

## BUCKLAND PARISH COUNCIL

Draft Minutes of the Council Meeting held at 8.00pm on Monday 11<sup>th</sup> September 2017 in the Reading Room, Old Rd, Buckland.

**Present:** Cllrs Cox, Horden, Husband and Jones, District Cllr Potter, and the Clerk.

### 1. Apologies for Absence

(119) Council received apologies from Cllr Pryor.

### 2. Declarations of Interest

(120) None.

### 3. Requests for Dispensations

(121) None.

### 4. Minutes

(122) Minutes of the Meeting held on 10<sup>th</sup> July 2017, were agreed and signed by the Chairman as a true record.

### 5. Open Forum

(123) The Mole Valley Neighbourhood **Police Team** had advised that since the July meeting three crimes had been reported in Buckland; the theft of a motorcycle from outside the village shop, an attempted break in at the Shell garage and an arrest of a man at a public house whilst drunk and disorderly.

(124) A local resident attended to observe part of the meeting and took the opportunity to ask whether the Parish Council is willing to provide informal feedback on a planning proposal to remodel and extend a garage and workshop that he was in the process of preparing. It was noted that the Chairman had welcomed the resident's approach and encouraged him to forward draft plans with any accompanying information, to the Clerk for circulation. The Chairman explained that any formal response from Council, as a corporate body, would need Councillors to have time to consider the proposals in advance of an open meeting.

### 6. Planning

#### Mole Valley District Council ("MVDC") Planning Notifications

The following applications had also been registered and subsequently approved:

(125) MO/2017/0914: Erection of two storey extension, remodelling of the roof structure with dormer windows, front porch and re-modelling of driveway at Domus, Old Road, Buckland, RH3 7DU. Approved with conditions.

(126) MO/2017/1110: Certificate of Lawfulness for an existing use in respect of the erection of hip to gable loft conversion with rear dormer window with Juliet balcony at 9, Tranquil Dale, Buckland, RH3 7EE. Application withdrawn.

(127) MO/2017/0832: Erection of a two-storey detached replacement dwelling at Garden Cottage, Sandy Lane, Buckland, RH3 7AA. Approved with conditions.

(128) MO/2017/0902: Erection of detached garage at Little Court, Buckland Court, Reigate Road, Buckland, RH3 7EA. Approved with conditions.

(129) MO/2017/1126: Lift lateral branches of various trees (marked G on submitted plans) to approximately 4 metres and reduce lateral branches of one Pine tree (T1) by approximately 2 metres at Street Farm Cottage, Rectory Lane, Buckland, RH3 7BH. No objection.

(130) MO/2017/1258: Remove one apple tree at 2 Yewdells Close, Old Road, Buckland, RH3 7EG. No objection.

(131) Council noted that Squires Garden Centre had applied to MVDC for a **premises licence** and that MVDC had not received any objections to the grant of a licence.

### **Mole Valley District Council Planning**

(132) Councillors voiced their concern at the apparent lack of consistency and compliance with MVDC and National Planning Policies; relating to pre-decision processing (including validation, pre-application advice and assessment of an application), decisions taken (including the drafting of conditions) and follow-up (i.e. compliance with and enforcement of planning conditions) of the MVDC Planning team.

Council expressed its strongly held view that residents (whether applicants or other members of the public) need to be able to rely on MVDC to act consistently and in a way that accords with planning policy when giving advice, processing applications, making decisions and enforcing conditions. Council **resolved to** accept the Clerk's recommendation to, in the first instance, approach Jack Straw, Corporate Head of Planning, to seek an opportunity to voice Council's concerns and provide an opportunity for a considered response. **Action:** Clerk.

### **Buckland Estate**

(133) Council noted that:

- (i) whilst Buckland Estate had advised that Dungates Farm Limited had submitted a planning application relating to Buckland Park Lake to Surrey County Council that the plans yet to be validated.
- (ii) Dominic Sanders and Duncan Ferns are offering an opportunity for people to take a guided walk around Buckland Park Lake on Saturday 23<sup>rd</sup> September 2017 and ask any questions they may have about the Estate's proposals.
- (iii) A meeting of the Buckland Liaison Group, currently scheduled for Tuesday 26<sup>th</sup> September 2017, is likely to be deferred unless the application is validated shortly and the 21 day consultation period has commenced.

