

BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm in the Reading Room on Monday 10th July 2023.

Present:

Cllrs Bourke, Cox, Gowrley, Husband (Chair), Jones and Steed.

In attendance

Surrey County Council (SCC) Cllr Helyn Clack, MVDC Cllrs Simon Budd, Paul Potter, and the Clerk.

1. Apologies for Absence

- (67) Council resolved to accept apologies from Cllr Pryor and noted MVDC Cllr Potter relayed apologies from MVDC Cllr Paula Keay.

2. Declarations of Interest

- (68) None.

3. Requests for Dispensations

- (69) None.

4. Minutes

- (70) Council **resolved** to approve the Minutes of the Annual Meeting held on 22nd May 2023. The minutes were duly signed by the Chair as a correct record.

5. Open Forum

- (71) SCC Cllr Clack took the opportunity to ask everyone to encourage anyone who might be struggling to cope during this Cost of Living Crisis to seek help at the earliest opportunity. Cllr Clack advised teams at SCC and MVDC are able to signpost residents to available support and encouraged any resident struggling to understand what help is available to contact SCC, MVDC, or either herself or one of the ward's three MVDC Cllrs.

6. Planning and Licensing

New Planning Applications

- (72) Council noted an update from the Clerk, that following consultation with Cllrs who serve on the Planning Committee, no comment had been made on the following application, for which the consultation period had closed prior to this meeting: MO/2023/0681: Demolition of existing garage and erection of garden outbuilding at Yewdells, Dungates Lane, Buckland, RH3 7BD.
- (73) Council, having considered the following two applications, **resolved** not to make any comment.
- (i) MO/2023/0770: Variation of Condition 2 of Listed Building Consent MO/2022/0071 for the erection of a single storey side extension, erection of a new porch extension, copper roof veranda following demolition of a single storey lean-to to allow changes to the design of the entrance hall door, Orangery fenestration and French doors; change of kitchen window to blind window; raising of window to entrance hall; and, lowering of utility and entrance hall floors. at Dungates Farm, Dungates Lane, Buckland, RH3 7BD.
 - (ii) MO/2023/0771: Variation of Condition 2 of planning permission MO/2022/0070 for the erection of a single storey side extension, erection of a new porch extension, covered glass veranda following demolition of a single storey lean-to to allow changes to the design of the entrance hall door, Orangery fenestration and French doors; change of kitchen window to blind window; and, raising of window to entrance hall at Dungates Farm, Dungates Lane, Buckland, RH3 7BD.

Planning Notifications

- (74) Council noted the following Local Planning Authority planning notifications:
- (i) MO/2023/0413: Erection of a single storey side and two storey side extension at Priors Lee, Old Road, Buckland, RH3 7DU. Approved with conditions;
 - (ii) MO/2023/0522: Remove one ash and one sycamore tree at The Old Rectory, Rectory Lane, Buckland, RH3 7BH. No objection;
 - (iii) MO/2023/0575: Erection of a single storey front extension to create a new entrance at Meadowsweet, Rectory Lane, Buckland, RH3 7BH. Approved with conditions;
 - (iv) MO/2023/0767: Discharge of conditions 3, 4, 5, 6, 7, 8 and 9 of approved planning permission MO/2022/0071 for the erection of a single storey side extension, erection of a new porch extension, covered glass veranda following demolition of a single storey lean-to (application for Listed Building Consent) at Dungates Farm, Dungates Lane, Buckland, RH3 7BD. Application registered.
 - (v) MO/2023/0769: Discharge of conditions 3, 4, 5, 6 and 7 of approved planning permission MO/2022/0070 for the erection of a single storey side extension, erection of a new porch extension, covered glass veranda following demolition of a single storey lean-to at Dungates Farm, Dungates Lane, Buckland, RH3 7BD. Application registered;
 - (vi) MO/2023/0870: Remove one Thuja tree and remove dead Sycamore and Sorbus trees (exempt works) at The Old Rectory, Rectory Lane, Buckland, RH3 7BH.

Planning Policy

- (75) Council noted the publication (www.futuremolevalley.org) of communications between MVDC and the Planning Inspector appointed to examine the Regulation 19 Draft Local Plan that had advised a further pause in the examination process;
- (76) Council noted Surrey County Council (SCC) had announced an extension to the timetable for the preparation of the Minerals and Waste Local Plan (MWLP) and advised the next public consultation, on the Preferred Options for the MWLP will take place in June 2025.

