BUCKLAND PARISH COUNCIL

Minutes of the Meeting held at 8pm on Monday 13th January 2020 in the Reading Room, Old Rd, Buckland.

Present: Cllrs Horden, Husband (Chair), Jones, Pryor and Steed and the Clerk.

In attendance:

Mole Valley District (MVDC) Cllrs Simon Budd and Paul Potter and one member of the public.

1. Apologies for Absence

(214) Cllr Cox and Surrey County Council (SCC) Cllr Helyn Clack.

2. Declarations of Interest

(215) Cllr Steed declared a non-pecuniary interest in planning application MO/2019/2022 and advised Council he would not participate in any discussion relating to this application.

3. Requests for Dispensations

(216) None.

4. Minutes

(217) Council <u>resolved</u> to approve the Minutes of the Meeting held on 11th November 2019. The minutes were duly signed by the Chairman as a correct record.

5. Open Forum

(218) The Chairman welcomed everyone to the meeting and established the key reason for the member of the public attending was, as planning advisor to the applicant for MO/2019/2022 was to highlight the recent submission of amended plans and to answer any questions Council may have relating to the application. Cllr Husband advised the revised plans had been circulated to Cllrs in advance of the meeting.

6. Planning and Licensing

New Planning Applications

(219) MO/2019/2022: Erection of a replacement dwelling following demolition of the existing at Knowl Cottage, Old Road, Buckland, RH3 7DU.

Council **resolved** to ratify the initial response that had been submitted:

- (i) asking MVDC to require the applicant to submit a design for the visibility splays being requested by SCC together with enough landscaping detail to enable the impact of the proposed new entrance on the rural streetscene to be understood prior to MVDC determining the application;
- (ii) suggesting the applicant consider retaining the existing shared access;
- (iii) stating, in the absence of adequate information, its objection to the application.

Council noted:

- (i) the application had been amended to remove the proposed new access; a change that addresses a key concern raised in Council's initial response;
- (ii) although a retaining wall now appears on the site plan, the elevation drawing has yet to be amended to include dimensions or materials for this proposed structure;
- (iii) the limited landscaping information provided on the drawings makes it difficult to assess the likely impact on the rural streetscene.

Council suggested to the applicant's planning advisor that if the applicant were to make available a landscaping design and an elevation drawing, updated to include detailing for the proposed retaining wall, Council would make arrangements to review the additional information and submit a further response on a timely basis. Council <u>resolved</u> to task the Clerk to provide a verbal update to the Case Officer and to consult Cllrs appointed to the Planning Committee upon receipt of further information to facilitate a prompt response to MVDC. **Action:** Clerk.

(220) MO/2019/1869: Erection of single storey rear extension at Turret Cottage, Rectory Lane, Buckland, RH3 7BH.

Council noted that:

- (i) having been advised by the Case Officer that MVDC would not be prepared to include a condition to require the applicant to prepare a construction transport management plan, Council had asked for an informative to be included to draw the applicant's attention to the protected status of the registered village green;
- (ii) whilst the Case Officer report had referred to the requests MVDC had declined to include an informative.

Council <u>resolved</u> to ratify the response submitted prior to the meeting and support the Chairman's proposal that he should write a letter to MVDC to express Council's disappointment at this decision.

(221) Council **resolved** not to comment on the following application:

MO/2019/2149: Reduce the crown of one Yew tree by 2 metres and shape at The White House, Old Road, Buckland, RH3 7DZ.

MVDC Planning Notifications

The following Local Planning Authority decisions were noted:

