

## BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm on Monday 14<sup>th</sup> March 2016 in the Reading Room, Old Rd, Buckland.

**Present:** Cllrs Horden, Husband, Inwood, Steed and Westwell, and the Clerk. Mr Richard Grassley and Mr and Mrs Jones attended for part of the meeting.

### 1. Apologies for Absence

(289) Cllr Pryor, Cllr Day and District Cllr Paul Potter.

### 2. Declarations of Interest

(290) Cllr Westwell declared an interest, as an immediate neighbour, in planning application MO/2016/0113.

### 3. Requests for Dispensations

(291) None.

### 4. Minutes

(292) Minutes of the Meeting held on 11<sup>th</sup> January 2016, were agreed. Cllr Husband signed the minutes as a correct record.

### 5. Community Policing

(293) The Mole Valley Neighbourhood Police Team had advised three crimes reported to have occurred in the locality between 11<sup>th</sup> January and 14<sup>th</sup> March 2016; an attempted burglary of a house (front door sustained damage; no access gained), a theft of several items from a vehicle outside the Shell garage and one make off without payment from the Shell garage.

(294) Cllrs Horden, Pryor and Steed had attended the Mole Valley District's third Crime Summit on Monday 29 February 2016 at Dorking Halls. Senior people from Surrey Police and Mole Valley District Council ("MVDC") had joined the Police and Crime Commissioner, Kevin Hurley, to talk about their work and hear from local people about the issues that matter to them in their communities. With the recently announced strategic changes due to start impacting local operations from the start of April, Council welcomed confirmation of Inspector Hamlin's plan to attend this year's Annual Parish Meeting.

### 6. Open Forum

(295) Marc and Maureen Jones, Directors of Time Well Spent, introduced themselves as the new owners of The Red Lion. Marc explained that over the last 12 years, "Time Well Spent has restored and refurbished multiple sites across Surrey and Sussex, maintaining period features to create a truly warm, traditional, pub and dining experience". Marc expressed the team's wish for The Red Lion to become an important focal point within the community and asked the Parish Council to encourage local residents to engage with the new team to help the pub and village move forward together. He advised the Red Lion would re-open on Friday 18<sup>th</sup> March. Cllr Husband welcomed the proactive approach and wished the new team well. **Action:** Clerk to extend an invitation via the village email group (wording to be provided by Marc Jones) to local residents to attend on 18<sup>th</sup> March to enjoy a complimentary home-made curry.

*Mr and Mrs Jones left the meeting.*

(296) Mr. Richard Grassley, resident of Christmas Cottage expressed concern about planning application MO/2016/0113, a resubmission of MO/2013/0677 to extend Garden Cottage, a neighbouring property to Christmas Cottage. Mr. Grassley asked Council to consider whether the adoption of a Landscape Supplementary Planning Document, shortly after permission was granted to MO/2013/0677, might be sufficient to lead MVDC to refuse the current application. Mr Grassley expressed his belief that the floor area calculations submitted within the Design and Access Statement are incorrect and advised he would be raising this point in his response to MVDC. Cllr Husband thanked Mr. Grassley for taking the time to share his concerns with Council and advised discussion of this item would follow shortly.

## 7. Planning

### New Planning Applications

- (297) MO/2016/0113/PLAH: Erection of two storey front, side and rear extensions at Garden Cottage, Sandy Lane, Buckland RH3 7AA. Council, having considered the application expressed concern that MVDC might be minded to judge this resubmission as “simply a request to extend the validity period”. **Action:** Clerk to write to MVDC to:
- (i) express each of the concerns set out in Council’s response to application MO/2013/0677;
  - (ii) emphasise the need for the conditions relating to levels and, in particular ridge height to be satisfied prior to any work commencing on site;
  - (iii) ask MVDC, if minded to approve the application, to impose each and every condition set out in the decision notice issued for application MO/2013/0667;
  - (iv) express disappointment at the absence of consultation undertaken thus far by the current applicant, particularly given the well documented efforts of the original applicants and their agents; and
  - (v) request the withdrawal of permitted development rights and the inclusion of conditions to control lighting.

