

# LEIGH PARISH COUNCIL MINUTES

**MINUTES of the FULL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on July 20th 2020, at 7:30pm. This meeting was held remotely in accordance with the Covid-19 Pandemic restrictions.** Cllr Cambra informed those attending that the meeting was being recorded and that the recording will be deleted after these minutes have been issued.

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

Also, present: Mrs L Mann (Clerk), Mr R Worth (Footpath Officer) and DCC Cllr Bushnell

Parishioners: 2

1. **Apologies for absence:** Cllr Mr M Everitt, SCC Cllr H Clack, and DCC Cllr Huggins.
  2. **The Minutes of the Full Council Meeting held on June 15th 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 queried the works taking place at Hook Farm. *Councillors felt that the work had been approved and that it was up to MVDC planning to assess the works taking place.*
    - 4.2. Resident kindly informed the council that she had obtained the codes for the new gates onto the recreation ground. This was to enable the emergency services access in an emergency. She will keep them confidential but will send them through to the clerk to confirm. *The Council thanked her.*
    - 4.3. Resident raised her concern regarding the Oak Processionary Moth nests that had been found in the village. *Cllr Cambra reassured her that this had already been addressed and that the playground is now cleared and has since re-opened.*
    - 4.4. The Village Hall trustees had received a grant from MVDC which will contribute in part to the new gates into the carpark. The trustees asked the Parish Council to consider making a contribution to the works. *The Parish Council would consider this and respond accordingly.*
      - 4.4.1. **ACTION – Add request to September agenda (LM).**
    - 4.5. A concern had been raised within the village by walkers who noticed signs warning of the presence of a bull in with the cows and calves around Skeets Farm. This combination of a bull and calves is actually not allowed on a footpath for safety reasons. *The SCC countryside officer had been informed and was going to investigate.*
  5. **Crime Report from PCSO.** Had not yet been received, their resources were stretched currently.
    - 5.1.1. **ACTION – circulate once it has been sent through from Surrey Police. (LM)**
  6. **Clerk Report/Matters Arising**
    - 6.1. Action points were noted. (Appendix B)
    - 6.2. Playground opening/Oak Processionary Moth impact. The clerk had arranged for the three OPM nests to be removed. As an extra precaution the grass contractors had been asked to do an additional cut. Once this took place the playground had been reopened.
      - 6.2.1. **ACTION - inform residents to take extra care and report any sightings through facebook and posters. (LM)**
    - 6.3. Councillor Ames had kindly responded to the journalist at The Dorking Advertiser on the effect of the CAA decision on the flightpaths on behalf of Leigh Parish Council. Cllr Cambra thanked him for his swift response.
- Community
7. **Footpath Officer's report – RW.** Nothing really to report apart from the possibility of arranging another green clearance part on a Saturday morning over the summer.
    - 7.1.1. **ACTION – chase Clarion regarding liability of the fencing between the village green and Harrington Close (LM)**
  8. **SSEIB - entry was discussed briefly.** Closing date is 31<sup>st</sup> July.
    - 8.1.1. **ACTION – contact Jean Griffiths to ask if she needs any assistance for Leigh's entry form for 2020. (LM)**

9. **Covid-19 support update (JC)** The prescription service pickup has dwindled as less people need help. The volunteer group will continue to provide support particularly as we head into the autumn.
10. **Community Projects/grants (incl. library).** It was resolved that the provision for start-up type funding was available in principle from the Parish Council and that this could be communicated via the newsletters and usual means of communicating with the residents. Councillors discussed a suggestion of volunteer/community library in the village. All agreed it was an excellent idea, which other villages have set up. They felt that due to the level of sanitising COVID-19 would require, this was not the right time to start it up. The location proposed was the village hall but other places could be as successful – the bus shelter on the green or the phone box near the Old Bakery for example. The whole provision would depend on whether there was a local appetite for it.
  - 10.1.1. **ACTION –consider and provide wording for communication of the start-up grant funding (PW/LM)**
11. Leigh Post edition – The next edition deadline will be on August 8<sup>th</sup>. Cllrs were asked to feed through any additional items they would like included.

