

## BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm on Monday 6<sup>th</sup> July 2015 in the Reading Room, Old Rd, Buckland.

**Present:** Cllrs Horden, Husband, and Westwell and the Clerk. PCSO Dave Sadler attended the meeting for items 1-5

### 1. Apologies for Absence

(69) Apologies and reasons for absence were accepted from Councillors Day, Pryor and Steed and District Councillors Paul Potter and John Muggidge.

### 2. Declarations of Interest

(70) None.

### 3. Requests for Dispensations

(71) None.

### 4. Minutes

(72) Minutes of the Meeting held on 13<sup>th</sup> May 2015, were agreed. Cllr Husband signed the minutes as a correct record.

### 5. Community Police Report

(73) PCSO Sadler provided details of 2 crimes reported to have occurred in the locality between 13<sup>th</sup> May 2015 and 6<sup>th</sup> July 2015. The crimes comprised the theft of plants from the cricket ground to the rear of the Red Lion and an assault following an incident of road rage involving the drivers of a motorcycle and a car on the A25.

(74) PCSO Sadler advised that following the intervention of Inspector Hamlin, he had been able to arrange for the removal of the vehicle that had been left in the highway obstructing access to the bus stop opposite the village shop. Inspector Hamlin had also arranged for his team to follow up with their colleagues in the Godstone based Roads Policing Unit, to ensure learning from this incident can be applied to any future situations.

### 6. Planning

#### New Planning Applications

(75) MO/2015/0848/PLA: Erection of single storey extension to ground floor, first floor extension to create Manager's flat and alterations to landscaping and car parking arrangements at The Jolly Farmers, Reigate Road, Buckland, Surrey. RH3 7BG

**Actions:** Clerk to submit an objection to the proposals on the grounds that insufficient information had been available to Council to enable a proper assessment of the application to be made. Clerk to include an acknowledgement re recent submission of additional drawings, to query when outstanding details will be made available and to request an extension to the publicity end date to allow sufficient time for new information to be considered and responses made. Clerk to contact the applicant's advisors to arrange a date to meet to discuss the proposals.

(76) MO/2015/0873/PLA: Retrospective application for the erection of single storey rear extensions to 1 and 2 Dungates Lane, Buckland, Surrey. RH3 7BD. **Action:** Clerk to submit a response to advise Council has no objections and welcomes news that MVDC now has a Compliance Officer providing support to the development control team.

## MVDC Planning Notifications

The following Local Planning Authority decisions were noted:

- (77) MO/2015/0469/PLA: Demolition of existing dwelling and construction of a replacement three bedroom dwelling at Fairfield, Reigate Road, Buckland, RH3 7BG. Approved with conditions.
- (78) MO/2015/0797/CAT: Removal of one Cherry tree, one Yew tree and 2 No. Sycamore trees and to periodically maintain Yew, Holly, Sycamore and Crab Apple trees within the churchyard to maintain a height of 2.5 metres underneath. St Mary the Virgin Church, Buckland. No objection.

## SCC Planning Notification

The following Local Planning Authority decision was noted:

- (79) 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. Approved with conditions.

## Planning Appeal

- (80) It was noted that the Planning Inspectorate had dismissed an appeal lodged against the MVDC decision to refuse consent for MO/2014/0821, the erection of one dwelling with associated parking and access at Beechwood, Dungates Lane, Buckland. RH3 7AA.

## Buckland Liaison Group

- (81) Cllr Husband reported that updates shared at last Friday's meeting of the Buckland Liaison Group had included signs of progress being made and that whilst the restoration is extremely unlikely to be complete this autumn he could say that the end is finally coming into sight. The Clerk confirmed that minutes, once drafted, will be posted on the village website and Parish Council noticeboard.