*Mr. Grassley left the meeting.*

- (298) MO/2016/0083/PLAH: Erection of single storey rear extension; new front porch; addition/replacement of dormer windows and replacement chimney at West Cottage, The Stream, Old Road, Buckland, RH3 7DS. **No objection.**

### Mole Valley District Council (“MVDC”) Planning Notifications

The following Local Planning Authority decisions were noted:

- (299) MO/2016/0097/PCL: Certificate of lawfulness for proposed development in respect of the formation of a basement within the existing footprint of the dwelling at Little Buckland Corner, Reigate Heath, Reigate Road, Buckland, RH2 8QP. Refused.
- (300) MO/2015/1576/PLAH: Erection of 2 No. two storey side extensions following the demolition of existing single storey extensions at Yaverland Cottage, Reigate Road, Buckland, RH3 7BG. Approved with conditions.
- (301) MO/2016/0025/TFC: Treeworks including the felling of trees at The Grange, Rectory Lane, Buckland, RH3 7BH. Approved with conditions.
- (302) MO/2016/0118/CAT: Reduce the crown of one Willow tree, located in rear garden, back to previous points of reduction at Buckland Cop, Old Road, Buckland, RH3 7DY. No objection.
- (303) MO/2010/0847: Continued mineral extraction at Park Pit and Tapwood Quarry (Buckland Sandpits), Reigate Road, Buckland : The continued extraction and processing of silica sand and transportation off site of sand, an amended interim restoration scheme for Park Pit, an amended programme of working for Tapwood Quarry, an amended dust action plan and dust management scheme, an amended groundwater monitoring scheme; and an amended restoration and aftercare scheme at Buckland Pits (Tapwood Quarry and Park Pit) until 31 August 2014 with restoration to water based recreation, woodland and grazing by 31 August 2016 without compliance with Conditions 3, 4, 16, 17, 23, 31, 32, 38, 39, 40, 41 and 42 of planning permission ref: MO98/1549 dated 27 May 1999. Permission granted subject to conditions, by SCC.

### Planning and Licensing Consultations

#### Buckland Court Stables

- (304) It was noted that Mr Capel had provided Council with a copy of a letter recently sent from CS Property Co. Ltd, the owner of the two remaining towers at Buckland Court Stables to Mr King, who recently purchased the centre garage of the former stables.

- (305) Mr King, had provided Council with details of a planning application that had been submitted to MVDC, together with a copy of related pre-application advice issued by MVDC. The application seeks permission for a change of use to convert the centre garage of the former Buckland Court Stables to a domestic dwelling house.
- Mr King had asked Council whether there were any aspects of the application that could, as currently submitted be expected to generate an objection from Council. **Actions:** Clerk to advise Mr King that Council, having reviewed the details provided, had not expressed any objections with respect to any aspect of the proposals, as currently set out. Clerk to circulate a copy of the application, once validated, to councillors.
- (306) **Reigate and Banstead** District Council had invited comment on its draft **Developer Contributions Supplementary Planning Document**. Council had not identified any issues that had required comment. No further action required.
- (307) MVDC had highlighted the publication of the **Bookham Neighbourhood Plan** and offered Council an opportunity to comment on it. No action required.
- (308) The Action with Communities in Rural England (ACRE) network and the Campaign for the Protection of Rural England (CPRE) network, having been jointly commissioned by the Department for Communities and Local Government (DCLG) on a national project to increase **Neighbourhood Planning** amongst rural communities had held an event in East Grinstead on 9th March 2016. It was noted that none of the Councillors had been able to attend.
- (309) A **licensing application** to hold a Summer Sleepover Event (live music and camping) on private land between Beare Green and Newdigate had been issued to Mole Valley Parish Councils. It was noted that Council had not raised any objections or concerns.

