

BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm on Monday 13th September 2021 in Buckland Reading Room.

Present:

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

In attendance via zoom

Surrey County Council (SCC) Cllr Helyn Clack, Cllr Cox, two members of the public and the Clerk. Mole Valley District Council (MVDC) Cllr Simon Budd joined during item 7.

1. Apologies for Absence

(105) Council **resolved** to approve the reason for Cllr Cox's absence and noted Cllr Cox would be observing via zoom. Mole Valley District Council (MVDC) Cllr Paul Potter.

2. Declarations of Interest

(106) None.

3. Requests for Dispensations

(107) None.

4. Minutes

(108) Council **resolved** to approve the Minutes of the Meetings held on 4th May 2021 and 12th July 2021. The minutes were duly signed by the Chairman as a correct record.

5. Open Forum

(109) Cllr Husband welcomed all those attending via zoom and invited comment. None.

6. Planning and Licensing

New Planning Applications

(110) Council noted the following update from the Clerk:

- (i) MO/2021/0040: Erection of single storey side extension with attached car port following removal of existing single storey element and detached garage at The Old Cottage, Reigate Road, Buckland, Surrey, RH3 7BG. Council had expressed reservations to MVDC about this application that had included a request for a fuller planning history to be made available via the planning portal, for the assessment of massing to include views from the west and for an informative to be appended to any decision to highlight what level of business activity would give rise to a need for a change of use application.
- (ii) MO/2021/0039: Erection of single storey side extension with attached car port following removal of existing single storey element and detached garage (application for Listed Building Consent) at The Old Cottage, Reigate Road, Buckland, Surrey, RH3 7BG. Council, noting the MVDC Heritage Officer had been consulted had chosen not to express any heritage related concerns.
- (iii) MO/2021/0670: Erection two storey side extension at 1 Garden Cottages, Reigate Road, Buckland, Surrey, RH2 9RE. Council had advised MVDC it had no objection to this application.
- (iv) MO/2021/1160: Erection of a single storey rear extension following demolition of existing conservatory at 1 Tranquil Dale, Buckland, RH2 9EE. Council had advised MVDC it had no objection to this application.
- (v) MO/2021/1388: Erection of new single storey dwelling in the grounds of Yew Tree Cottage following demolition of existing barn, garage and out-buildings at Yew Tree Cottage, Reigate Road, RH3 7BG. Council had objected to this application on the basis it would amount to inappropriate development in the green belt. Council had highlighted its concern that the Environment Agency flood risk map does not appear to have been updated since the flooding of the former Tapwood quarry and asked MVDC to ensure both the Environment Agency and Thames Water are consulted given the proximity of the Shagbrook (detailed on the EA main river map) and the sewage pumping station.

Council had since highlighted a resident representation, that had included photographic evidence of surface water runoff from the A25 Reigate Road, to SCC Cllr Clack with a request for the resident's concerns to be shared with the relevant highways officers.

- (vi) MO/2021/1479: Tree Works at 5 Buckland Court, Reigate Road, Buckland, RH3 7EA. No comment submitted.
- (vii) MO/2021/1580: Discharge of conditions 5 and 6 of approved planning permission MO/2021/0013 for the 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. No comment submitted.
- (viii) MO/2021/1595: Tree Works at 5 Buckland Court, Reigate Road, Buckland, RH3 7EA. No comment submitted.

Planning Notifications

(111) Council noted the following Local Planning Authority planning notifications in Buckland:

- (i) MO/2021/0348: Discharge of condition 3 of planning permission allowed under appeal ref. APP/C3620/W/20/3250154 for formation of access to land from A25 at land south of the A25 Reigate Road. Condition approved.
- (ii) MO/2021/0397: Remove one Spruce and one Cherry tree at 5 Buckland Court, Reigate Road, Buckland, RH3 7EA. No objection.
- (iii) MO/2021/0645: Tree works at Lark Rise, Rectory Lane, Buckland, RH3 7BH. No objection.
- (iv) MO/2021/0772: Tree works at Oaklands, Slough Lane, Buckland, RH3 7BJ. No objection.
- (v) MO/2021/0949: Remove 8 trees at 4 Buckland Court, Reigate Road, Buckland, RH3 7EA. No objection.
- (vi) MO/2021/1160: Erection of a single storey rear extension following demolition of existing conservatory at 1 Tranquil Dale, Buckland, RH2 9EE. Approved with conditions.
- (vii) MO/2021/1479: Tree Works at 5 Buckland Court, Reigate Road, Buckland, RH3 7EA. No objection.
- (viii) MO/2021/1595: Tree Works at 5 Buckland Court, Reigate Road, Buckland, RH3 7EA. No objection.

