

## BUCKLAND PARISH COUNCIL

Draft Minutes of the Annual Meeting held at 8pm on Monday 13th May 2019 in the Reading Room, Old Rd, Buckland.

Prior to the meeting Michael Bourke, Ianthe Cox, Alan Horden, Nigel Husband, Debbie Jones, Alan Pryor and Julian Steed had each signed a Declaration of Acceptance of Office that incorporated a Consent to receive Summons Electronically. The Clerk had countersigned each of the Declarations.

The Clerk reminded Cllrs they need to submit a Member's Interest Form and Declaration of Election Expenses to the Monitoring Officer at Mole Valley District Council (MVDC) before the end of May 2019.

### 1. Election of Chairman and Vice Chairman

- (1) Councillor Husband was proposed as Chairman by Councillor Jones and seconded by Councillor Pryor. Council **resolved** to approve the appointment and Councillor Husband signed the Declaration of Acceptance of Office for Chairman.
- (2) Councillor Jones was proposed as Vice Chairman by Councillor Husband and seconded by Councillor Bourke. Council **resolved** to approve the appointment and Councillor Jones signed the Declaration of Acceptance of Office for Vice Chairman.

**Present:** Cllr Husband (Chairman), Cllrs Bourke, Cox, Husband, Jones and Pryor and the Clerk.

### In attendance:

- (3) One resident and one member of the public. MVDC Cllrs Simon Budd and Paul Potter attended for items 1-6.

### 2. Apologies for Absence

- (4) Cllrs Horden and Steed and Surrey County Council (SCC) Cllr Helyn Clack.

### 3. Declarations of Interest

- (5) None.

### 4. Requests for Dispensations

- (6) None.

### 5. Minutes

- (7) Council **resolved** to approve the Minutes of the Meeting held on 25<sup>th</sup> April 2019. The minutes were duly signed by the Chairman as a correct record.

### 6. Open Forum

- (8) The Chairman welcomed
  - (i) Anna Moore, who, having recently been appointed Rector to St Mary the Virgin Buckland and St Michael's Betchworth was attending to observe the meeting;
  - (ii) one Buckland resident;
  - (iii) MVDC Cllrs Potter and Budd; and
  - (iv) congratulated Cllr Potter on his recent appointment.D.Cllr Potter expressed his intention, to work alongside D.Cllr Budd with all three Parish Councils in the 3Bs.
- (9) Council **resolved** to record a vote of thanks to John Muggeridge for the support he extended to Buckland Parish Council and the village during his eight-year term as one of our two D.Cllrs.
- (10) The Chairman established that whilst the recent planning and licensing applications at the Shell garage remain a key interest that the recently observed increase in lorries taking "breaks" parked up on our local roads and on the forecourt of Shell Buckland is also generating concern.

(11) The Clerk provided the following update on the Shell applications:

### **Shell - Licensing**

- (i) Council welcomed news that Shell had amended its application to remove a proposed extension to the operating hours for sale of alcohol and to withdraw the application for a license to serve hot food and drinks after 11pm;
  - (a) Council noted that, at the request of the applicant (Shell), a meeting of the Licensing sub-committee, convened for 16<sup>th</sup> May 2019, had been postponed;
  - (b) MVDC Licensing had advised a new date will not be agreed for some time as appointments to serve on the Licensing Committee will not be made until 21<sup>st</sup> May 2019 and any new appointees will need to receive appropriate training.

**Action:** Clerk to circulate date for reconvened meeting and arrange for the Parish Council to be represented to express concerns that need to be addressed by the applicant prior to MVDC granting a new premises licence (i.e. light, noise, litter).

### **Shell – Planning – MO/2018/1848**

- (i) Although the MVDC Case Officer is preparing papers to present to the June meeting of the Development Control Committee, this timeline is conditional on Shell responding (this week) to questions recently submitted by SCC Highways;
- (ii) Recent reports from Buckland residents have provided MVDC with photographic evidence to highlight the congestion currently being caused by lorries parking on the forecourt and a lack of storage for delivery cages, waste bins and trollies at Shell Waitrose Send (a similar sized operation to the proposed new store at Buckland);
- (iii) Until the Case Officer report is published it is unclear how many of the parish council's requests the planning team is willing to support through conditions.