## 8. Highways, Transport and Rights of Way

- (310) Council noted that SCC had published a report that detailed a sum of **£106 million**, levied on the owners of the Jolly Farmers, when permission was granted to extend the premises in 2011, had been “earmarked” to fund highways work in Brockham rather than allocated to long awaited improvement works to address safety concerns at the junction of Lawrence Lane and the A25. The Clerk advised she had raised the matter with Cllr Helyn Clack on 8th March. Council noted that Section 106 Obligations should be, (by legislation), necessary to make a development acceptable in planning terms, directly related to the development and fairly and reasonably related in scale and kind to the development. Council considered a draft letter that had been circulated in advance of the meeting. It was noted that the letter set out Council’s concerns and asked for the £5104.21 to be re-allocated to the proposed Lawrence Lane improvement scheme until such time as this scheme has been implemented. **Action:** Clerk to send the letter to Yvonne Rees, MVDC Chief Executive, with copies to Cllr Clack and District Cllrs Paul Potter and John Muggeridge.
- (311) The Clerk reported that when she had contacted Cllr Clack to establish whether she had been able to identify funds that could be made available to help the Parish Council “reclaim the pavements alongside the A25”, Cllr Clack had suggested Council wait to hear more about the Leader’s soon to be announced proposal to make significant investments to improve the worst of the county’s footpaths. **Action:** Clerk was asked to continue to develop a “pavement focused” proposal to submit under the 2016/17 Highways Localism Initiative.
- (312) The Clerk provided a progress update on highways related tasks and issues:

### Tasks

- (i) at the start of February, MVDC contractors Biffa, having recently swept the main carriageways of the A25 through the village made additional visits to remove debris that had built up around each of the traffic islands and to clean the bollards and signs on those islands. It was noted that this work does not form part of the regular contract and that MVDC had agreed to arrange the service to complement local volunteer efforts to care for our village;
- (ii) SCC contractors had finally removed the redundant metal post that had previously supported a vehicle activated sign sited close to The Pheasant;

- (iii) SCC contractors had cut down a multi stemmed sycamore tree, growing in the SCC highways verge, to prevent further root damage being caused to their retaining wall (sited immediately to the rear of the bench adjacent to the Parish Council Noticeboard at the top of Old Road). The MVDC Tree Officer had confirmed that in light of the damage to the wall the tree works constituted exempt works i.e. had not required planning permission;
  - (iv) it was noted that the roots of several trees, that had, for some years been repeatedly cut to ground level, had been removed from the SCC highways verge at the top of Old Road and the green waste material been deposited for recycling at the Ranmore Road Community Recycling Centre;
  - (v) conversations with **UKPN** appeared to have delivered results as the area of copse opposite the Shell garage appeared to have been “tidied” following the UKPN overnight works to restore power after an outage on 16<sup>th</sup> December;
  - (vi) communication with **Virgin Media** continues in the hope the company will take the now long promised action to “bury” the exposed conduit in the verge opposite the Shell garage and take appropriate steps to prevent a recurrence of its exposure.
- (313) Cllr Pryor had, on 1<sup>st</sup> February, attended a meeting of the **Surrey Hills Byways Working Group** (formerly known as the Off Road Working Group). It was noted that shortly following the meeting that Steve Mitchell (SCC) had arranged for closure signs (that had “disappeared”) to be replaced at either end of the temporary road close in place on the section of unmetalled road linking the Buckland Lane BOAT and Lawrence Lane. Cllr Pryor confirmed he had advised the group that further damage had been caused on private land alongside the BOAT by vehicles continuing to stray from the BOAT.
- (314) Council considered a request from Betchworth resident, Mr Wilson, that had been forwarded by Betchworth Parish Council. Mr Wilson had suggested that following cessation of sand extraction a request be made for a public right of way to be created by way of replacement for the route that was diverted shortly prior to extraction commencing. It was noted that the precise terms of this footpath diversion were reviewed together with aspects of the restoration scheme (and, in particular the bund and screening alongside Dungates Lane) by Council when SCC first issued the recently approved application (MO/2010/0847) for consultation. **Action:** Clerk to advise Betchworth Parish Council that whilst Council has no objection to any member of the public submitting a request for a new right of way to SCC Countryside Access Team, Buckland Parish Council has no plans to take such action at this time.
- (315) SCC had launched a **public consultation** inviting comment on further changes now being proposed to **local bus services** to secure budgetary savings. It was noted that whilst no changes are being proposed to the 32 bus route that changes to the 516 route between Dorking and Epsom could affect any local residents wishing to connect with this service to travel north via Pebblehill to Headley, Boxhill and onwards to Epsom. The Clerk confirmed the consultation had been highlighted in a parish update. No further action required.
- (316) The latest **GACC update to members** (issued 1<sup>st</sup> February) had been circulated to Cllrs and included in a Parish Update as had an earlier request for expert assistance with aspects of their campaigning.
- (317) **Gatwick Airport Limited (“GAL”)** had recently leaflet dropped all local properties to announce planned changes to departure route 4. Council welcomed the more open approach to engage with the local population that had now included local drop in sessions in Reigate and Dorking.

