

## BUCKLAND PARISH COUNCIL

Minutes of a Meeting held virtually at 8pm on Monday 11<sup>th</sup> January 2021.

### **Present:**

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

### **In attendance**

Mole Valley District Council (MVDC) Cllr Paul Potter.

Surrey County Council (SCC) Cllr Helyn Clack joined the meeting after item 6.

MVDC Cllr Simon Budd joined the meeting after item 7.

One member of the public attended for items 1-6.

### **1. Apologies for Absence**

(199) None.

### **2. Declarations of Interest**

(200) Cllr Steed declared a non-pecuniary interest in planning application MO/2020/1795. Council noted Cllr Steed would refrain from participating in any discussion relating to this application.

### **3. Requests for Dispensations**

(201) None.

### **4. Minutes**

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

### **5. Open Forum**

(203) The Chairman welcomed one member of the public, and, established he had attended in his capacity as agent for planning application MO/2020/1795.

(204) The agent outlined the rationale for the changes that had been made since the application was first registered and received confirmation that amendments published on the MVDC website and additional drawings he had provided in advance of the meeting had been circulated.

(205) The agent advised Council an application would shortly be submitted requesting temporary permission for the siting of the mobile homes and acknowledged Council's disappointment that this pending application will be retrospective.

### **6. Planning and Licensing**

(206) Council received and **resolved** to adopt Minutes of the Planning Committee held virtually on Monday 30th November 2020.

(207) Council **resolved** to ratify the decision taken under delegated authority not to object to the recent application for a premises licence for Buckland Park Lake Restaurant.

(208) Council **resolved** to approve a proposal to replace references to "planning" with "planning and licensing" within the remit of the "Planning and Licensing Committee".

### **New Planning Applications**

(209) MO/2020/1999: Discharge of Condition 4 of planning permission MO/2017/0914 for the erection of two storey extension, remodelling of the roof structure to include dormer windows, front porch, and re-modelling of driveway at Domus, Old Road, Buckland, Surrey RH3 7DU. Council **resolved** to ratify the decision not to object to this application.

(210) MO/2020/2067: Erection of single storey side extension & proposed side first floor dormer window at Beechwood, Dungates Lane, Buckland, Betchworth, Surrey, RH3 7BD. Council **resolved** to ratify the decision to submit a response to ask MVDC to adhere to its adopted planning policies when considering this application.

(211) MO/2020/2178: Discharge of condition 1 of approved planning application MO/2020/1239 for prior notification for the change of use of agricultural buildings from agriculture to flexible commercial use (B1) at Kemps Farm, Rectory Lane, Buckland, Surrey, RH3 7BL. Council **resolved** to ratify the decision not to comment on this application.

- (212) MO/2020/1795: Erection of 1 No. dwelling with associated landscaping, parking and access following demolition of existing barn on land South of Betchworth Village Hall, Station Road, Betchworth, RH3 7DF. Council **resolved** to submit a supplementary response to acknowledge the update to the block plan, reiterate concerns not yet addressed and set out pre-requisites for Council to consider withdrawing its objection. **Action:** Clerk.
- (213) MO/2020/2202: Conversion of existing garage to form one two-bedroom residential dwelling at Buckland Court Stables, Reigate Road, Buckland, Surrey, RH3 7EA. Council **resolved** to ask MVDC, if minded to approve the application to require two parking spaces to be made available to this dwelling in perpetuity and to require an EV charging point to be installed before agreeing to the removal of the garage parking. **Action:** Clerk.
- (214) MO/2020/2091: Discharge of conditions 8 and 9 of approved planning permission MO/2018/1848 to 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, Betchworth, Surrey, RH3 7ED. Council noted the Clerk had asked MVDC to consider the planning status of the lighting on the ATM cash machine. Council **resolved** to submit a planning breach enquiry if advised or requested to do so by the Case Officer. **Action:** Clerk.

