

## BUCKLAND PARISH COUNCIL

Draft Minutes of the Annual Meeting held virtually at 8pm on Tuesday 4<sup>th</sup> May 2021.

### **Present:**

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

### **In attendance**

Surrey County Council (SCC) Cllr Helyn Clack and Mole Valley District Council (MVDC) Cllrs Simon Budd and Paul Potter joined during item 10.

### **1. Election of Chairman and Vice Chairman**

- (1) Cllr Husband was proposed as Chairman by Cllr Steed and seconded by Cllr Horden. Council **resolved** to approve the appointment and Cllr Husband signed the Declaration of Acceptance of Office for Chairman.
- (2) Cllr Jones was proposed as Vice Chairman by Cllr Husband and seconded by Cllr Pryor. Council **resolved** to approve the appointment. **Action:** Cllr Jones to liaise with the Clerk to provide a signed Declaration of Acceptance of Office for Vice Chairman.

### **2. Apologies for Absence**

- (3) None.

### **3. Declarations of Interest**

- (4) None.

### **4. Requests for Dispensations**

- (5) None.

### **5. Minutes**

- (6) Council **resolved** to approve the Minutes of the Meeting held on 8<sup>th</sup> March 2021. The minutes were duly signed by the Chairman as a correct record.

### **6. Open Forum**

- (7) No items raised.

### **7. Formalities**

#### **Virtual Meetings**

- (8) Council noted 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 had allowed Parish Council meetings to be held virtually without a requirement to amend Council's Standing Orders is due to expire on Friday 7<sup>th</sup> May 2021.
- (9) Council **resolved** to adopt revised Standing Orders, which now include clause 26, the terms of which will allow Council to continue to hold virtual meetings. **Action:** Clerk to refresh review date and publish updated version.
- (10) Council noted that unless the government enacts new legislation or extends the term of the current legislation, Council will be required to meet face to face to take decisions. In line with advice from NALC (National Association of Local Councils), Council **resolved** to adopt a Scheme of Delegation, using the powers set out in the Local Government Act 1972 s101 to delegate additional authority to the Clerk.

### **Policies, Procedures and Schedules subject to Annual Review**

- (11) Council, having reviewed each of the following policies and procedures, **resolved** to adopt each for a further 12-month period: Financial Regulations, 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.

- (12) Council, having reviewed each of the following procedures and schedules, **resolved** to re-adopt each of them 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 data undertaken to comply with GDPR. **Action:** Clerk to refresh review dates.

### **General Power of Competence**

- (13) 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 last adopted the GPC on Monday 11<sup>th</sup> May 2020.

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.

### **Public Contracts Regulations 2015 statutory guidance**

- (14) 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.
- (15) The Clerk advised Council that 100% of valid and undisputed invoices had been paid within 30 days during the 2020/21 financial year and that no interest had been charged or paid on invoices.

### **Councillor Responsibilities**

- (16) Council **resolved** to appoint Cllrs Bourke, Horden and Steed to serve on the Finance Committee alongside Cllr Husband (Chairman) and Cllr Jones (Vice Chairman).
- (17) Council **resolved** to appoint Cllr Cox to serve on the Personnel Committee alongside Cllr Husband (Chairman) and Cllr Jones (Vice Chairman).
- (18) Council **resolved**:
- (i) to appoint Cllrs Bourke, Cox, Husband, Jones and Pryor to serve on the Planning and Licensing Committee;
  - (ii) to appoint Cllr Husband as Chairman until the next Annual Meeting;
  - (iii) to require an agenda to be published at least three clear days prior to meetings; and
  - (iv) for members of the public to be admitted to observe meetings of the Planning and Licensing Committee; and
  - (v) for meetings to include an Open Forum to provide an opportunity for public participation.

