

BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm on Monday 13th March 2017 in the Reading Room, Old Rd, Buckland.

Present: Cllrs Day, Horden, Husband (Chair), Pryor and Steed, Buckland resident Debbie Jones, and the Clerk. District Cllrs Paul Potter and John Muggeridge attended for items 1-11.

1. Apologies for Absence

(265) None.

2. Declarations of Interest

(266) None.

3. Requests for Dispensations

(267) None.

4. Minutes

(268) Minutes of the Meeting held on 9th January 2017, were agreed. Cllr Husband signed the minutes as a correct record.

5. Parish Council Vacancies

(269) It was noted that Jacq Inwood and Tim Westwell had resigned.

(270) A Notice of Vacancy had been displayed on the Parish Council Notice Board to advertise each of the vacancies that had arisen since the previous meeting. Two residents had expressed an interest in becoming a Parish Cllr and each had submitted a résumé.

(271) The Chairman's proposal to co-opt Ianthe Cox and Debbie Jones to serve as Buckland Parish Cllrs, with immediate effect for the period to May 2019, received unanimous approval. Debbie Jones signed a Declaration of Acceptance and was welcomed into her new role by everyone present. **Actions:** Clerk to invite Ianthe Cox to sign a Declaration of Acceptance in advance of the next Parish Council Meeting. Newly co-opted Cllrs to submit completed Members Interest Forms to MVDC within 28 days of signing the Declaration of Acceptance.

6. Open Forum

(272) The Mole Valley Neighbourhood Police Team had advised that since the January meeting reported crimes in Buckland had included the theft of a car, thefts of garden machinery and tools from outbuildings of at least 4 properties between 19th and 24th January and similar thefts from a further 4 properties during the early hours of 24th February and four incidents of make off without payments from the Shell garage. Crime prevention advice had been included in Parish Updates.

(273) Cllr Horden advised Council of the recent effort of residents living close to Wildecroft to establish the source of what appears to be "sewage" in a field referred to as either Poor's Field or 70 acre field. **Actions:** Cllr Pryor to share with Cllr Horden and D.Cllr Muggeridge contact details Council has previously used to report similar issues in the vicinity of the Shell garage. Clerk to ask Betchworth Clerk whether any information is held by Betchworth Parish Council that could aid understanding of the route of mains sewers serving properties in Pebblehill Road.

7. Planning

New Planning Applications

(274) MO/2017/0068: Erection of new show/office building following removal of existing show/office building at Buckland Pool, Reigate Road, Buckland, RH2 9RE. **No comment.**

(275) MO/2017/0178 (and 0179 Listed Building Consent): Erection of single storey side orangery extension following removal of existing bay window at Street Farm House, Rectory Lane, Buckland, RH3 7BH. **No objection.**

(276) Council, having reviewed the following two applications:

- (i) MO/2017/0168: Erection of a single-storey wrap around extension, front porch and re-modelling of driveway at Domus, Old Road, Buckland, RH3 7DU; and
- (ii) MO/2017/0177: Erect two storey rear extension and first floor side extension over part of existing garage at Cloonagh, Old Road, Buckland, RH3 7DU,

instructed the Clerk to write to Mole Valley District Council (“MVDC”) to ensure site visits are made to both Domus and Cloonagh to help ensure due consideration is given to the potential overlooking and loss of privacy of neighbouring properties. **Action:** Clerk

MVDC Planning Notifications

The following applications, for which there is no public consultation were noted:

- (277) MO/2016/2012: Certificate of Lawfulness for a proposed development in respect of the erection of an outbuilding to provide a garage and games room at 1 Garden Cottages, Reigate Road, Buckland, RH2 9RE. Application refused.
- (278) MO/2015/1390/1: Non-material amendment to allow change of side doors with windows to windows only at April Cottage, Old Road, Buckland, RH3 7DY. Application approved.

The following Local Planning Authority decisions were noted:

- (279) MO/2016/1906: Insertion of 7 rooflights to facilitate loft conversion at Pinebank, Reigate Road, Buckland, RH3 7EB. Application approved with conditions.

