

## LEIGH PARISH COUNCIL MINUTES DRAFT

**MINUTES of the ANNUAL GENERAL MEETING of the LEIGH PARISH COUNCIL held on Monday 18<sup>th</sup> September 2023 at 7:30pm at The Pavilion, Leigh Recreation Ground.**

Present Cllrs: Ms Joanne Willoughby (Chair), Mr Mark Foulsham, Mr P Wilkinson (Vice), Mr G Brockwell and Mr R Tomkins.

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

Parishioners: 3.

414. **Apologies for absence had been received by** Mr Mike Everett & Cllr Farrar-Astrop

415. **The Minutes of the Full Council Meeting** held on Monday 17<sup>th</sup> July 2023 were approved and signed by Cllr Willoughby. Clerk had amended an incorrect recording of no parishioners, there had in fact been 3.

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

417. **Parishioners Questions**

417.1. Resident asked whether a decision had been made on how to spend the Parish Council Community Infrastructure Levy money. *It was agreed that the best meeting should focus on this in November, feeding into the Budget Setting meeting held in late November. This would allow the information to be shared in the next edition of the Leigh Post.*

417.1.1. **ACTION: publicise the next meeting where possible to generate interest and ensure as much public engagement as possible. (LM)**

418. **Crime Report (Appendix A)** The crime report and incident list was shared. The clerk informed the Council that she had had a positive response from the request that a Rural Crime Officer attend a meeting. She is awaiting confirmation of a date. A resident had noted a car was parked on Flanchford Road regularly with the owner often in it. It was unclear as to whether they were rough sleeping or not. Ms Kinloch kindly agreed to investigate with MVDC.

419. **Clerk Report/Matters Arising (Appendix B)** There had been no progress on the land adoption as there needs further investigating into whether the green was registered as a 'Village Green'. The clerk is going to speak with the previous clerk to see if she knows more.

420. **Focus of meeting: Open Spaces.** Due to the volume of planning applications, it was agreed that this item be postponed as there was no requirement for decisions.

421. **Community**

421.1. **Grants received. There had been no grants received.** A resident informed the Parish Council that a local resident was likely to be in touch as they are looking for funding to help them set up a sport group.

422. **Highways and Services**

422.1. **Gatwick update.** The Development Consent Order was now being rolled out by Gatwick as part of the process of applying to bring the Emergency Runway into regular service. A publicity flyer had been received by residents in Leigh and other areas produced by Gatwick Airport, to publicise and promote the benefits they felt would be achieved. MVDC have now response to the application, pulling them up on areas of concern for locals. Stakeholders, including LPC have until the 29<sup>th</sup> October to respond to this stage of the planning process. It was acknowledged that the various lobby groups would be looking for funding in the next 12-18 months and the Council agreed that this would be sensible to support and will be discussed in the near future.

422.1.1. **ACTION: Circulate the MVDC response to the GIAS application (LM)**

422.2. **Transport and roads.** Cllr Brockwell informed the Council that the school had recently had police officers in to talk to the school community about the parking issues in the immediate area. SCC Clack had kindly contacted the School Safety Team and hopefully this along with lots of people lobbying the police has resulted in them taking an interest. As the Leigh site of North Downs School has different cohorts each year it is sensible to raise the issue each year in September at the start of the school year.

422.3. The speed cable strips have not been requested yet as the location has not been finalised. Cllr Wilkinson has kindly offered to send through the two sites.

423. **Amenities**

423.1. **Playground.** A local contractor has agreed to quote and complete the works on the most recent playground inspection. Finding a contractor has proven difficult as the playground is ageing. Cllr Tomkins also had a local person who was very happy to do smaller jobs. There had been recent incidents reported of excessive littering and dog waste in the park. It was noted that the dog waste bin was overflowing, and litter had been put next to the bin again.

**423.1.1. ACTION: circulate the quote once in (LM)**

423.2. **Allotments.** An allotment holder has requested permission to put a small shed on her plot. Cllrs discussed and agreed to decide shortly, in the absence of Cllr Everett. Decision to be circulated by email and communicated with the leaseholder. The clerk proposed that she share a topline profit and loss of the maintenance of the allotments with plot holders, for their information. All agreed this would be useful.