*The member of the public left the meeting.*

### **Planning and Licensing Notifications**

- (215) Council noted the following Local Planning Authority planning notifications:
- (i) MO/2019/1709: Formation of access to land from A25 to land on the South Side of Reigate Road, Shagbrook, Reigate Road, Buckland, RH2 9RE. Appeal allowed. Council **resolved** to submit a request to SCC Transportation Planning to be consulted on any design for a crossover at this location. **Action:** Clerk.
  - (ii) MO/2020/1747: Remove two horse chestnut trees at Rana, Old Road, Buckland, RH3 7DZ. Deemed no objection.
  - (iii) MO/2020/1788: Erection of shed following removal of existing structure at Shagbrook, Reigate Road, Buckland, RH2 9RE. Refused.
  - (iv) MO/2020/1839: Outline application for the consideration of scale in respect of the erection of 1 No. replacement dwelling at Buckland Heights, Buckland Hill, Buckland, KT20 7HZ. Approved with conditions.
  - (v) MO/2020/1928: Tree works at Little Perrow, Old Road, Buckland, RH3 7DY. No objection.
  - (vi) MO/2020/1946: Certificate of Lawfulness for a proposed development in respect of a hip to gable loft conversion with 1 No. rear dormer window at 5 Tranquil Dale, Buckland, RH3 7EE. Granted.
  - (vii) MO/2020/1953: To erect 1 non-illuminated fascia sign and 1 non-illuminated totem sign at Squires Garden Centre, Reigate Road, Buckland, RH2 9RE. Approved with conditions.
  - (viii) MO/2020/1954: Replacement of existing glazing with composite panels to side and rear elevation at Squires Garden Centre, Reigate Road, Buckland, RH2 9RE. Approved with conditions.
  - (ix) MO/2020/1999: Discharge of Condition 4 of planning permission MO/2017/0914 for the erection of two storey extension, remodelling of the roof structure to include dormer windows, front porch, and re-modelling of driveway at Domus, Old Road, Buckland, Surrey RH3 7DU. Conditions approved.

## Licensing

(216) Council noted MVDC had confirmed a premises licence for Buckland Park Lake Restaurant had been granted.

## Vehicle Operator Licence - Marshalls Surfacing, OK0220895

(217) Council noted the Office of the Traffic Commissioner (South East) had:

- (i) approved a variation to Vehicle Operator Licence OK0220895 SN to allow up to 15 vehicles to be based on land to the east of Station Road Betchworth, RH3 7BZ;
- (ii) stipulated that there will be no operation, movement, loading or unloading of authorised vehicles at the operating centre before 06:00 and after 22:00 Mondays to Fridays, 07:00 - 14:00 on Saturdays; and there shall be no operation, movement, loading or unloading of authorised vehicles on Sundays and Public Holidays;
- (iii) permitted an exception for emergency work only. "Emergency work" being defined as work, which is sporadic in nature, not pre-booked and not requested more than 24 hours in advance of when the vehicle needs to be used. Stipulated that when this exception is used, vehicles will be parked and returned to the designated area in the lower section of the site nearest the access gate, a full written record of when the work was requested and why, including the nature of the work must be made and such records be kept for 6 years and to made available, on request, to DVSA or the Traffic Commissioner.
- (iv) stipulated that the following conditions that had applied to the previous operator would be attached to this licence:
  - (a) Vehicles will be fitted with white noise type reversing signals;
  - (b) Vehicles exceeding 7.5 tonne gross vehicle weight will be parked in the area nearest the access gate;
  - (c) There will be no loading of vehicles before 08:00 hours;
  - (d) Vehicles will leave the yard immediately after starting their engines;
  - (e) Vehicles will enter and exit from the operating centre in forward gear; and
  - (f) Vehicles in excess of 7500kgs will exit the operating centre by a left-hand turn.

## Planning Updates

(218) Council noted MVDC had:

- (i) advised Shell that as the garage is not considered "use class retail", the installation of Amazon lock up boxes does not fall within the category of permitted development;
- (ii) instructed Shell to either remove the lock up boxes or to apply for planning permission by the end of January 2021.

(219) Council **resolved** to ask SCC Transportation Planning to review the operational arrangements at Shell Buckland Waitrose following reports from residents who had encountered congestion at the junction of Tranquil Dale and the A25 Reigate during fuel deliveries. Council noted:

- (i) the concern being expressed is that whilst the tracking diagrams submitted as part of the planning application show a route across the front of the garage will be provided during tanker deliveries that this is not occurring;
- (ii) the positioning of the tanker blocks access across the front of the site and obstructs the four parking spaces adjacent to the highway boundary;
- (iii) MVDC Planning had advised any operational non-compliance is a matter for SCC Highways.