It was noted that Jack Straw, Acting Corporate Head of Planning had written to Council to:

- (i) provide assurance that Council’s response (objection) was carefully considered by the Case Officer;
 - (ii) advise that as Cllr Muggeridge had not submitted a request, in writing, for the application to be referred to the Development Control Committee that the Case Officer had rightly determined the application using her delegated authority; and
 - (iii) emphasise that MVDC, as the Local Planning Authority considers the proposed roof lights will not have an adverse impact on neighbouring amenity.
- (280) MO/2016/1928: Erection of a single storey side/rear extension at Knowl Cottage, Old Road, Buckland, RH3 7DU. Council noted that MCDC had recently advised that clarification is being sought from the agent on outstanding issues that include the floor area of previous extensions. Application withdrawn.
 - (281) MO/2016/1957: Erection of 1 No. dwelling and detached garage following removal of existing dwelling at Garden Cottage, Sandy Lane, Buckland, RH3 7AA. Application refused.

It was noted that although the applicant (Mr Choy) had recently contacted the Clerk to query Council’s request for a “cross section drawing” that no formal reply to this request had been received from MVDC prior to the application being determined.

- (282) MO/2017/0119: Remove one Gleditsia tree at 3 Buckland Court Gardens, Reigate Road, Buckland, RH3 7BA. No objection.
- (283) MO/2017/0227: To reduce lateral growth towards stables of 3 Sycamore trees, reduce one Ash tree by 50% and remove one Sycamore tree at Buckland Court Stables, Reigate Road. RH3 7EA. No objection.

Planning Consultations

- (284) Council noted receipt of a copy of a letter sent by Graham Capel, to District Cllr James Friend, Chairman of the MVDC Development Control Committee, setting out his objections to the planning permission recently granted (MO:2015/2017). No action required.

Buckland Liaison Group

- (285) It was noted that Tim Westwell and the Clerk had attended a meeting of the Buckland Liaison Group on Thursday 9th February 2017 and that draft minutes had since been published on the village website and displayed on the Notice Board.
- (286) Council noted that a pre-application meeting, involving representatives from Buckland Estates, MVDC and SCC had since been held and that Council had received an assurance that the planners will require any application to introduce new activities to examine the potential environmental impact of those new activities.
- (287) Council welcomed the confirmation that Dominic Sanders, appreciating the importance of maintaining a programme of meaningful consultation with the local community, had agreed to provide an update to the Annual Parish Meeting on Monday 20th March 2017.
- (288) It was noted that a copy of the **MVDC Rural Strategy** that had recently been presented to the MVDC Executive had been circulated.
- (289) Richard Worsley, writing as Chairman of the **Betchworth and Buckland Society** (“B&B”) had contacted Council to enquire whether Council might be willing to nominate a Cllr to join the B&B Committee. Council ratified the reply that, following consultation with Tim Westwell, had been sent by the Clerk, to explain that:
- (i) previous representatives had attended B&B Committee meetings to help Council to understand the aims, objectives and current initiatives of the B&B;
 - (ii) Council understands that during his time attending B&B meetings Tim Westwell, as a planner, had taken the opportunity, incidental to his role as Council’s representative, to emphasise the need for the B&B to reach its own independent and self-standing views on planning applications and encourage the B&B to engage with its members to ensure the views being expressed are in accordance with those of its overall membership;
 - (iii) when Council is consulted on a planning application, it is duty bound to give due regard to all relevant planning policies (because, as a formal consultee, it is part of the statutory planning process). Accordingly, Council, when it comments on an application, determines its response on planning merits and recognises that the views of individual residents and/or local amenity groups (such as the B&B) will not always tally.

The Clerk had suggested that the next opportunity for Council to consider an invitation to field a representative, should the B&B issue a request, would be the Council’s next Annual Meeting to be held on 8th May 2017.

