

LEIGH PARISH COUNCIL MINUTES DRAFT

20th May 2024

	In attendance	Apologies	Absent
Cllr Joanne Willoughby (Chair)	X		
Cllr Paul Wilkinson	X		
Cllr Ray Tomkins	X		
Cllr Mark Foulsham	X		
Cllr Mike Everett		X	
Cllr Graham Brockwell	X		
Cllr Paul Metcalfe	X		

Also in attendance: Laura Mann (Clerk) taking the minutes, Mr R Worth (Footpath Officer) and 2 members of the public. The meeting was chaired by Cllr Willoughby.

Item	Issue	Actions
516	To receive and accept apologies for absence.	
	Apologies were noted and accepted from Cllr Everett.	
517	Election of Chairman and Vice Chairman	
	The clerk asked for nominations for Chairman of the Council. MF nominated JC. This was seconded by PW. There were no other nominations and JC accepted the position of office. The clerk then asked for nominations for Vice-Chairman. RT nominated PW, seconded by JC. PW accepted his position of Vice Chair.	
518	Signing of the acceptance of Office Book by Chair and Vice Chair.	
	The Book of Office was signed by Cllr Willoughby and Cllr Wilkinson. These were both countersigned by the clerk.	
519	To agree the content of the minutes of the Parish Council Meeting dated March 25th 2024.	
	The Council resolved to unanimously agree the content of the minutes of the Parish Council Meeting dated March 25 th 2024, and the JW signed them.	
520	Declarations of Interest.	
	MF reiterated his involvement in the ongoing Aviation panel and so would refrain from commenting on any Gatwick matters.	
521	Parishioners Questions.	
	<i>Resident was concerned that there had been no more cuts on the boundary grass. JW informed them that it was on the agenda and would be discussed then.</i>	
	<i>Resident enquired as to what was happening regarding possible speed and traffic mitigation measures. He raised the point that a grant available was available for infrastructure. The PC responded that not all traffic calming measures available are appropriate for Leigh. LPC have requested that Surrey Highways and Mole Valley Police attend a future meeting to look into opportunities for Leigh traffic calming.</i>	

	ACTION - Cllrs Wilkinson and Tomkins requested that a meeting be arranged with Cllr Clack and Surrey Highways to find out what can be done.	Clerk
522	Crime Report (Appendix A/requested)	
	Due to absence, the crime report was unavailable at the time of the meeting. This will be forwarded on once received.	Clerk
523	Clerk Report/Matters Arising (Appendix B)	
	Retrospective approval for the use of the annual village Flower Sale already held on the Green (May 18 th). The Parish Council had approved the use of the land between meetings due to timing. MF requested that the Council's action point list be discussed at the top of the meeting in future to avoid missing anything. This was agreed and will start from June.	
524	Community	
	There had been no additional grant applications received at this time.	
525	Highways and Services	
	Roads/Highways Gatwick Update – there has been an amendment to the Gatwick Planning Proposal regarding off site parking and improvements to wastewater. They were running a public consultation as per in the appendix. PW had read the report and was in favour of the changes. Action: respond to the consultation regarding the wastewater amendments on the planning proposal Drainage RT highlighted that there had been jetting today by Surrey Highways contractors. They had reported that they had found blockages and cleared them. RT had highlighted areas near Seven Stars. An engineer highlighted a large amount of root blockage. They can send a route cutter down to sort. It was also felt that field run-off /muck is responsible for much of the blockages. Currently experiencing more dry weather but once the weather turns it will show as to whether there had been an improvement. MF had been in contact with Thames Water who have agreed to site visit in Leigh on June 24 th . At this point they have stated they won't do anything until the Winter. It was noted that Cllr Farrar-Astrop had shown interest and will be invited to attend. RT shared that Leigh Brook had been reported to have the worst water quality in the whole area. Cllrs were unsurprised. This information was to be incorporated onto the Thames Water meeting.	Clerk
526	Amenities	
	Playground RT about to start exploring opportunities for fund raising. GB has kindly agreed to remove the netting and posts surrounding the green mound. Grass seed has taken and is covering most of it. Green spaces	

