

BUCKLAND PARISH COUNCIL

Minutes of the Annual Meeting held at 8pm in the Reading Room on Monday 9th May 2022.

Present:

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

In attendance

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

1. Election of Chair and Vice Chair

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

2. Apologies for Absence

- (3) Council **resolved** to approve the reason for the absence of Cllr Horden and noted apologies had been received from Cllr Bourke and Surrey County Council (SCC) Cllr Helyn Clack.

3. Declarations of Interest

- (4) None.

4. Requests for Dispensations

- (5) None.

5. Minutes

- (6) Council **resolved** to approve the Minutes of the Meeting held on 14th March 2022. The minutes were duly signed by the Chair as a correct record.

6. Open Forum

- (7) Cllr Husband extended a warm welcome to the member of the public and to MVDC Cllrs Budd and Potter and offered Council's congratulations to Simon Budd on his recent re-appointment.
- (8) Council noted that as the proposed adoption of new ward boundaries is due to take effect from May 2023 at which point all seats will be contested his appointment will be for a one-year term.
- (9) The member of the public advised she had recently become a resident after living abroad for a number of years. Cllr Husband welcomed the resident, and, having clarified the location within the village where she is now residing and heard of her hope to shortly submit a planning application encouraged the resident to take the opportunity to approach the parish council for informal feedback in advance of submitting any proposal to MVDC as the local planning authority.

7. Formalities

Policies, Procedures and Schedules subject to Annual Review

- (10) Council noted the Clerk had circulated changes to:
 - (i) Standing Orders and Financial Regulations to replace references to EU legislation with references to the Government Procurement Act within the section that defines procedures governing the awarding of contracts by reference to financial thresholds; and
 - (ii) the payments section of the Financial Regulations to reflect online payments as the primary mechanism since the transfer of Council's banking to Unity Trust Bank;

And **resolved** to adopt the updated Standing Orders and Financial Regulations. **Action:** Clerk to refresh review dates and publish updated versions.

- (11) Council noted the Clerk had circulated information relating to the LGA Code of Conduct recently adopted by MVDC for the current year. Council **resolved** to:
- (i) ask Councillors to attend training being offered by MVDC in June;
 - (ii) consider aligning Council's Code and Conduct to the new MVDC Code of Conduct at the July meeting; and
 - (iii) in the interim, adopt, unchanged, the Code of Conduct and Arrangements for dealing with Standards Allegations under the Localism Act 2011.

Actions: Cllrs to strive to review the circulated information, to strive to attend the MVDC training and to complete a new Members Interest Form. Clerk to refresh review dates, publish updated versions, and prepare draft policy documents aligned to MVDC.

- (12) Council, having reviewed each of the following policies and procedures, **resolved** to adopt each, unchanged, for a further 12-month period: Scheme of Delegation, Complaints Procedure, Policy on the management of unreasonable complaint behaviour, Retention and Disposal Policy, Digital Communication, Management of Transferable Data Policy, Data Protection Policy; and Freedom of Information Publication Scheme. **Action:** Clerk to refresh review dates and publish updated versions.
- (13) Council, having reviewed each of the following procedures and schedules, **resolved** to re-adopt each, unchanged, for a further 12-month period: Data Protection Procedures (Privacy Impact Assessment Procedure, Subject Access Request Form, Data Security Breach Reporting Form and Consent Forms), Privacy Notices and Registers to record decisions to share personal data with third parties and disposals of personal data undertaken to comply with GDPR. **Action:** Clerk to refresh review dates.

