

# LEIGH PARISH COUNCIL MINUTES DRAFT

## MINUTES of the ANNUAL GENERAL MEETING of the LEIGH PARISH COUNCIL held on Monday 19<sup>th</sup> June 2023 at 7:30pm at The Pavilion, Leigh Recreation Ground.

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

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

Parishioners: none.

400. **Apologies for absence had been received by Cllr Tomkins and DC Cllrs Bushnell, Farrar, and Loach**

401. **The Minutes of the Annual General Meeting** held on Thursday 25<sup>th</sup> May were approved and signed by Cllr Willoughby.

402. **Disclosure of Interests** if any and any changes to Register of Interests. None

403. **Councillor Graham Brockwell signed the Acceptance of Office Book, countersigned by Laura Mann (clerk)**

404. **Parishioners Questions**

404.1. Would there be any police presence at future meetings. All agreed this should be pursued.

**404.1.1. ACTION – contact Dorking Rural police and request attendance. (LM)**

405. **Crime Report** – unfortunately the Police office manager was on holiday. Clerk will circulate once received.

406. **Clerk Report/Matters Arising**

406.1. It had been proposed that the Council revert to monthly meetings. RESOLVED: All present agreed that this would continue from now onwards.

407. **Focus of meeting:**

407.1. **Councillor responsibilities.** The councillors discussed areas of responsibilities. It was agreed that there would be a main contact and a secondary councillor as per the list below in Appendix G.

**407.1.1. ACTION – circulate to those not present and publicise via the website. (LM)**

407.2. **Focus of future meetings.** To ensure that priorities, projects and areas of interest are moved on successfully, each future meeting will have a focus in addition to the usual standing items. Areas included traffic calming, Playground, Allotments, CIL spending etc. Once formally agreed these will be circulated to all.

407.3. **Playground schedule of works:** Considering the Annual Inspection Report those present agreed that the items identified as Amber risks should be actioned as soon as possible. There were two contractors that could be approached as although the Parish Council saves money using volunteers often there are timing issues and the scale of some works are large. A recent emergency repair had to be done possibly due to vandalism. The clerk had put together the list of moderate works that need actioning. It was discussed that it would be worth asking contractors if they would consider an ongoing contract/retainer for works at the site in the future. GB and ME offered to investigate the demolishing and removing of the redundant items identified. RESOLVED: All agreed to repair the items identified in AI.

**407.3.1. ACTION – contact contractors for quotes for works. (LM/RT/JC)**

408. **Community**

408.1. **Coronation Committee mugs.** JC recapped that the Coronation committee had decided to spend their allocated funds on commemorative mugs for the recent coronation. The committee had identified that there were more children connected to the village than initially thought and had requested an additional 30. Children at the Leigh site for North Downs had been gifted one each but children living in the village had not yet been covered off. The committee requested funding for the additional mugs. There was also the opportunity for residents to purchase the mugs directly from the supplier. The Council agreed to fund 30 additional mugs.

409. **Highways and Services**

409.1. Newdigate road highways report had been received. The clerk had requested more analysis from the Surrey Highways Officer. He had replied stating that the figures indicate that there is not an overall speed problem and that without lighting there would not be any action taken on that part of the road to reduce the speed limit. All agreed it was disappointing but there were other areas in the village to investigate.

410. **Amenities**

410.1. Recreation ground boundary cuts. It was agreed that the allotment contractor cut the boundary grass every fortnight, sensible quote depending.

**411. Planning**

411.1. **Current Applications** – Registrations, decisions, appeals (Appendix C). There were no comments or action points regarding this month's applications.

411.2. **Other planning matters:** it was noted that the appeal for the development at Junes Blooms had taken a long time.

**412. Administration & Finance**

412.1. **Payments** made and any outstanding payments were noted and approved as per Appendix D. A cheque had been requested last minute and that was approved and raised. This will show on July's meeting minutes.

412.2. The **receipts** on the bank statement were noted and the bank statements signed by PW (circulated)

**413. Upcoming Meetings and dates** to note (Appendix F)

413.1. The upcoming dates were noted. There would still be no August meeting. A litter pick was to take part on Saturday 7<sup>th</sup> October. The Apple Press Group Food Festival was to be held on September 30<sup>th</sup>.

