

BUCKLAND PARISH COUNCIL

Minutes of the Annual Meeting held at 8pm on Monday 14th May 2018 in the Reading Room, Old Rd, Buckland.

Present:

Cllrs Husband (Chairman), Bourke, Cox, Jones, Pryor and Steed and the Clerk. Cllr Horden joined the meeting prior to item 9.

In attendance:

Mole Valley District Council (MVDC) Cllr Simon Budd.

1. Election of Chairman

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

2. Apologies for Absence

- (2) None.

3. Declarations of Interest

- (3) None.

4. Requests for Dispensations

- (4) None.

5. Minutes

- (5) Minutes of the Meeting held on 12th March 2018, were agreed and signed by the Chairman as a true record.

6. Open Forum

- (6) Cllr Husband extended a warm welcome to MVDC Cllr Budd and congratulated him on his recent appointment.
- (7) District Cllr Budd expressed his wish to work with the Parish Council and asked Councillors and the Clerk to highlight any opportunities for him to meet Buckland residents.

7. Councillor Responsibilities

- (8) Council noted that during the 2017/18 financial year Council had chosen to deal with all matters relating to finance and planning within full council meetings.
- (9) Council **resolved** to continue on the same basis for matters relating to finance during the 2018/19 financial year.
- (10) Council **resolved** to:
- (i) adopt the following terms of reference for a **Planning Committee**:
 - (a) The role of the Planning Committee is 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;
 - (b) 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;
 - (c) 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;
 - (ii) require Planning Committee meetings to 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;

- (iii) appoint Cllr Husband to chair meetings of the Planning Committee until the next Annual Meeting;
 - (iv) appoint Cllrs Bourke, Jones, Pryor and Cox to serve alongside Cllr Husband.
- (11) Council **resolved** to nominate the following **representatives** for the 2018/19 year:
- (i) Cllr Husband to represent Council for matters relating to the Village Green and to continue to represent Council on the St Mary's Church Yard and Church Fabric Fund;
 - (ii) Cllr Steed to represent Council on matters relating to Surrey Police and Transport, with the support of Cllrs Cox, Pryor, and Horden on matters relating to Airports, Highways and Railways respectively;
 - (iii) Cllr Horden to represent Council for matters relating to the Village Pond;
 - (iv) Cllr Pryor to undertake the weekly Insurance check and, with support from Cllr Bourke, to represent Council on matters relating to Countryside Access (rights of way);
 - (v) Cllrs Cox and Jones to jointly champion matters relating to Community Wellbeing;
 - (vi) Cllr Jones to represent Council at the SSALC AGM that is due to be held at Dorking Halls on Tuesday 9th October 2018 between 9.30am and 4pm.
 - (vii) Martin Boyce to continue as village webmaster and Paul Rietchel to continue as Flag Officer.
- Council **resolved** to approve the Chairman's proposal to adopt the above roles on block.
- (12) Cllr Steed agreed to liaise with Cllr Horden with respect to the North Downs Community Rail Partnership and, in particular, proposals to increase passenger numbers on the **North Downs Line** by investing in new station platforms, increasing car parking and electrifying the line. **Action:** Clerk to forward recently gathered information and contacts to Cllr Steed.
- (13) Council noted that Ianthe Cox, Debbie Jones, Philip Haynes and Ann Adams had previously been appointed to serve as nominative trustees to **Buckland Parochial Charity**, until May 2019 and that Susan Fellows and Liz Vahey have previously been appointed, by the nominative trustees to serve until May 2019 and May 2023 respectively.

8. Delegation of Authority

- (14) Council noted that 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

- (15) 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.
- (16) The Clerk advised Council that 100% of valid and undisputed invoices had been paid within 30 days during the 2017/18 financial year and that no interest had been charged or paid on invoices.
- (17) Council **resolved** to delegate authority to the Clerk, for the 2018/19 financial year, to arrange for cheques to be issued 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.

Cllr Horden joined the meeting.

9. Policies and Procedures

- (18) Council, having reviewed each of the following policies and procedures **resolved** to adopt the policies for a further 12-month period: **Financial Regulations, Complaints Procedure** and **Policy on the management of unreasonable complaint behaviour**. **Action:** Clerk to refresh review dates and publish updated versions.
- (19) Council noted that the MVDC Standards Committee is recommending updates to both the **Code of Conduct** and **Arrangements for dealing with standards allegations under the Localism Act 2011 (“Arrangements”)**. Papers setting out the changes to Buckland Code of Conduct and a draft incorporating those changes had been circulated to Councillors. Council **resolved** to adopt the updated Buckland Code of Conduct and note the updated Arrangements conditional upon MVDC adopting the same updates. **Action:** Clerk to publish the updated Code and note the updated Arrangements upon confirmation from MVDC that the updates have been adopted.