## 7. Highways, Transport and Rights of Way

- (82) It was noted that **a safety review of the junction of Lawrence Lane and the A25** Reigate Road had now been completed and that following a recent meeting of the Road Safety Group (end May) that Highways Engineers had been tasked to design a scheme to improve safety at this junction. The design, once approved, will be considered alongside other proposals (county wide) when budgets are allocated for the 2016/17 financial year. If unsuccessful it will remain on the list and be reassessed when 2017/18 budgets are allocated.
- (83) During June the **white road markings** along the A25 had, in the main, been repainted. Unfortunately the worn hatch markings in the central lane, to either side of Lawrence Lane had been missed. The Clerk confirmed that a request had been submitted to SCC Highways to ask for the markings along this section of road to be repainted.
- (84) It was noted that Sutton and East Surrey Water ("SESW") contractors continue to work towards clearing the outstanding restoration tasks relating to the **Outwood to Buckland Water Main** project. A new fingerpost has appeared in Old Road and a replacement benchmark post will soon be installed. Clancy Docwra have been unable to reinstate the kerbs alongside the A25 temporary access points as SCC Streetworks, given other work currently underway along the A25, has not yet felt able to issue licences to allow working in the A25.
- (85) The Clerk reported that a bid submitted to SCC under the **2015/16 Highways Localism Initiative** to secure funding to clear a build-up of debris from around the top bend of Old Road had been successful. 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 in time to complete the works towards the end of the summer.

- (86) The Clerk advised that shortly after the first rural cut had been completed that she had met with Steve Doyle, the MVDC Officer with responsibility for managing the **contract to maintain the highway verges** recently awarded to The Landscape Group to highlight areas of concern. A follow up onsite meeting had been held with The Landscape Group (“TLG”), at the end of June, to address service level shortcomings and to agree an action plan. It was noted that while some progress had been made to verges between Tranquil Dale and Old Road, the footpaths between Old Road and Reigate Heath remain in an unacceptable condition. The Clerk confirmed that TLG had removed the two welcome gates at the western parish boundary to effect repairs.
- (87) It was noted that Compass Travel had commenced operation of the **32 bus route** on 1 June 2015, utilising a fleet of new buses. The Clerk advised that having received notification of fare increases to take effect with effect from 20<sup>th</sup> July that she had requested fare information to pass to the webmaster for publication on the village website.
- (88) Council concluded that it was not aware of any residents having made observations or expressed concerns relating to the ongoing **airspace change trial impacting the Ockham stack** that is used by aircraft en-route to Heathrow Airport. **Action:** All to continue to monitor until the conclusion of the trial at the end of August 2015.
- (89) Council noted publication of the **Airport Commission Final Report** and conditional recommendation to build a third runway at Heathrow and statement that the Gatwick proposal also provides a credible option and the initial response of “relieved but on guard” issued by the Gatwick Area Conservation Campaign.

## 8. Amenities

- (90) The Clerk confirmed Burleys had reduced the frequency of cut to fortnightly and that with effect from the start of July cuts will be undertaken on an “as needed basis” and at a raised blade height. Councillors agreed that Burleys continue to perform well and that the appearance of the **Village Green** remains attractive and well maintained.

## Village Pond

- (91) It was noted that on Monday 29<sup>th</sup> June dry conditions, low water levels and availability of manpower and equipment had provided an opportunity to complete the first half clearance of unwanted vegetation from the perimeter of the village pond that it had hoped could be completed during the last dormant period.
- (92) Council recorded votes of thanks recorded for:
- (i) Chris Muggeridge who, by agreeing to work for half a day to support the clearance work, helped Council to complete the works at a lower overall cost;
  - (ii) James Day, Martin Boyce, Chas Jones and Sheena Boyce for following up the mechanical clearance during the afternoon and Alan Horden for works undertaken a few days later.
- (93) The Clerk was authorised to arrange for a cheque for £210.00 (including £35.00 Vat) to be issued to Chris Muggeridge upon receipt of an invoice for the work undertaken to support the clearance of vegetation from the village pond.
- (94) Simon Elson of Reigate Area Conservation Volunteers, having inspected the pond on Friday 3<sup>rd</sup> July had recommended a “pond working party” be arranged to follow up on the “excellent work undertaken last week”. Simon’s proposal to schedule the working party for Sunday 2<sup>nd</sup> August, to commence at 10am was approved. **Actions:** Clerk to issue a call for volunteers via the email group and parish magazine. Cllr Horden to approach Buckland Estates to request the loan of a trailer and to liaise with John Muggeridge. Cllr Husband to take the opportunity of the forthcoming Betchworth and Buckland Society Village BBQ to encourage residents to set aside time on the 2<sup>nd</sup> August to come along to join in.

