

BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm in the Reading Room on Monday 11th September 2023.

Present:

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

In attendance

Mole Valley District (MVDC) Cllr Paul Potter, and the Clerk.

1. Apologies for Absence

(104) Council **resolved** to accept apologies from Cllrs Pryor and Bourke and noted apologies had been received from Surrey County Council (SCC) Cllr Helyn Clack and MVDC Councillor Simon Budd.

(105) MVDC Cllr Potter relayed apologies from MVDC Cllr Paula Keay.

2. Declarations of Interest

(106) Cllr Husband declared an interest in application MO/2023/1164.

3. Requests for Dispensations

(107) None.

4. Minutes

(108) Council **resolved** to approve the Minutes of the Meeting held on 10th July 2023. The minutes were duly signed by the Chair as a correct record.

5. Open Forum

(109) Cllr Potter took the opportunity to share with Council that he had recently been approached by a Buckland resident expressing concern about “noisy motorcycles” travelling through the parish and would be replying to the resident to advise the resident to submit reports to Surrey Police. Cllr Potter advised he had recently felt it necessary to report language referring to motorcyclists on a local WhatsApp group (not a Buckland managed group).

6. Planning and Licensing

New Planning Applications

(110) Council noted an update from the Clerk, that following consultation with Cllrs who serve on the Planning Committee on the following application, for which the consultation period had closed prior to this meeting:

- (i) MO/2023/0964: Erection of single storey front extension. Insertion of 2 No. dormer windows in annexe. Annexe to be used as ancillary residential accommodation. New car parking space to side of house at Pilgrim Cottage, Dungates Lane, Buckland RH3 7BD. Council, having reviewed the planning history available via the MVDC planning portal, wrote to MVDC to
 - (a) query whether the available planning history is incomplete, which might explain anomalies between the existing plans and previous permissions;
 - (b) seek assurance SCC Countryside Access will be consulted; and
 - (c) express concerns about changes being proposed to the “double garage with outbuilding to the rear” that appear to conflict with the previously expressed requirements of the Historic Environmental Officer;
- (ii) MO/2023/1016: Remove 2 acacia, 1 sycamore, 2 golden cypress and 2 golden macrocarpa trees from The Old Rectory, Rectory Lane, Buckland, RH3 7BH. No comment; and
- (iii) MO/2023/1164: Remove 1 ash tree from Dove Tree Cottage, Rectory Lane, Buckland, RH3 7BH. No comment;

- (111) Council, having considered the following two applications, **resolved** not to comment:
- (i) MO/2023/1305: Remove one Pear tree, reduce one Apple tree to previous points by removing up to 1-1.5m, reduce 16 mixed deciduous trees including Lime, and Hornbeam overhanging RHS boundary to near boundary line, retaining live growth where possible, (excluding the Scots Pine) and crown lift one Sycamore tree to provide 4m clearance from ground level at Street Farm Cottage, Rectory Lane, Buckland, RH3 7BH; and
 - (ii) MO/2023/1308: Discharge of condition 4 of approved planning permission MO/2023/0681 for demolition of existing garage and erection of garden outbuilding at Yewdells, Dungates Lane, Buckland RH3 7BD.

Planning Notifications

- (112) Council noted the following Local Planning Authority planning notifications:
- (i) MO/2023/0681: Demolition of existing garage and erection of garden outbuilding at Yewdells, Dungates Lane, Buckland, RH3 7BD. Approved with conditions;
 - (ii) 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. Conditions approved;
 - (iii) 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. Conditions approved;
 - (iv) 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. Approved with conditions;
 - (v) 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. Approved with conditions;
 - (vi) MO/2023/0964: Erection of single storey front extension. Insertion of 2 No. dormer windows in annexe. Annexe to be used as ancillary residential accommodation. New car parking space to side of house at Pilgrim Cottage, Dungates Lane, Buckland RH3 7BD. Refused.

Planning Policy

- (113) Council noted the publication within the Future Mole Valley Examination Documents of:
- (i) a letter from MVDC to The Rt Honorable Michael Gove MP asking for changes to the National Planning Policy Framework proposed for consultation in December 2022 to be published as soon as possible; and
 - (ii) a reply from the Government Department for Levelling up, Housing and Communities which had reminded MVDC that “*Having an up-to-date plan in place reduces speculative development and supports our villages, towns and cities to develop in a way that preserves the unique character of their communities*” and strongly encouraged MVDC Valley to “*continue to progress the plan through examination, to address local needs and provide certainty to its communities*”.

