

BUCKLAND PARISH COUNCIL

Minutes of the Annual Meeting held virtually at 8pm on Monday 11th May 2020.

Present:

Cllr Husband (Chairman), Cllrs Bourke, Cox, Horden, Jones, Pryor and Steed and the Clerk.

In attendance:

Mole Valley District Council (MVDC) Cllr Simon Budd.

Surrey County Council (SCC) Cllr Helyn Clack.

1. Election of Chairman and Vice Chairman

- (1) Councillor Husband was proposed as Chairman by Councillor Steed and seconded by Councillor Jones. Council **resolved** to approve the appointment and Councillor Husband signed the Declaration of Acceptance of Office for Chairman.
- (2) Councillor Jones was proposed as Vice Chairman by Councillor Husband and seconded by Councillor Pryor. Council **resolved** to approve the appointment and Councillor Jones signed the Declaration of Acceptance of Office for Vice Chairman.

2. Apologies for Absence

- (3) MVDC Cllr Paul Potter.

3. Declarations of Interest

- (4) Cllrs Husband and Jones declared an interest in MO/2020/0616. Council noted that neither Cllr Jones nor Cllr Husband had or would be consulted on this matter.

4. Requests for Dispensations

- (5) None.

5. Minutes

- (6) Council **resolved** to approve the Minutes of the Meeting held on 9th March 2020. The minutes were duly signed by the Chairman as a correct record.

6. Open Forum

- (7) The Chairman welcomed Cllrs Clack and Budd to Council's first virtual meeting and invited their input.
- (8) Cllr Clack asked Council to record a message of "Thank you and well done" to each and every person in Buckland who has contributed to the fantastic community effort; a contribution she has been very touched to see repeated across her division.
- (9) Cllr Budd added his support to Cllr Clack's message and added a personal thank you for the gift of the VE 75 silhouettes to Brockham that he reported had been very well received.

7. Legislative Change

- (10) Council noted that permission to hold virtual Parish Council meetings is set out in the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 that has been enacted to have effect until 6th May 2021.
- (11) Council noted that the intention of the legislation is to all the provisions of the new legislation to have effect without any requirement for Council's Standing Orders to be amended.
- (12) Council, having reviewed the legislation **resolved** to hold meetings, as planned on the second Monday of July 2020, September 2020, November 2020 , January 2021 and March 2021 and, having noted the requirement to hold an Annual Parish Meeting between 1st March 2020 and 1st June 2020 had been removed, to consider holding an Annual Parish Meeting later in the year.

8. Councillor Responsibilities

- (13) Council noted that during the 2019/20 financial year Council had chosen to deal with all matters relating to finance within full council meetings. Council **resolved** to continue the same basis for matters relating to finance for the 2020/21 financial year.
- (14) Council **resolved** to adopt the following terms of reference for a Planning Committee:
- (i) The role of the Planning Committee shall be to review planning applications, notice of appeals, enforcement notices and other planning papers of relevance to the Parish and to provide appropriate input and support to the Clerk, pursuant to the preparation of responses, representations or statements;
 - (ii) If a response needs to be issued prior to the next meeting of the Parish Council, the Clerk has delegated power to submit such a response to the relevant authority, having first consulted with those Cllrs serving on the Planning Committee;
 - (iii) The Planning Committee should arrange for a Cllr or the Clerk to attend appeal hearings to present the Parish Council's case if that is considered desirable;
 - (iv) Planning Committee meetings shall be held in public and include an opportunity for public participation, an agenda to be published at least 3 clear days prior to a meeting and a quorum of three;
 - (v) Cllr Husband to chair meetings of the Planning Committee until the next Annual Meeting; and
 - (vi) Cllrs Bourke, Jones, Pryor and Cox to serve alongside Cllr Husband.
- (15) Council **resolved** to appoint the following representatives for the 2020/21 year:
- (i) Cllr Husband to represent Council on matters relating to the Village Green and, as Chairman, to continue to represent Council on the St Mary the Virgin Church Yard and Church Fabric Fund;
 - (ii) Cllr Jones to champion matters relating to Community Wellbeing;
 - (iii) Cllr Horden to represent Council for matters relating to the Village Pond;
 - (iv) Cllr Cox to represent Council on matters relating to Airports and Airspace with support from Cllr Steed;
 - (v) Cllr Steed to represent Council on matters relating to Highways and Railways with support from Cllr Pryor;
 - (vi) Cllr Pryor to undertake the weekly asset check, to represent Council on matters relating to Surrey Police, and, with support from Cllr Bourke, Countryside Access (rights of way);
 - (vii) Cllr Bourke to represent Council on matters relating to cycling;
 - (viii) Martin Boyce to continue as village webmaster; and
 - (ix) Alan Brindley as Flag Officer.
- (16) Council **resolved** to record a vote of thanks to Paul Rietchel, who had diligently served as Flag Officer since 2002.
- (17) Council noted Martin Cantor, Debbie Jones, Amanda Oakes-Smith and Liz Vahey had previously been appointed nominative trustees to Buckland Parochial Charity for terms that extend beyond 31st March 2021.
- (18) Council noted that as MVDC had opted not to hold an Annual Meeting in May 2020 that Stuart McLachlan (Capel Parish Council) and Cllr Jones, would each continue to serve as non-voting Parish Council representatives on the MVDC Standards Committee until MVDC holds an Annual Meeting in May 2021.

