

# LEIGH PARISH COUNCIL- FULL COUNCIL MEETING MINUTES

## 25<sup>th</sup> November 2024 DRAFT

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

Also in attendance: Laura Mann (Clerk) taking the minutes, Mr Robin Worth (Footpath Officer) and 1 member of the public. The meeting was chaired by Cllr Willoughby.

Item	Issue	Action
	Cllr Willoughby welcomed everyone.	
580	<b>To receive and accept apologies for absence.</b>	
	Apologies were noted and accepted from Cllr Everitt. SCC Cllr Helyn Clack, MVDC Cllrs Harvard and Farrar-Astrop had also sent their apologies.	
581	<b>To confirm the Minutes of the Full Council Meeting held on Monday 28<sup>th</sup> October 2024</b>	
	The Council resolved to unanimously agree the content of the minutes of the Parish Council Meeting dated Monday 28 <sup>th</sup> October 2024, and JW signed them.	
582	<b>Declarations of Interest.</b>	
	No new items declared. It was noted that MF was no longer working on the Gatwick Consultation so was now able to pick Gatwick responsibilities back up from the New Year on behalf of the Parish Council. PW and GB reminded the council that they are members of the Leigh Apple Press Group.	
583	<b>Crime Report (Appendix A)</b>	
	This had not been received in time but would be circulated once in.	LM
585	<b>Parishioners Questions</b>	
	Resident requested reimbursement for cable ties for putting up the poppies across the village for Remembrance Sunday. This was approved.	LM
586	<b>Status of Action Points where not covered (Appendix B)</b>	
	All outstanding actions with updates, were included on the agenda.	
587	<b>Community</b>	
	Community Grant Applications There had been two applications received. The Leigh Apple Press Group had requested £750 to pay for specialist equipment to clear the land. It has got considerably out of hand and needs taking back. As the land is owned by LPC they agreed they have a responsibility to maintain it. <b>RESOLVED: Cllr Willoughby proposed it be approved both Cllrs Metcalf and Foulsham approved this.</b> It was noted that the Wassail is taking place on Saturday 18 <sup>th</sup> January from 2pm. The second application was from Leigh Social Club. There was more information required for the Councillors to decide.	

	<b>ACTION: contact the group to provide more information.</b>	LM
588	<b>Highways</b> <b>Roads/Highways</b> The Mynthurst Resident Group had contacted the clerk to request support for additional signage at Smallshill Rd. The Council agreed that it was dangerous pulling out of Mynthurst and Dean Oak Road onto Smallshill Road. They had suggested 'Concealed entrance' signs be installed. <b>ACTION: contact Surrey Highways and Cllr Clack to investigate what can be done.</b>  <b>Gatwick Update</b> – no update.  <b>Drainage Update</b> It was noted that the drainage around Dawes Green had improved since the drain clearance but was still somewhat blocked. PM had noted two tankers outside the pump station over the weekend due to the heavy rain. The storm drain was running fine.	
589	<b>Amenities</b> <b>Playground</b> – JW thanked Cllr Everett for his work to replacing the pedestrian bridge access into the playground. All agreed it was much improved. The Annual Playground report is imminent and once the required work has been identified a plan for maintenance and replacement can be started. To get a better understanding of who the playground users are and what they would like, it was agreed that RT would create an online questionnaire for circulating. The recipients would include local residents, North Downs School and Leigh Lollipops Pre School attendees. The questionnaire will be distributed via posters, Social Media, Leigh Post and e-newsletters. <b>Green spaces</b> - No update <b>Allotments</b> – Clerk updated that most of the invoices had now been paid for the annual rent. The leak at the standing pip was not yet repaired, GB is still exploring how to fix it. (It has been turned off). The clerk is going to investigate how the water charges are being split by the householder as she thinks they may be too high for the annual usage.	
590	<b>Planning (Appendix C)</b> All the applications in Appendix C had been considered. The only live application was tree works application. There were no comments to be made. <b>Other planning:</b> A parishioner on Bunce Common Road had contacted PW concerned that a neighbour is building a structure that is over 2 metres in height (this would make it outside of permitted development, and they would need to apply for a full planning application). The clerk had contacted planning informally for advice. They recommend that the resident contact planning directly. <b>ACTION: Contact resident with planning advice for them to action.</b>	PW
591	<b>Administration &amp; Finance (Appendix D)</b> The payments listed in Appendix D were noted and approved. The latest bank statement was noted and signed. It was noted that the Finance Committee had met and made recommendations for the 2025-26 Budget. The household numbers were still outstanding from MVDC so a precept recommendation could not be made yet. This will now take place at the December Parish Council Meeting (16 <sup>th</sup> December).	
592	<b>County and District Councillor Updates</b> No update had been circulated.	
593	<b>Upcoming Meetings and dates to note (Appendix F)</b> The following dates were agreed for the upcoming Full Council Meetings:	

	Monday 16 <sup>th</sup> December To confirm ongoing meeting dates Consultation: The Surrey County Council Rights of Way Improvement Plan had not yet been responded to. The clerk requested that Councillors look at the consultation and respond individually. It was agreed that without a paper copy allowing questions to be considered, it was hard for the Parish Council to respond as a group.	
594	<b>Parishioner's Questions &amp; Comments</b>	
	Resident asked if the allotment tap had been fixed. GB – not yet. He is investigating the connection with the meter.	
595	<b>Closure of meeting</b>	
	There being no further business, the meeting closed at 20:11.	