7. Airspace, Highways and Railways

Airspace

- (77) Cllr Cox had, on Monday 5th June 2023, represented Council at the GACC AGM, and had since circulated a report. No queries were raised.
- (78) Council noted:
- (i) Cllrs Cox and Gowrley had signed up to attend one of three further workshops being arranged by Gatwick Airport Limited (GAL) to share more details about the methodology being used in the preparation of its Initial Options Appraisal (IOP); and
 - (ii) The IOP is being undertaken to support a review of arrival and departure procedures at Gatwick Airport, in line with CAA guidelines for an Airspace Change Proposal.
- (79) Council noted GAL had issued a press release on 6th July 2023 to advise:
- (i) it had submitted a Development Consent Order to undertake development to facilitate utilisation of its emergency runway as a second runway;
 - (ii) the Planning Inspectorate (PI) now has 28 days to review the application; and
 - (iii) if the PI confirms formal acceptance the DCO documents will be published for public review.
- (80) Council noted the Clerk had obtained contact details for the Heathrow Community Engagement Team from the MVDC Planning Policy team and passed the details to Cllr Cox and Gowrley.

Council agreed to suspend Standing Orders to allow SCC Cllr Clack to participate in Council's discussion.

Highways

(81) Council discussed, in detail, the following issues:

- (i) Department of Transport proposal to invest £1.8m funding to improve safety on the section of the A25 between the cockerel roundabout (to the west) and the junction with Reigate High Street;
- (ii) The use of the A25 Reigate road as a diversion route for M25 during overnight works;
- (iii) Tasks to be nominated a high priority to SCC Highways; and
- (iv) Outcome of the post implementation stage 3 safety audit of the junction of Headley Common Road and Dorking Road/Pebblehill Road.

(82) Council **resolved** to record its appreciation to SCC Highways officers for agreeing to schedule a full drainage investigation, funded by the central drainage budget, pursuant to developing a scheme to be delivered in the 2024/25 financial year to address the wet spot on the A25 Reigate Road, a short distance to the west of The Pheasant. **Action:** Clerk to liaise with Buckland Estate and write to SCC Cllr Clack to provide a point of contact for the SCC Highway engineers.

(83) Council **resolved** to record its thanks to SCC Cllr Clack for attending this meeting, participating in the discussion, and agreeing to:

- (i) relay Council's request for sight of any more details on the DfT funded proposals to SCC Highways officers to provide Council with an opportunity to use their local knowledge to provide constructive feedback prior to plans being "set in stone";
- (ii) continue to press SCC Highways officers for a response to questions Council submitted on 26th June 2023, questions which focus on the extent to which SCC Highways officers are challenging National Highways requests for use of the local road network to ensure the use of lane closures on the M25 is optimised and need for full carriageway closures minimised and monitoring contractor compliance;
- (iii) nominate the reconstruction of the A25 roadside footway between the driveway to Buckland Court by Round Lodge and The Gate House and The Pheasant for inclusion in the 2024/2025 work programme (a task SCC Highways has already listed on the SCC Horizons Scheme webmap as a task which meets the criteria to be considered in future years);
- (iv) nominate the surface renewal of the footway between Dungates Lane and Rana for inclusion in the 2024/2025 work programme (a task SCC Highways has already listed on the SCC Horizons Scheme webmap as a task which meets the criteria to be considered in future years); and
- (v) share the outcome of the Stage 3 Safety Audit of the revised road layout at the top of Pebble Hill with Council.

Action: Clerk to provide an extract of the minutes to SCC Cllr Clack and to reiterate, in parish updates, the need for residents to submit reports to SCC Highways to highlight:

- (i) maintenance issues they encounter on local highways (carriageways or hard surfaced footways);
- (ii) any adverse impact they experience when traffic is diverted along the A25 Reigate Road; and
- (iii) safety issues they identify at road junctions whether this experience reflects obstructed views (e.g. vegetation) or a recent change (such as has occurred at the top of Pebble Hill).

And to include an invitation from SCC Cllr Clack for residents to alert her to any issues.

Railways

(84) Council, noted that David Daniels had returned, in an interim capacity, to the role of North Downs Railway Community Officer.

(85) Council noted an update from SCC Cllr Clack to caution any residents planning to travel by train via Gatwick Airport to be "weather ready" as not all platforms have shelters.

Standing orders were resumed.