### **7. Highways, Rights of Way and Transport**

(134) Council, having submitted a question to the SCC Mole Valley Local Committee to ask why a decision taken (November 2016) to implement of a Traffic Regulation Order (TRO) to impose a width restriction on **Buckland Lane** had not been progressed, had been advised that a notice is expected to be made in October 2017. Council, mindful that making the notice could, if objections are received, will not in itself allow the order to be implemented **resolved to** authorise Cllr Steed (or, if he is unavailable Cllr Clack) to attend the next meeting (Wednesday 13<sup>th</sup> September 2017) to ask a supplementary question to request clarification of a worst case and best-case timeline. **Action:** Clerk to liaise with Cllr Steed and Cllr Clack prior to the meeting.

(135) SCC Highways had advised that whilst the location for a **Variable Message Sign (VMS)**, to serve eastbound traffic leaving Dorking, remains as most recently proposed (Junction of Old Reigate Road and A25, just to the west of Brockham Lane) that the team has not yet been able to identify a suitable location for a VMS for westbound A25 traffic leaving Reigate. Further scenarios are under consideration and Matthew Jezzard (SCC Highways Officer) had undertaken to consult as 'design/thinking progresses'.

- (136) Council had received a request from the **Buckland Court Residents Group** ('BCRG'), for consideration to be given as to whether a tree, growing within a verge, close to the junction of Old Road and the private driveway serving 1 and 5 Buckland Court and Buckland Court Cottage constituted a safety hazard. The Clerk, having confirmed with SCC Highways that the verge in question is a 'Highways Verge' requested a visit to review sight lines.

Council noted:

- (i) SCC Highways had since advised "provided drivers exiting the private driveway exercise due caution and drive at appropriately slow speeds that there is currently no requirement to prune the multi stemmed tree growing within the SCC Highways verge";
- (ii) arboricultural advice, sought by the Clerk advises that whilst it should be possible, once the tree has gained sufficient maturity, to undertake limited pruning, during the dormant season, to lift the tree's canopy, that to do so now would damage the health of the tree;
- (iii) this information had been passed to BCRG with a request for drivers entering the private driveway to also exercise due caution and drive at appropriately slow speeds.

### **Highway verges**

- (137) Council **resolved to** approved the Clerk's proposal to employ Burley and Sons Ltd to clear vegetative debris from the pavements in the centre of the village. **Action:** Clerk to arrange for payment on receipt of an appropriate invoice for an amount of £168 (ex Vat) upon completion of the specified work.
- (138) Council noted that MVDC has advised an intention to pass the contract for verge maintenance back to SCC with effect from 1<sup>st</sup> April 2018.

### **Aircraft**

- (139) Council noted that when the Government published its decision on '**Night Flights**', it had not changed either the limit on the number of flights or the total level of noise at night limits. A link to the decision notice had been posted on the village website.
- (140) Council accepted an offer from Cllr Cox to represent Council at the **Gatwick Area Conservation Campaign "GACC" AGM** on Friday 17<sup>th</sup> November 2017.
- (141) The Clerk had previously circulated a GACC draft submission to the Department for Transport on their new **Strategy for Aviation** that had invited comments from its member councils. No comment.

## **8. Amenities and Events**

### **Pond Clearance and Village tidy – 6<sup>th</sup> August 2017**

- (142) Council recorded a vote of thanks to each of the eighteen village volunteers and twelve Reigate Area Conservation Volunteers ("RACV"), to Simon Elson for leading the event and to Alan Horden, John Muggeridge and Buckland Estate whose support enabled us to run the event on a tight budget.
- (143) Large quantities of unwanted aquatic vegetation had been extracted from the pond and saplings and redundant tree roots removed from around the pond perimeter. Several "dry land tasks" had also been completed; clearing areas around the trees on the green, removing weeds from alongside the granite setts and tidying the area around the bus shelter.

- (144) Council **resolved** to:
- (i) accept the RACV advice to continue to rely on manual clearance of unwanted vegetation and to target a similar date in 2018;
  - (ii) approve payment of £75 to RACV.
- (145) The Clerk was asked to relay Council's thanks to Martin Boyce for replacing the perspex screen in the small noticeboard.
- (146) Council noted Tilly Mitchell, the Brockham Green Horticultural Society for the Fortune Project chosen Sunday 22<sup>nd</sup> October 2017 for the **autumn bulb planting** initiative.

