

LEIGH PARISH COUNCIL MINUTES DRAFT

MINUTES of the ANNUAL GENERAL MEETING of the LEIGH PARISH COUNCIL held on Thursday 25th May 2023 at 7:30pm at The Pavilion, Leigh Recreation Ground.

Present Cllrs: Ms Joanne Willoughby (Chair), Mr Mark Foulsham, Mr P Wilkinson (Vice), Mr Ray Tomkins and Mr Mike Everett.

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

Parishioners: none.

389. **Apologies for absence.** Mr Graham Brockwell

390. **Election of Chair and Vice-Chair.** RESOLVED: Ms Joanne Willoughby was nominated to be chair by Mr Mike Everett, seconded by Mr Paul Wilkinson. Mr Paul Wilkinson was nominated to be vice chair by Ms Joanne Willoughby, seconded by Mr Mike Everett.

391. All the members of the new Council signed the Acceptance of Office Book by new Parish Council as signed and witnessed by the clerk.

392. **The Minutes of the Full Council Meeting** held on Monday 17th April were approved and signed by Joanne Willoughby.

393. All present considered the **Co-option of Mr Graham Brockwell.** RESOLVED: All agreed to accept him onto the Parish Council.

394. **Disclosure of Interests**, none. Clerk asked all present to redo their DOI forms there and then. She will forward on to the Democratic services team at Mole Valley DC. The information will then be in the public domain with links from the Parish Council website.

395. **Amenities** – it was agreed that councillor Brockwell would get in touch with Mr Carman regarding the siting of the memorial bench. There was also a brief update on the coronation events from Councillor Foulsham. On the Sunday which was the *Big Help Out* day volunteers helped in gardens and a group provided technology advice in the Seven Stars. It was hoped this could become an annual event specifically focused on those in need at Christmas time. Clerk will share contact details with the local Smiths charity with Councillor Foulsham. The playground annual ROSPA report had been received and circulated.

396. **Planning (Appendix C)** – the only application of note this week was Cleavers. Councillor Wilkinson had initially been concerned regarding developing the barn in the future. It had been noted that they are new owners.

397. Administration & Finance

397.1. *The payments made and to be raised as per (Appendix D) were noted and approved*

397.2. *The income as per bank statement (Appendices 1) was noted*

397.3. *The Final bank reconciliation as on 31st March 2020 (Appendix 2) had been shared with the Council.*

397.4. *Internal Audit report was shared with the Councillors.* Cllr Wilkinson thanked the clerk for her work on it and highlighted the points made by the auditor. It was agreed to investigate the possibility and costs of switching to a gov.uk domain and its associated emails. The clerk had already actioned the other points made regarding the website and historical data (agendas and minutes).

397.5. *Reading and Signing of the Annual Governance Statement 2022/23 (LM/JC)*

397.6. *Reading and Signing of the Accounting statements 2022/23 (LM/JC)*

398. **Other Meetings and dates** to note (Appendix E). The meeting format was discussed at length. **RESOLVED: It was agreed that the Full Council meetings would return to monthly (except August, when it will break).** The meetings may have a focus each time to help keep momentum going on projects. The Councillors also felt it could be beneficial to have a schedule in place with set time scales for projects and actions to ensure things moved and were allocated.

399. Parishioner's Questions Comments

399.1. *RW asked if the Parish Council could consider allowing the Apple Press Group to use the Pavilion on Sunday 1st October for appointment only pressings for individuals with large quantities of apples.* **RESOLVED: ALL AGREED TO THIS.**

399.2. *RW also asked if a decision had been made on the suggested pond in the allotments.* *No there needed to be further consideration and discussion.*

As there was no other business, Cllr Willoughby thanked everyone and closed the meeting at 8:30

APPENDIX ITEMS**APPENDIX A – PCSO crime report**

Not available at the date of meeting

APPENDIX B –**Action points status**

Action point	Owner	Status at 25 th May	Deadline
Speed limit survey. Requested from Surrey Highways	LM	Awaiting report.	Chased 5/6
Order Pads and batteries AED	LM	GB has agreed to replace.	ASAP
Submit claim for roof lead replacement on pavilion	LM	Work has been carried out and paid for.	Complete
Solar Farm application	Nil	Details circulated. Publicity closed.	No action required
Clerk and Chair will go through documents and either shred, store or pass over to Surrey Archives for safekeeping.	LM/JW	Outstanding	TBC
Request FOI from Thames Water from the last round of activity	LM	Outstanding. Need more information	On hold
Leigh post insert July	LM/All	Outstanding. Requested input 5/6	8 th June 2023
Land adoption	LM	Enquired with HW solicitors. 5/6	ASAP
Long term tree works schedule	LM	Possibly need another tree survey	
Valuation of assets due November	LM/PW		November 23
Playground work schedule 23/24	LM/RT	Report received. Awaiting quote for schedule. 5/6	ASAP

