

## BUCKLAND PARISH COUNCIL

Draft Minutes of the Meeting held at 8pm on Monday 11<sup>th</sup> March 2019 in the Reading Room, Old Rd, Buckland.

### **Present:**

Cllrs Husband (Chairman), Bourke, Horden, Jones, Pryor and Steed, MVDC Cllrs Simon Budd and John Muggeridge and the Clerk.

### **1. Apologies for Absence**

(274) Cllr Cox and SCC Cllr Helyn Clack.

### **2. Declarations of Interest**

(275) None.

### **3. Requests for Dispensations**

(276) None.

### **4. Minutes**

(277) Minutes of the Meeting held on 14<sup>th</sup> January 2019, were agreed and signed by the Chairman as a true record.

### **5. Planning**

#### **Planning Applications**

(278) MO/2018/1848: Demolish existing sales building and remove linked canopy and LPG enclosure, erect new single storey sales building, gated timber fenced compound area with bins and plant units. Provide 12 No. new customer parking bays at Buckland Garage, Reigate Road, Buckland, RH3 7ED.

Council noted that the applicant is currently considering a number of changes to the proposed scheme following an onsite meeting (mid-February) with the MVDC Case Officer and that as revised proposals had yet to be submitted to MVDC it seemed highly unlikely the application will be considered by the MVDC Development Control Committee any earlier than when it is due to meet at the start of May.

(279) Council **resolved** to ratify the decisions, taken following consultation with Cllrs, to respond as follows to the planning applications outlined below:

- (i) MO/2019/0243: Demolition of existing garage and erection of replacement two storey garage and music room at Heath Cottage, Reigate Heath, Reigate Road, Buckland, RH2 8QP. Council had written to question the appropriateness of the “annex-like” design given (i) the garage it is proposed to replace is a single storey structure and (ii) the design appears to lend itself to subsequent conversion to residential accommodation (in conflict with Mole Valley Policy RUD 9).

(280) Council considered two planning applications located within Betchworth and within 20 metres of the parish boundary between Buckland and Betchworth:

- (i) MO/2019/0233: Demolition of an existing outbuilding and erection of a new outbuilding for use as an animal hydrotherapy facility (Use Class Sui Generis) with staff accommodation above. Relocation of existing office outbuilding. At Crossways Farm, Station Road, Betchworth, Surrey, RH3 7DF. Council **resolved** to submit a response to ask MVDC to:
  - (a) require the applicant to include all the land and buildings at Crossways Farm within the curtilage of this application in recognition that permission for the dwelling was originally granted to “support the establishment of a smallholding”;
  - (b) condition a requirement for the link between the dwelling and the business that has been developed from that smallholding to be maintained;
  - (c) take steps to ensure adequate land is allocated within the site of the business and the linked dwelling to ensure vehicles associated with the

- business can park within the site; in recognition that parking and related traffic congestion is already an issue on Station Road;
- (d) explore, with the applicant, whether a less bulky design, more sympathetic to the site's Green Belt location could be proposed.
- (ii) MO/2019/0373: Proposal to Remove poles 145288, 145289, 145290, 145291/2, 145293, 145294, 145295, two associated LV overhead lines and remove stay wire from pole 145287 on land near to Station Road, Betchworth RH3 7DF. Council **resolved** not to comment.

## **Mole Valley District Council ("MVDC") Planning Notifications**

(281) The following Local Planning Authority decisions were noted:

- (i) MO/2018/2024: Erection of single storey rear extension at Buckland Cop, Rectory Lane, Buckland RH3 7DY. Approved with conditions.
- (ii) MO/2018/2125: Conversion of garage to residential dwelling at Buckland Court Stables, Reigate Road Buckland. Withdrawn.

## **6. Transport – Airports, Highways, Rights of Way, Railways**

### **Airports**

(282) The Clerk, having attended a Discover Gatwick Event on Tuesday 15<sup>th</sup> January 2019 had forwarded details of a **Heathrow Air Space Consultation** to Cllrs Cox and Steed. Council **resolved** to ratify the response submitted to the consultation, noting that the drafts had been prepared with the support of Cllrs Steed and Cox.

