

# DRAFT LEIGH PARISH COUNCIL MINUTES

**MINUTES of the FULL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on June 15<sup>th</sup> 2020, at 7:30pm at North Downs Primary School.**

Present Cllrs: Mrs J Cambra (Chair), Mr P Wilkinson (Vice Chair), Mr S Ames, Mr M Everitt and Mr R Tomkins.

Also, present: Mrs L Mann (Clerk), Mr R Worth (Footpath Officer)

Parishioners: 2

1. **Apologies for absence** SCC Cllr H Clack, DCC Cllr Huggins and DCC Cllr Bushnell.
2. **The Minutes of the Full Council Meeting** held on **March 16<sup>th</sup> 2020** were acknowledged as a true record by JC to be signed in person at a later date.
3. **Disclosure of Interests.** None declared.
4. **Parishioners Questions.**
  - 4.1. Resident raised concerns regarding a planning application not included on the agenda list. The Council had discussed this remotely. JC suggested the discussion be moved to the Planning section of the meeting later on.
5. **Crime Report from PCSO.** Had not yet been received although there had been several incidents of Land Rover thefts, fly tipping and travellers making illegal camps. It was felt that the police were no doubt stretched at present. Residents had been encouraged to secure access points to land.
  - 5.1. **ACTION – circulate once it has been sent through from Surrey Police. (LM)**
6. **Clerk Report/Matters Arising**
  - 6.1. Action points (Appendix B) The status of the Action points was noted. It was hoped that although they hadn't resulted in the answers hoped for, the FOI requests submitted to Thames Water and the Environmental Agency had resulted in more action being taken at the Pump station on Smallhill Road. There had been a lot more activity on site including survey.
  - 6.2. Tree Survey Instruction – The Arboriculturist hopes to be on site this week and next. He plans to deliver the Report and recommendations for w/c 22nd June.
  - 6.3. Allotment update. We have a new plot holder on 3A. There has been some interest in the plot ME is giving up. ME kindly offered to clear it as soon as possible. Mr Springer has very generously fixed the leaking standpipe at no cost. LM had thanked him on behalf of the council.

## Community

- 6.4. **Footpath Officer's report – RW.** The paving slabs at Dean Oak Lane were being fixed on the access path to the noticeboard. SA confirmed this had been completed and looked much improved. RW had been busy clearing stiles of debris and trees.
- 6.5. **SSEIB – Parishes in Bloom 2020 – LM** updated that the online entry deadline for this year's competition is 31<sup>st</sup> July. She will start working on the Leigh entry and contact groups over the next couple of weeks.
- 6.6. **Covid-19 support update (JC)** After the March meeting, instigated by residents and councillors the Leigh Community Support Group was started. JC thanked LM for working on the flyer and posters, Adria Kinloch for her help on Social Media and PW and his wife for their co-ordination skills and hands on help. JC mentioned how lovely it was to get connected with other residents and hoped that the community feel would continue. The initial call out for volunteers had a great response with over 25 people coming forward to help those shielding or self-isolating. The service had been well received and there was now a small number still receiving help particularly in getting prescriptions. Enquiries have eased off now with many neighbours looking out for each other. It was felt that it would be nice in the future to consider a community thanks event.

## Highways and Service

7. **Highway work proposals – none planned.** It was noted by LM that there had not been notification other than the highways order back in May for the recent patching works.
  - 7.1. **ACTION – check if the works had finished via SH or if there was more to come (LM).**

Amenities

8. **Playground Update** (RT) The conical climber has been delivered in part the installer is awaiting a final part for the climber. Otherwise the works are ready to go.
- 8.1. **ACTION – chase the delivery date and installation date (LM)**
- 8.2. **ACTION – replace the playground closed signs on the gates (LM)**

Planning

9. Applications - Registrations, decisions, appeals (Appendix C)
- 9.1. No comments on Appendix C applications.
- 9.2. Application MO/2020/0681 had been circulated in the previous month. It was noted that the design statement stated that the Metrobus (22) served the property outside Clayhill Road. This was incorrect. It was also felt that the proposal was still over developed (Density), an inappropriate development in the Greenbelt and that the village sewage system was unable to cope with the volume of waste that the development would create.
- 9.2.1. **ACTION – Write objection letter regarding these points and submit to MVDC by 18<sup>th</sup> June (LM).**
- 9.2.2. **ACTION - check with planning on the offer of training and feedback (LM)**