## 9. Amenities and Events

- (318) The Clerk advised that Burleys had completed the first grass cut of the season and that it would be reasonable to expect one more cut to be completed towards the end of March. **Action:** Clerk to liaise with Burleys and to arrange for a cheque to be issued upon receipt of an appropriate invoice for no more than three cuts.
- (319) Simon Elson had advised the Reigate Area Conservation Volunteers are available to lead a **Pond Clearance** event on Sunday 10<sup>th</sup> July provided the water level in the pond has

dropped sufficiently to allow access to the pond perimeter. **Action:** All to note the date and Clerk to publicise the event in good time.

- (320) The Clerk confirmed that a bid to the SCC Mole Valley Local Committee, submitted in accordance with minute 2015:236, had secured a grant of £456 towards the cost of work to strengthen the foundations under a length of **granite setts** alongside the Village Green.

Contractor BKPH Limited had agreed to undertake the works at the same contractual price as had been quoted in December 2014 and recently advised the work could be programmed for the second half of April 2016. It was noted there had been damage incurred to a short length of setts alongside a section of highways on which there is a tendency for ponding to occur.

**Action:** Clerk to instruct BKPH Ltd to proceed with the works and, subject to their satisfactory completion, to arrange, upon receipt of an appropriate invoice, for the issue of a cheque. Clerk, subject to consultation with Councillors, to agree terms for repairs to the mortar and minor works to reduce the ponding with the onsite time if cost effective proposals are made.

- (321) Council had received a request for **seating** to be installed for the benefit of residents who find it challenging to stand when waiting for a bus from the centre of the village to travel towards Brockham and Dorking. The Clerk reported that having made initial contact with the relevant team at MVDC that there is a willingness, on the part of MVDC to work collaboratively with the Parish Council to improve facilities in the village. **Action:** Clerk to make contact with the relevant officers in SCC to explore and evaluate options.
- (322) SCC had announced a series of changes to their **Community Recycling Centres** (“CRCs”) that will come into effect on 1st April 2016. All sites will have reduced opening hours (8am-4pm on weekdays and 9am-4pm at weekends), the Ranmore Road site will no longer operate on Tuesdays or accept non-household waste (plasterboard, refillable gas bottles, tyres and rubble). SCC has advised the changes are needed to save money and that charges (as yet to be announced) will be introduced for non-household waste accepted at other sites later this year. SCC has advised residents to ensure they can provide ID, if challenged, to prove they live in Surrey when they visit CRCs. It was noted that Council had expressed concern to SCC (during the consultation) that limiting public access to CRCs would lead to a further increase in fly tipping, the cost of which hits MVDC and local landowners rather than SCC. The Clerk confirmed an item alerting residents to the change had been included in a Parish Update.