### **Highways**

(283) Council noted that:

- (i) SCC Community Highways Officers Highways had now cut back earth and vegetation along the "full" length of footpath alongside the A25 between Squires Garden Centre and Shagbrook.
- (ii) SCC Highways appointed contractors had now cut back earth and vegetation along the lengths of footpath alongside the A25 between the:
- (a) driveway to Shagbrook and the bus stop on Buckland Corner on the south side of the A25;
  - (b) eastern entrance to the Shell garage and Shepherds Walk on the north side of the A25;
  - (c) Lawrence Lane and Tapwood Lane on the north side of the A25;
  - (d) western boundary and main entrance to The Pheasant.
- (iii) A team of village volunteers had, during the recent Spring Village Tidy (refer to minute 290) uncovered a stretch of hard surfaced footpath extending towards the parish boundary at Buckland Corner and that SCC Highways had since arranged for a large patch repair to be completed.
- (iv) Responding to an invitation from the Chairman of The Betchworth and Buckland Society to put forward "projects that could benefit the local community" the Parish Council had suggested a donation to support further cutting back of vegetation along lengths of footpath yet to be restored to their full length. At the time of the suggestion one example given was the section extending east from Chesterfield Park to the parish boundary (on the north side of the A25). Council noted a reply had advised the suggestion will be considered alongside other ideas.
- (284) Council noted that Surrey Highways had recently advised two rural cuts are being scheduled during 2019 and that the aim is for the first cut to be completed during May/June with a second cut scheduled for September/October. The Clerk advised a request had been submitted to the Highways Officer responsible for the grass cutting contract for the choice of equipment to take into account the profile of the verges and the need to safeguard the investment that has been made over recent years to clear the footpaths.

## Railways

- (285) Council noted that the minutes of the most recent steering group meeting of the North Downs Line Community Rail Partnership had recently proposed establishing a working group, to focus on the section of track between Reigate and Betchworth and, in particular, to consider the implications of increasing the frequency of trains to three per hour in each direction. Council **resolved** to accept Cllr Steed's offer to participate in the proposed working group.

## 7. Amenities and Village Events

- (286) Council noted that the **village website** was upgraded to WP5 at the start of February and that upgrades now being routinely applied by Design Lynx.
- (287) The Clerk advised that, weather permitting, it would be reasonable to expect at least one and possibly two cuts of areas 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.
- (288) Council **resolved** to record a vote of thanks to Burleys for completing a "free" winter prune of the hedge alongside the electricity sub-station at the side of the Village Green – to support of the ongoing community effort across the parish.
- (289) Council noted that:
- (i) damage caused to the village green, during an internet shopping delivery to a property adjoining the Village Green had been repaired by Burleys. Council noted that Ocado had agreed to be invoiced directly for the surface repairs and for the supply and installation of a replacement seat. Council recorded a vote of thanks to Ocado for their prompt attention and to the resident who assisted with the disposal of the damaged bench;
  - (ii) a contribution towards the cost of making good ruts created when a SCC Highways contractor was seen to mount the green alongside Rectory Lane had been requested. Council recorded a vote of thanks to the resident who made swift temporary repairs to help minimise the damage;
  - (iii) it would be helpful if all residents could include advice to delivery drivers to minimise the risk of damage to the Registered Village Green and the roadside verges, noting that the standing instruction most drivers are given (in the absence of such advice) is not to leave the public highway. **Action:** Clerk to include an item in a parish update.

## Amenity Improvements – Volunteer Effort

- (290) Responding to invites published in the parish magazine and issued via the village email group, 17 Buckland residents took part in the Spring Village Tidy event held on Saturday 2<sup>nd</sup> March and 5 Buckland residents complemented the efforts of the 10 BERT (Brockham Emergency Response Team) volunteers who supported the local effort on Sunday 3<sup>rd</sup> March by holding a BERT Event in Rectory Lane.

Council **resolved** to record a vote of thanks to

- (i) each person who gave up their time to help with litter picking, cutting back blackberries obstructing the bus shelter opposite the village shop, clearing a "recently unloved area of land" near the parish boundary and removing soil from sections of obscured footpath;
- (ii) the team of ten BERT volunteers (from Brockham) who put in a fantastic effort into clearing an area around the stream that crosses Rectory Lane just north of the village green and the villagers who supported their efforts;
- (iii) Cllr Jones for coordinating the weekend's activities and donating refreshments to the BERT event;
- (iv) MVDC, who arranged for waste contractor Veolia to collect 22 sacks of assorted rubbish on Monday 5<sup>th</sup> March;

- (v) Local landowners and farmers who have assisted by helping to manage the disposal of unwanted vegetation.

**Action:** All to encourage any residents or businesses to highlight potential amenity improvement tasks they would be willing to help the Parish Council undertake during future volunteer events.

