

BUCKLAND PARISH COUNCIL

Minutes of the Annual Meeting held at 8pm in the Reading Room on Monday 22nd May 2023.

Prior to the meeting Ianthe Cox, Rupert Gowrley, 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 witnessed signature of each of the Declarations.

The Clerk reminded Cllrs they need to submit a Member's Interest Form and Candidate and Agent Declarations of Election Expenses to the Monitoring Officer at Mole Valley District Council (MVDC) no later than Thursday 1st June 2023.

Present:

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

Cllr Bourke joined the meeting during item 2.

In attendance

MVDC Cllr Budd attended for items 9 onwards and the Clerk.

1. Election of Chair and Vice Chair

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

2. Parish Council Election

- (3) Council noted that Alan Horden, having served as a Buckland Parish Councillor since September 2006, had recently retired from Council. Council **resolved** to record a vote of sincere appreciation for the long service Alan had given to his local community and welcomed the assurance relayed by Cllr Husband that Alan had indicated he is happy to continue to volunteer to support the Reigate Area Conservation Group led pond clearance events.
- (4) Cllr Husband welcomed Cllr Gowrley to his first meeting and welcomed back Cllrs Cox, Jones, and Pryor.
- (5) Cllr Jones proposed, and Cllr Husband seconded the co-option of Michael Bourke to fill the one remaining position following the election. Council **resolved** to co-opt Michael Bourke to fill that one remaining position. Michael Bourke signed a Declaration of Acceptance of Office that incorporated a Consent to receive Summons Electronically, and the Clerk witnessed the Declaration.

Cllr Bourke joined the meeting.

3. Apologies for Absence

- (6) Council noted apologies had been received from Cllr Steed, Surrey County Council (SCC) Cllr Helyn Clack and MVDC Cllrs Paul Potter and Paula Keay.

4. Declarations of Interest

- (7) None.

5. Requests for Dispensations

- (8) None.

6. Minutes

- (9) Council **resolved** to approve the Minutes of the Meeting held on 13th March 2023. The minutes were duly signed by the Chair as a correct record.

7. Open Forum

- (10) Cllr Husband, for the benefit of Cllr Gowrley, referred to the agenda and, in particular the guidance provided to members of the public to encourage participation.

8. Formalities

Policies, Procedures and Schedules subject to Annual Review

Policies and Procedures

- (11) Council noted all references to the “Statement on bullying and harassment” had been updated to reference the “Dignity at Work Policy” that had replaced it since the review of policies in May 2022.
- (12) Council, having reviewed each of the following policies and procedures, **resolved** to adopt each, otherwise unchanged, for a further 12-month period: Standing Orders, Scheme of Delegation, Complaints Procedure, Policy on the management of unreasonable complaint behaviour, Dignity at Work Policy, Retention and Disposal Policy, Digital Communication, Management of Transferable Data Policy, Code of Conduct, Arrangements for dealing with Standards Allegations under the Localism Act 2011, Data Protection Policy and Freedom of Information Publication Scheme. **Action:** Clerk to refresh review dates and publish updated versions.
- (13) Council noted the Clerk had circulated a draft update to Financial Regulations to amend the thresholds in clause 11.(i) to correspond to those set out elsewhere in the document. Council **resolved** to adopt the updated Financial Regulations. **Action:** Clerk to refresh review dates and publish updated versions.
- (14) Council, having reviewed each of the following procedures and schedules, **resolved** to re-adopt each, unchanged, for a further 12-month period: Data Protection Procedures (Privacy Impact Assessment Procedure, Subject Access Request Form, Data Security Breach Reporting Form and Consent Forms), Privacy Notices and Registers to record decisions to share personal data with third parties and disposals of personal data undertaken to comply with GDPR. **Action:** Clerk to refresh review dates.

General Power of Competence

- (15) 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) 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 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 and the Clerk to hold a relevant sector-specific qualification;
 - (v) Thereafter Council must revisit its decision and make a resolution to re-confirm its eligibility at each relevant Annual Meeting; and
 - (vi) Council had last adopted the GPC on Monday 9th May 2022.