(112) Council noted the following Local Planning Authority planning notifications relating to applications in Betchworth for which Buckland had submitted a representation:

- (i) MO/2021/0094: Temporary stationing of 2 No. mobile homes with associated storage containers and temporary fencing on Land to the South of Betchworth Village Hall, Station Road, Betchworth, Surrey, RH3 7DF. Refused.
- (ii) MO/2021/0547: Erection of 1 No. dwelling with associated landscaping, parking and access following demolition of existing barn on Land to the South of Betchworth Village Hall, Station Road, Betchworth, Surrey, RH3 7DF. Approved with conditions.
- (iii) MO/2021/0584: Change of use of land to gypsy caravan site at The Evergreens, Reigate Road, Betchworth, Surrey, RH3 7DB. Approved with conditions.

Policy Updates

(113) Council noted MVDC is meeting on 15th September 2021 to consider publishing the Regulation 19 version of its new Local Plan, the version MVDC will consider submitting to the Planning Inspectorate for independent examination when it meets in February 2022.

(114) Council **resolved** to suspend standing orders to allow members of the public to speak.

- (115) Council noted:
- (i) if MVDC decides to publish its draft Local Plan, representations will be accepted between 20th September 2021 and 7th November 2021;
 - (ii) as this stage of the Local Plan preparation is a publication, rather than a consultation, representations are limited to legal compliance and soundness;
 - (iii) all representations submitted to MVDC will be appended to the draft Local Plan to be forwarded to the Planning Inspectorate;
 - (iv) a concern expressed a resident, echoed by several Cllrs that individuals will need to invest a considerable amount of time if they wish to gain sufficient familiarity with the draft Local Plan and its evidence base to submit a valid representation;
 - (v) the draft Local Plan does not promise to deliver sufficient new homes to satisfy the 2020-2037 cumulative housing demand; and
 - (vi) the 7th of November 2021 deadline for representations falls before the next scheduled Council meeting.

(116) Council **resolved** to resume standing orders.

(117) Council **resolved** to:

- (i) highlight the launch of the consultation via a parish update;
- (ii) convene a virtual meeting at 8pm on Monday 4th October 2021 to provide an opportunity for residents and businesses to bring to Council's attention any aspect of the MVDC draft local plan they wish Council to consider when drafting its representation; and
- (iii) convene an additional council meeting to consider a draft response and any requirement to delegate authority to the Clerk to facilitate the submission of a final response before the 7th of November deadline.

Action: Clerk to publicise the publication of the MVDC draft local plan via parish updates and invite direct submissions from any resident unable to attend the virtual meeting.

(118) Council, having considered the refreshed MVDC Licensing Policy for 2021 -2026, **resolved** not to submit a response.

(119) Council considered the Ministry of Housing, Communities and Local Government consultation on the future of time limited permitted development rights introduced to support businesses in response to the Coronavirus pandemic. Council noted concern expressed that if the time limited permitted development rights were to be made permanent that residents living close to businesses could experience higher levels of environmental nuisance (e.g. noise, light and smoke). Council resolved to accept an offer from Cllr Husband to submit a response to express Council's concern and express a preference for a further time limited extension. **Action:** Cllr Husband.

7. Highways, Airports, Rights of Way

Highways

(120) Council noted:

- (i) SCC had launched a consultation on a Surrey Transportation Plan for the period 2022 -2032 to which a link had been published on the village website;
- (ii) an initial review of the plan, prepared by Cllr Steed, that had included draft responses to a series of questions tabled by SCC Cllr Clack had been circulated in advance of the meeting;
- (iii) SCC Cllr Clack had acknowledged Cllr Steed's statement that the SCC Delivery Plan that is not due to be published until 2022 should be of more interest than this high-level strategic document.

Council **resolved** to adopt the response. **Action:** Clerk to submit response to the SCC Transportation Policy team.

MVDC Cllr Budd joined the meeting.

Airports

(121) Council noted:

- (i) Gatwick Airport Limited (“GAL”) had launched the public consultation, required as a precursor to their proposed Development Consent Order (DCO) application to expand use of the Emergency Runway, to commence on 9th September to run for 12 weeks, closing 1st December 2021;
- (ii) Cllr Cox had attended a virtual update, arranged by GACC, and circulated an update in advance of the meeting; and
- (iii) GACC aims to issue further updates (late September – October) to assist its members to formulate responses.

Council **resolved** to consider its response at the November meeting. **Actions:** Cllr Cox, with support from the Clerk, to prepare a draft response. Clerk to publicise the consultation in a parish update and highlight mobile office roadshow.

