**DRAFT LEIGH PARISH COUNCIL MINUTES**

**MINUTES of the FULL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on March 16th 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: 3

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 **February 17th 2020** were signed as a true record by JC.
3. **Disclosure of Interests**. None declared.
4. **Parishioners Questions.**
5. **Crime Report from PCSO.** Had not been received.
	1. **ACTION – circulate once it has been sent through from Surrey Police. (LM)**
6. **Clerk Report/Matters Arising**
	1. *Coronavirus update and council continuity policy approval. Residents in attendance were invited to join the discussion.* The options regarding supporting those vulnerable residents in the village were discussed. There had been no advice from MVDC or SCC as yet for Parish Councils. It was noted that most nearby parishes who were offering a service were essentially community initiatives, supported by the Parish Council. The poster issued by nearby Brockham charity BERT was shown, along with a door-drop template being used by some volunteers. If Leigh was to offer such support, the constantly evolving risks and guidance being provided would have to been taken into account, with safeguarding both volunteers and recipients of the most importance.
		1. **ACTION – Use national template to offer help but personalise it for Leigh for leaflet drop (LM)**
		2. **ACTION - set up standalone email account (LM)**
		3. **ACTION – request help from residents via noticeboards, Community Facebook and Parish Council newsletter distribution list. (LM)**
		4. **RESOLVED – Council to adopt a scheme of delegation should the Council not be able to meet in the future. Clerk provided a template for review. To be circulated by email and adopted by email if necessary. (LM)**
	2. *May Plant sale request on Village Green had been received.* It was felt that it was unlikely that this would take place but if it was to go ahead within government guidelines as long as an appropriate Risk Assessment had been carried out and Public liability insurance cover obtained and produced, it would be approved.
	3. *LM Request to join Society for Local Council Clerks.* The cost for this membership would be shared with the clerks other Parish Council.
		1. **RESOLVED – Parish Councillors approved this membership**
	4. *Allotment hedge/corner repairs update.* Cllr Tomkins had circulated a proposal for improving the ditch at the corner by email in advance of the meeting.
		1. **ACTION – RT and ME to look at improving the allotment water course and culverts on site.**
	5. *Electricity certificate confirmation had been received that the electricity needed to be checked every 5 years.*
		1. **ACTION – request that the electrician supply his registration number for the records of risk assessment and insurance. (LM)**
	6. *New Website update.* The clerk thanked Ms Kinloch (present) for all her contribution to the new website, she had been a great source of information and support to date.
		1. ***ACTION – circulate the link to the new site to all councillors who are encouraged to feedback (LM).***

**Community**

1. **Footpath Officer’s report. (RW)** It was reported that the oak tree had been removed as planned on the allotments. Two kind volunteers had worked hard at improving the bramble undergrowth on the village green. A large strip of bare earth had now been uncovered. RW requested that we enquire as to whether our grass contractor could seed the area. Village green spaces had had their first cut of the season.
	1. **ACTION – enquire as to the service of grass seeding the grounds by the contractor (LM)**
2. **SSEIB – Parishes in Bloom 2020.** AK had kindly submitted the entry form in on behalf of the Parish Council. The invoice will be sent vi the clerk. Due to concerns regarding public health amid the Coronavirus pandemic, AK had cancelled the community meeting planned that Saturday at the Pavilion. It was agreed that in these uncertain times, we should wait for further information from the organisers.

**Highways and Services**

1. **Flooding Issues update**. Clerk had circulated the FOI response received from the Environmental Agency and Thames Water PLC regarding overspills at the Pumping Station at Smallshill Road. The response had included all the information requested. Clerk had submitted a request regarding the actual cost to react to the overspill incidents. The response will be circulated once in. This will take a maximum of 20 working days.
	1. **ACTION - Council requested an additional FOI to Thames water requesting the cost of upgrading the pumping station. (LM)**
2. **Highway issues update.** There were no specific updates but it was noted that it was still important to report any highway problems via the ‘Report It’ portal.