	<p>Clerk informed the council that there had been one boundary grass cut. There had been mixed communication from residents. It was appreciated that there were pros and cons. The options were considered and the Parish Council agreed to the following:</p> <ul style="list-style-type: none"> • Fortnightly cut during the growing season • To leave a 2 metre swathe of long grass next to the hedgerow for pollinators and wildlife. <p>There will be a proper cut just before the Show in July due to the fire hazard of the vintage cars parking on the grass.</p> <p>To encourage dog walkers to clear up after their dogs, there will be an additional dog bin sited over by the gate, adjacent to Newdigate Road. This should be accessible to users from both sides of the gate.</p> <p>Allotments</p> <p>It was noted that the grass being cut fortnightly in the communal areas (parking and some paths).</p> <p>GB reported that the tap was leaking and unfortunately will need fully replacing as it has seized solid. GB is going to replace and fit it. JW thanked him.</p> <p>ACTION – check with Haven resident regarding turning the water off temporarily.</p>	Clerk
527	<p>Planning (Appendix C)</p> <p>Current Applications - comments to note</p> <ul style="list-style-type: none"> • MO/2024/0367 - Crossover for the Glebe. Amendment. Narrowing the gap in the fence. Letter from MVDC, referring to any exit being 3 metres wide to allow visibility for passing traffic. Any change to parking in MVDC required electric charging. The Parish Council had already commented on the application. • MO/2024/0354: It was noted that the clerk had submitted a letter of representation within meetings. It had objected to the proposal due to concern regarding the impact of change of use. <p><u>Other planning matters:</u></p> <p>Solar Panel Farm. PW has arranged a meeting with the agents on site 14th June. He clarified that he has explicitly stated to them that this would not be a consultation, merely a fact-finding meeting. PW had requested Marisa Heath attend. RT offered to attend.</p>	
528	<p>Administration & Finance</p> <p>The payments listed in Appendix D were noted and approved.</p> <p>PW signed the latest bank statement (circulated)</p> <p>CLlr Willoughby, as the chair read and signed the following documents.</p> <ol style="list-style-type: none"> Annual Governance Statement 2023/24 (LM/JC) Accounting statements 2023/24 (LM/JC) <p>The clerk countersigned and dated them.</p> <p>Action: submit forms to external auditor and publish electors' rights on noticeboards and website.</p>	Clerk
529	<p>Upcoming Meetings and dates to note (Appendix F)</p> <p>To confirm, the date of the next Parish Council Meeting will be held on Monday 24th June 2024 at The Pavilion on Bunce Common Road at 7.30pm.</p>	

	The current Consultation dates were noted	
530	Parishioner's Questions & Comments	
	There were no additional comments	
531	Closure of meeting	
	There being no further business, the meeting closed at 20:50pm.	

APPENDIX A – PCSO crime report*Requested***APPENDIX B –****Action points status**

Action Point	Owner	Date started	People involved	Update	Closed Y/N
Explore other banks for greater return ie Unity	LM	01/04/2024	LM	Outstanding	N
Installation of village gates	LM		Hclack, SH LM	Awaiting response from SH	N
Chevrons on Dawes Green bed	MF	01/05/2024	MF and Hclack	To be completed	Y
Request plot at Leigh Flower show	LM	28/05/2024	PW	Requested	N
Playground annual Report	RT	01/11/2023	RT/GB	Outstanding medium	N
Attend GACC Agm	Any	08/06/2024	Any	8th June at Stanhill	N
Publish Accounts	LM	01/05/2024	LM	Before June 1st	N
Submit AGAR	LM	01/05/2024	LM	Submitted	Y
Community resilience plan adoption	LM	28/05/2024	PW	To be agreed in June	N
Meeting with Surrey Highways re drainage	RT		RT		N
Meeting with Thames Water re drainage	MF		MF		N
Meeting with Solar Panel Agents	PW	29/05/2024	PW/RT	Wed 29th May	N
Allotment Tap replacement	GB	29/05/2024	GB/RW/LM	Graham investigating. Mr Legg contacted - awaiting response	N
Organise boundary grass cuts	LM	22/05/2024		Instructed contractor	Y
New dog wate bin installation site	LM		Cllr FA	Has been installed at layby instead	Y
Flower show preparations	LM	01/07/2024	Secretary	To ensure we have the correct compliance from LDCGS	
Adopt Financial Regulation	LM	24/05/2024	All	To be agreed in June	
Software for Parish Plan	PW		PW	TBC	
Land adoption for layby	LM		LM and Hedleys	Complex	N
Arrange meeting with SCC and SH regarding traffic	LM		PW/RT	Requested again 29/05/24	

APPENDIX C – Planning Applications (March 23rd onwards)

Reference	Proposal	Location	Registration date	Decision date
MO/2024/0367	PLEASE NOTE: Amended application form received. Creation of a vehicle crossover,	21, The Glebe, Leigh, Reigate, Surrey, RH2 8NL	07/05/2024	
MO/2024/0550	Erection of first floor rear extension and side entrance porch following demolit	Dean Oak Cottage, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PX	25/04/2024	
MO/2024/0535	Erection of side extensions, single storey rear extension, hip to gable roof ext	Ashlehay, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PZ	23/04/2024	
MO/2024/0554	Certificate of Lawfulness for proposed development in respect of the conversion	Beltane, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PZ	05/04/2024	
MO/2024/0354	Change of use from Sui Generis(Kennels and	Rosemar Kennels and Cattery, Rosemar Farm House, Shellwood	02/04/2024	

