

BUCKLAND PARISH COUNCIL

Minutes of the Annual Meeting held at 8pm on Wednesday 13th May 2015 in the Reading Room, Old Rd, Buckland.

Prior to the Meeting, James Day, Nigel Husband, Alan Horden, Alan Pryor, Julian Steed and Tim Westwell each signed a Declaration of Acceptance of Office and a Consent to receive Summons Electronically and the Clerk countersigned each of the documents.

1. Election of Chairman

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

2. Vacancy

- (2) It was noted that following the uncontested election that there remains one vacancy. It was noted that notice of the vacancy had been included in recent parish updates and that anyone with a potential interest in becoming a councillor had been invited to contact the Clerk or one of the Councillors.

Present: Cllrs Day, Horden, Husband, Pryor, Steed and Westwell and the Clerk. PCSO Dave Sadler attended the meeting for items 1-8 and local resident Jacqueline Inwood attended to observe proceedings.

3. Apologies for Absence

- (3) District Councillor Paul Potter, District Councillor John Muggeridge and County Councillor Helyn Clack.

4. Declarations of Interest

- (4) None.

5. Requests for Dispensations

- (5) None.

6. Minutes

- (6) Minutes of the Meeting held on 9th March 2015, were agreed. Cllr Husband signed the minutes as a correct record.

7. Community Police Report

- (7) PCSO Sadler provided details of 5 crimes reported to have occurred in the locality between 9th March 2015 and 13th May 2015. The crimes comprised the arrest of a driver under the influence of alcohol after a road traffic accident, the theft of a wallet from the garage forecourt, the theft of garden furniture from a local pub, damage to a parked motor vehicle and a report of teenagers exchanging abusive messages on social media.
- (8) PCSO Sadler acknowledged Council's concern to have had Surrey Police allow an unroadworthy and untaxed vehicle to have been abandoned (Monday evening) opposite the village shop and in a position that obstructs access to the bus stop. PCSO Sadler agreed to liaise with his colleagues to seek the removal of the vehicle. It was noted that Cllr Pryor had reported the vehicle via 101 to Surrey Police on Tuesday morning and subsequently reported its continued presence to DVLA and MVDC.
- (9) Cllr Husband reported the presence of a vehicle that appeared to have been left on the verge alongside Rectory Lane and queried whether parking a vehicle on the brow of Rectory Lane, immediately to the north of the village green, could be considered a safety hazard. PCSO Sadler advised he would investigate the vehicle parked on the verge and stated that any resident who has safety concerns about any vehicles parked on the highway should report those concerns to the police by calling 101.

- (10) PCSO Sadler advised that he had recently spent time with the residents of Mint Cottage reviewing their access arrangements and been asked (by the residents) to include mention of his visit when attending this Council meeting. PCSO Sadler confirmed that he had received feedback from PCSO Ivor Williams following the Open Forum discussion during the 9th March meeting of the Parish Council and had received a copy of the draft minutes for that meeting. Council noted that the suggestions PCSO Sadler advised he had made appeared to be consistent with those previously made by PCSO Williams. No action required.

8. Open Forum

- (11) The Chairman welcomed Jacqueline Inwood to the meeting and expressed his hope that she would enjoy the time she spent observing proceedings.

9. Planning

New Planning Applications

- (12) MO/2015/0434/PLA: Installation of bay window and doors to rear; replacement conservatory link, replacement garage, alteration to side window and addition of lantern over kitchen at April Cottage, Old Road, Buckland, RH3 7DY. No objection.
- (13) MO/2015/0469/PLA: Demolition of existing dwelling and construction of a replacement three bedroom dwelling at Fairfield, Reigate Road, Buckland, RH3 7BG. No objection.

MVDC Planning Notifications

The following Local Planning Authority decision was noted:

- (14) MO/2015/0099/TFC: To remove one Willow tree at Little Maltings Cottage, 3 The Green, Rectory Lane, Buckland, RH3 7BH. Approved with conditions.
- (15) MO/2015/0434/PLA: Installation of bay window and doors to rear; replacement conservatory link, replacement garage, alteration to side window and addition of lantern over kitchen at April Cottage, Old Road, Buckland, RH3 7DY. Approved with conditions.
- (16) MO/2015/0559/CAT: Remove one Corsican Pine tree at The Old School, Rectory Lane, Buckland, RH3 7BD. Application withdrawn.