423.3. **Open spaces.** Cllr Brockwell informed the council that the Carman family memorial bench was now in place on the green. The clerk thanks Cllr Brockwell for his work on this. The History Group bench was still a work in progress. Once they have more to share, Ms Kinloch will inform the clerk. It was noted that there had been no additional cuts made to the recreation ground, boundary grass. The clerk will investigate with the contractor.

**424. Planning**

424.1. **Current Applications** – Cllr Wilkinson had reviewed the planning applications as listed in Appendix C and made the following observations:

MO/2023/1271 – A new application for the property. Previous applications. No action
MO/2023/1348 – No comment
MO/2023/1304 - No comment
MO/2023/1025 – no comment
MO/2023/1258 – Minimal change to the building. No action
MO/2023/1097 – COL now over 4 years. No comment
MO/2023/1059 – No comment
MO/2023/1019 – The Councillors had concerns regarding elements of the application, since granted prior approval that appear to be incorrect.
MO/2023/0036 - No comment

424.1.1. ACTION - Clerk to submit queries to Planning regarding MO/2023/1019, for clarity.

424.2. **Other planning matters:** None

**425. Administration & Finance**

425.1. **The Parish Council approved the payments made or outstanding as per Appendix D.**

425.2. **The Parish Council noted the receipts as per the bank statement (Appendix E)**

425.3. The Parish Council noted the conclusion of the AGAR for 2022-23 as per the External Auditors Report. There were no concerns.

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

426.1. The following dates were confirmed:

Litter Pick – Saturday 14<sup>th</sup> October

Full Council Meetings - Monday 16<sup>th</sup> October, Monday 20<sup>th</sup> November, Thursday 14<sup>th</sup> December

Finance Committee meeting – Monday 27<sup>th</sup> November

**427. Parishioner’s Questions & Comments**

None at this time.

There being no other business, the Chair closed the meeting at 8:55pm.

**APPENDIX A – PCSO crime report****Leigh Parish Council Meeting / Police Summary 18th July 2023**

Leigh	Church Road	Female walking dog in field ran at by child waving arms. No further issues.
Leigh	Dean Oak Lane	Tesco van parked in dangerous position. Member of public checked, and driver was resting.
Leigh	Bunce Common Road	Person on motorcycle swung some string or other item out at person walking in road. No suspect identified.
Leigh	TAPNERS ROAD	Motorcycle failed to stop for officers. Further enquiries ongoing.
Leigh	Harrington Close	Officers attended after report of branch throwing (near cars) and drink driving. Nothing found to be untoward. No further action.
		End

**APPENDIX B –****Action points status**

Action point	Owner	Status at 17 <sup>th</sup> July 2023
Traffic calming	LM	Awaiting response from various agencies
Playground schedule of works	RT	BG to quote
Fingerpost sign metal cuff	ME	To be updated
Carman Memorial Bench	GB	GB liaising with the family
History Group bench	LM	GB liaising with AK
AGAR submitted	LM	Completed 12th June 2023. Awaiting external audit result

