

BUCKLAND PARISH COUNCIL

Minutes of the Council Meeting held at 8.30pm on Monday 10th July 2017 in the Reading Room, Old Rd, Buckland.

Present: Cllrs Cox, Horden, Husband, Jones and Steed, and the Clerk.

1. Apologies for Absence

(71) Cllr Pryor and District Cllrs Paul Potter and John Muggeridge.

2. Declarations of Interest

(72) Cllr Steed declared a non-pecuniary interest in planning application MO/2017/0902.

3. Requests for Dispensations

(73) None.

4. Minutes

(74) Minutes of the Meeting held on 8th May 2017, were agreed. Cllr Husband signed the minutes as a correct record.

5. Vacancy

(75) Council noted that James Day had recently resigned, having served as a Buckland Parish Councillor since July 2003. Council recorded a vote of sincere appreciation for the long service James had given to his local community and expressed best wishes to both James and Gaynor who are currently planning their move to Devon.

6. Open Forum

(76) The Mole Valley Neighbourhood Police Team had advised that since the May meeting thirteen crimes had been reported in Buckland; the theft of tools from a van, two instances of driving under the influence, two instances of cannabis possession, a public order offence relating to a dispute about a parked car, six incidents of make off without payment and one failure to wear a seatbelt. A further four incident reports had been recorded; two relating to trespass on private land, one suspicious vehicle and power tool cases being found in undergrowth.

(77) Council noted that Inspector Richard Hamlin, having completed three years as Neighbourhood Inspector had been assigned a new role and that Inspector Karen Coyne had taken over the role at the start of July.

7. Planning

New Planning Application

(78) MO/2017/0902: Erection of detached garage and playroom at Little Court, Buckland Court, Reigate Road, Buckland, RH3 7EA. Council **resolved** to ratify the letter of objection that had been submitted to MVDC.

(79) MO/2017/0914: Erection of two storey extension, remodelling of the roof structure with dormer windows, front porch and re-modelling of driveway at Domus, Old Road, Buckland, RH3 7DU.

Council **resolved** to ratify the letter of objection that had been submitted to MVDC. Council noted that the Case Officer had now provided floor area calculations. Council, having reviewed the calculations, **resolved** to submit a further letter of objection and to ask District Cllrs Muggeridge and Potter to submit a written request for the Case Officer, if minded to approve the application to be required to refer it to the MVDC Development Control Committee for members to determine. **Action:** Clerk to submit follow up letter of objection and to liaise with District Cllrs. Clerk to include a request for Cllr Husband to be provided an opportunity to speak to the Development Control Committee.

Mole Valley District Council (“MVDC”) Planning Notifications

The following applications had also been registered and subsequently approved:

- (80) MO/2017/0815: Erection of an infill roof extension with 3 dormer windows and 6 roof lights to create games room in roof space at Wildecroft, Rectory Lane, Buckland, RH3 7BN. Council noted that the Clerk had consulted with Cllrs Day, Jones, Pryor and Steed when this application was registered and no comments had been raised.
- (81) MO/2015/2017/1: Non-material amendment to allow the back door (eastside) from double to single opening door at Garage at 3 Buckland Court, Reigate Road, Buckland, RH3 7EA. Council noted that there were no consultation rights for this application.

MVDC Local Plan Consultation – Future Mole Valley

- (82) Council noted that MVDC had issued a paper setting out several issues and options related to setting a strategic direction for development in Mole Valley for a fifteen-year period commencing 2018. The Clerk confirmed the consultation had been highlighted via parish updates as had the dates of related drop in sessions and that a link to the related paperwork had been included in the update and circulated to Cllrs.
- (83) Immediately prior to the meeting, MVDC Planning Policy Officer Jane Smith had given a short presentation (in open meeting) to Cllrs and several residents and had answered queries raised by members of the audience.
- (84) Cllrs, having had the opportunity to read the papers in advance of the meeting and to engage with Jane Smith, agreed a Parish Council response to the consultation. Council **resolved** to adopt, issue and publish the response. **Action:** Clerk.

