

LEIGH PARISH COUNCIL MEETING MINUTES DRAFT

28th September 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 Kirstie Harvard and 2 members of the public. The meeting was chaired by Cllr Willoughby.

Item	Issue	Actions
401	To receive and accept apologies for absence.	
	Apologies were received and accepted from Councillors	
402	To confirm Minutes of the Full Council Meeting that was held on Monday 27th July 2026.	
	The Minutes of the Full Council Meeting held on 27 th July 2026 were approved as a true and accurate record and signed by the Chair.	
403	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.	
404	Parishioners' Questions	
	A parishioner reported that his wife had narrowly avoided a head-on collision on the bend outside Dawes Green House because a parent of a pupil at North Downs Primary School had parked close to the bend. He asked the Council to remind the Headteacher of the parking concerns at the start of the new school year and reiterated his call for double yellow lines on this dangerous section of Tapner's Road. Cllr Graham Brockwell had also been notified because of his involvement in the Leigh Community Speedwatch rollout. ACTION: Contact the police and North Downs Primary School to ask what measures can be taken, including requesting a police presence at school drop-off and collection times. A parishioner thanked Cllr Everett for cutting back the verge outside her property on the corner of Newdigate Road, enabling her to walk safely and leave the property by car.	LM
405	Crime Report (Appendix B/requested)	
	The Clerk highlighted the forthcoming Mole Valley "Meet the Beat" events. No autumn update had yet been provided.	LM
406	Status of action points not covered elsewhere and matters arising	
	None	
407	Community	
	Memorial bench – Cllr Brockwell proposed a site on the church side, facing the pump. History Group bench – The bench is ready for installation and is currently with Cllr Brockwell. Installation will be delayed until the ground is softer. ACTION: Inform the family of the proposed location and liaise with them regarding installation.	LM/GB
	Litter pick – the date of the litter pick is 10 th October 2026. ACTION: Inform MVDC Joint Waste Solutions that the collected rubbish will need to be removed on Monday 12 October.	LM

	Events: All agreed that the ReLeighable Memories event was a great success, over £1000 book sales had been taken. Unfortunately, due to the unseasonably hot weather the decision to cancel the Apple Press Food Festival was taken as the apple harvest had been so poor.	
408	Highways and Services	
	Highways – Cllr Tomkins had asked SCC Cllr Clack to arrange a site meeting to identify options for traffic calming. In addition to the near miss reported during the public comments, several pets had recently been killed on Leigh roads, causing distress to those involved. There was general agreement that introducing a 20 mph section in each village could have a combined traffic-calming effect without disadvantaging one village. SCC clarified that traffic-calming measures within a 20 mph zone do not require street lighting, unlike measures within a 30 mph limit. SCC is investing in several 20 mph schemes across the county, but its resources are fully committed for the coming year. A scheme for Leigh cannot therefore be developed at present and would need to be considered by the future East Surrey Unitary Authority. ACTION: Contact the school safety officer, rural police and North Downs Primary School. Speedwatch – The scheme was nearly operational. Members of the group had largely completed the online training, but more volunteers were needed. ACTION: Recruit additional volunteers through the usual channels. Drainage – no update Gatwick – no update	ME LM
409	Amenities	
	Playground – A small number of medium-risk items still required attention. The playground continued to be well used. It was noted that the gates on the recreation-ground side were not closing and might need to be replaced. ACTION: Determine whether the gates can be repaired or need to be replaced. ACTION: Inspect the toddler climbing frame and arrange repairs if possible. Allotments – A quotation visit for removal of the saplings had been arranged for 12 October. Invoices for 2026–27 were due to be issued. Several plots had not been tended during the year, and notice would be served on the relevant allotment holders where necessary. ACTION: Issue the invoices for 2026–27 and serve notice where necessary.	GB/ME ME/GB LM/JW
410	Planning (Appendix D)	
	Current planning applications, decisions and appeals (Appendix D) were noted. No action was required. It was noted that the Shellwood Manor application had been refused. Other planning: Nothing further to note.	
411	Administration & Finance	
	The previous month's income and expenditure transactions and invoices were noted and signed (Appendix D). The latest circulated bank statement was checked. All transactions would be carried forward to October for approval when Cllr Wilkinson was in attendance. The Council noted the External Auditors comments and the conclusion of Audit 2025/26. The clerk had uploaded the documentation to the website and the noticeboards. Website: the internal auditor had recommended getting a gov.uk domain and associated emails. Investigate possible providers	LM/MF
412	Upcoming meetings and dates to note (Appendix F)	
	The next Parish Council meetings will be held on Monday 26 October and Thursday 26 November. The December one will be on Monday 14th.	

