

BUCKLAND PARISH COUNCIL

Minutes of a meeting held at 6pm in the Reading Room on Friday 23rd September 2022.

Present:

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

In attendance

Mole Valley District Council (MVDC) Cllr Paul Potter and the Clerk.

Mole Valley District Council (MVDC) Cllr Simon Budd at the start of item 7.

Prior to commencement of the Meeting a one-minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 8th September 2022.

1. Apologies for Absence

(114) Council noted apologies received from Cllr Bourke and Surrey County Council (SCC) Cllr Helyn Clack.

2. Declarations of Interest

(115) None.

3. Requests for Dispensations

(116) None.

4. Minutes

(117) Council **resolved** to approve the Minutes of the Meeting held on 11th July 2022. The minutes were duly signed by the Chair as a correct record.

5. Open Forum

(118) Cllr Husband took the opportunity to thank:

- (i) the Clerk for the clear communications issued over the two weeks that have helped us to observe protocols and gather together at appropriate points for moments of reflection and to celebrate the Proclamation of the King;
- (ii) Alan Brindley who, as our volunteer flag warden, has ensured our flag has been flown in accordance with protocol;
- (iii) to our bell ringers who were particularly active across the period; and
- (iv) to each and every resident who attended community gatherings during this period.

6. Planning and Licensing

Planning Applications

(119) MO/2022/1104 (LBC) and 1105: Erection of a single storey rear extension following removal of existing, erection of a detached car port with two bedroom accommodation following removal of existing garage at The Old Cottage, Reigate Road, Buckland, RH3 7BG. Council **resolved** to ratify the decision to submit a letter of objection that had expressed concern about the incongruous design and its lack of empathy with the listed building;

(120) Council noted no comments had been submitted with respect to the following applications:

- (i) MO/2022/1121: Replacement casement window to ground floor of rear elevation at 5 Buckland Court, Reigate Road, Buckland, RH3 3EA;
- (ii) MO/2022/1165: Tree felling consent at Broome Perrow, Old Road, Buckland, RH3 7DY;
- (iii) MO/2022/1166: Erection of front entrance gable and re-position second floor gable window at 5 Tranquil Dale, Buckland, RH3 7EE;
- (iv) MO/2022/1203: New casement window to ground floor of rear elevation. (Application for Listed Building Consent.) at 5 Buckland Court, Reigate Road, Buckland, RH3 3EA;
- (v) MO/2022/1265: Tree works at 4, Yewdells Close, Buckland, RH3 7EG;

- (vi) MO/2022/1388: Erection of two storey side extension at 1 Garden Cottages, Reigate Road, Buckland, RH2 9RE.

Planning Notifications

- (121) Council noted the following Local Planning Authority planning notifications:
 - (i) MO/2022/1121: Replacement casement window to ground floor of rear elevation at 5 Buckland Court, Reigate Road, Buckland, RH3 3EA. No further action;
 - (ii) MO/2022/1165: Tree felling consent at Broome Perrow, Old Road, Buckland, RH3 7DY. Approved with conditions;
 - (iii) MO/2022/1166: Erection of front entrance gable and re-position second floor gable window at 5 Tranquil Dale, Buckland, RH3 7EE. Approved with conditions;
 - (iv) MO/2022/1203: New casement window to ground floor of rear elevation. (Application for Listed Building Consent.) at 5 Buckland Court, Reigate Road, Buckland, RH3 3EA. Approved with conditions.
 - (v) MO/2022/1265: Tree works at 4, Yewdells Close, Buckland, RH3 7EG. No objection.
- (122) Council noted the following Local Planning Authority planning notifications relating to applications located in Betchworth that Council had submitted comments:
 - (i) MO/2021/0094: Temporary stationing of 2 No. mobile homes with associated storage containers and temporary fencing at Land South of Betchworth Village Hall, Station Road, Betchworth, RH3 7DF. Refused. Allowed on appeal.
 - (ii) 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. Approved with conditions.

