

BUCKLAND PARISH COUNCIL

Minutes of the Meeting held at 8pm on Monday 12th May 2014 in the Reading Room, Old Road.

Present: Cllrs Horden, Husband, Pryor, Steed and Westwell, District Councillor Paul Potter and the Clerk. PCSO Ivor Williams and PCSO Dave Sadler attended for item 6.

1. Election of Chairman

- (1) Cllr Husband was proposed as Chairman by Cllr Westwell, seconded by Cllr Steed and agreed. Cllr Husband signed the Declaration of Acceptance of Office for Chairman.

2. Apologies for Absence

- (2) Apologies and reasons for absence were accepted from Cllr Day and Cllr Helyn Clack.

3. Declarations of Interest

- (3) Cllr Pryor declared an interest in planning application MO/2014/0593 as Pinebank is a neighbouring property.

4. Requests for Dispensations

- (4) None.

5. Minutes

- (5) Minutes of the Meeting held on 10th March 2014, were agreed. Cllr Husband signed the minutes as a correct record.

6. Community Police Report

- (6) PCSO Ivor Williams introduced PCSO Dave Sadler to Council. PCSO Sadler had recently joined the Dorking Rural East team, having previously worked with PC Tom Arthur, in the Mole Valley Casualty Reduction Unit. PCSO Sadler advised that PC John Frewin, until recently the Epsom and Ewell Casualty Reduction Officer is now additionally responsible for Mole Valley.
- (7) PCSO Williams informed the meeting that 3 crimes had been reported to have occurred in Buckland since 10th March 2014. One burglary at a domestic dwelling, broken into while owners were away for a few days, the theft of a wallet dropped in the Shell service station and an incidence of Fly Tipping near to the junction of Sandy Lane and Old Road. The Clerk advised that the June update in the Parish Magazine encourages residents to review the security of their property and to report any unusual vehicles movements to the police.

7. Open Forum

- (8) District Councillor Paul Potter expressed thanks to the Parish Council for the support he had received over his four year term as one of our two ward councillors and Council responded by expressing appreciation for the commitment Cllr Potter had shown to Buckland's residents during his tenure.

8. Planning

New Planning Applications

- (9) MO/2014/0217: Insertion of roof lights and first floor windows at south and east elevations at The Stables, Sandy Lane, Buckland, RH3 7AA. No comment.
- (10) MO/2014/0522: Erection of single storey rear extension and front porch and insertion of 1 No. dormer window to rear elevation. Erection of detached garage, workshop and greenhouse following removal of existing outbuildings at Old Kemps Farm, Rectory Lane, Buckland, RH3 7BL. No objection.

- (11) MO/2014/0569: Erection of pool house over existing swimming pool and link building to main dwelling at Fraser Wood, Boxhill Road, Boxhill, KT20 7PF; Letter issued to MVDC to request the inclusion of conditions to minimise the potential impact of the proposed development on the locality.
- (12) MO/2014/0593: Erection of single storey front extension and detached garage at Pinebank, Reigate Road, Buckland, RH3 7EB. No comment.

MVDC Planning Notifications

The following application, on which there will not be any consultation, was noted:

- (13) MO/2014/0580: Certificate of Lawfulness for a proposed development in respect of erection of single storey side extension at Pinebank, Reigate Road, Buckland, Betchworth, Surrey, RH3 7EB.

The following Local Planning Authority decisions were noted:

- (14) MO/2014/0364: Reduce the crown of one Ash tree (T1 on submitted plan) by up to 4 metres at The Orchard, Rectory Lane, Buckland, RH3 7BH. No objection.
- (15) MO/2014/0382: Remove one Sycamore tree and reduce the crown of one Eucalyptus tree by up to 3 Metres at The Towered Barn, Rectory Lane, Buckland, RH3 7BH. No objection.
- (16) MO/2014/0261: Erection of two storey rear extension, to include extension of roofline to front, side and rear elevations and insertion of dormer at rear. Creation of driveway at side, and a parking/turning area at rear at 2 Dungates Lane, Buckland, RH3 7BD. Application withdrawn. **Action:** Clerk to issue encouragement to Buckland Estates to consult with the Parish Council on any new draft proposals at an early stage.