	Leigh Post update due to the 8 th October, councillors are encouraged to send through any items of interest. The Autumn litter pick was confirmed for Saturday 10 October at 10.00 am.	
413	Parishioner's Questions & Comments	
	Nothing at the time	
414	Closure of meeting	
	There being no further business, the meeting was closed.	

APPENDIX A: Crime Update

Surrey Police – Dorking Rural East Local Priority issued: June 2026 (no change)

Tackling rural retail crime Action taken:

- Increase visible and covert patrols.
- Promote crime prevention schemes.
- Encourage CCTV upgrades/installations.
- Engage with retailers.

Rural burglaries Action taken:

- Increase visible and covert patrols.
- Promote community awareness and crime prevention.
- Work with local community watch groups.

Livestock worrying Action taken:

- Engage with and educate dog owners.
- Encourage farmers to report incidents early and share information.
- Use social media to raise awareness, especially around lambing season.
- Increase targeted patrols during peak times.

Upcoming events – Meet some of your local team, who are ready to listen to concerns and provide crime prevention advice.

Event	Date	Time	Details	Location
Mole Valley "Meet the Beat" @ Brockham	22 October 2026	5:00 pm	Meeting	The Village Green, Brockham
Mole Valley "Meet the Beat" @ Dorking	29 November 2026	10:00 am	Meeting	Outside Waitrose, Dorking
Mole Valley "Meet the Beat" @ Hookwood	15 December 2026	11:00 am	Meeting	Hookwood Tesco Express

APPENDIX B – Action points status

Appendix / Item	Action point	Responsible	Notes / Status
Appendix A	Publicise upcoming Mole Valley "Meet the Beat" events.	Clerk	Events listed for Ockley, Beare Green, Brockham, Dorking and Hookwood. COMPLETE
Appendix B: 350 / 380	Monitor drainage updates and report back if further issues arise.	RT	Bunce Common Road drains were noted as running clear. ONGOING

Appendix B: 381 / Item 409	Arrange playground repairs and replacements where necessary, including checking whether the recreation-ground gates can be repaired or require replacement and inspecting the toddler climbing frame.	GB / ME	Medium-risk items remain outstanding; gates are not closing and the toddler climbing frame requires inspection. OUTSTANDING
Appendix B: 381	Check the fingerpost sign on the green and address if necessary.	TBC	Sign had been knocked and was leaning; appears sorted but needs checking.
Appendix B: 381 / Item 409	Obtain a quotation and arrange removal of the horse chestnut saplings in the allotment if appropriate.	Clerk / RW / LM	Quotation visit arranged for 12 October 2026. IN PROGRESS
Appendix C / Item 382	Contact Planning about omitted correspondence letters from the previous application.	LM	Outstanding follow-up from planning discussion. CHASED
Appendix E	Publicise and diarise key dates.	Clerk	Full Council Meeting and Litterpick.
Item 404 / 408	Contact the school safety officer, rural police and North Downs Primary School about unsafe parking and possible measures, including a police presence at school drop-off and collection times.	Clerk / ME	NEW
Item 407	Inform the family of the proposed memorial-bench location and liaise with them regarding installation.	LM / GB	Proposed location: church side, facing the pump. NEW
Item 407	Inform MVDC Joint Waste Solutions that rubbish collected during the litter pick will need to be removed on Monday 12 October 2026.	LM	Litter pick scheduled for 10 October 2026. NEW
Item 408	Recruit additional Speedwatch volunteers through the usual village communication channels.	LM	The scheme is nearly operational; more volunteers are required. NEW
Item 409	Issue the 2026–27 allotment invoices and serve notice on allotment holders where plots have not been tended, as necessary.	LM / JW	NEW
Item 411	Carry forward the outstanding transactions to the October meeting for approval when Cllr Wilkinson is in attendance.	Clerk	For the October meeting. NEW

APPENDIX C – Planning Applications (July 29th onwards)