9. Delegation of Authority

- (19) Council noted consultation periods, such as (but not limited to) those applicable to policy reviews and operational practices can often open and close between two consecutive Parish Council meetings. Council **resolved** to delegate authority to the Clerk to respond to any such consultations subject to a requirement for her to consult with Cllrs.

Public Contracts Regulations 2015 statutory guidance

- (20) The Clerk reminded Council of the need to comply with the Public Contracts Regulations 2015 statutory guidance that requires all local authorities, including Parish Councils, to publish performance data on their website pages to show the proportion of valid and undisputed invoices paid within 30 days and to disclose the amount of interest due (whether paid or not) on invoices settled late.
- (21) The Clerk advised Council that 100% of valid and undisputed invoices had been paid within 30 days during the 2019/20 financial year and that no interest had been charged or paid on invoices.
- (22) Council **resolved** to delegate authority to the Clerk, for the 2020/21 financial year, to arrange for payments to be made to settle any valid and undisputed invoices that need to be paid before the next meeting of the Parish Council to enable this guidance to be duly observed. **Action:** Clerk to ensure the detail of any such payments is reported to the next meeting.

10. Policies, Procedures and Schedules subject to Annual Review

- (23) Council **resolved** to adopt revisions to its Financial Regulations to include additional NALC Model clauses relating to use of the payment module of HSBC Internet Banking.
- (24) Council, having reviewed each of the following policies and procedures and **resolved** to adopt each for a further 12-month period: Standing Orders, Complaints Procedure, Policy on the management of unreasonable complaint behaviour, Retention and Disposal Policy, Management of Transferable Data Policy, Data Protection Policy; Code of Conduct and Arrangements for dealing with Standards Allegations under the Localism Act 2011 and Freedom of Information Publication Scheme.
Action: Clerk to refresh review dates and publish updated versions.
- (25) Council, having reviewed each of the following procedures and schedules, **resolved** to adopt each for a further 12-month period: Data Protection Procedures (Privacy Impact Assessment Procedure, Subject Access Request Form, Data Security Breach Reporting Form and Consent Forms), Privacy Notices and Registers to record decisions to share personal data with third parties and disposals of personal information undertaken to comply with GDPR. **Action:** Clerk to refresh review dates.

