

BUCKLAND PARISH COUNCIL

Minutes of the Annual Meeting held at 8pm on Monday 13th May 2013 in the Reading Room.

Present: Cllrs Day, Horden, Husband, Pryor, Steed and Westwell and the Clerk. PCSO Ivor Williams attended for item 6.

1. Election of Chairman

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

2. Apologies for Absence

- (2) District Cllrs John Muggeridge and Paul Potter

3. Declarations of Interest

- (3) None.

4. Requests for Dispensations

- (4) None.

5. Minutes

- (5) Minutes of the Meeting held on 11th March 2013, were agreed. Cllr Husband signed the minutes as a correct record.

6. Community Police Report

- (6) PCSO Williams informed the meeting that 3 crimes had been recorded in Buckland during the period between 12th March 2013 and 13th May 2013. One failure to pay for goods at the Buckland Shell garage, the theft of a battery powering the traffic lights on the A25 and the arrest of two males on drugs related offences (this crime is recorded as Buckland crime based upon the apprehension of the two males occurring on the forecourt of the Shell garage).

7. Open Forum

- (7) The Chairman welcomed Sian Ahlas, Peter Ahlas and Elizabeth Lockhart-Mure to the meeting, and, having ascertained that their interest lay in the Decluttering Initiative invited their input. Sian Ahlas explained that shortly after the railings were installed alongside the A25 and to the East of the pedestrian crossing she had contacted Surrey Highways to express concern that the measures taken to improve the safety of pedestrians had increased the risk for horse-riders wishing to cross the A25 to pass between Rectory Lane and Old Road. The two advisory signs depicting horses were installed to address the concern expressed to Surrey Highways. The Chairman expressed appreciation to each of the residents for taking the time to come along to provide input to the review. **Action:** List the two advisory horse signs as signs to be retained and cleaned and for a review their exact siting to be undertaken, pursuant to the dual goal of optimising the impact of the signs that are retained and rationalising the total number of poles and signs.

8. Formalities

- (8) **Committees:** It was agreed that as the Finance Committee and Planning Committee had worked well during the previous year that the current terms of reference should continue to apply. It was agreed to appoint Members to Committees for the 2013/14 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.

(9) **Representatives:**

- i Cllr Husband to continue to represent the Parish Council on the Buckland Graveyard Trust and to remain responsible for the Village Green
- ii Cllr Horden to retain responsibility for maintenance of the Village Pond;
- iii Cllr Pryor to continue to represent the Parish Council on the Mole Valley Rural Crime Panel;
- iv Cllr Steed to represent the Parish Council on the Dorking Rural Highways Forum and Dorking Rural Highways Hub, with support from Cllr Pryor;
- v Cllr Westwell to continue to represent the Parish Council on the Betchworth and Buckland Society Committee;
- vi Jim Docking to continue as Rights of Way Warden and Paul Rietchel to continue as Flag Warden.

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

- (10) It was reported that two residents had, since the Annual Parish Meeting, expressed possible interest in applying to fill the current **vacancy for a Parish Councillor**. **Action:** All to continue to consider potential applicants.
- (11) It was noted that an updated **Guide to Members Interests**, issued by **DCLG** had been circulated to Cllrs.
- (12) The trustees of **Buckland Parochial Charity** had approached the Parish Council to invite their views on a proposal to refer to the charity as Buckland Village Charity in their publicity material to address a concern that its current name could be misleading potential applicants into thinking the Charity is a religious charity whereas it is actually a secular / civil charity.

The move to de-emphasise the word Parochial gained unanimous support. A query was raised as to whether "Buckland Parish Charity" might better reflect the "area" from within which people are eligible to benefit whereas "Buckland Village Charity" might be thought to refer to a smaller geographic area. Cllr Day responded that the trustees were not seeking approval for the change merely advising the Parish Council as a courtesy. It was therefore suggested that Cllr Day advise the other trustees that the Parish Council supports the move to de-emphasise the word Parochial.

