

BUCKLAND PARISH COUNCIL

Minutes of the Annual Meeting held at 8pm on Monday 9th May 2016 in the Reading Room, Old Rd, Buckland.

Present: Cllrs Day, Horden, Husband, Inwood, Pryor, Steed and Westwell, and the Clerk. PCSO Dave Sadler attended for items 1-6 and local resident Mrs. J. Lincoln attended for part of the meeting.

1. Election of Chairman

- (1) Cllr Husband was proposed as Chairman by Cllr Steed and seconded by Cllr Day. The proposal was agreed and the Declaration of Acceptance of Office was set to one side to await the delayed arrival of Cllr Husband.
- (2) Cllr Westwell was proposed as Vice Chairman by Cllr Day and seconded by Cllr Pryor. The proposal was agreed and Cllr Westwell signed the Declaration of Acceptance of Office for Vice Chairman.

Vice Chairman Westwell chaired the meeting, pending the arrival of Cllr Husband. Cllr Westwell welcomed PCSO Dave Sadler and Mrs. J. Lincoln to the meeting.

2. Apologies for Absence

- (3) District Cllr Paul Potter and County Cllr Helyn Clack.

3. Declarations of Interest

- (4) None.

4. Requests for Dispensations

- (5) None.

5. Minutes

- (6) Minutes of the Meeting held on 14th March 2016, were agreed. Cllr Westwell signed the minutes as a correct record.

6. Open Forum (including Surrey Police Report)

- (7) The Mole Valley Neighbourhood Police Team had advised six crimes reported to have occurred in the locality between 14th March 2016 and 9th May 2016:
 - (i) Two burglaries involving the theft of cigarettes following a break in at the Shell garage and the theft of a drill set and radio from an office in a rear garden; and
 - (ii) Four thefts; a garden bench, a towbar from a vehicle, food taken by a member of staff and a “make off without payment” from the Shell garage.
- (8) Responding to queries put by Cllrs Pryor and Steed, PCSO Sadler advised a new “quick alert” system, called “In the know” is being developed (no launch date known as yet) to replace the existing Countrywatch and Neighbourhood Watch schemes to which any member of the public will be able to subscribe.
- (9) PCSO Sadler shared with the meeting concerns being raised by Buckland Estates following repeated incidents of trespass and cautioned that the police do need the help of local parents who need to ensure their teenage children do not trespass and, in so doing, expose themselves to unnecessary risk.

7. Planning

New Planning Applications

- (10) MO/2016/0371: Certificate of lawfulness for an existing use in respect of the use of the property as a separate residential dwelling for a period in excess of four years at Apple End, Old Road, Buckland. RH3 7DU. This application seeks a lawful development certificate for a use that the applicants claim commenced over four years ago. This is an application based on facts of the case. If the applicants can provide sufficient evidence to substantiate the claim it is Council’s understanding that the planning authority will then be in a position of having to issue the lawful development certificate. It was resolved that should MVDC be so decided, Council shall not raise any objection to this application.

- (11) MO/2016/0435: Tree felling Consent for the removal of one pine tree at The Old School, Rectory Lane, Buckland. RH3 7BH. Council concluded that whilst it would prefer any tree that is subject to a Tree Preservation Order to be retained (if at all possible) that no objection will be raised if independent professional advice issued to Mole Valley District Council (“MVDC”) recommends removal of the tree. **Action:** Clerk to issue response and to include a request for a suitable replacement tree to be conditioned.
- (12) MO/2016/0626: Certificate of Lawfulness for a proposed development in respect of the erection of 1 No. dormer window to rear and insertion of 2 No. roof lights to rear at Buckland Lodge, Dungates Lane, Buckland. RH3 7BD. No comment.
- (13) MO/2016/0681: Prior notification for the erection of a single storey rear extension of 5.4 metres deep and 4 metres high with an eaves height of 3.6 metres at Buckland Lodge, Dungates Lane, Buckland. RH3 7BD. No comment.