Application reference	Portal reference	Site	Proposal	Date	Status	Decision
<u>MO/2026/00794</u>	PP/2026/00730	ROSEMAR FARM HOUSE SHELLWOOD ROAD LEIGH RH2 8NT	Submitted details in pursuant of Conditions: 3, 4, 5, 6 & 9 of approved application MO/2025/1105 for the change of use from Sui Genesis (Kennels and Cattery) to Class E (g)(i)	20/05/2026	Determined	CONDITIONS APPROVED
<u>MO/2026/00808</u>	PP/2026/00674	LITTLE FLANCHFORD FLANCHFORD ROAD LEIGH RH2 8RD	Submission of details pursuant to Condition 3 of planning permission MO/2024/1730 for creation of a 12m x 5m swimming pool, erection	12/05/2026	Determined	CONDITIONS APPROVED

			of a pool plant house and shepherds hut.			
MO/2026/00996	HC/2026/00916	THE COTTAGE OLD SWAINS FARM SMALLS HILL ROAD LEIGH RH2 8RQ	Erection of detached double garage and parking area/drive way.	05/06/2026	Live	PENDING
MO/2026/01004	PP/2026/01080	SHELLWOOD FARM BARN BUILDING SHELLWOOD ROAD LEIGH RH2 8NX	Prior notification for the change of use of an existing agricultural barn to 6 No. residential units (Use Class C3).	22/07/2026	Deter mined	PRIOR APPROVAL REFUSED
MO/2026/01013	PP/2026/00932	LAND AT SHELLWOOD ROAD LEIGH RH2 8NX	Submission of details pursuant to Conditions 3, 4, 5, 7, 8, 9 and 11 of planning permission MO/2024/1004 (allowed on appeal ref: APP/C3620/W/25/3363380) for the erection of a stable block, agricultural building, sand school, new access driveway and parking.	29/06/2026	Deter mined	SPLIT DECISION (TREE OR CONDITIONS)
MO/2026/01266	PP/2026/00480	SHAW FARM SHELLWOOD ROAD LEIGH RH2 8NZ	Demolition of existing buildings and erection of 1 No. dwelling.	07/04/2026	Live	PENDING
MO/2026/01329	PP/2026/01164	GROVE COTTAGE DEAN OAK LANE LEIGH RH2 8PZ	Demolition of outbuildings and erection of 1 No. single storey dwelling.	04/08/2026	Live	PENDING

APPENDIX D – Finance

Jul 2026 Income & Expenditure Reconciliation							
Monthly I&E totals, reconciliation check, and supporting transaction detail from Table1.							
RECONCILIATION BY BANK ACCOUNT							
Month	Account Number	Opening Balance	Income	Expenditure	Net Movement	Closing Balance	Check
Jul 2026	600702-31574076	£8,000.89	£0.00	£3,546.36	-£3,546.36	£4,454.53	£0.00
Jul 2026	600702-31574343	£3,409.59	£2.46	£0.00	£2.46	£3,412.05	£0.00
Jul 2026	Total	£11,410.48	£2.46	£3,546.36	-£3,543.90	£7,866.58	£0.00
I&E BY BANK ACCOUNT AND DESCRIPTION							
Account Number	Description	Income	Expenditure				
600702-31574076	GROUND ALLOTMENT MAIN	£0.00	£1,200.00				
600702-31574076	HMRC	£0.00	£105.31				
600702-31574076	MAINTENANCE	£0.00	£102.00				
600702-31574076	SALARY	£0.00	£558.13				
600702-31574076	ICO SUBS	£0.00	£47.00				
600702-31574076	ReLeigh Book GRANT	£0.00	£200.00				
600702-31574076	GRASS MAINTENANCE	£0.00	£1,315.92				
600702-31574076	PAYROLL	£0.00	£18.00				
600702-31574343	INTEREST	£2.46	£0.00				

Aug 2026 Income & Expenditure Reconciliation

Monthly I&E totals, reconciliation check, and supporting transaction detail from Table1.

RECONCILIATION BY BANK ACCOUNT

Month	Account Number	Opening Balance	Income	Expenditure	Net Movement	Closing Balance	Check
Aug 2026	600702-31574076	£4,454.53	£0.00	£619.21	-£619.21	£3,835.32	£0.00
Aug 2026	600702-31574343	£3,412.05	£2.22	£0.00	£2.22	£3,414.27	£0.00
Aug 2026	Total	£7,866.58	£2.22	£619.21	-£616.99	£7,249.59	£0.00

I&E BY BANK ACCOUNT AND DESCRIPTION

Account Number	Description	Income	Expenditure
600702-31574076	INSURANCE	£0.00	£61.08
600702-31574076	SALARY	£0.00	£558.13
600702-31574343	INTEREST	£2.22	£0.00

APPENDIX E – Key dates

Leigh Parish Full Council Meeting – Monday 26th October 7:30pm

Litterpick – 10th October 10am

APPENDIX F – Open Consultations:

No consultations