

BUCKLAND PARISH COUNCIL

Minutes of a Meeting held at 8pm on Monday 14th March 2022 in Buckland Reading Room.

Present:

Cllrs Bourke, Cox, Husband (Chair), Jones, Pryor, and Steed.

In attendance

Mole Valley District Council (MVDC) Cllrs Paul Potter and Simon Budd and the Clerk.

1. Apologies for Absence

(236) Cllr Horden and Surrey County Council (SCC) Cllr Helyn Clack.

2. Declarations of Interest

(237) Cllr Pryor declared an interest, as applicant, in planning application MO/2022/0052.

(238) Cllr Jones declared an interest, as a close relation of the applicant, and Cllr Husband as owner, in planning application MO/2022/0103.

(239) Council noted the above Cllrs shall not take part in any discussion relating to the declared interest.

3. Requests for Dispensations

(240) None.

4. Minutes

(241) Council **resolved** to approve the Minutes of the Meeting held on Monday 10th January 2022. The minutes were duly signed by the Chair as a correct record.

5. Open Forum

(242) The Chair welcomed MVDC Cllrs Paul Potter and Simon Budd and the Clerk who had, recently been attending remotely via zoom.

(243) The Clerk, responding to a query from Cllr Budd, confirmed work to cut back the edges of the A25 roadside footways, completed earlier this year, had been arranged by Buckland Parish Council and funded by the parish precept.

6. Planning

New Planning Applications

(244) Council noted the following updates from the Clerk:

- (i) MO/2022/0033: Erection of a single storey rear extension and erection of a car port following demolition of existing garage at The Old Cottage, Reigate Road, Buckland, RH3 7BG. Council had objected to the application on the grounds it had not been possible for Council to properly assess the visual impact of the proposed car port;
- (ii) MO/2022/0034: Application for Listed Building Consent for the erection of a single storey rear extension and erection of a car port following demolition of existing garage at The Old Cottage, Reigate Road, Buckland, RH3 7BG. Council, noting the MVDC Heritage Officer had been consulted, had chosen not express any heritage related concerns;
- (iii) MO/2022/0070: Erection of a single storey side extension, erection of a new porch extension, covered glass veranda following demolition of a single storey lean-to at Dungates Farm, Dungates Lane, Buckland, RH3 7BD. Council had requested a condition to require permission for any external lighting to enable upward and outward light pollution to be minimised;
- (iv) MO/2022/0071: Application for Listed Building Consent for the erection of a single storey side extension, erection of a new porch extension, covered glass veranda following demolition of a single storey lean-to at Dungates Farm, Dungates Lane, Buckland, RH3 7BD. Council, noting the MVDC Heritage Officer had been consulted, had chosen not express any heritage related concerns.

- (v) MO/2022/0052: Laterally reduce one Scots Pine tree by 2-3 metres from over house. Crown reduce one Beech tree by 4-5 metres at Little Perrow, Old Road, Buckland, RH3 7DY. No comment;
- (vi) MO/2022/0094: Discharge of condition 7 of approved planning permission MO/2019/2022 for the erection of a replacement dwelling following demolition of the existing at Knowl Cottage, Old Road, Buckland, RH3 7DU. No comment;
- (vii) MO/2022/0103: Remove 1 No. English Oak to ground level at Dove Tree Cottage, Rectory Lane, Buckland, RH3 7BD. No comment;
- (viii) MO/2022/0173: Reduce lateral branches of Oak tree by up to 2 metres and height by 1.5 metres, thin crown by 10% and raise crown by removing secondary branches to a height of 5 metres at Bratton House, Slough Lane, Buckland, RH3 7BJ. No comment; and

resolved to ratify the above responses that had been submitted since Council last met on 10th January 2022.

(245) Council **resolved** not to comment on the following applications:

- (i) MO/2022/0171: Discharge of conditions 5 and 12 of approved permission MO/2019/2022 for the erection of a replacement dwelling following demolition of the existing at Knowl Cottage, Old Road, Buckland, RH3 7DY;
- (ii) MO/2022/0314: Pollard 2 No. common limes by 6 metres height and spread 3 metres at The Limes, Old Road, Buckland, RH3 7DU;
- (iii) MO/2022/0363: Discharge of condition 4 of approved permission MO/2021/2129 for the conversion of an existing garage to habitable accommodation and creation of a new parking area on adjacent land at Middle Tower, Buckland Court Stables, Reigate Road, Buckland.