Mole Valley District Council (“MVDC”) Planning Notifications

The following Local Planning Authority decisions were noted:

- (14) MO/2015/2076: Retrospective change of use to allow sale of cars in areas marked 3HB, 3HC and 3HD on submitted plan; change of use to allow car sales in area 3HA, all with associated access routes indicated on same plan at Tapwood Workshops, Reigate Road, Buckland, RH2 9RG. Approved with conditions.
- (15) MO/2016/0487: Prior notification for the erection of a single storey rear extension of 5.4 metres deep and 3.95 metres high with an eaves height of 3.85 metres at Buckland Lodge, Dungates Lane, Buckland. RH3 7BD. Application withdrawn.
- (16) Cllr Pryor had attended an **Update on Planning Issues in the Surrey Hills** arranged by the Surrey Hill Society. Surrey Hills AONB Planning Consultant Clive Smith and Rob Fairbanks, Surrey Hills AONB Director, explained how they work with councils to ensure that the Surrey Hills are not damaged by continued erosion from building expansion. Tim Harold, CPRE spoke of its ongoing involvement to stop the development of Wisley Airfield and cautioned that whilst they had been successful so far the site continues to be designated as an area for future building. Graham Lomas provided an insight on challenges faced at Farthing Down in Coulsdon, being an open area that is close to London and recording high visitor numbers. The conclusion reached was that successive steps to meet demand for housing leaves us less open countryside to enjoy.

Nigel Husband joined the meeting, signed the Declaration of Acceptance of Office, thanked Cllr Westwell for chairing items 1-7 and assumed the Chair.

8.Highways, Transport and Rights of Way

- (17) It was noted that whilst some patch repairs to the A25 in the vicinity of Tranquil Dale are evident the road surface continues to deteriorate. **Action:** All encouraged to report poor sections of road surface as highway enquiries to Surrey County Council (“SCC”).
- (18) The Clerk confirmed that following lengthy communications with Virgin Media that the company had taken action to “bury” the exposed conduit in the verge opposite the Shell garage. Unfortunately, vehicle movements across the verge, since the work was undertaken continue to deposit mud on the pavement. **Action:** Clerk to submit a request to SCC Highways to take steps to protect the grass verge and reduce the likelihood of vehicles mounting the kerb. Clerk to include a suggestion that the poor state of the road surface in the central (filter) lane could be contributing to the repeated damage as lorries and other large vehicles struggle to pass inside vehicles waiting to turn from the A25 into the garage.
- (19) It was noted that an improvement scheme to the section of roadside pavement and kerbing between the bus shelter opposite the village shop and the junction of Old Road and the A25 had been identified during a SCC Highways site visit. SCC Highways had cautioned that the works will remain subject to funding becoming available at some future date. **Action:** Clerk to add to the list of outstanding highways tasks.
- (20) The Clerk reported that a proposal (to undertake improvement works to the pavements alongside the A25 to the east of the village centre) submitted under the 2016/17 Highways Localism Initiative had been successful. **Action:** Clerk to progress the initiative in accordance with the terms of the approved bid.

- (21) The Clerk had circulated an update to Cllrs setting out steps taken, with the support of MVDC to clarify the basis upon which a sum of money levied on the owners of the Jolly Farmers had been allocated to projects some way distant from the locality of the development. The most recent communication, received from Cllr Helyn Clack had asked Council to confirm that the “Lawrence Lane safety scheme” is the highways improvement scheme that Council wishes to see progressed. Cllr Clack had advised that if this is the case she can ask the Local Committee to determine whether the scheme needs the funds currently allocated to schemes outside the parish to be reallocated to underpin delivery of the Buckland scheme in light of the scheme's safety and related concerns increasing its priority.

Actions: Council instructed the Clerk to confirm to Cllr Clack that the Lawrence Lane Scheme remains high priority and to seek assurance that the scheme will include repairs to the surface of the road on the approaches to the junction and reinstatement of the white lines and hatching. In light of the damage being caused to the verge in the vicinity of the traffic islands close to the Shell garage, the Clerk was instructed to include a request for appropriate steps to be taken to protect the nearside grass verges.