Administration & Finance

10. Payments and Receipts listed in Appendix D were noted and approved.
11. AGAR 2019/20 Section 1 (Annual Governance) and Section 2 (Accounting Reports) were read out for the benefit of the Parish Council. (Appendix 1) These documents were acknowledged and approved by the Council.
- 11.1. **RESOLUTION Section 1 on the AGAR was read and approved by the Chair, Joanne Cambra in principal (to be signed in person at a later date)**
- 11.2. **RESOLUTION Section 2 on the AGAR was read and approved by the Chair, Joanne Cambra in principal (to be signed in person at a later date)**
12. Internal Audit recommendations were noted (Appendix 2)
- 12.1. **ACTION – Acceptance of Office Electronic means form to be circulated and signed. (LM/All)**
- 12.2. **ACTION - Investigate the use of individual Gmail accounts for councillors (LM)**
- 12.3. **ACTION - Circulate Financial Regulations 2019 for approval and adoption at July meeting (LM)**
- 12.4. **ACTION - Circulate Standing Orders 2019 for approval and adoption at July meeting (LM)**
13. Policies to be adopted as per SLCC recommendations (Appendix 3) Clerk had circulated an exhaustive list of policies.
- 13.1. **ACTION - Circulate recommended policies for Leigh Parish Council for approval and adoption at July meeting (LM)**
- 13.2. The website had been soft launched and will contain all these policies and documents for residents to view.

District and County Updates

14. MVDC Clerk bimonthly update (LM) had been shared earlier in the month. LM recapped on the key points for the Parish Council: Gatwick update (CAA decisions on Route 4 and the process for the 2<sup>nd</sup> runway DCO), Local Plan Update and the financial status of MVDC. It was noted that the business grants and discretionary grants available were being distributed but there was a number of businesses, some 20% who hadn't come forward for it yet. Mrs Bartley informed the room that the Hall had received their grant via MVDC.

15. Upcoming meetings and dates (Appendix E) were noted

16. Parishioner's Questions Comments

- 16.1. Mrs Bartley explained that there had been some subsidence issues at the village hall. The initial plan had been to remove the oak trees in the grounds but this now thankfully would not happen. Instead, there will be a method which injects supporting material into the ground. Currently closed to all hirers, the playgroup was not currently planning on returning to the hall until September. Once they confirm their opening plans the Hall Committee will start a cleaning policy etc to cope with the Covid-19 pandemic.
- 16.2. It had also been confirmed to the hall committee that Surrey Highways were happy for the entry gate at the hall to open outwards towards the road. They had confirmed that this was safe to do. The Committee are delighted as this means they don't have to change the level of the gate posts.
- 16.3. Resident asked if there had been any progress on the potential ownership of the gravel layby.

LPC – 20200615

**16.3.1. ACTION – check the minutes and accounts for evidence of maintenance over 12 years by Leigh PC in preparation of an application to HM Land Registry (LM).**

There being no other business the chair closed the meeting. Meeting ended at 9:10pm.

**The next meeting is planned for the 20<sup>th</sup> July 2020.**

**Leigh Parish Council Agenda Appendix items for June 15<sup>th</sup> 2020****Standard support material****APPENDIX A – PCSO Crime and incidents monthly report – to follow****APPENDIX B – Clerk Action points status**

Action point (started from May)	Owner	Status
FOIs on Thames Water Pumping station	LM	Done
Provide tree survey plan	LM	Done
Arrange delivery of conical climber	LM	Done
Leigh Post update July/Aug	LM	Done
Arrange annual insurance	LM	Done
Internal Audit prep	LM	Done
Training on new website	LM	Done
Update website pages	LM	Ongoing
Submit completed AGAR 2019/20	LM	Outstanding
Organise SEIB entry	LM	Outstanding
Audit recommendations (Various)	LM	Outstanding

**APPENDIX C – Planning Applications (1<sup>st</sup> May onwards)**

<https://www.molevalley.gov.uk/swiftlg/apas/run/WPHAPPCRITERIA> (Use planning ref)