#### Highways and Service

12. **Highway work/issues.** It was noted that the height of summer often proves tricky for verge sightlines. The junction of Dean Oak Lane and Smalls Hill Road was already over grown from the South. The residents at Rose Bungalow have maintained their hedge nice and short. Residents and Councillors were encouraged to inform Surrey Highways and the Parish Council by way of the clerk if there were any sightlines proving overgrown and dangerous.

#### Amenities

13. **Playground Update (RT).** The conical climber had been delivered to the installation company. The concrete foundations were due to be poured this week. The playground can remain open while this work takes place. As soon as the foundations are in the climber can be installed.

It was noted that Cllr Cambra and the clerk had carried out the risk assessment for re-opening the playground. Signage had been put up with the support of MVDC regarding users taking precautions and observing sensible social distance practices. The Risk Assessment had been two-fold: firstly, that the playground was fit for purpose after being closed for a length of time and secondly that safe social distancing could be realistically practiced on site. A few areas had needed remedial attention to make them hazard free but the playground had opened successfully. Cllr Cambra suggested that it would be prudent to start looking to give the wood work, including the benches a treatment of some kind to give it some longevity. This was being explored.

The OPM nests had resulted in the playground being closed for just 5 days. There will also be signage installed to raise awareness regarding the possibility of more nests being in the area.
14. **Tree survey and outcomes (Appendix 4 and 5).** The tree inspection had been circulated. It was noted that it was of good quality and had identified the OPM nests. There had been around 140 trees identified and assessed. The Council resolved to get the immediate work carried out as soon as possible to address the hazards posed. This would be using the current contractor as the cost was under £800. The council also resolved to obtain two quotes for the more extensive work that needs to be addressed in the next 6 months to ensure we comply with financial regulation best practice.
  - 14.1. **ACTION – instruct contractor to carry out the initial works identified. (LM)**
  - 14.2. **ACTION – obtain two/three quotes to carry out the 6-month plus phase work required. (LM)**
15. **Allotments.** There had been concerns raised by plot holders, regarding the condition of some plots. This emphasised the need for a site meeting to take place. It was agreed this should be possible now.
  - 15.1. **ACTION – arrange site meeting for September to check on feedback that has been received (LM)**
16. **Village Green** – a patch reseeding quote had been received for the area cleared by the boundary with Harrington Close. It was felt that the quote was high and that this could be taken up on a volunteer capacity. The metreage estimation had been 50m by 12 m. All agreed that this would be looked at in the autumn as the weather was too dry for the project to be successful.

#### Planning

17. **Applications - Registrations, decisions, appeals (Appendix C)**
  - 17.1. It was anticipated that the MO/2020/1033 application would raise divided opinions within the village but that the Parish Councils remit for commenting was regarding planning policy considerations and highlighting planning issues. On those grounds it was felt that there was no requirement for a submission to MVDC planning.
  - 17.2. No other comments on Appendix C.

Administration & Finance

18. Payments and Receipts were noted and approved as in Appendix D.
19. Policies to be adopted (Appendix 3). A large number of best practice policies had been circulated. Cllrs were asked by the clerk to review these and come to the September meeting ready to approve and adopt.

District and County Updates

20. DC Lesley Bushnell updated the Parish Council regarding the Mole Valley DC Covid-19 Recovery Process. Steps they were taking to get the district out of lockdown included: Improving the safety of town centres from a Social Distancing perspective, providing retailer packs, reopening of safe cycling and walking routes and opening playgrounds with safety measures in place.  
The Future Mole Valley Local Plan is moving to the second phase. Over 4K responses had been received from the first consultation and were currently being processed.

Upcoming meetings and dates (Appendix E) were noted

21. MVDC Clerk bimonthly meeting 22<sup>nd</sup> July (LM)
22. SSALC Training – Effective Communication with your Community 11<sup>th</sup> August (SA)

23. Parishioner's Questions Comments

- 23.1. Sight lines on Dean Oak Lane junction needs attention
- 23.2. Regarding the Harrington Close boundary and fence line ownership.
  - 23.2.1. **ACTION – continue to get clarity as to responsibility on boundary (LM)**
- 23.3. Cllr Wilkinson added that the Leigh Cricket Club was back in action. They had been awarded a grant by MVDC to compensate their loss of income due to loss of match fees. They are looking to install a hard cricket net and will approach the PC for approval.
  - 23.3.1. **ACTION – add to September agenda for consideration (LM)**

There being no other business the chair closed the meeting. Meeting ended at 8:55pm.