The following Local Planning Authority advice was noted:

- (17) Following an enquiry from a local resident, MVDC Planning had advised that a static home sited at Evergreens (adjacent to Betchworth roundabout), had been 'temporarily' replaced with a large touring caravan that had been connected into the existing facilities. There is a further permitted touring caravan on the site. No permission is required for this change as it does not constitute a breach of the Inspectors Decision. It is understood that a larger static home will be delivered to the site in August 2014 and replace one of the temporary caravans.

Planning Consultations

- (18) Minutes of the first meeting of the recently reformed **Buckland Liaison Group**, held on Friday 21st March 2014 had been published on the village website and displayed on the main Parish Council Notice Board. Representatives from Hanson, Buckland Estates, Surrey County Council, Buckland Parish Council and the Betchworth and Buckland Society are due to meet again on Friday 16th May 2014.
- (19) Louise Williams, the Surrey Community Action Housing Enabler had contacted Council to advise that MVDC had asked her to update the **Assessment of Housing Needs** information held for a number of parishes in the District including Buckland. Louise anticipates that the survey will be issued during June and confirmed that the survey results will be shared with the Parish Council.

9. Amenities

- (20) Councillors agreed that Burleys had made a good initial impression and that the appearance of the **Village Green** is good. Responding to a small number of queries from residents living around the Green, Council reaffirmed that the contract for grass cutting is limited to the area of Registered Village Green, VG5, that is being maintained as an Area for Recreation for the benefit of parishioners and anyone else living in the locality. It was noted that while responsibility for VG5 was vested in the Parish Council at the time the registration first took effect, this does not confer legal

title. **Action:** Council asked the Clerk to display, for a short period, a diagram identifying the areas of grass that are included within the grass cutting contract on the main Notice Board.

- (21) Subject to the level of water in the village pond being sufficiently low to permit safe access, the Parish Council agreed to schedule one or more short “**pond clearance**” sessions over the next four months to help maintain an appropriate balance between areas of clear water and plant coverage. It was noted that the Clerk had included a call for potential volunteers to make themselves known in the June Parish magazine. Cllr Horden advised he would contact Simon Elson to discuss setting a date for a Sunday morning session during June.
- (22) Local contractor Bill Kear had completed the installation of new **granite setts** alongside the Village Green between the War Memorial and the A25. The contractors had unblocked each of the two drainage pipes that run from gullies in the Highways into the pond and had installed sandbags to make them easier to maintain in the future. Cllr Pryor was able to confirm that water does now appear to be draining freely into the pond. The Clerk had highlighted to Surrey Highways that ponding around these gullies remains likely during period of prolonged rain as the entry points into the pond are considerably lower than the level the water reaches. The Parish Council is grateful for the funding it had received from SCC Mole Valley Local Committee (£2000), Betchworth and Buckland Society (£750) and Hanson UK Aggregates (£500) which helped to fund this work.
- (23) Council is delighted to minute that the final stage of the project to renovate the **Buckland War Memorial** had now been completed. During April local craftsman, Chris Anstey, painstakingly restored and re-enamelling each of the individual letters on the Memorial and it was agreed that the finished result looks fantastic. The Clerk confirmed that a project completion report for this aspect of the work had been submitted to the War Memorial Trust and it is hoped grant funding of £410, amounting to 50% of the cost incurred will be received.
- (24) The Clerk confirmed the mix of wild flowers with a concentration of **poppies** that had been planted along the section of verge adjacent to the telephone box had germinated and were growing well. Cllr Husband asked if there were any objections to his proposal to sow a section of pond perimeter near to the War Memorial (reflecting the proposal he had included in his Chairman’s address to the Annual Parish Meeting). Council confirmed they had no objection. **Action:** Cllr Husband to progress the proposal and to advise the Clerk of any instructions relating to grass cutting to be passed to Burleys.
- (25) A request to allow a small number of Khaki Campbell ducks to be rehomed on the village pond was declined, in line with the objectives adopted in the Pond Management Plan (June 2011).
- (26) A vote of thanks was recorded for Paul Riechtell for repairs he recently completed, in time for the May Day Fayre, to the bench at the north end of the village green.

