

LEIGH PARISH COUNCIL MEETING MINUTES DRAFT

23rd February 2026

	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), MVDC Cllr van Den Bogerd, SCC Cllr Clack and 4 members of the public. The meeting was chaired by Cllr Willoughby.

Item	Issue	Actions
316	To receive and accept apologies for absence.	
	Apologies were received and accepted from Cllr Foulsham, Cllr Metcalfe and SCC Cllr Clack.	
317	To confirm Minutes of the Full Council Meeting that was held on Monday 26th January 2026.	
	The minutes of the Full Council Meeting held on 26 th January 2026 were confirmed and signed by JW.	
318	Disclosure of Interests if any and any changes to Register of Interests	
	No disclosure of interests were made.	
319	Parishioners Questions.	
	Residents felt that chicanes are required between the corner by the layby on Bunce Common Road and the Seven Stars. <i>Councillors stated that they have been exploring options regarding traffic calming and that unfortunately all measures must go via the County Councillor Helyn Clack.</i>	
320	Crime Report (Appendix B/requested)	
	The report was not available but there had been a road traffic accident outside the Plough.	Clerk
321	Clerk Report/Matters Arising	
	It was noted that there had been Fly tipping in Clay Hall Lane. This had been reported to Mole Valley DC by a resident. History Group Bench: The bench for the Glebe was progressing slowly. The wording for the plaque had been submitted and was waiting feedback. GB kindly agreed to take delivery of the final bench and the installation was still to be agreed.	
322	Community	
	Request by LDCGS to use the recreation ground for the show in July. RESOLVED: This was approved the LDCGS request to use the recreation ground with the usual expectations for insurance, and event management plan. Football Club. The new children's football club will start at the end of March once the weather allows them to use the pitch. It was agreed that Cllr Wilkinson would attend the LCC meeting and keep them informed. Cllr Everett reminded the Council that he had agreed to support the club and will cut the grass.	
323	Highways and Services	

	<p>Roads/Highways: GB shared the fact that the Speed watch Group was still being reinstated. He had a small number of contacts now. An attending resident reminded them that she had offered to rejoin. The locations were to remain as previously as there are only so many safe spots on the roads.</p> <p>Gatwick Update: Route 4 consultation was currently on going. London Gatwick is hosting six webinars, which will include a presentation about the Route 4 ACP. Each webinar will include a question-and-answer session. There were also in person sessions various locations.</p> <p>Drainage: Action: RT to inquire about pipe replacement from Surrey highways.</p>	RT
324	Amenities	
	<p>Playground: The report from Safeplay had been circulated. There were areas identified in the report for attention.</p> <p>Action: RT will look at the items and identify what action to take.</p> <p>Green spaces and allotments – ME agreed to look at the damage caused on the green by vehicles and advise the council on when to repair it.</p>	RT
325	Planning (Appendix D)	
	<p>Current Applications ((Registered, Decided and Appeals) Appendix C) The current applications were noted. There were no actions to take. Decisions made by MVDC were also noted. Other planning matters: It was noted the Solar Farm Proposal was still not on the Development Committee Agendas.</p>	
326	Administration & Finance	
	<p>Payments listed in Appendix C were noted and approved. Bank statement for January 2026 signed. Q3 bank reconciliation noted and approved. (Appendix C) The internal Audit would be booked for the past year. The final VAT return would be submitted before the end of the year.</p> <p>Resolved: The Council agreed to continue with existing contractors and services for the upcoming financial year.</p>	Clerk
327	Upcoming Meetings and dates to note (Appendix F)	
	<p>To confirm, the date of the next Parish Council Meeting will be held on Monday 23rd March 2026 at The Pavilion on Bunce Common Road at 7.30pm. The Community Litter pick would be held on 14th March 2026. The APM and AGM would be held on the 27th April 2026.</p>	
328	Parishioner's Questions & Comments	
	No questions	
329	Closure of meeting	
	There being no further business, the meeting closed.	

Appendix

Summary of Action Points (Appendix A)

Ref / Item	Action	Responsible	Notes / Deadline
320	Follow up on missing Crime Report	Clerk	For next meeting
321	Take delivery of History Group bench and agree installation	Cllr Graham Brockwell (GB)	Installation date to be agreed
322	Attend LCC meeting regarding new children's football club and provide updates	Cllr Paul Wilkinson	Ongoing liaison
322	Support football club by cutting grass	Cllr Mike Everett	As required
323	Inquire with Surrey Highways about drainage pipe replacement (root ingress)	Cllr Ray Tomkins (RT)	Update at next meeting
324	Review Safeplay playground report and identify required actions	Cllr Ray Tomkins (RT)	Actions to be defined
324	Assess vehicle damage to green space and advise on repairs	Cllr Mike Everett (ME)	Timing to be advised
310	Check status of annual playground report (Nov 2025)	Clerk	Before next meeting
314	Seek legal advice on Green Belt allocation for Solar Farm proposal	Council	As required