D.Cllrs Potter and Budd commended the Parish Council for the effort that had been invested to date and expressed their hope that MVDC will accord appropriate weight to the Parish Council responses. The Parish Council acknowledged the need for our two District Councillors, mindful that either one of them could be appointed on 21<sup>st</sup> May 2019 to serve on the Development Control Committee, to ensure they are seen to retain an open mind until such time as the Development Control Committee meets to determine the application.

*D.Cllrs Paul Potter and Simon Budd left the meeting.*

### **On street parking in Buckland**

(12) Council noted the following feedback received since the March meeting:

- (i) regular customers of Buckland Deli are advising the owner that a lack of space to park is preventing them visiting the shop, especially midweek;
- (ii) residents continue to be adversely impacted by inconsiderate parking that makes it very difficult to exit residential driveways in Old Road;
- (iii) residents of Robins Close complain about vehicles parked close to the junction of Robins Close and Old Road obstructing sightlines;
- (iv) several residents recently restated their concern about on street parking in the centre of the village and a recurrence of what appears to be vehicles parked for extended periods of time;
- (v) tall sided vehicles parking between the junction of Dungates Lane and the bus stop blocking views of buses approaching from Reigate and making it hard for the less mobile to walk from the stop to the bus. Some bus passengers now feel they need to stand in the carriageway of Old Road to hail a bus.

(13) In January 2018, when concern about on street parking was last discussed, Council expressed a preference for encouraging all local road users to act with consideration for residents and to exercise due care to safeguard local amenities. **Action:** All to act proactively to encourage everyone with an interest in the local community to take every opportunity to encourage more considerate driving and parking in our village to reduce the very real risk of losing local amenities.

## Surrey Police

- (14) The Mole Valley Neighbourhood Police Team had advised four **reported crimes** in Buckland since 12<sup>th</sup> March: one burglary, one use of fraudulent bank details to purchase fuel and two vehicle stops, leading to one arrest for possession of drugs and one for driving when under the influence of drink/drugs. A further fourteen incidents had been recorded: three reports of suspicious circumstances, one of concern for safety, and ten relating to incidents on the highway (five traffic accident collisions (damage only), two road related offences, one report of vehicle nuisance and two instances of highways disruption).
- (15) Council noted that a resident had provided a copy of a report submitted to Surrey Police that referred to an altercation between a truck driver and a motorist on the forecourt of the Shell garage on Saturday 13<sup>th</sup> April 2019. **Action:** Clerk, with the agreement of the resident, to forward an extract of the crime report to MVDC Licensing.

## 7. Planning

### Planning Applications

- (16) MO/2018/1593/1: Non-material amendment to allow changes to balcony guarding at Sedgemoor, Old Road, Buckland, RH3 7DU and MO/2019/0593: Application seeking discharge of Condition 3 of approved Planning Permission MO/2018/1593 for the erection of a single storey rear extension, first floor rear balcony and raising of existing patio at Sedgemoor, Old Road, Buckland, RH3 7DU. Council **resolved** to write to MVDC to express Council's view that, to satisfy the planning condition requiring the construction of a permanent screen, MVDC should require an opaque glass screen to be installed.
- (17) MO/2019/0689: Erection of two storey rear extension at Walwyns, Reigate Road, Buckland, RH3 7BG. Council **resolved** to submit a request to MVDC for the applicant to be asked to amend the block plan to include the previously approved detached extension.
- (18) MO/2019/0754: Erection of single storey side extension to include replacement garage and habitable accommodation, attached by link extension to existing house at Heath Cottage, Reigate Heath, Reigate Road, Buckland, Reigate, Surrey, RH2 8QP. Council **resolved** to issued a response reflecting the content of the representation re MO/2019/0243 subject to removing the the reference to a two storey structure.
- (19) MO/2019/0826: Discharge of Condition 2 of approved Planning Permission MO/2008/0779 to rebuild North tower to match opposite South tower at North Tower, Buckland Court Stables, Reigate Road, Buckland, Surrey, RH3 7EA. No comment.

