

## BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm on Monday 12<sup>th</sup> September 2016 in the Reading Room, Old Rd, Buckland.

**Present:** Cllrs Day, Horden, Husband, Inwood, and Steed, and the Clerk. Four members of the public attended for items 1-5.

### 1. Apologies for Absence

(113) Cllrs Pryor and Westwell, District Cllr Paul Potter and County Cllr Helyn Clack.

### 2. Declarations of Interest

(114) None.

### 3. Requests for Dispensations

(115) None.

### 4. Minutes

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

### 5. Open Forum

(117) Cllr Husband welcomed Old Road resident Mr. Howard Simmonds (“HS”) to the meeting and invited him to speak. HS expressed concern about increased levels of traffic travelling at high speed along Old Road and asked Council what actions, if any can be taken to encourage drivers to comply with the speed limit. Cllr Husband invited Cllr Steed, who represents Council on highways issues, to respond.

Cllr Steed outlined Council’s “no white lines” policy and how this policy, together with other factors including an absence of street lighting contributes to “perception of risk” that in turn is thought to influence driver behaviour. Discussion considered what steps, if any, could be taken and concluded that whilst physical traffic calming measures were unlikely to be effective they would probably have an adverse impact on local residents.

Cllr Steed agreed with HS that traffic volumes have definitely increased since the closure of Flanchford Road and expressed a hope that a reduction will be observed when the new bridge has been constructed and allowed Flanchford road to reopen. It was noted that a copy of the meeting minutes is forwarded to Inspector Hamlin at Surrey Police. **Action:** Clerk to draw Inspector Hamlin’s attention to the concern expressed by HS.

(118) Cllr Husband welcomed three members of the public to the meeting: John Anthill (“JA”), Kevin Greening (“KG”) and Brian Cohen (“BC”).

KG and BC identified themselves as members of the Surrey Branch of the Trail Riders Fellowship (“TRF”). KG advised Council the TRF upholds a positive code of conduct and that riders who choose to join the TRF do so because they pride themselves on being responsible and professional users of the countryside.

BC advised that he is a member of the Surrey Hills Byways Group alongside Cllr Pryor and Duncan Ferns (who attends as a representative for Buckland Estates) and reminded Council that SCC policy is to maintain open access whenever possible on rights of way.

JA explained that as a Walton-on-the-Hill resident and trail rider he is keen for the temporary closure affecting Buckland Lane to be cancelled. BC expressed the TRF offer to work in partnership with Council pursuant to the full length of Buckland Lane being reopened to as many users as possible.

Cllr Husband advised that:

- (i) Council has, over recent years, received repeated requests from local residents for Buckland Lane to be reclassified a bridleway and has not identified any demand within the local community for the current status (that allows motorised vehicles to use Buckland Lane) to be retained;

- (ii) Council has consistently asked SCC to take steps to improve the safety of walkers, cyclists and horse riders who currently feel threatened by the presence of motorised vehicles (not all of whose drivers subscribe to the TRF code of conduct);
- (iii) Our local police were instrumental in initially securing the temporary closure of the lower section of Buckland Lane after their countryside officer had a near serious accident. Council shares the TRF concern that it is taking too long for SCC to take permanent action to address the underlying safety issues;
- (iv) Council recognises that its view, that reflects the instructions of its residents, is likely to differ from the views of special interest groups and individual users.

Cllr Husband thanked KG, BC and JA for taking the time to attend the meeting and share their views which he emphasised had been “heard”.

*All four members of the public left the meeting at this point.*

## **6. Planning**

### **Current Planning Applications**

- (119) MO/2015/2017: Change of use of garage to a residential dwelling at Garage 3, Buckland Court, Reigate Road, Buckland. It was noted that Mr. Graham Capel, an immediate neighbour had queried Council’s decision not to object to the proposal. The Clerk had advised Mr Capel that each time Council submits comments on a planning application it determines those comments on planning merits. In this case the Parish Council had been of the opinion that what was proposed in the application did not contravene the aims and objectives of the relevant MVDC planning policies and consequently resolved to submit a “no objection” response. The Clerk’s reply had also stated that Council recognises that the views of residents may not always be the same as those of the Parish Council and advised it is up to each individual to make their views known to MVDC so that they too can be taken into account when MVDC, as the local planning authority, determines the application.