General Power of Competence

- (14) Council noted that:
- (i) Parish and Town Councils in England were given the General Power of Competence ('GPC') in the Localism Act 2011, sections 1-8;
 - (ii) The GPC gives a council 'the power to do anything that individuals generally may do' provided in so doing other laws are not broken and the council acts reasonably;
 - (iii) Before a Council can exercise the GPC, full council must decide and resolve it meets the two eligibility criteria and minute the resolution;
 - (iv) The eligibility criteria are set out in a statutory instrument known as the Parish Council (GPC) (Prescribed Conditions) Order 2012 and, at the time of the resolution require the number of Cllrs elected at the previous ordinary election or subsequent by-election, to equal or exceed two thirds of Council's total number of Cllrs and the Clerk to hold a relevant sector-specific qualification;
 - (v) Thereafter Council must revisit its decision and make a resolution to re-confirm its eligibility at each relevant Annual Meeting; and
 - (vi) Council had last adopted the GPC on Monday 4th May 2021.

Council, having confirmed Council continues to satisfy the eligibility criteria, **resolved** to adopt the GPC as set out in the Localism Act 2011, sections 1-8 for a further 12 months.

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 2021/22 financial year and that no interest had been charged or paid on invoices.

Councillor Responsibilities

- (17) Council **resolved** to appoint Cllrs Bourke, Horden, and Steed to serve on the Finance Committee alongside Cllr Husband (Chair) and Cllr Jones (Vice Chair).
- (18) Council **resolved** to appoint Cllr Cox to serve on the Personnel Committee alongside Cllr Husband (Chair) and Cllr Jones (Vice Chair).
- (19) Council **resolved**:
- (i) to appoint Cllrs Bourke, Cox, Husband, Jones, and Pryor to serve on the Planning and Licensing Committee;
 - (ii) to appoint Cllr Husband as Chair until the next Annual Meeting;
 - (iii) to require an agenda to be published at least three clear days prior to meetings; and
 - (iv) for members of the public to be admitted to observe meetings of the Planning and Licensing Committee; and
 - (v) for meetings to include an Open Forum to provide an opportunity for public participation.
- (20) Council **resolved** to adopt the following terms of reference for a Planning and Licensing Working Group:
- (i) The role of the Planning and Licensing Working Group shall be to review planning and licence 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;
 - (ii) 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 and Licensing Working Group;
 - (iii) Cllrs Bourke, Cox, Husband, Jones, and Pryor to serve as members of the Working Group.
- (21) Council **resolved** to appoint the following representatives for the 2022/23 year:
- (i) Cllr Husband to represent Council on matters relating to the Village Green and, as Chair, to continue to represent Council on the St Mary the Virgin Church Yard and Church Fabric Fund;
 - (ii) Cllr Jones to champion matters relating to Community Wellbeing and to represent Council at the Surrey ALC AGM;
 - (iii) Cllr Horden to represent Council for matters relating to the Village Pond;
 - (iv) Cllr Cox to represent Council on matters relating to Airports and Airspace with support from Cllr Pryor;
 - (v) Cllr Steed to represent Council on matters relating to Highways and Railways with support from Cllr Pryor;
 - (vi) Cllr Pryor to undertake the weekly asset check, to represent Council at the GACC AGM and on matters relating to Surrey Police, and, with support from Cllr Bourke, Countryside Access (rights of way);
 - (vii) Cllr Bourke to represent Council on matters relating to Cycling and Buckland's Going Greener initiative; and
 - (viii) Alan Brindley to continue as Volunteer Flag Officer.
- (22) Council noted Martin Cantor, Debbie Jones, Amanda Oakes-Smith, and Liz Vahey had previously been appointed nominative trustees to Buckland Parochial Charity for terms that extend beyond 31st March 2023.
- (23) Council noted that Stuart McLachlan (Capel Parish Council) and Cllr Jones had each agreed to continue to serve as non-voting Parish Council representatives on the MVDC Standards Committee. Council **resolved** to support the nomination of these two individuals.