8. Amenities and Volunteer Activity

- (86) Council, having considered the dates proposed for volunteer activity **resolved** to express thanks to the Reigate Area Conservation Volunteers for agreeing to lead pond events on Buckland village green on Sunday 30th July, Wednesday 16th August and Sunday 10th September 2023, all to commence at 10am. **Action:** Cllr Husband to liaise with Buckland Estate and the Reigate Area Conservation Volunteers, prepare an article for inclusion in the next two issues of the parish magazine (August deadline 16th July) and design a poster to help recruit volunteers.
- (87) Council, having considered an offer from Mid Surrey Community First Responders to lead a First aid/CPR/defibrillator training session, **resolved** to accept an offer from Cllr Jones to coordinate an event. Council **resolved** to fund the hire of the Reading Room and the cost of modest refreshments.
- (88) Council **resolved** to approve the purchase of a replacement set of defibrillator pads, having acknowledged the forthcoming expiry date of the current set.

9. Formalities

- (89) Council noted the crime report provided by Surrey Police had advised four incidents recorded in Buckland since 13TH March 2023 : one vehicle crime (a break into a pick up truck), one drug charge (following a roadside test), the issue of advice to a driver on Dungates Lane and one fraud (bank card).
- (90) Council noted the MVDC Monitoring Officer had indicated a willingness to hold a training session on the Code of Conduct, Members Interests and the recently issued Guide on the use of social media at 6pm on Tuesday 15th August 2023. **Action:** All to indicate interest to the Clerk who will, once session is confirmed, confirm arrangements.
- (91) Council reviewed the following policies to consider whether Council wished to make any changes prior to considering adopting each of them for a further 3-year term: Equality, Training & Development, and Community Engagement. Council, having reviewed the policies and noted that any references to the Surrey and Sussex ALC will be updated to Surrey ALC, **resolved** to adopt each policy, otherwise unchanged, for a further 3 year period: **Action:** Clerk to refresh review dates and publish updated versions.
- (92) Council noted updates issued by the NALC, Surrey ALC, SCC, Surrey Hills Society, GACC and MVDC had been circulated to Cllrs and key information published on the village website and/or included within Parish Updates.

10. Finance

- (93) Council noted Cllr Jones had verified the bank balances entered on the bank reconciliations prepared for the period 1st April 2023 – 30th June 2023 against the bank statements, initialled both sets of documents, and, having reviewed the cashbook against the bank reconciliation, signed the cashbook to confirm no anomalies had arisen since 1st April 2023.
- (94) Council noted financial schedules circulated in advance of the meeting had included a year-to-date cash book and analysis versus budget and bank reconciliation.
- (95) Council noted PKF Littlejohn LLP, Council's external auditor had, on 6th July 2023, acknowledged the timely receipt of the 2022/23 Annual Governance and Accountability Return submitted on 29th May 2023.

Account Payments and Receipts

- (96) Council noted payment of £120.00, for parish councillor training, had been issued to Mulberry & Co in accordance with minute 2023/24:24;
- (97) Council **resolved** to approve the following payments:
- (i) HMRC £89.79, PAYE liability re: June salary payment;
 - (ii) Sheena Boyce £73.79 including £11.99 Vat, Reimbursement Defibrillator pads £71.94 including £11.99 vat and mileage £2.25 less £0.40 PAYE adjustment;

- (iii) HMRC £89.79, PAYE liability re: July salary payment;
- (iv) Society of Local Council Clerks £146.00, Annual Membership fee due 1st September 2023;
- (v) Pixham Business Supplies £112.90 including £18.81 Vat, Printer Toners and paper.

(98) Council noted:

- (i) £175.00 donations, generated through the sale of walk booklets; and
- (ii) £70.00 contribution from MVDC for litter picking undertaken during the 2022/23 financial year

had been received into the Parish Council bank account since 22nd May 2023.

(99) Council noted that following Unity Bank's recent launch of a refreshed online banking system, the Clerk had agreed, with Peter Barclay, Council's Internal Auditor, amended record keeping for transactions. As routine transaction printouts, which shows which two signatories authorised transactions have been withdrawn, exception reporting will be used on as needed basis should a need for this detail arise.

11. Forthcoming Meetings

(100) The Parish Council will next meet on Monday 11th September 2023.

(101) Parish Council meetings are subsequently scheduled to be held in the Reading Room on the following dates:

2023: 13th November;

2024: 8th January, 11th March, 13th May, 8th July, 9th September, 11th November;

2025: 13th January, 10th March.

(102) The 2024 Annual Parish Meeting will be held at 8pm on Monday 18th March 2024 in the Reading Room.

(103) Cllr Pryor will attend the **Surrey Branch of the National Association of Local Councils AGM and Autumn Briefing** on Thursday 19th October 2023 at Dorking Halls.

There being no other business the meeting closed at 9.30p.m.

Sheena Boyce, Clerk

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