## Events

- (323) Cllrs reviewed arrangements for this year’s Annual Parish Meeting on 25<sup>th</sup> April 2016. Apologies were noted from Cllrs Day and Steed. **Actions:** Cllr Husband and the Clerk to meet Monday 18<sup>th</sup> April to finalise arrangements.
- (324) On Friday 4<sup>th</sup> March, between 2pm and 4pm, responding to an invite issued via the village email group, 23 residents joined a “**Clean for the Queen Village Tidy**”. The volunteers had:
- (i) completed a litter pick;
  - (ii) cut back vegetation around the perimeter of the village pond and cleared vegetative matter from the granite setts and gullies;
  - (iii) restored the paths between the Reading Room and Dungates Lane, the church kissing gate and the driveway leading to Beaumont Cottage, and from the pedestrian crossover to the top of Old Road to their respective full widths;
  - (iv) removed ivy roots from beneath the church’s beech hedge and from the SCC Highways “grass” verge at the top of Old Road;
  - (v) removed a build-up of soil and cut back hedging encroaching the carriageway of Old Road, immediately adjacent to the bus shelter.

A vote of appreciation was recorded for the tremendous effort of the volunteers and to John Bloomfield for providing very welcome refreshments at the end of the session. Votes of thanks were also recorded for MVDC who supplied equipment to support the event and to Biffa, the MVDC waste contractor who collected all 37 bags during Saturday morning.

It was noted that MVDC, had donated 20 litter pickers to Buckland Parish Council for use at future events and would shortly be donating £30 (£1 per bag for up to 30 bags collected).

David Sayce, one of Buckland's two church wardens had relayed a message of appreciation from St Mary the Virgin Church for the improvements made and the efforts of the volunteers and the Clerk relayed several similarly appreciative comments received from local residents.

- (325) Council was delighted to receive an offer of help from Debbie Jones, Fiona Brindley and Wendy Lane to help the Parish Council to organise an informal community event, to be held on **Sunday 12<sup>th</sup> June, to celebrate the Queen's 90<sup>th</sup> birthday**. Council, in light of the help being offered agreed to organise an event, resolved to co-opt all three volunteers and Cllr Husband onto a working party and asked the Clerk to assist the working party to develop plans to be put to Council at its May meeting. **Action:** Cllr Husband, with assistance of the Clerk, authorised to convene a working group meeting pursuant to being able to publish outline details in the May Parish magazine. Clerk to circulate interim updates to Councillors ahead of the May meeting.

## 10. Formalities

### Smaller Authorities' Audit Appointments

- (326) A communication from the Chairman of Smaller Authorities' Audit Appointments Limited had been circulated to Cllrs, together with copies of the related legislation and accompanying guide notes.
- (327) Council noted that:
- (i) for 2015/16 and 2016/17, the terms of the 5 year deal, agreed, in 2012, between the Audit Commission and BDO, mean Council shall be required to submit an Annual Return this year and next and incur a £120 fee (including £20 Vat);
  - (ii) under recently enacted rules, having decided not to opt out, Council will be opted in to the arrangements currently being set up by a new Sector Led Board (SLB);
  - (iii) with effect from 2017/18, Council will be able to declare exemption from the requirement to be externally audited, and, provided no elector exercises their right to question an external auditor about the validity of the exemption or the legality of a financial transaction in the books no external audit fee will be incurred; However, to be eligible to claim an exemption, neither expenditure nor income for the financial year can exceed £25,000 and Council is required to self-certify it has fully complied with the requirements of the Transparency Code;
  - (iv) whilst the SLB had yet to announce how fees will be calculated should a query be raised by an elector it had clarified that if, following a query, the SLB appointed external auditor judges the query to be founded there will be a requirement for an external audit to be completed at the end of the next financial year;
  - (v) if a Council decides not to exercise its right of exemption or is required (by the SLB) to undergo an external audit a minimum fee of £200 (ex-Vat) had been set.
- (328) It was noted that a **3SC briefing and networking event**, initially planned by SALC (Surrey Association of Local Councils), in association with 3SC Crawley for 11<sup>th</sup> March, had been deferred and is now expected to be held in May 2016. Periodic updates had been circulated to Councillors and an explanatory item had been included within a parish update. **Action:** Clerk to re-circulate details upon confirmation of the date.
- (329) MVDC had advised it is undertaking a **Community Governance Review of Dorking** and had invited views on a proposal submitted by 'Dorking First' for the creation of a parish council for Dorking. Council noted that local electors living within the affected electoral wards will have an opportunity to express their views in an advisory vote to be held on 5<sup>th</sup> May 2016 and that MVDC is required to announce its decision no later than 4<sup>th</sup> August 2016. No action required.

