

DRAFT LEIGH PARISH COUNCIL MINUTES

MINUTES of the ANNUAL GENERAL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on 17th May 2021, at 7:30pm.

Present Cllrs: Mrs J Cambra (Chair), Mr P Wilkinson, Mr R Tomkins, Mr M Everitt, Mr S Ames.

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

Parishioners: 1

93. Apology for absence had been received from DC Cllr Lesley Bushnell.

94. Election of Chair and Vice-Chair. ME nominated Cllr Joanne Cambra to be Parish Council Chair, seconded by PW. All agreed with a show of hand. For the position of vice chair, JC proposed Paul Wilkinson, seconded by SA. All agreed.

95. The **Minutes of the Full Council Meeting** held on 16th April 2021 was acknowledged as an accurate record and signed by JC. JC also signed the meeting minutes from June 2020 to

96. **Co-opting of Councillor.** RT proposed Mr Mark Foulsham be co-opted onto Leigh Parish Council. This was seconded by PW.

96.1. **Resolved - All the councillors agreed to co-opt Mr Mark Foulsham onto Leigh Parish Council.**

97. **Signing of the Declaration of Office Book.** It was noted that there is a need to include on the acceptance by Councillors approval to receive call to meeting through electronic means. This element has been added to the declaration book. PW (Vice- Chair), JC (Chair) and MF (new councillor) all signed the book.

98. **Disclosure of Interest** and changes to Register of Interests. It was noted that PW and SA had a non-pecuniary interest in the Motions orchard item due to both being members of The Apple Press. LM highlighted a need to update the Council's DOI forms regularly. She had circulated a new form by email and requested this be sent back as soon as possible.

99. Parishioners Questions

99.1. *Nitrous oxide canisters had been mentioned on the Brockham Parish Council newsletter. Do we have any issues locally?* Cllr HC informed she has written to the neighbourhood Chief commander about it. Needs to be reported to the MVDC team. A Parish Council forum is being planned in the future. Invites will include the newly elected PCC. Once organised it will be circulated.

99.1.1. *Resident (by email) complained of HGV trucks through the village asked for PC to approach Browns*

99.1.1.1. ACTION – write letter to Browns highlighting the frequent high speeds through the village. (LM)

99.2. Resident complained that dog waste is not being picked up on the green. Possible signage

99.2.1. ACTION – note on Leigh post insert and on facebook community page if suitable.

100. **Crime Report** had not been requested in time. Clerk to circulate once in. (Appendix A)

101. Clerk Report/Matters Arising

101.1. Leigh Cricket Club had reported Pavilion roof flashing theft (Awaiting crime report and quotes). They are looking at options and will report back via Cllr Wilkinson.

101.2. Motion Orchard status. It was noted that the transfer had now been completed. There will be a copy of the title plan and register produced soon.

101.3. Leigh Charity Plant Sale documents had all been produced and received well within the requested timescale to ensure risk compliance. The organisers had been diligent in liaising with both Mole Valley District Council and Leigh PC clerk to ensure the event could go ahead at the weekend. (22nd May)

Community

101.4. Community Projects/grants.

101.4.1. History Book - AK was looking into ways to collect money from sales.

Highways and Services

101.5. Highway issues - nothing at present

101.6. Flooding – There had been survey monitoring equipment installed locally a couple of months earlier by Thames Water. It was suggested we contact them in the future for the information obtained if possible.

101.6.1. ACTION – Contact the residents at Brook House to find out if they are aware of any progress (JC)

Amenities

101.7. Playground Update (RT)

101.7.1. LM had made a temporary fix of access bridge but the rotten planks mean this needs addressing. Quotes are being obtained.

101.7.2. As per the April meeting, LM has purchased litter signage that needs to be put up. Signage is for the gates, the dog waste bin and the picnic benches.

101.8. Allotments

101.8.1. There had been several requests and suggestions from allotment holders. It was noted that there is now a waiting list too.

101.8.1.1. ACTION – LM and JC to visit allotments and respond to various requests asap.

Planning

101.9. **Applications - Registrations, decisions, appeals.** Applications were noted (Appendix C). There were no comments made or actions to be taken.

Administration & Finance

101.10. **Payments** to be raised were noted as per (Appendix D)

101.11. **Income** as per bank statement was noted (Appendices 1)

101.12. The Final **bank reconciliation** as on 31st March 2020 was noted (Appendix 2)

101.13. **Internal Audit** had been carried out successfully. The report had been sent through to the clerk and she has circulated.