9. Finance

Annual Return for the year ended 31 March 2013

- (13) 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 on 15th April 2013. It was noted that the internal audit of the financial records had been completed in April 2013 and that no issues had been reported.

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 2013. Accordingly the Accounting Statements in the Annual Return were signed by Cllr Husband, Chairman, and Sheena Boyce, Responsible Financial Officer.

- (14) Council had concluded, at the meeting held on 10th September 2012, that its system of internal control is effective and resolved that the risk assessment remains relevant and effective.

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.

- (15) **Insurance:** It was noted that the renewal premium for the second year of the three year fixed term to 31 May 2015 reflects a 3% indexation for asset values and a 5% no claims discount and that the renewal premium of £293.55 reflects a modest deduction from the £300 base cost secured last year. **Action:** Clerk to effect renewal.
- (16) The following **Accounts for Payment** were approved:
- (i) NALC/SCAPTC Annual Membership Fee £166.35
 - (ii) Braidwood and Company £120.00 including £20.00 Vat
(Internal Audit Fee)
 - (iii) Broker Network Ltd £293.55
Parish Council Insurance Policy Renewal
 - (iv) Surrey ALC £120.00 including £20.00 Vat
(Cllr Husband/Cllr Pryor to attend Chairman's Networking Day)
 - (v) Sheena Boyce £77.07
(reimbursement for council running expenses)
- (17) It was noted that the:
- (i) first instalment of the 2013/14 precept and concurrent grant, an amount of £4750;
 - (ii) £150.00, representing the sale of a further 60 walk booklets
 - (iii) grant from Mole Valley District Council ("MVDC") of £957.28 development money levied under s106
 - (iv) a grant of £2000 from the SCC Mole Valley Local Committee
 - (v) the Vat reclaim of £253.56 for the period 1 April 2012 – 31 March 2013
- had been received into the Parish Council bank account since the start of April.
- (18) It was noted that sales of the current edition of walk booklets have now topped 450. **Action:** Clerk to place a supplementary order with Netherne Print to ensure there is adequate stock available to support sales during forthcoming community events such as Open Studios and the Village Open Gardens.

10. Planning

- (19) Minutes of the Planning Committee held on Wednesday 1st May 2013 were received and adopted.

Planning Application

- (20) MO/2013/0551/PLA: Retrospective application for the retention of entrance gates and access track at Little Hartsfield, Sandy Lane, Betchworth. RH3 7AA.

MVDC Planning Decision

The following Local Planning Authority decisions were noted:

- (21) MO/2013/0280: Erection of single storey rear extension following demolition of existing conservatory at Grange Lodge, Rectory Lane, Buckland. RH3 7BH. Approved with conditions.

Planning Consultations

- (22) TA2012/1027 (Tandridge DC): Construction of hard runway to replace existing grass runways and ancillary infrastructure, comprising realignment of existing taxiways, drainage improvements, replacement runway lighting and new approach lighting at Redhill Aerodrome, Kings Mill Lane, South Nutfield, Surrey RH1 5JY. It is understood that this application is due to be determined by Planning Committee at the end of May.
- (23) Surrey County Council ("SCC")/2010/0136/SJ: Consultation for additional information submitted by the applicant, Hanson Quarry Products Europe Limited,

relating to the planning application for Park Pit and Tapwood Quarry submitted in June 2010. The Planning team at SCC had advised that while there are hopeful signs of progress being made that no date for determining the application has yet been set.