### MVDC Planning Notifications

The following Local Planning Authority decision were noted:

- (20) MO/2017/0832/1: Non-material amendment to allow additional windows at Garden Cottage (Demol), Sandy Lane, Buckland, RH3 7AA. Refused.  
Council noted that MVDC had advised a retrospective planning application will need to be prepared and that MVDC, having made a site visit had also pointed out to the applicant that the roof profile, chimney design and certain finishes do not confirm to the approved plans.
- (21) MO/2019/0243: Demolition of existing garage and erection of replacement two storey building comprising garage and shower room at ground floor with music room and kitchenette at first floor at Heath Cottage, Reigate Heath, Reigate Road, Buckland, Reigate, Surrey, RH2 8QP. Refused.
- (22) MO/2019/0233: Demolition of an existing outbuilding, erection of a new outbuilding for use as an animal hydrotherapy facility (Use Class Sui Generis) with staff accommodation above and relocation of existing office outbuilding at Crossways Farm, Station Road, Betchworth, Surrey, RH3 7DF. Application withdrawn.

## Planning Enforcement

- (23) MO/2019/0135/ENF: Alleged erection of unauthorised structure following removal of a hedge at Squires Garden Centre, Reigate Road, Buckland, RH2 9RE. Council noted that MVDC had recently advised that following a site visit the Enforcement Team had written to Squires Garden Centre asking them to either remove the unauthorised development or submit a retrospective planning application
- (24) MO/2016/149/ENF: Enforcement seeking a commitment from Karcher to comply with MO/2014/1045 Condition 2: i.e. “No storage of equipment, goods or materials shall take place within the curtilage of the site other than within the buildings located therein”. Council noted the following update from MVDC Enforcement Case Officer:
- (i) “MVDC has acknowledged that goods need to be stored outside during the day to day activities; however, when the business closes at the end of each day no equipment, goods and or materials should be stored outside the curtilage of the building”;
  - (ii) “Since my site meeting on 8<sup>th</sup> March, I have been monitoring the situation and I am pleased to say that the owner and tenant have now been complying with condition 2 of MO/2014/1045. Therefore, I am satisfied as of 12<sup>th</sup> April 2019 there is no breach of planning control relating to condition 2. Accordingly, this matter is now closed.”
- (25) MO/2016/283/ENF: Enforcement seeking compliance, from both Karcher and Something Special with respect to signage at the Station Road site adjacent to Betchworth roundabout. Council noted MVDC had advised:
- (i) the owner had now removed all signage on the perimeter fencing with the exception of signage for Karcher and Something Special;
  - (ii) although, the freestanding sign inside the site is no longer illuminated MVDC is well aware that the Karcher sign attached the building remains illuminated at night;
  - (iii) MVDC is working to obtain compliance for other signage relating to Karcher and Something Special.

## 8. Highways

- (26) Council noted that a report had been submitted to C.Cllr Clack following the recent poorly executed refresh of sections of white lining along the A25. Cllr Pryor advised he had since encountered highways engineers assessing sections of the A25 for a surface dressing (tar and chip). **Action:** All to encourage residents to submit reports for any highway defects evident in the wearing course.
- (27) Council resolved to submit a question to SCC, to be channelled via C.Cllr Clack to ask SCC to:
- (i) provide a map showing the designated locations suitable for commercial drivers to use when taking a tacho break and/or a rest break;
  - (ii) publish guidance on the SCC website to direct commercial drivers to those designated locations;
  - (iii) undertake a strategic review to establish whether there is adequate capacity and to take such steps as are necessary to provide enough designated locations to facilitate legally required breaks;
  - (iv) provide a nominated point of contact to receive reports relating to issues and concerns on this topic from residents and community groups”.
- Action:** Clerk.
- (28) Council noted SCC Highways contractors had completed the first rural grass cut (roadside verges) of 2019 in Buckland. Council noted feedback had been provided to SCC to advise the overall quality of the cut was much improved compared to 2018 and to report several sections of verge that had been missed.
- (29) Council noted its disappointment that despite the invitation from the Chairman of The Betchworth and Buckland Society to put forward “projects that could benefit the local community” and his initial feedback that a request for funding to support path clearing “had great merit”, no offer of funding had been received.

