

LEIGH PARISH COUNCIL MINUTES DRAFT

MINUTES of the FULL COUNCIL MEETING of the LEIGH PARISH COUNCIL held on Monday 17th April 2023 at 7:30pm at The Pavilion, Leigh Recreation Ground.

Present Cllrs: Ms Joanne Willoughby (Chair), Mr Mark Foulsham, Mr Graham Brockwell, and Mr Mike Everett.

Also, present: Mrs Laura Mann (clerk) and Mr R Worth (Footpath Officer)

Parishioners: 4

375. **Apologies for absence.** Mr P Wilkinson (Vice Chair) and Mr Ray Tomkins

376. **The Minutes of the Full Council Meeting** held on Monday 20th February were approved and signed by Joanne Willoughby.

377. **Disclosure of Interests** and changes to Register of Interests to note. None reported.

378. **Graham Brockwell signed the Acceptance of Office book. This was countersigned by the clerk Laura Mann.**

379. **Parishioners Questions**

379.1. *Query regarding the Traffic Survey on Newdigate Road. Clerk confirmed that they only monitor for 2 weeks and that she has yet to receive the data from it.*

379.1.1. **ACTION: Chase for traffic report from Surrey Highways (LM)**

379.2. *Resident felt that the opportunity to replace the hedgerow gaps had passed and the weather would not be suitable until the Autumn. Council noted her concerns and will organise established plants for the autumn.*

379.3. Resident spoke regarding the car accident that had happened outside the Village Hall. Chair asked to discuss later in the meeting as on the agenda.

380. **Crime report was shared as per Appendix A.** The report was read through, and items were noted. It was discussed that many items are motor vehicle related.

380.1. ACTION: request that a police representative attend soon to discuss the challenges being faced by rural police locally. (LM)

381. Clerk Report/Matters Arising:

381.1. Leigh Parish Council had formed an uncontested council. Five Councillors had successfully been nominated and filled seats. Two seats were remaining. It was agreed that Councillor Brockwell would be co-opted at the May meeting when the 'New' Council would be formed.

381.2. On May 4th, the ward seats for Capel, Newdigate and Leigh would be voted on by residents. The village noticeboards and website lists all the nominated candidates. Residents will require ID to vote this year.

381.3. There will be a Government Alert test on Sunday 23rd April at 3pm. All 4G and 5G phones should have an alarm heard on them. The alert will be used in local emergency scenarios i.e. a lost child, flooding, wildfires etc. Clerk has shared the date on Facebook and the website.

381.4. **Memorial Tree.** The Parish Council had been asked if a memorial tree could be planted on the recreation ground perimeter. Councillors discussed it and felt in principle that this would be approved but a location and species would need to be considered.

381.4.1. ACTION: contact the person and let them know the options. (LM)

381.5. Permission has been sought for the following events on Parish Council land:

Leigh Plant Sale on the green on 20th May

Antiques Fair on the recreation ground on 23rd July

381.5.1. RESOLVED: Both events have been granted permission to use the Parish Land as requested. The events must have appropriate insurance and robust event management.

382. Community

382.1. Benches. Update on the location of the Village Green benches for History Group funds and memorial bench for the Carman family. Two locations had been proposed by PW and RW after a site meeting.

382.1.1. ACTION: inform both parties of the proposals and the detailed locations. (LM)

382.2. Community Projects requests local groups (if any)- None

382.2.1. **Request for use of Parish Land.** Permission has been sought for the following events on Parish Council land: Leigh Plant Sale on the green on 20th May & Antiques Fair on the recreation ground on 23rd July. **RESOLVED: Both events have been granted permission to use the Parish Land as requested. The events must have appropriate insurance and robust event management.**

382.3. Coronation Committee report: Meetings have taken place and flyers have started to be circulated in the village. There are two days festivities. ON Sunday it will be the Big Lunch. This will be held on the Green in front of the Plough. The area will be fenced off but there will be no road closure at the request of the pub. There will be shelter and gazebos provided in case of bad weather. The committee has used the grants from MVDC and LPC to purchase Coronation mugs for local children. There may be the opportunity to buy them. The Sunday will be The Big Help a local engagement event for volunteering. The help can be technical, gardening etc. There are 8 volunteers signed up so far. It was noted that the Parish Council had received the £200 ward grant from Mole Valley District Council on behalf of the committee.