- (22) Cllrs Husband and Horden agreed to work together to gauge the extent to which residents living in **Rectory Lane** are prepared to campaign for substantive repairs to Rectory Lane and improvements to the condition of the adjacent verges. **Action:** Cllrs Husband and Horden to provide an update to Council on 11th July.
- (23) Cllr Pryor had, on 9th May, attended a meeting of the **Surrey Hills Byways Working Group**. The problem of “abandoned” vehicles on Buckland Lane had been discussed and Jackie Lees-Howes, MVDC Environmental Services had confirmed she is liaising with Buckland Estate to help facilitate a clean-up. Cllr Pryor advised that a National Trust representative at the meeting had provided MVDC with details of a 4x4 recovery firm who might hopefully be able to help with the removal. Strategies to address increased fly tipping and rural crime had also been discussed. It was noted that this forum may need to fill any gap left by the likely cessation of the Mole Valley Rural Crime Panel following the recent reassignment of the Rural Officer (as part of the restructure of Surrey Police).
- (24) It was noted that Jim Docking, **Rights of Way** Officer had submitted a **report** to the Annual Parish Meeting and SCC had published its 2016 **Countryside Access Report**.
- (25) **GACC Newsletters** had been circulated to Cllrs and included in a Parish Update as had news of the publication of Gatwick Airport Ltd’ response to the recommendations set out in the report of the **Independent Arrivals Review** and a draft of the **GACC reply** issued in response to the Review.

The Review had recommended Gatwick Airport Limited establish a Noise Management Board and a letter asking Council to nominate a Community Body to represent the Parish Council on a newly established Noise Management Board (“NMB”) had been received. It was noted that the GACC reply had (correctly) drawn attention to the fact that whilst Parish Councils would be able to nominate a body to observe proceedings and to refer back to enable Council to consider issues and reach decisions, Parish Councils are not able to delegate “decision making authority” to a community body.

Action: Clerk to contact GACC to confirm GACC is willing to assume an observer role for its Parish Council members and, if this can be agreed, to advise Gatwick Airport Limited. Clerk to express support for the suggestion in the GACC reply for regular public meetings to be held to enable Councils with a particular interest or issue to field a representative.

9. Amenities and Events

- (26) Council recorded a vote of appreciation to the Clerk for the guidance issued (via the village email group) to explain the recently launched Superfast Surrey Broadband Consultation. Cllr Westwell advised he had submitted a response asking for consideration to be given to reclassifying the download speed available to his property as the information in the consultation suggested far greater speeds than BT appears able to provide. **Action:** All to encourage residents to respond to the consultation if they disagree with the reported download speeds for properties within their postcode area.

- (27) A draft 2016-2021 **Management Plan for the Village Pond and Green**, a copy of which had been circulated to Cllrs, was received positively. **Action:** All to feedback any comments, queries and/or suggested additions to the Clerk before Sunday 12th June 2016. Clerk to circulate complete version with a view to Council adopting a new plan on 11th July.
- (28) Council noted that during the spring growing season the village green is being cut regularly, that the cuttings are not being collected, and that the frequency of cut will, as last year, be reduced as the rate of growth slows.
- (29) It was agreed that this year's **Annual Parish Meeting** had been both well attended and well received. It was noted that appreciation expressed by those attending had been passed on to our guest speakers Duncan Ferns and Simon Elson and that a letter of thanks had been sent to Hanson UK for their kind donation that had funded the end of meeting refreshments.
- (30) An opportunity to sign up to a **Guided walk around Park Pit** had been offered at the Annual Parish Meeting and remaining places had been taken up by members of the village email group. Duncan Ferns led an excellent walk, helped by lovely weather and thanks had been relayed to him for offering his time for the event.
- (31) The Clerk advised that as a number of people, who had taken part in the guided walk, had registered interest in completing a **Heartstart** course that we are close to having sufficient interest to request a date for a third course from the volunteer course leaders.
- (32) Cllr Husband updated Council on preparations for next month's **Big Buckland Picnic**. The working group had identified a number of items they hope to be able to "borrow" for the day. Cllr Husband advised he has a length of safety fencing suitable to create a boundary around the proposed BBQ area and an offer from Reigate Pilgrims Cricket Club for additional lengths if required. Council approved a request from the Clerk for authorisation to purchase a stock of traditional bunting for use at this and future village events. **Actions:** Clerk.
- (33) It was noted that Cllrs and the Clerk, each of whom had received invitations to attend a **Celebratory Royal Choral Service**, as part of the celebrations for the Queen's 90th birthday at St Michael's Betchworth on 12th June would be replying individually to the Rector. Cllr Steed and the Clerk had already tendered their apologies.

10. Formalities

- (34) **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 Cllrs serving on the Planning Committee
 - (iii) The Planning Committee should arrange for a Cllr 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 Husband, Westwell, Pryor and Day to the Planning Committee for the 2016/17 year.

(35) **Finance Committee**

It was noted that during the 2015/16 financial year Council had felt able to deal with all matters relating to finance within ordinary council meetings. It was agreed to continue on this basis during the 2016/17 financial year.

