

BUCKLAND PARISH COUNCIL

The Annual Meeting of Buckland Parish Council will be held at 8pm on Monday 12th 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 2026 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 10th March 2025.

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 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, Code of Conduct, Arrangements for dealing with Standards Allegations under the Localism Act 2011, Data Protection Policy and Freedom of Information Publication Scheme.
- (2) 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.
- (3) To consider recommendation to amalgamate the Digital Communication Policy and Management of Transferable Data Policy into one document to be called Council's IT Policy and adopt the policy for a 12-month period otherwise unchanged.
- (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.

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 appoint a parish councillor to represent Council at the 2025 Surrey ALC AGM
- (8) To review Council's use of Committees and Working Groups and to assign lead areas of responsibility for the period until the 2026 Annual Meeting.

8. Finance and Risk Management

(i) Annual Governance and Accountability Return 2024/25 ("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 2024/25 Annual Governance Statement;
- (3) approve the 2024/25 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 2024/25 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;
- (2) review Risk Register; and
- (3) renew Council's insurance policy with Zurich Insurance with effect from 1st June 2025 for a further 12 months.

(iii) Account Payments and Receipts

To approve accounts for payment:

- (1) Turtle Engineering £239.99 including £40.00 Vat - Defibrillator battery;
- (2) Design Lynx £73.20 including £12.20 Vat – Web design update;
- (3) Peter Barclay £137.60 - Internal Audit £125.00, mileage £12.60;
- (4) Zurich Annual Insurance Premium £300.00;
- (5) HMRC £251.18, PAYE liability re: April salary payment;
- (6) HMRC £251.18, PAYE liability re: May salary payment;
- (7) 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/2025/0312: Tree works to a Norway Maple on land adjacent to Oaklands, Slough Lane, Buckland, RH3 7BL;
 - (ii) MO/2025/0394: Tree works to a pine tree leaning into the neighbouring property to The Grange, Rectory Lane, Buckland, RH3 7BH;
 - (iii) SCC 2024-0107: The retention and use of a wooden hut for storage purposes, the siting and use of two shipping containers for storage and administrative purposes, the siting and use of a toilet, the siting and use of an emergency demountable tent/gazebo, and the use of an existing hardstanding area for vehicular parking, all in association with the approved water based recreation afteruse of the former silica sand quarry [part retrospective] at Tapwood Quarry Reigate Road, Buckland;

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- (iv) SCC 2024-0177: The continued extraction and processing of silica sand and transportation off site of sand, an amended interim restoration scheme for Park Pit, an amended programme of working for Tapwood Quarry, an amended dust action plan and dust management scheme, an amended groundwater monitoring scheme; and an amended restoration and aftercare scheme at Buckland Pits (Tapwood Quarry and Park Pit) until 31 August 2014 without compliance with Conditions 1 (Approved Documents), 3 (Time limits) and 7 (Restoration) of planning permission ref: MO10/0847 dated 26 February 2016 to enable a revised maximum water level within Tapwood Lake [retrospective] at Park Pit and Tapwood Quarry (Buckland Sandpits), Reigate Road, Buckland;
 - (v) MO/2025/0384: Erection of a self-build dwelling and associated works on land adjacent to Tranquil House, Old Reigate Road, Betchworth, RH3 7DR (within 20 metres of Buckland); and
 - (vi) MO/2025/0141: Extension of existing car parking area with associated lighting at The Pheasant, Reigate Road, Buckland, RH3 7BG.
- (2) To consider the following application:
- MO/2025/0454: Create 3 pitches on the existing gypsy site, 1 No. communal dayroom and associated soft, hard landscaping and boundary treatments at Evergreen, Reigate Road, Betchworth, RH3 7DB.

(ii) Planning Notifications

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

(iii) Planning Policy

To note consultation on MVDC Draft Affordable Housing Strategy.

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 SCC and via SCC Cllr Clack;
- (2) To receive an update on street cleaning of the A25 carriageway and street cleaning and maintenance of the A25 roadside footways;
- (3) To consider appointing Cllr Cox to represent Council at the 2025 GACC AGM.

11. Amenities and Volunteer Activity

- (1) To receive an update on recent volunteer activity and consider future priorities.

12. Consultations and Communications

- (1) To receive a crime report and update provided by Mole Valley Neighbourhood Police team.
- (2) To note Surrey Hills National Landscape Board had launched a public consultation on its draft Surrey Hills National Landscape Five Year Management Plan for 2025-2030.
- (3) To receive an update on information flows relating to Devolution and the proposed Local Government Reorganisation.

13. Forthcoming Meetings

- (1) To confirm dates of future meetings.

Sheena Boyce
3rd May 2025

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