General Data Protection Regulation (GDPR)

- (20) Councillors had, prior to the meeting, been provided with the following:
- (i) Data Audit Schedule;
 - (ii) Data Protection Policy, Retention and Disposal Policy, Digital Communication Policy (governing the use of Information Technology, Email and Internet) and Management of Transferable Data Policy;
 - (iii) Privacy Impact Assessment Procedure;
 - (iv) Subject Access Request Form;
 - (v) Data Security Breach Reporting Form;
 - (vi) Privacy Notices;
 - (vii) Consent forms; and
 - (viii) Registers to record decisions to share personal data with third parties and the disposals of personal information undertaken in order to comply with GDPR.

Council, having given due consideration to the drafting of these documents **resolved** to adopt the above policies, procedures and schedules.

- (21) Council noted that:
- (i) the Windows Operating System installed on the Parish Council laptop had now been upgraded to Windows Pro, at a cost of £119.99 (including £20.00 Vat), to gain encryption functionality (Bitlocker) and noted this software had been activated;
 - (ii) A local copy of files will continue be retained on the Parish Council laptop to ensure access to parish council files does not become wholly reliant upon the availability and speed of any internet connections;
 - (iii) Council’s subscription to Dropbox will not be renewed following the company’s decision to restrict GDPR compliance to the multi-user Dropbox Business; a package that currently requires a minimum of three licences to be purchased at a cost of more than five times the current subscription. Microsoft One Drive, despite being a less user-friendly product will now be used for cloud storage;
 - (iv) Design Lynx had migrated the hosting of the village website on to a server that is located within the EU (Ireland) and encrypted using AES 256bit;
 - (v) Contact forms used on the village website are in the process of being updated to comply with GDPR.

- (22) Council noted the Government had recently accepted an amendment (to the draft Data Protection Act 2018) to remove the requirement for parish and town councils to appoint a Data Protection Officer. Council **resolved** not to appoint a **Data Protection Officer**.
- (23) Council noted National Association of Local Councils (NALC) had published revised Model **Standing Orders**, updated to reflect the requirements of GDPR and other relevant legislative change that had taken effect since the Model Standing Orders were last published in 2013. Council's Standing Orders had been updated to reflect the changes incorporated into the revised model standing orders except for the clause requiring the appointment of a **Data Protection Officer**. Council, having considered the proposed changes **resolved** to adopt Council's **Standing Orders**.
- (24) Council **resolved** to task the Clerk to update Council's **Freedom of Information Publication Scheme Schedule** to reflect the policies, procedures and statements adopted during this Annual Meeting and to publish the updated document on the village website and schedule an initial review, in September 2018, to take account of any further advice re 2018 Data Protection Bill.

10. Finance

Annual Governance and Accountability Return 2017/18 (“Annual Return”)

Annual Return – Internal Audit

- (25) A pack of financial information, comprising the Annual Return and a set of supporting schedules that included the bank reconciliation, full year financial analysis (compared to budget and prior year), fixed asset register, risk assessments and minutes had been submitted to Chris Braidwood, Council's Internal Auditor.
- (26) Council noted that the internal audit had been completed during April 2018, that no issues had been raised and that the annual internal report issued by Chris Braidwood had been circulated to Cllrs.

Annual Return – Annual Governance Statement

- (27) Council noted it had:
- (i) completed an Annual 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 when it met on 13th November 2017; and
 - (ii) concluded that its system of internal control remained effective and **resolved** that the risk assessment remained relevant and effective.
- (28) Council **resolved** to adopt the 2017/18 Annual Governance Statement. Accordingly, page 5 of the Annual Return was signed by Cllr Husband, Chairman, and Sheena Boyce, Clerk.

Annual Return - Accounting Statements

- (29) Council noted that payments for:
- (i) £1180.80 (including £196.80 Vat) had been issued to G. Burley & Sons Ltd in accordance with minute 2017:319;
 - (ii) £91.13 (including £15.19 Vat) had been issued to G. Burley & Sons Ltd in accordance with minute 2017/18:357;
 - (iii) £160.92 (including £26.82 Vat) had been issued to G. Burley & Sons Ltd in accordance with minute 2017/18:36, to settle an invoice raised for topsoil and grass seed used to repair the Village Green on Friday 23rd March;
 - (iv) £53.04 (including £8.84 Vat) had been issued to Sheena Boyce to reimburse the cost of a high capacity black toner cartridge.