8. Highways, Transport and Rights of Way

- (290) D.Cllrs Paul Potter and John Muggeridge advised Council that whilst continue to press Surrey Highways for action to be taken to repair the road surface of the A25 through the village and to press MVDC Environmental Health to agree to undertake a noise survey that they have not yet secured any commitment to act. **Action:** D.Cllrs Potter and Muggeridge to continue to take every opportunity to press for action and to advise the Clerk if they establish any further actions that can be taken by Council to gain support for action.

Buckland Lane

- (291) Council noted that the SCC Highways Engineer with responsibility for implementing a Traffic Regulation Order to impose a 1.5m (4 feet 11 inch) restriction on Buckland Lane (D318) had now met with the relevant landowners and agreed upon the location and design of the proposed gates and bollards. Cllr Steed advised the latest update provided to the SCC Mole Valley Local Committee indicated the project will be progressed as soon as practicable. Council noted that the route is currently obstructed by fallen trees.

- (292) Cllr Pryor had represented Council at a meeting of the Surrey Hills Byways Working Group on Monday 6th February 2017. Cllr Pryor advised:
- (i) Brian Cohen (Trail Riders Fellowship) had reported to the Group that a working party was soon to undertake a cut back of vegetation alongside D318
 - (ii) SCC Waste Partnership had created a new role, with an initial one year term, to address “Enforcement”. The new appointee, Mike Nash (ex-Metropolitan Police), had attended the meeting and advised the group his focus will be on reducing fly tipping across the county.
- (293) Council noted that objections, raised by the relevant County Cllr, had prompted a further rethink on possible locations for the **Variable Message Sign** being proposed for the benefit of westbound traffic on the A25. Matthew Jezzard, SCC Highways had admitted the team is finding it difficult to identify an optimal location between Reigate and Betchworth roundabout to install the proposed new sign. Council approved the Clerk’s proposal for Cllr Steed to draw upon his highways expertise to engage with CClr Clack and Matt Jezzard to secure an optimal outcome for the village. **Action:** Cllr Steed.
- (294) Cllr Steed having attended the SCC Mole Valley Local Committee Meeting held on Wednesday 1st March 2017 advised SCC officers, responding to a query from C.Cllr Clack, had stated that work had commenced to implement the approved safety scheme at the junction of Lawrence Lane and the A25.
- (295) Cllrs Husband and Horden gratefully accepted an offer from Cllr Jones to engage with Rectory Lane residents to establish the extent to which a community led initiative to seek improvements to the metalled surface (of the public road) and adjacent verges would be actively supported. **Action:** Cllr Jones, with support from the Clerk to explore options.

Aviation

- (296) It was noted that, following consultation with Cllrs, a response had been submitted to the DfT Night Flight Consultation.
- (297) Cllr Steed had attended the first public meeting of the recently established Gatwick Airport Noise Management Board and its Heathrow equivalent the Heathrow Community Noise Forum. Council noted that whilst there are local residents who experience occasional aviation related noise that there are a significant number of communities across the South East experiencing high levels of noise, especially since the introduction of precision based navigations systems.
- (298) It was noted that Council had received an invitation from Mike Ward, Plane Wrong to meet to discuss matters relating to the Gatwick Noise Management Board (“NMB”). Council, having considered the invitation, resolved to remain independent of local protest/campaign groups, to field a representative to attend future public meetings of the NMB and to continue to monitor information published on the NMB webpage (that includes minutes of every meeting).
- (299) The Clerk had circulated details of a current consultation on the use of UK airspace and a draft response to the consultation issued by GACC. **Action:** Clerk to include on the agenda of the May meeting “consider proposal to submit a response to the consultation on airspace”.
- (300) Council concluded that it would, in due course, be helpful to establish an aviation page within the parish council section of the village website and accepted Cllr Steed’s offer to draft content to be uploaded. **Action:** Cllr Steed and Clerk to liaise to progress.

9. Amenities and Events

- (301) The Clerk advised that it would be reasonable to expect up to (two) cuts of the **village green** to be completed before 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 up to two cuts.