7. Airspace, Highways and Railways

Airspace

(114) Council noted:

- (i) Cllr Cox had attended one of three workshops arranged by Gatwick Airport Limited (GAL) to share more details about the methodology being used in the preparation of its Initial Options Appraisal (IOP);
- (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;
- (iii) While the number of options under consideration had reduced, all options remain subject to review and no routing information was shared; and
- (iv) Cllr Cox will maintain a watching brief on the CAA.

Gatwick 2nd Runway Development Consent Order (DCO) Application

(115) Council noted:

- (i) the Planning Inspectorate had accepted Gatwick Airport Limited's DCO application to expand the airport by replacing its standby runway as a second runway as a valid application;
- (ii) this development will increase Gatwick's capacity to be as busy in the future as Heathrow is today;
- (iii) GAL's DCO application now moves to the next stage of the planning process, the pre-examination stage;
- (iv) individuals and organisations now have until Sunday 29th October to register to have their say on the application;
- (v) the Gatwick Area Conservation Campaign ("GACC") will be publishing a briefing paper on how to respond to the DCO by the end of September that will include guidance on how best to register to take part in the Examination; and
- (vi) once an individual or organisation has registered they will be able to submit further comments during the Examination of the application.

(116) Council **resolved** to register to have its say and to recommend to Buckland residents that they take the time to consider the impact the development is likely to have on them and register to have their say. **Action:** Clerk to circulate the promised GACC briefing sheet via a parish update. All to highlight the opportunity for residents to have their say.

(117) Council noted Cllrs Cox and Gowrley had been considering how best to communicate key messages relating to the Airspace Review, the DCO application and ongoing operational matters at both Gatwick and Heathrow to residents; work that remains ongoing.

Highways

(118) Council noted SCC Cllr Clack had recently confirmed she:

- (i) had relayed 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) continues 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) had nominated 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) had nominated 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) had requested a copy of the report on the Stage 3 Safety Audit of the revised road layout at the top of Pebble Hill to share with Council.
- (119) Council noted SCC Highways is currently working to develop a new Road Safety Strategy for Surrey and, as part of this work, is due to meet with key stakeholders in October to help shape a new Speed Limit Policy.

8. Amenities and Volunteer Activity

Pond Clearances

- (120) Council noted three pond clearance events had been held since the July meeting with the valiant effort of all those who attended ensuring the pond is now well placed for a good start next Spring.
- (121) Council **resolved** to record votes of thanks to:
- (i) each and every resident who turned out to help at one or more of the three pond clearance events led by the Reigate Area Conservation Volunteers (RACV) on Sunday 30th July, Wednesday 16th August and Sunday 10th September 2023;
 - (ii) Simon Elson for leading the events and guiding the collective effort to manage the pond;
 - (iii) the RACV members who turn up to help in Buckland; and
 - (iv) Buckland Estate for use of the trailer at each of the events.
- (122) Council resolved to make a donation of £150 to the RACV to express appreciation for their support and to draw on Simon Elson's feedback on the events for the update to be published in the October parish magazine. **Action:** Clerk.

First Aid

- (123) Council noted Mid Surrey Community First Responders is now scheduled to lead a First aid/CPR/defibrillator training session on Wednesday 18th October 2023 in the Reading Room.

9. Formalities

- (124) Council noted the crime report provided by Surrey Police had advised
- (i) four crimes: three instances of criminal damage (damage to electrical transformers, a fence, and the rear window of a car) and one vehicle crime (cloned number plates); and
 - (ii) four incidents: one report of suspicious activity, one neighbour dispute and two traffic related issues on the A25 Reigate Road,
- recorded in Buckland since 10th July 2023.
- (125) Council reviewed the following policies and statement to consider whether Council wished to make any changes prior to considering adopting each of them for a further 3-year term:
- (i) Disciplinary and Grievance Policy
 - (ii) Lone Worker Policy; and
 - (iii) Statement on Health and Safety.
- Council, having reviewed the policies and statement **resolved** to adopt each policy, otherwise unchanged, for a further 3-year period: **Action:** Clerk to refresh review dates and publish updated versions.
- (126) Council noted Cllr Gowrley had attended a training session led by the MVDC Monitoring Officer on the Code of Conduct, Members Interests and the recently issued Guide on the use of social media on Tuesday 15th August 2023. Cllr Gowrley shared key learning points with Cllrs. **Action:** All Cllrs to consider whether it would be prudent to include additional information.
- (127) Council **resolved** to approve payment of £48 (including £8 Vat) to Surrey ALC to allow Cllr Pryor and the Clerk to attend the AGM and Conference on Thursday 19th October 2023 at Dorking Halls. **Action:** Clerk to arrange payment against appropriate invoice.

- (128) Council **resolved** to approve a recommendation to establish a Royal Mail P O Box as the formal correspondence address for the parish council for an annual fee of £396.00 including £66.00 Vat and noted an increase in the monthly subscription (inc vat) for the parish council telephone number from £7.96 to £8.50 to take effect from 1st October 2023.
Action: Clerk.