- (95) Simon Elson's suggestion that Council consider bringing forward the second half of the planned works, initially scheduled as a 2015/6 winter task to late summer received support as did his proposal that the scope of the works be determined upon conclusion of the 2<sup>nd</sup> August working party. **Action:** Clerk to liaise with Simon Elson on 2<sup>nd</sup> August to agree scope, and, subject to consultation with councillors, to aim to agree an amended specification with Bill Kear Plant & Agricultural Contractors Limited for work to be completed later this summer, hopefully early September.

### **Public Access Defibrillator**

- (96) Council welcomed news that a Public Access Defibrillator ("PAD") is now available on a 24/7 basis, having been installed on an external wall of the Reading Room. A vote of thanks was recorded for Martin Boyce who had facilitated installation of the cabinet and also for Came & Company who had agreed to add this new asset to the Parish Council Insurance Policy without charge.
- (97) The Clerk confirmed the code to access the cabinet had been registered with the South East Coast Ambulance Service to enable emergency services operators to direct anyone in need of the PAD to its location and to provide them with the code to access the PAD.
- (98) The decision to purchase of a 3D sign, at an ex-Vat cost of £50, to be displayed above the PAD to help people locate it quickly was ratified. It was noted that the Clerk had consulted Councillors prior to its purchase.
- (99) It was noted that a recent parish update had provided a link to a recently published page on the village website dedicated to the PAD and included an invitation from the village webmaster to encourage village groups to submit content for publication.
- (100) A waiting list for a third Heartstart Course has been established and it is hoped that the installation of the PAD will encourage sufficient signups to prompt a date to be set for early September. **Action:** All to encourage local residents to sign up for training.

### **Replacement of the post and rail barriers**

- (101) The Clerk advised that Thamesway Contractors Limited had yet to secure a SCC Highways Streetworks licence to undertake these works that fall within the public highway. The Streetworks Team has stated that they are keen to restrict licences to prevent simultaneous work being undertaken along any stretch of highway. It is understood the contractor has arranged a meeting later this month with Paul Manwaring to review operational plans and hoped that this may help to advance the application.
- (102) It was noted that CIS Street Furniture Limited had completed the manufacture of the posts and that the items are currently being held by the manufacturer until required onsite.
- (103) The Clerk advised that she hoped she would soon receive an A0 sized **Parish Map** for display in the bus shelter opposite the village shop. Cllr Husband suggested the cost of laminating the map be explored. The Clerk reported that having assessed the poor state of the backing board and the damaged glazed front panel that while she had a volunteer willing to install the map that a modest cost for materials would need to be approved. **Action:** Council authorised the Clerk to proceed with the installation subject to a requirement to consult with councillors should the ex-vat cost of materials exceed £150.

### **Dawcombe Reserve – 2015 Guided Walk**

- (104) It was noted that Simon Humphreys, the volunteer warden at Dawcombe Reserve had led a group on a guided walk of the publicly accessible areas of the reserve on Sunday 28<sup>th</sup> June. An excellent afternoon had been spent observing the local flora and fauna and learning about the history of the reserve. The Clerk advised that the webmaster plans to publish a page on the village website to include a short write-up of the walk, several photographs, an invitation to register interest in a similar walk next year and a link to Surrey Wildlife Trust website.

- (105) It was agreed appropriate to approve the previously circulated proposal to make a donation of £75 to Surrey Wildlife Trust to help fund further conservation work on the Dawcombe Reserve by way of an expression of thanks for the talk Simon gave at this year's Annual Parish Meeting.

