

DRAFT LEIGH PARISH COUNCIL MINUTES

MINUTES of the FULL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on 21st September 2020, at 7:30pm. This meeting was held remotely in accordance with the Covid-19 Pandemic restrictions. The meeting was not recorded.

Present Cllrs: Mrs J Cambra (Chair), Mr P Wilkinson (Vice Chair), Mr M Everitt (19:39), and Mr R Tomkins.

Also, present: Mrs L Mann (Clerk), Mr R Worth (Footpath Officer) SCC Cllr H Clack, and DCC Cllr Huggins.

Parishioners: 2

1. **Apologies for absence:** Cllr Mr S Ames. This was noted and accepted.
2. **The Minutes of the Full Council Meeting** held on **July 20th, 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. **Crime Report from PCSO.** Had not yet been received, their resources were stretched currently. Clerk to look at providing a retrospective report in the interim.

4.1.1. ACTION – circulate once it has been sent through from Surrey Police. (LM)

Cllr Everitt joined (19:39)

5. Parishioners Questions.

- 5.1. Resident noted that the yellow cables on Newdigate Rd and BCR had now been changed to black. The work had been carried out efficiently but unfortunately, since the work there had been two power cuts.
- 5.2. The bull in field signage was still up near the farm and the bull was still present on the footpath fields.

5.2.1. ACTION – check with SCC footpath officer (LM)

6. Clerk Report/Matters Arising

- 6.1. Action points were noted. (Appendix B)
- 6.2. Communication audit (website/ Facebook/ e-newsletter/ Leigh Post).
 - 6.2.1. **ACTION – To explore the possibility of using the Leigh community facebook page for parish council business where deemed helpful. (LM)**
- 6.3. Christmas tree recycling proposal. LDCGS had approached the LPC for permission to use the gravel layby for a 2020 Christmas tree recycling provision for residents. The Parish council were supportive of such an event in principle but had a few questions regarding the timings, dates and signage. Other concerns were how to prevent ongoing fly-tipping at the site and the impact on through traffic. It was agreed it was a good initiative.

6.3.1. ACTION – clarify concerns and liaise with LDCGS, report back to LPC (LM)

- 6.4. Vacancies on the Council are still outstanding.

6.4.1. ACTION - It was agreed that it be a good idea for a recruitment push to fill the two councillor vacancies on the council. (LM)

- 6.5. Village Green reseeding options and timings were briefly discussed.

6.5.1. ACTION – investigate and cost up the strip of reseeding needed on the Green by Harrington Close boundary. Clerk to speak to volunteer group via RW to see if they are able to undertake the work. (LM)

- 6.6. Accessibility on the website deadline. It was noted that the deadline for compliance on the website accessibility was upcoming, on 23rd September 2020. Clerk had prepared a Website Accessibility Statement to be published as soon as possible and was working through the web pages for areas of improvement. Should she be unable to do this there may be a need for professional help in the future.

Community

7. **Footpath Officer's report – RW absent.** Clerk highlighted and thanked Robin for his assistance with the broken bridge in the playground.
8. **Covid-19 support update (JC)** It was noted that there was likely to be an increase in use of the volunteer group over the upcoming months. They will continue to provide support. It was agreed to utilise the next edition of the Leigh Post to remind resident of the service. Adia Kinloch kindly offered to include any messages in the upcoming eNewsletter.
 - 8.1. **ACTION – refresh communication highlighting the provision of the covid-19 community group. (LM)**

9. **Community Projects/grants.** The grant availability for local community project applications had been included in the latest edition of the Leigh Post. There have been no requests for more information or applications regarding this as of yet.

Highways and Service

10. **Highway work/issues.**

10.1.1. ACTION - highlight the limited sight lines coming out of Dean Oak Lane onto Smallhill Road.

Amenities

11. **Playground Update (RT).** Conical climber had been successfully installed. The broken bridge could be repaired by the volunteer group quite easily over the next couple of weeks. Clerk had installed safety barrier around it and RW had removed the sharp protruding screws.

