

MINUTES OF MEETING

The Annual Meeting of Ockley Parish Council was held remotely via Zoom on Tuesday 4 May 2021 after the Annual Assembly.

The meeting was not recorded and OPC could not guarantee that data is held in the EU.

Councillors present

Mr D Thomas Chairman
Ms A Barclay
Mrs L Hogarth
Mr J Lee-Steere
Ms J Page
Mrs L Fletcher Clerk

Also present Clerk Mickleham PC

Apologies had been received from Mr B Thorne (away from home/no reception)

Declarations of interest:

JL-S Jayes Park Estate (*JPE)
 Treasurer and Trustee Ockley Housing Association
 Church Warden of St Margaret's and Trustee Ockley School buildings

1. Election of Chairman and Vice Chairman

It was proposed by LH and seconded by AB that Dick Thomas be re-elected as Chairman. All councillors present were in favour of this proposal. DT stated that he had been elected Chairman January 2020. He would only continue as Chairman for a total of three years (if re-election continued). A Declaration of Acceptance of Office form would be signed.

It was proposed by DT and seconded by AB that Jo Page be elected as Vice Chairman. All councillors present were in favour of this proposal.

2. Election of members of Admin/Planning Committee

Membership noted as LH, JP, SFigg with Clerk in attendance.

DT reported that following written communications sent to SF he had spoken to him by 'phone. SF had informed him that he was still unable to attend meetings. This was likely to continue so he would stand down as a parish councillor. Councillors expressed regret to hear this news.

It was agreed that membership to be LH, JP, AB with Clerk in attendance. All councillors can be invited to attend meetings. Meetings to be held during the year if required.

Representative for Surrey ALC to be left open.

3. Minutes of parish council meeting held on 1 March 2021

It was proposed by AB and seconded by DT that these be signed as correct.

4. Updates on minutes

posts on The Green - B Thorne had reported that incorrect posts had been sent out for delivery. Correct, re-delivery was being awaited.

safety on bend at Heathfield Cottages - AB stated that she had not heard from Village Greens. Councillor H Clack had sent through information. AB and HC due to hold site meeting.

*JPE licences - JL-S noted that these had been prepared and would be sent to the Clerk.

motorhome - this had been seen parked in the village occasionally, but not thought to be overnight.

*JPE responsibilities on The Green - JL-S reported that horse riding on the Green is limited to the BW158 which joins the Village Green after crossing the bridge by Weavers Pond, follows the track and ends when it meets the A29.

Information sent to OCC was to be clarified then matters could be moved forwards.

5. Correspondence

diary dates

8 May 2021 Cycling event - Surrey Classic Sportive

13 May 2021 GACC AGM - online

SCC - lower speed limits in rural areas across the south of Surrey

Funds from Surrey Police and the Road Safety Trust to be used to implement/evaluate lower speed limits in rural areas across the south of Surrey. Successful speed management will support the SCC's goals of improving road safety, support active travel and reduce air and noise pollution on the rural roads.

AB drew councillors' attention to a speed app currently being used by a local parish council. Clerk to follow up.

Dorking Climate Emergency (DCE)

It was noted that the group aimed to help those who wanted to do something about the climate crisis and its impact. DT stated it appeared that Ockley currently had quite a high carbon footprint. Suggestions that listed buildings (heating), limited public transport, speed of traffic would all affect this result.

MV Standards Committee Parish Council Representatives

Councillors gave their support to the re-nomination of the two representatives currently on the Standards Committee.

The Pensions Regulator

It was noted that a re-declaration of compliance had been submitted with a date of 5 April 2021.

6. Finance

a) payment of accounts

It was proposed by LH and seconded by JP that the following accounts be paid:

Surrey ALC Limited	
annual subscription to Surrey ALC and NALC	£295.81
S P Cooke	
year end internal audit	£220.00

Viking ink cartridges	£66.43
Mrs L Fletcher Clerk's salary and Admin costs	TBA
HMRC tax and NI on Clerk's salary	TBA
S Dean-Webster litter pick February and March 2021	£60.00
ig design domain name renewal to 16may2022	£20.14

b) internal audit report

The year end audit had been carried out on 23 April 2021 and the report circulated to councillors. The auditor had noted:

Having inspected the books and records of Ockley Parish Council I conclude that they represent a true and fair view of the organisation as at 31 March 2021.

c) approval of accounts year end 31 March 2021

All documents relating to this section had been circulated to councillors:

Annual Governance and Accountability Return 2020/21 Part 2

Bank Reconciliation

Explanation of variances

Receipts and Payments

Supporting Statement to Receipts and Payments

Asset Register

Scott's Well information

Budget calculations/periodic reconciliations

It was agreed by councillors that the Certificate of Exemption would be signed as Ockley Parish Council met the criteria for 2020/21 and wishes to be an exempt authority, not subject to the limited assurance review for that year. The Exemption Certificate would be published and a copy e-mailed to PKF Littlejohn.