8. Finance and Risk Management

Annual Governance and Accountability Return 2021/22 (“AGAR”)

AGAR – Internal Audit

(24) Council noted:

- (i) a pack of financial information, comprising the Annual Return and a set of supporting schedules that had included the bank reconciliation, full year financial analysis (vs budget and prior year), fixed asset register, risk assessment and minutes had been provided to Peter Barclay, Council’s Internal Auditor.
- (ii) the internal audit, which had been completed during April 2022, had not raised any issues nor made any recommendations; and
- (iii) the Annual Internal Audit Report, and duly completed page 4 of the AGAR, had been circulated to Cllrs.

AGAR – Annual Governance Statement

(25) Council noted:

- (i) a 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 had been completed on 14th March 2022; and
- (ii) that having concluded its system of internal control remained effective, Council had **resolved** that the risk assessment remained relevant and effective.

(26) Council **resolved** to adopt the 2021/22 Annual Governance Statement. Accordingly, page 5 of the AGAR was signed by Cllr Husband, Chair. **Action:** Clerk to add the minute reference and sign the statement.

AGAR - Accounting Statement

(27) Council noted;

- (i) payments for £319.64, including £53.27, to Signomatic and £12.36 to Martin Boyce been issued in accordance with minute 2021/22:256;
- (ii) Unity Bank had applied an £18 Q1 service charge on 31st March 2022.
- (iii) Council noted that a £50.00 donation, raised through the sale of walk booklets, had been received into the Parish Council bank account between 14th March 2021 and 31st March 2021.

(28) Council noted Cllr Jones had verified the bank balances entered on the bank reconciliation prepared to 31st March 2022 against the bank statements, initialled both documents, and confirmed that no exceptions had been identified in the transactions reported between 1st January 2022 and 31st March 2022.

(29) Council noted Sheena Boyce, Responsible Financial Officer had signed the 2021/22 Accounting Statement to certify page 6 of the AGAR presents fairly the financial position of Council and properly presents its receipts and payments.

(30) Council **resolved** to approve the Accounting Statement for the year ending 31st March 2022. Accordingly, page 6 of the AGAR was signed by Cllr Husband, Chair. **Action:** Clerk to add the minute reference.

AGAR – Certificate of Exemption

(31) 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.

(32) Council noted Sheena Boyce, Responsible Financial Officer had entered the gross income of £20,457 and gross expenditure of £20,113 onto page 3 of the AGAR.

(33) The Certificate of Exemption was signed by Cllr Husband, Chair, and Sheena Boyce, as Responsible Financial Officer. **Action:** Clerk to add the minute reference and submit the Certificate of Exemption to PKF Littlejohn, the external auditor.

Transparency Regulations

- (34) Council **resolved** to set the period of commencement for the exercise of public rights for the 2021/22 Accounts to start on Monday 6th June 2022.
- (35) Council noted that consistent with prior years, the following information for the 2021/22 financial year will be published on the village website before 6th June 2022: Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statement, an analysis of year on year significant variances, end of year bank reconciliation, a schedule of “2021/22 Payments with a value of at least £100 ex-Vat”, a summary of Councillor responsibilities for 2022/23, and a completed Notice of Public Rights. **Action:** Clerk.
- (36) Council noted, for year-on-year consistency, that a schedule of additional information for the 2021/22 financial year will be published in line with good practice for Councils with income or expenditure falling between £25k and £200k.

Fixed Asset Register, Risk Register, and Insurance

- (37) Council, having reviewed the Fixed Asset Register and Risk Register, **resolved** to adopt both registers without change. **Action:** Clerk to circulate a refreshed schedule.
- (38) Council **resolved** to approve the terms of an insurance policy, arranged through Gallagher, and underwritten by Hiscox at a premium of £382.69 for a one year period commencing 1st June 2022.