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

- (120) MO/2015/0773: Registration of a formal application under Section 106A of the Town and Country Planning Act 1990 to discharge a legal agreement attached to planning permission MO/2013/0773 for change of use of existing building within the garden of 'Beechwood' to a separate residential dwelling.

The following Local Planning Authority decisions were noted:

- (121) MO/2016/0113: Erection of two storey front, side and rear extensions at Garden Cottage, Sandy Lane, Buckland RH3 7AA. Approved with conditions.
- (122) 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. Refused.

### **Planning Enforcement**

- (123) It was noted that whilst the Clerk had been promised an update relating to issues in the vicinity of Betchworth roundabout in time for the meeting that no further information had yet been received.

### **Planning Consultations**

- (124) Council noted that SCC had recently informed Hanson that proposed maintenance works to be carried out at Tapwood Quarry can be completed under Permitted Development Rights and that once a commencement date for the works is known this information will be shared via a parish update. **Action:** Clerk.
- (125) MVDC had announced plans to formulate a “**Mole Valley Rural Strategy**” and Cllr Westwell had attended a rural strategy workshop, held on Wednesday 7th September, that had been arranged to inform partners and stakeholders of the strategy progress and seek their input to help shape the strategy development.

Cllr Westwell had circulated an update, explaining that the document is being produced in the context of there being the same opportunities for residents in rural areas as there are for people living in urban areas, and a recognition that rural areas are becoming more important.

Cllr Westwell had reported that the Rural Strategy will have an inter-relationship with the Local Plan and that the inter related topics considered during the workshop had focused on The Rural Economy, Rural Communities and Rural Environment. Feedback from the workshop will be fed into the drafting process of a Rural Strategy to put before the Mole Valley Executive later this year.

- (126) MVDC had launched a consultation on proposed changes to the **Community Statement of Involvement**, a document that sets out when and how local communities and partners can become actively involved in planning decisions and policies. MVDC has asked, in particular for feedback on two options relating to the use of site notices to publicise the submission of a planning application - to introduce a new requirement for everyone making a planning application to display a notice (to be provided by MVDC) on the site giving details of the planning application or to continue with the current practice. Council concluded that its preference was for responsibility for displaying and removing notices should remain with MVDC. **Action:** Clerk to submit response to consultation.
- (127) **Reigate & Banstead** DC had published its latest **Draft Development Management Plan** and had invited comments. The Clerk advised she had queried the legend describing an area of land close to the eastern parish boundary as “reserved for mineral aggregate recycling” and received confirmation that this mapping error had now been corrected. No further action required.

## **7.Highways, Transport and Rights of Way**

- (128) The Clerk had attended a meeting of the **Dorking Rural Transport Forum** (renamed to extend the scope of the group to cover all forms of transport in addition to Highways) on 27<sup>th</sup> July 2016:
- (i) **Pavement Horizon** had been a key agenda item and Cllr Clack had invited parishes to submit details of any hard surfaced footpaths identified as requiring maintenance. The Clerk had circulated a copy of the information submitted shortly after the meeting to Surrey Highways and advised she had since received confirmation that Cllr Clack had asked for each of the locations to be assessed for inclusion in the programme;
  - (ii) Anita Guy had secured the forum’s support for the allocation of developer funding (£106 monies) to finance a scheme to improve safety at the **junction of Lawrence Lane and the A25** Reigate Road. It was noted that Cllr Steed had attended the SCC Mole Valley Committee meeting on 5<sup>th</sup> September at which implementation of the safety scheme had been approved.
- (129) It was noted that notes circulated following the meeting of the **Surrey Hills Byways Group** held on 9<sup>th</sup> July had suggested Council raise their concerns relating to safety along **Buckland Lane** with the SCC Mole Valley Local Committee and that the Clerk had since forwarded an update to the group for the period since Council tabled such a question at the December 2012 meeting. **Actions agreed in light of representations received during the Open Session:** Clerk to ensure consultation is undertaken with the local community at the next Annual Parish Meeting with respect to the optimal right of way designation for Buckland Lane. Clerk to seek update from SCC Highways and Cllr Clack.
- (130) It was noted that **GACC** news releases and an update issued by **Gatwick Airport** had been circulated to Councillors together with an invitation from the Gatwick Airport Community Engagement Team to Councillors to visit for a behind the scenes tour of the airport. Links to the relevant sections of the GACC website had been made available via posts on the village website. It was noted that there had not been any replies to an invitation to residents to comment on the GACC research relating to likely flightpaths for a two runway airport that had been highlighted in a recent update.