Council, having confirmed Council continues to satisfy the eligibility criteria, **resolved** to adopt the GPC as set out in the Localism Act 2011, sections 1-8 until the next Annual Meeting.

Public Contracts Regulations 2015 statutory guidance

- (16) 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.
- (17) The Clerk advised Council that 100% of valid and undisputed invoices had been paid within 30 days during the 2022/23 financial year and that no interest had been charged or paid on invoices.

Councillor Responsibilities

- (18) Council **resolved** to appoint Cllrs Bourke, Gowrley and Steed to serve on the Finance Committee alongside Cllr Husband (Chair) and Cllr Jones (Vice Chair).
- (19) Council **resolved** to appoint Cllr Cox to serve on the Personnel Committee alongside Cllr Husband (Chair) and Cllr Jones (Vice Chair).
- (20) Council **resolved**:
- (i) to appoint Cllrs Bourke, Cox, Jones, and Pryor to serve on the Planning and Licensing Committee;
 - (ii) to appoint Cllr Jones as Chair until the next Annual Meeting;
 - (iii) to require an agenda to be published at least three clear days prior to meetings; and
 - (iv) for members of the public to be admitted to observe meetings of the Planning and Licensing Committee; and
 - (v) for meetings to include an Open Forum to provide an opportunity for public participation.
- (21) Council **resolved** to appoint the following representatives for the 2023/24 year:
- (i) Cllr Husband, as Chair, to continue to represent Council on the St Mary the Virgin Church Yard and Church Fabric Fund and to champion delivery of the objectives set out in the Buckland Village Pond and Green Management Plan, 2022-2027, adopted 10th January 2022;
 - (ii) Cllr Jones to champion matters relating to Community Wellbeing;
 - (iii) Cllr Cox, with support from Cllr Gowrley, to represent Council on matters relating to Airports and Airspace and represent Council at the forthcoming GACC AGM;
 - (iv) Cllr Steed, with support from Cllr Pryor, to represent Council on matters relating to Highways and Railways;
 - (v) Cllr Pryor to undertake the weekly asset check and to represent Council on matters relating to Surrey Police, and, with support from Cllr Bourke, Countryside Access (rights of way);
 - (vi) Cllr Bourke to represent Council on matters relating to Active Travel and Buckland's Going Greener initiative; and
 - (vii) Alan Brindley to continue as Volunteer Flag Officer.
- (22) Council **resolved** to appoint Cllr Pryor to represent Council at the 2023 Surrey ALC AGM, currently scheduled to be held on Thursday 19th October 2023 at Dorking Halls.
Action: Clerk to advise Surrey ALC, and, in due course, to book a place for Cllr Pryor.
- (23) Council noted that Stuart McLachlan (Capel Parish Cllr) and Cllr Jones had each agreed to continue to serve as non-voting Parish Council representatives on the MVDC Standards Committee. Council **resolved** to support the nomination of these two individuals.
- (24) Council **resolved** to approve the following payments to Mulberry and Co, the company appointed by the Surrey Branch of NALC to deliver training to parish councillors and clerks:
- (i) £60 including £10 Vat for each of Cllr Pryor and Cllr Bourke to attend a Surrey ALC briefing, to be delivered via zoom, on 13th June 2023 entitled "What's new in the planning system";
 - (ii) £60 including £10 Vat for each of Cllr Cox to attend a Surrey ALC briefing, to be delivered via zoom, on 13th July 2023 entitled "What's new in the planning system"; and
 - (iii) £96 including £16 Vat for Cllr Gowrley to attend a New Cllr Training Day, in Horley, on Tuesday 6th June 2023.
- Action:** Clerk to raise payment upon receipt of appropriate invoices.

MVDC Cllr Budd joined the meeting.