## **9. Finance and Formalities**

### **Account Payments and Receipts**

- (106) The following payments were approved:

- (i) Sheena Boyce re: Dropbox Pro £79.00,  
Provision of virtual backup of Council electronic filing;
- (ii) G Burley and Sons Limited £604.21 including £100.70 Vat,  
Five cuts of the grass in May and three cuts in June.
- (iii) Martin Boyce re: Defibrillator £19.45 including £3.24 Vat  
Fixings required to install cabinet
- (iv) Sheena Boyce re: payment made by credit card to  
Turtle Engineering £690.00 including £115.00 Vat,  
External lockable weatherproof Defibrillator cabinet and 3D sign
- (v) Bill Kear Plant & Agricultural Contractors Limited £480.00 incl. £80.00 Vat,  
Mechanical clearance of vegetation from village pond
- (vi) Surrey Wildlife Trust £75.00,  
Donation re Provision of speaker for Annual Parish Meeting
- (vii) Sheena Boyce £88.98,  
Mileage £39.65, £49.33 re-imburement council expenses.

- (107) It was noted that £115.00, reflecting the sale of a further 46 walk booklets had been received into the Parish Council bank account since the previous meeting in May and that stock remaining at The Jolly Farmers will be collected (by the Clerk) ahead of the change of ownership on 12<sup>th</sup> July 2015.

- (108) Cllr Horden 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.

- (109) Council accepted Cllr Pryor's offer to attend the Surrey Association of Local Councils Annual Conference and AGM on Thursday 15<sup>th</sup> October 2015 and noted that the Chairman would not be attending the Chairman's Networking Day in September. **Action:** Clerk to submit booking form and, upon receipt of an invoice to arrange for its timely payment.

- (110) It was noted that the renewal date of the Clerk's membership of Society of Local Clerks will occur during August. **Action:** Clerk authorised to arrange for a cheque to be issued upon receipt of a renewal notice.

- (111) The Clerk confirmed that the **2015 Annual Return** and associated schedules had been submitted to BDO LLP, the external auditors ahead of the 19<sup>th</sup> May deadline. BDO had raised a query relating to the value of the precept for the 2014/15 year, citing an £8 difference between the figure reported by the Parish Council (£8367) and the value reported by MVDC (£8375). The Clerk advised that having forwarded additional information to support the reported figure of £8367 she had been advised the file had been passed for review.

- (112) It was noted that a **Freedom of Information Request** had been received from a group called “Making Parishes Better Places” requesting a copy of information that Parish Councils subject to the 2015 Local Government Transparency Code are required to publish. The Clerk advised that an extract of the draft minutes of the 2015 Annual Meeting had been provided in response to the request together with confirmation that this information had already been published on the Parish Council pages of the village website and the Parish Council Noticeboards.

#### **10. Other initiatives**

- (113) The Clerk had, on Wednesday 20<sup>th</sup> June attended a Stakeholder Briefing given by SESW and, having participated in the session, had been invited to join a new Customer Scrutiny Panel. It was noted that the Panel’s objectives will include monitoring the Company’s progress against measures of success in the Company’s Business Plan and the provision of constructive challenge on the development of the Company’s future plans. The Clerk advised she had agreed to attend the October meeting of the Panel.

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

- (114) Links to the Airport Commission Final Report and the initial responses of both GACC and Gatwick Airport Limited.
- (115) Royal Surrey County Hospital plans to hold events across the area to provide an opportunity for local residents to gain a better understanding of new treatment options available at the hospital.
- (116) Stakeholder Report issued by Surrey Chief Constable that had launched a consultation on the use of body worn video cameras.
- (117) A link to the 2014/15 Countryside Access & Rights of Way Annual Report, a copy of which had been forwarded to Jim Docking, Buckland’s Rights of Way Officer.
- (118) The issue of a new guide to recycling by MVDC.

#### **11. Forthcoming Meetings**

- (119) The **Parish Council** confirmed that next full Council Meeting will be held on Monday 14<sup>th</sup> September 2015 and that subsequent meetings are scheduled to be held on Monday 9<sup>th</sup> November 2015, Monday 11<sup>th</sup> January 2016 and Monday 14<sup>th</sup> March 2016.
- (120) The Chairman agreed to attend the Local Forum of Parish Councils Meeting in Newdigate on Tuesday 7<sup>th</sup> July 2015.
- (121) The Surrey Association of Local Councils Annual Conference and AGM will be held on Thursday 15<sup>th</sup> October 2015 and that Cllr Pryor will attend.

There being no other business the meeting closed at 9.15pm.

**Sheena Boyce, Clerk**

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