

LEIGH PARISH COUNCIL MEETING MINUTES

22nd September 2025

	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 4 members of the public. The meeting was chaired by Cllr Willoughby.

Item	Issue	Actions
288	To receive and accept apologies for absence.	
	Apologies were noted and accepted from Cllrs Tomkins and Foulsham. Apologies were also noted from SCC Cllr Clack, MVDC Cllr Harvard and MVDC Cllr van Den Bogerd.	
289	To confirm Minutes of the Full Council Meeting that was held on Monday 22nd July 2025.	
	Two amendments were made to the minutes by hand: The date of the last meeting and the date of the next meeting. The Council resolved to unanimously agree the content of the minutes of the Full Council Meeting dated Monday 22 nd July 2025 and then JW signed them.	
290	Disclosure of Interests if any and any changes to Register of Interests	
	It was noted that Cllr Everett is a family relation to a member of public who was making a request in the public session. There were no new disclosures of interest declared on any agenda item.	
291	Parishioners Questions.	
	<i>Resident expressed an interest in setting up a football academy to be run on the recreation grounds. Three coaches were involved, all with football coaching experience. The proposal was discussed briefly; the following questions were posed: Area/scale; training vs games; season length; are changing facilities and required; how will this be financed; days of the week/times? ACTION: the residents were encouraged to submit a proposal to the Parish Council addressing the questions. Once received, this could be considered by the council and then discussed with the Cricket Club. PW offered to meet with them for a walk around and understand the offering.</i> <i>Resident raised concern regarding the fourth poplar tree in the spinney as it seems to be dying. ACTION: someone to look at it and clerk to instruct tree surgeon if required.</i> <i>Resident highlighted that the WI group in Leigh is struggling to get younger members and that should it fold, the hall would be returned to the WI federation control. The Councillors thanked her for updating them on the situation.</i> <i>Resident highlighted how great the playground was. They suggested that the rotten wood trunks now be removed through and that the stumps by the climbing wall remnants be removed and levelled. A member of the council will look into the issues.</i>	
292	Crime Report (Appendix A/requested)	
	Nothing to report back as there is an issue with the report compilation at present.	Clerk
293	Clerk Report/Matters Arising (Appendix B)	
	Nothing additional from the list that was not on the agenda.	
294	Community	

	Nothing to note at this time.	
295	Highways and Services	
	Roads/Highways: PW shared that the community Speed watch group would be starting once a relationship has been restarted with the police, as they will need to risk assess the areas. It was agreed that GB would be the administrator of the group. Gatwick Update: the 6 week judicial review was currently in place. The clerk asked the council to consider the likelihood that GACC would approach the Parish Council's for donations to their legal challenge. They discussed levels of donation, and it was agreed up to £500 would be acceptable. Drainage Update. No update	
296	Amenities	
	Playground – no update other than the rubbish situation was better. Green spaces – It was noted that the trees were hanging very low on the village green. This was partially due to the volume of acorns dragging them down. The clerk reminded the Councillors that the last application to trim the oak tree nearest the bus stop had been refused by MVDC. It was agreed that once the wet weather and the tree leaves and fruit had been shed, the branches be assessed again. Allotments – invoices issued in September	
297	Planning (Appendix C)	
	Current Applications ((Registered, Decided and Appeals) Appendix C) No comment to be submitted on any applications. Other planning matters – None	
298	Administration & Finance	
	The payments listed in Appendix D were noted and approved. The bank statement for July and August was signed. The Q1 & Q2 Bank reconciliation was noted and approved. The Council noted the External Auditors comments and the conclusion of Audit 2024/25.	
299	Upcoming Meetings and dates to note (Appendix F)	
	To confirm, the date of the next Parish Council Meeting will be held on Monday 27 th October 2025 at The Pavilion on Bunce Common Road at 7.30pm.	
300	Parishioner's Questions & Comments	
	None at this time.	
301	Closure of meeting	
	There being no further business, the meeting closed at 20:41pm.	