Local Government Boundary Commission for England (LGBCE) consultation on draft proposals for revised SCC division boundaries

- (129) Council noted the LGBCE draft proposal places all the parishes within the MVDC ward of “Brockham, Betchworth, Buckland, Boxhill and Headley (4Bs and H)” in a revised “Dorking Rural” division together with the whole of the Capel, Leigh, Newdigate and Charlwood MVDC ward and smaller sections of the Mickleham, Okewood and Westcott and South Leatherhead wards.
- (130) Council **resolved** to submit a response to the consultation to:
- (i) agree with the draft proposal and express appreciation to the LGBCE for giving weight to the submissions from each of the 4Bs and H communities; and
 - (ii) express support for the proposal to retain the “Dorking Rural” division name.

Community Capacity Building & Infrastructure Support Grant Scheme (CCBISGS)

- (131) Council noted:
- (i) MVDC had invited bids from charities, voluntary organisations, community and not-for-profit groups operating in Mole Valley for a share of its CCBISGS, a scheme funded by the government’s UK Shared Prosperity Fund (UKSPF);
 - (ii) The Clerk had shared the information, together with a list of prior year successful bids, with the St Mary the Virgin churchwardens and Cllrs.
- (132) Council noted updates issued by the 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

Limited Assurance Review

- (133) Council noted:
- (i) PKF Littlejohn LLP, Council’s external auditor had advised, on 31st July 2023, that it had completed its Limited Assurance review of Buckland’s 2022/23 Annual Governance and issued its report and certificate;
 - (ii) PKF Littlejohn LLP had not raised any issues;
 - (iii) the Clerk had circulated a draft Notice of Completion of Audit for Council’s consideration with a recommendation the notice be displayed for a period of 14 days commencing Tuesday 12th September 2023.

Council **resolved** to adopt the Notice of Completion of Audit and to approve the Clerk’s recommendation.

- (134) Council noted:
- (i) PKF Littlejohn LLP, in its closing letter, had drawn Council’s attention to its interpretation of a change set out in paragraph 1.26 of the 2023 Practitioners’ Guide that states *‘Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website’*;
 - (ii) PKF Littlejohn LLP had advised Council, to answer yes to the third assertion in the 2023/24 Annual Governance Statement, an assertion that requires compliance with laws, regulations and proper practices, Council must ensure it has an email address that complies with this requirement; and
 - (iii) while the parish council provides financial support to the village website and publishes information within a section of the website it cannot be said that the website is a “parish council website”.

(135) Council **resolved** to approve:

- (i) the Clerk's recommendation to obtain a new .org.uk domain for the village website and corresponding new email addresses for the parish council and webmaster to ensure the parish council can be confident it complies with this new requirement; and
- (ii) authorise payment of £18.00 including £3.00 Vat, to secure the new domain.

Action: Clerk.

(136) Council noted financial schedules circulated in advance of the meeting had included a year-to-date cash book, an analysis of forecast versus budget expenditure and a bank reconciliation.

Account Receipts and Payments

(137) Council noted:

- (i) £9,909.28, comprising the second instalment of 2023/24 precept (£8,252.28), concurrent grant (£1,149.00) and council tax support grant (£444.00); and
- (ii) £25.00 donations, generated through the sale of walk booklets

had been received into the Parish Council bank account since 10th July 2023.

(138) Council **resolved** to approve the following payments:

- (i) HMRC £89.79, PAYE liability re: August salary payment;
- (ii) PKF Littlejohn LLP £252.00 including £42.00 Vat, Limited Assurance Review;
- (iii) Design Lynx £18.00 including £3.00 vat, New domain;
- (iv) Reigate Area Conservation Volunteers £150.00, Donation re pond clearance events;
- (v) HMRC £89.59, PAYE liability re: September salary payment; and
- (vi) Royal Mail £396.00 including £66.00 Vat, Annual fee for an official Council address (i.e. PO Box).

11. Forthcoming Meetings

(139) The Parish Council will next meet on Monday 13th November 2023.

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

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

2025: 13th January, 10th March.

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

(142) Cllr Jones will attend the Surrey ALC Councillors Forum (formerly a forum for Chair and Vice Chairs) on Wednesday 13th September 2023.

(143) Mid Surrey Community First Responders will lead a First aid/CPR/defibrillator training session on Wednesday 18th October 2023 in the Reading Room

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

(145) Cllr Husband, as Chair, will represent Council at the licensing of The Reverend Pru Dullely on Tuesday 24th October at 7.30pm at St Michael's, Betchworth.

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

Sheena Boyce, Clerk

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