9. Finance and Risk Management

Annual Governance and Accountability Return 2022/23 (“AGAR”)

AGAR – Internal Audit

(25) Council noted:

- (i) a pack of financial information, comprising the Annual Return and a set of supporting schedules that had included the bank reconciliation, full year financial analysis (vs budget and prior year), fixed asset register, risk assessment and minutes had been provided to Peter Barclay, Council’s Internal Auditor.
- (ii) the internal audit, which had been completed during April 2023, had not raised any issues; and
- (iii) the Annual Internal Audit Report, and duly completed page 4 of the AGAR, had been circulated to Cllrs.

(26) Council **resolved** to adopt the internally audited accounts for the 2022/23 financial year ending 31st March 2023.

AGAR – Annual Governance Statement

(27) Council noted:

- (i) a 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 had been completed on 9th January 2023;
- (ii) the fixed asset list had last been reviewed on 13th March 2023 and insurance quotes for the year commencing 1st June 2023 had been sought based upon these values; and
- (iii) that having concluded its system of internal control remained effective, Council had **resolved** that the risk assessment (last updated on 14th March 2023) remained relevant and effective.

(28) Council **resolved** to adopt the 2022/23 Annual Governance Statement. Accordingly, page 4 of the AGAR was signed by Cllr Husband, Chair. **Action:** Clerk to sign the statement, to add minute reference and submit the completed certificate to the external auditor.

AGAR - Accounting Statement

(29) Council noted Unity Bank had, on 31st March 2023, applied:

- (i) an £18 Q1 service charge to the current account; and
- (ii) Q1 interest of £89.09 to the instant access savings account.

(30) Council noted that the following amounts had been received into the Parish Council bank account between 14th March 2023 and 31st March 2023:

- (i) £2,748.37 refund of VAT paid between 1st March 2022 and 28th February 2023; and
- (ii) a £50.00 donation, raised through the sale of walk booklets.

(31) Council noted Cllr Jones had verified the bank balances entered on the bank reconciliations prepared for the period 1st January 2023 to 31st March 2023 against the bank statements, initialled both sets of documents, and confirmed that no exceptions had been identified in the transactions reported between those dates.

(32) Council noted Sheena Boyce, Responsible Financial Officer had signed the 2022/23 Accounting Statement to certify page 5 of the AGAR presents fairly the financial position of Council and properly presents its receipts and payments.

(33) Council **resolved** to approve the 2022/23 Accounting Statements for the year ending 31st March 2023. Accordingly, page 5 of the AGAR was signed by Cllr Husband, Chair. **Action:** Clerk to add minute reference and submit the completed statement to the external auditor together with a copy of the end of year bank reconciliation and analysis of year on year significant differences.

(34) Council **resolved** to set the period of commencement for the exercise of public rights for the 2022/23 Accounts to start on Monday 5th June 2023 and end on Friday 14th July 2023.

- (35) Council **resolved** to adopt the 2022/23 Community Infrastructure Levy (CIL) report.
Action: Clerk to submit report to MVDC.

Transparency Regulations

- (36) Council noted that consistent with prior years, the following information for the 2022/23 financial year will be published on the village website before 5th June 2023: Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statement, an analysis of year on year significant variances, end of year bank reconciliation, a schedule of “2022/23 Payments with a value of at least £100 ex-Vat”, a summary of Councillor responsibilities for 2023/24, and a completed Notice of Public Rights. **Action:** Clerk.
- (37) Council noted:
- (i) the 2022/23 CIL report will published on the website;
 - (ii) a schedule of additional information for the 2022/23 financial year will be published in line with good practice for Councils with income or expenditure falling between £25k and £200k; and
 - (iii) the paragraph on the Transparency page of the website that includes a link to prior year comparables will be amended to enable information relating to any of the five previous years to be accessed via a single click.

Fixed Asset Register and Risk Register

- (38) Council, having reviewed the Fixed Asset Register and Risk Register, **resolved** to adopt both registers without change.
- (39) Council noted Cllr Pryor had passed the record of asset checks completed during the 2022/23 financial year to the Clerk for safekeeping.