Licensing – Shell Buckland

- (123) Council noted Shell had applied for a minor variation to the premises licence at the Buckland site to;
 - (i) insert “Little” into the name of the site as part of a renaming across the country – the new name will therefore be “Shell Little Waitrose Buckland; and
 - (ii) allow the third party delivery of goods (including alcohol) to customers from the Buckland site.
- (124) Council noted the application provides for the addition of conditions to the licence to:
 - (i) require all orders to be subject to appropriate age verification; and
 - (ii) restrict delivery to residential and business addresses.
- (125) Council **resolved** to ratify the representation that had advised Council and the applicant’s agent had agreed, by way of mediation to ask MVDC Licensing to add the following new condition to the application “*The delivery/despatch of alcohol and shop related goods from the site via a third party delivery provider will only take place between 8am and 9pm Monday – Friday and 10am – 9pm Saturday and Sunday*”.
- (126) Council noted that:
 - (i) while the recently appointed head of MVDC licensing had since advised that, notwithstanding the mediation and agreement between the parties, the phrase “*and shop related goods*” could not be included within the condition, as he could not identify any legal basis for enforcement;
 - (ii) the applicant’s agent had advised Council the condition, as agreed, has been incorporated into the operating procedures as a demonstration of good faith and in recognition of the need to comply with current planning conditions; and
 - (iii) the Clerk, the applicant’s agent and a local resident are grateful for the constructive relationship between them that enables them to address potential concerns.

SCC Minerals and Waste Policy

(127) Council noted:

- (i) the SCC Minerals and Waste Policy Team had recently published an Issues and Options Summary of Responses Report gathered during the Issues and Options Public Consultation held between November 2021 and March 2022;
- (ii) The policy options identified and material planning matters raised by stakeholders, along with site nominations made pursuant to the associated 'call for sites' exercise, will be considered by the Minerals and Waste Planning Authority and used to inform the preparation of the Minerals and Waste Local Plan;
- (iii) a further public consultation will be undertaken in June 2023 relating to the publication of a draft Regulation 18 Draft Minerals and Waste Local Plan; and
- (iv) a link to the report had been published on the village website.

7. Highways, Rights of Way, and Trains

MVDC Cllr Budd joined the meeting.

Highways

M25 night-time closures

(128) Council noted:

- (i) one resident had provided a copy of a letter sent to SCC Cllr Clack and the response received from SCC Highway Officers;
- (ii) SCC Cllr Clack had advised she had received another four representations but that the need to comply with data protection rules prevented details being shared with Council; and
- (iii) Cllr Steed had requested a meeting with SCC Cllr Clack to discuss the issue.

(129) Council noted:

- (i) Brockham Parish Council had submitted a request to SCC Highways to introduce a 20mph speed limit between the bridge at the south end of Brockham Lane and Wheelers Lane;
- (ii) Betchworth Parish Council is currently preparing a request for a 20mph speed limit to be introduced in The Street;
- (iii) Betchworth Parish Council had suggested an informal liaison group be established comprising parish councillors from each of the 3Bs to provide an opportunity for the wider implication of highways requests to be considered.

and **resolved** to accept Cllr Steed's offer to participate in any such liaison group as may be established over the coming months. **Action:** Clerk to respond positively to Betchworth Parish Council's request and provide Cllr Steed's contact details.

Local Walking and Cycling Infrastructure Plan (LWCIP) for Mole Valley

(130) Council noted receipt of an update from Cllr Bourke, following his attendance at a second virtual community engagement session, convened by SCC and MVDC, who have engaged WS Atkins to help prepare a Mole Valley LWCIP.

(131) Cllr Bourke had advised the list of potential schemes to be considered in the future (likely timeline beyond 10 years) had been amended to ensure alternative routes to the A25 are considered between the 3Bs and Reigate.

Trains

(132) Council noted:

- (i) apologies had been submitted to the North Downs Community Rail Partnership AGM;
- (ii) Cllr Steed, having reviewed the meeting papers and draft minutes had not identified any follow up actions for Council.
- (iii) no update available from SCC Cllr Clack re the risk of grounding sign and the Clerk had not received any notification from residents of complaints being submitted to either SCC Highways or Network Rail.

8. Amenities and Events

Bus Shelter

(133) Council noted:

- (i) the bus shelter opposite the village shop was presented, by C D Strologo, “for the convenience of the people of Buckland”, in commemoration of the Silver Jubilee of King George V;
- (ii) has been located in its current position, on private land registered to Buckland Estate, since it was originally installed in 1935; and
- (iii) MVDC had recently advised the:
 - (a) shelter in question is not situated on MVDC land, nor listed on the historic list (dating back to 1980’s) of shelters that we have assumed responsibility to maintain;
 - (b) previous work carried out appears to have been completed as a gesture of goodwill. Current pressures on our maintenance budget do not allow for such spend; and
 - (c) current condition of the shelter is reasonable and in fact in better condition than a number of our ‘own’ shelters. Even if we were responsible for its maintenance, it would be some way down the priority list for repair / decoration.

