

LEIGH PARISH COUNCIL - FULL COUNCIL MEETING MINUTES DRAFT

27th January 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) and 4 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. 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 16th December 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. It was noted that GB and PW are both members of the Apple Press Group (regarding the bench in Motions Orchard).	
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. SALC Forum: The clerk had circulated the SALC Clerks and Councillor forum notes, held the week before. The focus of the sessions had been on devolution and the website fixmystreet. Other Communications: A resident in the Glebe had asked for assistance understanding why there was inconsistencies in charging residents for the grass cutting maintenance by Clarion. They also requested street lighting. ACTION: explain the no street lighting status adopted by rural villages including Leigh and provide contact for Clarion where possible.	LM
617	Community	
	<u>Community Grant Applications</u> The money raised through the sale of the Leigh History Book over the last couple of years will be put towards a bench on the Glebe. Due to difficulty getting hold of the estates manager at Clarion, the group have decided it might be easier to put a bench in Motions Orchard. They will investigate the logistics and feed back to the PC.	

	Leigh and District Cottage Garden Society requested permission to use the recreation ground in July 20205 for their Annual Flower Show. The clerk will ensure all the relevant documentation, Risk Assessments and PI insurance has been supplied in advance of the event. <u>RESOLVED: The Council approved the formal request from L&DCGS to use the recreation ground for the Leigh Flower Show in July 2025.</u>	LM
618	<p>Highways</p> <p>Roads/Highways</p> <p>Gravel layby update. It was agreed the potholes and surface are in such a bad state it now needs addressing. The Parish Council have maintained elements of the ‘layby’ for over 15 years and felt it their duty to address. ME had researched the options for new dressings for the gravel. He recommended scraping the topping back where possible, add type 1 aggregate and then finally adding road planings over the top. It was understood that this would probably last for five years maximum. A quote for tarmac had come in for over £10K. This was not appropriate at this time, and it was resolved to go ahead with the proposed work over the next couple of weeks. This would cost circa £1500.</p> <p>Driveway to cricket club update. ME had again investigated the options for improving the parking surface (owned by the Parish Council) along the drive to the pavilion. He recommended scraping the soil to create a small bund, deepening the ditch. The hedge would need pushing back and some grab lorries would need to remove excess soil. It was understood that the manhole cover will costs a lot to lower and in the immediate term ME recommended they focus on improving from the metal gate up to the manhole as it is a wider area. For the shorter stretch, this would cost around £6800; the whole length would cost £9000. PW concerned regarding the loss of greenery and asked about grass matting. It was understood that this would increase the cost. The bund would green over eventually and there would be some growth through the surface dressing. The clerk requested that ME obtain additional quotes (ideally 2) to carry out the work to ensure they are obtaining value for money.</p> <p>Gatwick Update – no update.</p> <p>Drainage Update – in the downpour recently there was consistent flooding locally. RT shared that the gardens at the back of Tapners Road and the adjoining field are very wet. These observations have been shared with Surrey Highways. HC had requested that they repeat the gully jetting/cleaning. Thames water has been out all week but have been unsuccessful at solving the problems. It was suspected that Surrey highways infrastructure is the issue or at least exacerbating the issues. PM had circulated images of the 24/7 presence of tankers at the Smallshill Pumping Station removing the excess water.</p> <p>ACTION: RT to include HC in correspondence with Surrey Highways for support.</p> <p>ACTION: Fix my street portal is the route for getting work completed. Clerk to recirculate where possible.</p>	RT LM
619	<p>Amenities</p> <p>Playground – The last inspection for the Playground had been circulated since the last meeting. It was noted that there were only a couple of areas needing attention. The climbing wall had probably come to the end of its use. RT felt that once removed the space there could be really utilised for the new items. RT has now met two suppliers on site, with another one coming to establish what could be done at the playground. The feedback was climbing equipment is probably the area that is missing. RT will continue to create the online questionnaire for circulating to users. A resident reminded the clerk</p>	