382.3.1. ACTION: publicise a village green litter pick planned for Monday 1st May. Order more equipment, bags and gloves from MVDC (LM)

383. Highways and Services

383.1. Highways

383.1.1. It was noted that recently there had been an increase in traffic speed noticed through village. The transport report on Newdigate road had not yet been provided by Surrey Highways. Clerk will chase if not received in the next month.

383.1.2. Potholes. Cllr Clack had confirmed that Surrey Highways are currently working their way through a very long list of road repairs currently, exacerbated by the weather this year.

383.2. Flooding. Robin Worth has recommended that the allotment drainage pond proposed be considered. It would be cited on the left-hand side of the gate and would allow excess water to fill it. The safety aspect was considered, as the allotments are not public and have a locked gate it was agreed that this would not be an issue.

383.3. Transport

383.3.1. There is a Gatwick Route 4 stakeholder meeting proposed for 10th May. Cllr Foulsham has kindly agreed to attend.

384. Amenities

384.1. Playground - There had been some repairs needed to the picnic bench. RW had kindly removed the sharp edges so it was safe. The entrance to the gate, the walkway needs some attention as one of the slats is damaged and needs repairing. The clerk is still chasing MVDC for the playground report carried out in the winter. Once that has been received, they can create a schedule of works to be completed asap.

384.2. Allotments – Already covered.

384.3. Green Spaces – A resident had complained that the grass cutters had cut down all the bulbs. On investigation, it turned out that they have not cut them down and have left strips of uncut grass to save from damaging them. However, the strimmer has damaged the base of the fingerpost sign and this has been fed back. The clerk has requested some ideas for installing a metal cuff around the base to save it from further damage.

385. Planning

385.1. Applications – Registrations, decisions, appeals (Appendix C) – None to note

Comments as follows:

385.2. Other planning matters: There had been a letter of representation submitted to the Planning Inspectorate regarding the Appeal at Junes Blooms. The Parish Council had unanimously supported a letter of support to the applicants appeal assuming the usual considerations were taken

386. Administration & Finance

386.1. The payments made and outstanding were noted and approved (Appendix D)

386.2. The receipts on the bank statement were noted (circulated)

386.3. Councillor Wilkinson had reviewed the Standing orders and Financial Regulations and recommended remotely that they be approved. **RESOLVED: to approve and adopt the Standing Orders and Financial Regulations as circulated.**

386.4. The financial reconciliation for Q3 -4 was noted.

387. Upcoming Meetings and dates to note and finalised (Appendix F)

387.1. The dates as per appendix G were noted.

387.1.1. ACTION – ask Peter Barclay at GACC if he would be the guest speaker at the APM in May. (LM)

388. Parishioner's Questions & Comments:

388.1. *Regarding the speeding in the village: it has been particularly bad on Tapners Road past the school. Parents at the North Downs School site have been parking round the corner by Dawes Green House at pick up creating a very dangerous situation. All agreed that this needed addressing as well as the general issue with traffic speed in the village.*

388.1.1. ACTION – contact Surrey Highways about the situation (GB/LM)

388.2. *Regarding the steps from the field in Clayhill Road. The steps have now been eroded and are dangerous to walk down. In the first instance it was recommended that Surrey Right of Way be contacted to see if this is something they can help with.*

388.3. *Regarding the grass perimeter. This is an ongoing issue. The CC do not have the resources to keep it short.*

388.3.1. ACTION - Clerk to contact grass contractor and obtain a quote to keep it short.

As there was no other business, Cllr Willoughby thanked everyone and closed the meeting at 9:15pm

APPENDIX ITEMS**APPENDIX A – PCSO crime report**Leigh Parish Council Meeting / Police Summary 20 FEB -17 APR 23