Planning Notifications

(246) Council noted the following Local Planning Authority planning notifications:

- (i) SCC/2021/0143: Replacement of lifeguard facility building at Buckland Park Lake, Park Lake Drive, Buckland, RH3 7FE. Approved with conditions;
- (ii) MO/2022/0052: Laterally reduce one Scots Pine tree by 2-3 metres from over house. Crown reduce one Beech tree by 4-5 metres at Little Perrow, Old Road, Buckland, RH3 7DY. No objection;
- (iii) MO/2022/0094: Discharge of condition 7 of approved planning permission MO/2019/2022 for the erection of a replacement dwelling following demolition of the existing at Knowl Cottage, Old Road, Buckland, RH3 7DU. Condition approved;
- (iv) MO/2021/2110: Erection of two storey extension to North elevation and single storey extension to West elevation at Coombe Hayes, Pebblehill Road, Betchworth, RH3 7BP. Approved with conditions;
- (v) MO/2021/2129: Conversion of existing garage to habitable accommodation and creation of new parking area on adjacent land at Middle Tower, Buckland Court Stables, Reigate Road, Buckland. Approved with conditions;
- (vi) MO/2021/2265: Reduce height and spread by up to 2 metres and crown thin Crab Apple by 15%, reduce height and spread of Silver Birch by up to 4 metres. And laterally reduce Liquidamber tree by up to 2 metres at Street Farm Cottage, Rectory Lane, Buckland, RH3 7BH. No objection;
- (vii) MO/2021/2272: Reduce lateral branches of limes on south canopy by 4 metres at Grange Lodge, Rectory Lane, Buckland RH3 7BH. No objection;
- (viii) MO/2021/2307: Various Tree works at 4 Buckland Court, Reigate Road, Buckland, Surrey RH3 7EA. No objection.

Planning Enforcement

(247) Council noted Piers Mason, MVDC had responded to an enquiry as to the status of enforcement action being taken against Karcher Cleaning for breach of planning condition to advise MVDC is aware of and investigating the ongoing breach. **Action:** Clerk to seek update from MVDC to report to May meeting.

(248) Council noted:

- (i) a planning appeal had commenced against the MVDC refusal to grant planning permission for the temporary stationing of two mobile homes with associated storage containers and temporary fencing on land south of Betchworth Village Memorial Hall (MO/2021/0094);
- (ii) a representation had been submitted to the Planning Inspectorate to ask, if the planning inspector is minded to allow the appeal, for conditions to be attached to require fencing to be erected to screen views to the east and for controls to be applied to minimise external lighting.

Vehicle Licensing Notification

(249) Council noted The Office of the Traffic Commissioner (London and South East) had advised an application to vary vehicle operator licence OK2022476R, held by Alex Scaffolding Ltd., to include permission to locate 2 heavy goods vehicles at a new operating centre to be located at:

- (i) The Evergreens, Reigate Road, Betchworth, RH3 7DB had been withdrawn; and
- (ii) Moores Open Storage, Reigate Road, Betchworth, RH3 7HB had been submitted.

7. Highways and Rights of Way

(250) Council noted that despite the scale of support expressed during the recent public consultation only marginally exceeding the objections that the proposed reduction in speed limit on the A25 Reigate Road, from 50mph to 40mph is scheduled to take effect before the end of March.

(251) Council noted SCC Cllr Clack continues to seek clarification from SCC officers as to when the first rural cut is likely to be scheduled. Council **resolved** to authorise the Clerk, subject to consulting with the Chair, to decide whether to schedule a Spring maintenance visit.

(252) Council noted Betchworth Parish Council had advised a revised location for the proposed welcome gates on the A25 Reigate Road had yet to be agreed with SCC Highways and that Betchworth Parish Council had tasked Cllr Randall to establish contact with Cllr Steed.

Sleep disturbance -when M25 overnight traffic diverted via A25

(253) Council noted the recent issue of a parish update, to be published in the April edition, had not included any input from SCC Cllr Clack as SCC Highways had yet to respond to Cllr Clack's repeated requests.