- (19) Council **resolved** to adopt the following terms of reference for a Planning and Licensing Working Group:
- (i) The role of the Planning and Licensing Working Group shall be to review planning and licence 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 and Licensing Working Group;
  - (iii) Cllrs Bourke, Cox, Husband, Jones and Pryor to serve as members of the Working Group.
- (20) 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 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 and to represent Council at the Surrey ALC AGM;
  - (iii) Cllr Horden to represent Council for matters relating to the Village Pond and to continue to seek opportunities to establish a local business network;
  - (iv) Cllr Cox to represent Council on matters relating to Airports and Airspace and at the GACC AGM;
  - (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 and Buckland's Going Greener initiative;
  - (viii) Martin Boyce to continue as Village Webmaster; and
  - (ix) Alan Brindley as Flag Officer.
- (21) 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 2022.
- (22) Council noted that Stuart McLachlan (Capel Parish Council) and Cllr Jones had each agreed to serve as non-voting Parish Council representatives on the MVDC Standards Committee. Council **resolved** to support the nomination of these two individuals.

## **8. Finance and Risk Management**

### **Annual Governance and Accountability Return 2020/21 ("AGAR")**

#### **AGAR – Internal Audit**

- (23) Council noted:
- (i) 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 (vs budget and prior year), fixed asset register, risk assessment and minutes had been provided to Peter Barclay, Council's Internal Auditor.
  - (ii) the internal audit, that had been completed during April 2021 had not raised any issues nor made any recommendations; and
  - (iii) the Annual Internal Audit Report, and duly completed page 4 of the AGAR, had been circulated to Cllrs.

## **AGAR – Annual Governance Statement**

- (24) 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 11<sup>th</sup> January 2021; and
  - (ii) that having concluded its system of internal control remained effective, Council had resolved that the risk assessment remained relevant and effective.
- (25) Council **resolved** to adopt the 2020/21 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, to add minute reference and submit the completed certificate to the external auditor.

## **AGAR - Accounting Statement**

- (26) Council noted that a payment for £293.24, including £48.87 Vat, to G. Burley and Sons Ltd had been issued in accordance with minute 2020/21:290.
- (27) Council noted that the following amounts had been received into the Parish Council bank account between 8<sup>th</sup> March 2021 and 31<sup>st</sup> March 2021:
- (i) £32.00 refund of Employee Income Tax (February and March) from Sheena Boyce on 9<sup>th</sup> March 2021;
  - (ii) £1,335.59 refund of VAT paid between 1<sup>st</sup> March 2019 and 28<sup>th</sup> February 2021;
  - (iii) £45.00 payment from MVDC re 45 bags litter collected in the parish;
  - (iv) £50.00 donation raised through the sale of walk booklets.
- (28) Council noted Cllr Jones had verified the bank balances entered on the bank reconciliation prepared to 31<sup>st</sup> March 2021 against the bank statements, initialled both documents, and confirmed that no exceptions had been identified in the transactions reported between 1<sup>st</sup> January 2021 and 31<sup>st</sup> March 2021.
- (29) Council noted Sheena Boyce, Responsible Financial Officer had signed the 2020/21 Accounting Statement to certify page 6 of the AGAR presents fairly the financial position of Council and properly presents its receipts and payments.
- (30) Council **resolved** to approve the Accounting Statement for the year ending 31<sup>st</sup> March 2021. Accordingly, page 6 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 add minute reference and submit the completed statement to the external auditor together with a copy of the end of year bank reconciliation and analysis of year on year significant differences.

## **Transparency Regulations**

- (31) Council **resolved** to set the period of commencement for the exercise of public rights for the 2020/21 Accounts to start on Monday 7<sup>th</sup> June 2021.
- (32) Council noted that consistent with prior years, the following information for the 2020/21 financial year will be published on the village website no later than Friday 4<sup>th</sup> June 2021: Annual Internal Audit Report, Annual Governance Statement, Annual Accounting, Statements, an analysis of year on year significant variances, end of year bank reconciliation, a schedule of “2020/21 Payments with a value of at least £100 ex-Vat”, a summary of Councillor responsibilities for 2021/22, and a completed Notice of Public Rights. **Action:** Clerk.
- (33) Council noted that a schedule of additional information for the 2020/21 financial year will also be published for that year in line with good practice for Councils with income or expenditure falling between £25k and £200k.

## **Fixed Asset Register, Risk Register and Insurance**

- (34) 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.
- (35) Council noted the year 3 £349.74 premium (unchanged) of the 3-year AXA insurance policy arranged through Came and Company reflects asset values (unchanged) which continue to reflect current replacement values. Council **resolved** to approve the terms of the renewal for 1<sup>st</sup> June 2021 – 31<sup>st</sup> May 2022.

