

LEIGH PARISH COUNCIL AGM

MEETING MINUTES

18th May 2026 DRAFT

	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 5 members of the public. The meeting was chaired by Cllr Willoughby from item 360.

Item	Issue	Actions
358	To receive and accept apologies for absence.	
	Apologies were received and accepted from Councillors Mark Foulsham, Mike Everett, SCC Cllr Helyn Clack and MVDC Cllr van De Bogerd.	
359	Election of Chair and Vice Chair	
	The clerk asked for nominations for Chair of the Council. R Tomkins nominated Joanne Willoughby. This was seconded by G Brockwell. There were no other nominations, and J Willoughby accepted the position of office. The clerk then asked for nominations for Vice-Chair. G Brockwell nominated Paul Metcalfe, seconded by R Tomkins. P Metcalfe accepted his position of Vice Chair. It was agreed the following responsibilities be taken: Playground – Cllr Brockwell Planning – Cllr Tomkins and Metcalfe	
360	Signing of the acceptance of Office Book by Chair and Vice Chair.	
	The Book of Office was signed by Cllr Willoughby and Cllr Metcalfe. These were both countersigned by the clerk.	
361	To confirm Minutes of the Full Council Meeting that was held on Monday 27th April 2026.	
	The Minutes of the Full Council Meeting held on 27 th April 2026 were approved as a true and accurate record and signed by the Chair.	
362	Disclosure of Interests if any and any changes to Register of Interests	
	No declarations of interest were made, and there were no amendments to the Register of Interests.	
363	Parishioners Questions.	
	<i>None at this time</i>	
364	Crime Report (Appendix B/requested)	
	The Crime Report (Appendix B) had not been received. The Clerk will follow this up for the next meeting. She believed it was a resource issue.	Clerk
365	Community	
	The History Group Bench was being delivered on 20 th May. GB had kindly agreed to take delivery and will look to install when he has time.	
366	Highways and Services	

	No update	
367	Amenities	
	No update	
369	Planning (Appendix D)	
	Current planning applications, decisions and appeals (Appendix D) were noted. No actions were required. Other planning: The Solar Farm proposal on Little Flanchford Farm was considered at the Development Committee meeting on 29 th April. Cllr Willoughby, Tomkins and Wilkinson attended making an in-person representation on behalf of the Parish Council, raising concerns regarding the development. The committee approved the application.	
370	Administration & Finance	
	Payments listed in Appendix C were noted and approved. Bank statement for March 2026 signed. The Final bank reconciliation for 2025-6 was noted and signed. The internal audit was booked for the 18 th June 2026	
371	Upcoming Meetings and dates to note (Appendix F)	
	The next Parish Council meeting will be held on June 22 nd 2026 There is a public meeting being held by MP Chris Coughlan at the Village Hall on 29 th June.	
372	Parishioner's Questions & Comments	
	No questions at this time.	
	Closure of meeting	
	There being no further business, the meeting was closed.	

Appendix

Appendix A – Summary of Action Points

Item	Action	Responsible	Notes / Deadline
348	Follow up the outstanding Crime Report (Appendix B).	Clerk	Report to next meeting.
350	Send Speedwatch presentation to potential volunteers and continue recruiting additional volunteers via usual communications.	GB	Speedwatch to resume once at least 6 volunteers confirmed.
350	Request an update from Surrey Highways on drainage findings and efforts made (incl. pipe cleaning / Bunce Common Road works).	RT	Update requested; report back when received.
351	Explore potential grant opportunities for playground works (e.g., Your Fund Surrey; SCC Member's Grant).	Clerk/RT	Toddler frame likely to need attention/replacement soon.
351	Provide soil to fill remaining holes in playground groundworks (old climbing wall footings).	ME	There is still some work to be done.

Item	Action	Responsible	Notes / Deadline
356	Investigate whether website carousel photos are stock images and replace if necessary.	Clerk	From Parishioner's Questions & Comments.
356	Investigate getting a plumber to attend to fix the allotment tap.	GB	Tap not yet fixed.
356	Investigate rabbit holes around the kissing gate in the recreation ground and resolve or provide feedback.	GB / ME	Provide update when resolved.

Planning applications

Decisions:

Application Ref	Parish Ref	Address	Proposal	Date	Status	Decision
MO/2026/00371	HC/2026/00373	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.	25/02/2026	Determined	CONDITIONS APPROVED
MO/2026/00432	PP/2026/00165	BROADWOOD CLAYHILL ROAD LEIGH RH2 8PB	Closure of existing access and creation of new access; erection of walls and gates and layout out of hard surfaced drive.	06/02/2026	Determined	REFUSE
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	Determined	APPROVED WITH CONDITIONS
MO/2026/00251	PP/2026/00008	MOON HALL COLLEGE BURYS COURT FLANCHFORD ROAD LEIGH RH2 8RD	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	05/01/2026	Determined	APPROVED WITH CONDITION

LPC-20260518

			No. rooflights. (Listed Building application)			
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New applications:

Application Ref	Parish Ref	Address	Proposal	Date	Status	Decision
MO/2026/00619	PP/2026/00530	THE OLD WORKSHOP CLAYHILL ROAD LEIGH RH2 8PD	Erection of single storey rear extension and front porch, raise roof ridge height and creation of gable end to provide accommodation in roof with 2 No. roof lights to both front and rear and solar panels to rear. Conversion of garage to habitable accommodation.	14/04/2026	Live	PENDING

Appeals: None

Financials:**Transactions**

Leigh Parish Council - March 2026 Transactions

Income & Expenditure Summary for March 2026

INCOME - March 2026					
Date	Type	Description	Amount (£)	Category	
30/03/2026	INT	Interest	£2.63	Interest	
Total Income - March 2026			£2.63		
EXPENDITURE - March 2026					
Date	Type	Description	Amount (£)	Category	
06/03/2026	S/O	clerk salary	£558.13	Clerk Salary	
23/03/2026	DPC	ALLOTMENT WATER , LEIGH WATER ALLOT ,	£294.32	Allotment (Water)	
Total Expenditure - March 2026			£852.45		
MARCH 2026 SUMMARY					
Total Income:			£2.63		
Total Expenditure:			£852.45		
Net Position:			-£849.82		

Bank reconciliation:

LPC-20260518

Leigh Parish Council Bank Reconciliation

Q1,2025-26		Q2, 2025-6		Q3,2025-26		Q4, 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>	Balance as at 1st January, 2026	<u>10,622</u>
Plus receipts	14,841	Plus receipts	9,537	Plus receipts	208	Plus receipts	8
less payments	<u>22,430</u>	less payments	<u>5,507</u>	less payments	<u>5,172</u>	less payments	<u>3,642</u>
Balance as at 30th June 2025	<u>11,580</u>	Balance as at 30th September, 2025	<u>15,610</u>	Balance as at 31st Dec 2025	<u>10,647</u>	Balance as at 31st March, 2026	<u>6,988</u>
<i>Made up of</i>		<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	7,227	Current Account Balance	3,586
Plus Reserve Account	4,375	Plus Reserve Account	3,386	Plus Reserve Account	3,395	Plus Reserve Account	3,402
	<u>11,580</u>		<u>15,610</u>		<u>10,622</u>		<u>6,988</u>
Less unrepresented Cheques		Less unrepresented Cheques		Less unrepresented Cheques	18	Less unrepresented Cheques	
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>10,622</u>	Balance as at 31st March 2026	<u>6,988</u>