Planning Policy Consultations

- (24) Andrew Bircher, Corporate Head of Service, Planning and Partnerships at MVDC (“AB”) had advised the Clerk that MVDC would not agree, in advance, to allocate more than the prescribed 15% share of **Community Infrastructure Levy** to a parish unless a Neighbourhood Development Plan for that parish has been adopted. AB was prepared to confirm that while CIL raised in different wards can be pooled to fund a District led initiative that there is a genuine desire on the part of MVDC officers to see CIL invested within the area in which the development is located.
- (25) SCC and MVDC are participating in a **Local Government Association (LGA) peer challenge**. In conjunction with the LGA the peer challenge is conducted by colleagues from Local Authorities with the purpose being to inform further improvement and learning within the Council’s planning service. The Clerk advised she had declined an invitation to participate in a stakeholder workshop on Thursday 9th May due to a prior commitment. An opportunity to contribute by email to the review at SCC had since been received and circulated to Cllrs and a meeting of the Mole Valley Clerks has been arranged to coincide with the peer group review. **Action:** Cllrs to email any feedback to SCC to the Clerk by Tuesday 14th to allow the Clerk to submit a collated response to SCC.
- (26) MVDC had delegated responsibility for completing a Green Belt Review for the area of the district to be covered by the Bookham Neighbourhood Plan to **Bookham Vanguard**. The consultation document had been circulated to Cllrs. No action.
- (27) MVDC had invited consultation input on proposals to establish a Neighbourhood Area for the community of Ashted and to designate the **Ashted Neighbourhood Forum** for the purpose of preparing a Neighbourhood Development Plan had been received. No action.

11. Highways, Transport and Rights of Way

- (28) **Dorking Rural Highways Hub:** County Cllr Helyn Clack had pledged her support to this local initiative and a meeting is currently being arranged between the six parishes in Dorking Rural that have “signed up”. Cllr Steed affirmed his willingness to continue as hub representative for Buckland Parish Council.
- (29) The **Gatwick Area Conservation Campaign** spring newsletter had been included in a Parish Update, as had links to the GACC consultation response recently issued re Night Flights.
- (30) A summary of the consultation responses to the **Decluttering Initiative**, previously circulated to Cllrs, was reviewed. **Actions:** Cllr Steed to update the paper to incorporate the feedback and, with support from the Clerk, to meet with SCC Highways to identify and progress the draft recommendations into a set of prioritised and costed proposals for consideration at a future meeting.
- (31) Paul Anderson, Policy and Performance Manager at MVDC had advised that District Cllrs had tasked officers to review the adequacy of **car parking in rural locations**. Paul had now advised that the review had concluded no action is needed to provide additional car parking at Betchworth Station.
- (32) The Surrey Future partnership brings together Surrey’s local authorities and business leaders to look at the county’s long term investment priorities and to establish long-term infrastructure priorities. Links to the partnership’s consultations on both **congestion** and **rail strategy** had been circulated to Cllrs and included in a Parish Update. No further action considered necessary.

12. Amenities

(33) Village Green

A request, received from the Betchworth and Buckland Society, to hold a “Summer BBQ” on Wednesday 3rd July 2013. Sunday 8th July 2012 was welcomed. It was noted that the Clerk had received confirmation that a Public Liability Insurance policy has been arranged. **Action:** Clerk to confirm to Trevor Cooke that approval had been granted to hold this event.

- (34) Councillors agreed to schedule an additional meeting, at 8pm on Monday 10th June 2013 to focus upon the planned renovation of the **Village War Memorial**.

13. Feedback from external meetings and events

- (35) Cllr Husband and the Clerk had, on Thursday 18th April 2013, attended a meeting of the Local Forum of Parish Councils in Brockham. As it is Buckland’s turn to host the next meeting of the Local Forum the Reading Room had now been booked for Wednesday 16th October 2013.