- (302) Cllr Horden asked if any quotes had yet been sought for the mechanical clearance of unwanted vegetation from the southern perimeter of the **pond**. Council accepted Cllr Horden's offer to explore options for hiring equipment to allow work to be undertaken from within the pond, mindful of the need not to damage the clay lining or any of the drainage channels feeding into the pond. **Action:** Cllr Horden to forward any information in advance of the May meeting.
- (303) **Surrey Superfast Broadband** had announced the postcodes of those properties that would be benefitting from further investment in infrastructure to improve broadband speeds. The team had indicated the investment in "fibre to cabinet" will hopefully deliver faster broadband speeds to around 6000 of the 15,300 properties that would otherwise be left with speeds of less than 15MB. A recent Parish Update had included an extract of village postcodes. It is not yet clear how many properties in Buckland will benefit as some postcodes are coded "some but not all properties will benefit".
- (304) British Heart Foundation volunteers had run the village's third **Heartstart Training Course** (in the Reading Room) on Thursday 9th March bringing the number of participants to 60. Feedback had been positive and a link to refresher training had been circulated to everyone who attended one of the earlier course.
- (305) On Friday 3rd March, between 1.30pm and 3.30pm, responding invites published in the parish magazine and issued via the village email group, 10 residents joined a "**Great British Spring Clean**" 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) removed a build-up of soil and cut back ivy alongside a length of footpath extending west from the village centre and around the bus shelter.
- A vote of appreciation was recorded for the efforts of the volunteers, to MVDC who supplied equipment to support the event and to Biffa, the MVDC waste contractor who collected all 37 bags on Monday 6th March.
- (306) Cllrs reviewed arrangements for this year's Annual Parish Meeting on 20th March 2017. Apologies were noted from Cllr Pryor. **Action:** All to aim to arrive shortly after 7pm to prepare for the meeting. Cllr Husband and the Clerk to liaise to finalise Chairman's address.

10. Formalities

Buckland Parochial Charity

- (307) It was noted that Cllrs had been provided with a copy of Buckland Parochial Charity's latest published accounts for the year to 30th December 2016, as lodged with the Charity Commission.
- (308) Council resolved to appoint Debbie Jones to the position of nominative trustee to the Parochial Charity to serve until the date of the next scheduled Parish Council elections in May 2019. **Action:** Clerk to advise Ianthe Cox of Council's decision to nominate Cllr Jones.
- (309) The Chairman's proposal to adopt the newly updated and recently circulated Draft Financial Regulations received unanimous approval. **Action:** Clerk to circulate a copy of the adopted Financial Regulations.
- (310) It was noted that the Clerk had commenced a review of Council's **Standing Orders** with the intention of circulating a "Draft Update" in advance of the May meeting to allow consideration of the proposed changes and a period of further reflection with a target adoption date of July 2017.
- (311) Council reviewed the recently circulated risk assessment schedule, updated to reflect the adoption of policies at the previous meeting and the proposed updates to the Financial Regulations. Council concluded that the risk assessment schedule remains relevant and effective. **Action:** Clerk to circulate a copy of the updated Risk Register.

- (312) Cllr Steed had recently attended meetings of the Gatwick Noise Management Board and Heathrow Community Noise Forum held at the respective airports. The Clerk advised that provided the re-imburement paid does not exceed the HMRC guidelines that there will not be any implications for PAYE reporting. Council agreed Cllrs can submit a claim for 45p per mile for travel undertaken, at Council's request, to represent Council at external meetings.
- (313) Council resolved to decline requests from The Kent Surrey Sussex Air Ambulance ("KSSAA") for a £250 grant and Surrey County Playing Fields Association ("SCPFA") for Council to subscribe as an affiliate member (Min.£10). **Action:** Clerk, when responding to suggest KSSAA consider approaching the Betchworth and Buckland Society and to include mention that Reigate Pilgrims Cricket Club is a SCPFA member.
- (314) Cllr Pryor had attended the **River Mole Catchment Partnership** ("RCMP") **Annual Event** at Betchworth Memorial Hall on 31st January 2017. Cllr Pryor advised that the RCMP was set up under the European Directive to manage and enhance the rivers and catchment area to ensure good water quality for mankind and wildlife and the River Mole comes under the umbrella of Surrey Wildlife Trust ("SWT") and is funded for that purpose by SCC, DEFRA and the EA. SWT had provided an update on the current workstreams and highlighted that the 2017 Rivers Week will run from 18th – 25th September, during which events will be run to increase public awareness and encourage volunteers to engage.
- (315) It was noted that Council having reviewed the respective programmes and costs, had not sent a representative to either the Surrey Association of Local Councils Spring Conference or the Surrey Countryside and Rural Enterprise Forum (**SCREF**) Annual Conference.
- (316) An invitation to attend the half day **Visit Surrey** 2017 Forum, an event arranged to support tourism across the County had been forwarded to the Buckland Estate team.
- (317) It was noted that **updates** issued by the **Surrey Police Chief Constable, SALC, Surrey Hills** and **GACC** had been circulated to Cllrs and key information included within Parish Updates.