And the following MVDC consultation response (submitted to SCC) was noted:

- (17) MO/2015/0213/SCC: Retention and use of four buildings (nos. 1-4) and power supply ancillary to mineral working in connection with the proposed water-based recreation after use of the site at Park Pit, Reigate Road, Buckland, RH3 7BE. No objection subject to the inclusion of appropriate conditions (relating to external finishes).

Planning Consultations

- (18) It was noted that SCC had yet to determine the application submitted by Buckland Estates to retain four buildings on the site of Park Pit (MO/2015/0213/SCC). It is understood that the applicant expects to receive a response by 31st May 2015.
- (19) The Clerk reported that
- (i) Stephen Jenkins, the SCC Planning Officer for application SCC/2010/0136 relating to sand extraction at Park Pit and Tapwood Quarry had emphasised that this application cannot be determined by the Planning and Regulatory Committee until Hanson submits updated (and final) restoration plans for both Tapwood Quarry and Park Pit.
 - (ii) Dave Norminton, Hanson, had advised that final drawings are currently being prepared that take account of practical restoration issues that are in the process of being addressed by Hanson and Buckland Estate.

Action: Clerk to circulate an interim update to Buckland Liaison Group members and to liaise with Dave Norminton to agree a date for the group to next meet.

- (20) It was noted that an invitation to provide feedback and opinions regarding the committee reports that SCC Planning Officers issue in advance of meetings of SCC Planning and Regulatory Committee had been sent to Buckland Parish Council. The Clerk advised that she had responded to the request by stating that whilst the team had been correct to identify Council as an interested party to an application, that nearly 5 years on Council had yet to see a committee report as the relevant application (relating to Park Pit and Tapwood Quarry) had yet to be submitted to Committee for determination. The Clerk had stated that if a report becomes available before the consultation deadline a response will be submitted.

10. Highways, Transport and Rights of Way

Highways Maintenance

- (21) It was noted that a letter of thanks had been sent to the Surrey Highways maintenance team to express Council's appreciation for the recently completed resurfacing of Old Road and Sandy Lane between the Red Lion and the entrance to Hartsfield Manor and that the letter had referred to the sensitive white lines treatment at the Sandy Lane/Old Road junction.
- (22) It was noted that the SCC Highways contractor had finally removed the damaged Vehicle Activated Sign ("VAS") and installed a replacement post towards the end of March 2015. Latest expectation, advised recently by SCC Highways, is for the VAS contractors to install a VAS on the new post before the end of June 2015.
- (23) It was noted that MVDC had, with effect from 1 April 2015, taken on responsibility for **maintenance of the roadside verges** (previously SCC) and that the first cut had been started on Friday 8th May 2015. The Clerk had provided feedback to the Parks team at MVDC that had included a report of damage to the welcome gate at the western village boundary, on the north side of the A25 Reigate Road, an expression of concern relating to the incomplete nature of the grass cutting tasks completed to date and a request for the pavements and traffic islands to be cleared of debris and weeds. **Action:** Clerk to meet with MVDC Parks team and provide an update to councillors.

Junction of Lawrence Lane and the A25 Reigate Road

- (24) It was noted that representations for a safety audit of this junction to be completed had been submitted to SCC Highways by local resident Andrew Cornish, the Parish Council and our Neighbourhood Police team and that Cllr Helyn Clack had extended her support to the submitted requests. It is understood that at the next quarterly forum of the Road Safety Group, believed to be scheduled at the end of May, that representatives of both our local Police and SCC Highways will ask for this location to be added to the list of sites (across Surrey) to be considered for a safety audit.

SESW Outwood to Buckland Water Main

- (25) It was noted that whilst SESW landscape contractors had now re-planted sections of hedgerow alongside the A25 Reigate Road and Old Road (opposite the footpath) that not all outstanding tasks had been completed. **Action:** Clerk to continue to liaise with Fiona Smithee and to issue periodic updates.

Heathrow Airport

- (26) It was noted that Heathrow Airport had announced an airspace change trial had commenced that would continue until 30 September 2015 affecting the operation of the Ockham stack. The trial is set to test the use of performance based navigation techniques (PRNAV) for operating the stack as a replacement for the ground-based beacon at Ockham that currently guides aircraft into the holding pattern. National Air Traffic Services (NATS) who is conducting the trial says it is not expecting any perceptible change on the ground because the position and height of the stack is not changing, and a similar trial at another stack at Biggin Hill had not resulted in flightpath concentration. An update had been issued via the village email group. **Action:** All to remain alert to changes and, if appropriate, to submit reports to Guy Davies at MVDC and complaints via the Heathrow Noiseline.

