

## DRAFT LEIGH PARISH COUNCIL MINUTES

**MINUTES of the FULL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on 15<sup>th</sup> March 2021, 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, Mr S Ames, Cllr Mr M Everitt and Mr R Tomkins.

Also, present: Mrs L Mann (Clerk), Mr R Worth (Footpath Officer), DCC Cllr L Bushnell and DCC Cllr M Huggins (8:40pm)

Parishioners: 3

72. **Apology for absence** from SCC Cllr Clack was noted.

73. The **Minutes of the Full Council Meeting** held on 15<sup>th</sup> February 2021 was acknowledged as an accurate record. These are to be signed in person by JC at the first opportunity.

74. **Disclosure of Interests.** Cllr Cambra highlighted she was the applicant in planning application MO/2021/0018.

75. **Parishioners Questions** – none at this point.

76. **Crime Report** (Appendix A)

76.1. **ACTION - LM to circulate once received.**

77. **Clerk Report/Matters Arising**

77.1. **Motion Orchard** – As requested by LPC, LM had informed the solicitor that the Council had approved the revised covenant on the use of the land. She was awaiting further information and will update the PC as soon as she gets further information.

77.2. **Dawes Green Layby** - LM had recently examined the last 15 years of minutes to catalogue evidence of the maintenance by the Parish Council. She recommended that these historic minutes now be bound and will obtain quotes to do this. She has also requested that the deeds information held by the solicitors since the sale of the field on Dean Oak Lane in 2016, be returned so that the deeds could be checked before submitting a direct land adoption application to HM Land Registry via the solicitors.

77.3. The **2021 Census** will be on the 21<sup>st</sup> March. The Clerk has supported the campaign by promoting awareness online, through council website and posters in the noticeboards. Earlier in the year LM introduced Paul Fenton (the campaign manager) to the Leigh Post editor. It was felt that the use of the parish publication would help build understanding and awareness among residents who might not be online.

77.4. It was agreed that **the Annual Parish Meeting** should be held albeit remotely. Other villages are holding a scaled down meeting with guest speaker and review of the PC year's activities. LM clarified that the Annual General Meeting would be held as usual in May and would be unaffected. The Parish Councillors were keen to organise a meeting and would be held in late April or early May. The need for a guest speaker was discussed.

**77.4.1. ACTION – contact village groups to assess if they felt they wanted to contribute. (LM)**

Community

78. **Footpath Officer's report.** RW had kindly been pruning in the Spinney, having a general tidy up. He has been tackling the overgrown greenery in various areas where the pavements have been affected. He also removed litter from the verges along Newdigate Road. It was highlighted that several residents had been doing litter-picking in their own time and had collected equipment from the PC. It was noted that the Old School House have a hedge which is now overgrown over the green, this will need addressing for safety reasons. Finally, regarding replacing the stiles, RW updated the Councillors that members allocation funding deadline for SCC Clack had passed (for replacement stile funding). We will apply for the next years funding once open.

**78.1. ACTION – thank residents for their community litter-picks in the Leigh Post next edition (LM)**

**78.2. ACTION – contact resident regarding the hedge line on the Clayhall Rd corner stretch. (LM)**

79. **Covid-19 support** update (JC) It was felt this could now be removed from the agenda.

**80. Community Projects/grants**

80.1. **Leigh History Group** presented their proposal to the Parish Councillors. The group had submitted a Leigh Parish Council Community Grant application form and had been given the Leigh Parish Council Community Grant Policy. Two additional documents had been shared in advance of the meeting: a financial report and a synopsis of the booklet itself. The author explained the history behind the publication. It was understood that the typesetting costs had already been covered by the author but the group were looking for a grant to help with the publication costs. These amounted to £708. This was well within the Section 137 allocation available to the Parish Council to allocate to community benefitting groups.

**80.2. RESOLUTION – All Parish Councillors agreed to approve the grant from ‘Leigh History Group’**

Highways and Services

81. **Highway issues.** None specifically other than general speed of traffic. Cllr Wilkinson had revisited the government regulations regarding the frequency, colour, and distancing of signage (repeater signs) on roads.

81.1. **ACTION – re-circulate and chase with Surrey Highways, the Dean Oak Lane Speed sign report produced by Cllr Ames. (LM)**

82. **Flooding.** No update from last month.

Amenities

83. **Playground Update** (RT). The wooden fort remains closed for safety reasons. The signage and hazard fencing remains in place although some parents are ignoring this and still using the slide for their young children. A playground meeting is being organised to consider the next steps for the site. RT has submitted the next step for the application for funding from Surrey County Council Your Fund. The other outstanding repairs (swing and tables) were due to be fixed in the next week or so. Everyone appreciated that the playground would start to get busy over the Easter Holidays coming up. JC noted that the playground was a very time consuming but important ongoing project and suggested that should the Parish Council need to employ contractors the money and support was there. LM highlighted that she has a list of recommended contractors available should this route be used.

84. **Allotments.** LM has replaced the broken padlock on the access gate.

Planning

85. **Applications** - Registrations, decisions, appeals (Appendix C). No comments were made on the applications listed. It was noted that LM had successfully submitted a letter of representation to SCC and MVDC last month regarding the Parish Council's concern over the Squires Farm application.

85.1. Additional Tamworth Farm, DOL – Appeal date mid-May was noted.

Administration & Finance

86. **Payments** as on Bank statement were noted (Appendix D)

87. **Receipts** were noted (Appendix E) LM has submitted latest VAT reclaim in time for the 2020/21 year end.