11. Finance

Account Payments and Receipts

- (318) A full year forecast, with a comparison to budget for the 2016/17 financial year had been circulated to Cllrs and copies of the latest cashbook were tabled in the meeting.
- (319) The following payments were approved:
- (i) St Mary's Buckland Reading Room Account £80.00,
9th January, 23rd January, 13th March, and 20th March 2017;
 - (ii) Buckland Parochial Church Council £80.00,
Contribution towards the cost of electricity re floodlights to the church;
 - (iii) Sheena Boyce £80.19,
Printer cartridge £54.48 including £9.08 Vat, Calls to mobiles £4.32, Refreshments for Heartstart and Annual Parish Meetings £21.39.
 - (iv) Cllr Steed £44.10
Re-imburement travelling expenses to represent Council at external meetings.
- (320) It was noted that:
- (i) a grant of £495 from the **SCC Mole Valley Local Committee**, secured with the support of Cllr Helyn Clack, by way of contribution towards the cutting back of vegetation from the paths alongside the A25 had been credited to the bank account. A vote of thanks was noted for Cllr Clack's support; and
 - (ii) a **Vat Reclaim** of £819.36, for the period 1 October 2016 to 28th February 2017 had been submitted to HMRC on 7th March 2017.

- (321) A letter to HSBC requesting an update to the Standing Order was duly signed to transfer monthly payments of £547.95 (1st month £549.09) to the Clerk for the 2017/18 financial year on the 20th day of each calendar month. It was noted that the:
- (i) Clerk's pay for 2017/18 is calculated by reference to NALC SCP25 (£11,777), on the basis of 9 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 2017/18 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.
- (322) It was noted that the following payments would fall due at the start of April:
- (i) Design Lynx Limited, £216 including £36 Vat for domain hosting, web space, disk space and bandwidth for 2017/18;
 - (ii) Surrey ALC Ltd £172.43; Annual Fee for National Association of Local Councils (NALC) (£31.97) and the Surrey Branch of NALC (SALC) (£140.46) for 2017/18;
- Action:** Clerk to arrange for cheques to be issued upon receipt of appropriate invoices.
- (323) 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 9th January 2017.

12. Complaint from a member of the public

Council resolved to exclude the public and representatives of the press and broadcast media from the meeting prior to consideration of the complaint from a member of the public as Council considered publicity would be prejudicial to the public interest because of its confidential nature.

- (324) Council considered a complaint from a member of the public and agreed a response.

13. Forthcoming Meetings

- (325) The **Parish Council** confirmed that the next confirmed Council Meeting will be held at 8pm on Monday 8th May 2017 and that subsequent meetings are scheduled to commence at 8pm, in the Reading Room, on 10th July, 11th September and 13th November 2017 and on 8th January and 12th March 2018.
- (326) Cllr Steed and Cllr Horden will attend the meeting of the Local Forum of Parish Councils on Tuesday 14th March 2017.
- (327) The 2017 Annual Parish Meeting is to be held in the Reading Room, on Monday 20th March 2017, commencing 7.30pm.
- (328) A Pond Clearance Event, to be led by the Reigate Area Conservation Volunteers, is planned for Sunday 6th August 2017.

There being no other business the meeting closed at 9.50pm.

Sheena Boyce, Clerk

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