General Power of Competence

- (26) Council noted that:
- (i) Parish and Town Councils in England were given the General Power of Competence ('GPC') in the Localism Act 2011, sections 1-8;
 - (ii) The GPC gives a council 'the power to do anything that individuals generally may do' provided in so doing other laws are not broken and the council acts reasonably;
 - (iii) Before a Council can exercise the GPC, full council must decide and resolve it meets the two eligibility criteria and minute the resolution;
 - (iv) The eligibility criteria are set out in a statutory instrument known as the Parish Council (GPC) (Prescribed Conditions) Order 2012 and, at the time of the resolution require the number of Cllrs elected at the previous ordinary election or subsequent by-election, to equal or exceed two thirds of Council's total number of Cllrs and the Clerk to hold a relevant sector-specific qualification;
 - (v) Thereafter Council must revisit its decision and make a resolution to re-confirm its eligibility at each relevant Annual Meeting; and
 - (vi) Council had adopted the GPC on Monday 13th May 2019.

Council, having confirmed Council continues to satisfy the eligibility criteria **resolved** to adopt the GPC as set out in the Localism Act 2011, sections 1-8 for a further 12 months.

11. Planning and Licensing

New Planning Applications

- (27) MO/2020/0616: Reduce the crown of one oak tree by 1.5 metres at Dove Tree Cottage, Rectory Lane, Buckland, RH3 7BH. Council noted that the Clerk, following consultation

with Cllrs Bourke, Cox, Pryor had not submitted a comment on this application.

- (28) Council **resolved** to ratify the decision not to comment on the following applications:
- (i) MO/2020/0480: Raise crown of one Beech tree by 2.5 metres at Penn Cottage, Old Road, Buckland, RH3 7DZ. Council **resolved** to ratify the decision not to comment on this application.
 - (ii) SCC/2020/0043 (MO/2020/0622): Non-material amendment to planning permission ref: MO/2017/1797 dated 30 May 2018 comprising the replacement of the former electrical kiosk with a storage building at Park Pit, Reigate Road, Buckland, RH3 7BE. Council **resolved** to ratify the decision not to comment on this application.
- (29) SCC/2020/0060 (MO/2020/0685): Details of Access Arrangements pursuant to Condition 12 of planning permission ref: MO/2017/1797 dated 30 May 2018 at Park Pit, Reigate Road, Buckland, RH3 7BE. Council, having noted the design of the new access arrangements had been agreed with SCC Highways, **resolved** not to comment on this application.
- (30) MO/2020/0605: Various illuminated signage around site, on canopy, pumps shops and forecourt at Buckland Garage, Reigate Road, Buckland, RH3 7ED. Council **resolved** to (i) request a condition be imposed to require the illuminated signs to be automatically switched off when the site closes (as required by the operator licence) (ii) ask for an informative statement to be included to make it clear to the applicant there is no permission for non-illuminated signs and (iii) to include references in the response to the onsite consultation meeting held October 2019 and the commitments made at that time relating to marketing paraphernalia. **Action:** Clerk.
- (31) SCC/2020/0030 (MO/2020/0702): Details of a Landscape and Ecology Management Plan pursuant to Condition 11 of planning permission ref: MO/2017/1797 dated 30 May 2018 at Park Pit, Reigate Road, Buckland, RH3 7BE. Council **resolved** to submit a response to ask SCC to work proactively and constructively with the applicant pursuant to being able to discharge condition 11 on a timely basis. Council gratefully accepted Cllr Clack's offer to liaise with the planning officers and share Council's expectations. **Action:** Clerk.

Planning Notifications

The following Local Planning Authority decisions were noted:

- (32) MO/2018/1848: Demolish existing sales building and remove linked canopy and LPG enclosure, erect new single storey sales building, gated timber fenced compound area with bins and plant units, provide 12 No. new customer parking bays at Buckland Garage, Reigate Road, Buckland, RH3 7ED:
- (i) MO/2020/0047: Variation of Condition 14 to enable one fast charging high voltage QC 45 EVC parking charging space. Approved with conditions; and
 - (ii) MO/2018/1848/1: Non-material amendment to provide more detail of materials to be used for proposed shop front. Approved with conditions.
- (33) MO/2019/2022: Erection of a replacement dwelling following demolition of the existing at Knowl Cottage, Old Road, Buckland, RH3 7DU. Approved with conditions.
- (34) MO/2020/0120: Demolition of existing conservatory and erection of single storey rear extension at 13 Tranquil Dale, Buckland, RH3 7EE. Approved with conditions.
- (35) MO/2020/0144: Reduce two lime trees by c.2-3 metres to previous points and one holly by 2 metres in height at The Limes, Old Road, Buckland, RH3 7DU. No objection.
- (36) SCC/2020/0043 (MO/2020/0622): Non-material amendment to planning permission ref: MO/2017/1797 dated 30 May 2018 comprising the replacement of the former electrical kiosk with a storage building at Park Pit, Reigate Road, Buckland, RH3 7BE. Approved with conditions.