(122) Council noted the DfT had recently announced (19th July) its decision document for the next night flight regime at the designated airports (Heathrow, Gatwick, and Stansted) that had set out the key outcomes as follows:

- (i) the existing night noise objective and existing night flight restrictions will be rolled over for a period of 3 years;
- (ii) the next night flight regime will run from October 2022 to October 2025;
- (iii) a ban on QC4 rated aircraft movements will be implemented at the designated airports, during the night quota period from October 2022; and
- (iv) once the DfT has taken into account responses to Part Two of the night flights consultation, will aim to publish a further consultation on night flight restrictions to take effect post-October 2025, during 2023.

Rights of way

(123) Council **resolved** to record a vote of thanks to Buckland Estate for installing the eight kissing gates and four latch gates on our local rights of way, to the Clerk for coordinating the initiative and, with assistance from Martin Boyce, arranging for the purchase and installation of signs to acknowledge the source of grants received to fund the purchase of specific gates.

(124) Council noted a comprehensive parish update had been issued via the email group and published in the September parish magazine to publicise the recent improvements and express thanks to all those who played a part. Council resolved to record a vote of thanks to one resident who had since donated £100 to the parish council to help fund the replacement of stiles.

(125) Council noted:

- (i) Mary-Ann Edwards, Countryside Officer for Mole Valley (MAE) had recently proposed a method statement she had negotiated with a SCC Countryside Access appointed contractor to deliver improvements to a section of FP475 at the western entrance to Jubilee Field;
- (ii) MAE had advised the proposed improvement would include surfacing with Fittleworth stone with 10 long shallow steps retained with oak sleepers, and the installation of a sturdy handrail on the north side;
- (iii) MAE had confirmed SCC will remain responsible for maintenance of the improved surface;
- (iv) To progress the work, MAE is asking Buckland Parish Council to fund 50% of the quoted cost of £6,250; and
- (v) Council has £2146.00 set aside to fund these improvement works, of which £1073.00 was a grant received from SCC Councillor Clack’s 2020/21 Member allocation in March 2021.

(126) Council **resolved** to record a vote of thanks to SCC Councillor Helyn Clack who had agreed to support a grant application to her SCC Member allocation for 2021/22 to match fund £1000 to make further rights of way improvements.

(127) Council **resolved** to:

- (i) approve a recommendation to allocate the £1000 amenity improvement rights of way budget to enable SCC Countryside Access to book contractor time to enable the works to proceed (the balance of the parish council share of the funding already being held in a specific reserve);
- (ii) submit a grant application to SCC for £1000; and
- (iii) upon receipt of grant funding to progress the budgeted amenity improvement budget to invest in a further three gates, to be installed by Buckland Estate, to replace the final three stiles on local footpaths other than those impacted by the Network Rail proposed diversion. **Action:** Clerk.

8. Amenities and Events

Village Pond and Green

- (128) Council **resolved** to record a vote of thanks to each and every person who turned out to participate in the **pond clearance** events held on 15th and 24th August 2021, to Simon Elson and the Reigate Area Conservation Volunteers for leading three events (last one scheduled for 26th September) and to Buckland Estate and local farmer John Muggeridge for their assistance.
- (129) Council acknowledged that a combination of lockdowns hampering the 2020 RACV scope of activities and perfect growing conditions for the unwanted vegetation over recent years does mean that notwithstanding the progress made at this year's events regaining control is likely to take at least two years. **Actions:** All to engage constructively with residents to encourage them to contribute to this community effort to safeguard the future of our village pond. Clerk to include an item in the parish update for the November magazine.
- (130) Council **resolved** to make a donation to the RACV, and Simon Elson (SE) for agreeing to lead three pond clearance this year. **Action:** Clerk to arrange for a donation to the value of £150.
- (131) Council noted the draft Pond and Green Management Plan for the five-year period 2021-2026 will be updated to reflect the learning taken from the work undertaken across this summer's three pond clearance events and species recorded during the events and be circulated in time for when Council meets in November.

9. Finance and Risk Management

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

- (132) Council noted PKF Littlejohn LLP, Council's external auditor had issued an external audit report and no issues had been raised. Council **resolved** to accept the report and to display a copy on the main noticeboard for 14 days. **Action:** Clerk.