(254) Council noted that as Cllr Steed's repeated requests to National Highways and Connect Plus (the National Highways appointed contractor appointed to maintain the M25) have not elicited any additional meaningful information he is not proposing to invest any more time until SCC Highways has responded.

Rights of Way

(255) Council noted the surface improvements to the slope adjacent to Dowdes Railway bridge on FP475 had recently been completed and that the Clerk will be liaising with SCC Cllr Clack to arrange a photographic opportunity, to accompany an item to be included in a future parish update (to comply with the terms of the matched funding secured from SCC).

(256) Council **resolved** to approve a proposal by Cllr Steed for notices to be purchased to attach to each of the recently installed gates funded by Buckland Parish Council and installed by Buckland Estate to acknowledge their respective contributions. **Action:** Clerk to purchase signs and fixings (£300 ex Vat) and to arrange for installation.

8. Amenities

- (257) Council **resolved** to record a vote of thanks to SCC Cllr Clack for supporting Council's application for a £1000 grant from her Member Allocation to support amenity improvements on the village green and noted BKPH Ltd hope to commence work late March/early April.
- (258) Council **resolved** to approve a recommendation to increase the value of the contribution to Buckland Church Parochial Council to £85 to take account of a recent increase in unit price for electricity advised by the Church Treasurer and to increase the 2022/23 budget to £130.
- (259) Council **resolved** to record a vote of thanks to Cllr Pryor for repairs made to local signage.
- (260) Council **resolved** to hold a Spring Tidy event from 10am – noon on Saturday 23rd April 2022. **Actions:** Cllr Jones to arrange publicity. Clerk to support Cllr Jones. All Cllrs encourage to attend.
- (261) Council **resolved** to hold Buckland's 2022 Annual Parish Meeting at 8pm on Monday 25th April 2022 and to ensure an option to observe the meeting virtually is offered. **Actions:** Cllrs Husband and Bourke to liaise pursuant to delivering a topical address alongside the traditional Chairman's address. Clerk to confirm Reading Room booking and to coordinate arrangements for the hybrid setup.

9. Formalities

- (262) Council noted the Surrey Police report for the period since 10th January 2022 had advised one crime, an attempted burglary and eight incidents: three domestic incidents and single reports of damage to roadside furniture (BT pole), suspicious circumstances, concern for welfare, uncontrolled dogs and advice issued for the manner of driving.
- (263) Council noted Cllr Jones had recently attended a Surrey ALC Chairs Networking meeting via zoom at which:
- (i) SCC Cllr Matt Furniss had outlined a recent consolidation of Surrey Highway's four regional teams into one single team and referenced a change in the way local highways tasks will be funded; and
 - (ii) Anne Bott had advised the Surrey ALC Board has identified a need to focus on the implications of the government's levelling up agenda.
- (264) Council **resolved** to continue its membership of National Association of Local Councils (NALC) for 2022/23 and to approve a payment of £199.16, comprising £35.65 to NALC and £163.51 to Surrey ALC Limited, its Surrey Branch. **Action:** Clerk to raise payment upon receipt of appropriate invoice from Surrey ALC.
- (265) Council **resolved** to renew its membership of the Surrey Hills Society for 2022/23 for a fee of £25.00. **Action:** Clerk.

Annual review of effectiveness

- (266) In accordance with advice set out in the Practitioners Guide to Governance and Accountability for Smaller Authorities in England (2021), Council considered the effectiveness of its system of internal control and reviewed the measures in place to prevent and detect fraud and corruption.
- (267) Council noted that the Financial Regulations had last been reviewed at the 2021 Annual Meeting and the next review is scheduled for May 2022.
- (268) 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.
- (269) 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 2022 Annual Return (AGAR). **Action:** Clerk to liaise with the internal auditor.
- (270) Council noted a copy of Buckland Parochial Charity's draft accounts for the year to 31st December 2021 had been circulated in advance of the meeting.