- (222) 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. Council noted the applicant had submitted applications relations to several conditions attached to the planning permission granted for redevelopment at the Shell Garage:
 - (i) MO/2019/1586: Variation of Condition 14 to enable one fast charging high voltage 150kw EVC parking charging space. Approved with conditions;
 - (ii) MO/2019/1702: Discharge of Conditions 3, 8, 9, 10, & 12; Approved subject to the submission of a post installation acoustic assessment and lighting scheme validation to confirm installations comply with the conditions;
 - (iii) MO/2019/1825: Discharge of Conditions 5 and 11. Approved with conditions;
 - (iv) MO/2019/1911: Discharge of Condition 6. Approved with conditions.
- (223) MO/2019/1540: Erect 2 No. freestanding non-illuminated signs on either side of entrance (from Reigate Road) to Park Lake Drive, Buckland, RH3 7FE. Approved with conditions.
- (224) MO/2019/1573: Erect single storey rear extension at Wisteria Cottage, Reigate Road, Buckland, RH3 7BG. Approved with conditions.
- (225) MO/2019/1663: Discharge of Conditions 3, 4, 6 and 7 of approved Planning Permission MO/2019/02 at Buckland Court Stables, Reigate Road, Buckland, RH3 7EA. Approved with conditions.
- (226) MO/2019/1688: Erection of two storey front/side extension with front dormer window and rear Juliet balcony at 2 Garden Cottages, Reigate Road, Buckland, RH2 9RE. Approved with conditions.
- (227) MO/2019/1704: Demolition of existing timber enclosure and open sided canopy and replacement with new open sided canopy (partly enclosed with timber fencing) for storage, removal of existing laurel hedge and replacement with timber fence at Squires Garden Centre, Reigate Road, Buckland, RH2 9RE. Approved with conditions.
- (228) MO/2019/1763: Application for a certificate of lawfulness for the proposed erection of a single storey rear extension and a front porch at 13 Tranquil Dale, RH3 7EE. Refused.
- (229) MO/2019/1836: Application for a certificate of lawfulness for a proposed development in respect of the erection of a detached double garage at Braeside, Reigate Road, RH2 9RE. Approved.
- (230) MO/2019/1856: Remove one Corsican Pine tree at The Old School, Rectory Lane, Buckland, RH3 7BH. Approved with conditions.
- (231) MO/2019/1869: Erection of single storey rear extension at Turret Cottage, Rectory Lane, Buckland, RH3 7BH. Approved with conditions.

- (232) MO/2019/1957: Reduce crown of one Indian Bean tree (identified as T1 on submitted plan) by 1-1.5m leaving at a height of 10m and width of 8m, and fell one Norway Maple at Oaklands, Slough Lane, Buckland, RH3 7BJ. No objection.
- (233) MO/2019/1198: Change of use of land from residential garden (Use Class C3) to dog day care and exercise facility (Sui Generis). Erection of outbuilding and off-road parking area ancillary to dog care and exercise facility at Dawcombe, Pebblehill Rd, Betchworth, RH3 7BP. Application located in Betchworth, within 20 metres of Buckland. Refused.

Appeal decision

(234) MO/2019/1115: Erection of single storey detached garage to front of property at Cop House, Old Road, Buckland, Surrey, RH3 7DY. An appeal against the MVDC decision to refuse permission was dismissed on 26th November 2019.

Update: Application located in Betchworth, within 20 metres of parish boundary with Buckland

- (235) MO/2019/1527: Erection of an extension to existing outbuilding and conversion of the outbuilding from a store to an animal hydrotherapy facility, relocation of existing office building at Crossways Farm, Station Road, Betchworth, Surrey, RH3 7DF. Council noted the applicant had:
 - (i) submitted an updated block plan to MVDC, revised to include the residential property within the curtilage of the business;
 - (ii) provided Council an advance copy of an updated design, soon to be submitted, revised to address concerns raised by MVDC.

Council <u>resolved</u> to write to MVDC to note the submission of an amended block plan and to refer to the now proactive engagement on the part of the management team at Crossways. **Action:** Clerk.

Planning Enforcement

- (236) MO/2019/0400/ENF: Breach of Condition at Unit B, Buffer Depot, Station Road, Betchworth, Surrey, RH3 7BZ. Council noted MVDC, having visited the site, had written to the manager to:
 - (i) request the breach of planning condition is remedied by ensuring all equipment, goods and materials are removed at the close of business each day; and
 - (ii) advise a failure to comply will result in a breach of condition notice being served on the Land.