(134) Council having given due consideration to the choice of material to be used to repair the roof **resolved** to return the roof to its original design by making repairs using cedar shingles and cedar hip and ridge tiles.

(135) Council, having reviewed pricing information the Clerk had been able to gather, **resolved** to:

- (i) allocate Council’s Community Infrastructure Funding to this initiative, consistent with the proposal for which support was noted at the Annual Parish Meeting;
- (ii) approach SCC Cllr Helyn Clack and the Betchworth and Buckland Society to apply for donations towards this community project;
- (iii) authorise the Clerk to liaise with Affordable Roofing, one of two roofing contractors recommended by a local supplier to install cedar shingles, and one of two contractors who had submitted quotes to make repairs, to agree a timeline for making the repairs; and
- (iv) confirm and place an order for the required cedar shingles and cedar hip and ridge tiles to fix the price of the materials. **Action:** Clerk.

Pond Clearances

(136) Council recorded votes of thanks to:

- (i) each and every resident who turned out to help at one or more of the three pond clearance events led by the Reigate Area Conservation Volunteers (RACV) on Wednesday 10th August, Sunday 21st August and Sunday 18th September 2022;
- (ii) Simon Elson for leading the events and guiding the collective effort of to manage the pond;
- (iii) the RACV members who turn up to help in Buckland;
- (iv) Buckland Estate for use of the trailer; and
- (v) SHAC for use of a paddleboard at the third event (the only event with sufficient water!).

(137) Council resolved to make a donation of £150 to the RACV to express appreciation for their support and to promote Simon Elson’s recommendation for three events to be scheduled in 2023. **Action:** Clerk.

Defibrillator

(138) Council noted:

- (i) CU Medical, manufacturer of the iPad SP1 defibrillator, had issued a recall notice to allow a fix to be applied to correct a software error that could have resulted in an overstated battery charge reading;
- (ii) The unit had been collected on 4th August and returned a week later;
- (iii) A replacement unit had been provided to ensure continuity of support; and
- (iv) No costs had been incurred.

9. Formalities

Police Report

(139) Council noted the crime report provided by Surrey Police had advised four incidents recorded in Buckland between 11th July 2022 and 12th September 2022 : three incidents of trespass at Tapwood Quarry (a site still under the management of Hanson), one concern for safety at Park Lake (unauthorised swimming), one driving incident, one suspicious circumstances, one domestic crime and one accidental fire (incorrectly recorded as arson i.e. a crime).

(140) Council **resolved** to record its concern at the apparent lack of police response to the three incidents of trespass given the significant risk of drowning. **Action:** Clerk to raise with Surrey Police.

(141) Council noted:

- (i) the views expressed by the residents who attended the grass fire were that it caught light accidentally, and that Council does not believe any of those residents encountered the police at the time;
- (ii) the Fire Service had been quick to respond (called by one resident) and extinguish the main fire – this fire had been moving towards the A25 and the petrol station, driven by a breeze;
- (iii) isolated small areas starting to burn had been put out by residents;
- (iv) the Estate, (prompted by a call by a second resident), had arranged for the farmer to collect and bale the straw;
- (v) when the police contacted the Estate Office, shortly after the fire had been extinguished, the mention of arson was challenged.

(142) Council **resolved** to challenge the recording of this incident as a crime. **Action:** Clerk.

Option to opt out of the SAAA central external auditor appointment arrangements

(143) Council noted:

- (i) Under the Local Audit (Smaller Authorities) Regulations 2015, the Smaller Authorities Audit Appoint (SAAA) is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms
- (ii) The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022.
- (iii) During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor.

(144) Council **resolved** to remain opted-in (the default option) until 2026-27. No action required.

Civility and Respect

- (145) Council noted receipt of guidance issued by both NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks) encouraging all parish and town councils to:
- (i) put civility and respect at the top of the agenda and start a culture change for the local council sector;
 - (ii) to sign up to a Civility and Respect Pledge.
- (146) Council, having duly considered the draft Dignity at Work Policy, **resolved** to adopt this new policy to replace the Statement on Bullying and Harassment with immediate effect.
- (147) Council **resolved** to record a vote of thanks to Cllr Jones and the Clerk for the time and effort they have both invested in this topic and to Cllr Jones for the time she invests in representing parish councils on the Mole Valley Standards Committee.
- (148) Council **resolved** to support the Civility and Respect initiative, which means:
- (i) Council agreed to treat Cllrs, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles;
 - (ii) Council has:
 - (a) put in place a training programme for Cllrs and staff;
 - (b) signed up to the Code of Conduct for councillors; and
 - (c) good governance arrangements in place including staff contracts and a dignity at work policy;
 - (iii) Council will:
 - (a) seek professional help at the early stages should civility and respect issues arise;
 - (b) commit to calling out bullying and harassment as and when it happens;
 - (c) continue to learn from best practices in the sector; and
 - (d) support the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Actions: Clerk to update the policies section on the village website and to add Civility and Respect to the list of training to be undertaken by new Cllrs. All Cllrs to review the list of training currently on offer and to liaise with the Clerk should they wish to attend any of the training modules.