Licensing

(37) Council noted:

- (i) SCC had been consulted by the Office of the Traffic Commissioner (London and South East) [OTC(LSE)] on an application to vary vehicle operator licence OK0220895, held by Marshall Surfacing Contracts Ltd, to include permission to locate 15 heavy goods vehicles at a new operating centre and that the new site had been identified as the Depot located immediately to the East of Station Road just north of the level crossing at Betchworth Station and that Cllr Clack had invited Council's comments;
- (ii) VOSA guidance on the Goods Vehicles Act is that all vehicles used for business or trade over 3.5T must be licenced by the DVSA: *"The main purpose of goods vehicle operator licensing is to ensure the safe and proper use of goods vehicles and to protect the environment around operating centres."*;
- (iii) the site is currently vacant and a search of the OTC(LSE) website had indicated the licence held by Chertsey Plant Hire, the most recent operator had already been surrendered;
- (iv) Buckland and Betchworth residents are concerned the application suggests a new operator whose contractual commitments may require 24/7 working, activity that could reasonably be expected to have a significant adverse impact on the Green Belt AONB that surrounds the site, generate unwelcome light and noise pollution against the current quiet dark skies and add to the heavy traffic congestion on Station Road;
- (v) MVDC had stated *"The site has been operating in the current use since 1959 and there are no planning conditions in association with the use"*;
- (vi) SCC Transportation Planning (SCC TP) had suggested that had this been a planning application concerns over the access from the B2032 Station Road would have prompted an objection to be raised; and
- (vii) SCC TP had advised that the following conditions applied to the most recent licence applying to this site:
 - Vehicles will be parked in the part of the yard nearest the access gates;
 - Vehicles will be loaded in the afternoon, not early in the morning;
 - Reversing beepers will not be used before 08.00am;
 - Drivers will leave the yard immediately after starting their engines;
 - Vehicles to leave the operating centre by turning left;
 - Vehicles to enter and exit from the operating centre in forward gear;

and that SCC TP, in the absence of any planning constraints, could be expected to request an additional condition to ask for a time limits to be imposed to restrict the site's operating hours to Monday – Saturday between 0800 and 1800.

Council **resolved** to respond to Cllr Clack's invitation to to ask SCC TP to:

- (i) ensure, in the first instance that the authority's concerns relating to the access from the site onto Station Road be raised with the OTC LSE;
- (ii) explore whether the request to base 15 vehicles at this location would suggest a change in the scope or scale of activity proposed at this Green Belt AONB site to require a planning application to be submitted and, if appropriate, to seek a commitment from MVDC to notify the landowner of the requirement for an application to be submitted prior to Marshalls Surfacing Contracts Ltd commencing operations;
- (iii) ask the OTC LSE, if minded to approve the application (despite the concerns SCC expresses about access), to impose time windows to limit any activity on this Green Belt AONB land to prevent 24/7 working and specifically exclude overnight and Sunday working; and

extend Council's support to the SCC TP proposal to object to the application, and, if that rejection is overruled, to ask the OTC LSE to ensure the new operator is required to comply with all the above stated conditions. **Action:** Clerk.

