

LEIGH PARISH COUNCIL - FULL COUNCIL MEETING MINUTES DRAFT

24th February 2025

	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), MVDC Cllr Harvard, SCC Cllr Clack and 2 members of the public. The meeting was chaired by Cllr Willoughby.

Item	Issue	Action
	Cllr Willoughby welcomed everyone.	
611	To receive and accept apologies for absence.	
	Apologies were noted and accepted from Cllr Foulsham, Brockwell & Metcalfe. MVDC Cllrs Van Den Bogerd and Farrar-Astrop had also sent their apologies.	
612	To confirm the Minutes of the Full Council Meeting held on Monday 27th January 2024	
	The Council resolved to unanimously agree the content of the minutes of the Parish Council Meeting dated Monday 16 th December 2024, and JW signed them.	
613	Declarations of Interest.	
	No new items declared.	
614	Crime Report (Appendix A)	
	The crime report was to follow once received.	LM
615	Parishioners Questions	
	None at this point.	LM
616	Clerks Report	
	Status of Action Points (Appendix B): Most of the outstanding actions with updates were included on the agenda. Other Communications: A	LM
617	Community	
	<u>Community Grant Applications</u> From the money raised form the Leigh History book sales, the Leigh History Group had purchased a bench to be sited in Motions Orchard, Church Street. With the remaining funds they will reapply to Clarion to install another bench on the Glebe side of the Village Green.	LM
618	Highways	
	Gatwick Update – it was noted that the Governments initial recommendation would be announced on the permanent use of the emergency runway at Gatwick on Thursday 27 th February. It was likely that local lobby groups such as CAGNE and GACC would now submit requests for funds to support their action for residents. Drainage Update – Surrey Highways have been several times to attend Bunce Common Rd and Tapners Road. They identified and cleared some blockages in drains. ME has continued to try and get a Thames Water technical engineer to attend to allow them	

	<p>permission and support for the drainage groups to sort the ditches and culverts. Tankers have been in regular attendance at Smallshill pumping station to remove the excess water. HC shared that additional road surfacing is taking place next week on Bunce Common Road. It could be an ideal time to do the drainage works in this location. Cllr Clack said she would investigate this. Shellwood Road and Tapners Road have both had the culverts cleared by Surrey Highways. It was felt that the flooding was noticeably better this morning after heavy rain. It was understood by a resident that Thames Water wanted to put monitoring equipment in the drains from her house into the field to assess the state of them (Smallshill Road).</p> <p>Roads/Highways ME provided a Gravel layby update. As required, he has now sourced 3 quotes to address the layby potholes and create the improved parking up the drive to the pavilion. The parish council will seek a supplier to address the hedge clearance required. RESOLVED: The council have agreed to use the supplier Dorking Paving & Landscapes. ACTION: instruct the supplier to undertake the work once the hedge work has been completed.</p>	LM/ME
619	Amenities	
	<p>Playground – quotes are now in for the new, additional equipment. All three suppliers whom RT met with recommended adding climbing elements. The elements will be located by the existing climbing wall. The walls were no longer fit for purpose and will need removal. RESOLVED: the council agreed to proceed with Playdale. ACTION: Instruct the preferred supplier to proceed with the work. ACTION: contact suppliers to get a quote to remove the climbing frame before installation can take place. Green spaces – no update Allotments – no update</p>	LM/RT LM
620	Planning (Appendix C)	
	<p>The Parish Council noted the decisions made by MVDC Planning as listed. The current applications as listed on appendix C had been reviewed and were discussed - No action to be taken. Additional Planning: The Council had received notification SCC are submitting to the Forestry Commission for a new woodland creation grant funding bid at St Joans Farm, Flanchford Road. The bid is a proposal for tree planting on a small plot of land within the farm of just over 1 hectare. The farm is one of Surrey County Council's tenant farms and they believe this planting will increase biodiversity, improve soil condition, and support priority habitats. ACTION: contact SCC to let them know that the Parish Council support in principle at this stage.</p>	LM
622	County and District Councillor Updates	
	<p>Cllr Clack had circulated a devolution update via email regarding the reorganisation. The clerk had circulated to the Council and will put on the website for residents. Cllr Clack outlined the process and explained that the boundaries need to reflect a fair county. Cllr Harvard shared that the MVDC budget had now been signed off. She had also continued to lobby to get the various missing and damaged road signs around Leigh addressed.</p>	
621	Administration & Finance (Appendix D)	
	The payments listed in Appendix D were noted and approved.	