## **Account Payments and Receipts**

- (36) Council noted a grant payment of £258.00, to allow the volunteer webmaster to settle the Design Lynx annual charge for domain hosting, web space, disk space and bandwidth for bucklandsurrey.net for the year commencing 1<sup>st</sup> April 2021 had been issued in accordance with minute 2020/21: 299.
- (37) Council noted a payment for £199.69, comprising £35.76 to NALC and £163.93 to Surrey ALC Limited, its Surrey Branch, had been issued in accordance with minute 2020/21:306.
- (38) Council **resolved** to approve the following payments:
- (i) Zoom Video Communications Inc £71.94 including £11.99 Vat, One-year pro zoom licence;
  - (ii) Peter Barclay £110.00, Internal Auditor 2020/21;
  - (iii) Came and Company £349.74, Insurance policy renewal : 1<sup>st</sup> June 2021 - 31<sup>st</sup> May 2022;
  - (iv) HMRC £52.75, PAYE liability re: April salary payment;
  - (v) HMRC £52.95, PAYE liability re: May salary payment;
  - (vi) Sheena Boyce £8.61, Council expenses.
- (39) Council **resolved** to issue a letter to HSBC to request an update to the Standing Order to change the value of monthly payments to the Clerk for the remainder of the 2021/22 financial year to £754.55, to be paid on the 20<sup>th</sup> day of each calendar month. It was noted that the:
- (i) Clerk's salary for 2021/22 is based upon 10.5 hours per week and an hourly rate of £15.00;
  - (ii) Clerk had opted out of the working time directive for a further year in return for an allowance for accrued leave entitlement;
  - (iii) payments include home working allowance and re-imbursement of £6.95, including £1.16 vat, per month, being paid by the Clerk, to Virtual Landline for the Parish Council telephone number and associated call forwarding and messaging service; and
  - (iv) a letter (to be appended to the Contract of Employment for the Clerk) needed to be issued to confirm the 2021/22 contractual hours and payments. **Action:** Cllr Husband, Chairman.
- (40) Council noted that the following amount had been received into the Parish Council bank account since 1<sup>st</sup> April 2021: £8,980.50 first instalment of 2021/22 precept (£7,434.00), concurrent grant (£1115.50) and council tax support grant (£431.00).

## **9. Planning and Licensing**

### **New Planning Applications**

- (41) MO/2021/0244: Erection of 'Click & Collect' Locker at Buckland Garage, Reigate Road, Buckland, Surrey, RH3 7ED. Council **resolved** to ratify the decision to object to this application unless the applicant agrees to limit customer access, deliveries and lighting consistent with the conditions that currently apply to the retail store and garage.

- (42) MO/2021/0013: Change of use of building and land to mixed use for agriculture, forestry, processing of wood and the stationing of a biomass boiler with flue. Addition of replacement metal corrugated sheeting to roof at Barn at northern end of Clifton's Lane, Buckland, Surrey. Council noted Reigate and Banstead BC had recently registered the same application as 21/00551/CU on account of the access route being located in the Reigate and Banstead. Council **resolved** to ratify the decision to raise the letter of support submitted to MVDC and to submit a copy of the letter of support previously submitted to MVDC to Reigate and Banstead.

### **Planning Notifications**

- (43) Council noted the following Local Planning Authority planning notifications:
- (i) MO/2021/0007: First floor front extension at 5 Tranquil Dale, Buckland, Surrey RH3 7EE. Approved with conditions.
  - (ii) MO/2021/0397: Remove one Spruce and one Cherry tree at 5 Buckland Court, Reigate Road, Buckland, Surrey RH3 7EA. No objection.
  - (iii) MO/2020/2067: Single storey side extension and side first floor dormer window at Beechwood, Dungates Lane, Buckland, Surrey, RH3 7BD. Appeal commenced.

### **Planning Enforcement Update**

- (44) Council noted Mark Turner, MVDC Development Management Manager had recently advised Council that in the absence of a planning enforcement enquiry being submitted to MVDC by an individual complainant, it is his considered view that MVDC is unlikely to consider it expedient for MVDC to take any action in response to an enquiry submitted by a Parish Council. **Action:** All, if approached by a resident, to advise they need to explain to MVDC how they feel they are being impacted by what they see as a planning enforcement issue to ensure MVDC is able to make an assessment of impact and expedience and reach a fully informed decision.