12. Highways and Railways

Highways

(38) Council noted that when the SCC Mole Valley Local Committee met on 11th March 2020 that Cllr Clack had asked the following question on behalf of Council:

“When Buckland Parish Council met this evening (9th March), Council, having reviewed the papers presented to the last meeting of the SCC Mole Valley Local Committee noted:

i) The SCC Mole Valley Local Committee Integrated Transport Scheme Programme for 2021/2022 allocates £10,000 to fund the implementation of a reduction in the speed limit (from 50mph to 40mph) on a section of the A25 Reigate Road through Betchworth following speed surveys undertaken in 2018;

ii) SCC Highways had since advised the proposal is to reduce the speed limit to the west of Betchworth roundabout but not to include the short section of A25 with a 50mph speed limit to the east of the roundabout.

iii) If this proposal is implemented, a 40mph speed limit will apply to the A25 between Dorking and Reigate except for the short section between Betchworth roundabout and the Buckland/Betchworth parish boundary close to Tranquil Dale.

Buckland Parish Council respectfully suggests a 40mph speed limit be applied to the complete length of the A25 between Dorking and Reigate. As the 40mph signs, currently positioned on the parish boundary could be relocated to replace the 50mph signs currently sited on the eastern exit of the roundabout there would not be any requirement for new full sized signs. The only incremental cost would appear to be the modest cost of installing 40mph repeater signs to emphasise the speed reduction. Will the Local Committee commit to support this request?”

And received the following response from SCC Highways Officers in attendance:

“The Road Safety Team has said they would carry out a speed survey to see if this section complied with the SCC policy to reduce speed limit to 40mph. If this section complies then the Traffic Regulation Order (TRO) would need to be changed and is could have some cost associated with it.”

Responding to a follow up query from Cllr Clack the officers acknowledged that if the survey results do not support a reduction in the speed limit on the section of road to the west of Betchworth roundabout that a longer stretch of the A25 may need to be excluded from the proposed TRO.

Council **resolved** to record a vote of thanks to Cllr Clack for asking Council’s question and gratefully accepted Cllr Clack’s offer to request an update from officers. **Action:** Clerk to maintain a watching brief and await update from Cllr Clack.

(39) Council **resolved** to ratify the recent complaint to SCC, submitted via Cllr Clack to question the:

- (i) Streetworks current designation of Old Road as an equivalent route to Station Road Betchworth and decision to close the A25 junction with Station Road South for the duration of the works;
- (ii) works in Station Road being undertaken at the same time as the A25 was being used as an overnight diversion route by the Highways Agency (re: work at M25 J8) and multitude of contradictory traffic signs at the Old Road/A25 junction;
- (iii) proposal for Wonham Lane to be close before the works in Station Road are completed; and
- (iv) complete absence of advance consultation with Buckland.

Council noted Cllr Clack had replied to acknowledge the concerns expressed and undertaken to investigate the use of Old Road as a diversion route for Station Road and the apparent regular use of the A25 Reigate Road as a Highways England preferred diversion route during overnight working on the M25.

Action: Clerk to maintain a watching brief and await update from Cllr Clack.

Trains

(40) Council noted that:

- (i) when Cllr Steed had met with Network Rail to query the need for the **Whistle Boards** (currently positioned either side of the railway line to the east of Rectory Lane near Church crossing), that Network Rail had suggested it might be possible to undertake vegetation clearance to improve sightlines sufficiently to remove the whistle boards; and
- (ii) Network Rail, having undertaken extensive vegetation clearance prior to an upgrade of trackside fencing had since advised that the whistle boards need to remain in position and in use to protect walkers following the nearby rights of way that cross the North Down Railway.

13. Amenities, Events and Communications

- (41) Council **resolved** to record a vote of thanks to everyone involved in the **Buckland Community Support** initiative including Buckland's volunteers, the Bert volunteers underpinning the Food Aid initiative and, in particular to Debbie Jones, for taking on the lead coordination role. Cllrs Clack and Budd asked for their thanks to be recorded.
- (42) Council noted that over 80 prescriptions had been picked up from pharmacies in Reigate, Brockham and Dorking and delivered to residents and 106 food parcels had been collected from Brockham Food Aid and delivered to households struggling to put food on the table due to the impact of Covid-19.