Planning Ref	App type	Location	Description	Key dates
MO/2020/0671	Variance of Conditions	Hook Farm, Bunce Common Road, Leigh, Reigate, Surrey, RH2 8NS	Variation of Condition 2 of planning permission MO/2019/0508 for the erection of part single storey/part two storey rear extension, single storey side extension, raising of the eaves and alterations to the roof to allow changes to layout, entrance porch and fenestration.	Publicity Start Date *: 22-May-2020 Publicity End Date *: 15-Jun-2020
MO/2020/0743	Existing Certificate of Lawful Use	Sheepcote Cottage, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8QA	Certificate of Lawfulness for the existing development in respect of the erection of a single storey annexe.	Publicity Start Date *: 29-May-2020 Publicity End Date *: 22-Jun-2020
MO/2020/0760	Proposed Certificate of Lawful Use	Berryfield, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8RH	Certificate of lawfulness for a proposed development in respect of the erection of a rear dormer window.	Publicity Start Date *: 15-May-2020 Publicity End Date *: 05-Jun-2020
Decisions				

MO/2020/0321	Change of Use	Silverlee, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8RQ	Change of use of a building and associated land for the use of a dog day care business (Sui generis)	Decision made 07-May-2020 APPROVED WITH CONDITIONS
MO/2020/0474	Detailed Householder	Oak Tree House, Shellwood Road, Leigh, Reigate, Surrey, RH2 8NZ	Convert existing attached garage into habitable accommodation, erection of single storey rear extension and loft conversion including 1 No dormer window to main dwelling.	Decision made 06-May-2020 APPROVED WITH CONDITIONS
MO/2020/0708	PN - Agricultural	Mynthurst Farm, Mynthurst, Leigh, Surrey	Prior notification for the erection of an agricultural barn of 30 metres x 24 metres for the storage of grain.	Decision made 20-May-2020 PRIOR APPROVAL NOT REQUIRED

#### APPENDIX D - Payments and Receipts

Payments raised since 1<sup>st</sup> April 2020:

Payee	Description	Date	Amount	Cheque number	Status
SCA	Payroll fees	1 <sup>st</sup> May	48.00	933	PAID
A Kinloch	Allotment whips	April 2020	£64.80	935	PAID
Zurich	Insurance	6 <sup>th</sup> May	708.51	938	PAID
A Kinloch	Reissued SEIB expenses	15 <sup>th</sup> May	52.73	941	PAID
A Kinloch	Mailchimp subc	6 <sup>th</sup> May	19.64	940	PAID
L Mann	Clerk salary	4 <sup>th</sup> April	486.20	SO	PAID
L Mann	Clerk salary	4 <sup>th</sup> May	486.20	SO	PAID
L Mann	Clerk salary	4 <sup>th</sup> June	486.20	SO	PAID
Boardman Gelly	Install conical climber (50%)	1 <sup>st</sup> April	1635.83	939	PAID
Blue Pixel	Final website	April 2020	750	937	PAID
SLCC	Subs (50%)	9/3/2020	96.00	942	PAID
SSALC	Subs	3 <sup>rd</sup> April	298.41	934	PAID
SEIB	Entry for comp	1 <sup>st</sup> May	25.00	936	PAID
Mulberry	Internal Audit 6401	22 <sup>nd</sup> May	162.00	943	DUE
L Mann	Expenses (Quarter)	8 <sup>th</sup> June	37.14	944	DUE

#### APPENDIX E – Key dates

**Monday 20<sup>th</sup> July – Full Council Meeting**

**No meeting in August**

**Monday 21<sup>st</sup> September – Full Council Meeting**

**October – Potential Litter pick**

**Monday 19<sup>th</sup> October – Full Council Meeting**

**November – Budget meeting**

**Monday 16<sup>th</sup> November – Full Council Meeting**

LPC – 20200615

**Monday 21<sup>st</sup> December – Full Council Meeting (TBC)**

**Cllr Supporting material**

APPENDIX 1 – AGAR documentation for submission

APPENDIX 2 – Internal Audit recommendations

APPENDIX 3 – Recommended Policies for small council