- (30) Council noted that Cllr Pryor had verified the bank balances entered on the bank reconciliation prepared to 31st March 2018 against the bank statements, initialled both documents, and confirmed that no exceptions had been identified in the transactions reported during the period between 12th March 2018 and 31st March 2018.
- (31) Council noted the reduction in the historic cost of fixed assets reflected the write-off of a bench, following its removal from the rear of the village green, on safety grounds, in 2017.
- (32) Council noted that Sheena Boyce, Responsible Financial Officer had signed the 2017/18 Accounting Statements to certify that the accounting statements in the Annual Return present fairly the financial position of Council and properly present its receipts and payments.
- (33) Council **resolved** to approve the Accounting Statements for the year ending 31st March 2018. Accordingly, the Accounting Statements, set out on page 6 of the Annual Return were signed by Cllr Husband, Chairman.

Annual Return – Exemption from Limited Assurance Review

- (34) 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. Accordingly, the Responsible Financial Officer, entered the gross income of £16,906 and gross expenditure of £16,159 onto page 3 of the Annual Return. The Certificate of Exemption was signed by Cllr Husband, Chairman and Sheena Boyce, Responsible Financial Officer. **Action:** Clerk to submit the Certificate of Exemption to PKF Littlejohn, the external auditor.

Transparency Regulations

- (35) Council noted that the following information for 2017/18 needs to be published on the village website no later than 17th June 2018, one day prior to commencement of the period for the exercise of public rights for the 2017/18 Accounts : Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances, the end of year bank reconciliation, a copy of the Certificate of Exemption, a schedule of “2017/18 Payments with a value of at least £100 ex-Vat”, a summary of Councillor responsibilities for 2017/18 and a completed Notice of Public Rights. **Action:** Clerk

Fixed Asset Register, Risk Register and Insurance

- (36) Council, having reviewed the:
 - (i) Fixed Asset Register, that noted the removal of a bench, on safety grounds, from the village green; and
 - (ii) Risk Register, that now includes reference to GDPR;**resolved** to adopt the Fixed Asset and Risk registers.
- (37) Council noted that the 3-year term agreement with Aviva, entered in 2015, ends on 31st May 2018 and noted a schedule that had included three quotes had been circulated. After consideration of the terms Council **resolved** to approve the Clerk’s recommendation to enter into a one-year agreement with new entrant Inspire (underwritten by Axa) and arranged through Came and Company. **Action:** Clerk.

Account Payments and Receipts

- (38) Council noted that payments, for £505.20 (including £84.20 Vat) to Design Lynx Limited and £181.75 to Surrey ALC Ltd, had been issued in accordance with minute 2017/18:369.
- (39) Council **resolved** to approve the following payments:
 - (i) Came & Company £344.74,
Insurance Policy Fee 1 June 2018 – 31 May 2019;

- (ii) Burley and Sons Limited £187.25 including £31.21 Vat,
Two cuts – April 2018;
 - (iii) Braidwood Wheeler and Co £144.00 including £24.00 Vat,
Internal Auditor 2017/18;
 - (iv) Reimburse Sheena Boyce re: Microsoft £119.99 including £20.00 Vat,
Laptop operating system upgraded to windows pro;
 - (v) Sheena Boyce £73.61,
re-imburement council expenses.
- (40) Council noted that the following amounts had been received into the Parish Council bank account since the March meeting:
- (i) £1147.82 refund of VAT paid between 1st March 2017 and 28th February 2018;
 - (ii) £8,074 first instalment of 2018/19 precept (£6643), concurrent grant (£1033) and council tax support grant (£398);
 - (iii) £15 donation from MVDC for the litter collected during the Spring village tidy.
- (41) 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 1st April 2018.

11. Planning

New Planning Applications

Council **resolved** to ratify the decision, taken following consultation with Cllrs, not to submit any comments with respect to the following planning applications:

- (42) MO/2018/0446: Change of use of land to car park/storage for the adjacent business to include 1.8m boundary fence and access gates at Surrey Hills Garden Buildings, Reigate Road, Buckland, Surrey, RH2 9RE.
- (43) MO/2018/0472: Variation of Condition 2 of approved Planning Permission MO/2015/0434 for the installation of bay window and doors to rear; replacement conservatory link, replacement garage, alteration to side window and addition of lantern over kitchen, to allow a larger replacement garage at April Cottage, Old Road, Buckland, Surrey, RH3 7DY.