**414. Parishioner's Questions & Comments**

414.1. *A caravan had been dumped on Church Road. RW informed us that the MVDC jet team were aware and would be removing it this week.*

414.2. *A car had crashed into the fence on the corner by Tapners Rd. The Chevron signs were very overgrown, and it is hard to see them.*

**414.2.1. ACTION- log on the SH portal for cutting back (LM)**

414.3. *What is being done regarding traffic calming issues?* It is an ongoing issue to be discussed at a future meeting. Agreed that it is frustrating for all.

414.4. *Complaint regarding the state of the corner allotment. It is very unsightly with plastic everywhere.* Council to review the allotment lease to ensure we can address such issues.

**414.4.1. ACTION – circulate the current allotment lease for review (LM)**

**As there was no other business, Cllr Willoughby thanked everyone and closed the meeting at 8:45pm**

## APPENDIX ITEMS

### APPENDIX A – PCSO crime report not available

### APPENDIX B – Task list on 19<sup>th</sup> June

Item	Details	Status
Speed limit survey. Requested from Surrey Highways	Report received 12/6/23	Closed - no action
Defibrillator	Pads and batteries to be replaced asap	Completed 15th June 23
Pavilion roof flashing stolen	Work on roof to be carried out	Completed
Solar Farm application	Inactive application at present	Details circulated. Publicity closed.
Archiving	Various documents need organising	Completed
Declaration of Interest forms	Scanned and uploaded	Completed 12/6/23
Leigh post insert	Sept Oct	Due 8/8/23
Playground schedule of works	Need to prioritise works	Approved. Awaiting quotes
Councillor responsibilities	To be decided	To be approved at June meeting
Fingerpost sign metal cuff	Need metal cuff to stop damage from strimmers	TBC
Boundary Grass	contractor obtained and CC liaised with	Approved June 19th
Carman Memorial Bench	Permission granted, needs finalising details	Outstanding
History Group bench	Permission granted, needs finalising details	Outstanding
Land adoption - layby	Instructed solicitors 8/6/23	Instructed solicitors 8/6/23
Land confirmation - South Green	Instructed solicitors 8/6/23	Instructed solicitors 8/6/23
AGAR submitted	Submitted, docs put on website and noticeboards	Awaiting external audit

### APPENDIX C – Planning Applications (May 15<sup>th</sup> onwards)

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

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

Reference	Description	Address	Registered Date	Status
MO/2023/0415	Erection of barn, incorporating stabling for the keeping of horses. 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	<b>Undecided</b>
MO/2023/0535	Erection of part single storey and part two storey rear extension. Erection of single storey extensions to the eastern wing of the building.	Cleavers, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PB	12 Apr 2023	APPROVED WITH CONDITIONS

#### Appeals:

Tamworth Farm, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PY Lodged on 24<sup>th</sup> May 2023

<https://planning.agileapplications.co.uk/mole/application-details/122856>

### APPENDIX D – BANKING

#### PAYMENTS MADE:

PAYEE	Description	Date paid	Amount (£)	Format	Status
09/06/2023	Clerk Salary Part 2 (change in tax)	Laura Mann	63.6	Online transfer	Paid
05/06/2023	Clerk salary Pt 1	LAURA MANN	312.00	DD	Paid

02/06/2023	Internal audit	MULBERRY CO	306	Online transfer	Paid
02/06/2023	Payroll services	SURREY CA	48	Online transfer	Paid
02/06/2023	PL Insurance	Zurich	856.2	Online transfer	Paid

**PAYMENTS IN:**

As per bank statements

Transaction date	Type	Description	Paid in
31 May 2023	INTEREST	31MAY GRS 31574343	£30.22

**APPENDIX F – Key dates**

- Full Council meeting - Monday 17<sup>th</sup> July
- Leigh Show – Saturday 22<sup>nd</sup> July
- Full Council Meeting – Monday 18<sup>th</sup> September
- Appley Press Food Festival – 30<sup>th</sup> September

**APPENDIX G Councillor responsibilities 2023-24**

Responsibility	First	Second
Chair and Vice	Joanne Willoughby	Paul Wilkinson
Greenspaces & Allotments	Mike Everett	Graham Brockwell
Transport	Mark Foulsham	Graham Brockwell
Technology	Mark Foulsham	Ray Tomkins
Finance & Policy	Paul Wilkinson	Ray Tomkins
Planning	Paul Wilkinson	Joanne Willoughby
Playground	Ray Tomkins	Graham Brockwell
Community	Joanne Willoughby	Mark Foulsham
Environment	Joanne Willoughby	Mike Everett