

## DRAFT LEIGH PARISH COUNCIL MINUTES

**MINUTES of the FULL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on 19<sup>th</sup> April 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.

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

Parishioners: 3

**72. Apology for absence Cllr Everitt, Cllr Tomkins, SCC Cllr Clack, DCC Cllrs Bushnell and Huggins.**

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

**74. Disclosure of Interests.** Cllrs Ames and Wilkinson both raised a declaration of interest on the Motions Orchard (77.2) due to being members of the Apple Press Group.

**75. Parishioners Questions**

75.1. Nothing at present

**76. Crime Report** (Appendix A) JC read through the crime report attached. Incidents were noted.

**77. Clerk Report/Matters Arising**

77.1. **Oak Processionary Moth** spraying. LM had been contacted by a contractor to gain access to spray the tree locations where the OPM nests were identified last year: Behind the pavilion and within the playground. They will spray the sites twice over the season with non-toxic moth specific insecticide. They will not require the playground to be closed for spraying. The cost is currently funded by the Forestry commission and will be covered for two years.

77.2. **Motion Orchard Transfer.** It was noted that both parties were now obtaining signatures and that the Transfer document will be completed soon. It was proposed that a licence be drafted outlining the usage of the orchard with any potential users of the plot. All agreed this would be a sufficient contract and that a Lease would not be required.

77.3. The **Leigh Charity Plant Sale** organisers had submitted a request to use the village green for their annual event due to take place on Saturday 22nd May from 2pm to 5pm. LM had shared the requirements with the organisers as outlined by Mole Valley District Council. It was agreed that if they have arranged an approved event management plan, a Covid-19 Risk Assessment and have acquired public liability insurance in advance of the event the Parish Council would grant permission.

**77.3.1. ACTION – inform organisers of the requirements (LM)**

**77.3.2. ACTION – contact LPC PL insurers for confirmation of cover (LM)**

Community

**78. Community Projects/grants**

78.1. **Leigh History Group (LHG).** The clerk (LM) had spoken to the group regarding the details for issuing the agreed grant. It was proposed by LM that the group pay for the publication up front and send a copy of the invoice to LPC as evidence of expenditure. The grant will then be issued in the form of a cheque to the individual who has incurred the costs on behalf of the LHG. Regarding taking payment for the book sales, the options available were briefly discussed. It was proposed by PW that we investigate this in more depth and reconvene with more information.

**78.1.1. ACTION – contact other parishes to find out how they have managed any income revenue not for profit (LM)**

Highways and Services

79. **Highway issues.** No issues currently. LM shared that a Surrey Highways survey is currently open, looking at resident's opinions on speed limits on rural roads. LM has circulated via social media. This closes on 30<sup>th</sup> April.
80. **Flooding.** It was noted there had been door to door surveys being carried out across various roads in Leigh. It was not clear as to their purpose at this stage.

Amenities

81. **Playground Update.** In the absence of RT, JC thanked resident Tim Stevens for his contribution along with RT and RW in getting the benches and the wooden fort back in use. RW, the footpath officer raised the fact that users of the playground are filling up the dog waste bin with general rubbish. Currently there are no bins in the park and the provision of a litter bin(s) in the park was discussed. It was felt that should one be provided, it would end up becoming a problem in peak times: overflowing, drawing wasps, encourage more litter etc. The need for emptying the bin regularly would pose a logistical and possibly costly issue. It was felt that although currently many users were encouraged to tidy up and remove litter, the playground could do with signage for this.
- 81.1. **ACTION – install signage encouraging users to take their rubbish home with them (and not use the dog bin for normal waste) (LM)**

82. **Allotments.** LM has had a few enquiries recently for vacant plots. There is currently around four on the waiting list. Only one plot is vacant but it is in a very overgrown state.

82.1. **ACTION - LM and JC will arrange a site visit now the restrictions are opening.**

Planning

83. **Applications** - Registrations, decisions, appeals (Appendix C). No comments were made on the applications listed.

Administration & Finance

84. Year End Financial Report was noted (Appendix 1, 2 – separate)
85. Payments for authorisation were noted (Appendix D)
86. Bank statements were noted (Appendix 3, 4 – separate)
87. District and County Updates (none)

Other Meetings and dates to note (Appendix F)

88. Surrey County Local Elections - May 6<sup>th</sup>
89. Annual General Council meeting – Monday 17<sup>th</sup> May (All in person at Pavilion)
90. Internal Audit date – Friday 14<sup>th</sup> May (LM)
91. Annual Parish Meeting – TBC late May (in person at Pavilion)
- 91.1. **ACTION – Agree date (All), check IT capabilities on site (LM), liaise and invite local community groups (LM), check availability of guest speaker (LM)**

92. Parishioner's Questions Comments

92.1. None

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

**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	Done
Respond to Swires Landfill application	All	Done
Leigh Post update April May (Thank residents)	LM	Done
SCC School Transport Consultation comms	LM	Done
GACT funding comms	LM	Done
Contact SCC ROW team regarding stile funding	LM	Done
DOL speeding report recirculate to Surrey Highways	LM	Done
Advertise new date for Litter pick	LM	Done
Advertise date for APM, contact groups regarding involvement	LM	TBC
Request hedge at Clayhall Lane is cut back by resident	LM	Done

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

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

Registered Applications	Location	Description	Pub end date
None			
Decisions	Location	Description	Outcome
MO/2020/1814	Barn Cottage, Church Road, Leigh, Reigate, Surrey, RH2 8RF	Erection of single storey rear extension.	<b>07-Apr-2021 REFUSED</b>
MO/2020/2269	Land East of Swires Farm, Lodge Farm, Lodge Lane, South Holmwood, Dorking, Surrey, RH5 4NY	Importation, engineering and recovery of inert waste material	<b>01-Apr-2021 COMMENT MADE BY MVDC</b>
MO/2021/0122	The Plough Inn (PH), Church Road, Leigh, Reigate, Surrey, RH2 8NJ	Reduce one Oak tree by 3 metres.	<b>26-Mar-2021 NO OBJECTION</b>
Appeals			
None			

**APPENDIX D - Payments**

Payments due:

Payee	Description	Date	Amount	Cheque number	Status
L Mann	Salary April	5/4/2021	499.63	BACS	PAID
SSALC	Subs (NALC and SSALC)	1/04/21	313.63	976	Due

**APPENDIX E – Key dates**

Spring Litter-pick – Saturday 17<sup>th</sup> April

Annual Parish Meeting – late May TBC

Monday 17<sup>th</sup> May AGM Annual Council Meeting

Internal Audit – Friday 14<sup>th</sup> May

## 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>
<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 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 APPROVED WITH CONDITIONS</b>
Appeals			
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