**There is no meeting of the council in August, the next meeting is planned for the 21st September 2020.**

**Appendix items for July 20th 2020****Standard support material****APPENDIX A – PCSO Crime and incidents monthly report – to follow if resources****APPENDIX B – Action points status**

Action point (started from May)	Owner	Status
Update website pages	LM	Ongoing
Submit completed AGAR 2019/20	LM	Completed
Organise SEIB entry	LM	Outstanding
Create new policies	LM	Circulated
Update Standing Orders	LM	In progress
Update Financial Regs	LM	In progress
Respond to Dorking Advertiser regarding CAA GAL decision	SA	Completed
Tree survey	LM	Completed
Tree works	LM	In progress
Allotment site meeting	LM/JC	Outstanding
New gmail emails set up for council use	LM/All	In progress
Playground Risk Assessment for Covid-19	LM/JC	Completed

**APPENDIX C – Planning Applications (14<sup>th</sup> June onwards)**

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

Planning Ref	App type	Location	Description	Key dates
MO/2020/0963	Detailed	Mynthurst Farm, Mynthurst, Leigh, Surrey	Erection of agricultural building for the storage of grain.	Publicity end date 17-Jul-2020
MO/2020/1033	Detailed	St Bartholomew's Church, Church Road, Leigh, Reigate, Surrey, RH2 8PE	Formation of a new opening in the existing late Victorian external wall and the construction of a new extension to infill the area between two buttresses re-using all the existing materials	Publicity End Date *:30-Jul-2020
<b>Decisions</b>				
MO/2019/1928	Detailed (Started in 2019)	Tamworth Farm, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PY	Conversion of existing outbuildings into 4 No. dwellings.	Decision made 15-Jun- 2020 REFUSED due to harm to amenity of neighbours and future occupiers
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	Decision made 14-Jul- 2020 APPROVED WITH CONDITIONS

			storey side extension, raising of the eaves and alterations to the roof to allow changes to layout, entrance porch and fenestration.	
MO/2020/0707	PN - Agriculture to Residential	Barn adjacent to Parkhouse Farmhouse, Mynthurst Farm, Mynthurst, Leigh, Reigate, Surrey, RH2 8RJ	Prior notification for the change of use of an agricultural building to one dwelling (Use Class C3)	16-Jun-2020 PRIOR APPROVAL NOT REQUIRED
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.	Decision made 25-Jun-2020 APPROVED
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.	Decision made 23-Jun-2020 REFUSED (doesn't fall into permitted development criteria)

(Appeals – none)

#### **APPENDIX D - Payments and Receipts**

Payments due:

Payee	Description	Date	Amount	Cheque number	Status
SCA	Payroll fees INV 5473	3 <sup>rd</sup> July 20	18.00	945	DUE
Grasstex	Quarter 1, 2020 INV 3659	30 <sup>th</sup> June 20	1172.02	946	DUE
L Mann	Clerk July expenses	20 <sup>th</sup> July 20	39.50	947	Due
ASC Consulting	Tree Survey 2020	7 <sup>th</sup> July 20	2122.00	948	Due
Tay Play	Conical Climber	13 <sup>th</sup> May	7486.80	949	Due
OPM Management	OPM Removal	TBC	TBC		TBC
SSALC	Training – effective comms (SA)	TBC	30		TBC
McAfee	McAfee® Total Protection™ 2 yr	ASAP	74.99		To be approved
ICO	Data Protection subscription	15 <sup>th</sup> July 20	£35	Direct debit	Paid
A Kinloch	Mailchimp subs	15 <sup>th</sup> July 20	£19.69	950	Due
OPM	OPM nest removal	17 <sup>th</sup> July 20	£360	951	Due/tbc

#### **APPENDIX E – Key dates**

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

**Monday 14<sup>th</sup> December – Full Council Meeting (NOTE CHANGE TO DATE)**

**CLlr Supporting material (June 16<sup>th</sup>) by separate email**

LPC – 20200720

APPENDIX 1 - Standing Orders 2020

APPENDIX 2 – Financial Regulations 2020

APPENDIX 4 – Tree Survey

APPENDIX 5 – Tree works Quotation (Part 1) To follow