VE Day : VE 75 Silhouettes

- (43) Council **resolved** to record a vote of thanks to Mark Papworth for sourcing the materials and making the silhouette letters, Cllr Husband for designing and creating the templates, to John Bloomfield and Martin Boyce for installing the letters and to Alan Pryor for installing the soldier, shortly ahead of VE Day.
- (44) Council **resolved** to approve the purchase of materials needed to make the silhouettes and, when it proved possible to make two sets of letters from the materials, to ratify the decision to donate the second set of letters to the Brockham Emergency Response Team (BERT) as a token of appreciation for the support BERT FoodAid is giving Buckland Community Support.

Mole Valley Neighbourhood Police Team

- (45) The crime report advised six crimes had been recorded in Buckland between 9th March 2020 and 11th May 2020: two domestic incidents, one vulnerable adult incident, one public order offence (altercation between a cyclist and a pedestrian), one harassment and one criminal damage (padlock cut and vehicle damage to crops).
- (46) A further 15 incidents were recorded: four reports of suspicious circumstances, two of concern for safety, two police stops, and individual recordings of civil dispute, rowdy behaviour, trespass, highways disruption, road related offence, and vehicle nuisance.
- (47) Council noted that **updates** issued by **NALC, SALC, SCC, MVDC, Surrey Hills, GACC** and **Came and Company** had been circulated to Cllrs and key information published within Parish Updates.

14. Finance and Risk Management

Annual Governance and Accountability Return 2019/20 ("AGAR")

AGAR – Internal Audit

- (48) A pack of financial information, comprising the Annual Return and a set of supporting schedules that had included the bank reconciliation, full year financial analysis (compared to budget and prior year), fixed asset register, risk assessment and minutes had been provided to Peter Barclay, Council's Internal Auditor.
- (49) Council noted that the internal audit had been completed during April 2020, that no issues had been raised and that the annual internal report (including page 4 of the AGAR), issued by Peter Barclay had been circulated to Cllrs.

- (50) Council noted two recommendations from the Internal Auditor to be considered for adoption for the 20/21 financial year.

Council, having considered the recommendations **resolved** to:

- (i) delete clause 5.6 from the Financial Regulations and amend clause 5.5(b) to refer to the schedule of notes and assumptions that forms part of the budget (that will now make reference to continuing contracts and obligations) in addition to the changes set out in minute 2020/21:23 and adopt the updated regulations without further amendment; and
- (ii) insert a new clause (iv) under the Use of Email Heading in the Digital Communication Policy and adopt the updated policy without further amendment.

Council noted the next scheduled review of these policy documents shall be at the next Annual Meeting, scheduled to be held in May 2021.

AGAR – Annual Governance Statement

(51) Council noted:

- (i) a review of the Effectiveness of Internal Controls, a process that had included a review of the Financial Regulations and consideration of the then latest updated Risk Assessment had been completed on 13th January 2020; and
- (ii) that having concluded its system of internal control remained effective, Council had **resolved** that the risk assessment remained relevant and effective.

Council **resolved** to adopt the 2019/20 Annual Governance Statement. Accordingly, page 5 of the AGAR was signed by Cllr Husband, Chairman. **Actions:** The Chairman to arrange for the signed statement to be delivered to the Clerk. Clerk to sign the statement (as Responsible Financial Officer), to add minute reference and submit the completed certificate to the external auditor.

AGAR - Accounting Statements

- (52) Council noted that payments for £986.40 (including £164.40 Vat) to Centrewire and £35.18 (including £5.96 Vat) to Pixham Business Supplies had been issued in accordance with minute 2019/20:328.
- (53) Council noted Cllr Pryor had verified the bank balances entered on the bank reconciliation prepared to 31st March 2020 against the bank statements, initialled both documents, and confirmed that no exceptions had been identified in the transactions reported between 9th March 2020 and 31st March 2020.
- (54) Council noted Sheena Boyce, Responsible Financial Officer had signed the 2019/20 Accounting Statements to certify that the accounting statements in the AGAR present fairly the financial position of Council and properly present its receipts and payments.
- (55) Council **resolved** to approve the Accounting Statements for the year ending 31st March 2020. Accordingly, the Accounting Statements, set out on page 6 of the AGAR were signed by Cllr Husband, Chairman.