Appendix B – Crime report (not received yet)

Appendix C - Financials

Income:

Date	Type	Description	Paid in
30/01/26	INT	Interest	£2.65

Expenditure:

Date	Type	Description	Paid out
20/02/26	DPC	NJ FULLER Hedges	£ 306.00
06/02/26	S/O	Clerk salary	£ 558.13

Quarter 3, 2026-7 Bank Reconciliation

Leigh Parish Council Bank Reconciliation						
Q1, 2025-26		Q2, 2025-6		Q3, 2025-26		
Balance as at 1st April 2025	<u>19,169</u>	Balance as at 1st July 2025	<u>11,580</u>	Balance as at 1st October 2025		<u>15,610</u>
Plus receipts	<u>25,841</u>	Plus receipts	<u>9,537</u>	Plus receipts		<u>203</u>
less payments	<u>22,061</u>	less payments	<u>7,060</u>	less payments		<u>5,730</u>
Balance as at 30th June 2025	<u>22,949</u>	Balance as at 30th September, 2025	<u>14,057</u>	Balance as at 31st Dec 2025		<u>10,083</u>
<i>Made up of</i>		<i>Made up of</i>		<i>Made up of</i>		
Current Account Balance	7,205	Current Account Balance	12,224	Current Account Balance		6,669
Plus Reserve Account	<u>4,375</u>	Plus Reserve Account	<u>3,386</u>	Plus Reserve Account		<u>3,395</u>
	<u>11,580</u>		<u>15,610</u>			<u>10,064</u>
Less unrepresented Cheques		Less unrepresented Cheques		Less unrepresented Cheques		18
Balance as at 30th June 2025	<u>11,580</u>	Balance as at 30th September, 2025	<u>15,610</u>	Balance as at 31st December, 2025		<u>10,082</u>

Appendix D

Live applications:

Application Ref	Secondary Ref	Address	Description	Date	Status	Decision
MO/2025/02314	PP/2025/01059	BROOK FARM CLAYHILL ROAD LEIGH RH2 8PA	Change of use of existing barns to a mixed, flexible use comprising E(g), B2 and B8 storage.	30/07 /2025	Live	PENDING
MO/2026/00048	PP/2025/01794	GROVE COTTAGE DEAN OAK LANE LEIGH RH2 8PZ	Demolition of Stabling and outbuilding and the erection of 1 No. dwelling with pool and associated landscaping	27/11 /2025	Live	PENDING
MO/2026/00010	PP/2025/01905	SHELLWOOD FARM SHELLWOOD ROAD LEIGH RH2 8NX	Please note - Corrected Address and Amended Drawings - Prior notification for the change of use of an existing agricultural barn to 6 No. residential units (Use Class C3).	17/12 /2025	Live	PENDING
MO/2026/00209	PP/2026/00007	MOON HALL COLLEGE BURYS COURT FLANCHFORD ROAD LEIGH RH2 8RD	Internal changes to the ground floor and first floor of the main school building; installation of 2 No. windows and 3 No. doors at the Junior School building. Alterations to the existing workshop outbuilding to remove internal wall and install 4 No. rooflights.	05/01 /2026	Live	PENDING
MO/2026/00175	PP/2026/00061	OAK TREE HOUSE TAPNERS ROAD LEIGH RH2 8NN	Oak tree reduce overhanging limbs by 2-4 metres or previous pruning points	20/01 /2026	Live	PENDING

Decisions:

Application Ref	Secondary Ref	Address	Description	Date	Status	Decision
MO/2026/00029	EC/2025/01880	THE COTTAGE SWAINS FARM SMALLS HILL ROAD LEIGH RH2 8RQ	Discharge of Condition 3 of approved planning application MO/2025/02266 for the erection of two storey rear extension single storey side extension and enlargement of existing box dormer following demolition of outbuilding.	10/12/2025	Determined	CONDITIONS REFUSED
MO/2025/02748	PP/2025/01865	ADOBE DEAN OAK LANE LEIGH RH2 8PZ	Prior Notification for the erection of a single storey rear extension of 6 metres deep and 4 metres high with a height to the eaves of 2.64 metres.	09/12/2025	Determined	PRIOR APPROVAL NOT REQUIRED
MO/2025/02672	PP/2025/01664	FREEDOM FIELD DEAN OAK LANE LEIGH	Change of use of agricultural land to a commercial dog walking field (Sui Generis Use)	04/11/2025	Determined	APPROVED WITH CONDITIONS