- (330) MVDC had hosted a “**Community Wellbeing**” event at Dorking Halls on Thursday 10<sup>th</sup> March aimed at encouraging local communities to consider how best to encourage community spirit to flourish, the wellbeing of its residents to be enhanced and the resilience of those communities to develop and prosper. Although the meeting had been publicised via a Parish Update it was noted MVDC had advised no-one from Buckland had participated. It was noted that a clash of dates with a New Councillor Training session had prevented Cllr Inwood attending this event.
- (331) It was noted that, having reviewed the agenda, Council had resolved not to send a representative to the **SALC Local Councils Forum** on 21<sup>st</sup> April 2016 and that no-one would be able to accept an invitation from the **Parliament Outreach Service** to attend a free conference at Portcullis House on 5<sup>th</sup> April 2016.
- (332) The Clerk advised she had forwarded information (issued by **Action Surrey**), highlighting the potential for local community facilities to receive funding to complete an energy audit and help fund any recommended improvements. As the objective of the fund is to help improve the energy efficiency of community assets it might prove possible for the Reading Room Committee to apply for help to progress improvements to upgrade the windows, work that had to be deferred when the recent upgrades were completed.
- (333) The 2016 edition of the “**Guide to being a good Parish Councillor**”, published by NALC (National Association of Local Councils), had been circulated to Councillors as had Spring updates issued by **SALC**, the **Surrey Hills Society** and **Surrey Hills Board**.

## 11. Finance

- (334) A full year forecast, with a comparison to budget for the 2015/16 financial year had been circulated to councillors and the copies of the latest cashbook weretabled in the meeting.

### Account Payments and Receipts

- (335) It was noted that a payment for £290.40 (including £48.40) Vat had been issued to Burleys in accordance with minute 2015:262 and a payment for £144.00 (including £24.00 Vat) had been issued, in accordance with minutes 2015:282 and 2015:283 to SSALC Limited.
- (336) The following payments were approved:
- (i) Sheena Boyce £358.72,  
Additional salary re: work undertaken to ensure compliance with Transparency Rules, (re: Transparency Fund Grant);
  - (ii) John Lewis £484.90 including £80.82 Vat,  
Laptop and Mouse (re: Transparency Fund Grant);
  - (iii) Bushcutter Gardening Services £80.00,  
Tree root removal and grass verge clearance: 2 hrs 29<sup>th</sup> Jan and 2 hrs 5<sup>th</sup> Feb;
  - (iv) John Lewis £199.95 including £33.33 Vat,  
Scanner (re: Transparency Fund Grant);
  - (v) Online First Aid £48.30 including 8.05 Vat,  
First Aid Kit to support Parish Council Events;
  - (vi) SSALC Limited £6.00  
2016 Guide to being a Good Councillor (3 copies)
  - (vii) St Mary’s Buckland Reading Room Account £40.00,  
11<sup>th</sup> March 2016, 14<sup>th</sup> March 2016;
  - (viii) Buckland Parochial Church Council £80.00,  
Contribution towards the cost of electricity re floodlights to the church;
  - (ix) Sheena Boyce £207.33 including £25.51 Vat,  
Mileage £33.80, and £173.53 council expenses (incl. laminator, stationery, and telephone costs)