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

Action Point	Owner	Date started	People involved	Update	Agenda item	Closed
Contact contractor for recreation ground cuts to be bigger	LM	22/06/2024	LM/ME	Requested - not done	N	N
Chase SH for site meeting for traffic calming	PW/LM	01/01/2024	SH/HC/LPC	Chased with HC	Y	N
Playground annual Report	RT	01/11/2023	RT/GB	Outstanding medium	Y	N
Community resilience plan adoption	LM	28/05/2024	PW	To be agreed in Sept	N	N
Meeting with Surrey Highways re drainage	RT		RT		Y	N
Meeting with Thames Water re drainage	MF		MF	1st meeting with rep achieved	Y	N
Allotment Tap replacement	GB	29/05/2024	GB/RW/LM	Graham investigating. Mr Legg c Y	Y	N
Chevrons on Dawes Green bed	MF	01/05/2024	MF and Hclack	Awaiting works	Y	N
Explore other banks for greater return ie Unity	LM	01/04/2024	LM	Outstanding	N	N
Installation of village gates	LM		Hclack, SH LM	Awaiting response from SH	N	N
New bridge into playground by pedestrian gate	ME	October	ME	Completed	N	Y
Village green flooding investigation	GB	September	GB PW	Invetsigated	N	N
Log Ashust Bend drain issues with SCC	LM	September	LM	Logged	N	N
Publicise Fix my street portal	LM	September	LM Hclack	Circulated	N	Y
Land adoption for layby	LM		LM and Hedleys	Need new solicitors	N	N

**APPENDIX C – Planning Applications (October 28th onwards)**

Where applications come in between issue of the agenda and the meeting, these will be added

Reference	Proposal	Location	Registration date	Decision date
MO/2024/1880	T1 Plum Fell to Ground Level. Reason for Work: The tree is exhibiting a significant lean and shows signs of basal rot, posing a potential risk. Removal is recommended as part of responsible tree safety management.	Oak Tree Cottage, 4 Leigh Place Cottages, Tapners Road, Leigh, Reigate, Surrey, RH2 8NN	2024-11-06	

Decisions:

Reference	Proposal	Location	Registration date	Decision date
MO/2024/1796	Certificate of lawfulness of existing use or development to establish the lawful	Stumblehole Cottage, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PY	2024-10-18	2024-11-21 No objection
MO/2024/1509	Certificate of lawfulness for a proposed development in respect of the use of the	1, Shellwood Farm Cottages, Shellwood Road, Leigh, Reigate, Surrey, RH2 8NX	2024-09-10	2024-11-19 Refused
MO/2024/1492	Erection of side extensions, alterations to the roof including raising the ridge	Ashlehay, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PZ	2024-09-09	2024-11-12 Approved WC
MO/2024/1486	Conversion of stables to offices.	Dean Oak Cottage, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PX	2024-09-17	2024-11-11 Approved WC

MO/2024/1615	Tree works	6, Harrington Close, Leigh, Reigate, Surrey, RH2 8HP	2024-09-26	2024-11-07 No objection
MO/2024/1363	Refurbishment of works to Moon hall school which is a grade II listed building t	Moon Hall School, Burys Court, Flanchford Road, Leigh, Reigate, Surrey, RH2 8RE	2024-09-02	2024-10-28 Approved WC
MO/2024/1362	Recovering of tiled roof surfaces, fascia and open soffit areas with repair to c	Moon Hall School, Burys Court, Flanchford Road, Leigh, Reigate, Surrey, RH2 8RE	2024-09-02	2024-10-28 Approved WC

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

**Appeals: None**

#### **APPENDIX D**

##### **All transactions**

Date	Type	Description	Amount	Account Name
21-Nov-24	BAC	Allotment rent	£ 35.00	Current
18-Nov-24	BAC	Allotment rent	£ 60.00	Current
18-Nov-24	BAC	Allotment rent	£ 25.00	Current
11-Nov-24	C/R	Allotment rent	£ 25.00	Current
07-Nov-24	BAC	Allotment rent	£ 35.00	Current
05-Nov-24	S/O	Clerk salary	-£ 437.20	Current
24-Oct-24	D/D	HMRC Employee NI & Tax	-£ 312.00	Current
31/10/2024	INT	Interest	£ 31.00	Reserve

#### **APPENDIX E – Key dates**

Leigh Parish Full Council Meeting – Monday 16<sup>th</sup> December 2024

#### **APPENDIX F – Open Consultations:**

SCC Right of Way Improvement Consultation <https://www.surreysays.co.uk/environment-and-infrastructure/rowip-24/>