101.14. Signing of the **Annual Governance Statement** 2019/20 (LM/JC) The chair read through the Annual Governance Statement to the rest of the Parish Council. There was the Signing of the Annual Governance Statement 2019/20 by Parish Clerk and Chairman (LM/JC). The minute reference was added to the form.

101.15. Signing of the **Accounting statements** 2019/20 (LM/JC) The Chair read through all the Accounting Statement to the Parish Council. The Signing of the Accounting statements 2019/20 by the Parish Clerk and Chairman (LM/JC). The minute reference was added to the form.

101.15.1. ACTION – Clerk to submit completed forms to the External Auditors.

101.16. **Licence for Motion Orchard** - It was noted that as requested by the Motion Family bequeathing the orchard, that the PC allow the Apple Press Group to manage the land being gifted. This would be achieved through a 'licence'. It was clarified that the Parish Council would still be the land-owners.

101.16.1. ACTION circulate the licence template to councillors for their information.

101.17. **CIL Money** - It was noted that there was Community Infrastructure Levy money due to LPC £5,789.46. LM had circulated information to the Councillors explaining what this money was and how it was to be used.

Other Meetings and dates to note (Appendix E)

101.18. **Annual Parish Meeting** will be held remotely on Tuesday 25th May 2020 at 7:30pm. Clerk to send out invites and let the guest speaker know.

101.19. **Gatwick Area Conservation Campaign** (“GACC”) AGM had been held on 13th May, 2021 at 7pm (SA attended). Cllr Ames felt the organisation was much stronger and recommended that LM share the regular newsletter to other councillors to keep them across the campaign.

101.19.1. ACTION circulate the GACC newsletter. (LM)

Parishioner’s Questions Comments – 10 minutes

101.20. RW raised concerns that the field near Browns Copse on Clayhill Road was being used for dumping rubbish.

101.21. RW also asked the intention of the PC on restoring the cricket field gate opening onto Bunce common road. He highlighted that we have looked into installing a kissing gate/stile along that stretch for walkers.

There being no other business the Chair closed the meeting at 20:44

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

Standard support material

APPENDIX A – PCSO crime report to follow

APPENDIX B – Action points status

Action point	Owner	Status
Update website pages	LM	Ongoing
Solicitor - regarding land donation (Motion Orchard)	LM	Complete
Solicitor instruction for adoption of land (Dawes Green)	LM	Outstanding
Allotment site meeting	LM/JC	To be rearranged
New gmail emails set up for council use	LM/All	Set up but to be adopted by all
Advertise date for APM, contact groups regarding involvement	LM	Date and format TBC
Prepare for internal audit/AGAR	LM	Completed
Contact SCC ROW team regarding stile funding	LM	Awaiting response
DOL speeding report recirculate to Surrey Highways	LM	Awaiting response

APPENDIX C –

Planning Applications (14th April onwards)

Registered Applications	Location	Description	Pub end date
MO/2021/0525	Barn adjacent to Parkhouse Farmhouse, Mynthurst Farm, Mynthurst, Leigh, Reigate, Surrey, RH2 8RJ	Prior notification for the change of use of an agricultural barn to 1 No. residential dwelling (Use Class C3).	22-May-2021
MO/2021/0569	Leigh Primary School, Tapners Road, Leigh, Reigate, Surrey, RH2 8NN	Remove one Oak tree (marked T1 on submitted plan).	28-May-2021
Decisions	Location	Description	Outcome
MO/2021/0408	Oak Tree Cottage, 4 Leigh Place Cottages, Tapners Road, Leigh, Reigate, Surrey, RH2 8NN	Tree works	Decision made 16-Apr-2021 NO OBJECTION
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
L Mann	McAfee virus cover	12/05/2021	59.99		RAISED
L Mann	Litter Signage for playground	12/05/2021	TBC		RAISED
Hedley Wellers	Legal fees for land adoption	12/05/2021	640		RAISED
Mulberry	Internal Audit	17/05/2021	215		RAISED

APPENDIX E – Key datesLeigh Plant Sale Saturday 22nd MayAnnual Parish Meeting Tuesday 25th MayNext Full Council meeting – Monday 21st June