LM had attended Operational Inspector Training and had a few recommendations for improvement. She felt it would be beneficial to have a weekly/fortnightly visual check of the playground and a monthly check (incorporating the areas included on the training attended). It was agreed that should the additional playground work generate more work this would be assessed and addressed if necessary. The weekly check could be carried out by a volunteer or council member. There would be an annual check as usual carried out in the Autumn/Winter by a ROSPA Inspector. (Date tbc.)

11.1.1. ACTION – circulate recommendations from the training and first operational assessment (LM)

12. **Tree Work - Phase 1.** There had been no objections to the tree work application. The date for the work is still to be confirmed by the tree surgeons.

13. **Allotments. It was agreed that a daytime site visit including JC and LM and plot holders would take place before the next meeting. The 2020/21 plot invoices would be issued by the end of the month.**

13.1. ACTION – agree date and circulate to plot holders (LM/JC)

Planning

14. **Applications - Registrations, decisions, appeals (Appendix C)**

14.1. No comments on Appendix C.

15. **Leigh Cricket Club netting proposal.** PW and LM had made initial contact with MVDC planning to establish if planning permission was required for the proposed new cricket nets to be installed on the recreation ground (as LPC are the land owners).

15.1.1. ACTION -recontact MVDC planning as no response as yet (LM)

Administration & Finance

16. Payments and Receipts were noted and approved as in Appendix D.

17. Policies to be adopted (Appendix 3). PW made several observations and amendments were made to the Financial Regulations and the Community Grant Policy.

17.1.1. RESOLVED – all policies included in Appendix 3 were approved and adopted.

17.1.2. ACTION – publish all Appendix 3 policies on the PC website.

17.1.3. RESOLVED - Cllr Wilkinson proposed that the Clerk (Mrs Laura Mann) is officially acknowledged as the RFO for Leigh Parish Council, this was seconded by Cllr Cambra. (As per Financial Regulations 2020)

18. Clerks salary - It was noted and agreed that as in line with the clerks contract and the NALC payscale agreement, her annual salary would increase by 2.75% and this would be back payed to April 2020.

19. Conclusion of AGAR 2019/20 – It was noted that the external auditor had returned the Section 3 from the AGAR, along with the conclusion of audit. The only observation was an incorrect breakdown of MVDC precept to grant in the Section 1 submitted. This will need to be amended and reflected in the AGAR in 2020/21. All relevant publications had been made by the clerk for public information on the website and noticeboards.

District and County Updates

None to note.

Upcoming meetings and dates (Appendix E) were noted

20. SSALC - Engaging Communities (SA attended)

21. SLCC - Playground Inspector training (LM attended)

22. MVDC Clerk bimonthly meeting October (LM to attend)

23. Litter pick date was confirmed at Saturday 17th October

24. Parishioner's Questions Comments

- 24.1.** Cllr Everitt asked if there was still a need for the drainage pipe underneath the access path to the allotments. It was agreed that this would be very beneficial.
- 24.2.** Resident hoped that the owner of Browns Copse was going to address the ditch running along Newdigate Rd as it had been very waterlogged last year.
- 24.3.** Resident highlighted that the playground sign has fallen down off its pole and is also out of date.
- 24.4.** Resident reminded Council that the desk-top entry to SSEIB Parishes in Bloom had awarded Leigh a Silver Gilt again.

There being no other business the chair closed the meeting. Meeting ended at 8:35pm.

The next meeting of the Council is planned for the 19th October 2020. (Remotely held)

Appendix items for September 21st 2020**Ordinary support material****APPENDIX A – PCSO Crime and incidents monthly report – not available for September****APPENDIX B –Action points status**

Action point (started from May)	Owner	Status
Update website pages	LM	Ongoing
Create new policies	LM	Circulated
Update Standing Orders	LM	Circulated
Update Financial Regs	LM	Circulated
Attend Playground RA training	LM	Completed
Tree works – Phase 1 (planning app)	LM	In progress
Allotment site meeting	LM/JC	Set up
New gmail emails set up for council use	LM/All	To be adopted

APPENDIX C –**Planning Applications (14th July onwards) <https://www.molevalley.gov.uk/swiftlg/apas/run/wphappcriteria.display>**