10. Highways, Transport and Rights of Way

- (27) The Clerk confirmed that having received confirmation that a bid submitted under the **2014/15 Highways Localism Initiative** to fund repairs to the town footpath across village green had been approved, Jennings Surfacing had been employed to complete the work. It is hoped that the grant funding, that was secured thanks to the support of Cllr Helyn Clack and SCC Highways Paul Manwaring will be received later this month.

Maintenance Update

- (28) Clerk advised that Paul Manwaring, Mole Valley Highways Maintenance Manager had reported that SCC Highways had recognised the section of Old Road between Sandy

Lane and The Street is in need of more substantial maintenance and that this section of highway is included on a list of planned local structural repairs.

- (29) Clerk confirmed that SCC Highways Team is fully aware of outstanding road traffic accident damage i.e. one of the Welcome Gates to the East of the village centre and the damaged 40mph repeater sign and post opposite the Jolly Farmers. **Action:** Clerk to continue to liaise with SCC Highways to secure replacements.

Decluttering

- (30) SCC Highways had advised that the two small outstanding tasks, remaining from the Decluttering Action Plan had now been passed to the contractors, namely the installation of a new post to support a chevron side immediately to the East of the village centre and the replacement of a repeater sign between Tranquil Dale and Betchworth roundabout.
- (31) A church sign promoting Easter services at Buckland and Betchworth churches had mistakenly been erected in the verge on which the Village sign stands. The Clerk confirmed that Graham Williams (Betchworth Church Warden) had been made aware that additional signs are not permitted in this verge as they adversely impact sightlines for drivers exiting Old Road and been advised the sign had been relocated to the corner verge at the top of Old Road. The Clerk had asked Mr Williams to ensure the sign was removed promptly after the Easter services, mindful that signs for the May Day Fayre were being prepared.
- (32) The Clerk advised that Surrey Highways had confirmed:
- (i) No one at SCC can grant approval to a member of the public to install a sign on the verge around the corner at the top of Old Road and the A25;
 - (ii) even if a sign for a village event is considered acceptable by a section of the local community, and is only installed for a short period of time prior to the planned event, Surrey Highways will still have to respond to any complaint they receive about a sign;
 - (iii) if a sign is removed by Surrey Highways, the return of the sign is currently subject to payment of a fee.

Action: For the avoidance of doubt, Council instructed the Clerk to seek to secure the removal of any sign that appears in Buckland that could reasonably be considered inappropriate, untimely or potentially misleading.

Vehicle Activated Signs (“VAS”)

- (33) It was noted that following publication of the draft minutes for the March meeting an objection to the potential relocation within the village of the operational VAS had been received from Mary Davidson (a Buckland resident who lives close to the current site of the operational VAS).
- (34) Following consultation with Councillors and the team at SCC Highways, the Clerk had replied to Mary Davidson to advise that the Parish Council had:
- (i) not made any objection to this proposal as it believed it to represent a cost effective solution that is sympathetic to the objectives set out in Council's adopted Decluttering Policy;
 - (ii) asked for traffic flows on/off the A25 in the vicinity of the Jolly Farmers and nearby garden centres to be assessed and consideration be given as to whether it would be more effective to install a second sign to slow eastbound traffic on the approach to the Jolly Farmers or to install a sign to face westbound traffic as it passes Buckland Garden Centre;
 - (iii) acknowledged that given the cost constraints SCC Highways budgets are under that Council recognises that meeting this request may take a little time.

- (35) Council reaffirmed the actions taken thus far and instructed the Clerk to advise Mary Davidson accordingly.

