

DRAFT LEIGH PARISH COUNCIL MINUTES

MINUTES of the FULL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on 19th October 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 (20:00), and Mr R Tomkins.

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

Parishioners: 2

1. **Apologies for absence:** None received prior to the meeting. Cllr Mr M Everitt, SCC Cllr H Clack, DCC Cllr Bushnell and DCC Cllr Huggins absent.
2. **The Minutes of the Full Council Meeting** held on **September 21st, 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. No report from the PCSO.** Clerk had provided a summary of data from the Surrey Police website for the latest available month (August 2020). (Appendix A)
5. **Parishioners Questions.**
 - 5.1. Resident had approached the council regarding an overgrown hedge at Tapners Corner. Councillors asked the clerk to investigate and write to resident requesting that the rectify as soon as possible.
6. **Clerk Report/Matters Arising**
 - 6.1. Action points that were resolved and outstanding were noted (Appendix B)
 - 6.2. The kind offer of the Motion family orchard. The Parish Council had been approached by the family of Mr John Motion to receive the Orchard as by way of a gift to the Parish to remember their late father by.
 - 6.2.1. **RESOLUTION - Councillors present unanimously agreed to take the orchard on as a village asset.**
The Clerk had provisionally investigated the legal fees for taking this on (circa £850). It was believed that there were no special covenants on the land, but the solicitors would inform the PC if this was not the case. The management of the orchard costs (expected to be minimal), would be absorbed by the parish council.
 - 6.2.2. **ACTION – kindly thank the family for their generous and kind gift on behalf of the village (TBC/SA)**
 - 6.2.3. **ACTION - Instruct the solicitors to proceed their transfer of title deeds process (LM).**
 - 6.3. Land registry progress. Clerk had investigated the process for applying to register the gravel layby for the first time. The registration would be under 'adverse possession' where the council needed to prove management and maintenance of the land. There was clear evidence by way of minutes and expenditure since 2006 so this was unlikely to be contested. The clerk recommended that due to the complexity of the process it would be better managed by solicitors who offered such a service for circa £700.
 - 6.3.1. **RESOLUTION – Councillors present agreed to instruct solicitors to prepare the land registry application for adverse possession of the gravel layby.**
 - 6.4. Overgrown hedge on Tapners Corner (covered in 5.1)

Community

7. **Footpath Officer's report (RW)** No specific activity. There had been an unfortunate incident with a resident and his dog at the Hammer Bridge. Luckily the dog was ok and the spike had been removed.
8. **Covid-19 support update (JC)** As requested at the October meeting, clerk had used the community Facebook group, Leigh Post and the noticeboards to remind residents that the volunteer group was still running. There had not been any specific advice for the area but they were ready to adapt if there was a change.
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.** None other than those highlighted in the action points. DOL had been addressed by Surrey Highways. RT had noticed at the litter pick, that the state of many of the road signs and street signage were in a bad state, several broken. Some of the posts were in a poor state. This was felt due to years of strimming of the verges resulting it them rusting and becoming weak at the base. All agreed this was a long-term

issue that had been raised before. Cllr Tomkins had taken photos of some of the street signs and would send on via the SCC highways portal. JC shared with the group that Surrey had stated at a traffic calming group that there was a county wide initiative to declutter signage in villages.

Cllr Ames joined (20:00)

Amenities

11. **Playground Update (RT).** The group had met the previous week to discuss next steps. They had put together a plan to replace the two handrails on the toddler bridge. The next focus will be the totem pole. This has started to show weakness in the base so will need some form of metal cuff/boot to reinforce and protect it. This would probably need to be bespoke. Once this element is stable, they will look to address the top section.
12. **Tree Work - Phase 1.** Clerk had not had a start date and would contact the tree surgeons for confirmation.
13. **Allotments.** The 2020/21 invoices had been issued to current plot holders. There had been a recent enquiry for the overgrown plot. The Covid-19 restrictions prevented a walk round like the previous meeting but JC and LM will attend the site soon and invite plot-holders to feed through any comments.

Planning

14. **Applications - Registrations, decisions, appeals (Appendix C)** There had been an addition to the list of applications – now included (8, Smalls Hill Rd, MO/2020/1589). This had been circulated to councillors and was discussed briefly. There were no concerns or actions regarding any of the applications, decisions or appeals.
15. **Leigh Cricket Club netting proposal.** Despite LPC attempting to get help from MVDC planning, the Leigh Cricket Club would just have to prepare and submit the net application without advice. Currently at the first stage, once they have three quotes, the LCC will meet to decide their course of action. PW will keep the PC updated on their progress.

Administration & Finance

16. Payments (Appendix D) were noted for the month.
17. Bank statements Quarter 2 (Appendix 1) had been circulated. Clerk drew attention to the recent VAT rebate from HMRC and the final instalment of Precept and Concurrent grant. There would be a Q1 and Q2 financial report prepared and circulated before the budget meeting in November.

District and County Updates

None to note.