Gatwick Airport

- (27) It was noted that apologies had been submitted to the Gatwick Airport Limited Community Engagement team for a meeting scheduled for 7.30pm on Wednesday 29th April 2015 at The Bridge House Hotel, Reigate Hill as no-one had been able to attend.

11. Amenities

- (28) Clerk reminded Council that the **B&B** is due to hold a **BBQ on Buckland Village Green** on Friday 10th July and confirmed that references to the points set out in the guidance note had been included in a recent letter from Dr. Jo Howitt. Cllr Husband's offer to liaise with the **B&B** in the approach to and on the day of the BBQ was gratefully accepted. **Action:** Clerk to advise Dr. Howitt Cllr Husband will be her point of contact in the run up to this approved event.
- (29) Council noted that during the spring growing season the village green is being cut regularly, that the cuttings are being left, and that the frequency of cut will, as last year, be reduced as the rate of growth slows.
- (30) It was noted that MVDC had recently undertaken consultation on their proposal to allow Parish Councils and Residents Associations to take on responsibility for managing the District's **Open Spaces Events and Letting Policy** for any areas of open space located within their communities. No action required as there are no relevant open spaces in Buckland.
- (31) It was noted that the **Village Website** had been successfully migrated onto new Content Management Software and that the re-launched site is now responsive to different device. The webmaster had advised that village organisations are now being invited to submit up to date content for publication on the website. **Action:** All to encourage the submission of updated village information.
- (32) It was noted that the Clerk had accepted an invitation to attend a **Sutton and East Surrey Water Stakeholder Briefing** on Wednesday 20th May 2015 to learn about how the company plans to deliver their five year business plan.

Public Access Defibrillator

- (33) It was noted that the recent application to the British Heart Foundation ("BHF") for a grant towards the cost of a Public Access Defibrillator ("PAD") had been successful and that subject to a cheque for £400 being sent through to BHF, the team at BHF had suggested that the PAD will be delivered during the second half of June.
- (34) The Chairman's proposal for votes of thanks to be recorded for each of :
- (i) David and Linda Hogg of Buckland Nurseries who had donated £200 to be used to help fund the purchase of the PAD for the village; and
 - (ii) the staff of the Jolly Farmers who (as announced at the Annual Parish Meeting) had kindly donated £202 raised through a raffle held at their post-Christmas party;

received unanimous support.

Actions: Clerk to issue cheque for £400, the contribution required to secure the BHF grant. Clerk to raise a purchase order for a secure weatherproof cabinet in which to externally house the PAD and, upon receipt of an invoice to arrange for a cheque to be issued. It was noted that the cost of the cabinet (ex-Vat) is expected to be no more than £550 (ex-Vat).

Replacement of the post and rail barriers

- (35) It was noted that having liaised with Thamesway Contractors Limited, and established a 4-6 week lead time for delivery of the new posts, an order had been placed with CIS Street Furniture Limited with payment made at the time of placing the order. A vote of thanks was recorded for the £5000 ex-gratia contribution received from Sutton and East Surrey Water that had been key to enabling this project to proceed at this time.

- (36) Thamesway Contractors Limited had indicated a short lead time to scheduling the works upon confirmation the posts are available for delivery from the manufacturer. It was noted that securing a SCC Highways Streetworks licence may be subject to delay until the recently announced works on Pebblehill Road and use of the A25 Reigate Road through Buckland as an approved diversion route has ceased.