AGAR – Certificate of Exemption

- (56) Council, having reviewed the criteria set out on page 3 of the Annual Return, **resolved** to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
- (57) Council noted the Responsible Financial Officer had entered the gross income of £19,563 and gross expenditure of £18,558 onto page 3 of the AGAR.
- (58) The Certificate of Exemption was signed by Cllr Husband, Chairman. **Actions:** Chairman to arrange for the signed certificate to be delivered to the Clerk. Clerk, as Responsible Financial Officer, to add signature and to submit the Certificate of Exemption to PKF Littlejohn, the external auditor.

Transparency Regulations

- (59) Council **resolved** to set the period of commencement for the exercise of public to start on Monday 18th May 2020.
- (60) Council noted that the following information for 2019/20 needs to be published on the village website no later than one day prior to commencement of the period Council selects for the exercise of public rights for the 2019/20 Accounts: Annual Internal Audit Report, Annual Governance Statement, Annual Accounting, Statements, an analysis of year on year significant variances, end of year bank reconciliation, a copy of the Certificate of Exemption, a schedule of “2019/20 Payments with a value of at least £100 ex-Vat”, a summary of Councillor responsibilities for 2020/21, and a completed Notice of Public Rights. **Action:** Clerk.

Fixed Asset Register, Risk Register and Insurance

- (61) Council, having reviewed the Fixed Asset Register and Risk Register, **resolved** to adopt both registers without change. **Action:** Clerk to circulate a refreshed risk assessment. All Cllrs, in advance of the July meeting, to submit any suggested amendments and/or additions to the Clerk.
- (62) Council noted the £349.74 yr2 premium (£341.20 yr1) of the 3-year insurance policy with Inspire, (underwritten by AXA and arranged through Came and Company) reflects a revaluation of asset values to reflect current replacement values.

Account Payments and Receipts

- (63) Council noted a payment of £258.00 (including £43.00 Vat) to Design Lynx Limited had been issued in accordance with minute 2019/20:328.
- (64) Council **resolved** to approve the following payments:
- (i) HMRC £10.79, PAYE liability re: April Salary, Employer NI£3.39, Employee Income Tax 7.40;
 - (ii) Zoom Video Communications Inc £71.94 including £11.99 Vat, One-year pro zoom licence;
 - (iii) Norfolk & Good Construction & Props Ltd £132.44 including £22.07 Vat, Mark Papworth – Materials – silhouettes;
 - (iv) G. Burley and Sons Ltd £392.74 including £65.46 Vat, Four cuts prior to 30th April 2020;
 - (v) Peter Barclay £100.00, Internal Auditor 2019/20;
 - (vi) Came and Company £349.74, Insurance policy renewal : 1st June 2020 - 31st May 2021;
 - (vii) Duplex Corporate Communications Ltd £125.82 including £20.97 Vat, Headset to support use of video conferencing and hands-free audio calls;
 - (viii) Sheena Boyce £31.74, Re-imburement council expenses £39.14 less employee Income Tax £7.40.
- (65) Council noted that the following amounts had been received into the Parish Council bank account since the March meeting:
- (i) £1,362.82 refund of VAT paid between 1st March 2019 and 31st March 2020; and
 - (ii) £8,627 first instalment of 2019/20 precept (£7111.00), concurrent grant (£1093.50) and council tax support grant (£422.50).

15. Forthcoming Meetings

- (66) The **Parish Council** confirmed the next full Council Meeting will be held virtually on Monday 13th July 2020 with subsequent meetings scheduled on 14th September and 9th November 2020 and on Monday 10th January and Monday 8th March 2021.
- (67) Reigate Area Conservation Volunteers hope it will be possible to lead a **village pond clearance** on Sunday 13th September 2020.

There being no other business the meeting closed at 9.30pm.

Sheena Boyce, Clerk

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