- (271) Council **resolved** to ratify responses issued following the receipt of two Freedom of Information Requests that had requested information relating to
- (i) the religious beliefs of employees; and
 - (ii) Council provision of social care.
- (272) Council, noted
- (i) a public consultation had been launched following the publication of the Government's response to the Glover Landscapes Review and that links had been circulated to Cllrs to facilitate a discussion; led by Cllr Bourke
 - (ii) Council had been alerted to the review by GLEAM, a campaigning group with a specific focus on curtailing the use of green lanes that had sought Council's support for its stated aims; and
- resolved** not to extend its support to GLEAM and to record its disappointment not to have received guidance from Surrey Hills or any other presumably interested party to support its review. **Action:** Clerk to approach Surrey Hills with a request for help and, subject to the response, to liaise with Cllr Bourke to enable Cllrs to be consulted and the submission of a response to be considered.
- (273) Council noted that updates issued by Natural England, NALC, Surrey ALC, SCC, MVDC, Surrey Police, Surrey Hills Society and GACC had been circulated to Cllrs and key information published within Parish Updates and on the village website.

10. Finance and Risk Management

(274) Council noted:

- (i) budget schedules, updated to reflect the decisions taken at the January 2022 meeting had been circulated to Cllrs shortly after that meeting; and
- (ii) a year-to-date cash book, analysis of current year expenditure against budget and a refreshed budget and notes had been circulated prior to the meeting.

Council **resolved** to adopt the budget schedules dated 14th March 2022 and the Chairman signed and dated the same.

Account Payments and Receipts

- (275) Council noted that a payment for £1,334.40, including £222.40 Vat, to Centrewire had been issued in accordance with minute 2021/22:211.
- (276) Council noted the following budgeted payments had been issued since the January meeting:
- (i) Pixham Business Supplies £40.68 including £6.78, Printer Toners;
 - (ii) HMRC £52.95, PAYE liability re February payment.
- (277) Council **resolved** to approve the following payments:
- (i) G Burley & Sons Ltd £288.00 including £48.00 Vat, Amenity maintenance (installation of posts);
 - (ii) B&Q plc £59.00 including £9.83 Vat, Amenity improvements – Postcrete;
 - (iii) St Mary's Buckland Reading Room £40.00 Hall hire : 10th January 2022 and 14th March 2022;
 - (iv) Buckland Parochial Church Council £85.00, Contribution towards the cost of electricity re: floodlights to the church;
 - (v) Surrey Hills Society £25.00, Renew annual membership;
 - (vi) HMRC £52.75, PAYE liability re March salary payment;
 - (vii) The Sign Workshop (UK Limited) £18.00 including £3.00 Vat Amenity improvement; and
 - (viii) Sheena Boyce £13.70, Reimbursement council expenses £13.50, PAYE adj £0.20.

(278) Council noted invoices for budgeted work to the willow tree and planned amenity improvements on the village green will need to be settled prior to the next meeting.

Action: Clerk to arrange payments upon receipt of appropriate paperwork.

(279) Council **resolved** to:

(i) approve a grant of £300, to allow the volunteer webmaster to settle the Design Lynx annual charge for domain hosting, web space, disk space and bandwidth for bucklandsurrey.net for the year commencing 1st April 2022; and

(ii) extend its current subscription to Zoom for a further year.

Action: Clerk to arrange payments upon receipt of appropriate paperwork.

(280) Council **resolved** to decline an invitation from Brockham Parish Council to make a financial contribution towards the cost of providing all children attending North Downs School with an aluminium water bottle.

(281) Council noted:

(i) a £1,000 grant from SCC had been credited to the Parish Council bank account since 10th January 2022;

(ii) £1.82 interest earned since 1st April 2022 on balances held at HSBC had been posted to the cashbook; and

(iii) HSBC had confirmed the closure of Council's accounts and transferred the closing balance to Unity Bank net of £9 bank charges.

11. Date of next Council Meeting

(282) Council noted the next meeting of Buckland Parish Council is scheduled to be held in the Reading Room as an "in person" meeting on Monday 9th May 2022.

(283) The 2022 Annual Parish Meeting will be held at 8pm on Monday 25th April 2022.

(284) A Spring Tidy will be held between 10am and noon on Saturday 23rd April 2022.

(285) Cllr Jones will represent Council at the Betchworth Annual Parish Meeting on Monday 28th March 2022.

There being no other business the meeting closed at 9.15pm.

Sheena Boyce, Clerk

email: parishcouncil@bucklandsurrey.net

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