Buckland Liaison Group

- (85) Cllr Husband and the Clerk had attended a meeting of the liaison group held on Tuesday 4th July 2017 and the Clerk confirmed minutes would shortly be published.
- (86) Council, having considered Cllr Husband’s feedback from the meeting, **resolved** to minute:
 - (i) its concern that the conditional support expressed by members of the local community at the 2017 Annual Parish Meeting is currently at risk of being portrayed as unconditional support;
 - (ii) its recognition that the local community needs assurance from Surrey County Council (“SCC”), as the planning authority for this minerals extraction site, that SCC will implement the necessary actions to ensure the introduction of new activities remains subject to appropriate planning and environmental controls;
 - (iii) that Council looks to SCC to commit to require the submission of a rigorous acoustic report as an essential element of any planning application and to ensure, in particular, that any noise pollution likely to be generated by holding events at “Buckland Park Lake” will be strictly managed to safeguard the amenity of Buckland’s residents who value this quiet rural location; and
 - (iv) Council will be unlikely to support any planning application that does not take these matters seriously and put forward workable management solutions.

Action: Clerk to highlight the expressed concerns to CCllr Clack, District Cllr Potter and District Cllr Muggeridge and to relevant officers.

7.Highways, Transport and Rights of Way

Project Horizon – April 2018 onwards

- (87) The Clerk had downloaded a report from the SCC website and circulated it to Cllrs. The report, “Project Horizon - Roads for Consideration” lists potential highways maintenance work to be undertaken beyond March 2018.

- (88) Whilst Council welcomed the fact that the “A25 between Tranquil Dale and Lawrence Lane” is included, it expressed concern that the section between Lawrence Lane and the District boundary at Buckland bends has been omitted. Council also noted several cautionary annotations to the list that emphasise it remains subject to change and adequate finance being available. The Clerk advised that our SCC Highways Maintenance Manager has agreed to ask for a re-assessment of the omitted section. Council **resolved** to support the Clerk’s suggestion for Cllr Steed to make a similar request at the next meeting of the Dorking Rural Transport Forum. **Action:** Cllr Steed.
- (89) Council noted its request (summer 2016) for the section of pavement between Dungates Lane and Rana to be included in Pavement Horizon had been granted, as the listing referred to in minute 2017:87 does now include the reconstruction of this section of pavement for possible future implementation.

Rectory Lane

- (90) Cllr Jones reported that having consulted with residents of Rectory Lane the key issue raised concerned the poor condition of the road surface and, in particular, areas around two manhole covers where the road surface had sunk significantly.
- (91) Council noted that Rectory Lane is not currently included on the SCC Highways report referenced in minute 2017:87. **Actions:** All to emphasise to residents of Rectory Lane and anyone who uses Rectory Lane (whether walkers, drivers, cyclists, horse riders etc) that it is vital to report any maintenance issues to SCC Highways via the SCC Highways Reporting system. Clerk to include a reminder in the next Parish Update.
- (92) Cllr Jones advised a general lack of enthusiasm for undertaking any volunteer initiatives to enhance the roadside and a preference expressed by several residents not to undermine the rural character of the lane. Consequently, no further action is currently proposed.
- (93) The Clerk reported that the SCC Mole Valley Local Committee had, at the meeting held on 22nd June 2017, approved a SCC Highways proposal to withdraw funding for **Highways Localism**. Further, Cllr Clack had advised a specific restriction has been imposed on Member Allowances to prevent any grants being made to fund projects that would otherwise have been eligible for Highways Localism.
- (94) Cllr Steed advised he had recently issued a request to Matthew Jezzard (SCC Highways) for an update on the planned installation of **Variable Message Signs** on the A25 and would forward any reply he receives to the Clerk for circulation.
- (95) Council noted that the SCC Highways Engineer with responsibility for implementing a Traffic Regulation Order to impose a 1.5m (4 feet 11 inch) restriction on **Buckland Lane** (D318) had advised the SCC legal team had yet to process the formal paperwork needed to progress the implementation of this TRO. The Clerk advised she had emailed Cllr Clack to ask for her help to “move matters along”.