## 9. Councillor Responsibilities

- (30) Council noted that during the 2018/19 financial year Council had chosen to deal with all matters relating to finance within full council meetings. Council **resolved** to continue the same basis for matters relating to finance for the 2019/20 financial year.
- (31) Council **resolved** to:
- (i) adopt the following terms of reference for a **Planning Committee**:
    - (a) 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,
    - (b) 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,
    - (c) 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;
  - (ii) require Planning Committee meetings to be held in public and include an opportunity for public participation, an agenda to be published at least 3 clear days prior to a meeting and a quorum of three;
  - (iii) appoint Cllr Husband to chair meetings of the Planning Committee until the next Annual Meeting;
  - (iv) appoint Cllrs Bourke, Jones, Pryor and Cox to serve alongside Cllr Husband.
- (32) Council **resolved** to nominate the following **representatives** for the 2018/19 year:
- (i) Cllr Husband to represent Council for matters relating to the Village Green and, as Chairman, to continue to represent Council on the St Mary the Virgin Church Yard and Church Fabric Fund;
  - (ii) Cllr Steed to represent Council on matters relating to Transport, with the support of Cllrs Cox and Pryor on matters relating to Airports and to Highways and Railways respectively;
  - (iii) Cllr Steed, with support from Cllr Husband, continue to champion the Parish Council entry to Villages in Bloom;
  - (iv) Cllr Horden to represent Council for matters relating to the Village Pond;
  - (v) Cllr Pryor to undertake the weekly asset check, to represent Council on matters relating to Surrey Police, and, with support from Cllr Bourke, Countryside Access (rights of way);
  - (vi) Cllrs Cox and Jones to jointly champion matters relating to Community Wellbeing;
  - (vii) Cllr Pryor to represent Council at the SSALC AGM that is due to be held at Dorking Halls on Tuesday 15<sup>th</sup> October 2019;
  - (viii) Martin Boyce to continue as village webmaster and Paul Rietchel to continue as Flag Officer.
- (33) Council noted that:
- (i) Martin Cantor, Philip Haynes, Debbie Jones and Amanda Oakes-Smith had previously been appointed nominative trustees to Buckland Parochial Charity to serve until May 2023;
  - (ii) Stuart McLachlan (Capel Parish Council) and Cllr Jones, having both been elected Parish Cllrs for the 2019-2023 four-year term had each agreed to serve as non-voting Parish Council representatives on the MVDC Standards Committee. Council **resolved** to support the nomination of these two individuals.

## 10. Delegation of Authority

- (34) Council 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. Council **resolved** to delegate authority to the Clerk to respond to any such consultations subject to a requirement for her to consult with Cllrs.

### Public Contracts Regulations 2015 statutory guidance

- (35) The Clerk reminded Council of the need to comply with 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.
- (36) The Clerk advised Council that 100% of valid and undisputed invoices had been paid within 30 days during the 2018/19 financial year and that no interest had been charged or paid on invoices.
- (37) Council **resolved** to delegate authority to the Clerk, for the 2019/20 financial year, 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 to enable this guidance to be duly observed. **Action:** Clerk to ensure the detail of any such payments is reported to the next meeting.