Account Payments and Receipts

- (40) Council noted payments of:
- (i) £300.00 to Zurich Insurance Company Limited had been issued in accordance with minute 2022/23:257;
 - (ii) £336.00, to allow the volunteer webmaster to settle the Design Lynx annual charge for domain hosting, web space, disk space and bandwidth for bucklandsurrey.net for the year commencing 1st April 2023 had been issued in accordance with minute 2022/23: 259; and
 - (iii) £198.79 to Surrey ALC Limited (NALC: £35.85, Surrey branch £162.94), had been issued in accordance with minute 2022/23:265.
- (41) Council **resolved** to approve the following payments:
- (i) Divya Enterprises Limited, £35.97 including £6.00 Vat, Litter pickers;
 - (ii) AllElectrics Ltd, £14.46 including £2.41 Vat, Replacement bulb – church floodlight;
 - (iii) Start Safety, £57.79 including £9.63 Vat, Street furniture repairs;
 - (iv) Pixham Business Supplies, £37.84 including £6.30 Vat, Toner cartridges;
 - (v) Zoom Video Communications Inc, £71.94 incl. £11.99 Vat, One-year pro zoom licence;
 - (vi) Peter Barclay, £122.60, Internal Audit £110, mileage £12.60;
 - (vii) Mulberry & Co £216.00 incl. £36.00 Vat Parish Councillor Training;
 - (viii) HMRC £89.59, PAYE liability re: April salary payment;
 - (ix) HMRC £89.79, PAYE liability re: May salary payment;
 - (x) Sheena Boyce, £7.65, Mileage.

- (42) Council **resolved** to add Cllr Gowrley to the Unity Bank mandate as a signatory with online banking access to view Council's bank accounts and authorise payments. Cllrs Jones and Pryor and the Clerk countersigned Cllr Gowrley's signature on the account management : submission form. **Action:** Clerk to submit application and arrange for Alan Horden to be removed from the mandate.
- (43) Council noted payment of £9,909.28 into the Parish Council bank account since 1st April 2023, £9,909.28, comprising the first instalment of 2023/24 precept (£8,252.28), concurrent grant (£1,149.00) and council tax support grant (£444.00).
- (44) Council **resolved** to establish a Standing Order with Unity Trust Bank to make monthly payments to the Clerk, on the 19th day of each calendar month, for the remainder of the 2023/24 financial year and to approve immediate payment of the May instalment. It was noted that the
- (i) Clerk's salary for 2023/24 is calculated by reference to Salary Scale Point 27;
 - (ii) monthly payments include a home working allowance and re-imbursement of £7.96, including £1.33 Vat, per month, for the provision of a Parish Council telephone number and associated call forwarding and messaging service by Virtual Landline.

10. Planning and Licensing

New Planning Applications

- (45) 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 applications, for each of which the consultation period had closed prior to this meeting:
- (i) MO/2023/0322: Reduce height of 1 No. leylandi (T1) by 4 metres and lateral reduction by 1 metre at The Grange, Rectory Lane, Buckland, RH3 7BH;
 - (ii) MO/2023/0376: Removal of two cherry trees at Rana, Old Road, Buckland, RH3 7DZ; and
 - (iii) MO/2023/0522: Remove one ash and one sycamore tree at The Old Rectory, Rectory Lane, Buckland, RH3 7BH.
- (46) MO/2023/0413: Erection of a single storey side and two storey side extension at Priors Lee, Old Road, Buckland, RH3 7DU. Council noted an update from the Clerk, that following consultation with Cllrs who serve on the Planning Committee, MVDC had been asked to make a site visit to ensure due consideration is given to the potential overlooking of neighbouring properties and to give appropriate weight to any concern expressed by immediate neighbours.
- (47) MO/2023/0575: Erection of a single storey front extension to create a new entrance at Meadowsweet, Rectory Lane, Buckland, RH3 7BH. Council **resolved** not to submit any comment.