Verge maintenance

- (96) The Clerk advised she had met with Landscape Group’s new area manager, during the first rural cut and been informed the rural cut had been sub-contracted to a new supplier for the 2017 season. Having taken time to explain to the manager the shortfalls in service level experienced to date it is hoped the errors of recent years will not be repeated during the second cut (expected before the end of July) and final cut (autumn).

- (97) Council noted that SCC had, during May:
- (i) informed MVDC that the 2018/19 financial contribution to MVDC in return for the District taking on verge maintenance will be cut by 36%;
 - (ii) asked MVDC to confirm, no later than 1st July 2017 whether they wish to “hand back” responsibility for verge maintenance to SCC.

MVDC had initially invited input from Parish Councils, ahead of the MVDC Executive making a decision on 20th June. Instead MVDC Exec members convened a meeting with parish councils on 4th July to discuss options and subsequently issued a letter inviting parishes to make a financial commitment to secure a third rural cut in 2018, advising the cost to Buckland would be in the region of £500.

Council **resolved** to issue a reply to MVDC to:

- (i) advise that if MVDC decides to pass responsibility for the verge cutting back to SCC Council will not be willing to make any financial contribution;
 - (ii) seek assurance from MVDC that if MVDC decides to fund a third rural cut in the unparished areas that a third cut will also be funded in the parished areas without requiring a financial contribution from the parishes;
 - (iii) ask MVDC to confirm whether any financial commitment from Council will be eligible for a concurrent grant, and, if this is the case, to offer to fund the incremental £125 indicated by MVDC to be the cost of a third cut provided that the remaining two cuts in 2017 are undertaken to a standard acceptable to Council. **Action:** Clerk.
- (98) Cllr Cox, had, in place of Cllr Pryor, attended a meeting of the **Surrey Hills Byways Working Group** held on Monday 3rd July 2017. Whilst Cllr Cox had found the meeting interesting and informative, low attendance appeared to have prevented many actions being taken. Given the pressures facing the SCC Countryside Access team, Cllr Cox indicated she felt it worthwhile for Council to continue to participate in this working group.

9. Amenities and Events – Pond Clearance

- (99) Council noted that this year’s “Pond Clearance Event”, to be led by the Reigate Area Conservation Volunteers (“RACV”), is planned for Sunday 6th August 2017.
- (100) Council noted that Cllr Horden had confirmed that he had sourced a small mechanical digger and operator willing to assist with the removal of unwanted vegetation in the pond. The Clerk reminded Council that any mechanical clearance must be undertaken when RACV volunteers are not on site and that any such work needs to be closely supervised to ensure the tasks undertaken are consistent with the adopted Pond Management Plan and do not damage the clay lining or the SCC Highways retaining wall.

Actions:

Cllr Horden to liaise with:

- (i) Simon Elson with respect to scheduling a date and time to undertake a targeted mechanical clearance of unwanted vegetation;
- (ii) Buckland Estate to request the loan of a trailer; and
- (iii) local farmer John Muggeridge.

Cllr Jones to liaise with the Clerk re refreshments.

Clerk to issue a reminder via the August Parish Update to encourage villagers to participate.

10. Formalities

- (101) SCC had launched a consultation on **SCC proposals to make further cuts at SCC Community Recycling Centres** (“CRCs”) that include the closure of our local CRC at Ranmore Road, Dorking.

Council, having considered the proposals, concluded that whilst it recognises the need for SCC to save money, it does not believe SCC can claim to offer a “*comprehensive CRC service to Buckland residents*” if it proceeds with the closure of our local CRC.

Council **resolved** to submit a response to the consultation to:

- (i) emphasise the importance of CRCs being in close proximity to the communities they serve;
- (ii) express Council’s extreme concern that the proposed closures will result in further fly tipping, more nuisance bonfires and greater volumes of household waste (black bins) heading to landfill sites.
- (iii) publish a copy of the response on the village website and Notice Board.

Action: Clerk.