Mole Valley District Council (“MVDC”) Planning Notifications

The following Local Planning Authority decisions were noted:

- (44) MO/2018/0017: Erection of detached double garage with ancillary studio/home office to rear following demolition of existing single garage at Camrose, Rectory Lane, Buckland, RH3 7BH. Refused.
- (45) MO/2018/0204: Discharge of conditions 3,4,7 and 9 of approved planning application MO/2017/0832 for erection of a two-storey detached replacement dwelling at Garden Cottage, Sandy Lane, Buckland, RH3 7EB. Approved with conditions.
- (46) MO/2018/0292: Erection of single storey rear extension and front entrance porch at Poplars, Reigate Road, Buckland, RH3 7EB. Approved with conditions.
- (47) MO/2018/0564: Crown reduce one Willow tree (located at rear of property) by approx. 4 metres by up to 1.5 metres at Street Farm House, Rectory Lane, Buckland, RH3 7BH. No objection.
- (48) MO/2018/0565: Crown reduce 2 No. Sycamore trees (located at rear of property) by up to 1.5 metres at Street Farm Cottage, Rectory Lane, Buckland, RH3 7BH. No objection.

- (49) MO/2018/0578: Reduce height of one Ash tree by 6-7 metres at Malt Cottage, 2, The Green, Rectory Lane, Buckland, RH3 7BH. No objection.
- (50) MO/2018/0472: Variation of Condition 2 of approved Planning Permission MO/2015/0434 for the installation of bay window and doors to rear; replacement conservatory link, replacement garage, alteration to side window and addition of lantern over kitchen, to allow a larger replacement garage at April Cottage, Old Road, Buckland, Surrey, RH3 7DY. Approved with conditions.

Surrey County Council - Buckland Park Lake

- (51) SCC Ref 2017/0143: (MO/2017/1797): The development of Buckland Park Lake comprising: 1) a café with associated terrace and disabled parking; 2) outdoor activity centre comprising mobile units; 3) observation pavilion; 4) entry kiosk; 5) two bird hides; 6) a picnic lawn with steps; 7) children's playground area; 8) car park; 9) water tank/pond; 10) floating pontoon. All for public use in association with the approved water-based recreation and proposed land-based outdoor recreation after use, of the former silica sand quarry, known as Park Pit at Reigate Road, Buckland, Surrey, RH3 7BE.

Council noted:

- (i) the MVDC Development Control Committee had supported a recommendation from MVDC planning officers to object to the planning application in its current form. MVDC had asked for the removal, from the application, of a pavilion structure on the grounds it would constitute “inappropriate development in the Green Belt”. MVDC asked for a number of proposed activities, including triathlons, craft fairs and car boot sales to be removed, made several requests relating to ecology and restoration and expressed support for the conditions requested by the Parish Council;
- (ii) SCC had contacted Council on 23rd April to invite it to comment, by 6th May 2018, on an additional submission from Buckland Estate (dated 5th April 2018) in which the applicant had set out replies to points raised in representations and consultation responses;
- (iii) the Clerk, having consulted with Cllrs, had submitted an additional response, to clarify references made to the (i) informal working group comprising village residents that met last November and (ii) SCC suggested cycle routes. The response also repeated Council’s earlier stated requests for SCC to change its current practice and to start publishing all consultee responses. Council **resolved** to ratify the response;
- (iv) the latest advice from SCC Case Officer Stephen Jenkins i.e. SCC hopes the application will be presented to the SCC Development Control Committee for determination on 23rd May 2018.