## 8. Amenities and Events

- (131) Historic England had written to advise Council the **War Memorial** at Buckland had now been added to the List of Buildings of Special Architectural or Historic Interest ('The List'), as part of its response to the centenary of the First World War.
- (132) It was noted that a section of granite setts alongside the eastern edge of Rectory Lane had not been properly reinstated by Southern Gas Networks. The Clerk confirmed that photographs had been submitted to the SCC Streetworks team. **Action:** Clerk to include in Parish magazine update an item to encourage residents to monitor such works and, where possible to record details of any incidents that could result in damage to community assets. Clerk to explain that advice can be sought from Council as to whom to report any issues.
- (133) The Clerk reported that Simon Elson (SE), having recently visited the pond had recommended consideration be given to holding an **autumn pond clearance** to enable the significant vegetative growth to be reduced. Council expressed appreciation for an offer from Reigate Area Conservation Volunteers ("RACV") to schedule a second visit, at 10am on Sunday 25<sup>th</sup> September, and to SE for offering to lead the event. **Actions:** Cllr Horden to liaise with Buckland Estate and local farmer John Muggeridge and Clerk to liaise with RACV and SE and publicise the event via a parish update.

## 9. Formalities

- (113) BDO had advised completion of the **2016 External Audit** and stated that no matters had come to their attention requiring any action on the part of the Parish Council. The Annual Return was presented to Council and unanimously approved and accepted by those present. Clerk confirmed the Notice of Conclusion of Audit will now be displayed on the Parish Council Notice Board opposite the village shop for a period of three weeks and be uploaded to the parish council pages of the village website.

### Annual review of effectiveness of the system of internal control

- (134) In accordance with advice set out in the Practitioners Guide to Governance and Accountability for Smaller Authorities in England (2016), Council considered the effectiveness of its system of internal control and reviewed the measures in place to prevent and detect fraud and corruption.
- (135) Council reviewed the recently circulated risk assessment schedule and audit plan and concluded that both the risk assessment schedule and audit plan are relevant and effective. **Action:** Council to target to review Financial Regulations and Standing Orders before the end of the current financial year (31<sup>st</sup> March 2017).
- (136) Council, having given due consideration, resolved to confirm the appointment of Braidwood Wheeler as Internal Auditor for the period covering the preparation and submission of the 2017 Annual Return on the basis of the currently adopted audit plan. **Action:** Clerk.

## Police Update

- (137) Council noted that Temporary DCC Gavin Stephens had written to invite feedback as to how the Policing in your Neighbourhood Strategy, implemented on 3<sup>rd</sup> April 2016, is "bedding in". Following consultation with the Chairman and Clerk, Cllr Steed, in the absence of the Clerk, had issued a response that had set out the points discussed and agreed during Council's July meeting. Councillors had received a copy of the invitation and response in advance of the meeting. Council ratified the decision to issue the response ahead of the 22<sup>nd</sup> August 2016 deadline set by TDCC Stephens.
- (138) Crime statistics received for the period since the May meeting were reviewed and it was noted that Surrey police had advised that close to 50% of the 26 reported crimes had emanated from thefts and frauds at the Shell garage. Incident statistics had also been provided. **Action:** Clerk to seek reassurance re the geographical allocation of crimes to the parish and to welcomed news that Inspector Hamlin hopes to attend the next meeting.

## Community Wellbeing

- (139) Cllr Inwood updated Council on the flow of information and notification of initiatives relating to **Community Wellbeing** that she had received since joining Council. Cllr Inwood confirmed she had signed up to attend the “latest” event later this month “Surrey Prepared” and had recently reviewed information promoting the need for Communities to ensure they have taken steps to raise their “Community Resilience”.

Council acknowledged that Parishes have, in the past, been encouraged, from time to time, to revisit emergency planning and, that as it is some time since the topic was last visited in Buckland, agreed a review is most probably due. **Action:** Cllr Inwood to circulate feedback from the Surrey Prepared meeting in advance of the next Council meeting in order to allow Council to consider possible actions and agree what actions, if any to take. Clerk to diarise Community Resilience as a possible topic for inclusion on the agenda of the next Annual Parish Meeting.