Planning Policy

- (237) Council noted MVDC had recently announced:
 - (i) a public consultation period on Future Mole Valley, a new local plan for Mole Valley, will run from Monday 3rd February 2020 until Monday 16th March 2020. Post meeting update: proposed consultation extended to 23rd March 2020; and
 - (ii) a series of exhibitions will be held during the consultation period to provide opportunities to ask questions of the MVDC planning policy team and to express views;
 - (iii) the consultation will only proceed provided the proposal is approved by the MVDC Cabinet and Council on 14th and 28th January 2020 respectively.
- (238) Council <u>resolved</u> to hold a public meeting in the Reading Room, Old Road, on Monday 10th February 2020 to provide an opportunity to engage with the local community prior to formulating Council's consultation response to MVDC.

Actions: Clerk to invite MVDC Planning Policy Team to send an officer to the public meeting on 10th February 2020 to answer any queries that might require an MVDC response. Clerk to publicise meeting in parish updates. All to read the consultation material and advise any potential issues, concerns or queries to the Clerk to be collated. Cllr Husband to chair the meeting.

7. Highways, Airports, Railways and Rights of Way

Highways - On street parking

- (239) Council noted that over recent years the village has experienced a steady increase in demand for on street parking and noted the circulation of a paper that sought to record the contributory factors and current issues and included, as an appendix, a legislative summary prepared by Cllr Steed.
- (240) Council noted the Clerk had, at the invitation of the rector, attended a PCC meeting to provide an update to St Mary's PCC.
- (241) Council <u>resolved</u> that whilst responsibility for managing parking should rest with those creating the demand that the challenges around parking should be a topic of discussion at the 2020 Annual Parish Meeting.
- (242) Council <u>resolved</u> to accept an invitation from the Chairman of the Reading Room Committee to participate in an informal discussion on the topic of parking and offers from Cllr Jones and the Clerk to attend.

Aviation

(243) Council noted the village website had been updated to include key information highlighted at a GACC Meeting and a link to the notes issued following the annual public meeting of the Gatwick Airport Airspace and Noise Management Board on Tuesday 3rd December 2019.

(244) Council noted:

- (i) P-RNAV, a satellite "precision area navigation" system, was introduced to Gatwick airspace in 2013;
- (ii) a recent CAA announcement ruled out the future use of any standard P-RNAV routing for flights departing Gatwick on the route referred to as Route 4;
- (iii) until such time as a "new P-RNAV route 4" is approved by the CAA, the routing of flights will vary and reflect the systems of different airlines;
- (iv) whilst Gatwick has commenced a CAA overseen process to introduce a new P-RNAV route 4, uncertainty is likely to continue during 2020.

Railways

(245) Council noted:

- (i) the recent replacement fencing installed alongside sections of the North Downs railway between Reigate and Dorking, comprised of tall galvanised chain link supported by galvanised posts;
- (ii) receipt of a copy of a formal complaint submitted by a local resident to Network Rail that referenced the policy relating to fencing on the Network Rail website and questioned the need to install the new fencing and appropriateness of the design;
- (iii) MVDC had since confirmed:
 - (a) as the erection of railside fencing, by Network Rail, falls under Part 8, Class A of the General Permitted Development Order (GDPO), no prior consultation is required for these works; and
 - (b) the design of the fencing appeared to be consistent with the class 2 standard specification for use alongside potential grazing land.

Action: Clerk to share MVDC response with local resident.

Rights of Way

- (246) Council welcomed a £285.00 donation from The Betchworth and Buckland Society to support investment to increase the accessibility on our local rights of way; an initiative that is being progressed with the support of Buckland resident Alan Brindley and Buckland Estate.
- (247) Council <u>resolved</u> to authorise the Clerk to place an order for the purchase of the two gates it is proposed be installed on local footpaths to replace stiles:
 - (i) where FP 471 meets the eastern side of Rectory Lane; and
 - (ii) at the junction of FP 471 and FP484 top the north east of Tranquil Dale.