- (291) Cllrs reviewed arrangements for this year's **Annual Parish Meeting** on 25<sup>th</sup> March 2019. Apologies were noted from Cllr Pryor. Council **resolved** to (i) accept an offer from Cllr Jones to organise coffee and tea for after the meeting and (ii) approve a payment of £70 to Surrey Search and Rescue, the nominated charity of the guest speaker. **Actions:** All to aim to arrive shortly after 7pm to prepare for a 7.30pm start time. Cllr Husband and the Clerk to liaise to finalise Chairman's address. Clerk to arrange for a cheque to be raised.
- (292) Council welcomed an offer from Cllr Steed to coordinate an entry to the **Parishes in Bloom** category of the **2019** South and South East in Bloom competition and agreed it would be appropriate for Cllr Steed to outline "what submitting an entry might involve" to the Annual Parish Meeting with a view to establishing a "working group" to deliver an entry. Council **resolved** to approve an offer from Cllr Steed to attend an information workshop at the start of April and to reimburse Cllr Steed the attendance fee (£15) and travelling expenses. **Action:** Clerk to amend the draft Agenda for the Annual Parish Meeting.

## 8. Finance

### Budget and Precept Request for the period April 2019 – March 2020

- (293) Council noted that budget schedules, updated to reflect the decisions taken at the January 2019 meeting had been circulated to Cllrs accompanied by a copy of the latest full year forecast to 31<sup>st</sup> March 2019. Council **resolved** to adopt the budget schedules dated 11<sup>th</sup> March 2019.

### Account Payments and Receipts

- (294) Council noted a year to date cash book and bank reconciliation and analysis of current year expenditure against budget had been circulated prior to the meeting.
  - (i) Council noted that a payment for £96.00, including £16.00 Vat, to SLCC Enterprises Limited had been issued in accordance with minute 2018/19:250;
- (295) Council **resolved** to approve the following payments:
  - (i) St Mary's Buckland Reading Room Account £80.00, 14<sup>th</sup> January, 11<sup>th</sup> March, and 25<sup>th</sup> March 2019;
  - (ii) Buckland Parochial Church Council £80.00, Contribution towards the cost of electricity re floodlights to the church;
  - (iii) Toolstation £77.22 including £12.87 Vat, Multi surface paint for use on external ironwork;
  - (iv) Turtle Engineering £95.95 including 15.99 Vat, Spare defibrillator pads for defibrillator;
  - (v) Toolstation £52.05 including £8.68 Vat, Safety fencing and pins;
  - (vi) Sheena Boyce £288.55, Additional salary Dec-Mar £244.00 and £44.55 refund of council expenses.
- (296) A letter to HSBC requesting an update to the Standing Order was duly signed to transfer monthly payments of £743.50 (1<sup>st</sup> month £745.10) to the Clerk for the 2019/20 financial year on the 20<sup>th</sup> day of each calendar month. It was noted that the:
  - (i) Clerk's salary for 2019/20 is based upon 10.5 hours per week and includes an allowance for accrued leave entitlement (in return for the Clerk opting out of the working time directive) and home working;
  - (ii) Clerk had opted out of the working time directive for a further 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;
- (iv) the Contract of Employment for the Clerk would need to be updated to reflect the terms and conditions that apply from 1<sup>st</sup> April 2019 with respect to contractual hours and payments. **Action:** Cllr Husband, Chairman.

(297) Council **resolved** to approve the following payments that would fall due at the start of April:

- (i) Design Lynx Limited, £246.00 including £41.00 Vat for domain hosting, web space, disk space and bandwidth for 2019/20; and
- (ii) Surrey ALC Ltd £181.75; Annual Fee for National Association of Local Councils (NALC) (£33.34) and the Surrey Branch of NALC (SALC) (£151.45) for 2019/20;

**Action:** Clerk to arrange for cheques to be issued upon receipt of appropriate invoices and/or receipts.

(298) Council noted that Cllr Steed had verified the bank balances on the bank reconciliation against the bank statements, initialled both documents, and confirmed that no unreported exceptions had been identified in the transactions reported since 14<sup>th</sup> January 2019.

## 9. Formalities

(299) The Clerk reminded Cllrs that anyone wishing to stand for election in the **Parish Council Elections** that are due to be held on 2<sup>nd</sup> May 2019 will need to book an appointment to attend Pippbrook to register their nomination form with MVDC Democratic Services between 9am on Monday 25<sup>th</sup> March 2019 and 4pm on Thursday 3<sup>rd</sup> April 2019.

## Buckland Parochial Charity

(300) Council:

- a. noted a copy of the Charity's latest published accounts for the year to 31<sup>st</sup> December 2018, as lodged with the Charity Commission and an Annual Report from Ianthe Cox, Clerk to the Parochial Charity had been circulated to Cllrs;
- b. recorded a vote of thanks to each of the four parish council nominated trustees whose four-year term will come to an end in May 2019;
- c. noted Debbie Jones had indicated she is willing to be nominated for a further 4 year-term and that Philip Haynes had offered to serve for a shorter period to facilitate a smooth handover;
- d. Ann Adams and Ianthe Cox had each written to advise they do not wish to be nominated for a further term.