Planning Notifications

- (48) Council noted the following Local Planning Authority planning notifications:
- (i) MO/2022/2055: Works to existing garage : Replacement of existing timber staircase with metal spiral staircase, replace french door with new pivot door and install two new heritage type roof lights in front pitch at Grange Lodge, Rectory Lane, Buckland, RH3 7BH. Approved with conditions;
 - (ii) MO/2022/2101: Pollard one Willow tree by c.3metres to previous points of reduction at Buckland Cop, Old Road, Buckland, RH3 7DU. No objection;
 - (iii) MO/2023/0038: Certificate of Lawfulness for the proposed development in respect of the repair/replacement of existing roof tiles, improvement of roof insulation, and repointing of existing chimney at Cop End, Old Road, Buckland, RH3 7DU. Approved;
 - (iv) MO/2023/0243: Reduce top of Weeping Willow tree to old pollard points and reduce and reshape side by 3 metres at Street Farm House, Rectory Lane, Buckland, RH3 7BH. No objection;

- (v) MO/2023/0322: Reduce height of 1 No. leylandi (T1) by 4 metres and lateral reduction by 1 metre at The Grange, Rectory Lane, Buckland, RH3 7BH. No objection; and
- (vi) MO/2023/0376: Remove two cherry trees at Rana, Old Road, Buckland, RH3 7DZ. No objection.

11. Highways, Airspace, Railways

Highways

(49) Council noted:

- (i) SCC had announced the Department of Transport had agreed to provide £1.8m funding to be used to improve safety on the section of the A25 between the cockerel roundabout (to the west) and the junction with Reigate High Street (to the east);
- (ii) SCC Highways expect to design a scheme to deliver safety improvements during the 2023/24 financial year and move onto implementation during 2024/25;
- (iii) a request had been submitted via SCC Cllr Clack seeking additional detail about the proposal and asking what action Buckland Parish Council should be taking to ensure Council can be consulted at the earliest opportunity; and
- (iv) SCC Cllr Clack had provided a copy of a response she had received from SCC Highways Officer Duncan Knox shortly prior to this meeting.

(50) Council **resolved** to record its concerns as follows:

- (i) recent utility company maintenance in the main carriageway of the A25 Reigate Road has revealed a build up in excess of 300mm surfacing material atop the original concrete road surface constructed 100 years ago. If the proposed use of “high containment kerbs to physically restrain vehicles from leaving the carriageway in case of loss of control” includes any sections of the A25 Reigate Road through Buckland, Council needs Surrey Highways to acknowledge the road level will need to be taken lower to accommodate kerbs as any further raising of the road surface will adversely impact the Buckland Conservation Area and integrity of adjacent listed structures;
- (ii) given the proximity of residential properties to the A25 Reigate Road and the local topography which has a tendency to amplify road noise, the proposed use of “raised carriageway line markings that will create a vibration to alert the driver if a vehicle strays too close to the edge of the carriageway” could have a significantly adverse effect on the amenity of some residents and the enjoyment of Buckland Village Green;
- (iii) focusing the proposed improvements in support of Active Travel to sections of the A25 Reigate Road within the towns of Dorking and Reigate would appear to encourage more cyclists and walkers to use truncated routes; especially given the recognised need for reconstruction of sections of the A25 footways through Buckland.

Action: Clerk to share recorded concerns with SCC Cllr Clack.

Council agreed to suspend Standing Orders.

Junction improvements : Headley Common Road and B2032

(51) Council noted MVDC Cllr Budd:

- (i) having attended Headley Parish Council (HPC) earlier the same evening had listened to HPC concerns about the recent changes to the junction of Headley Common Road and the B2032 Pebble Hill Road/Dorking Road; and
- (ii) advised HPC had decided to write to SCC Highways and agreed to provide a copy to Buckland and Betchworth Parish Councils.

(52) Council **resolved** to task the Clerk to liaise with Cllr Steed, and, if considered appropriate, to be authorised, subject to prior consultation with Cllrs, to submit a representation to Surrey Highways with a copy to SCC Cllr Clack.