Account Payments and Receipts

- (133) Council noted the following budgeted payments issued since the July meeting:
- (i) HMRC £52.75,
PAYE liability re July salary payment;
 - (ii) Signomatic £264.10 including £44.02 Vat,
Signs to attach to donated gates;
 - (iii) Martin Boyce (reimbursement) £23.13 including £3.85 Vat,
Materials and fixings to attach signs to donated gates;
 - (iv) Amazon Services Europe SARL £31.98 including £4.99 Vat,
Office equipment - mouse;
 - (v) Toolstation £52.85 including £8.81 Vat,
Buckets and gloves re pond clearances;
 - (vi) HMRC £52.95,
PAYE liability re August salary payment.
 - (vii) Flashback tape £21.50 including £3.58 Vat,
Reflective tape to attach to posts;

- (viii) Amazon Services Europe SARL £119.00 including £19.83 Vat, Microphone to support remote attendance at council led meetings;
 - (ix) Amazon Services Europe SARL £21.99 including £3.67 Vat, Webcam to support remote attendance at council led meetings;
 - (x) Society of Local Council Clerks £130.00, Renewal 1st September 2021 – 31st August 2022;
 - (xi) G. Burley and Sons Ltd £304.70 including £50.78 Vat, Three grass cuts in April;
 - (xii) G. Burley and Sons Ltd £406.27 including £67.71 Vat, Two grass cuts in each of May and June;
 - (xiii) G. Burley and Sons Ltd £355.47 including £59.24 Vat, Two grass cuts in July, one in August and one hedge cut;
 - (xiv) Toolstation £92.08 including £15.35 Vat, Amenity maintenance – multi surface paint;
 - (xv) Pixham Business Supplies £83.71 including £13.95 Vat, Printer ink and stationery.
- (134) Council **resolved** to approve the following payments:
- (i) Sheena Boyce £46.83 including £3.69 Vat, Reimbursement of Council expenses;
 - (ii) HMRC £52.95, PAYE liability re September salary payment.
- (135) Council noted the receipt of the following amounts credited to Council’s bank account since 12th July 2021:
- (i) £8,980.50 second instalment of 2021/22 precept (£7,434.00), concurrent grant (£1115.50) and council tax support grant (£431.00); and
 - (ii) £200 donations; £100 from a resident in support of the initiative to replace stiles with gates and a further £100 raised through the sale of walk booklets.
- (136) Council noted financial schedules circulated in advance of the meeting had included a year-to-date cash book and analysis versus budget and bank reconciliation.
- (137) Council noted that as HSBC no longer offers parish councils free banking that Council’s current account will be reclassified as a small business account with effect from 1st November 2021 and attract a monthly charge of £8 and be subject to various transaction charges.
- (138) Council **resolved** to open an account with Unity Trust Bank on the following terms:
- (i) Sheena Boyce, Clerk to be the nominated key contact;
 - (ii) Two signatories to be required to give permissions on the account;
 - (iii) All signatories to be able to view the account and authorise payments;
 - (iv) Clerk and Cllr Jones to be additionally authorised to submit payments;
 - (v) One signatory required to make internal transfers between linked Unity Trust bank accounts;
 - (vi) The involvement of three signatories to be required to make external bill payments or standing orders;
 - (vii) Telephone banking to be available as an option; and
 - (viii) Cheque book and paying in book and further information about the option of a Unity Corporate Multipay Card to be requested.

Action: Clerk to arrange for account application form and account application submission form to be completed and submitted, accompanied by an initial deposit cheque of £500 and any additional documentation as may be requested by Unity Trust Bank. All Councillors who sign the mandate form to ensure they respond promptly to any request from Unity Trust Bank to provide any additional documentation as may be required to facilitate activation of the new account.

10. Formalities

- (139) The crime report provided by Surrey Police had advised six crime, two frauds, two domestic incidents, one drink driving offence and one make off without pay from the Shell garage since 12th July 2021. A further five incidents were recorded: two vehicle related on the A25, two alcohol related and one concern for safety of pet dog.
- (140) Council **resolved** to agree to a request from Westcott Residents Association to write to Sir Paul Beresford in support of a request for the Police to be given a more effective means to address the issue of excessively noisy vehicles speeding through our rural villages. **Action:** Clerk.
- (141) Council noted the Surrey ALC AGM and Autumn Update is due to be held on Tuesday 12th October 2021 in Cranleigh Arts Centre. **Action:** Clerk to submit apologies for the in-person event and express an interest in an option to attend remotely or to view a recording of the event.
- (142) Council noted that updates issued by the NALC, Surrey ALC, SCC, MVDC, Surrey Hills Society, GACC and Gatwick Airport Limited had been circulated to Cllrs and key information published within Parish Updates and on the village website.

11. Forthcoming Council Meetings

- (143) Council noted the next two meeting of Buckland Parish Council are scheduled as “in person” Council Meetings on Monday 18th October and Monday 8th November 2021 to be held in the Reading Room.
- (144) The Clerk will attend a virtual MVDC Clerks meeting on Wednesday 29th September and a Surrey ALC Clerks Forum on Thursday 25th November 2021.
- (145) Cllr Jones will attend a Surrey ALC Chairman Networking Meeting (virtual) on Monday 1st November 2021.

There being no other business the meeting closed at 9.52pm.

Sheena Boyce, Clerk

email: parishcouncil@bucklandsurrey.net

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