### **Planning Policy**

- (45) Council considered The Ministry for Housing, Communities and Local Government (MHCLG) consultation into electronic communications infrastructure which proposes amendments to the General Permitted Development Order for electronic communications development, to support the deployment of 5G and extend mobile coverage and the accompanying statement issued by NALC. Council **resolved** to write a letter of support for NALC's stated position. **Action:** Cllr Jones, subject to providing Cllrs an opportunity to review a draft response, to arrange for its submission to NALC.

## **10. Highways, Airports, Rights of Way**

### **Highways**

- (46) The Chairman invited SCC Cllr Clack to advise what steps Council might sensibly take to increase the chance of the A25 footways being resurfaced. SCC Cllr Clack:
- (i) expressed her wish to assure Council she continues to ask for resurfacing of the A25 footways to be prioritised;
  - (ii) informed Council that SCC Highways has advised her that given a 40mph speed limit applies to the A25, the cost of traffic management requirements would likely exceed the cost of the resurfacing work and use up a "disproportionate amount of the available budget";
  - (iii) acknowledged the limited patching is falling short of local expectation; and
  - (iv) suggested Council continue to ask questions and to encourage broad support for the footways to be resurfaced.

**Actions:** Clerk to arrange for questions to be submitted to SCC. All to encourage users of the footways to submit reports to SCC Highways and to spread the word beyond the parish.

- (47) Council **resolved** to record a vote of thanks to Piers Mason, MVDC Head of Planning, for extracting the following explanation from SCC Highways with respect to the increased use of the A25 Reigate Road as the “SCC chosen diversion route” when Highways England undertakes work on the M25:

*“SCC and Highways have pre-agreed ‘Emergency’ diversion routes for the M25. These routes have been established several years ago and are utilised in cases of full motorway emergency closure. (No diversion routes are used for Motorway Lane closures – only full directional closures.)*

*These routes are also usually used for planned works as we know that the Surrey roads in question are suitable for all diverted motorway traffic. Whilst there is no J8-J9 emergency diversion route there is a J8-J10 route (and reverse) ; A217 (north), A240, A24, A3.*

*However there is a ‘low’ bridge on the A3 at Tolworth (4.6m) on the Transport for London (TfL) Road Network on this diversion route and recently TfL have been expressing concerns to Highways England about use of this diversion route due to concerns over high sided vehicles being diverted onto this route. (such Larger vehicles have become more prevalent over recent years).*

*This may explain why the alternate diversion route J8-J9 (A217 (south), A25, A24, A243 has been used more recently for planned motorway diversions. This route is legally suitable for all diverted motorway traffic (i.e. there is no height or weight restrictions along the route which prevent it’s use for all motorway vehicles) and as such Surrey Officers have agreed to its use.*

*However Surrey Officers recognise the concerns raised by the residents of Buckland and will continue to work with both Highways England and TfL with a view to utilising the formally pre-agreed J8-J10 route whenever possible for planned motorway closures/diversions.”* **Action:** Clerk to refer to this explanation in a parish update and emphasise to residents the need for anyone who feels adversely impacted by night time noise to express their concern to their SCC Cllr.

- (48) Council noted that SCC Highways, responding to Council’s request for consideration to be given to implementing measures to mitigate the noise disturbance reported by residents living alongside the A25 Reigate Road, had advised “*SCC Highways does not have the resources available to install temporary speed cameras on the A25 during times when Highways England close the M25 and we do not have powers to install temporary speed limits whilst the A25 acts as the diversion route for these works*”. **Action:** Clerk to continue to proactively explore options that might be expected, if adopted, to mitigate night time noise of this nature.

- (49) Council noted:

- (i) the solar powered vehicle activated sign (VAS), previously located a short distance to the east of the Shell garage had been removed;
- (ii) SCC Highways had since advised the unit was removed as it had been judged “beyond economic repair” and there was no budget available to fund a replacement;
- (iii) SCC Highways had shared its view, based upon the performance of the solar powered unit that despite the improvement in technology since the unit was installed, any replacement VAS would need to be mains powered;
- (iv) Responding to an SCC Highways offer to investigate costs for a replacement VAS, the Clerk had suggested any effort be deferred pending the outcome of the SCC Highways traffic survey due to be undertaken Autumn 2021 that SCC Highways hopes will allow the speed limit between Betchworth roundabout and the village boundary to be reduced to 40mph. Council **resolved** to ratify the Clerk’s suggestion.