Standing Orders resumed.

Airspace

(53) Council noted

- (i) the Clerk had contacted Gatcom to share the concerns expressed at the March meeting about the volume of technical information being presented, at rapid speed, during the recent Gatwick Airport led workshops and the general lack of information specifically targeted at a layperson that a parish council could use to communicate with its residents;
- (ii) Tom Crowley, Chair of Gatcom had raised Council's concerns with Gatwick Airport Limited and had since
 - (a) shared the airport team's acknowledgement of Council's concerns and undertaking to "take on board Buckland Parish Councils feedback as we prepare for the next round of engagement later this year"; and
 - (b) indicated his intention to "raise this at the forthcoming GATCOM Steering Group so a face to face discussion can be had on the issue", a meeting for which minutes taken are put into the public domain and so available for anyone to read.

Railways

(54) Council noted Caroline Salmon (CS) had recently replaced David Daniels as the Community Rail Officer for the North Downs Line. **Action:** Clerk to advise CS that Cllr Steed remains the nominated Councillor for railways and outline local issues, opportunities and concerns.

12. Events and Amenities

(55) Council **resolved** to record votes of thanks to:

- (i) each and every resident who had turned out to help at either of the two recently held volunteer events;
- (ii) Simon Budd for the loan of loppers and pitch forks and Buckland Estate for collecting and disposing of two trailer loads of brambles removed from Bromley field and the public footpath that runs between Old Road and the village cricket field; and
- (iii) MVDC for the loan of litter pickers and MVDC contractor Amey for the prompt collection of thirteen sacks of litter collected by volunteers.

(56) Council noted volunteers had dug out bramble roots as far as the boundary between Priors Lee and Apple Hill and cut and removed brambles alongside the full length of the fenced footpath. Council **resolved** to support the Clerk's proposal for a follow up volunteer event to be arranged to extend the clearance of roots and to plant native daffodil bulbs in the bramble free section.

Actions: Clerk to research sourcing and to monitor ground conditions prior to setting a date later in the year. All to consider potential locations within the parish suitable for future volunteer efforts in time for further discussion at the July meeting.

(57) Council **resolved** to accept Cllr Husband's offer to liaise with the Reigate Area Conservation Volunteers and prepare a poster to promote any volunteer events being scheduled for 2023 in time for inclusion in the July parish magazine.

13. Consultations and Communications

(58) Council noted that the requested crime report had not been provided by Surrey Police. **Action:** Clerk to follow up with Neighbourhood team.

(59) Council noted:

- (i) the Clerk had responded to a SCC Planning Group Stakeholder Survey;
- (ii) communicated with the sponsor to add to the limited feedback permitted by the structure of the survey that had not appeared to be written with parish councils in mind; and
- (iii) responded to a follow up email that had invited additional interaction to provide a conditional agreement to further engagement provided adequate assurance can

be given as to how the feedback will feed into a better service to justify any additional time commitment.

- (60) Council noted updates issued by the NALC, Surrey ALC, SCC, Surrey Police, MVDC, Surrey Hills Society, GACC and Gallagher Insurance had been circulated to Cllrs and key information published within Parish Updates.

14. Forthcoming Meetings

- (61) The Parish Council will next meet on Monday 10th July 2023.
- (62) Cllr Cox will represent Council at the GACC AGM, to be held at Stanhill Court Hotel at 7pm on Monday 5th June 2023.
- (63) Cllr Gowrley will attend a **SALC New Councillor Briefing** in Horley between 9.30am and 3.30pm on Tuesday 6th June 2023.
- (64) Cllrs Bourke and Pryor will attend a **SALC planning update**, via zoom, between 6.30pm and 9pm, on Tuesday 13th June 2023.
- (65) Cllrs Cox and Jones will attend a **SALC planning update**, via zoom, between 6.30pm and 9pm, on Thursday 13th July 2023.
- (66) 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 10.05p.m.

Sheena Boyce, Clerk

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