**Action:** Clerk.

- (220) Council noted Buckland Estate had recently provided details of a planning application the team proposes to submit to MVDC for a change of use of a building and land to a mixed use for the purposes of agriculture, forestry, processing wood and the stationing of a biomass boiler with flue at Clifton's Lane Nursery, Cliftons Lane and invited informal feedback from Council. Council, having considered the proposals had suggested to the applicant that the sections describing operating hours and vehicle movements could be clearer. Council noted the Clerk will consult Cllrs serving on Council's Planning and Licensing Committee once the application has been registered.

### **Planning Policy**

- (221) Council, having considered the Ministry of Housing, Communities and Local Government consultation entitled "Supporting Housing Delivery and Public Service Infrastructure" **resolved** not to prepare a response. **Action:** Clerk to circulate MVDC response.
- (222) Council noted that following last year's government consultation on its proposal to change the algorithm for calculating local housing need, a proposal that would have increased the MVDC local housing need from 453 to 563 dwellings per annum, the government has announced it is proposing to focus additional development towards the 20 largest cities and will not be changing the algorithm.

*SCC Cllr Clack joined the meeting.*

## **7. Highways, Railways, Airports**

### **Highways**

- (223) Council noted SCC Highways had recently advised Council would shortly be consulted on the proposed design of an informal pedestrian island to improve safe access to the eastbound bus stop near Squires Garden Centre and that subject to the outcome of the consultation the works are scheduled for completion before the end of March 2021. Council **resolved** to delegate authority to the Clerk, subject to consulting with Cllrs, to submit a timely response to the consultation.
- (224) Council noted the SCC Highways Forward Plan for 2021/22 includes an allocation of £6k to fund implementation of a speed limit reduction from 50mph to 40mph on the A25 Reigate Road.
- (225) Council noted the Clerk had recently met with Joint Waste Services and Amey to highlight aspects of street cleaning that do not currently meet contractual targets and that a commitment to make improvements by the end of March 2021 had been extracted. **Action:** Clerk to maintain watching brief.
- (226) Council noted the Burleys team had completed 58 hours work during December to safeguard the work previously undertaken to clear the footways:
- 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
  - between Tranquil Dale and Shepherd's Walk on the north side of the A25;
- and had, for the first time, added the section along the north side of the A25 between Lawrence Lane and Tapwood Lane to provide an alternative off-carriageway route to provide a diversion for the section subject to surface water ponding, immediately to the west of The Pheasant. Council **resolved** to record a vote of thanks to the "Burleys team" for a "job well done" and authorised Clerk to raise payment upon receipt of an invoice for £1,519.37 (including £253.23Vat). **Action:** Clerk.

### **Airports**

- (227) Council noted that Cllr Cox attended the virtual Annual Public Meeting of the Gatwick Airport Noise Management Board and that a link to the presentations and slides had been published on the village website.

- (228) Council noted the village website had been refreshed to include key information included in newsletters issued by GACC since the November meeting that had included an update on national efforts to ban night flights including a link to a petition.
- (229) Council considered an update from Cllr Cox on the Department for Transport consultation on “Night flight restrictions” and noted Cllr Cox plans to attend a GACC virtual briefing that promises an update on this consultation. Council, mindful that Buckland residents are currently more likely to suffer noise pollution from flights departing Heathrow than Gatwick, **resolved** to:
- (i) record a vote of thanks to Cllr Cox for the time she had thus far invested in the consultation and for agreeing to work with the Clerk to prepare Council’s response to the consultation; and
  - (ii) delegate authority to the Clerk, subject to consulting with Cllrs, to submit a timely response to the consultation.

**Action:** Clerk and Cllr Cox.

*MVDC Cllr Budd joined the meeting.*

## **8. Amenities**

### **Village Pond and Green**

- (230) Council **resolved** to record a vote of thanks to Brockham Parish Council for extending the opportunity to Buckland residents to recycle their Christmas trees, and to Brockham Parish Cllr Jason Keen for overseeing the shredding of 175 trees.
- (231) Council noted Cllr Horden’s update that having only received two expressions of interest in establishing a local business network in Buckland he had concluded that as there “is no real demand” the idea needed to be “shelved”.
- (232) Council **resolved** to accept Simon Elson’s offer to undertake a review of the Pond Management Plan pursuant to tabling a draft at the March meeting prior to consulting with the local community and with a view to seeking adoption of a refreshed plan at the July meeting. **Action:** Clerk to liaise with Simon Elson.