Various documents as outlined on the AGAR Part 2 form would be published on the parish council website by the deadline date.

i) approve Annual Governance Statement 2020/21 (AGAR section 1)

It was noted that this section must be approved before Section 2.

It was agreed that 'yes' be answered to all of the statements.

It would be signed by the Chairman and Clerk.

ii) approve Accounting Statements 2020/21 (AGAR section 2)

This had been completed by the Responsible Financial Officer and signed on 19 April 2021. Councillors approved the accounts and confirmed that the Chairman could sign Section 2.

iii) Certificate of Exemption AGAR 2020/21 Part 2

Councillors gave their approval that the Certificate of Exemption be signed by the RFO and Chairman.

iv) Annual Internal Audit Report 2020/21

The Report had been completed and signed on 23 April 2021.

d) online banking

The Clerk reported that it would appear that online payments can now be made / account information was available to see online. She had letters etc to pass on to other signatories on the account who had access to online banking. Cheques would continue to be used where possible giving the 'wet' two signature authorisation. Financial Regulations would be amended and circulated for approval before the July meeting.

e) Osborne Landscapes - quote for entrance to play area

The entrance to the play area had been muddy during a period in the winter months when work had been carried out on the oak tree in the village hall car park / overlooking the play area. A quote had been received to lay 5 sq m of easy pave (made using recycled plastic), filled in with soil and seeded with grass seed. Price £1084.80. It was agreed that this appeared an expensive way to remedy the situation and a cheaper alternative solution be found.

7. Planning matters

Planning lists received since the March meeting

Councillors had been informed of the following planning matters and had had no comments to make on any of the circulated information.

Applications - list dates

12 March 2021

MO/2020/2045/PLA

Elderslie Farm, Friday Street, Ockley RH5 5TE

Extension and conversion of buildings to provide 1 no dwelling including basement with detached office, garden building and garage all with associated hardstanding and landscaping.

16 April 2021

MO/2021/0296/PCL

Vann Croft (demol), Friday Street, Ockley RH5 5TE

Certificate of Lawfulness for a proposed use / development in respect of the stationing of a caravan / mobile home.

MO/2021/0412/DEA

*JPE

Puttocks Farm, Stane Street, Ockley RH5 5LY

Prior notification for the erection of an agricultural barn of 55 metres x 18 metres for the storage of hay.

Ockley, within 20 m of Abinger parish

Decisions - list dates

5 March 2021

MO/2021/0087/DEA

Vann Farm, Vann Farm Road, Ockley RH5 5TF

Prior notification for the erection of an agricultural barn of 17 metres x 9 metres for the storage of hay and agricultural plant and machinery

prior approval not required

9 April 2021

MO/2020/2410/PLAH

2 Kennel Cottages, Ruckmans Lane, Okewood Hill RH5 5NE

Erection of single storey rear and side extension following demolition of existing single storey kitchen, bathroom and log store

approved with conditions

16 April 2021

MO/2020/2353/PLAH

Woolverstone Cottage, Stane Street, Ockley RH5 5ST

Erection of a rear single storey rear extension following demolition of existing conservatory

approved with conditions

23 April 2021

MO/2020/2363/PLAH

Little Bookers, The Green, Ockley RH5 5TR

Erection of a two storey side extension following removal of existing single storey side element

approved with conditions

concerns regarding camping at Vann Farm

Concerns had been raised by parishioners in the vicinity of Vann Farm regarding work being carried out at Vann Farm / tents pitched in a field / website advertising camping at the farm. It appeared that no planning application had been submitted for any such activity at the farm. The Clerk reported that the Planning Department at MVDC, Environmental Health and Licensing at MVDC and the MVDC Councillor had all been made aware of the concerns regarding a campsite. After discussion it was agreed that a letter be written to the owners of Vann Farm asking for a meeting with them to discuss the situation. DT to draft letter and circulate to councillors before sending.

concerns about building activity in Birches Wood, Weare Street

Concerns had also been raised by a parishioner in the vicinity of Weare Street regarding building activity in Birches Wood. A planning application had been dealt with five years ago. DT had recently walked past the site and circulated a photo to councillors. The Clerk had sent the parishioner details of the MV website where concerns could be raised. Councillors agreed that the parish council would not send further information to MV.

Major developments:

Friday Street - Village Foundations

DT reported that a Zoom meeting had been held with VF on 20 April 2021.

Their planning application had not yet been processed by MV and put on the planning lists.

Issues discussed:

- changes to mix of housing

- lack of car parking spaces showing on plans
- concerns regarding traffic speeding on A29. Suggested joint approach by VF and Elderslie developers to SCC to discuss
- affordable housing - no contact made with Ockley Housing Association

JL-S reported that contact had now been made between VF and OHA (details of OHA had not been on the MV website as they had not worked together for some time). A meeting was to be held on 12 May 2021 (VF/OHA).

development behind house at Elderslie

DT reported that nothing further had been heard from Carter Jonas since the Zoom meeting held on 30 March 2021. Their plans were not as advanced as VF, nothing as yet had been submitted to MV.