- (50) Council noted SCC Highways, responding to enquiries from Council, had advised:
- (i) the removal of trees from the A25 roadside verges had reflected priorities established by monitoring tree health, and, in particular, looking for symptoms of ash die back;
  - (ii) SCC appointed contractors had restricted tree works to within the extent of the publicly maintained highway;
  - (iii) the health of fresh growth from the stumps will be monitored;
  - (iv) neither the SCC appointed specialist undertaking 3 yearly inspections nor the highway safety team, who complete annual checks, have raised concerns about any other overhanging trees or low branches along the A25 through Buckland;
  - (v) residents with residual concerns should submit a report to SCC; and
  - (vi) SCC contractors had been instructed to repair damage their vehicles had caused to the A25 roadside verges.

- (51) Council noted:
- (i) Surrey ALC had circulated an update from the SCC Environment Directorate that had advised SCC is working with the District and Borough Councils to prepare a bid to secure funding from the recently launched DEFRA Treescapes fund;
  - (ii) the SCC Environment Directorate update had stated the timeline they were working to would be too tight for consultation to be undertaken with parish councils or community groups;
  - (iii) SCC Cllr Clack had advised SCC leader Tim Oliver had recently pledged SCC will plant a tree to replace every tree felled under the ash die back programme of works and offered to submit a request for replacement trees to the SCC team preparing the bid;
  - (iv) the Clerk, having first consulted with Buckland Estate, had submitted a request to SCC Cllr Clack for :
    - (v) 50 trees to be planted between the eastern boundary of the Shell garage and the entrance to Shepherds Walk and 12 trees between Rectory Lane and Lawrence Lane; one for each of the stumps that had been surveyed by Cllr Pryor; and
    - (vi) asked for a mix of evergreen and deciduous trees to be planted ideally comprising a mixed planting of at least six different species with a preference for the mix to include Field Maple, Wild Cherry, Holly and Spindle to enrich the support for a greater diversity of wildlife;

and **resolved** to minute Council's support for the request sent to SCC Cllr Clack.

- (52) Council noted:
- (i) Surrey ALC had circulated details of an investment of £100,000 by Surrey Police through the Drive SMART Surrey Safer Roads Partnership to implement lower speed limits in rural areas to the west of the A24 and south of the A25;
  - (ii) the announcement had explained SCC Highways had been awarded £39,840 from The Road Safety Trust to evaluate the impact of the speed limit reductions already in place and then evaluate the new reductions on a proactive strategic area-wide basis across the Surrey Hills towards Guildford;



- (iii) SCC Cllr Clack had since advised the scheme is designed to complement the 40mph limits that already apply with the area to the east of the A24 and south of the A25 (known as the Dorking Rural Box);
  - (iv) SCC Cllr Clack had acknowledged the scope of this project does not include any minor roads in rural areas to the north of the A25 on which the National Speed limit of 60mph currently applies;
  - (v) Responding to a request from SCC Cllr Clack, the Clerk had advised, based upon current road signage, Buckland's excluded roads are Lawrence Lane, Rectory Lane and Tranquil Dale.
- (53) Council noted Amey had returned in March to complete the sweep around all the traffic islands on the A25 through Buckland, that more frequent visits from the road sweeper had started to raise standards and that a recent visit had cleared a build-up of earth and vegetation from the base of the retaining walls through the centre of the village. **Action:** All to emphasise to residents that street cleaning is a reactive service that relies on residents submitting requests to determine priorities.

### **Airports**

- (54) Council noted Cllr Cox and the Clerk had attended a GACC virtual briefing, Cllr Cox had prepared an update for Councillors, and that Council's response to part two of the Department for Transport consultation on "Night flight restrictions", that draws on and broadly reflects the GACC researched response, will be submitted shortly after the meeting.
- (55) Council **resolved** to approve Cllr Cox's recommendation for Council to renew its membership of GACC upon receipt of the renewal paperwork. **Action:** Clerk.