**Action:** All to recommend to anyone interested in being considered for a trustee role to register that interest with the Clerk to the Parish Council no later than Friday 3<sup>rd</sup> May 2019.

(301) Council noted that the **MVDC Standards Committee** includes two non-voting Parish Council representatives who will be appointed at the MVDC Annual Meeting in May. Council noted an expression of interest from Cllr Jones, subject to her election on 2<sup>nd</sup> May 2019, to volunteer to serve as an observer. **Action:** Clerk to liaise with Mole Valley Clerks upon receipt of a request from MVDC Democratic Services.

(302) The **Mole Valley Neighbourhood Police Team** had advised four reported crimes in Buckland since 9<sup>th</sup> January relating to criminal damage to a road quad bike, theft of a caravan, and theft of coins from the air vending machine and two bags of coal or wood from Shell Buckland. A further 8 incidents occurred; one highway disruption, one road related offence, one wildlife crime and one report of suspicious circumstances.

## 10. Updates from other meetings and events

(303) Cllr Pryor had attended a meeting of the **Mole Valley Rural Crime Panel** on Wednesday 23<sup>rd</sup> January 2019. The key concerns emerging from the discussion were the wide range of rural crimes and incidents that are not, in the view of the attendees, being followed up and dealt with by the police and a significant lack of awareness on the part of those attending from Surrey Police.

- (304) Cllr Pryor had attended a meeting of the **Surrey Hills Byways Group** on 11<sup>th</sup> February 2019. Council noted that the group had been advised that:
- a. Surrey Police's use of the trail bikes continues to be hampered by a lack of trained officers and that the rising cost of insurance is now also being cited as a barrier to bringing the bikes back into regular use; and
  - b. SCC had not renewed the initial one-year contract of the Waste Officer appointed to tackle fly tipping.
- (305) Cllr Pryor and Martin Boyce, Webmaster had attended a **Mole Valley Rural Summit** on Tuesday 26<sup>th</sup> February 2019 at Hartsfield Manor. The summit had provided an opportunity for businesses and rural Mole Valley's community organisations to debate current challenges and opportunities and the topics considered had included Digital Connectivity, the Visitor Economy, Community Assets, Community Safety, Rural-Based Business and Rural Housing. A link to the MVDC Rural Strategy had been published on the village website.
- (306) Cllr Horden had attended a workshop on **Community Led Housing** arranged by Surrey Community Action on 6<sup>th</sup> March 2019 and subsequently circulated a summary of key factors and a copy of the presentation slides. Council noted that further action will be subject to establishing both a need and demand for affordable housing in Buckland.
- (307) Council noted receipt of a letter from **The Royal British Legion** that had highlighted the charity's intention to commemorate several key WWII anniversaries during 2019 and to shortly provide further information.
- (308) Council noted that **updates** issued by **MVDC, SCC, NALC, SALC** and the **Surrey Hills Society**, that had been circulated to Cllrs and highlighted within Parish Updates had included a **SCC Consultation on its Fire and Rescue Service**.

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

- (309) The **Parish Council** confirmed the next full Council Meeting will be the Annual Meeting on Monday 13<sup>th</sup> May 2019 and subsequent meetings are scheduled on 8<sup>th</sup> July, 9<sup>th</sup> September and 11<sup>th</sup> November 2019 and on Monday 13<sup>th</sup> January and Monday 9<sup>th</sup> March 2020.
- (310) The 2019 **Annual Parish Meeting** will be held at 7.30pm on Monday 25<sup>th</sup> March 2019 in the Reading Room, Old Road, Buckland.
- (311) Cllr Pryor will attend a meeting of the **Rural Crime Engagement Panel** at 7.30pm on Wednesday 24<sup>th</sup> April 2019 at MVDC Pippbrook offices.
- (312) Cllr Pryor will attend a meeting of the **Surrey Hills Byways Working Group** at 2pm on Monday 13<sup>th</sup> May 2019 at Warren Farm Barns.
- (313) Reigate Area Conservation Volunteers will lead a **village pond clearance** on Sunday 8<sup>th</sup> September 2019.

There being no other business the meeting closed at 09.55pm.

**Sheena Boyce, Clerk**

email: [parishcouncil@bucklandsurrey.net](mailto:parishcouncil@bucklandsurrey.net)

**Disclaimer:** Hard copies of this document are considered uncontrolled. For the latest version please refer to [www.bucklandsurrey.net](http://www.bucklandsurrey.net).