- (140) Cllr Inwood was thanked for following up an invitation from Marc Jones at the Red Lion to explore a possible fund raising event.
- (141) Council resolved to appoint Cllr Pryor to be Council’s second nominated representative for matters relating to the **Surrey Association of Local Councils** (“SALC”) to provide an alternate should Cllr Westwell be unable to attend the SALC Annual Conference and represent Council at this October’s **SALC AGM**. **Action:** Clerk to arrange for a cheque to be issued upon receipt of an appropriate invoice for up to two attendees.
- (142) It was noted that SALC had not yet issued an invoice for the £78 (including £13 Vat) cost of Cllr Husband attending the Chairman’s Networking Day. **Action:** Clerk to arrange for a cheque to be issued upon receipt of an appropriate invoice.
- (143) The Clerk advised she had (earlier in the day) attended the training session at the start of the one-year timeframe for preparing a portfolio to submit pursuant to gaining a Certificate in Local Council Administration (“CILCA”) qualification and that the mentors had advised candidates to register with the review body to initiate the assessment process. It was noted that the Chairman, Clerk and Mentors had now signed the Learning Agreement.
- (144) It was noted that an SCC announcement setting out new charges to be introduced at Community Recycling Centres and **updates** issued by the **Surrey Police CC, SALC** 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.

## 10. Finance

### Account Payments and Receipts

- (145) It was noted that payments for £103 to the Society of Local Council Clerks and £3163.20 (including £527.20 Vat) to Bill Kear Plant and Agricultural Contractors Limited had been issued in accordance with minutes 2016:102 and 2015:320 respectively.
- (146) The following payments were approved:
- (i) G Burley and Sons Limited £221.70 including £36.95 Vat,  
Two cuts of the grass and one hedge trim July 2016
  - (ii) G Burley and Sons Limited £177.36 including £29.56 Vat,  
Two cuts of the grass August 2016
  - (iii) BDO LLP £120.00 including £20 Vat,  
2016 External Audit;
  - (iv) Sheena Boyce £116.81,  
Salary £13.20, £103.61 re-imburement for council expenses.
- (147) It was noted that the following amounts had been received into the Parish Council bank account since the July meeting:
- (i) £41 donation from The Pheasant raised to assist with work to improve the village footpaths. A vote of thanks was recorded for the ongoing support of the team at The Pheasant.

(ii) £313.44 grant secured following a successful application to the UK Government funded Transparency Fund.

(iii) the second instalment of the 2015/16 precept of £6214 and concurrent grant of £974.50 supplemented by a further £765 grant.

(148) 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 11<sup>th</sup> July 2016.

(149) It was noted that Councillors had each received a copy of the full year financial forecast and projected variance to budget. **Action:** All to consider items for possible inclusion on a “future initiatives” log to be considered when preparing the 2017/18 Budget and 3-year financial forecast.

#### **11. Items deferred to next meeting**

(150) Cllrs Husband and Horden to provide a progress update on their initiative 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.

#### **12. Forthcoming Meetings**

(151) The **Parish Council** confirmed that the next full Council Meeting will be held in the Reading Room at 8pm on Monday 14<sup>th</sup> November 2016 and that subsequent meetings are scheduled to commence at 8pm, in the Reading Room on 9<sup>th</sup> January, 13<sup>th</sup> March, 8<sup>th</sup> May, 10<sup>th</sup> July, 11<sup>th</sup> September and 13<sup>th</sup> November 2017.

(152) Cllr Husband will attend the Surrey ALC Chairman’s Networking Day to be held in Felbridge on 27<sup>th</sup> September 2016.

(153) The Clerk will attend a meeting of Mole Valley Clerks on 21<sup>st</sup> September and the Sutton and East Surrey Water Customer Scrutiny Panel on Tuesday 25<sup>th</sup> October.

(154) The 2017 Annual Parish Meeting is to be held in the Reading Room, on Monday 20<sup>th</sup> March 2017, commencing 7.30pm.

There being no other business the meeting closed at 9.45pm.

**Sheena Boyce, Clerk**

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