**Amenities**

1. Playground Update (RT) The conical climber for the playground has been ordered and will be delivered directly to the installation company. The group had met recently and taken down the wobbly climbing walls, removed the support on the fort that is redundant. Both these items were identified as risk items in the Playground Safety report carried out by MVDC. The basketball hoop has also been removed, as suggested.
2. Allotment update. It was noted that the Apple Press Group had withdrawn from their plot, due to it being unworkable. Clerk had requested that they leave the plot as they found it and remove the bags of apple pressings from inside the gate. The oak tree had been removed and payment was being raised. (LM)
3. Ground maintenance update (LM). Clerk clarified that she had informed the contractors of the status of the contract. It was expected that the quality of the grass cutting would be improved with double the number of cuts, being more consistent throughout the growing season. The contractor had reduced the cost per cut, due to the length of time being reduced per visit with shorter grass each time. The first cut had taken place.
4. Tree survey quote to be approved.
	1. **RESOLUTION – Councillors approved the quote that had been circulated. Clerk to instruct Tree Surveyor. (LM)**

**Planning**

1. Application listed below from 14th February to March 16th (other late applications may be included after 17th March) – no actions.
2. Future Mole Valley Draft Plan update the submitted response from 2018, emphasising the problems experienced with flooding and the change in village boundary. Original points still stand and the only change to the plan has been the removal of one of the sites proposed.
	1. **ACTION – resubmit Leigh Parish Council response to MVDC Future Mole Valley adding in the points above (LM)**

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| Type | Reference | Address | Description | Start date | End Date | Outcome |
| LIVE APPLICATIONS |  |  |  |  |  |  |
| Tree Felling Consent | MO/2020/0210 | Oak Tree House, Tapners Road, Leigh, Reigate, Surrey, RH2 8NN | Reduce the branch of one twin-stemmed Oak tree (marked T1 on submitted plan) to give 3 metres clearance from the building. | 21-Feb-2020  | 13-Mar-2020 | Pending |

**Administration & Finance**

1. Standing orders and financial regulations.
	1. **ACTION - SO/FR to be updated and circulated by clerk and reviewed at next meeting. (LM)**
2. Financial report and Bank statements. Final VAT return has been submitted for rebate before end of year 2019/20.
	1. **ACTION - Final report for Q4 (January to March 2020) to be circulated before next meeting. (LM)**
3. The following payments were authorised and raised:

***DESCRIPTION RECIPIENT DATE AMOUNT CHEQUE NUMBER***Clerk salary L Mann 5/3/2020 448.63 SO

Clerk expenses L Mann 16/3/2020 £81.97 931

Tree removal D Ford 16/03/2020 £240 932

District and County Consultations and Initiatives feedback

1. Future Mole Valley Housing plan (Roadshow from 3rd Feb until 23 Mar)

Upcoming meetings and dates

1. Community litter pick had not gone ahead sue to the state of the ditches. IT was to be postponed further due to the COVID-19 pandemic until further notice.
2. Annual Parish Meeting – Thursday 26th March at 7:30pm – Pavilion. It was noted that it was unlikely that was due to happen in light of the Covid-19 pandemic.
3. Internal audit – 22 May 2020 Clerk had been contacted by internal auditors- it will now take place remotely due to Covid-19 pandemic. (LM)
4. (MVDC) planning training for Parish Councillors. (still awaiting date, to remain on agenda)
5. Parishioner’s Questions Comments – 10 minutes
	1. Bench - RW recommended it be sited near Harrington Close on the left-hand side towards the Lynch gate, aligned with the footpath. Councillors agreed this would be better.
	2. Resident encouraged all to respond to the Future Mole Valley consultation ending on 23rd March. It was noted that responses can be about areas outside your own village, e.g. strategic sites like Hookwood or Beare Green especially when they will have a knock-on effect in terms of traffic etc.

There being no other business the chair closed the meeting.

Meeting ended at 9:15pm

**The next meeting is planned for the 20th April 2020. Please note that due to the Coronavirus pandemic it is unlikely to take place.**