Hartsfield Manor

(52) Council noted the:

- (i) Clerk had recently contacted the events team at Hartsfield Manor to ask what steps would be taken to ensure events listed on the Hartsfield Manor website would comply with the terms of their planning permission;
- (ii) approach had prompted the management team at Hartsfield Manor to contact MVDC and, subsequently to appoint a planning consultant to prepare an application to seek to vary the planning conditions that currently require “amplified music and speech” to be contained within the buildings and limit fireworks to 5th November and New Year’s Eve;

- (iii) The MVDC Licensing team had since advised Council that “.., *the Planning Policy Manager has confirmed that he has given permission for the event to go ahead and the Council will not enforce the planning condition in this instance. This permission is given on the basis that the event is managed in a way that does not cause disturbance. If further event notifications are received from this premises, Environmental Health will be liaising with the Planning Officers*”;
- (iv) CQK Hotels management team had held an open session on Thursday 10th to provide an opportunity for the local community to provide informal feedback on their draft proposals to seek permission to hold up to five daytime events per year with amplified music in the grounds and increase the number of evenings per year they can use fireworks to nine;
- (v) Open session had been attended by Buckland and Betchworth residents including several Buckland Parish councillors;

and **resolved** to await registration of a planning application prior to considering the matter any further.

MVDC Planning Policy

Future Mole Valley – a new local plan for Mole Valley

(53) Council noted that

- (i) the MVDC Planning Policy team had advised that, given the short time period between the Annual Parish Meeting and the District Council elections (3rd May), it would not be possible for a representative to attend to support Council’s proposal to focus on Future Mole Valley, with particular emphasis on the “Modest Additions to Rural Villages” workstream;
- (ii) the Annual Parish Meeting had been well attended and that a precis of the talk delivered by Cllr Husband had been issued (the day after the meeting) via the village email group with a request for feedback;
- (iii) an update had been issued to MVDC Planning Policy to confirm the topic had been aired at the Annual Parish Meeting and provide a copy of the precis that was issued and to request a follow up meeting;
- (iv) the Planning Policy officer had advised MVDC will come back with suggestions during May.

East Dorking Regeneration Masterplan

(54) Cllr Cox, having attended a meeting of the Community Reference Group on 15th March 2018, relayed the project team’s feedback that developing proposals is taking longer than anticipated and that any further update would be deferred until after the MVDC elections.

12. Transport - Highways, Rights of Way, Railways

Highways

(55) Council noted that a response to Council’s request of 8th May, for an update to the two actions included in the minutes of the previous meeting (2017/18:351 and 2017/18:352) had not yet been received from CClr Helyn Clack.

The Chairman approved a request from District Cllr Budd to speak. D.Cllr Budd reported that CClr Clack had recently advised him that repairs to a section of the A25 near Tranquil Dale, has been identified in a list of additional work to be undertaken during the current year along with a section of Snowerhill Road and part of Station Road to the north of the Betchworth roundabout.

Council **resolved** to task the Clerk to issue a follow up request to CClr Clack to seek clarification as to timing. **Action:** Clerk.

Verge maintenance

- (56) Council noted that the first of two rural cuts the SCC Highways contractor is due to complete during the 2018 growing season had been partly completed in Buckland. The Clerk confirmed annotated maps and photographs have been sent to the relevant SCC Highways engineer in the hope the contractor will shortly complete the cut.
- (57) Council noted that SCC Highways, citing streetworks legislation, requires anyone working within one metre of a highway subject to a 40mph speed limit (as applies to the A25) to be appropriately qualified and hold public liability insurance of at least £10 million. Council noted that this limits the extent to which Council can recruit volunteers to participate in Parish Council initiatives and requires prior approval to be sought from the insurance company (via Came and Company) for any proposed activity.
- (58) Council resolved to task the Clerk to write to Cllr Clack to
- (i) ensure she is fully aware of the financial contribution the Parish Council has already made by undertaking winter maintenance along the roadside footpaths;
 - (ii) to emphasise the importance of these footpaths to the wellbeing of our local community and the wider population who walk and run the route;
 - (iii) ask for her support to ensure the footpaths remain viable.
- (59) Cllrs Pryor and Steed had attended a Surrey Hills **Rural Traffic Management and HGV Workshop**, during which they had contributed to a workshop that had considered the problems caused by HGVs and suggested potential solutions for SCC Highways and Surrey Hills to explore. No actions were identified for Council.