- (102) Cllrs had, prior to the meeting, been provided with a draft “**Communication and Engagement Strategy**”, “**Training and Development Policy**” and “**Equality Policy**”. Council, having given due consideration to the drafting of these documents, **resolved** to adopt them. **Action:** Clerk to update the village website and diarise to include an initial review in July 2019.
- (103) The Clerk had circulated a draft “**Welcome letter for new residents**” and draft “**Co-option papers**”. Council resolved not to seek to attract applicants to fill the vacancy until after the summer holidays. **Action:** Cllrs to review the draft papers and feedback any additional ideas to the Clerk. Clerk to circulate an updated paper in advance of the meeting.
- (104) Council noted that Cllrs had been provided with links to download the **2017 Good Councillor’s Guide to Neighbourhood Planning** and **2017 Good Councillor’s Guide to Finance and Transparency**.
- (105) **Updates** issued by **Surrey ALC**, **Surrey Hills Society** and **GACC**, had been circulated to Cllrs and key information included within Parish Updates.
- (106) MVDC had advised the re-appointment of Stuart McLachlan (Capel) and Roger Hammond (Brockham) to the **MVDC Standards Committee** for the 2017/18 financial year.

11. Finance

Account Payments and Receipts

- (107) Council noted that a payment, for £120 (including £20 Vat) to Braidwood Wheeler had been issued in accordance with minute 2017:63.
- (108) Council **resolved** to approve the following payments:
- (i) Cartridgesave £269.08 including £44.85 Vat
Reimbursement to Sheena Boyce re Printer toner
 - (ii) Burley and Sons Limited £273.37 including £45.56 Vat,
3 cuts – May 2017
 - (iii) Burley and Sons Limited £182.24 including £30.37 Vat,
2 cuts – June 2017

- (iv) Dorking Business Supplies £54.96 including £9.16 Vat
A4 paper
 - (v) Sheena Boyce £36.97
Reimbursement – travelling expenses and calls to mobile telephones
- (109) Council noted that the annual membership renewal fee of £108, payable to The Society of Local Council Clerks will fall due on 1st September 2017. Council noted provision for the fee had been approved in the budget and **resolved** to approve the payment. **Action:** Clerk to arrange for payment to renew membership.
- (110) Council noted that following amounts had been received into the Parish Council bank account since the May meeting:
- (i) £37 donation from MVDC in recognition of 37 bags collected during the Great British Spring Clean Event at the start of March;
 - (ii) £263.30 donation raised through the sale of walk booklets.
- (111) Council noted that Cllr Steed had verified the bank balances entered on the bank reconciliation against the bank statements, initialled both documents, and had confirmed that no exceptions had been identified in the transactions reported since 8th May 2017.
- (112) Council **resolved** to accept Cllr Jones offer to attend the Surrey Association of Local Councils (“SALC”) Annual Conference and AGM on 12th October 2017 (£48 including £8 Vat) and the Chairman’s offer to attend the SALC Chairman’s Networking Day on 28th September 2017 (£78 including £13 Vat). **Action:** Clerk to submit booking forms and, upon receipt of invoices to arrange for timely payment.
- (113) Council noted that Cllrs had each received a copy of the full year **financial forecast and projected variance to budget**. Council **resolved** to reduce the forecast expenditure on amenity improvements to offset the cancellation of the SCC Highways Localism initiative. **Actions:** Clerk to update the forecast. All to consider items for possible inclusion on a “future initiatives” log to be considered when preparing the 2018/19 Budget and Action Plan and 3-year financial forecast.

13. Forthcoming Meetings

- (114) The **Parish Council** confirmed that next full Council Meeting will be held on Monday 11th September 2017 and that subsequent meetings are scheduled to be held on 13th November 2017 and on 8th January and 12th March 2018.
- (115) Cllr Jones will attend a **SES Stakeholder Briefing and Workshop** on Friday 21st July 2017 and the **SALC AGM and Autumn Conference** on Thursday 12th October 2017.
- (116) A **Pond Clearance Event**, to be led by the Reigate Area Conservation Volunteers, is planned for Sunday 6th August 2017.
- (117) Cllr Husband will attend the **SALC Chairman’s Networking Day** to be held in Felbridge on 28th September 2017.
- (118) The **2018 Annual Parish Meeting** will be held on Monday 26th March 2018.

There being no other business the Chairman declared the meeting closed at 10.28pm.

Sheena Boyce, Clerk

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