Leigh	Deanoak Lane/ Smalls Hill Rd	Two vehicle collision.
Leigh	Bunce Common Rd	Vehicle hit side of road. Made off and hit another car and driver and passenger ran off into woods.
Leigh	Flanchford Rd	Trade dispute. Not for police.
Leigh	na	Domestic Related
Leigh	Flanchford Rd	Two vehicle collision non-injury.
Leigh	Mynthhurst	Large white van parked on drive occupants looking into garden. No further suspicious activity reported.
Leigh	Bunce Common Rd	Dark coloured van driving erratically .no further reports.
		End

**APPENDIX B –
Action points status**

Action point	Owner	Status
Speed limit survey. Requested from Surrey Highways	LM	6 th March - awaiting report
Order Pads and batteries AED	LM	To be inserted.
Submit claim for roof lead replacement on pavilion	LM	Money now received
Solar Farm application	LM	Details circulated. Publicity closed.
Clerk and Chair will go through documents and either shred, store or pass over to Surrey Archives for safekeeping.	LM	Outstanding
Request FOI from Thames Water from the last round of activity	LM	Outstanding. Need more information
Leigh post insert May June	LM	Completed 8/4/23

APPENDIX C – Planning Applications (December 15th onwards)

<https://planning.agileapplications.co.uk/mole/search-applications/>

Reference	Description	Address	Registered Date	Status
CURRENT				

MO/2023/0036	Erection of 3 No. dwellings following demolition of existing barns.	Tamworth Farm, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PY	10 Jan 2023	REGISTERED Citizen Portal Planning (agileapplications.co.uk)
DECIDED				
MO/2023/0173	Prior notification for the erection of a single storey rear extension of 8.00 metres deep and 3.82 metres high with an eaves height of 3.82 metres	Cleavers, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PB	20 Mar 2023	PRIOR APPROVAL NOT REQUIRED
MO/2022/1964	Erection of a two storey rear extension and removal of existing garage and conservatory.	Keepers Cottage, Mynthurst, Leigh, Reigate, Surrey, RH2 8QD	27 Feb 2023	APPROVED WITH CONDITIONS Citizen Portal Planning (agileapplications.co.uk)
MO/2022/2128	Erection of a single storey side extension to Manor House, replacement of flat roof dormers with pitch roof dormers, insertion of french doors with sidelights to side elevation, insertion of french doors to rear elevation and removal of existing door to Coach House.	Shellwood Manor and The Coach House, Shellwood Road, Leigh, Reigate, Surrey, RH2 8NX	24 Mar 2023	APPROVED WITH CONDITIONS Citizen Portal Planning (agileapplications.co.uk)

Appeals:

[Citizen Portal Planning \(agileapplications.co.uk\)](https://agileapplications.co.uk)

Reference: APP/C3620/W/23/3314385 (planninginspectorate.gov.uk)

Junes Blooms, Bunce Common Road - MO/2022/0784

APPENDIX D – Finance**PAYMENTS MADE**

PAYEE	Description	Date paid	Amount (£)	Format	Status
NJ Fuller	Hedges	20.03.23	288	Bank Transfer	Paid
Microsoft/L Mann	Microsoft 365 subscription	28.03.23	79.99	Bank Transfer	Paid
L Mann	Clerk salary	5.4.23	312	Bank Transfer	Paid
McAfee/L Mann	Antivirus software	11.04.23	109.99	Bank Transfer	Paid
SALC	Subscription	30.04.23	£316.78	Bank Transfer	Outstanding

PAYMENTS IN:

As per bank statements

APPENDIX F – Key dates

- Government Alert test – Sunday 23rd April at 3pm
- Local MVDC Election date – May 4th

LPC – 20230417

- **Jubilee weekend May 6th to 8th**
- **Route 4 meeting – 10th May**
- **Internal audit date – 12th May**
- **Annual General Meeting and Annual Parish Meeting – May 15th (must be within 10 days of newly formed council)**
- **Plant Sale – Saturday 20th May**
- **Full Council meeting - Monday 17th July**
- **Leigh Show – Saturday 22nd July**
- **Full Council Meeting – Monday 18th September**