

BUCKLAND PARISH COUNCIL

The Annual Meeting of Buckland Parish Council
to be held at 8pm on Monday 11th May 2026 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 2027 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 9th March 2026.

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. Casual Vacancy

To consider timeline for advertising the casual vacancy and note any expressions of interest in the casual vacancy.

8. Formalities

- (1) To consider proposal to adopt each of the following policies, procedures and schedules, otherwise unchanged, for a further 12-month period: Standing Orders, Scheme of Delegation, Financial Regulations, Complaints Procedure, Policy on the management of unreasonable complaint behaviour, Dignity at Work Policy, Retention and Disposal Policy, Code of Conduct, and Arrangements for dealing with Standards Allegations under the Localism Act 2011,
- (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 proposal to adopt updates to the IT Policy made to more clearly evidence compliance with the requirements of Assertion 10 of the Annual Governance Statement.

Clerk

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- (4) To note the latest data audit had been used to update the Freedom of Information Publication Scheme and consider a recommendation to adopt the otherwise unchanged schedule for a further 12-month period.
- (5) To note the completion of an accessibility assessment and consider proposal to adopt updated Accessibility Statement.
- (6) To consider proposal to re-adopt the General Power of Competence as set out in the Localism Act 2011, sections 1-8.
- (7) To note Council had complied with the Public Contracts Regulations 2015 statutory guidance relating to the timely payment of valid and undisputed invoices.
- (8) To appoint a parish councillor to represent Council at the 2026 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 2027 Annual Meeting.

9. Finance and Risk Management

(i) Annual Governance and Accountability Return 2025/26 ("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 2025/26 Annual Governance Statement;
- (3) adopt Fixed Asset Register and Risk Assessment and renew Council's insurance policy with Zurich Insurance with effect from 1st June 2026 for a further 12 months;
- (4) approve the 2025/26 Accounting Statements; and
- (5) certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015;

(ii) Compliance

To consider recommendation to:

- (1) set the dates for the period of exercise of public rights for the 2025/26 Accounts;
- (2) adopt the Community Infrastructure Levy Report;
- (3) 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;
- (4) note the three-yearly requirement to submit a re-declaration of compliance to the Pensions Regulator had been met; and
- (5) submit form advising a change of contact details (email and postal address) to Unity Trust Bank.

(iii) Account Payments and Receipts

- (1) To approve accounts for payment:
 - (i) Peter Barclay £141.30 - Internal Audit £135.00, mileage £6.30;
 - (ii) Zurich Annual Insurance Premium £396.00;
 - (iii) DG Trees £600.00 including £100 Vat, tree works to willow tree;
 - (iv) Josh Flynn Gardening Services £204.00 including £34.00 Vat, Grass cutting - two cuts during April;
 - (v) HMRC £261.25, PAYE liability re: April salary payment;
 - (vi) HMRC £261.25, PAYE liability re: May salary payment;
- (2) To note receipts credited to the parish council bank account;

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10. Planning

(i) New Planning Applications

- (1) To receive an update from the Clerk on the following applications:
 - (i) MO/2026/00361: Erection of single story rear extension, widen rear external steps and amend external fenestration with associated internal refurbishment at at Parklands, Old Road, Buckland, RH3 7DU.
 - (ii) MO/2026/00332: Erection of a carport with annexe above, ancillary to main residence at Meadow View, Station Road, Betchworth, RH3 7DF.
 - (iii) MO/2026/00334: Erection of first-floor rear extension with infill roof formed between two existing hipped roofs, matching existing roof pitch and materials. Loft conversion, including change of one existing storage room to a bedroom. Minor increase in ridge height to align ceiling height with existing upper-level bedroom. Proposed erection of two front dormer windows. Proposed roof alteration to replace existing flat roof over utility room with hipped roof, creating a continuous and unified rear roof form at Lynchets, The Coombe, Betchworth, RH3 7BT;
 - (iv) SCC 2024-0107: Application to seek discharge of condition re: 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.
- (2) To consider the following application:

MO/2026/00529: Construction of a hard surfaced tennis court with fencing at Highveld, Pebblehill Road, Betchworth, RH3 7BP.

(ii) Planning Updates

- (1) To record notifications issued by Mole Valley District Council (MVDC) and Surrey County Council (SCC).
- (2) To note a status update on planning breach enquiries.
- (3) To note an update on development proposals at Hartsfield Manor.
- (4) To note an update on recent MVDC Planning Forum attended by Cllr Bourke and Clerk.

11. Highways, Airports, Railways

- (1) To note 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 note an upcoming trial of overnight trains on the North Downs Railway line.
- (3) To note an update from Cllr Cox on matters relating to Gatwick Airport.

12. Amenities and Volunteer Activity

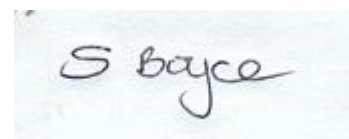
To receive an update on recent amenity maintenance and volunteer activity.

13. Communications

- (1) To receive a crime and incident report from Mole Valley Neighbourhood Police team.
- (2) To note circulation and publication of communications received.

14. Forthcoming Meetings

- (1) To confirm dates of future meetings.



Sheena Boyce 5th May 2026

Clerk

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