Action: Clerk

8. Amenities and Events

- (248) Council noted Burleys had completed five days work during November to:
 - (i) safeguard the work previously undertaken to the keep clear the footpaths:
 - (a) extending alongside the southern edge of the A25 between the welcome gate at the western parish boundary (close to Tranquil Dale) to the boundary of Squires Garden Centre; and
 - (b) between Tranquil Dale and Shepherd's Walk; and
 - (ii) installed seven green heart oak posts:
 - (a) three adjacent to Rectory Lane and by the driveway to Meadowsweet
 - (b) four along the inside of the A25 roadside verge in Tranquil Dale.
- (249) Council noted Burleys had since made return visits to the village green to:
 - (i) install a further three posts alongside Rectory Lane; and
 - (ii) edge those areas of grass in the centre of the village they cut on a regular basis.
- (250) Council noted the ongoing need to remind local residents to play their part by regularly cutting back plants rooted within their property that grow beyond the boundary and to take responsibility for disposing of any arising including leaf fall to minimise the need to recruit village volunteers or pay for contractors to clear the unwanted vegetation/debris. **Action:** Clerk to include in next parish update.
- (251) Council <u>resolved</u> to record a vote of thanks to the Clerk for the prompt actions taken to protect the registered village green around the time of the recent farm sale that had required the purchase and temporary installation of barrier fencing alongside Rectory Lane.
- (252) Council <u>resolved</u> to accept a quote for £375.00 + vat, from DG Trees to undertake work to the willow tree to reduce its height by 2 metres and cut back growth towards the A25 consistent with the three yearly pruning regime included in the pond and green management plan. **Action:** Clerk to authorise the works and to raise payment upon satisfactory completion of the work and receipt of an appropriate invoice.
- (253) Council noted that the work to cut back vegetation adjacent to Footpath 472 between Old Road and Bromley Field had been funded by the £375.00 one off grant from SES Water and completed by a team from Burleys. Council **resolved** to authorise the Clerk to raise payment upon receipt of an appropriate invoice. **Action:** Clerk.
- (254) Council <u>resolved</u> to record a vote of thanks to Cllr Budd for coordinating the Christmas tree recycling for Buckland, Brockham and Betchworth and welcomed this opportunity for the three parishes to back this joint initiative.
- (255) Council <u>resolved</u> to arrange a Spring Tidy on the weekend of 4/5th April 2020. Cllrs Horden and Husband expressed a wish to return to the verge alongside Rectory Lane on Sunday 5th April 2020. **Actions:** All to consider potential tasks to be completed across the weekend and to encourage residents to keep a morning free to join in.
- (256) Council noted the launch of the 2020 South and South East in Bloom Awards. Council reflected upon the success of Buckland's 2019 entry, the commitment required to support an entry, and 2019 feedback from the judges. Council **resolved** not to submit an entry in 2020 but to consider the potential benefit of supporting an entry in three to five years time.

9. Finance

Account Payments and Receipts

- (257) Council had established a direct debit in favour of the Information Commissioner's Office (ICO) to facilitate the annual renewal fee for continued registration, as required under the Data Protection Act 2018. It was noted the ICO had advised the annual fee for 2020, a sum of £35.00 will be debited on 15th January 2020.
- (258) Council noted receipt of a donation of £285.00 towards the cost of two new welcome gates.

- (259) Council **resolved** to approve the following payments:
 - i) Ryall and Edwards £504.49 including £84.08 Vat, Ten, six-inch square, green heart oak posts with rounded tops;
 - (ii) Ojins Trading £21.50, Reflective tape for posts;
 - (iii) Screwfix £23.99 including £3.99 Vat. Barrier fencing;
 - (iv) Toolstation £53.32 including £8.89 Vat, Twenty fencing pins;
 - (v) Toolstation £26.66 including £4.45 Vat, Ten fencing pins;
 - (vi) G. Burley and Sons Ltd £3,144.00 including £524.00 Vat, Five days winter maintenance;
 - (vii) SLCC £180.00 including £30 Vat,

 Training seminars: Website accessibility (£120) and Producing accessible word and pdf documents (£30);
 - (viii) G. Burley and Sons Ltd £156.00 including £26.00 Vat, Installation three posts;
 - (ix) Surrey Hills Society £25.00, Renew annual membership;
 - (x) Sheena Boyce £45.51, Refund of Council expenses.
- (260) Council noted Cllr Steed had verified the bank balances entered on the bank reconciliation against the bank statements and Cllr Jones had signed the cashbook to confirm no anomalies had arisen during the period since 11th November 2019.