### **Rights of way**

- (56) Council noted:
- (i) when the Clerk had met Mary-Ann Edwards (MAE), SCC Rights of Way Officer for Mole Valley, pursuant to progressing a method statement to improve a section of FP475, at the western entrance of the field known as Jubilee Field, that a surfacing solution had been suggested as an alternative to the initially proposed "steps" solution;
  - (ii) MAE had expressed a preference to use SCC contractors to complete the work and committed to come back as soon as she has more details available with respect to materials and costs; and
  - (iii) matched funding for the improvement is currently held in a specific reserve.
- Action:** Clerk to continue to work proactively with MAE and Buckland Estate to deliver this amenity improvement.
- (57) Council noted SCC appointed contractors had recently completed repairs to Jacobs Ladder steps (FP466 Greensand Way) and steps onto FP474A from A25 Reigate Road verge. **Action:** All to encourage users of the rights of way to continue to report any concerns to SCC.

### **11. Events, Amenities and Communications**

- (58) Council noted 23 residents had attended the recent Annual Parish Meeting and that draft minutes will be published shortly after the May elections.

### **Village Pond and Green**

- (59) Council **resolved** to record a vote of thanks to Simon Elson for providing an update on this year's review of the Pond and Green Management Plan to the recent Annual Parish Meeting and for taking the time to respond to queries, comments and suggestions from parishioners.

- (60) Council, having considered the dates proposed for volunteer activity **resolved** to accept the offer from the Reigate Area Conservation Volunteers to lead events on Sunday 15<sup>th</sup> August 2021, Tuesday 24<sup>th</sup> August 2021 and Sunday 26<sup>th</sup> September 2021, all to commence at 10am. **Action:** Cllr Horden to lead a recruitment drive for volunteers.
- (61) Council **resolved** to defer any further consideration relating to the pond pending circulation of the draft plan being prepared for the five-year period 2021-2026 which it was understood would shortly be available. **Action:** All to provide feedback to the Clerk as soon as practicable upon receipt of the draft report.
- (62) Council **resolved** to approve a proposal to purchase additional posts (to the same specification as the most recent purchase) and to authorise the Clerk to make arrangements to take timely action to install posts, as required, to reduce the risk of further vehicular damage to grassed areas. **Action:** Clerk.
- (63) Surrey ALC had highlighted the Department for Culture, Media and Sport (DCMS) had recently launched a consultation into improving broadband connectivity to very hard to reach places. Council **resolved** to publicise the consultation to residents via the village website and parish magazine. **Action:** Clerk.
- (64) The crime report provided by Surrey Police had advised one crime, a neighbour dispute, had been recorded in Buckland since 8<sup>th</sup> March 2021. A further nine incidents were recorded: four reports of anti-social behaviour and individual recordings of suspicious circumstances, a road offence, a police stop, a pet/animal conflict, and a wildlife incident.
- (65) Council noted that a Freedom of Information Request, dated 15<sup>th</sup> April 2021, had asked questions related to Littering and Fly Tipping. Council **resolved** to ratify the “nil response” issued that had pointed out the questions needed to be directed to MVDC as the authority responsible for Street Cleaning in Mole Valley.
- (66) Council noted that updates issued by the NALC, Surrey ALC, SCC, Surrey Heartlands Health and Care Partnership, MVDC, Surrey Hills Society, GACC, Gatwick Airport, Surrey Police and Came and Company had been circulated to Cllrs and key information published within Parish Updates.

## 12. Forthcoming Meetings

- (67) The Parish Council confirmed its intention to convene a virtual gathering on Monday 12<sup>th</sup> July 2021 and hold an “in person” Council Meeting on Monday 13<sup>th</sup> September. **Action:** Clerk to explore venue options for 13<sup>th</sup> September 2021.
- (68) Reigate Area Conservation Volunteers hope it will be possible to lead **village pond clearances** commencing 10am on Sunday 15<sup>th</sup> August, Sunday 26<sup>th</sup> September 2021 and Tuesday 24<sup>th</sup> August 2021.
- (69) Cllr Cox will represent Council at the GACC AGM, to be held virtually, on Thursday 13<sup>th</sup> May 2021.

There being no other business the meeting closed at 9.59pm.

**Sheena Boyce, Clerk**

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