Coles Lane development

DT reported that an appeal had been lodged with MV Planning Department.

No further details had yet been made available but documents had been put on the MV website with the planning application. A key point appeared to be the crossing of the A24 with thoughts for a reduction of speed / narrowing of the A24 road by Coles Lane.

Jayes Park Estate *JPE

JL-S reported that JPE and their agents were progressing the proposed schemes for the site behind the Village Hall and adjacent the sewage works by Cricketers Close. JPE would re-engage with MV regarding a planning application for a site at the Village Hall.

8. Footpaths in the parish some *JPE

DT stated that as of 4 May he felt that no actual progress had been made.

DT and JL-S had identified places where kissing gates could be installed (2 were stiles that were difficult to climb over).

On 5 May DT and JL-S to meet up with SCC Countryside Access Team to look at bridge in The Birches and other issues will be pointed out. DT had sent copy of survey and map to CAT. Hopefully at the meeting plans can be made to extend work on two stiles to ten stiles that need attention/replacement. This would link in to Item 11 on the agenda. As yet DT had not done anything regarding application for funding. Business sponsorship may also be a possibility. DT commented that he now felt more confident that this was now 'work in progress'. However it was felt that there was a need for more signage. Visitors to the area were often not clear about where the footpaths / bridleways were and ended up trespassing on private land.

9. Crime

Police statistics 1 March to 4 May 2021

14 incidents had been reported to the police over the period.

It was noted that these incidents gave a snapshot of what was going on in the community.

10. Social matters

AB reported that as lockdown restrictions were easing there had been very few recent requests for assistance. Some friendship visits were continuing. A fuller discussion on Covid19/assistance/notices etc would take place at the July meeting.

11. SCC Your Fund

DT stated that there were three potential projects for the village: footpaths, St Margaret's church and the village hall. JP commented that the VH committee had not met since lockdown.

12. Future MV: Ockley NDP

DT reported that the next draft of Future MV was due out in June. Currently the Ockley NDP was on hold pending this draft. However DT thought that a meeting of the Ockley NDP team could be held July/August when the survey could be discussed. JP stated that there was not much to finalise with the survey.

13. 2021 meetings

Information had been sent through from NALC/Surrey ALC stating that all councils must return to holding physical meetings as from 7 May 2021. This had been a judgement in the High Court. Councillors agreed that it would still be useful to be able to hold 'information only' meetings remotely, not least to save visitors travelling distances to meetings. It was agreed to renew the Zoom subscription when the current one expired.

14. Updates regarding following:

Ockley School buildings

JL-S reported that a meeting had recently been held with representatives from the Diocese, Capel Vicar and himself. Ideas regarding uses for the buildings had been reviewed. The Diocese would support the idea of an Ockley Community Centre (rent would have to be paid to the Diocese) as well as the re-housed Parish Office (agreement in place that no rent to be paid to the Diocese). Therefore, the Diocese suggested a Community Centre might become more financially viable if it worked alongside another use which could fund the site (such as a Special Educational Needs School). Any proposal for a Community Centre would require a business plan and financial projections to show how the buildings could be maintained. The PCC are to meet to discuss ideas for the site and these would be fed back to the Parish Council. It was noted that the Trustees of the site only own it / have responsibility for it if it is being used for educational purposes. If this ceased then the Diocese are likely to want to take over the ownership (via a Section 554 agreement). The Diocese had stated that for any use to be successful then it would need the support of the community.

JP stated that support would be identified through questions in the questionnaire to be sent out later in the year. Possibly the Diocese could feed into the questions. DT said that if the buildings were to be used for a Special Educational Needs school then there would be little room for any other use. However a parish office would not need a significant amount of space. The Diocese would want to know where income was generated.

JL-S stated that the representatives from the Diocese could join the PC meeting in July so that up to date ideas / issues could be discussed. It was noted that if a community use was not found for the buildings then the Diocese would seek alternative options for the site. In the meantime JL-S to keep councillors up to date with any news from the Diocese.

Cricketers Arms

*JPE

JL-S reported that the landlord at the pub was retiring; JPE would have the pub back in a few weeks time. JPE would try to find a continuing viable use for the pub. Queries were raised as to whether it would continue as a pub / could it be used for a community business. JL-S to keep councillors updated.

Post Office service / Pavilion Café

The Clerk reported that as lockdown restrictions were beginning to ease then there may be changes regarding the day that the PO opens at the pavilion. Enquiries have been made as to whether the Pavilion Café will be re-opening. Councillors will be updated when any plans are confirmed.

15. Date of next meeting Monday 5 July 2021

Clerk to obtain necessary paperwork from MV regarding advertising a Casual Vacancy.
The Chairman closed the meeting at 8.50 pm.