13. Amenities and Events

- (60) Council recorded a vote of thanks to the Burleys team who recently applied topsoil and grass seed following the damage caused by a delivery vehicle and to Buckland residents Ali Eagle and Wayne Wood who prepared the ground in readiness for the visit from Burleys. Council instructed the Clerk to ask all residents to take every opportunity to emphasise the need for delivery drivers to ensure they do not drive on the registered village green. **Action:** Clerk.
- (61) Council recorded a vote of thanks to MVDC following the installation of a new seat outside the Reading Room. Council noted that whilst the seat is principally for the benefit of people waiting to catch a bus travelling west (towards Betchworth, Brockham and Dorking) that it will also benefit anyone attending the Reading Room who might need to wait for a companion to bring a vehicle to collect them. Council noted that Cllr Helyn Clack is due to meet officers to review the SCC proposal to relocate the bus stop closer to the new seat.
- (62) Council had received a request from Fiona Brindley, **Betchworth and Buckland Society (“B&B”)** for permission to hold a **BBQ on Buckland Village Green** on Sunday 1st July 2018. The Clerk confirmed Council had received a copy of the certificate evidencing insurance had been secured for the proposed event. Council resolved to grant permission to the B&B to hold the BBQ on 1st July 2018.
- (63) Council had received a request from Catriona Martin, **Family Activities for Betchworth and Buckland (“FABB”)** for permission to use **Buckland Village Green** to host a Circus Skills workshop. The Clerk had been advised FABB will be securing insurance to cover the individuals organising the event and that a professional organisation (with its own public liability insurance) will be running the circus skills workshop. Council resolved to authorise the Clerk, upon receipt of a copy of the certificate to evidence FABB has secured public liability insurance to confirm permission to hold the workshop on Buckland Village Green on 1st July 2018.

- (64) Council **resolved** to accept Cllr Husband's offer to liaise with both the **B&B** and **FABB** in the approach to the 1st July 2018 (and an offer from Cllr Jones to deputise if required). **Action:** Clerk to confirm to B&B and FABB that Cllr Husband will be Council's nominated point of contact for the B&B in the run up to and on the day of this approved event.

14. Formalities

- (65) Cllrs Jones and Cox, having not yet had an opportunity to attend a SALC Cllr Briefing (in place of the cancelled September 2017 date) had booked a place to join Cllrs from Newdigate and Charlwood for a bespoke session at Charlwood Sports & Community Centre at 7pm on Tuesday 22nd May 2018. Council **resolved** to approve payment to Charlwood Parish Council to settle Council's pro-rata share of the training costs. **Action:** Clerk.
- (66) The Mole Valley Neighbourhood Police Team had advised three **reported crimes** in Buckland since 12th March that had comprised the unlawful shooting of deer on private property, one incidence of indecent exposure and phone calls of a threatening nature. A further sixteen incidences had been recorded, over half relating to incidents on the highway such as abandoned vehicles, vehicle nuisance and highway disruption.
- (67) Cllrs Horden and Jones had attended the recent **Betchworth Annual Parish Meeting** They had heard how Betchworth Estate manages its property portfolio and enjoyed an interesting talk from Martin Clipperton, who farms land owned by Betchworth Estate.
- (68) Council noted an invitation from **Surrey ALC**, to an evening meeting to be held on Wednesday 13th June in Bletchingley, to provide an opportunity for parish councillors to meet the SALC Board members, to find out more about Surrey ALC and to network with other parish councillors and noted no councillors will attend.
- (69) Council noted SES Water had launched a public consultation on the draft **SES Water Resources Management Plan** with a closing date of **25th May 2018** and that details of the consultation had been included in a parish update and published on the village website.
- (70) Council noted that **updates** issued by **NALC, SALC, Came and Company, Surrey Hills Board, Surrey Hills Society, SES Water** and **UK Power Networks** had been circulated to Cllrs and key information published within Parish Updates.

15. Forthcoming Meetings

- (71) The **Parish Council** confirmed that next full Council Meeting will be held on Monday 9th July 2018 and subsequent meetings are scheduled on 10th September and 12th November 2018 and 14th January, 11th March, 13th May, 8th July, 9th September and 11th November 2019.
- (72) Cllrs Cox and Bourke will attend a **Data Protection Training** Session at MVDC Pippbrook on Tuesday 15th May 2018.
- (73) Cllrs Cox and Jones will attend a **SALC Councillor Training** session at Charlwood Sports & Community Centre on Tuesday 22nd May 2018.
- (74) Cllr Pryor will attend (or arrange for an alternate to attend) a meeting of the **Surrey Hills Byways Working Group** on Monday 2nd July 2018.
- (75) Cllr Steed and/or Cllr Horden will attend a meeting of the **North Downs Community Railway Partnership** on Thursday 5th July 2018.
- (76) A **Village Pond Clearance**, led by Reigate Area Conservation Volunteers, is to be held on Sunday 2nd September 2018.

There being no other business the meeting closed at 9.55pm.

Sheena Boyce, Clerk

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