Account Payments and Receipts

- (39) Council noted a grant payment of £300.00, 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 had been issued in accordance with minute 2021/22: 279.
- (40) Council noted a payment for £199.16 to Surrey ALC Limited (NALC: £35.65, Surrey branch £163.51), had been issued in accordance with minute 2021/22:264.
- (41) Council **resolved** to approve the following payments:
- (i) Surrey County Council £3125.00, 50% share of surface improvements to FP 475;
 - (ii) G Burley & Sons Ltd £101.56 including £16.92 Vat, First cut of 2022;
 - (iii) Zoom Video Communications Inc £71.94 incl. £11.99 Vat, One-year pro zoom licence;
 - (iv) HMRC £58.61, PAYE liability re: April salary payment;
 - (v) Peter Barclay £122.60, Internal Audit £110, mileage £12.60;
 - (vi) Gallagher £382.69, Insurance policy renewal : 1st June 2022 - 31st May 2023;
 - (vii) Bill Kear Plant and Agricultural Contractors Ltd £3582.00 incl. £597 Vat; Maintenance - Buckland Village Green;
 - (viii) HMRC £94.83, PAYE year to date liability less April payment;
 - (ix) Sheena Boyce £8.24, Salary adj. re April/May £6.04, council expenses £2.22
- (42) Council noted that the following amounts had been received into the Parish Council bank account since 1st April 2022:
- (i) £1,460.45 refund of VAT paid between 1st March 2021 and 28th February 2022;
 - (ii) £9,845.28, comprising first instalment of 2021/22 precept (£8,252.28), concurrent grant (£1,149.00) and council tax support grant (£444.00).

- (43) Council **resolved** to amend the Standing Order with Unity Trust Bank to change the value of monthly payments to the Clerk for the remainder of the 2022/23 financial year, paid on the 20th day of each calendar month. It was noted that the:
- (i) Clerk's salary for 2022/23 is based upon 10.5 hours per week and an hourly rate of £15.50;
 - (ii) payments include home working allowance and re-imburement of £7.96, including £1.33 Vat, per month, being paid by the Clerk, to Virtual Landline for the Parish Council telephone number and associated call forwarding and messaging service;
 - (iii) Clerk had opted out of the working time directive for a further year in return for an allowance for accrued leave entitlement; and
 - (iv) a letter (to be appended to the Contract of Employment for the Clerk) Would need to be issued to confirm the 2022/23 contractual hours and payments. **Action:** Cllr Husband, Chair.

9. Planning and Licensing

New Planning Applications

- (44) MO/2022/0640: Discharge of condition 3 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 7DY. Council **resolved** to ratify the decision not to submit any comment.
- (45) MO/2022/0726: Remove 8 No. Leyland Cypress trees at 4 Buckland Court, Reigate Road, Buckland, RH3 7EA. Council **resolved** not to submit any comment.
- (46) MO/2022/0547: Variation of condition 4 of approved planning permission MO/2021/0584 for the change of use of land to gypsy caravan site, to allow one of the touring caravans to be replaced with a static caravan for a temporary period of two years at Evergreens, Reigate Road, Betchworth, RH3 7DB. Council **resolved** to ask MVDC, if minded to grant permission for the variation to limit use of the static caravan to immediate dependants by amending condition 3 and to encourage the applicant to remain compliant with planning policy.

Planning Notifications

- (47) Council noted the following Local Planning Authority planning notifications:
- (i) MO/2021/1388: Erection of new dwelling in the grounds of Yew Tree Cottage following demolition of existing barn, garage and out-buildings at Yew Tree Cottage, Reigate Road, Buckland, Surrey, RH3 7BG. Application withdrawn;
 - (ii) 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. Application withdrawn;
 - (iii) 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. Application withdrawn;
 - (iv) MO/2022/0103: Remove 1 No. English Oak to ground level at Dove Tree Cottage, Rectory Lane, Buckland, RH3 7BD. No objection;
 - (v) 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. Conditions discharged;
 - (vi) 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 objection;

- (vii) MO/2022/0314: Pollard 2 No. common limes by 6 metres height and spread 3 metres at The Limes, Old Road, Buckland, RH3 7DU. Approved with conditions;
- (viii) MO/2022/0640: Discharge of condition 3 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 7DY. Condition discharged; and
- (ix) MO/2021/2157: Discharge of conditions 3, 4, 10, 12, 13 and 14 of approved planning permission MO/2021/0547 for the erection of 1 No. dwelling with associated landscaping, parking and access following demolition of existing barn at Land South of Betchworth Village Hall, Station Road, Surrey, Betchworth, RH3 7DF. Conditions discharged.