	The latest bank statement was noted and signed by PW. The Quarter 3, 2024-25 bank reconciliation was noted.	
623	Upcoming Meetings and dates to note (Appendix F)	
	The next meeting will be on Monday 24 th March at 7:30pm. The Council provisionally agreed to hold the Annual Parish Meeting on Wednesday 14 th May 2025. This will need to be agreed with the other Councillors and then circulated.	
624	Parishioner's Questions & Comments	
	No comments were made.	
625	Closure of meeting	
	There being no further business, the Chair thanks everyone for coming and the meeting closed at 8:40pm.	

APPENDIX A – PCSO crime report Summary

Leigh Parish Council Meeting / Police Summary 27th Jan – 24th Feb 2025

Leigh Dean Oak Lane Unknown man standing in road. Hooded with black backpack. Later seen sitting on verge. Member of public called a shelter to arrange a placement.

Leigh Shellwood Rd Workplace injury. Ambulance dealing. Police made aware.

Leigh Smalls Hill Road Police stop of electric scooter. No insurance / licence. Seized.

Leigh Church Rd Report of drink driving. Police aware. No further reports.

Leigh Smalls Hill Road Vehicle over taking on bend. Driver under investigation for being under the influence of prescribed substance.

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	now in contact with Surrey Highways engineer. Awaiting d:	Y	N
Playground annual maintenance	RT	01/11/2023	RT/GB	Outstanding medium. Report arrived	Y	N
Community resilience plan adoption	LM	28/05/2024	PW	To be agreed in Feb	N	N
Meeting with Surrey Highways re drainage	RT		RT	Ongoing	Y	N
Meeting with Thames Water re drainage	MF		MF	Ongoing	Y	N
Allotment Tap replacement	GB	29/05/2024	GB/RW/LM	Graham investigating. Mr Legg contacted - awaiting respo	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	Options circulated	Y	N
Installation of village gates	LM		Hclack, SH LM	Awaiting response from SH. As above with pt 1	N	N
Village green flooding investigation	GB	September	GB PW	Investigated. Not SH land. Needs to be addressed	N	N
Log Ashurst Bend drain issues with SCC	LM	September	LM	Logged	N	N
Explore water bill for allotment	LM	November	LM/PW	Proposed action for future bills LM	N	N
Community questionnaire for Playground improvements	RT	November	RT	To create and circulate questionnaire for ideas	Y	N
Mynthust and Dean Oak Lane junctions with SHR. Options?	LM	November	LM Hclack	Requested something be done. With HC	Y	N
Land adoption for layby	LM		LM and Hedleys	Need new solicitors	N	N

APPENDIX C – Planning Applications (January 26th onwards)

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

Open applications:

Reference	Proposal	Location	Registration date	Link
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MO/2024/2219	Erection of a timber framed gazebo.	Bryony, Bunce Common Road, Leigh, Reigate, Surrey, RH2 8NS	11/02/2025	https://planning.agileapplications.co.uk/details/127354
MO/2025/0238	Certificate of Lawfulness for a proposed development in respect of erection of a	Batts Farm, Blanks Lane, Newdigate, Dorking, Surrey, RH5 5ED	10/02/2025	https://planning.agileapplications.co.uk/details/127614
MO/2025/0241	Repairs and rebuilding to the central front elevation below the window due to co	The Seven Stars (PH), Bunce Common Road, Leigh, Reigate, Surrey, RH2 8NP	10/02/2025	https://planning.agileapplications.co.uk/details/127615
MO/2025/0237	Certificate of Lawfulness for a proposed development in respect of erection of a detached garage.	Batts Farm, Blanks Lane, Newdigate, Dorking, Surrey, RH5 5ED	10/02/2025	https://planning.agileapplications.co.uk/details/127620
MO/2025/0228	Discharge of conditions 3 and 4 of approved planning permission MO/2024/1959 for	Burys Court School, Flanchford Road, Leigh, Reigate, Surrey, RH2 8RE	06/02/2025	https://planning.agileapplications.co.uk/details/127608
MO/2025/0202	Erection of new canopy porch over the front door and a new timber gazebo/porch over side door; erection of gable roof to rear elevation and new glazed door; changes to fenestration including the installation of replacement windows and timber/glass balcony balustrading.	The Oak House, Mynthurst, Leigh, Reigate, Surrey, RH2 8RJ	03/02/2025	https://planning.agileapplications.co.uk/details/127580
MO/2025/0123	Erection of sandschool for private equestrian use.	1, Shellwood Farm Cottages, Shellwood Road, Leigh, Reigate, Surrey, RH2 8NX	30/01/2025	https://planning.agileapplications.co.uk/details/127494
MO/2025/0060	Certificate of Lawfulness for a proposed development in respect of the extension	Ashlehay, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PZ	22/01/2025	https://planning.agileapplications.co.uk/details/127421