## 9. Formalities

- (147) Cllrs had, prior to the meeting, been provided with a draft '**Health and Safety Policy**' and '**Lone Worker Policy**'. Council, having given due consideration to the drafting of these documents, **resolved** to adopt them. **Action:** Clerk to update the village website and diarise to include an initial review in September 2018 and September 2019 respectively.
- (148) The Clerk had circulated a draft "**Welcome letter for new residents**" and draft "**Co-option papers**". Council, having given due consideration to the drafting, **resolved** to adopt both documents. **Action:** Clerk to arrange for the Chairman to sign a stock of welcome letters and for the vacancy to be highlighted, with due reference to the co-option papers in a parish update. Councillors who become aware of someone moving into the village to arrange hand delivery of a welcome letter.
- (149) **Updates** issued by **Surrey ALC, Surrey Police Chief Constable** and the **Surrey Hills Society**, had been circulated to Cllrs and key information included within Parish Updates.
- (150) It was noted that the **SALC Councillor Briefing and Awareness Update** on Thursday 21<sup>st</sup> September 2017 had been cancelled due to the ill health of a key presenter.

## 10. Finance

### Account Payments and Receipts

- (151) Council noted that a payment, for £93.00 to The Society of Local Council Clerks had been issued in accordance with minute 2017:109.
- (152) Council **resolved** to approve the following payments:
- (i) SLCC Enterprises Limited Data Protection Webinar £36, including £6 Vat, Training re: General Data Protection Regulations;
  - (ii) Burley and Sons Limited £410.08 including £68.35 Vat, 3 cuts – July 2017, 2 cuts – August 2017 and hedge trim;
  - (iii) Reigate Area Conservation Volunteers £75.00, Leading Volunteer Event – 6<sup>th</sup> August 2017;
  - (iv) Sheena Boyce £135.52 including £2.80 Vat, Refund expenses incurred: new Perspex to small notice board (£7.96, incl. £1.33 Vat), calls to mobiles £6.78, three child sized safety vests (£17.50 incl. 97p Vat), refreshments for pond clearance event (£5 incl. 50p Vat), renewal SLCC membership £93.00;
  - (v) Sheena Boyce £536.80  
Additional hours employed during the period April 2017 – August 2017, paid by reference to standard hourly rate SCP 25.

- (153) Council noted that following amounts had been received into the Parish Council bank account since the July meeting:
- (i) £316.56 grant from HM Government Transparency Fund. It was noted that 2017/18 is expected to be the final year this fund operates;
  - (ii) £7,755 second instalment of 2017/18 precept, concurrent grant and council tax support grant.
- (154) Council noted that Cllr Jones had verified the bank balances entered on the bank reconciliation against the bank statements, initialled both documents, and had confirmed that no exceptions had been identified in the transactions reported since 10<sup>th</sup> July 2017.
- (155) Council resolved to approve a payment of £41.40 (including 6.90 Vat), to allow the Clerk to attend the SLCC Regional Training Seminar on 1<sup>st</sup> November 2017, noting that the Clerk had secured a 50% bursary from Came and Company towards the attendance fee. **Action:** Clerk to submit booking form and, upon receipt of an invoice to arrange timely payment.
- (156) Council noted that as BDO LLP had not yet issued an Audit Completion Certificate that the **annual review of effectiveness** would need to be deferred to November meeting.
- (157) Council noted that Cllrs had each received a copy of the full year **financial forecast and projected variance to budget** and updated versions of the risk register and schedule of fixed assets. Council **resolved** to authorise the Clerk to progress the tasks identified on the register to maintain the assets and to approve the renewal of the Microsoft 365 software for the Parish Council laptop. **Action:** Clerk.

## 11. Forthcoming Meetings

- (158) The **Parish Council** confirmed that next full Council Meeting will be held on Monday 8<sup>th</sup> January 2018 and that subsequent meetings are scheduled to be held on 12<sup>th</sup> March, 14<sup>th</sup> May, 9<sup>th</sup> July, 10<sup>th</sup> September and 12<sup>th</sup> November 2018.
- (159) Cllr Husband and the Clerk will attend a meeting of **Buckland Liaison Group** on Tuesday 26<sup>th</sup> September 2018.
- (160) Cllr Husband will attend the **SALC Chairman's Networking Day** to be held at Cophorne on 28<sup>th</sup> September 2017.
- (161) Cllr Jones will attend the **SALC AGM and Autumn Conference** on Thursday 12<sup>th</sup> October 2017.
- (162) Cllr Pryor will attend a meeting of the **Surrey Hills Byways Working Group** on Monday 23<sup>rd</sup> October 2017.
- (163) Cllr Cox will attend the **GACC AGM** on Friday 17<sup>th</sup> November 2017.
- (164) The **2018 Annual Parish Meeting** will be held on Monday 26<sup>th</sup> March 2018.

There being no other business the Chairman declared the meeting closed at 9.45pm.

**Sheena Boyce, Clerk**

email: [bucklandpc@sheenaboyce.co.uk](mailto:bucklandpc@sheenaboyce.co.uk)

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