10. Highways, Airports, Rights of Way

Highways

- (48) Council noted thanks to Betchworth Parish Council for sharing the SCC Highways drawing that shows the proposed location for welcome gates on the A25 Reigate Road a short distance to the east of Betchworth roundabout.

Trains

- (49) Council noted:
- (i) Network Rail had advised SCC Highways had granted a closure order for the Rectory Lane railway crossing between 0100 on Sunday 19th June until 0400 on Monday 27th June;
 - (ii) Network Rail has made arrangements with Buckland Estate to provide a secure car park on the south side of the crossing for residents;
 - (iii) Access for emergency vehicles and pedestrian access for residents will be maintained during the closure;
 - (iv) Council had:
 - (a) provided Network Rail with a list of properties located to the north of the crossing and the contract manager had made visits to explain the arrangements to residents; and
 - (b) contacted SCC Countryside Access to suggest the team consider positioning advisory notices to minimise the number of bridleway users arriving at the crossing during the closure only to find they need to retrace their route to the top of the North Downs and to suggest diversions to assist walkers;
 - (c) asked Cllr Bourke to highlight the planned closure to the Mole Valley Cycle Forum with a request they publicise the closure to local cycling groups; and
 - (d) asked a resident horse owner/rider to similarly publicise the closure via local riding groups.

Rights of way

- (50) Council noted:
- (i) the planned improvements to the surfacing of FP475, a slope adjacent to the railway to the east of Dowdes Farm the and installation of the three additional gates purchase during 2021/22 had now been completed; and
 - (ii) SCC Countryside Access (SCC CA) contractors had recently added a step (third from ground) into Jacob's Ladder and were making steady progress working through a list damaged/missing fingerposts and waymark posts in need of repair/replacement.

Actions: All to encourage users of local rights of way to continue to report any maintenance concerns (including vegetative concerns) to SCC CA. Clerk, upon completion of the current works, to express Council's thanks to SCC CA.

11. Events and Amenities

- (51) Council noted that having reflected on elevated levels of Covid-19 circulating in the local area, the 2022 Annual Parish Meeting had been rearranged and will now be held at 8pm on Monday 23rd May 2022 in the Reading Room. Cllr Husband advised he will be meeting with Cllr Bourke and accepted an offer from Cllr Jones to offer tea/coffee.
- (52) Council **resolved** to record votes of thanks to:
- (i) Cllr Jones for taking the lead on the recent Village Tidy and to each and every resident who turned out to help; and
 - (ii) Buckland Estate for positioning a trailer and arranging the disposal of the full trailer of vegetation and MVDC contractor Amey for the prompt collection of the fifteen sacks of litter collected and various larger items of fly tipping extracted from the verges.
- Cllr Husband added how good it was to see people coming along to join in who have recently moved to the village and Cllr Jones commented it was lovely to see people enjoying the event.
- (53) Council, having considered the dates proposed for volunteer activity **resolved** to accept the offer from the Reigate Area Conservation Volunteers to lead pond events on Buckland village green on Wednesday 10th August, Sunday 21st August and Sunday 18th September 2022, all to commence at 10am.
- (54) Council noted the planned installation of conservation kerbing along the northern edge of the village green had been completed by Bill Kear Plant & Agricultural Contractors Ltd. during April and that the scheduled pruning of the willow tree is due to be completed by D G Trees during May 2022.
- (55) Council noted Burleys had advised its parent company IDVerde has stated an intention to align Burleys more closely with the IDVerde pricing model, the initial notification had prompted the Clerk to seek clarification of various aspects of the changes and an update will be provided at the July meeting.
- (56) Cllr Steed, referring to a comment in a local publication queried whether Council might consider changing the grass cutting regime to return an area of the green to the east of Rectory Lane to a hay meadow. Council noted that while the grass cutting regime remains under review, that to date, Council has concluded that as the village green is the only public area maintained for use by people living in the locality that its value as an open amenity can be justified. When reaching this conclusion, Council took into consideration the fact that Rectory Green is not close cut and the verges alongside both Lawrence Lane and Rectory Lane are subject to light touch maintenance.