## 11. Policies and Procedures

- (38) Council, having reviewed each of the following policies, procedures and schedules and **resolved** to adopt each for a further 12-month period:
- (i) **Standing Orders;**
  - (ii) **Financial Regulations;**
  - (iii) **Complaints Procedure;**
  - (iv) **Policy on the management of unreasonable complaint behaviour;**
  - (v) **Retention and Disposal Policy;**
  - (vi) **Digital Communication Policy;**
  - (vii) **Management of Transferable Data Policy;**
  - (viii) **Code of Conduct;**
  - (ix) **Arrangements for dealing with Standards Allegations under the Localism Act 2011;**
  - (x) **Data Protection Policy;**
  - (xi) **Data Protection Procedures and Privacy Notices:**
    - Privacy Impact Assessment Procedure,
    - Subject Access Request Form,
    - Data Security Breach Reporting Form,
    - Privacy Notices,
    - Consent forms, and
    - Registers to record decisions to share personal data with third parties and the disposals of personal information undertaken in order to comply with GDPR;
  - (xii) **Freedom of Information Publication Scheme.**
- Action:** Clerk to refresh review dates and Council's primary email address and publish updated versions.

(39) Council noted that:

- (i) Parish and Town Councils in England were given the **General Power of Competence** ('GPC') in the Localism Act 2011, sections 1-8;
- (ii) The GPC gives a council 'the power to do anything that individuals generally may do' provided in so doing other laws are not broken and the council acts reasonably;
- (iii) Before a Council can exercise the GPC, full council must decide and resolve it meets the two eligibility criteria and minute the resolution;
- (iv) Thereafter Council must revisit its decision and make a resolution to re-confirm its eligibility at each relevant Annual Meeting;
- (v) The eligibility criteria are set out in a statutory instrument known as the Parish Council (GPC) (Prescribed Conditions) Order 2012 and, at the time of the resolution require the:
  - a) number of Cllrs elected at the previous ordinary election or subsequent by-election, to equal or exceed two thirds of Council's total number of Cllrs;
  - b) Clerk to hold a relevant sector-specific qualification.

Council, having confirmed Council satisfies the eligibility criteria **resolved** to adopt the GPC as set out in the Localism Act 2011, sections 1-8.

## **12. Finance**

### **Annual Governance and Accountability Return 2018/19 ("AGAR")**

#### **AGAR – Internal Audit**

- (40) A pack of financial information, comprising the Annual Return and a set of supporting schedules that included the bank reconciliation, full year financial analysis (compared to budget and prior year), fixed asset register, risk assessments and minutes had been submitted to Chris Braidwood, Council's Internal Auditor.
- (41) Council noted that the internal audit had been completed during April 2019, that no issues had been raised and that the annual internal report (including page 4 of the AGAR), issued by Chris Braidwood had been circulated to Cllrs.

#### **AGAR – Annual Governance Statement**

(42) Council noted it had:

- (i) 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 then latest updated Risk Assessment when it met on 8<sup>th</sup> January 2019; and
- (ii) concluded that its system of internal control remained effective and **resolved** that the risk assessment remained relevant and effective.

Council **resolved** to adopt the 2018/19 Annual Governance Statement. Accordingly, page 5 of the AGAR was signed by Cllr Husband, Chairman, and Sheena Boyce, Clerk.

#### **AGAR - Accounting Statements**

(43) Council noted that payments for:

- (i) £187.25 (including £31.21 Vat) had been issued to G. Burley & Sons Ltd in accordance with minute 2018/19:287;
- (ii) £15.00 had been issued to Cllr Steed to reimburse the attendance fee for a Parishes in Bloom seminar in accordance with minute 2018/19:292;
- (iii) PAYE of £48.60 had been paid to HMRC on the additional hours of £244.80 and that an equivalent amount had been credited to the bank account the same day. Cllrs Husband and Pryor initialled the bank statement.

(44) Council noted that Cllr Steed had verified the bank balances entered on the bank reconciliation prepared to 31<sup>st</sup> March 2019 against the bank statements, initialled both documents, and confirmed that no exceptions had been identified in the transactions reported during the period between 11<sup>th</sup> March 2019 and 31<sup>st</sup> March 2019.

- (45) Council noted the reduction in the historic cost of fixed assets reflected the write-off of two benches, removed from the village green, on safety grounds, during 2018/19.
- (46) Council noted that Sheena Boyce, Responsible Financial Officer had signed the 2018/19 Accounting Statements to certify that the accounting statements in the AGAR present fairly the financial position of Council and properly present its receipts and payments.
- (47) Council **resolved** to approve the Accounting Statements for the year ending 31st March 2019. Accordingly, the Accounting Statements, set out on page 6 of the AGAR were signed by Cllr Husband, Chairman.