- (36) It was noted that Council had appointed James Day, Ianthe Cox, Philip Haynes and Ann Adams to the position of nominative trustees for a term of four years in May 2015.

Cllr Day queried whether, given Cllr Inwood has taken on “Community Wellbeing” it might be appropriate for her to replace him as one of four nominative trustees. Council, having considered this suggestion, resolved to nominate Cllr Inwood.

Action: Clerk to advise Ianthe Cox of Cllr Day’s intention to tender his resignation at the meeting to be held on 10th May and to advise Council’s decision to nominate Cllr Inwood. It was noted that the Clerk had recently received confirmation, from Ianthe Cox, that the other three nominative trustees had recently re-affirmed their willingness to continue in their roles.

(37) **Representatives**

- (i) Cllr Husband to continue to represent Council on the Buckland Graveyard Trust and for matters relating to the Village Green including the forthcoming Big Buckland Picnic and any subsequent events.
- (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 at meetings of the Surrey Hills Off Road Forum.
- (iv) Cllr Day to continue to monitor the floodlighting on the church and to support the Clerk with matters relating to the provision of Broadband services in the village.
- (v) Cllr Steed to represent the Parish Council on matters relating to Surrey Police and, with support of Cllr Pryor, on matters relating to Highways.
- (vi) Cllr Inwood to continue to champion matters relating to Community Wellbeing and take on the role of Nominative Trustee for Buckland Parochial Charity following the anticipated resignation of Cllr Day at the forthcoming meeting of Trustees.
- (vii) Martin Boyce to continue as village webmaster, Jim Docking to continue as Rights of Way Officer and Paul Rietchel to continue as Flag Officer.
- (viii) Cllr Westwell to represent Council at the SSALC AGM scheduled to be held during the autumn.

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

(38) **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 Cllrs.

- (39) The Clerk drew Council’s attention to the Public Contracts Regulations 2015 statutory guidance that requires all local authorities, including Parish Councils, to publish performance data on their website pages to show the proportion of valid and undisputed invoices paid within 30 days and to disclose the amount of interest due (whether paid or not) on invoices settled late. It was agreed to delegate authority to the Clerk to arrange for cheques to be issued to settle any valid and undisputed invoices that need to be paid before the next meeting of the Parish Council for this guidance to be duly observed. **Action:** Clerk to ensure the detail of any such payments are reported to Council at the next meeting.
- (40) It was noted that **updates** issued by **SALC, Came and Company** (Council’s insurance broker) the **Surrey Hills Board, Sutton and East Surrey Water, Surrey Fire Service**, and **3SC** (the body charged with drawing up a devolution plan for Surrey, East Sussex and West Sussex) had been circulated to Cllrs and key information included within Parish Updates.
- (41) Council considered email correspondence from Mr. Robert Wilson, resident at The Old Forge. Mr. Wilson had expressed concern about work that had recently been undertaken on land adjacent to his property. Council instructed the Clerk to advise Mr. Wilson he needs to re-direct his queries to Surrey County Council, the public body whose land adjoins that of The Old Forge. **Action:** Clerk.