88. **Audit** -Date has now been confirmed in Mid May for the internal audit

**89. District and County Updates**

89.1. Cllr Bushnell has raised concerns regarding the fact that the Breast Screening clinics running locally are no longer being held in Dorking, instead being held in Cobham or Epsom. She has been assured that this is due to a logistics issue and the next NHS screening (next year) will be back to Dorking hopefully.

- 89.2. Cllr Huggins drew attention to the Squires Farm application. This application would not be discussed at the next committee meeting. This will be either April or due to local elections, May. The application has drawn a lot of comments and needed to be considered fully by SCC.

Other Meetings and dates to note (Appendix F)

90. Development Planning Training has taken place. LM to circulate slides and enquire if any further dates.  
91. Census Day was coming up on the 21<sup>st</sup> March 2020  
92. MVDC Bimonthly clerks meeting Wednesday 31<sup>st</sup> March (LM)  
93. Leigh Post insert 8<sup>th</sup> April  
94. Next Full Council meeting – Monday 15<sup>th</sup> April (All)  
95. Litter-pick rearranged date – Saturday 17<sup>th</sup> April (all welcome)  
96. Internal Audit date – Friday 14<sup>th</sup> May (LM)

**97. Parishioner’s Questions Comments**

- 97.1. AK thanked the Parish Council on behalf of the Leigh History Group for the agreement to provide the grant.  
97.2. AK highlighted the possibility of funding from the new injection of money awarded to the SCC Rights of Way team.

**97.2.1. ACTION – enquire as to availability of funding for stiles from ROW SCC (LM)**

- 97.3. There is a SCC consultation on Primary School transport funding running.

**97.3.1. ACTION – circulate via LPC available comms (LM)**

- 97.4. There is GACT (Gatwick Airport Community Trust) funding available for local projects.

**97.4.1. ACTION – circulate via LPC available comms (LM)**

**There being no other business the Chair closed the meeting at 20:50.**

## Appendix Items

Where the appendix items do not accompany the agenda and you wish to see them, please contact the clerk on [leighparishcouncil@gmail.com](mailto:leighparishcouncil@gmail.com)

### Standard support material

#### APPENDIX A – PCSO crime report – to follow

<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
Solicitor contact regarding land donation	LM	Ongoing
Solicitor instruction for adoption of land	LM	Ongoing
Allotment site meeting	LM/JC	Postponed
New gmail emails set up for council use	LM/All	To be adopted
Circulate Crime Report for Feb March	LM	Outstanding
Respond to Swires Landfill application	All	Done
Leigh Post update April May (Thank residents)	LM	
SCC School Transport Consultation comms	LM	Done
GACT funding comms	LM	Done
Contact SCC ROW team regarding stile funding	LM	
DOL speeding report recirculate to Surrey Highways	LM	
Advertise new date for Litter pick	LM	
Advertise date for APM, contact groups regarding involvement	LM	
Request hedge at Clayhall Lane is cut back by resident	LM	

### APPENDIX C –

#### Planning Applications (14<sup>th</sup> February onwards)

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

Registered Applications	Location	Description	Pub end date
MO/2021/0018 <a href="https://www.molevalley.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=MO/2021/0018">https://www.molevalley.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=MO/2021/0018</a>	10, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8PE	Erection of single storey rear extension.	12-Mar-2021
Decisions	Location	Description	Outcome
<a href="#">MO/2020/0887</a>	Construction of Tennis/Netball courts, with 3 m chain link fence surrounding	Moon Hall School, Burys Court, Flanchford Road, Leigh, Reigate, Surrey, RH2 8RE	<b>02-Mar-2021 APPROVED WITH CONDITIONS</b>
<a href="#">MO/2020/2010</a>	Tree works	Kingfisher, 3 Leigh Place Cottages, Tapners Road, Leigh, Reigate, Surrey, RH2 8N	<b>19-Feb-2021 APPROVED WITH CONDITIONS</b>
<a href="#">MO/2021/0041</a>	Certificate of Lawfulness for a proposed development in respect of the erection	2 Brook Cottages, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8PE	<b>08-Mar-2021 APPROVED</b>

LPC – 20210315

<a href="#">MO/2021/0001</a>	Certificate of Lawfulness for a proposed development in respect of a two storey	Red Roofs, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8RH	<b>01-Mar-2021</b>	<b>APPROVED</b>
<a href="#">MO/2020/2290</a>	Repairs and restoration works to roof areas and associated masonry including	Moon Hall School, Burys Court, Flanchford Road, Leigh, Reigate, Surrey, RH2 8R	<b>02-Mar-2021</b>	<b>APPROVED WITH CONDITIONS</b>
<b>Appeals</b>				
None				

**APPENDIX D – Bank statements (separate pdf)**

**APPENDIX E - Payments**

Payments due:

Payee	Description	Date	Amount	Cheque number	Status
L Mann	Salary February	6/1/2021	499.63	BACS	PAID
L Mann	Office/travel Expenses Jan - March	15/3/21	109.27	973 (1)	Outstanding
L Mann	Back pay (5 months)	5/03/21	68.00	973 (2)	Outstanding
Island webservices	Website Domain Name	2/3/21	36.00	974	Outstanding
SSALC & NALC	SUBS	01/04/21	313.63	975	Outstanding
Zoom	Subscription	11/03/2021	143.88	973 (3)	Outstanding
Microsoft 365	'Family' Subscription	11/03/2021	79.99	973 (4)	Outstanding
TOTAL for	L Mann (Clerk)		401.14	973	Outstanding

**APPENDIX F – Key dates**

- Monday 15<sup>th</sup> March – Full Council Meeting
- Spring Litterpick – Saturday 13<sup>th</sup> March postponed
- Annual Parish Meeting - TBC
- Monday 19<sup>th</sup> April – Full Council Meeting
- Internal Audit – Friday 14<sup>th</sup> May