	Cattery) to Class E-Commercial.	Road, Leigh, Reigate, Surrey, RH2 8NT		
MO/2024/0328	Creation of a 11m x 5m swimming pool, erection of pool plant housing and a gazebo	Little Flanchford, Flanchford Road, Leigh, Reigate, Surrey, RH2 8RD	22/03/2024	
MO/2024/0450	Prior notification for the erection of a single storey rear extension 8 metres d	Cleavers, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PB	19/03/2024	29/04/2024
MO/2024/0434	Certificate of Lawfulness for a proposed development in respect of the erection	Cleavers, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PB	18/03/2024	09/05/2024
MO/2024/0273	Extension of detached garage to form a small link towards the host dwelling house	The Bungalow, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PZ	20/02/2024	16/04/2024
MO/2023/1735 SUBJECT TO APPEAL	Erection of single storey side extension.	Hare House, Flanchford Road, Leigh, Reigate, Surrey, RH2 8NW	19/01/2024	23/02/2024
MO/2024/0039	Tree works.	1, The Glebe, Leigh, Reigate, Surrey, RH2 8NL	09/01/2024	28/03/2024

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

Appeals: MO/2023/1735

APPENDIX D

Reserve Account

Date	Type	Description	Value	Balance
30-Apr-24	INT	Interest	£ 40.00	£ 30,550.50
28-Mar-24	INT	Interest	£ 34.77	£ 30,510.50
22-Mar-24	DPC	Internal transfer to current account	-£ 1,000.00	£ 30,475.73

Current Account

Date	Type	Description	Value	Balance
09-May-24	DPC	LAURA MANN , McAfee expenses	-£ 109.99	£ 10,391.58
07-May-24	S/O	Salary	-£ 437.20	£ 10,501.57
02-May-24	DPC	Payroll	-£ 48.00	£ 10,938.77

02-May-24	DPC	SALC subscription	-£	317.55	£	10,986.77
25-Apr-24	D/D	Employee HMRC	-£	248.60	£	11,304.32
05-Apr-24	S/O	Clerk Salary	-£	437.20	£	11,552.92
05-Apr-24	DPC	MULBERRY CO New councillor training	-£	54.00	£	11,990.12
05-Apr-24	DPC	LAURA MANN , MICROSOFT 365 SUBS	-£	79.99	£	12,044.12
05-Apr-24	BAC	MOLE VALLEY COUNCL, PARISH PRECEPT	£	9,420.00	£	12,124.11
22-Mar-24	DPC	PLAYGROUND maintenance	-£	157.00	£	2,704.11
22-Mar-24	DPC	Internal Transfer from Reserve Account	£	1,000.00	£	2,861.11

APPENDIX E – BANK Reconciliation 2023-24

Leigh Parish Council Bank Reconciliation		Q1, 2023-4		Q2, 2023-4		Q3, 2023-24		Q4, 2023-24	
Balance as at 1st April 2023	35,156	Balance as at 1st July 2023	38,811	Balance as at 1st October 2023	45,933	Balance as at 1st January, 2024	37,183		
Plus receipts	9,645	Plus receipts	9,449	Plus receipts	998	Plus receipts	1,112		
less payments	5,990	less payments	2,327	less payments	9,749	less payments	5,080		
Balance as at 30th June 2023	38,811	Balance as at 30th September, 2023	45,933	Balance as at 31st Dec 2023	37,182	Balance as at 31st March, 2024	33,215		
<i>Made up of</i>		<i>Made up of</i>		<i>Made up of</i>		<i>Made up of</i>			
Current Account Balance	7,634	Current Account Balance	14,648	Current Account Balance	5,784	Current Account Balance	2704.11		
Plus Reserve Account	31,177	Plus Reserve Account	31,285	Plus Reserve Account	31,398	Plus Reserve Account	30510.5		
	38,811		45,933		37,183		33,215		
Less unrepresented Cheques		Less unrepresented Cheques		Less unrepresented Cheques		Less unrepresented Cheques			
Balance as at 30th June 2023	38,811	Balance as at 30th September, 2023	45,933	Balance as at 31st December, 2023	37,183	Balance as at 31st March 2024	33,215		

APPENDIX F – Key dates

Leigh Parish Full Council meeting – Monday 24th June 2024

Leigh Parish Full Council meeting – Monday 29th July 2024

Leigh Parish Full Council Meeting – Monday 23rd September 2024

Open Consultations:

SCC Parish & Town Council Biodiversity Survey – for 19th May 2024.

New : Gatwick Consultation on application amendments – specifically self parking and wastewater plant proposal.

Consultation is open until 11th June [Northern Runway Plans | London Gatwick Airport](#)