Speeding along the A25

- (36) A recent Liberal Democrat Focus magazine had reported that Buckland residents had raised speeding along the A25 as a concern and advised the Liberal Democrats were campaigning for action. Recognising that such feedback could support the Parish Council's recent request for an assessment of traffic flows to be undertaken, MVDC Councillor Paul Potter had asked Mike Ward, editor of Focus Magazine to provide the Clerk with underlying data.

Mike Ward had since advised that while speeding is "a topic that comes up on the doorstep" that he had no precise information he can share with us. The Clerk advised Councillors she had queried where, along the A25, the residents reside, the nature of the problems they encounter, the time of day problems are experienced and whether the problems primarily relate to traffic travelling in an easterly or westerly direction. Mike Ward had been asked, by both Paul Potter and the Clerk, to share any information he obtains, at the earliest opportunity. **Action:** Clerk to encourage resident feedback via a Parish Update.

Highways Consultations

- (37) It was noted that SCC Highways had recently undertaken consultation on their proposal to allow Parish and Town Councils to offer to operate roundabout sponsorship schemes. No action required.
- (38) Links to SCC Highways Consultations on both **Setting Local Speed Limits** and **Road Safety Outside Schools** had been circulated to Cllrs and included in a Parish Update. The Parish Council had submitted a response asking for appropriate time windows to be defined to apply to any measures implemented in the vicinity of schools.

Countryside Access – Rights of Way

- (39) The Clerk confirmed that a response to the 2014 **Surrey Rights Of Way Improvement Plan Review** consultation had been submitted. The response had included a request for the Countryside Access Team to improve accessibility to footpaths by ensuring those stiles that are not being replaced by kissing gates are well maintained and easy to use and suggestions as to how signposting to local points of interest could be improved.
- (40) Notices to further extend a number of **footpath closures** in Buckland had been received from SCC with the advice that the paths will remain closed until remedial works have been completed by the Sutton and East Surrey Water Project Team.
- (41) Hannah Gutteridge, SCC Rights of Way Officer for Mole Valley, having completed monthly inspections of the **Buckland Lane BOAT** during the winter period, had reported that the condition of the BOAT had not deteriorated significantly, there did not appear to be a large amount of use and that she had not received any complaints from users about either conflicts on the byway or the condition of the byway. Hannah had provided a photograph of oak signs that she had installed at either end of the BOAT that say "Vehicles give way to other users. Share with care". Hannah hopes the signs are having a positive impact on behaviour and advised she plans to complete a further inspection of the BOAT towards the end of May.

Gatwick Airport Second Runway

- (42) Cllrs Husband and Pryor had, on Wednesday 9th April 2014, attended a meeting of the Local Forum of Parish Councils in Leigh. Gatwick Airport Limited ("GAL") had sent representatives to the meeting. When questions were asked as to the likely impact that Gatwick operations may have had on flooding across Mole Valley robust responses had been given. The team had drawn attention to the consultation process

launched by GAL and made reference to the programme of public meetings (April/early May) that had begun.

- (43) Council, having reviewed the GAL consultation document, resolved to submit a 'None of these options' response to Section D of the Questionnaire, to cross refer to Section D in each of the sections A to C and to include a short paragraph to explain that no responses are being submitted with respect to those sections that appear to have been drafted on the premise that a new runway will be built. **Action:** Clerk to submit.
- (44) **Gatwick Area Conservation Campaign** ("GACC") had issued a request to all local councils for additional donations to help them run an effective campaign to keep Gatwick a one runway airport and, in particular to enable them to continue to fund independent research to support that campaign effort. Council agreed that it is in the interests of Buckland's residents to support the GACC runway campaign and resolved to donate £50 to GACC. It was resolved that the donation be recorded as S.137 expenditure. **Action:** Clerk to raise and issue cheque to GACC.