11. Finance

Annual Return for the year ended 31 March 2016

- (42) 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), risk assessments and minutes had been submitted to Braidwood & Co, Council's Internal Auditor. It was noted that the internal audit had been completed during April 2016, that no issues had been raised and that the feedback issued by Chris Braidwood had been circulated to Cllrs.
- (43) Council had completed an Annual Review of the Effectiveness of Internal Controls; a process that had included a review of the Financial Regulations and consideration of the latest updated Risk Assessment at the meeting held on 14th September 2015. Council had not identified any changes required to the Financial Regulations, had concluded 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 Cllrs in advance of the meeting.
- Cllrs resolved to adopt the Annual Governance Statement that had been circulated. Accordingly, page 2 of the Annual Return was signed by Cllr Husband, Chairman, and Sheena Boyce, Clerk.
- (44) All present agreed that the Accounting Statements fairly represented the financial position of the Council and its receipts and payments for the year ending 31st March 2016. Accordingly, the Accounting Statements, set out on page 3 of the Annual Return were signed by Cllr Husband, Chairman, and Sheena Boyce, Responsible Financial Officer.
- (45) The Clerk's recommendation to renew Council's subscription to Dropbox Pro, a service that maintains an **offsite backup of Council's electronic filing** was considered. The £79.00 fee for renewal of the provision of up to 1 TB cloud storage for a further 12-month period was approved. **Action:** Clerk.
- (46) Council approved a grant application, prepared to fund the cost of employing the clerk for 2 hours per month (2016/17), at current rates of pay, to help Council comply with the Transparency Regulations. **Action:** Clerk to submit application.
- (47) The Clerk had received notification of a CILCA training programme, commencing Autumn 2016, with dates that would allow a focus on commencing the work to prepare a portfolio during the winter months. It was noted that this nationally recognised qualification is one of the first steps for a council to become eligible to use special powers bestowed by Government such as the General Power of Competence (GPC). Councils with the GPC no longer need to worry that they are acting beyond their powers, as the GPC (Localism Act 2011 s1(1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. Council expressed support for the Clerk and approved the registration fee for the Programme. **Action:** Clerk.
- (48) **Insurance:** It was noted that 2016/17 will be the second year of the 3-year term agreement entered into in 2015 with Aviva. The increase in premium reflects a 1% indexation in the value of street furniture and the 3.5% increase in Insurance Premium Tax. The Clerk had updated insurance values for each of the assets listed on the Asset Register (copy circulated). Council adopted the updated Asset Register. **Action:** Clerk to update the risk register to reflect the renewal and to circulate it to Cllrs.

Account Payments and Receipts

- (49) It was noted that payments, for £210 (including £35 Vat) to Design Lynx Limited and £102 (including £17 Vat) to the Society of Local Council Clerks, had been issued in accordance with minute 2015:341.
- (50) The following payments were approved:
- (i) Cheeld Wheeler Ltd £120.00 including £20 Vat, 2015/16 Internal Audit Fee.

- (ii) Surrey ALC Limited Annual Subscription £171.63,
NALC £29.67, Surrey Branch £141.67.
 - (iii) SSALC Limited CILCA Registration Fee £320.00,
Training Support for Clerk to gain Certificate in Local Council Administration.
 - (iv) Came & Company £289.29,
Insurance Policy Fee 1 June 2016 – 31 May 2017.
 - (v) Sheena Boyce £362.81,
APM £202.86, re-imburement for council expenses £159.95 including £9.68 Vat.
 - (vi) Dropbox Pro £79.00 including £13.17 Vat
Renew annual subscription for secure virtual file storage
 - (vii) Burley and Sons Limited £177.36 including £29.56 Vat,
Two cuts of the grass during April 2016
 - (viii) Gatwick Area Conservation Campaign £50,
5-year membership fee 1 May 2016 – 30 April 2021
- (51) It was noted that following amounts had been received into the Parish Council bank account since the March meeting:
- (i) £30 donation from MVDC following the **Clean for the Queen** Event held on 4th March 2016.
 - (ii) first instalment of the 2016/17 precept, concurrent grant, and council tax support grant, totalling £7,953.50.
 - (iii) £200 donation from **Hanson in the Community** to fund Annual Parish Meeting refreshments.
- (52) It was noted that Cllr Pryor had verified the bank balances entered on the bank reconciliation prepared to 31st March 2016 against the bank statements, initialled both documents, and confirmed that no exceptions had been identified in the transactions reported since the March meeting.
- (53) It was noted that Cllr Day had verified the bank balances entered on the bank reconciliation against the bank statements, initialled both documents, and had confirmed that no exceptions had been identified in the transactions reported since 1st April 2016.

12. Forthcoming Meetings

- (54) The **Parish Council** confirmed that next full Council Meeting will be held on Monday 11th July 2016 and that subsequent meetings are scheduled to be held on 12th September and 14th November 2016 and on 9th January and 13th March 2017.
- (55) Cllr Steed will attend a **Stakeholder Open Day** at Bough Beech Reservoir and Water Treatment works on Friday 13th May 2016 and a **Stakeholder Breakfast Briefing** on Friday 24th June 2016.
- (56) Cllr Husband and Cllr Westwell will, at the invitation of SCC, attend a meeting to be held on 28th June 2016 to receive a progress update re: Park Pit and Tapwood Quarry.
- (57) Cllr Pryor will attend (or arrange for an alternate) to attend a meeting of the **Surrey Hills Off Road Working Group** on 12th September 2016.
- (58) The 2017 Annual Parish Meeting will be held on Monday 20TH March 2017.

There being no other business the meeting closed at 10.10pm.

Sheena Boyce, Clerk

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