

# DRAFT LEIGH PARISH COUNCIL MINUTES

**MINUTES of the FULL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on 16<sup>th</sup> November 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 S Ames and Mr R Tomkins.

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

Parishioners: 2

1. **Apologies for absence:** Cllr Mr M Everitt, SCC Cllr H Clack and DCC Cllr Huggins apologies were noted.
2. **The Minutes of the Full Council Meeting** held on **October 19<sup>th</sup>** 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.** Very little to note. (Appendix A)
5. **Parishioners Questions.**
  - 5.1. Resident asked if there would be improvements made to the corner hedge at the allotments on Newdigate Road. Clerk was sure that whips had been purchased and needed planting.
    - 5.1.1. **ACTION** – check with Ms Kinloch regarding the whips. (LM)
6. **Clerk Report/Matters Arising**
  - 6.1. Action points that were resolved and outstanding were noted (Appendix B)
  - 6.2. Correspondence to note. On 19<sup>th</sup> October, Leigh Parish Council had received a letter of concern regarding the use of funds to set up the community Apple Press. Due to the seriousness of the matter they had met at a meeting on November 10<sup>th</sup> to discuss. Cllr Ames and Wilkinson were not included in the meeting as they have an interest. The full council noted that the committee considered the facts and came to the conclusion that there had been no impropriety.

## Community

7. **Footpath Officer's report (RW)** Drivers using the Glebe to park have been driving over the corner of the grass on the green resulting in it being churned up. RW has positioned two traffic cones to dissuade car users for driving on it. It was suggested that this was people parking for the school.
8. **Covid-19 support update (JC)** There has been communication to date via Facebook, Leigh Post, noticeboards. There has been a number of calls made to the volunteers this week. The volunteers remain on standby should demand increase. It was noted that the village hall has been completely closed to hirers except the nursery (Leigh Lollipops) until 3<sup>rd</sup> December.
9. **Community Projects/grants.** There have been no requests for more information or applications regarding this as of yet.

## Highways and Service

10. **Highway work/issues.** Residents highlighted that there were issues with the hedges on Newdigate Road. She had logged her request with Surrey Highways but as yet had not had a response. She felt that the hedge needed clipping as drivers were often in the middle of the road going around the corners. It was mentioned that Rose Bungalow on Dean Oak Lane appeared to be installing an access driveway to a garage at the back of their garden. This would lead to pulling out directly onto Smallshill Road.
  - 10.1. **ACTION** – check regarding the activity (LM)

## Amenities

11. **Playground Update (RT).** Two main points were noted: 1. The toddler bridge had now been repaired. The safety fence and pins have been removed. 2. Mr Barry Springer has very kindly agreed to make the metal staves for the totem pole gazebo free of charge. They just need to be made and installed. Cllr Cambra thanked Robin Worth and Tim Stevens for their work in getting the toddler element functioning again.
  - 11.1. **ACTION** – check when the annual inspection for the playground is (LM)
12. **Tree Work - Phase 1,2.** Work has been completed, and the invoice was being raised. The next phase would require tendering and planning. There was a substantial number of crown cleans required over the next 6-

LPC – 20201116

12months. It was noted that the old oak between the village hall and Sweet Briars would be being removed soon due to it being rotten.

13. **Allotments.** Nothing to add.

### Planning

14. **Applications - Registrations, decisions, appeals (Appendix C)** The only application this meeting was for the St Barts plans MO/2020/1033. The application had been approved with conditions at the Building Committee meeting. The Parish Council had submitted a letter outlining concerns regarding the project to the church (Dean and Diocese) copying in the planning case officer. The questions and concerns had been noted by both. These points had also been included in the MVDC case officers report. It was suggested that the Parish Council draw resident attention to the effort made regarding the application. The Parish Council letter of representation was available for all to view on the planning portal.

15. **Leigh Cricket Club.** The CC were considering their options now that they have received three quotes. It had been requested that the Cricket club receive a 50% discount on their annual rent due to their reduced income from loss of games, income stream from bar takings at the fireworks and Leigh Show and hiring out to school rentals due to Covid-19. The rent is balanced by money they spend on improving the facilities (including the pavilion).

15.1. **PROPOSAL Waive 6 month rent from Leigh Cricket Club – ALL AGREED**

### Administration & Finance

16. Payments (Appendix D) were noted for the month.

17. Balance Sheet Q2, 2020 (Appendix E) and Bank Statements Q2, 2020 were noted by the Council

18. To Confirm the Finance Committee Meeting Minutes (Appendix 1). Councillors had struggled to open document. Clerk to resend for approval at December meeting.