Upcoming meetings and dates (Appendix E) were noted

18. SSALC - Engaging Communities. Cllr Ames felt this had been worthwhile and thanked the council for the opportunity to attend.
19. MVDC Clerk bimonthly meeting October (postponed).
20. Litter pick (17th October). Somewhat unsurprisingly a smaller number than usual had attended the litter-pick. Despite this, a good haul of rubbish had been collected and had now been disposed of by MVDC. Cllr Tomkins, Robin Worth and the clerk had attended. Cllr Everett had kindly picked up all the bags on the Sunday ready for disposal. The Chair thanked RW for putting out all the signage on the roads.
 - 20.1. **ACTION – invoice MVDC for the number of litter bags collected (LM)**
21. Budget meeting date had been set for Tuesday 10th November at 7:30pm. This will be held remotely. Councillors were asked to consider this year's expenditure levels and any expenditure or projects that may require funding next year. The clerk reminded the council that the meeting also sets the precept level expectation for the next year. The precept request form will need to be prepared (December) and submitted to MVDC by January 2021.
 - 21.1. **ACTION – clerk to circulate a budget health check and up to date financial report prior to the meeting for Councillor consideration (LM)**
22. Parishioner's Questions Comments
 - 22.1. RW kindly informed the Council that he had seen the tree surgeons actually carrying out the tree works in the last day or so.

- 22.2. RW informed PW that he had noticed that the new guttering on the pavilion was leaking at one point and that this would need addressing. PW will inform the LCC.

There being no other business the chair closed the meeting. Meeting ended at 8:25pm.

The next full meeting of the Council is planned for the Monday 16th November 2020. (Remotely held)

Appendix Items

Standard support material

APPENDIX A – Surrey Crime incidents for August 2020

Crime ID	Month	Reported by	Falls within	Longitude	Latitude	Location	Crime type	Last outcome category	Context
10e47b3e	2020-08	Surrey Police	Surrey Police	-0.249035	51.205879	On or near CLAYHILL CLOSE	Investigation complete; no suspect identified		
98cdfcc7c	2020-08	Surrey Police	Surrey Police	-0.249035	51.205879	On or near CLAYHILL CLOSE	Investigation complete; no suspect identified		
f38b66fd	2020-08	Surrey Police	Surrey Police	-0.228924	51.19537	On or near DEANOAK LANE	Investigation complete; no suspect identified		
2fcf2d13	2020-08	Surrey Police	Surrey Police	-0.250696	51.207748	On or near HARRINGTON CLOSE	Unable to prosecute suspect		
Crime ID	Month	Reported by	Falls within	Longitude	Latitude	Location	Crime type	Last outcome category	Context
	2020-08	Surrey Police	Surrey Police	-0.212873	51.193318	On or near Ironsbottom	Anti-social behaviour		
f8290eb1	2020-08	Surrey Police	Surrey Police	-0.249035	51.205879	On or near Clayhill Close	Criminal damage and arson	Under investigation	
fd3b6d97	2020-08	Surrey Police	Surrey Police	-0.249035	51.205879	On or near Clayhill Close	Drugs	Under investigation	
98cdfcc7c	2020-08	Surrey Police	Surrey Police	-0.249035	51.205879	On or near Clayhill Close	Public order	Investigation complete; no suspect identified	
10e47b3e	2020-08	Surrey Police	Surrey Police	-0.249035	51.205879	On or near Clayhill Close	Public order	Investigation complete; no suspect identified	
1ef80f13	2020-08	Surrey Police	Surrey Police	-0.249035	51.205879	On or near Clayhill Close	Other crime	Under investigation	

<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	Done
Land registry enquiry for adoption of land	LM	Ongoing
Liaise with MV planning regarding cricket nets	LM	Done
Tree works – Phase 1 (planning complete)	LM	In progress
Allotment site meeting	LM/JC	Set up
New gmail emails set up for council use	LM/All	To be adopted
Litter pick advertising and organisation	LM	Done
Logged battered signage on Bunce Common Lane	LM	Done
Requested hedge clearance to South of DOL junction to SH	LM	Done
Leigh Post update	LM	Done
Remind residents of the COvid19 support Group	LM	Done

APPENDIX C –

Planning Applications (20th September onwards)

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

Planning Ref	App type	Location	Description	Key dates
MO/2020/1525	Proposed Certificate of Lawful Use	Red Roofs, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8RH	Certificate of lawfulness for a proposed development in respect of the erection of a two storey rear extension.	16-Oct-2020

MO/2020/1589	Detailed Householder	8, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8PE	Erection of two storey side extension and single storey rear extension.	23-Oct-2020
Decisions				
MO/2020/1348	Detailed Householder	Sheepcote Cottage, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8QA	Erection of replacement residential annexe.	Decision made 30-Sep-2020 APPROVED WITH CONDITIONS
Appeals started				
MO/2020/0681	Detailed	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.	Appeal Lodged Date:25-Sep-2020

APPENDIX D - Payments

Payments due:

Payee	Description	Date	Amount	Cheque number	Status
L Mann	Salary October	5/10/2020	499.63	DD	PAID
L Mann	Back pay to April 2020	5/10/2020	94.01		DUE
Grasstex	3915 Invoice	14/10/2020	1,121.82		DUE
SCA	Payroll	30/10/2020	18.00		DUE
Grasstex	Playground training	8/10/2020	180.00		DUE

APPENDIX E – Key datesTuesday 10th November – Budget meeting confirmedMonday 16th November – Full Council MeetingMonday 14th December – Full Council Meeting**CLLr Supporting material (September) by separate email**

APPENDIX 1 – Bank statements for Quarter 2, Reserve and Current Account.