### **Improving accessibility on Buckland’s rights of way**

- (233) Council recorded a vote of thanks to SCC Cllr Clack following the receipt of a £767 grant from her SCC Community grant to support investment to increase the accessibility on local rights of way to the north of the A25; an initiative that is being progressed with the support of Buckland Estate and Buckland resident Alan Brindley.
- (234) Council welcomed a £1,424 donation from The Betchworth and Buckland Society that had been secured by Buckland resident Alan Brindley to support investment to increase the accessibility on our local rights of way; an initiative that is being progressed with the support of Buckland Estate and Betchworth Parish Council.
- (235) Council **resolved** to authorise the Clerk to raise a payment, upon receipt of an appropriate invoice from Centrewire, for the purchase cost of eight kissing gates and four latch gates at a total cost, including delivery, of £3,530.40 (including £588.40 Vat).
- (236) Council **resolved** to submit a further application to SCC Cllr Clack to secure matched funding to enable improvements to be made to the section of FP475 at the western entrance of the field known as Jubilee Field, a short distance to the east of Dowdes railway crossing. SCC Cllr Clack advised Council that an application, if successful, may be scaled back if the total value of requests submitted by the 29<sup>th</sup> January 2021 deadline exceed the balance of community grant that has yet to be allocated. **Action:** Clerk
- (237) Council noted the broadly positive feedback to the recent community consultation on Network Rail’s review of safety at each of the two pedestrian rail crossings in Buckland following Council’s request for the crossings to be made more accessible. Council **resolved** to extend support to Network Rail’s local crossings manager as Network Rail develop a proposal to submit to SCC Countryside Access. **Action:** Clerk.

## 9. Finance

(238) Council noted a year-to-date cash book and bank reconciliation and analysis of current year expenditure against budget had been circulated prior to the meeting.

### Account Payments and Receipts

(239) Council **resolved** to approve the following payments:

- (i) Microsoft £79.99 including £13.33 Vat, Renewal annual software licence;
- (ii) Turtle Engineering £197.99 including £33.00 Vat, New battery and replacement thermostat for defibrillator;
- (iii) HMRC £19.39, PAYE liability re: December salary payment, Employer NI £3.39, Employee Income Tax £16.00;
- (iv) Pixham Business Supplies £33.91 including £5.65 Vat, Toner cartridges;
- (v) Surrey Hills Society £25.00, Renew annual membership;
- (vi) HMRC £19.39, PAYE liability re: January salary payment, Employer NI £3.39, Employee Income Tax £16.00.

(240) Council noted that the following amount had been received into the Parish Council bank account since the September meeting:

- (i) £8.00 refund of £16.00 Employee Income Tax less expenses £8.00 (October) from Sheena Boyce on 12th November 2020;
- (ii) £767.00 SCC Member Allocation and £1,424.00 donation from the Betchworth and Buckland Society to support the installation of gates to replace stiles on local rights of way;
- (iii) £5,293.17 CIL (Community Infrastructure Levy), from MVDC relating to the following planning applications:
  - (a) MO/2018/1848 – Buckland Garage - £3,458.55; and
  - (b) MO/2019/0270 – Buckland Court Stables - £1,834.62;
- (iv) £62.50 donation raised through the sale of walk booklets.

(241) Council noted that Cllr Jones had verified the bank balances entered on the bank reconciliation against the bank statements, initialled both documents, and confirmed that no unreported exceptions had been identified in the transactions reported between 1<sup>st</sup> October 2020 and 31<sup>st</sup> December 2020.

(242) Council noted it previously 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 and that the ICO had advised the annual fee for 2021, a sum of £35.00 will be debited on 15<sup>th</sup> January 2021.

### Budget and Precept Request for the period April 2021 – March 2022

(243) Council noted a draft budget accompanied by a schedule of explanatory notes and draft assumptions and a copy of the latest full year forecast to 31<sup>st</sup> March 2021 had been circulated to Cllrs accompanied by a "wish list" of potential expenditure proposals relating to amenity improvements.