Redhill Aerodrome

- (45) Cllr Potter, who represents Buckland, Betchworth and Brockham on the Redhill Aerodrome Consultative Committee had, following a recent meeting, circulated an open letter addressed to the Committee by Ann Bartaby, Chief Executive Redhill Aerodrome Limited ("RAL").

It was noted that Ms Bartaby, in the letter advised that:

- a claim had recently been lodged in the High Court to challenge the basis upon which the appeal to allow a hard runway at the aerodrome had been dismissed;
- rather than to continue to work with the Consultative Committee, she is keen to engage directly with Parish Councils and Resident Associations to test if there is any aviation infrastructure improvement that would be supported to sustain operations;
- she had focused her management team upon increasing flying activity at the site by e.g. making it more attractive, through the introduction of incentives and extended operating hours to pilots, visitors and flying clubs.

Council resolved not to proactively approach Ms Bartaby at this point in time. Cllr Potter agreed to update Council via the Consultative Committee.

11. Finance and Risk Management

Annual Return for the year ended 31 March 2014

- (46) A pack of financial information, including the Annual Return and supporting schedules to be submitted to the external auditor, full year budget and prior year schedules had been circulated to Cllrs. It was noted that the internal audit of the financial records had been completed in April 2014 and that no issues had been reported. The letter issued by Chris Braidwood had been circulated to Cllrs.

The Council's Annual Return was presented to the Council and all those present accepted the Accounting Statements fairly represented the financial position of the Council and its receipts and payments for the year ending 31st March 2014. Accordingly the Accounting Statements in the Annual Return were signed by Cllr Husband, Chairman, and Sheena Boyce, Responsible Financial Officer.

- (47) Council had concluded, at the meeting held on 9th September 2013, that its system of internal control is effective and resolved that the risk assessment remains relevant and effective. It was noted that a copy of the current working copy of the Risk Register had been circulated to Councillors in advance of the meeting.

Cllrs resolved to adopt the Annual Governance Statement that had been circulated. Accordingly page 3 of the Annual Return was signed by Cllr Husband, Chairman, and Sheena Boyce, Clerk.

- (48) **Insurance:** It was noted that the renewal premium of £291.86 for the third year of the three year fixed term to 31 May 2015 reflects the uplift in asset value of £3000 put in place last August relating to the paved area around the War Memorial, the premium for which had been more than offset by the increased no claims bonus. (Prior year premium £293.55) **Action:** Clerk to effect renewal, to update the Risk Register to reflect its renewal and circulate it to Councillors.
- (49) Following the **Repeal of s150 (5) of the Local Government Act 1972**, The Practitioners Guide (England) 2010 had been updated to include a new appendix, Appendix 11, titled “Safeguarding Public Money”. While the change had removed the legal requirement for every payment of money to be signed by two members of Council, the Guidance note emphasised that the two signature rule remains good practice. Council resolved to accept the Clerk’s recommendation not to make any change to procedures at this time.

Account Payments and Receipts

- (50) It was noted that a payment for £252.00 had been issued, in accordance with minute 2013/275, to G Burley and Sons Limited for the completion of three cuts of the grass during March 2013. The payment had included £42.00 Vat.
- (51) The following payments were approved:
- (i) Surrey ALC Ltd Annual Membership Fee £165.71,
2014/15 re: National Association Local Councils & Surrey Branch;
 - (ii) Design Lynx Limited £210.00 including £35.00 Vat,
Domain hosting, webspace, disk space and 3.5 gig bandwidth per month;
 - (iii) Braidwood and Company £120.00 including £20.00 Vat,
Internal Audit Fee;
 - (iv) Bill Kear Plant & Agricultural Contractors Ltd £4,123.20 incl. £687.20 Vat,
Installation of Granite Setts alongside the Village Green;
 - (v) Anstey and Stone £984.00 including £164.00 Vat,
Restoration and re-enamelling of lettering on War Memorial;
 - (vi) G Burley and Sons Limited £336.00 including £56.00 Vat,
Four cuts of the grass during April 2014;
 - (vii) Broker Network Ltd £291.86,
Parish Council Insurance Policy Renewal 1 June 2014 – 31 May 2015;
 - (viii) Sheena Boyce £76.06,
Refreshments during Annual Parish Meeting £11.28, mileage £2.54,
reimbursement for council running expenses £62.24.
- (52) It was noted that the following amounts had been received into the Parish Council bank account since the start of April:
- (i) first instalment of the 2014/15 precept, concurrent grant, and council tax support grant, totalling £5475;
 - (ii) £72.50, representing the sale of a further 29 walk booklets;
 - (iii) the Vat reclaim of £579.54 for the period 1 September 2013 – 31 March 2014.