	<p>that there had been a kind offer from a tree surgeon to remove the rotten logs. The clerk agreed to follow this up.</p> <p>ACTION: RT to address the items on the playground report (seesaw)</p> <p>Green spaces – no update</p> <p>Allotments – all rents have now been received.</p>	RT
620	Planning (Appendix C)	
	<p>All the applications in Appendix C had been considered by PW. The Council noted the decisions made by MVDC planning.</p> <p>The Parish Council had responded to MO 2024/0675 between meetings objecting to the proposal. Objection to this development was based on Noise and disturbance; Impact on the environment; Conflict with planning policies; Impact on road safety; Impact on nature conservation; Risk of flooding. The letter of objection is on the portal.</p> <p>The Parish Council had also submitted its letter of representation regarding the Solar Farm. The letter represented the divided opinion of the residents they had consulted with over the past 4-5 weeks. It was also now on the portal. The application was expected to end up at MVDC Planning Committee assumed to be 5th March 2025 (TBC).</p> <p>There were no other comments made.</p>	
621	Administration & Finance (Appendix D)	
	<p>The payments listed in Appendix D were noted and approved.</p> <p>The latest bank statement was noted and signed by PW.</p> <p>The Council considered the three main contractors it uses: Grass cutting, hedge cutting and tree surgeons. <u>It was resolved to continue with them for 2025-26.</u></p> <p>It was noted that the clerk had submitted a tax rebate for Q1-Q3 2024-25.</p> <p>The Parish Council had reviewed and agreed to adopt the following:</p> <ul style="list-style-type: none"> • <u>LPC Standing Orders</u> • <u>LPC Financial Regulations</u> 	
622	County and District Councillor Updates	
	<p>Cllr Clack: The Highways and drainage issues she is involved in have already been raised. She encouraged the Council to include her in all Highways issues. It was noted that currently going through its budget setting period, Surrey County Council are waiting for updates from the recent White Paper on devolution. There could be a future reorganisation.</p> <p>Cllr Harvard (shared an update via the clerk):</p> <p>Met with Brian Botting from SCC Highways on Monday 20 January at the Junction of Shellwood Road and Broad Lane/Clayhill Road. There is considerable flooding occurring outside Brook Cottage very close to this junction in Shellwood Road, when there is heavy rain. Mole Valley has issued sandbags to Brook Cottage as the water is so bad and a manhole cover must be opened to try and release the water level. Several properties close by are also affected. SCC Highways have ordered an investigation of the pipework under the verges on the side of the road. There were once ditches on the affected side. This investigation is being undertaken by the 'goodwill' of the Highways department, as strictly speaking this problem may not arise from the highway but beside it.</p> <p>The damaged signpost at the junction with Newdigate Road and Clayhill Road was put forward for replacement, however, this sort of damage is low priority currently. The road</p>	

	sign BUNCE COMMON ROAD that was taken out by an accident by the Seven Stars, has been logged with Mole Valley DC.	
623	Upcoming Meetings and dates to note (Appendix F)	
	The meeting dates are as listed in Appendix F. The litter pick has now been published as Saturday 8 th March. The clerk asked the Council to think about dates and potential speakers for the Annual Parish Meeting.	
624	Parishioner's Questions & Comments	
	Village is green looking sad at the church yard side. The church yard fence has not been replaced yet. With regards to the leak on the green, there is flooding at the Priest house driveway. <i>The Parish Council will look to contact the church and resident.</i> The corner of the village Green by the entrance to The Glebe was looking very muddy. Cars are now driving over the edge of the grass, destroying it. <i>H Clack raised concern that anything put there must be collapsable to avoid damage to cars and injury when driving over. RW kindly offered to continue to look at options.</i>	
625	Closure of meeting	
	The Parish Council noted the sad passing of Simon Ames. Simon had been a Parish Councillor for many years in Leigh and did so much for the village. He will be sorely missed. There being no further business, the meeting closed at 8:37pm.	

APPENDIX A – Leigh Parish Council Meeting / Police Summary 16th Dec 2024 -27th Jan 2025

Latest to Oldest

Leigh Smalls Hill Road / Unnamed Road Stop check on vehicle. Tested for drink /drug driving. Driver arrested. Under Investigation.

Leigh Clayhill Road Uninvited guests massing outside house where party taking place and spilling into road. Police attended. Threats and common assault logged on crime system for investigation.

Leigh Smalls Hill Road Report of two teenagers driving tractor erratically in road. Local officers aware.

Leigh Smalls Hill Road Speeding checks. Three tickets. One in custody for drug driving.

Leigh Smalls Hill Road Car in ditch. Police have taken report as third party property damaged.

Leigh Bunce Common Road / Tapner's Road Police stop check on vehicle. All in order.

Leigh Dean Oak Lane Report of vehicle being driven dangerously. Speeding and slowing down. Headed into Sussex ground. No further reports.

Leigh Tapners Road Online employment scam trying to dupe members of the public into handing over money for job opportunities. Crime of fraud.