(244) Council, having reviewed the current year forecast and draft budget, concluded that as SCC and MVDC budgets remaining subject to economic uncertainty it is reasonable to anticipate a continued need for the Parish Council to ensure it can meet the needs of the parish whilst maintaining appropriate financial reserves.

(245) Council also noted the need to remain mindful that an extension of referendum principles to parish councils would limit Council's ability to raise the precept without incurring the significant cost of a referendum.

(246) Council noted the Finance team at MVDC had recently:

- (i) advised Council that a proposal to apply a 2% increase to the 2020/21 council tax support scheme payment of £845 is being prepared for consideration by MVDC and agreed it would be reasonable, for the purposes of preparing the draft budget to assume the 2021/22 figure will be set at £862. It was noted this grant is provided to offset what would otherwise be a reduction in precept due to the localisation of council tax benefits that took effect on 1 April 2013;
- (ii) advised Council that a proposal to apply a 2% increase to the 2020/21 concurrent service payment of £2,187 is being prepared for consideration by MVDC and agreed it would be reasonable, for the purposes of preparing a draft to assume the 2021/22 figure will be set at £2,230; and
- (iii) notified a local tax base for Buckland Parish of £303.90 for 2021/22 compared to £305.00 for 2020/21.

(247) Council **resolved** to:

- (i) Set the salary budget at £9,300;
- (ii) provide a training budget of £400 to ensure relevant “virtual” training can be undertaken by Cllrs and the clerk;
- (iii) budget discretionary expenditure of £1,000 for amenity improvements; and
- (iv) provide for £1,300 revenue expenditure to enable two days “winter maintenance of the footpaths alongside the A25” and one summer strim to be undertaken to safeguard the investment that has already been made in the A25 footways.

(248) Council **resolved** to:

- (i) set budgeted expenditure for the 2021/22 financial year at £17,960;
- (ii) submit a precept request for the 2021/22 financial year of £14,868, the value required to balance the 2021/22 budget; and
- (iii) note that, given the MVDC advised council tax base of £303.90, a Band D Council tax of £48.92, 4.94% (rounded to two decimal places) higher than the 2020/21 Band D charge of £46.62 will be levied.

**Actions:** Cllr Husband and Cllr Jones to sign the precept request form. 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 withdraws any element of the forecast grant funding or alters the taxable base of £303.90.

(249) Council noted the opening balance of allocated reserves in the budget comprises a £4,000 election reserve and a £5,293.17 CIL reserve and that the budgeted financial reserves (i.e., unallocated cash balance) on 31<sup>st</sup> March 2022 amounts to between nine- and eleven-months expenditure, in line with financial guidelines issued to parish councils.

(250) 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**

(251) In accordance with advice set out in the Practitioners Guide to Governance and Accountability for Smaller Authorities in England (2020), Council considered the effectiveness of its system of internal control and reviewed the measures in place to prevent and detect fraud and corruption.

(252) Council noted that the Financial Regulations had last been reviewed at the 2020 Annual Meeting and the next review is scheduled for May 2021.

- (253) 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.
- (254) Council, having given due consideration, **resolved** to re-adopt the current audit plan and to appoint Peter Barclay to continue as Council's Internal Auditor for the period covering the preparation and publication of the 2021 Annual Return (AGAR).  
**Action:** Clerk.

### **Surrey Police**

- (255) Council noted:
- (i) the first edition of a quarterly Stakeholder Bulletin had been circulated that had included details of a virtual Community Engagement Event to be held between 5.30pm and 6.30pm on Wednesday 27th January 2021; and
  - (ii) the bulletin had included the following statement "We have launched Digital 101 in the Contact Centre where we are interacting with our communities via live chat or directly over social media 24 hours a day, seven days a week."
- (256) Council **resolved** to support a recommendation from Cllr Jones and the Clerk to update the advice Council provides to residents to encourage anyone wishing to report a concern to make optimal use of all the available channels. **Action:** Clerk.