12. Formalities

- (53) **Committees:** It was agreed that the use of Committees should continue for a further year and that the current terms of reference should continue to apply. It was agreed to appoint Members to Committees for the 2014/15 year as follows:
- i. The Finance Committee would consist of Cllrs Day, Horden and Steed with Sheena Boyce as Responsible Financial Officer;
 - ii. The Planning Committee would consist of Cllrs Day, Husband, Pryor, Westwell and the Clerk.

(54) **Representatives:**

- i Cllr Husband to continue to represent the Parish Council on the Buckland Graveyard Trust and for matters relating to the Village Green;
- ii Cllr Horden to represent the Parish Council for matters relating to the Village Pond;
- iii Cllr Pryor to continue to undertake the weekly Insurance check and to represent the Parish Council on the Mole Valley Rural Crime Panel;
- iv Cllr Day will continue to monitor the floodlighting on the church;
- v Cllr Steed to represent the Parish Council on the Dorking Rural Highways Forum and more generally on matters relating to Highways; with support from Cllr Pryor;
- vi Cllr Westwell to continue to represent the Parish Council on the Betchworth and Buckland Society Committee;
- vii Jim Docking to continue as Rights of Way Officer and Paul Rietchel to continue as Flag Officer.

The Chairman's proposal that these positions be accepted on block was agreed.

- (55) It was noted that the four year term for each of the four Parish Council **Nominative Trustees** to the Buckland Parochial Charity (Ann Adams, James Day, Philip Haynes and Ianthe Cox) had one year remaining.
- (56) An approach from **Tasty Tuckers**, circulated to all local parish councils, seeking new locations to visit to sell fish and chips had been circulated to Councillors. **Action:** Clerk to reply that Council had no objection to the proposal and to advise Tasty Tuckers to contact the Buckland Estates Office to enquire whether there would be any objection to a visit to the area of Estate land near to the village shop.
- (57) An approach from **Bensons Funfairs**, circulated to all local parish councils, seeking new locations to add to their touring itineraries had been circulated to Councillors. **Action:** Clerk to advise no obvious locations in Buckland to support a 3-4 day travelling fair.

13. Annual Parish Meeting

- (58) It was agreed that the refreshed format for this year's Annual Parish Meeting had been well received. Local appreciation had been communicated to the SESW Project team and, in particular passed on to our guest speaker Giles Dawkes. **Action:** Clerk to make the presentation slides available upon receipt from Giles Dawkes.

14. Forthcoming meetings

- (59) The **Parish Council** confirmed that the next Parish Council Meeting will be held on Monday 14th July 2014 at 8pm, in the Reading Room and that subsequent meetings will be held on 8th September 2014, 10th November 2014, 12th January 2015 and 9th March 2015.
- (60) Cllr Steed and the Clerk will attend a meeting of the **Dorking Rural Highways Forum** on Thursday 15th May 2014;
- (61) Cllr Husband and the Clerk will attend a meeting of the **Buckland Liaison Group** on Friday 16th May 2014.
- (62) A meeting of the **Local Forum of Parish Councils** will be held in Newdigate on Thursday 16th October 2014.
- (63) The **2015 Annual Parish Meeting** will be held on Monday 20th April 2015.

There being no other business the meeting closed at 10.30 pm.

Sheena Boyce, Clerk

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