12. Finance and Risk

Annual Return for the year ended 31 March 2015

- (37) A pack of financial information, including the Annual Return and supporting schedules to be submitted to the external auditor, fixed asset register, full year financial analysis (compared to budget and prior year) had been circulated to Cllrs.
- (38) It was noted that the internal audit of the financial records had been completed in April 2015, that no issues had been raised and that the feedback issued by Chris Braidwood had been circulated to Cllrs.
- (39) 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 2015. Accordingly the Accounting Statements in the Annual Return were signed by Cllr Husband, Chairman, and Sheena Boyce, Responsible Financial Officer.
- (40) Council had concluded, at the meeting held on 12th January 2015, 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.
- (41) The Clerk's recommendation to use Dropbox Pro to maintain an **offsite backup of Council's electronic filing** was considered. The £79.00 fee for the provision of up to 1 TB cloud storage for an initial 12 month period was approved. **Action:** Clerk.
- (42) **Insurance:** An information pack, setting out three broadly comparable and competitive quotes (obtained from Aviva, Ecclesiastical and Hiscox) to provide insurance with effect from 1 June 2015 had been circulated. It was noted that the value of street furniture had been uplifted to include the replacement cost (ex-Vat) of the new posts to be installed shortly alongside the A25. It was noted that by entering into a new 3 year long term agreement with Aviva, the company that had submitted the most competitive quote that the first year premium would be £277.27 (2014: £291.86). **Action:** Clerk to effect renewal and to execute a long term agreement. Clerk to update the risk register to reflect the renewal and to circulate it to Councillors.

Account Payments and Receipts

- (43) It was noted that a payment for £390.00 had been issued, in accordance with minute 2014:336 to G Burley and Sons Limited for work undertaken around the Village Green during March. The payment had included £65.00 Vat.
- (44) It was noted that a payment for £1,422.72 had been issued, in accordance with minute 2014:337 to Design Lynx Limited for work undertaken to upgrade the village website during March. The payment had included £237.12 Vat.
- (45) It was noted that a payment for £5,783.70 had been issued, in accordance with minute 2014:341 to CIS Street Furniture Limited to confirm an order for heritage style posts. The payment had included £963.95 Vat.
- (46) It was noted that a budgeted payment for £210.00, including £35.00 Vat, had been issued to settle a Design Lynx Limited invoice dated 1 April 2015 for domain hosting, web space, disk space and 3.5 gig bandwidth per month for 2015/16.

- (47) The following payments were approved:
- (i) British Heart Foundation £400,
Contribution to secure grant aided Public Access Defibrillator;
 - (ii) Surrey ALC Ltd Annual Membership Fee £167.04.
2015/16 re: National Association Local Councils & Surrey Branch;
 - (iii) G Burley and Sons Limited £431.58 including £71.93 Vat,
Five cuts of the grass during April 2015.
 - (iv) Braidwood and Company £120.00 including £20.00 Vat,
Internal Audit Fee.
 - (v) Broker Network Ltd £277.27,
Parish Council Insurance Policy Renewal 1 June 2015 – 31 May 2016.
 - (vi) Sheena Boyce £109.44,
Mileage £20.80, £88.64 re-imburement council expenses.
- (48) It was noted that the following amounts had been received into the Parish Council bank account since the previous meeting in March:
- (i) £5,000 donation from Sutton and East Surrey Water;
 - (ii) £202 donation from the management team and staff at The Jolly Farmers;
 - (iii) first instalment of the 2015/16 precept, concurrent grant, and council tax support grant, totalling £5,693.50;
 - (iv) £95.00, representing the sale of a further 18 walk booklets;
 - (v) the Vat reclaim of £1,977.42 for the period 1 April 2014 – 31 March 2015;
 - (vi) £200 donation from Buckland Nurseries.
- (49) It was noted that Cllr Day had verified the bank balances entered on the bank reconciliation against the bank statements and confirmed that no exceptions had been identified in the transactions reported since the last meeting.

13. Formalities

- (50) **Planning Committee:** It was agreed that the use of the Planning Committee shall continue for a further year and that the following terms of reference should continue to apply:
- (i) The role of the Planning Committee is to review planning applications, notice of appeals, enforcement notices and other planning papers of relevance to the Parish and to provide appropriate input and support to the Clerk, pursuant to the preparation of responses, representations or statements.
 - (ii) If a response needs to be issued prior to the next meeting of the Parish Council, the Clerk has delegated power to submit such a response to the relevant authority, having first consulted with those Councillors serving on the Planning Committee
 - (iii) The Planning Committee should arrange for a Councillor or the Clerk to attend appeal hearings to present the Parish Council's case if that is considered desirable.

It was agreed to appoint Cllrs Day, Husband, Pryor and Westwell to the Planning Committee for the 2015/16 year.

(51) **Finance Committee**

It was noted that the Finance Committee had not met during the 2014/15 financial year as Council had felt able to deal with all matters relating to finance within the ordinary council meetings. It was agreed to continue on this basis during the 2015/16 financial year. The Clerk confirmed that while the drafting of the Financial Regulations, adopted in September 2014, allows for the use of a Finance Committee, compliance with those regulations does not rely on the use of such a Committee.