APPENDIX C – Planning Applications (From 15th April to 24th May)
<https://planning.agileapplications.co.uk/mole/search-applications/>

Reference	Description	Address	Registered Date	Status
CURRENT				
MO/2023/0415	Closure of existing access to dwelling, creation of a new access and drive to serve the proposed barn and existing dwelling. Removal of tennis court and replacement with soft landscaping.	Cleavers, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PB	18 Apr 2023	Citizen Portal Planning (agileapplications.co.uk)
MO/2023/0535	Erection of part single storey and part two storey rear extension. Erection of	Cleavers, Clayhill Road, Leigh,	12 Apr 2023	Citizen Portal Planning (agileapplications.co.uk)

	single storey extensions to the eastern wing of the building.	Reigate, Surrey, RH2 8PB		
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APPENDIX D – Payments**PAYMENTS MADE:**

PAYEE	Description	Authorised	Date paid	Amount (£)	Format	Status
Mulberry	Internal Audit			£306	BAC	DUE
L Mann	Internet and phone (6 months)		15/05/23	£108	BAC	PAID
L Mann	Clerk Salary (net)	Standing order	5/5/23	£312	SO	PAID
Zurich	Insurance policy 23-24			£856.20	BAC	DUE
Paul Swetman Roofing	Lead works for pavilion roof			£645	BAC	DUE
HMRC	Contribution for 3 months Income Tax on behalf of employee (@ £78)	Direct debit	25/4/23	£234	DD	PAID
SSALC	SSALC and NALC Subs			£316.78	BAC	DUE
SCA	Payroll			£48	BAC	DUE
Grasstex	Outstanding works		24/4/23	£1002.20	BAC	PAID

PAYMENTS IN:

As per bank statements

Bank reconciliation for 2022-23 (Appendix 2)**Leigh Parish Council Bank Reconciliation**

Q1, 2022-23		Q2, 2022-23	
Balance as at 1st April 2022	<u>23,578</u>	Balance as at 1st July 2022	<u>32,987</u>
Plus receipts	17,779	Plus receipts	10,299
less payments	<u>8,369</u>	less payments	<u>4,395</u>
Balance as at 30th June 2022	<u>32,987</u>	Balance as at 30th September, 2022	<u>38,892</u>
<i>Made up of</i>		<i>Made up of</i>	
Current Account Balance	21,990	Current Account Balance	27,890
Plus Reserve Account	<u>10,998</u>	Plus Reserve Account	<u>11,001</u>
	<u>32,987</u>		<u>38,892</u>
Less unrepresented Cheques		Less unrepresented Cheques	
Balance as at 30th June 2022	<u>32,987</u>	Balance as at 30th September, 2022	<u>38,892</u>

Q3, 2022-23		Q4, 2022-23	
Balance as at 1st October 2022	<u>38,892</u>	Balance as at 1st January, 2023	<u>36,092</u>
Plus receipts	1,631	Plus receipts	350
less payments	<u>4,430</u>	less payments	<u>1,286</u>
Balance as at 31st Dec 2022	<u>36,092</u>	Balance as at 31st March, 2023	<u>35,156</u>
<i>Made up of</i>		<i>Made up of</i>	
Current Account Balance	5,069	Current Account Balance	4,063
Plus Reserve Account	<u>31,023</u>	Plus Reserve Account	<u>31,093</u>
	<u>36,092</u>		<u>35,156</u>
Less unrepresented Cheques	0	Less unrepresented Cheques	0
Balance as at 31st December, 2022	<u>36,092</u>	Balance as at 31st March 2023	<u>35,156</u>

APPENDIX F – Key dates

- Full Council meeting – Monday 19th June
- Full Council meeting - Monday 17th July
- Leigh Show – Saturday 22nd July
- Full Council Meeting – Monday 18th September