### **Mole Valley Neighbourhood Police Team**

- (257) The crime report advised five crimes recorded in Buckland between 9<sup>th</sup> November 2020 and 11<sup>th</sup> January 2021: two domestic crimes, one hate/diversity crime, one vehicle crime (altercation between a car driver and a horse rider) and one road related offence (driving without correct licence and insurance).
- (258) A further 10 incidents were recorded: three police stops, two of concern for safety, two highways disruption, and individual recordings of a road traffic collision (damage only), rowdy nuisance behaviour and domestic incident.
- (259) Council, having completed a review of Council's policy on road signs and markings **resolved** to adopt the policy and set a review date of January 2024, subject to amending the paragraph that refers to commercial signage to make it clear Council does not encourage the use of commercial signs of a temporary nature. **Action:** Clerk to publish the updated policy on the village website.
- (260) Council considered a request from the SCC Surrey Prepared team, relayed by MVDC, to provide 24/7 emergency contact details and noted that MVDC, under the existing arrangements, automatically contact MVDC Cllrs in the event of an emergency. Council **resolved** to:
- (i) record a vote of thanks to MVDC Cllr Budd for agreeing to act as the primary emergency point of contact for Buckland on the papers to be provided to SCC;
  - (ii) ask for information relating to emergency planning, training initiatives and contingency arrangements to continue to be issued to the Clerk;
  - (iii) provide the MVDC emergency planning team with contact details for the Clerk and Debbie Jones, in her capacity as lead contact for Buckland Community Support and Clerk to Buckland Parochial Charity on the proviso MVDC remains the primary contact for the SCC Surrey Prepared team.

**Action:** Clerk.

- (261) Council noted that Cllr Pryor had attended a virtual meeting of the Surrey Hills Community Forum on Friday 13<sup>th</sup> November 2020 and Cllrs Pryor and Jones had attended "Making Space for Nature", a virtual Surrey Hills Symposium on Wednesday 25<sup>th</sup> November 2020. **Action:** Clerk to maintain a watching brief for updates on the progress of the anticipated review of the Surrey Hills AONB boundary and Making Space for Nature initiative.



(262) Council noted details of the 2021 Census had been circulated and that key messages will continue to be included in parish updates as 21st March, Census Day approaches.

#### **11. Forthcoming Meetings**

(263) The Parish Council confirmed the next full Council Meeting will be held virtually on Monday 8<sup>th</sup> March 2021 with subsequent meetings currently scheduled to be held on 8<sup>th</sup> May, 12<sup>th</sup> July, 13<sup>th</sup> September, and 8<sup>th</sup> November 2021.

(264) Cllr Pryor and the Clerk, at the invitation of SCC Cllr Clack, will attend a meeting of parishes in Cllr Clack's Dorking Rural division with SCC Countryside Access on Wednesday 20<sup>th</sup> January 2021.

(265) The Clerk will attend a virtual SLCC Surrey Branch meeting on Tuesday 26<sup>th</sup> January 2021 and Mole Valley Clerks meeting on Wednesday 22<sup>nd</sup> January 2021.

(266) Cllr Jones, as Vice Chair, will attend a Surrey ALC Update at 10.30am on Wednesday 27<sup>th</sup> January 2021 and Surrey ALC Chair Networking event at 6.30pm on Tuesday 9<sup>th</sup> February 2021.

(267) Cllrs Jones and Pryor will attend the Surrey Police Community Engagement Event at 5.30pm on Wednesday 27<sup>th</sup> January 2021.

(268) Cllr Cox and the Clerk will attend a GACC Parish Council briefing at 7pm on Thursday 28<sup>th</sup> January 2021.

(269) The Clerk will attend Surrey ALC training updates covering year-end financial procedures and the transparency guidelines on Tuesday 2<sup>nd</sup> and Tuesday 16<sup>th</sup> February 2021.

(270) Cllr Pryor will attend a meeting of the Surrey Hills Byways Working Group on Monday 15<sup>th</sup> February 2021.

(271) Cllrs Bourke, Cox, and Steed will attend a MVDC Planning training session at 7pm on Wednesday 17<sup>th</sup> February 2021.

(272) Cllrs Husband, Jones and Pryor will attend a MVDC Planning training session at 3.30pm on Thursday 11<sup>th</sup> March 2021.

There being no other business the meeting closed at 10.25pm.

**Sheena Boyce, Clerk**

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