(52) **Representatives**

- (i) Cllr Husband to continue to represent Council on the Buckland Graveyard Trust and for matters relating to the Village Green.
- (ii) Cllr Horden to represent Council for matters relating to the Village Pond.
- (iii) Cllr Pryor to continue to undertake the weekly Insurance check and to represent Council on the Mole Valley Rural Crime Panel.
- (iv) Cllr Day to continue to monitor the floodlighting on the church and to liaise with the Reading Room Committee on matters relating to the proposed installation of a Public Access Defibrillator.
- (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) Philip Haynes, Ann Adams, James Day and Ianthe Cox to be nominated as Nominative Trustees for Buckland Parochial Charity to serve for a four year term until May 2019.
- (viii) Martin Boyce to continue as village webmaster, Jim Docking to continue as Rights of Way Officer and Paul Rietchel to continue as Flag Officer.
- (ix) Cllr Pryor to represent Council at the SSALC AGM scheduled to be held on 15th October 2015.

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

- (53) It was noted that Roger Hammond (Brockham) and Stuart McLachlan (Capel), having both been elected Parish Councillors for the 2015-2019 four year term had each agreed to continue as non-voting Parish Council representatives on the MVDC Standards Committee.

(54) **Delegation**

It was noted that consultation periods, such as (but not limited to) those applicable to policy reviews and operational practices can often open and close between two consecutive Parish Council meetings. It was agreed to delegate authority to the Clerk to respond to any such consultations subject to a requirement for her to consult with Councillors.

14. Other initiatives

Annual Parish Meeting

- (55) It was agreed that this year's Annual Parish Meeting had been well received and noted that appreciation expressed by those attending had been passed on to our guest speaker Simon Humphreys.
- (56) It was noted that Council had submitted a response to a Surrey Hills Communications Survey.
- (57) MVDC had recently issued messages encouraging Parish Councils to support National initiatives with very short lead times. It was noted that a request for longer lead times (even if this will reduce the amount of information initially available) had been submitted to the MVDC Partnerships Team.
- (58) A request from Surrey Community Action ("SCA"), to complete a Surrey Community Buildings Survey for each community building in Buckland had been forwarded to Ken Caldwell, Chairman of the Reading Room Committee. SCA advised the surveys are needed to inform an in-depth research project being undertaken by SCA to look into aspects of Community Buildings management and governance. No action required.

To note information included in recent village updates and posted on the village website

- (59) MVDC had issued a request for volunteers to support a Walking for Health initiative.
- (60) SESW had provided a copy of the summary report produced by the team that undertook the archaeological investigations immediately prior to the installation of the Outwood to Buckland water main.
- (61) SESW had recently confirmed that agreement had been reached with SCC Highways to close Pebblehill Road on Friday 22nd May 2015 (after the evening rush hour) to allow Clancy Docwra to decommission the old supply pipe and finalise the connections to the new supply pipeline. The target date for reopening the road will be Saturday 30th May 2015.
- (62) A GACC press release drawing attention to an Airport Commission announcement that their recommendation as to where a second runway should be sited in the South East will be delayed to allow for a consultation into the impact a new runway can be expected to have on air quality. The press release, issued on 8th May 2015 also provided an update as to the impact the election might have on the south east airports proposals for expansion.
- (63) A Spring Newsletter, published by the local Citizens' Advice Bureau.
- (64) Information about the trueCall campaign, a Trading Standards pilot project in Mole Valley seeking to protect vulnerable adults from telephone scams and nuisance calls.
- (65) Several updates and scam warnings issued by Surrey Police and judged, by the Clerk, to be relevant to Buckland residents.
- (66) SCC consultation on proposed changes to be made to local bus services to generate savings required to balance the Council's transport budget and notification of the appointment of a new service provider for the no: 32 bus route.

15. Forthcoming Meetings

- (67) The **Parish Council** confirmed that next full Council Meeting will be held on Monday 6th July 2015 and that subsequent meetings are scheduled to be held on Monday 14th September 2015, Monday 9th November 2015, Monday 11th January 2016 and Monday 14th March 2016.
- (68) The Surrey Association of Local Councils Annual Conference and AGM will be held on Thursday 15th October 2015 and that Cllr Pryor will attend. It was noted that details of 2015 meetings and training had been circulated to Councillors.
There being no other business the meeting closed at 9.15pm.

Sheena Boyce, Clerk

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