#### **AGAR – Certificate of Exemption**

- (48) Council, having reviewed the criteria set out on page 3 of the Annual Return, **resolved** to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Accordingly, the Responsible Financial Officer, entered the gross income of £17,555 and gross expenditure of £17,800 onto page 3 of the AGAR. The Certificate of Exemption was signed by Cllr Husband, Chairman and Sheena Boyce, Responsible Financial Officer. **Action:** Clerk to submit the Certificate of Exemption to PKF Littlejohn, the external auditor.

#### **Transparency Regulations**

- (49) Council noted that the following information for 2018/19 needs to be published on the village website no later than 9<sup>th</sup> June 2019, one day prior to commencement of the period for the exercise of public rights for the 2018/19 Accounts:
- (i) Annual Internal Audit Report;
  - (ii) Annual Governance Statement;
  - (iii) Annual Accounting Statements;
  - (iv) an analysis of year on year significant variances;
  - (v) end of year bank reconciliation;
  - (vi) a copy of the Certificate of Exemption;
  - (vii) a schedule of “2018/19 Payments with a value of at least £100 ex-Vat”;
  - (viii) a summary of Councillor responsibilities for 2019/20; and
  - (ix) a completed Notice of Public Rights.

**Action:** Clerk.

#### **Fixed Asset Register, Risk Register and Insurance**

- (50) Council, having reviewed the:
- (i) Fixed Asset Register, that noted the removal of two benches, on safety grounds, from the village green;
  - (ii) Risk Register;
- resolved** to adopt the Fixed Asset and Risk registers.
- (51) Council noted that:
- (i) the current insurance policy with Inspire ends on 31<sup>st</sup> May 2019;
  - (ii) replacement values of the village noticeboards, village sign, railings and paving had been increased;
  - (iii) public liability extends to all assets listed on the asset register including assets that Council does not insure against theft and damage given the policy excess of £250; and
  - (iv) a schedule setting out three quotes had been circulated.

After consideration of the terms Council **resolved** to approve the Clerk’s recommendation to enter into a 3-year agreement with Inspire (underwritten by Axa) and arranged through Came and Company. **Action:** Clerk.

#### **Account Payments and Receipts**

- (52) Council noted that payments, for £246.00 (including £41.00 Vat) to Design Lynx Limited and £181.75 to Surrey ALC Ltd had been issued in accordance with minute 2018/19:297.

- (53) Council **resolved** to approve the following payments:
- (i) HMRC £0.50,  
PAYE liability re: April Salary;
  - (ii) Braidwood Wheeler and Co £156.00 including £26.00 Vat,  
Internal Auditor 2018/19;
  - (iii) Came and Company £341.20,  
Insurance policy renewal : 1<sup>st</sup> June 2019 - 31<sup>st</sup> May 2020;
  - (iv) G. Burley and Sons Ltd £192.41 including £32.07 Vat,  
Two cuts – April 2019;
  - (v) Sheena Boyce £7.76,  
Re-imburement council expenses.
- (54) Council noted that the following amounts had been received into the Parish Council bank account since the March meeting:
- (i) £1,448.35 refund of VAT paid between 1<sup>st</sup> March 2018 and 28<sup>th</sup> February 2019;
  - (ii) £8,074 first instalment of 2018/19 precept (£6885.50), concurrent grant (£1063.50) and council tax support grant (£411);
  - (iii) £22 donation from MVDC for the litter collected during the Spring village tidy.
- (55) Council noted that Cllr Pryor 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 1<sup>st</sup> April 2019.