Budget and Precept Request for the period April 2020 - March 2021

- (261) A draft budget accompanied by a schedule of explanatory notes and draft assumptions and a copy of the latest full year forecast to 31st March 2020 had been circulated to Cllrs accompanied by a "wish list" of potential expenditure proposals relating to amenity improvements.
- (262) It was noted that the Finance team at MVDC had recently:
 - (i) advised Council that a proposal to apply a 2.8% increase to the 2019/20 council tax support scheme payment of £822 is being prepared for consideration by MVDC and agreed it would be reasonable, for the purposes of preparing the draft budget to assume the 2020/21 figure will be set at £845. It was noted that this grant is provided to offset what would otherwise be a reduction in precept because of the localisation of council tax benefits that first took effect on 1 April 2013;
 - (ii) advised Council that the agreement to apply an inflationary formula to the concurrent service payment equal to that which is being applied to District council tax is being prepared for consideration by MVDC. Whilst MVDC had yet to decide exactly what increase shall be applied it will be no more than the greater of 2% and the equivalent percentage of a £5 increase to Band D council tax. For the purposes of preparing a draft budget an increase of 2.8% had been assumed and a concurrent payment grant of £2,187 (£2,127 2019/20); and
 - (iii) notified a local tax base for Buckland Parish of £305.00 for 2020/21 compared to £303.40 for 2019/20.
 - (iv) Council, having reviewed the current year forecast and draft budget concluded that with SCC operating under severe budgetary pressures and MVDC needing to limit growth in expenditure there is a continued need for the Parish Council to ensure it can address the needs of the parish whilst maintaining appropriate financial reserves. Council remains mindful that if referendum principles are extended to small parish councils that Council's ability to raise the precept without incurring the significant cost of a referendum will be capped.

(263) Council resolved to:

- (i) Apply an inflationary increase of 2.8% to salary budget;
- (ii) provide a training budget enough to ensure relevant training can be undertaken by councillors and the clerk;
- (iii) increase revenue expenditure to £1,100 to provide two days "winter maintenance of the footpaths alongside the A25" and one summer strim to safeguard the amenity improvement investment across recent years; and
- (iv) budget discretionary expenditure of £1800 for amenity improvements.

(264) Council **resolved** to:

- (i) set budgeted expenditure for the 2020/21 financial year at £18,180;
- (ii) set the precept at a level, given the council tax base of £305.00 (notified by MVDC) to be equivalent to 2.80% (rounded down to 2 decimal places) higher than the 2019/20 Band D Parish Council Tax charge of £45.36 (i.e. 1.028*£45.36=£46.63);
- (iii) submit a precept request for the 2020/21 financial year of £14,222 i.e. £46.63* £305.00. The precept request form was duly signed by Cllrs Husband and Jones. **Action:** Clerk to return the precept request to MVDC with a request for the MVDC Finance Team to provide an opportunity for the request to be revised in the event MVDC resolves to apply a different uplift to the District element of Council tax or to alter the taxable base of £305.
- (265) Council noted that budgeted financial reserves (i.e. unallocated cash balance) at 31st March 2021 would be broadly equivalent to the forecast position for 31st March 2020 with unallocated cash balances amounting to between eight and nine months expenditure and therefore complying with financial guidelines issued to parish councils.
- (266) Council **resolved** to adopt the remaining explanatory notes and assumptions that had accompanied the financial projections. **Action:** Clerk to update schedules to reflect Council's decisions and circulate to Cllrs.

10. Formalities

Annual review of effectiveness.