**APPENDIX C – Planning Applications (July 18<sup>th</sup> Onwards )**

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

Reference	Proposal	Location	Date	Outcome
<a href="https://planning.agileapplications.co.uk/mole/application-details/124245">https://planning.agileapplications.co.uk/mole/application-details/124245</a> MO/2023/1271	Erection of 5 No. dwellings following the demolition of the existing buildings.	Rosemar Kennels and Cattery, Rosemar Farm House, Shellwood Road, Leigh, Reigate, Surrey, RH2 8NT	11 Sep 2022	
<a href="https://planning.agileapplications.co.uk/mole/application-details/124337">https://planning.agileapplications.co.uk/mole/application-details/124337</a> MO/2023/1348	Erection of single storey rear extension, loft conversion with roof dormer extensions and raised ridge height.	Twelve Trees, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8PE	06 Sep 2023	
<a href="https://planning.agileapplications.co.uk/mole/application-details/124298">https://planning.agileapplications.co.uk/mole/application-details/124298</a> MO/2023/1304	Certificate of Lawfulness for the proposed development in respect of the erection of a detached garage.	The Old Workshop, Clayhill Road, Leigh, Reigate, Surrey RH2 8PD	30 Aug 2023	
<a href="https://planning.agileapplications.co.uk/mole/application-details/123971">https://planning.agileapplications.co.uk/mole/application-details/123971</a> MO/2023/1025	Erection of a detached double garage and carport following demolition of existing.	Bunts End, Bunce Common Road, Leigh, Reigate, Surrey, RH2 8NS	25 Aug 2023	
<a href="https://planning.agileapplications.co.uk/mole/application-details/124232">https://planning.agileapplications.co.uk/mole/application-details/124232</a> MO/2023/1258	Erection of a single storey side infill extension to the main house. Proposals include both internal and external alterations, including the removal of a modern partition upstairs on landing and within the rear garden room downstairs. Proposed erection of a pergola within the garden with associated works.	Thyme Cottage, Bunce Common Road, Leigh, Reigate, Surrey, RH2 8NP	23 Aug 2023	
<a href="https://planning.agileapplications.co.uk/mole/application-details/124061">https://planning.agileapplications.co.uk/mole/application-details/124061</a> MO/2023/1097	Certificate of Lawfulness for an existing development in respect of the	The Oaks, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PZ		

	erection of extensions to the property in excess of 4 years ago.			
<a href="https://planning.agileapplications.co.uk/mole/application-details/124016">https://planning.agileapplications.co.uk/mole/application-details/124016</a> MO/2023/1059	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	This application was decided on 13 Sep 2023	REFUSED
<a href="https://planning.agileapplications.co.uk/mole/application-details/124017">https://planning.agileapplications.co.uk/mole/application-details/124017</a> MO/2023/1019	Prior notification for the erection of a single storey rear extension of 8.00 metres deep and 3.60 metres high with a height at the eaves of 2.30 metres.	Hare House, Flanchford Road, Leigh, Reigate, Surrey, RH2 8NW	25 Aug 2023	PRIOR APPROVAL GRANTED
<a href="https://planning.agileapplications.co.uk/mole/application-details/122856">https://planning.agileapplications.co.uk/mole/application-details/122856</a> MO/2023/0036	Erection of 3 No. dwellings following demolition of existing barns.	Tamworth Farm, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PY	04 May 2023	REFUSED, SUBJECT TO APPEAL

## **APPENDIX D – Payments**

### **PAYMENTS MADE**

PAYEE	Description	Date paid	Amount (£)	Format	Status
HMRC	EMPLOYEE NI AND TAX	25/07/23	£170.40	BT	PAID
L MANN	JULY SALARY	7/08/23	£375.60	SO	PAID
N J FULLER	HEDGES	17/08/23	£426	BT	PAID
L MANN	SALARY BACK PAY	17/08/23	£67	BT	PAID
CHEVIOT	CORO MUGS	17/07/23	£148	BT	PAID
L MANN	AUGUST SALARY	05/08/23	375.60	SO	PAID
LCC	2001-23 ELECTR CONTRIBUT	29/08/23	£40	BT	PAID
PKF LITTLEJOHN	EXTERNAL AUDIT	29/08/23	£252	BT	PAID
L MANN	SEPTEMBER SALARY	05/09/23	£375.60	SO	PAID
GRASSTEX	INV 1495	-	989.62	BT	DUE 29/09

J LEGG	WATER ALLOTMENT 102M3	-	283.50	BT	DUE
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**PAYMENTS IN:**

As per bank statements

PAYEE	Description	Date paid	Amount (£)	Format	Status
MVDC	PRECEPT PT 1	08/09/23	£9341	BT	RECEIVED

**APPENDIX F – Key dates**

- LEIGH APPLE PRESS DAY – 30<sup>TH</sup> SEPTEMBER
- FULL COUNCIL MEETING – MONDAY 23<sup>RD</sup> OCTOBER
- LEIGH LITTER PICK – SATURDAY 14<sup>TH</sup> OCTOBER