### 13. Amenities and Events

- (56) Cllrs agreed this year's **Annual Parish Meeting** had been well received and Council noted that appreciation expressed by those attending had been passed on to our guest speaker Rosie Barnes, Surrey Search and Rescue.
- (57) Council noted an exchange of communication with the Chairman of the Betchworth and Buckland Society following the Annual Parish Meeting and **resolved** to ratify the responses issued by the Clerk that had sought to clarify the nature of the recent programming upgrades. No further action required.
- (58) Cllr Husband, having spoken to Cllr Steed (who is currently awaiting medical intervention) advised Council that preparations are well advanced for the **Villages in Bloom** Judges Visit on 11<sup>th</sup> July 2019 and commended Cllr Steed for enthusiasm and commitment for this initiative.
- Cllrs had each received a copy of a briefing document, prepared by Cllr Steed, that will be issued to the judging team in advance of their visit. Cllrs queried whether it might be more appropriate to make the pre-tour presentation in a private venue and preferences were expressed for the church and the Reading Room. Cllr Husband welcomed an offer from
- (i) the Rector to assist with the provision of light refreshments in either venue.  
Council welcomed an offer from
  - (ii) Cllr Jones to arrange a litter pick on the preceding Sunday (7<sup>th</sup> July)
- and undertook to liaise with Cllr Steed and the church wardens with a view to amending the proposed venue and route. **Action:** Cllr Husband.

### 14. Formalities

- (59) Cllr Pryor had attended a meeting of the **Rural Crime Engagement Panel** at MVDC Pippbrook on Wednesday 8<sup>th</sup> May 2019 at which Simon Budd replaced Hugh Broome as Chairman. Council noted the following update:
- (i) fly tipping remains a key concern, not only for farmers but also for landowners such as the National Trust;
  - (ii) A Joint Enforcement team (JET), supported by MVDC and Surrey Police was established on 1<sup>st</sup> April 2019 – the JET will be using a new system to log vehicles and have authority to issue Antisocial Behaviour Orders;

- (iii) Surrey Police continue to use “targeted stop events” to prevent crime such as fly tipping and have a “Byways Action Day” planned that will include the use of police horses;
  - (iv) A change to the Police In-The-Know system to allow messaging to be reinstated to alert members of potential crime related activity will shortly be implemented.
- (60) Council noted that a **Freedom of Information Request**, dated 12<sup>th</sup> April 2019, had requested details of Council Tax payment reminders issued to Parish Cllrs since the 2015/16 financial year. Council **resolved** to ratify the response issued that pointed out that as the Parish Council is not responsible for collection of Council Tax, Council does not hold any information on payment records; such information being held by MVDC.
- (61) Council **resolved** to approve the following payments to the Surrey Branch of NALC re: Councillor Training:
- (i) £84 including £14 Vat for Cllr Cox to attend a Cllr Awareness briefing, in Dorking, during the morning of 4<sup>th</sup> July 2019;
  - (ii) £84 including £14 Vat for Cllr Jones to attend a Cllr Training session, in Dorking, during the afternoon of 4<sup>th</sup> July 2019;
- Action:** Clerk to arrange payment upon receipt of an appropriate invoices.
- (62) Council noted that **updates** issued by **NALC, SALC, Came and Company and SCC** had been circulated to Cllrs and key information published within Parish Updates.

### 15. Forthcoming Meetings

- (63) The **Parish Council** confirmed the next full Council Meeting will be held on Monday 8<sup>th</sup> July 2019 and subsequent meetings are scheduled on 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.
- (64) Reigate Area Conservation Volunteers will lead a **village pond clearance** on Sunday 8<sup>th</sup> September 2019.
- (65) Cllr Pryor (as alternate for Cllr Steed) will attend a meeting of the **Betchworth and Reigate Rail Initiative** (BARRI) on Wednesday 5<sup>th</sup> June 2019.
- (66) Cllr Cox will attend a **SALC Councillor Awareness Briefing** at the Burford Bridge Hotel on Thursday 4<sup>th</sup> July 2019.
- (67) Cllr Jones will attend **SALC Councillor Training** at the Burford Bridge Hotel on Thursday 4<sup>th</sup> July 2019.
- (68) Cllr Pryor will attend the **Surrey Branch of the National Association of Local Councils AGM and Autumn Briefing** on Tuesday 15<sup>th</sup> October 2019 at Dorking Halls.

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

**Sheena Boyce, Clerk**

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