- (267) In accordance with advice set out in the Practitioners Guide to Governance and Accountability for Smaller Authorities in England (2019), Council considered the effectiveness of its system of internal control and reviewed the measures in place to prevent and detect fraud and corruption.
- (268) Council noted that the Financial Regulations had last been reviewed prior to the 2019 Annual Meeting, no changes were being proposed and the next review is scheduled for May 2020.
- (269) Council, having reviewed the recently circulated risk assessment schedule and audit plan concluded its system of internal control remains effective, its risk assessment is relevant and effective.
- (270) Council noted Chris Braidwood, who has, for many years, signed the internal audit is due to retire at the end of January 2020. Council <u>resolved</u> to task the clerk to review potential internal auditors and prepare a proposal for consideration at the March meeting.
- (271) The Mole Valley Neighbourhood Police Team had advised that since 11th November records showed Buckland had:
 - (i) Eight reported crimes: one domestic incident, one common assault, one courier fraud scam, one criminal damage to car (keyed) and four make offs without paying from Shell Buckland; and
 - (ii) a further thirteen incidents: 1 report of suspicious circumstances, 2 concerns for safety, 1 domestic incident, 2 police stops, 2 road related offences, one road traffic collision (damage only) and 4 instances of highways disruption.
- (272) Council noted MVDC had forwarded a list of 18 telephone kiosks across Mole Valley that BT had advised it is proposing to disconnect, that the nearest location to Buckland is at Betchworth Station and that only one call had been made during the previous 12-month period. Council **resolved** not to respond to the consultation.

- (273) Council noted **Reigate and Banstead Borough Council** (R&B) had launched an invitation to local landowners to submit sites to be considered for inclusion on an updated R&B **Brownfield register** and that the consultation had been highlighted to Buckland Estate.
- (274) Council noted a **Freedom of Information Request**, dated 13th November 2019, had asked questions relating to "School crossing patrols" within the parish. Council **resolved** to ratify the nil response issued.
- (275) Council noted **SCC Cabinet Member for Children, Young People and Families** had issued a written letter, addressed to every borough, district and Parish Cllr in Surrey and that the Clerk had distributed the letters during the meeting. **Actions**: Cllrs to consider the points raised in the letter and to consider possible follow up actions, if any, prior to the next meeting. Clerk to include an item on the agenda of the March meeting to facilitate follow up.
- (276) Council <u>resolved</u> to nominate Liz Vahey as a Nominative Trustee of **Buckland Parochial** Charity for a period of four years.
- (277) Council noted links to the following **consultations** had been published on the village website and highlighted in parish updates: SCC Budget Priorities, SCC Future involvement in Ride London, Future of SCC Youth Centres and Environment Agency Water Challenges and Choice.
- (278) Council noted Surrey Hills had published a **Surrey Hills AONB Management Plan** for the 2020-2025 period.
- (279) Council noted **updates** issued by **NALC**, **SALC**, **Surrey Hills** and **Came & Company** had been circulated and key information published within parish updates.

11. Forthcoming Meetings

- (280) The **Parish Council** confirmed the next full Council Meeting will be held on Monday 9th March 2020 and subsequent meetings are scheduled on 11th May, 13th July, 14th September and 9th November 2020 and 11th January and 8th March 2021.
- (281) A public meeting will be held re **Future Mole Valley**, at 8pm on Monday 10th February 2020 in the Reading Room, Old Road, Buckland.
- (282) The 2020 **Annual Parish Meeting** will be held at 7.30pm on Monday 30th March 2020 in the Reading Room, Old Road, Buckland.
- (283) Cllr Pryor will attend a meeting of the **Surrey Hills Byways Working Group** on Thursday 16th January 2020 at Warren Farm Barns.
- (284) The Clerk will attend a Mole Valley **Clerks meeting** on Wednesday 22nd January 2020 at MVDC Pippbrook offices.
- (285) Cllr Pryor will attend a meeting of the **Mole Valley Rural Crime Engagement** panel on Wednesday 22nd January 2020 at MVDC Pippbrook.
- (286) Cllr Cox will attend a meeting of **Planewrong** on Thursday 23rd January 2020 at Betchworth Village Memorial Hall.
- (287) Cllr Horden will attend a **Discover Gatwick** event on Thursday 13th February 2020 at Warren Farm Barns.
- (288) Cllrs Husband and Horden will lead a **Spring Tidy** in Rectory Lane on Sunday 5th April 2020
- (289) Reigate Area Conservation Volunteers will lead a **village pond clearance** on Sunday 13th September 2020.

There being no other business the meeting closed at 10.15pm.

Sheena Boyce, Clerk

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