(Use planning ref)

Planning Ref	App type	Location	Description	Key dates
MO/2020/1348	Detailed Householder	Sheepcote Cottage, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8QA	Erection of replacement residential annexe.	18-Sep-2020
MO/2020/1359	Detailed Householder	Charmans Farm, Newdigate Road, Leigh, Reigate, Surrey, RH2 8NR	Erection of wooden outbuilding in rear garden.	14-Sep-2020
MO/2019/1985		Tamworth Farm, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PY	Addition of cladding and cart shed doors to 2 No. existing barns.	07-Aug-2020 APPROVED WITH CONDITIONS

MO/2020/0681		Westcoates, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PB	Removal of mobile structures and demolition of an open shelter together with a linked barn building conversion of two buildings to 6 No. dwellings (Class C3) with associated access, parking and landscaping.	06-Aug-2020 REFUSED (Harm to GB, encroach on countryside, insufficient Affordable housing financial contribution)
MO/2020/0762		Berryfield, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8RH	Alterations to the existing annex and conversion of the retained garage.	17-Aug-2020 APPROVED WITH CONDITIONS
MO/2020/0963		Mynthurst Farm, Mynthurst, Leigh, Surrey	Erection of agricultural building for the storage of grain.	04-Aug-2020 APPROVED WITH CONDITIONS
MO/2020/1008/PLAH		Dawes Green Farm, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PD	Erection of a first floor extension on existing garage with pitched roof.	APPROVED WITH CONDITIONS
				Decision Date: 09Sep-2020

(Appeals – none)

APPENDIX D - Payments and Receipts Payments

due:

Payee	Description	Date	Amount	Cheque number	Status
SCA	Payroll fees INV 5473	3 rd July 20	48.00	954	Due
PKF Littlejohn	External Audit fees	11 th Sept	£240	955	Due
L Mann	Clerk August expenses	15 th Aug	£66.49	956	Due
L Mann	Clerk September expenses	15 th Sept	£63.80	956	Due
SSALC	Training – effective comms (SA)	21 st Aug	£36.00	957	Due
Boardman Gelly	Final conical climber installation	3 rd Aug	£1635.82	952	PAID
NJ Fuller	Hedge cutting	5/8/2020	£348	953	PAID
L Mann	Safety Barrier and fence pins	24/09/20	54.78	958	Due

APPENDIX E – Key dates

October – Saturday 17th October

Monday 19th October – Full Council Meeting

November – Budget meeting to set date

Monday 16th November – Full Council Meeting








Monday 14th December – Full Council Meeting (CHANGE TO DATE)

CLr Supporting material (September) by separate email

APPENDIX 1 - Standing Orders 2020

APPENDIX 2 – Financial Regulations 2020

APPENDIX 3 – Adopted Policies 2020 List

-  Accessibility Statement for LPC Website September 2020
-  Leigh PC adverse weather policy
-  Leigh PC bullying and harassment policy
-  Leigh PC child protection and vulnerable persons policy
-  Leigh PC complaints procedure
-  Leigh PC confidential reporting (whistleblowing) policy
-  Leigh PC co-option policy
-  Leigh PC council representation on outside bodies policy
-  Leigh PC data protection policy
-  Leigh PC disciplinary policy
-  Leigh PC document retention scheme
-  Leigh PC email and internet usage policy
-  Leigh PC environmental policy
-  Leigh PC equal opportunities statement
-  Leigh PC Financial Regulations 2020
-  Leigh PC FOI publication scheme
-  Leigh PC freedom of information policy
-  Leigh PC grant awarding policy needs consideration
-  Leigh PC grievance policy
-  Leigh PC health and safety policy
-  Leigh PC media and communications policy
-  Leigh PC member officer relations protocol
-  Leigh PC pay policy
-  Leigh PC recording of public meetings policy
-  Leigh PC recruitment policy
-  Leigh PC risk management policy
-  Leigh PC sickness and absence policy needs attention
-  Leigh PC staff expenses policy
-  Leigh PC Standing Orders 2020
-  Leigh PC statement of intent as to community engagement
-  Leigh PC training and development policy