

BUCKLAND PARISH COUNCIL

The Annual Meeting of Buckland Parish Council
to be held at 8pm on Monday 13th May in The Reading Room, Old Road, Buckland

AGENDA

Council may wish to exclude the public and representatives of the press and broadcast media from the meeting prior to consideration of an item if Council considers publicity would be prejudicial to the public interest because of the confidential nature of the business to be contracted.

1. Election of Chair and Vice Chair

To appoint Chair and Vice Chair to hold office until the 2025 Annual Meeting.

2. Apologies for Absence

To receive any apologies for absence from Councillors.

3. Declarations of Interest

To receive any declarations of interest from Councillors with respect to any item to be considered at the meeting.

4. Requests for Dispensations

To consider any requests from Councillors for a dispensation with respect to a declaration of interest made under item 4.

5. Minutes

To agree the minutes from the Parish Council Meeting held on Monday 13th March 2023.

6. Open Forum

Members of the public are invited to put questions or draw relevant matters to Council's attention. The period of time designated for public participation is for a period of up to 15 minutes and shall be limited to 5 minutes per person.

The Chair may direct that a written or oral response be given as Council will only debate and take decisions relating to business on the Agenda.

7. Formalities

- (1) To note all references to the parish council website address had been updated from the .net to .org.uk domain.
- (2) To consider proposal to adopt each of the following policies, procedures and schedules, otherwise unchanged, for a further 12-month period: 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.
- (3) To consider proposal to adopt the Data Protection Policy and the following Data Protection Procedures and Privacy Notices for a further 12-month period: 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.
- (4) To consider a recommendation to amend the financial thresholds relating to contracts in accordance with the latest values set by government and circulated by the National Association of Local Councils (NALC) in the Financial Regulations and Standing Orders and adopt the amended documents for a further 12-month period.
- (5) To consider proposal to re-adopt the General Power of Competence as set out in the Localism Act 2011, sections 1-8.

Sheena Boyce, Clerk

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- (6) To note Council had complied with the Public Contracts Regulations 2015 statutory guidance relating to the timely payment of valid and undisputed invoices.
- (7) To consider a proposal to support the nomination of Cllr Jones and Capel Parish Cllr Stuart McLachlan to serve as non-voting Parish Council representatives on the MVDC Standards Committee
- (8) To appoint a parish councillor to represent Council at the 2024 Surrey ALC AGM
- (9) To review Council's use of Committees and Working Groups and to assign lead areas of responsibility for the period until the 2024 Annual Meeting.

8. Finance and Risk Management

(i) Annual Governance and Accountability Return 2023/24 ("AGAR")

To note completion of the Internal Audit, receipt of the Internal Audit Statement and Report to Council and consider recommendation to:

- (1) adopt the internally audited accounts, statements, and reports;
- (2) adopt the 2023/24 Annual Governance Statement;
- (3) approve the 2023/24 Accounting Statements;
- (4) certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015;
- (5) set the dates for the period of exercise of public rights for the 2023/24 Accounts;
- (6) approve the Community Infrastructure Levy Report; and
- (7) note the information to be published on the Transparency Code pages of the village website consistent with the requirements of the Transparency Code for Smaller Authorities and good practice for larger authorities.

(ii) Fixed Asset Register, Risk Register, and Insurance

To consider recommendation to:

- (1) adopt Fixed Asset Register; and
- (2) review Risk Register.

(iii) Account Payments and Receipts

To approve accounts for payment:

- (3) Peter Barclay £127.60,
Internal Audit £115, mileage £12.60;
- (4) HMRC £129.84, PAYE liability re: April salary payment;
- (5) HMRC £130.04, PAYE liability re: May salary payment;
- (6) Sheena Boyce, £17.60 Salary and £4.05, Mileage;
- (7) To establish a standing order with Unity Bank to make 2024/25 monthly salary payments commencing 19th June 2024.
- (8) To note receipts credited to the parish council bank account.

9. Planning and Licensing

(i) New Planning Applications

- (1) To receive an update from the Clerk on the following applications:
 - (i) MO/2024/0343: Replacement of driveway gates at 3 Buckland Court, Reigate Road, Buckland, RH3 7EA; and
 - (ii) MO/2024/0498: Erection of two-storey side and rear extension following demolition of an existing single-storey rear extension at Larchfield, Old Road, Buckland, RH3 7DU.

- (2) To consider the following applications:
- (i) MO/2024/0577: Erection of a garden shed/store following removal of existing at Meadowsweet, Rectory Lane, Buckland, RH3 7BH; and
 - (ii) MO/2024/0626: Remove 1 Spruce tree at Larkrise, Rectory Lane, Buckland, RH3 7BH.

(ii) Planning Notifications

To record notifications issued by Mole Valley District Council (MVDC).

(iii) Planning Enforcement

To receive an update on MVDC enforcement relating to the Karcher site at Betchworth roundabout.

(iv) Planning Policy

To consider a proposal to formally minute Council's recommendation to residents considering undertaking permitted development to apply for a Certificate of Lawfulness to remove uncertainty that might otherwise arise.

10. Highways, Airports, Railways

- (1) To receive an update on and consider appropriate follow up actions with respect to Highways related requests previously submitted to
 - (i) SCC Highways and most recently via SCC Cllr Helyn Clack; and
 - (ii) MVDC and most recently via MVDC Chief Executive Karen Brimacombe.
- (2) To consider appointing Cllr Cox to represent Council at the 2024 GACC AGM.

11. Amenities and Volunteer Activity

- (1) To receive an update on recent volunteer activity and consider future priorities.
- (2) To consider arrangements for the pond clearance events planned for Sunday 18th August and Sunday 1st September.

12. Consultations and Communications

- (1) To receive a crime report and update provided by Mole Valley Neighbourhood Police team.
- (2) To receive an update from Cllr Husband following the MVDC led workshop, Transformation Mole Valley, held on 16th April 2024.
- (3) To note Surrey Hills National Landscape Board had launched a public consultation to help inspire the next Surrey Hills National Landscape Five Year Management Plan.

13. Forthcoming Meetings

- (1) To confirm dates of future meetings.

Sheena Boyce

7th May 2024

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