- (337) It was noted that following amounts had been received into the Parish Council bank account since the January meeting:
- (i) £456 grant from the **SCC Mole Valley Local Committee**, secured with the support of Cllr Helyn Clack, by way of contribution towards the forthcoming work to reinstall a section of granite setts alongside the green. A vote of thanks was noted for Cllr Clack's support.
  - (ii) £1,478.22 grant secured from the **Transparency Fund for Smaller Authorities**, a government funded scheme. It was noted that the above purchases of a laptop and scanner had been funded by the grant as had the first year hosting fee for the new website and the additional salary payment made to the clerk for the time invested during the current financial year to comply with the new "Transparency Rules".
- (338) Cllr Westwell verified the bank balances entered on the bank reconciliation against the bank statements, initialled both documents, and confirmed that no exceptions had been identified in the transactions reported since the last meeting.
- (339) It was noted that the Clerk is scheduled to attend a Society of Local Council Clerks (SLCC) Surrey Branch meeting on Wednesday 16<sup>th</sup> March and a meeting of Mole Valley Clerks on Thursday 17<sup>th</sup> March. **Action:** Council authorised Clerk to arrange for the issue of a cheque to refund expenses incurred during the second half of March.
- (340) A letter to HSBC requesting an update to the Standing Order was duly signed to transfer monthly payments of £505.30 (1<sup>st</sup> month £505.60) to the Clerk for the 2016/17 financial year on the 20<sup>th</sup> day of each calendar month. It was noted that the:
- (i) Clerk's pay for 2016/17 is calculated by reference to NALC SCP25 (£11.545), on the basis of 8.5 hours per week and includes an allowance for accrued leave entitlement and home working;
  - (ii) Clerk had opted out of the working time directive for the 2016/17 financial year; and
  - (iii) payments include re-imburement of £6.95, including £1.16 vat, per month, being paid by the Clerk, to Virtual Landline for the Parish Council telephone number and associated call forwarding and messaging service.
- (341) It was noted that the following payments would fall due at the start of April:
- (i) Design Lynx Limited, £210 including £35 Vat for domain hosting, web space, disk space and bandwidth for 2016/17;
  - (ii) Surrey ALC Ltd £171.63; Annual Fee for National Association of Local Councils (NALC) (£29.96) and the Surrey Branch of NALC (SALC) (£141.67) for 2016/17;
  - (iii) Society of Local Council Clerks Finance Training Day to be completed 27<sup>th</sup> April 2016, £114 including £19 Vat
- Action:** Clerk to arrange for cheques to be issued upon receipt of appropriate invoices.

## 12. Forthcoming Meetings

- (342) The **Parish Council** confirmed that next full Council Meeting will be held on Monday 9<sup>th</sup> May 2016 and that subsequent meetings are scheduled to be held on 11<sup>th</sup> July, 12<sup>th</sup> September and 14<sup>th</sup> November 2016 and on 9<sup>th</sup> January and 13<sup>th</sup> March 2017.
- (343) The 2016 **Annual Parish Meeting** will be held in the Reading Room, commencing 7.30pm on Monday 25<sup>th</sup> April 2016.
- (344) The Clerk will attend a meeting of the **SESW Customer Scrutiny Panel** in Redhill on Tuesday 26<sup>th</sup> April 2016 and Cllr Steed will attend a **Stakeholder Open Day** at Bough Beech Reservoir and Water Treatment works on Friday 13<sup>th</sup> May 2016.
- (345) Cllr Pryor will attend a meeting of the **Surrey Hills Off Road Working Group** on 9<sup>th</sup> May 2016.

There being no other business the meeting closed at 10.05pm.

**Sheena Boyce, Clerk**

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