- (149) Council **resolved** to approve payment of £30 (including £5 Vat) to Surrey ALC to allow Cllr Jones to attend the AGM and Conference on Friday 30th September 2022 at Shalford Village Hall. **Action:** Clerk to arrange payment on receipt of an appropriate invoice.
- (150) Council noted the:
- (i) Local Government Boundary Commission for England (LGBCE) had published final recommendations for a new warding pattern for Mole Valley District Council;
 - (ii) Former wards of “Brockham, Betchworth and Buckland” and “Boxhill and Headley” are to be merged to form one 3 councillor ward; and
 - (iii) The name of the new ward will be “Brockham, Betchworth, Buckland, Boxhill and Headley”.
- (151) Council noted Cllr Bourke had circulated an update following his attendance at a briefing from SCC Leader Tim Oliver on County Deals at MVDC Pippbrook on Wednesday 13th July 2022. No action required at this time.

- (152) Council noted Cllrs Husband, Jones, Horden, Pryor and Cox had accepted invitations to attend the formal opening of Poland Meadows on Thursday 29th September 2022 and that details of the Open Event scheduled for 1st October 2022 (postponed from Saturday 10th September 2022) had been promoted via the village email group and posted to the event calendar on the village website.
- (153) Council noted the Clerk had accepted an invitation issued by the Chairman of Mole Valley, Councillor Paul Potter, to attend the Civic Service at Christ Church, Brockham on Sunday 25th September and that apologies had been submitted by Cllrs Husband and Jones (Chair and Vice Chair).
- (154) Council noted that updates issued by the NALC, Surrey ALC, SCC, MVDC, Surrey Hills Society, GACC, Gatwick Airport, SES Water, Thames Water (received via Surrey Wildlife Trust) and the Surrey Police Chief Constable had been circulated to Cllrs and key information published within Parish Updates.

10. Finance and Risk Management

- (155) Council noted financial schedules circulated in advance of the meeting had included a year-to-date cash book and analysis versus budget and bank reconciliation.

Account Payments and Receipts

- (156) Council noted a grant of £974.40 had been paid to the Village Webmaster, in accordance with minute 2022/23:95.
- (157) Council **resolved** to approve the following payments:
- (i) Society of Local Council Clerks £144.00, Annual Membership renewal;
 - (ii) Design Lynx £68.40 including 11.40 Vat, Website design changes to comply with the protocol for National Mourning;
 - (iii) G Burley & Sons Ltd £156.52 including £26.08 Vat, Grass cutting during July (0) and August (1) plus 1 hedge cut;
 - (iv) HMRC £82.43, PAYE liability re: August salary;
 - (v) HMRC £82.63, PAYE liability re: September salary;
 - (vi) Pixham Business Supplies £38.23 including £6.37 Vat, Toner cartridges.
- (158) Council noted that £9,845.28, comprising the second instalment of 2022/23 precept (£8,252.28), concurrent grant (£1,149.00) and council tax support grant (£444.00) had been received into the Parish Council bank account since 11th July 2022.
- (159) Council **resolved** to open an instant access savings account with Unity Bank and manage the account via internet banking on the same terms as apply to the current account.
Action: Clerk.

11. Forthcoming Meetings

- (160) The Parish Council will next meet on Monday 14th November 2022 in the Reading Room.
- (161) Parish Council meetings are subsequently scheduled to be held in the Reading Room on the following dates:
- 2023: 9th January, 13th March, 22nd May, 10th July, 11th September, 13th November;
 - 2024: 8th January, 11th March.
- (162) The 2023 Annual Parish Meeting will be held at 8pm on Monday 6th March 2023 in the Reading Room.
- (163) Cllrs Cox and Jones will attend a MVDC led training session on the recently adopted Code of Conduct at 6.30pm on Thursday 6th October 2022.

There being no other business the meeting closed at 7.25p.m.

Sheena Boyce, Clerk

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