APPENDIX

Appendix A

Action Point	Owner	Date started	People involved	Update	Agenda item	Closed
Chase SH for site meeting for traffic calming	PW/LM	01/01/2024	SH/HC/LPC	Outstanding	Y	N
Community resilience plan adoption	LM	28/05/2024	PW	Outstanding	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 re	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
Community questionnaire for Playground improvements	RT	November	RT	To create and circulate questionnaire for ideas	N	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
Set up Community Speedwatch	PW/GB				N	N
Closure of AGAR 2024-25	LM	April	LM/PW	Concluded	Y	N

Planning Applications:

Application Number	Reference	Address	Description	Date	Status	Decision
MO/2025/02224		Heather Lodge, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PD	Certificate of Lawfulness for a proposed development in respect of the erection of a rear dormer loft conversion with the insertion of 2 No. rooflights to the front.	14/07/2025	Determined	APPROVED
MO/2025/1203		Heather Lodge, Clayhill Road, Leigh, Reigate, Surrey, RH2 8PD	Certificate of Lawfulness for a proposed development in respect of the erection of a rear dormer loft conversion with the insertion of 2 No. rooflights to the front.	14/07/2025	Determined	APPROVED
MO/2025/1135		Finns Farm, Smalls Hill Road, Norwood Hill, Horley, Surrey, RH6 0HR	Erection of steel framed shelter and extension of hardstanding (retrospective)	02/07/2025	Determined	COMMENT MADE
MO/2025/1105	PP-14136123	ROSEMAR KENNELS AND CATTERY, Rosemar Farm House, Shellwood	Change of Use from Sui Genesis (Kennels and Cattery) to Class E (g)(i)	30/06/2025	Live	PENDING

		Road, Leigh, Reigate, Surrey, RH2 8NT				
MO/2025/1107	PP-14135821	Tamworth Farm, Dean Oak Lane, Leigh, Reigate, Surrey, RH2 8PY	Discharge of Conditions 3, 5, & 6 of approved planning application MO/2024/1517 for the variation of Condition 2 of planning permission MO/2022/0439 for the proposed conversion of existing buildings into 3 dwellings following demolition of lean-to extensions to allow retention of more of the original buildings, extended driveways and alteration to curtilages.	30/06/2025	Determined	CONDITIONS APPROVED
MO/2025/1040	PP-14098339	Batts Farm, Blanks Lane, Newdigate, Dorking, Surrey, RH5 5ED	Erection of detached garage.	16/06/2025	Determined	REFUSED
MO/2025/0744	PP-13973135	The Court Yard, Shellwood Manor, Shellwood Road, Leigh, Reigate, Surrey, RH2 8NX	PLEASE NOTE: Additional drawings received. Certificate of lawfulness for an existing use in respect of the use of building 17 and associated amenity space as separate residential unit	25/04/2025	Live	PENDING

Appendix C

Income:

Date	Type	Description	Paid in
31/07/25	INT	Interest	£ 4.00
29/08/2025	INT	Interest	£ 3.65
02/09/25	DPC	Internal transfer £1K	£1,000.00
05/09/25	BAC	MOLE VALLEY D.C. Precept	£9,526.00

Expenditure:

Date	Type	Description	Paid out
24/07/25	D/D	HMRC SDDS , 0000119720	£ 398.31
24/07/25	DPC	Hedges	£ 480.00
29/07/25	DPC	R Worth Frames	£ 45.00
29/07/25	DPC	Grass cutting allot/rec	£ 900.00
06/08/25	S/O	Clerk	£ 446.43
26/08/25	DPC	Grass cutting allot/rec	£ 600.00

02/09/25	DPC	PKF LITTLEJOHNexternal audit	£ 252.00
02/09/25	DPC	Internal transfer	£ 1,000.00
08/09/25	S/O	Clerk	£ 446.43

Appendix D**Leigh Parish Council Bank Reconciliation**

Q1,2025-26

Balance as at 1st April 2025	19,169
------------------------------	--------

Plus receipts	25,841
---------------	--------

less payments	33,430
---------------	--------

Balance as at 30th June 2025	11,580
------------------------------	--------

Made up of

Current Account Balance	7,205
-------------------------	-------

Plus Reserve Account	4,375
----------------------	-------

11,580

Less unrepresented Cheques

Balance as at 30th June 2025	11,580
------------------------------	--------