Decisions:

Reference	Proposal	Location	Decision date	Decision
MO/2024/2188	Prior notification for the conversion of the existing agricultural barn to 4 bedroom dwellinghouse and retaining the lean-to as a log shed/storage facility in residential use.	Profits Farm, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PB	14/02/2025	PRIOR APPROVAL GRANTED
MO/2024/0675	Erection of stable block.	Land North East of Charmans Farm, Newdigate Road, Leigh, Reigate, Surrey, RH2 8NR	20/02/2025	REFUSED
MO/2024/1730	Creation of a 12m x 5m swimming pool, erection of a pool plant house and shepherds hut.	Little Flanchford, Flanchford Road, Leigh, Reigate, Surrey, RH2 8RD	07/02/2025	APPROVED WITH CONDITIONS

APPENDIX D

All transactions

Date	Type	Description	Value	Balance	Account
31-Jan-25	INT	31JAN INTEREST	31.4	27882.46	Reserve
31-Dec-24	INT	31DEC INTEREST	32.92	27851.06	Reserve
Date	Type	Description	Value	Balance	Account
10-Feb-25	DPC	NJ FULLER , LEIGH HEDGES	-306	4490.42	Current
05-Feb-25	S/O	Clerk salary	-437.2	4796.42	Current
05-Feb-25	DPC	Clerk MONITOR	-78.95	5233.62	Current
24-Jan-25	DPC	ROBIN WORTH , Lock	-46.49	5312.57	Current
23-Jan-25	D/D	HMRC SDDS , Employee NI&Tax	-312	5359.06	Current
22-Jan-25	DPC	ROBIN WORTH , BENCH	-208	5671.06	Current
22-Jan-25	BAC	ALLOTMENT	30	5879.06	Current

Q3 2024-25 Bank Reconciliation

Leigh Parish Council Bank Reconciliation		Q1, 2024-25		Q2, 2024-5		Q3, 2024-25	
Balance as at 1st April 2024	33,215	Balance as at 1st July 2024	39,342	Balance as at 1st October 2024	38,552	Balance as at 1st October 2024	38,552
Plus receipts	9,540	Plus receipts	9,844	Plus receipts	9,844	Plus receipts	301
less payments	9,413	less payments	10,634	less payments	10,634	less payments	4,608
Balance as at 30th June 2024	33,342	Balance as at 30th September, 2024	38,552	Balance as at 30th September, 2024	38,552	Balance as at 31st Dec 2024	34,245
<i>Made up of</i>		<i>Made up of</i>		<i>Made up of</i>		<i>Made up of</i>	
Current Account Balance	2,711	Current Account Balance	10,797	Current Account Balance	10,797	Current Account Balance	6,394
Plus Reserve Account	36,631	Plus Reserve Account	27,755	Plus Reserve Account	27,755	Plus Reserve Account	27,851
	39,342		38,552		38,552		34,245
Less unrepresented Cheques		Less unrepresented Cheques		Less unrepresented Cheques		Less unrepresented Cheques	
Balance as at 30th June 2024	39,342	Balance as at 30th September, 2024	38,552	Balance as at 30th September, 2024	38,552	Balance as at 31st December, 2024	34,245

APPENDIX E – Key dates

Leigh Parish Full Council Meetings:

- Monday 24th March 2025
- Monday 28th April 2025

Litter pick: Saturday 22nd March (CHANGE to published date)

APPENDIX F – Open Consultations:

LPC-20250224

[Strengthening Standards and Conduct Framework for Local Councils](#) (closes 26th February).

To introduce measures to strengthen the standards and conduct regime for local authorities in England. The proposals being consulted on include the introduction of a mandatory minimum code of conduct for local authorities in England. We encourage Clerks and their councils to make their own response to the consultation document.