### District and County Updates

19. SCC Cllr Clack had kindly provided an update in her absence. She is arranging a meeting for all of Dorking Rural parish councils to discuss 'Your Fund' and hope we will be able to agree a date shortly. She also covered flooding issues and active travel buds.

### Upcoming meetings and dates (Appendix E) were noted

20. Full Council meeting – December 14<sup>th</sup> (2<sup>nd</sup> Monday due to Christmas)

21. Confirm 2021 meeting dates. All to consider whether the third Monday is working for the Full Council meetings. Cllr Everitt was struggling to attend and all the District and County Councillors had meeting clashes every month.

### Parishioner's Questions Comments

22. The sign opposite the Seven Stars PH was still down and had not been repaired.

22.1. ACTION – chase with SCC (LM)

23. Resident highlighted that a person had reported a trespasser in their back garden via the 'Next Door' neighbourhood website.

There being no other business the chair closed the meeting. Meeting ended at 8:20pm.

**The next full meeting of the Council is planned for the Monday 14<sup>th</sup> December 2020. (Remotely held)**

## Appendix Items

### Standard support material

#### APPENDIX A – PCSO crime report

Leigh Parish Council Meeting / Police Figs 23 OCT -16 NOV 2020

Crime Summary.

Vulnerable Adult Incident x1

Domestic Incident x1

Incidents Type Summary.

Breach of covid restrictions. Words of advice given.

<https://www.police.uk/pu/your-area/surrey-police/dorking-rural-east/?tab=Statistics>

#### APPENDIX B –Action points status

Action point	Owner	Status
Update website pages	LM	Ongoing
Allotment invoicing	LM	Done
Solicitor contact regarding land donation	LM	Ongoing
Solicitor instruction for adoption of land	LM	Ongoing
Tree works – Phase 1 (planning complete)	LM	Completed
Allotment site meeting	LM/JC	Outstanding
New gmail emails set up for council use	LM/All	To be adopted
Finance Q2 update	LM	Done
Remind residents of the Covid19 support Group website	LM	Done

#### APPENDIX C –

#### Planning Applications (18<sup>th</sup> October onwards)

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

Registered Applications				
NONE				
Decisions	Location	Description	Start date	Outcome
MO/2020/1033 (link below)	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, together with raising the floor level of the west porch to enable level access to the church.	03-Jul-2020	<b>05-Nov-2020 APPROVED WITH CONDITIONS</b>
Appeals				
None				

<https://www.molevalley.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=MO/2020/1033>

#### **APPENDIX D - Payments**

Payments due:

Payee	Description	Date	Amount	Cheque number	Status
L Mann	Salary November	5/10/2020	499.63	DD	PAID
D F Tree Care	Immediate Tree safety works	10/11/2020	876.00		DUE
L Mann	Expenses Sept and Oct	16/11/2020	61.00		DUE

#### **APPENDIX E – Balance Sheet Q1 and Q2, 2020**

Leigh Parish Council Bank Reconciliation Quarter 1, 2020			Leigh Parish Council Bank Reconciliation Quarter 2, 2020		
Balance as at 31 March 2020		22,533	Balance as at 30th June 2020		26,350
Plus receipts		9,084	Plus receipts		2,537
less payments		5,267	less payments		36
Balance as at 30th June 2020		26,350	Balance as at 30th June 2020		28,851
<i>Made up of</i>			<i>Made up of</i>		
Current Account Balance		11,357	Current Account Balance		11,768
Plus Reserve Account		14,993	Plus Reserve Account		10,993
		26,350			22,761
Less unrepresented Cheques			Less unrepresented Cheques		
Balance as at 30th June 2020		26,350	Balance as at 30th September		22,761

#### **APPENDIX F – Key dates**

**Monday 14<sup>th</sup> December – Full Council Meeting**

Monday 18<sup>th</sup> January – Full Council meeting

Monday 15 February – Full Council Meeting

Monday 15<sup>th</sup> March – Full Council Meeting

#### **Cllr Supporting material (September) by separate email**

APPENDIX 1 – Minutes for Finance committee meeting 10<sup>th</sup> November 2020

Q2 Bank statements (30<sup>th</sup> Sept 2020)