14. Forthcoming meetings and events

- (36) The Parish Council agreed to schedule an additional meeting on Monday 10th June 2013 held at 8pm, in the Reading Room and confirmed subsequent meetings will be held on 8th July 2013, 9th September 2013, 11th November 2013, 13th January 2014 and 10th March 2014.
- (37) The 2014 Annual Parish Meeting will be held at 7.30pm on Monday 31 March 2014 in the Reading Room, Old Road.
- (38) Cllr Pryor will attend the Mole Valley Crime Panel on Wednesday 29th May 2013.
- (39) The Clerk will attend the twice yearly meeting of Clerks with the MVDC Chief Executive at Pippbrook on Wednesday 5th June 2013.
- (40) Kevin Hurley, Police and Crime Commissioner for Surrey will attend the Tuesday 11th June meeting of the Society of Clerks. Cllr Pryor and the Clerk will attend.
- (41) Cllr Husband and Cllr Pryor will attend the SALC Chairman’s networking event on Wednesday 12th June 2013.
- (42) The Chairman will host the next meeting of the Local Forum of Parish Councils on Wednesday 16th October 2013 in Buckland Reading Room.

There being no other business the meeting closed at 10.25 pm.

Sheena Boyce, Clerk

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BUCKLAND PARISH COUNCIL

Minutes of the Planning Committee Meeting, held on Wednesday 1st may 2013 at the Reading Room, Old Rd, at 6pm.

Present: Councillor Pryor, Councillor Westwell and the Clerk.

1. Apologies for Absence

(43) Apologies and reason for absence was accepted from Cllr Husband .

2. Declarations of Interest

(44) None

3. Requests for dispensations

(45) None

4. New Applications

(46) MO/2013/0475, the proposed conversion of an existing potting shed into a new dwelling at Beechwood, Dungates Lane, Buckland, Surrey. RH3 7BD. Action: Clerk to write to MVDC to express concern that the supporting documents are inconsistent with the works described in the application form and that to suggest that there is a substantive need for clarification before proper determination can be made.

It was noted that following consultation between the Clerk and the councillors serving on the Planning Committee that responses to recently registered applications had been issued as follows:

(47) MO/2013/0269: Erection of single storey side extension, porch, dormer windows and replacement outbuildings at Old Kemps Farm, Rectory Lane, Buckland. RH3 7BL. No objection.

(48) Maybury Farm:

(i) MO/2013/0274: Conversion of existing barn into a residential dwelling at Maybury Farm, Boxhill Road, Boxhill. KT20 7PH.

(ii) MO/2013/0275: Conversion of existing swimming pool building into a residential dwelling at Maybury Farm, Boxhill Road, Boxhill. KT20 7PH.

It was noted that a letter of objection to both applications had been submitted expressing concern that overdevelopment of land at Maybury Farm would constitute inappropriate urbanisation of green belt land.

Following the withdrawal of application 274, a further letter of objection to application 275 had been submitted. This response, in addition to re-emphasising concerns had set out a series of requests to be considered should MVDC planners be minded to allow further development at Maybury Farm.

(49) MO/2013/0280: Erection of single storey rear extension following demolition of existing conservatory at Grange Lodge, Rectory Lane, Buckland. RH3 7BH. It was noted that a response had been submitted asking for any approval granted to impose a condition to limit use of the proposed balustraded flat roof to maintenance (in accordance with the rationale set out in the design statement).

(50) MO/2013/0291: Removal of existing single storey extension and erection of new two storey extension to rear, including a ground floor extension to entrance lobby at Wildecroft Cottage, Rectory Lane, Buckland. RH3 7BN. No objection.

(51) MO/2013/0343: Erection of replacement outbuilding at Lynchets, The Coombe, Betchworth. RH3 7BT. A letter of objection had been submitted expressing concern that the proposed two storey structure would be overly dominant and be inconsistent with the requirements set out in MV RUD9. This application had since been withdrawn.

Mole Valley District Council Planning Decisions

The following Local Planning Authority decisions were noted:

- (52) MO/2013/0159: Erection of conservatory at rear, following removal of existing at Long Alders, Reigate Road, Buckland. RH3 7BG. Approved with conditions.
- (53) MO/2013/0072: Demolition of existing wooden side lean-to and erection of replacement brick-based side conservatory at the Old Post Box House & Stores, Dungates Lane, Buckland. Approved with conditions.

There being no other business the meeting closed at 7.00pm.

Sheena Boyce, Clerk

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