12. Consultations and Communications

Local Government Boundary Commission for England (LGBCE) consultation on draft proposals for revised MVDC ward boundaries

- (57) Council, noted the LGBCE draft proposal:
- (i) recommends 13 wards for Mole Valley, each to be represented by three district councillors;
 - (ii) allocates the parish of Buckland to a ward that will be formed by combining the current wards of “Brockham, Betchworth and Buckland” and “Boxhill and Headley”;
 - (iii) has assigned the new ward a draft name of Brockham and Boxhill; and
 - (iv) includes the following statement: “We would be particularly interested in further evidence as to the name of this ward. As part of our draft recommendations, we propose to name it Brockham & Box Hill after the largest two settlements, but we retain an open mind as to whether a longer name might be more inclusive of other settlements, or whether a name that attempted to include every settlement within our proposed ward might be too long for convenient use”.

- (58) Council **resolved** to submit a response to the consultation to:
- (i) express its strong preference for the name of the new ward to include all five settlements, by simply combining the two existing ward names, for reasons of inclusivity and equality across the new ward; and
 - (ii) ask the LGBCE not to select a name that includes some but not all five settlement names as this could be seen as dismissive of voters registered in the settlements that that are excluded, give rise to confusion and potentially undermine the high levels of turnout recorded at previous elections.
- (59) Council, having consulted with the other settlements did discuss potential generic names; however:
- (i) given the geographic location of the ward within Mole Valley and the many common characteristics across the district, Council feels references to compass points, villages or hills in a name for the new ward could be confusing; and
 - (ii) as none of the suggestions made thus far appear to be gaining widespread support and including all five settlements would only result in a name one word longer than the LGBCE has already proposed for Capel, Leigh, Newdigate and Charlwood;

Council concluded that any perceived benefit from choosing a shorter generic name would be more than offset by adopting an inclusive name that includes the names of all five settlements.

- (60) Council noted:
- (i) the SCC Faster Broadband team had highlighted a consultation undertaken during April 2022 to verify information collated during 2021 to identify properties not currently included on any commercial rollout of gigabyte broadband connectivity; and
 - (ii) a link to the consultation had been published on the village website and a link provided in a parish update.
- (61) The crime report provided by Surrey Police had advised eight incidents recorded in Buckland since 14th March 2022 : one vehicle collision involving a motorcycle, two traffic incidents and individual recordings of a domestic incident, concern for safety (all in order), cold calling, an alarm set off in error and an accidental call to the police. Council **resolved** to accept an offer from Cllr Steed to request up to date accident statistics for the parish and to review the information contained in the reports to establish whether any follow up actions might be prudent. **Action:** Cllr Steed.
- (62) Council noted that updates issued by the NALC, Surrey ALC, SCC, MVDC, Surrey Hills Society, GACC, Gatwick Airport and Gallagher Insurance had been circulated to Cllrs and key information published within Parish Updates.

13. Forthcoming Meetings

- (63) The Parish Council will next meet on Monday 11th July 2022.
- (64) The Annual Parish Meeting is scheduled to be held on Monday 25th May 2022.
- (65) Cllr Pryor will represent Council at the GACC AGM, to be held at Stanhill Court Hotel on Monday 16th May 2022.

There being no other business the meeting closed at 9.25p.m.

Sheena Boyce, Clerk

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