250.00 |
| Viking | |
| ink cartridges | £47.98 |
| Mrs L Fletcher | |
| salary and Admin costs | TBA |
| HMRC | |
| tax / NI Clerk's salary | TBA |

Councillors authorised the implementation of the new pay scales for the Clerk's salary: to be backdated to 1 April 2020.

b) Scott's Well accounts year end 31 March 2020

The Clerk had submitted the figures for the year end online.

The figures had been approved at the July 2020 meeting with the audit papers.

c) audit of accounts year end 31 March 2020

An e-mail had been received from the external auditor on 29 July 2020 stating that they had received notification of exempt status for the year end 31 March 2020. Nothing further would be heard from them regarding the above year end.

d) verify bank statements to budget spreadsheet

The budget spreadsheet had been circulated.

DT to check and sign figures on the bank statements and spreadsheet as evidence of verification.

e) quote for posts on The Green

BT had sent through a quote for 100 posts. Two more quotes to be obtained if possible (financial regulations). JL-S was to send through contact details of other firms to contact for quote. Clerk to contact BT regarding cost of putting posts around The Green.

The Clerk reminded councillors that all ordering had to be done through the Clerk (financial regulations). VAT could be claimed back on paid invoices if correct procedures implemented.

It was noted that JL-S had to leave the meeting at 9 pm so the Chairman changed the order of matters on the agenda.

**8. Javes Park licences: car park, play area
and associated matters to include motorhome**

*JPE

It was noted that the licences ran from 1 September 2019 to 31 August 2020.

Invoices and paperwork to sign for renewal had been delayed due to COVID-19.

An e-mail had been received asking for permission to park overnight (as per the signs in School Lane). A form had been sent out for completion but had not been completed/returned.

The person sending the e-mails appeared aggrieved that he wasn't allowed to park (even though he had not officially applied) and had threatened court action. As at 7 September 2020 nothing had been heard regarding any court action. JL-S had asked for advice on the matter through JPE. On a previous occasion OPC had obtained advice through SSALC regarding the motorhome parking in School Lane. It was not known whether this was the same parking issue. The motorhome had been seen in the village recently but had not parked overnight in the village. It was noted that OPC has to adhere to the terms of the licence which state that there is no parking of motorhomes in School Lane. Furthermore no vehicle parked on School Lane should be occupied overnight.

Correspondence regarding this issue had initially only been sent to two councillors then circulated to all at a later date in one document. It was agreed that in future all correspondence would be circulated to all councillors at the same time unless it was regarded as confidential.

6. Future MV: development in Ockley / NDP

- a) to note - MV had received additional sites for consideration in Ockley. They were currently undergoing assessment to determine whether any of them would be deliverable.
- b) update of status of questionnaire - JP had circulated the questionnaire that she had revised. Some councillors had added comments. The Clerk was to re-circulate the questionnaire with added comments for remarks to be made by other councillors. Thanks to JP for all of the work she had done on the revised questionnaire.
- c) update of membership of NDP team - the Chairman outlined the members of the 'new' team. Replies had not been received from everyone who had been sent an e-mail/follow up. It may be that councillors talk directly to some who had been invited to join the team but had not replied to the e-mails.
- d) consider meeting of the team - although it was thought that the team may meet sometime soon (possibly mid October) it was felt that it would not be feasible to hold a village meeting until next year. People would not want to attend a meeting at the current time. Members of the team would be asked if they wanted to meet in the village hall (soon to be open and could accommodate the number) or they may prefer to meet remotely. The village would be advised on what was happening. The survey could be promoted on FB and the website. The team would consider whether they would want to have help and advice from a Neighbourhood Planning Consultant who had contacted the parish council. References to be followed up. A Chairman would have to be appointed.

JL-S left the meeting

7. Coronavirus - COVID 19 pandemic

- a) play area had been opened on 22 July 2020 after a Risk Assessment had been carried out by AB and LF. A sign had been put up on the gate advising those entering the play area to 'stay safe' etc. as per other play areas in the Mole Valley.
- b) SCA - funding available through Community Projects Fund
The Fund was already being developed prior to the pandemic but it will help support the recovery and rebuilding of local communities and groups that had been affected.
- c) information on parish council website - it was agreed that fresh information should be put on the website in front of the CV information. The Clerk was to contact ig design to see if there was a way to keep the CV information in a prominent position/new tab.
- d) Lord Lieutenant of Surrey - thanks to volunteers
The Lord Lieutenant had asked for names and addresses of groups/organisers who had done so much to protect the community and carry on the fight against CV. He would like to write to as many as possible to thank them. A reply had been sent asking that a letter be sent to the parish council which could be put on the website/FB/notice board. The volunteer group had not been asked to help out too much as so many villagers had been 'Good Neighbours'. In fact there were some who were continuing to visit regularly to check up/say hello to them.

9. Crime

Police statistics - July to September 2020

There had been ten crime reports and 27 incident types.

Speeding offences information had been circulated.

LH commented that it was important to see home based issues highlighted in these difficult times. The Good Neighbour initiative should be continued. Help should be set up to support vulnerable people in the community.

NALC Health and Wellbeing Week - Rebuilding Communities: 26 to 30 October 2020

AB/LH to look into attending a session.

10. Social matters

SF had not been able to report on this item due to ill health.

11. GDPR - DPO Compliance Checks: Process Matters Bulletin 16

The Clerk reported that she had had to complete a survey form regarding devices used by OPC: IT systems, policies, training. She had accompanied the return with an explanatory e-mail. AB/JL-S had not undertaken GDPR training so would need to do so - a Youtube video was available. Councillors expressed concerns regarding cybersecurity issues which the Clerk would follow up with the DPO.

12. Any other business

It was agreed that this item would not be included on future agendas.

The Agenda for a meeting has to be published/circulated three clear days before a meeting. Councillors should notify the Clerk/Chairman of any items they would like included on the agenda in time for the deadline to be met.

The Chairman closed the meeting at 9.25 pm.

Date of next meeting Monday 2 November 2020