APPENDIX B – Action points status

Action Point	Owner	Date started	People involved	Update	Agenda item	Closed Y/N
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 date	Y	N
Playground annual Report	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 response	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
Submit Precept request to MVDC	LM	December	LM	Submitted Jan	N	N
Land adoption for layby	LM		LM and Hedleys	Need new solicitors	N	N

APPENDIX C – Planning Applications (December 16th 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
MO/2024/0675	Erection of stable block.	Land North East of Charmans Farm, Newdigate Road, Leigh, Reigate, Surrey, RH2 8NR	13/12/2024	https://planning.agileapplications.co.uk/mole/applications-on-details/125714
MO/2024/1730	Creation of a 12m x 5m swimming pool, erection of a pool plant house and shepherd	Little Flanchford, Flanchford Road, Leigh, Reigate, Surrey, RH2 8RD	13/12/2024	https://planning.agileapplications.co.uk/mole/applications-on-details/126836
MO/2024/2180	Conversion and extension of existing ancillary outbuilding together with removal	Millfield, Shellwood Road, Leigh, Reigate, Surrey, RH2 8NX	20/12/2024	https://planning.agileapplications.co.uk/mole/applications-on-details/127311
MO/2024/2188	Prior notification for the conversion of the existing agricultural barn to 4 bed	Profits Farm, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PB	20/12/2024	https://planning.agileapplications.co.uk/mole/applications-on-details/127322
MO/2025/0029	Erection of a single storey rear and side extension.	2 Dawes Green Cottages, Tapners Road, Leigh, Reigate, Surrey, RH2 8NN	08/01/2025	https://planning.agileapplications.co.uk/mole/applications-on-details/127392
MO/2024/2045	Erection of mobile home used for land based worker.	Ashurst Farm, Ashurst Farm, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8RH	10/01/2025	https://planning.agileapplications.co.uk/mole/applications-on-details/127182
MO/2024/2046	Erection of stable and outdoor shelter.	Ashurst Farm, Ashurst Farm, Smalls Hill Road, Leigh, Reigate, Surrey, RH2 8RH	12/01/2025	https://planning.agileapplications.co.uk/mole/applications-on-details/127178

Decisions:

Reference	Proposal	Location	Decision date
MO/2024/1905	Creation of a vehicle crossover, removal of the front boundary hedging	21, The Glebe, Leigh, Reigate, Surrey, RH2 8NL	17/01/2025
MO/2024/1988	Certificate of Lawfulness for a proposed use in respect of the use of land	1, Shellwood Farm Cottages, Shellwood Road, Leigh, Reigate, Surrey,	16/01/2025
MO/2024/1987	Certificate of lawfulness for an existing use in respect of the use of the	1, Shellwood Farm Cottages, Shellwood Road, Leigh, Reigate, Surrey,	15/01/2025
MO/2024/1959	Reconstruction of a partially collapsed wall, together with the reconstruction	Burys Court School, Flanchford Road, Leigh, Reigate, Surrey, RH2 8RE	09/01/2025
MO/2024/1880	Tree Works.	Oak Tree Cottage, 4 Leigh Place Cottages, Tapners Road, Leigh, Reigate	18/12/2024

APPENDIX D**All transactions**

Date	Type	Description	Value	Balance	Account Name	Account Number
22-Jan-25	DPC	BENCH REFUNDED TO APPLE PRESS	-208	5671.06	SLA LEIGH PARISH C	CURRENT
22-Jan-25	BAC	ALLOTMENT	30	5879.06	SLA LEIGH PARISH C	CURRENT
13-Jan-25	DPC	FLYERS	-30	5849.06	SLA LEIGH PARISH C	CURRENT
09-Jan-25	DPC	PAYROLL	-18	5879.06	SLA LEIGH PARISH C	CURRENT
09-Jan-25	DPC	Leigh PC Web domain name	-60	5897.06	SLA LEIGH PARISH C	CURRENT
06-Jan-25	S/O	SALARY	-437.2	5957.06	SLA LEIGH PARISH C	CURRENT

Date	Type	Description	Value	Balance	Account Name	Account Number
31-Dec-24	INT	INTEREST DEC	32.92	27851.06	SLA LEIGH PARISH C	RESERVE
29-Nov-24	INT	INTEREST NOV	29.81	27818.14	SLA LEIGH PARISH C	RESERVE

APPENDIX E – Key dates

Leigh Parish Full Council Meetings:

- Monday 24th February 2025
- Monday 24th March 2025

Leigh Litter pick Saturday 8th March 2025

APPENDIX F – Open Consultations:

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

[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.

[‘Local Audit Reform: A Strategy For Overhauling The Local Audit System in England’](#) (closes 29th January)

As part of its devolution plan, the government is looking to transform the local audit system, ‘to give greater clarity on the purpose of audit and accounts, and ensure they take centre stage in local scrutiny’.