

MINUTES OF MEETING

A meeting of Ockley Parish Council was held remotely via Zoom on Monday 2 November 2020 at 7.30 pm.

Those present were informed that the meeting was not being recorded and that OPC could not guarantee that their data is held in the EU.

Councillors present

Mr D Thomas	Chairman
Ms A Barclay	entered during discussions on School Buildings and Church
Mrs L Hogarth	
Mr J Lee-Steere	
Ms J Page	
Mrs L Fletcher	Clerk

No apologies had been received

Also present:

SCC/MVDCouncillor H Clack entered during discussions on School Buildings and Church

Rev Liz Richardson, Vicar of Capel and Ockley (VIC)

Representative from The Diocese (DIOC)

Declarations of interest:

JL-S Jays Park Estate *JPE

Update on School Buildings and St Margaret's Church

School Buildings - VIC, DIOC

VIC informed those present that the Trustees were still waiting to hear from SCC regarding them taking on the site for a Special Educational Needs School. The Trustees had been contacted by another SEN provider before Lockdown and were due to show them around the site but had heard nothing more from them. An approach had also been made from a Nursery but that also had gone no further forward. The Trustees would like to keep the site as an educational establishment. If a proposal was received regarding an alternative use for the site (ie village community centre) then an application would have to be made to widen the narrow objectives of the Trust Deed (go to a Section 554). It may be that The Diocese would take over and lease out the buildings to someone in the village. The Diocese are keen to find a solution with which the village would be happy. Although housing supply in the area is due to be increased it would not necessarily mean that the buildings would be re-opened as a school. The Trustees are looking after the property and renting out the School House to generate some income.

DT stated that a Special Needs School would not be related to the village. A meeting had been held with a person putting forward ideas regarding community use / small commercial enterprises. However this would need a team to put a plan together and take it forward. He noted that the church buildings could also be used as a community centre. The Future MV Plan highlights that more housing will be built in the village as well as in the immediate area.

DIOC noted that older buildings are costly to repair. Sufficient income would be required to cover buildings expenditure. As a charity the buildings would have to be leased at a

commercial rate (grounds belonging to SCC). It was not the intention to sell off the site for housing. There would have to be a high number of houses built in the village for the school to re-open.

VIC stated that a further meeting would be held with The Trustees and The Diocese after Christmas to look at the next steps. DIOC noted that SCC would be asked to give a decision as to whether they would use the buildings.

DIOC left the meeting.

St Margaret's Church

VIC outlined implications following change of church parish boundaries:

- Ockley had been in parish with Forest Green and Okewood Hill
- Capel and Ockley now one parish with Vicar on full stipend
- Following re-organisation Ockley had lost some of the people who donated funds to the other two churches (now in parish of Ewhurst)
- There were only 36 people on the church electoral roll at St Margaret's
- The parish was struggling to manage to fund the Parish Share for St Margaret's
- Parish Share is £71,000 per year for Capel and Ockley, (60/40 split)
- Rural churches are being hit hard
- Capel is currently supporting Ockley but can't continue to do so
- Lockdown also having effect on funds - may not be able to pay Parish Share next year meaning may not be able to have a FT vicar.
- St Margaret's may become a 'Festival church' open only at Christmas, Easter, weddings

A campaign was launched to let the church electoral roll know of the issues, asking people to give funds by direct debit rather than when attending a service. If people gave funds on a regular basis then that would improve matters. An article was also put in the parish magazine. A leaflet sent out from both churches got no response from Ockley. Villagers may not be aware that the church is more than a service on Sunday - helping with Pavilion cafe, toddler group, youth group etc. The Friends of St Margaret's have recently initiated building works but funds for these works are separate to funds for every day running costs.

LH suggested using social media to advise parishioners as to what the church does in the community. People see a beautiful building but don't know what's going on. AB stated that Ockley FB page could share posts.

It was noted that a recent newspaper article highlighted that the CofE would have to remodel. It was no longer possible for every parish to have a FT vicar - some vicars now look after ten churches

Reverse Advent Calendar

This initiative involved people filling up boxes with everyday items during November. The boxes would then be distributed to those in need for use in December. AB had posted details on the FB page but did not know how many people would be filling up boxes. She would remind people about the initiative half way through the month. VIC stated that this was a fantastic idea. There were many needy families in the area. After discussions it was agreed that any filled boxes would be donated to the Dorking Foodbank where they would be welcomed.

VIC left the meeting.

SCC launches £100,000,000 Capital Fund

HC stated that she would like to arrange a meeting to do a presentation to MV parishes regarding this new fund. She would like the rural areas to take advantage of grants, some of which may need match funding. This could be an opportunity for upgrading current facilities in the villages, as well as installing measures to help people access the countryside to keep fit (kissing gates replacing stiles). Funding could not be used on Highways matters. It may be that parishes join together as a group for something that could be of benefit to all. A joint meeting for all the parishes would enable ideas to be shared.

Surrey County Councillor

HC informed councillors that she had been selected to stand again as the SCC candidate. It would be difficult to campaign - she will start to use digital means of communication. She stated that the MV MP Sir Paul Beresford sends out regular updates by e-mail. She would forward them on.

HC left the meeting.

1. Minutes of parish council meeting held 7 September 2020

It was proposed by Mr J Lee-Steere and seconded by Mr D Thomas that these be signed as correct.

2. Updates on minutes

Post Office service in Ockley

The Outreach service at the pavilion had re-opened on 6 October 2020. Parishioners had been informed via notice board, parish magazine, Facebook.

Land on Standon Lane, Ockley (parish of Abinger)

Councillors had been informed in September that Abinger PC had reported that there was a large mobile home with awning in the field and an electric car charging point near the field access. Nothing further had been heard since then.

Jayes Park licences: car park, play area and motorhome

*JPE

Nothing further had been heard regarding these items.

3. Correspondence

diary dates

Friday 13 November 2020

Surrey Hills Community Forum

Wednesday 25 November 2020

Surrey Hills Symposium 2020

Ministry of Housing, Communities and Local Government

OPC had commented on the August 2020 paper on 'Changes to the Current Planning System'. MVDC had also responded and parishes had been sent a copy of the response with comments.

SCC - concerns about the safety of the bend on Coles Lane at Heathfield Cottages and the farm shop

Concerns had been sent to SCC by parishioners regarding the above. OPC had also reported concerns. SCC had carried out an assessment of the existing signs but stated that with limited funding additional road signs could not be provided in the area. Following discussions it was agreed:

- a response be sent to SCC stating that OPC was not satisfied with the SCC response and asking about the cost of additional signage
- all councillors could report the issue through the SCC online reporting system
- Village Greens / owners be approached regarding additional signs, reporting of accidents (however minor), cutting back of vegetation by car park and current signs. AB to discuss with Village Greens.

Planning applications

OPC had sent a letter expressing concerns about the Oakdale Farm planning application. It was noted that the application had not been put on the agenda for the MV Development Committee meeting to be held later in the week.

Also noted that a further application had been made for Six Oaks Field and that Abinger PC had sent comments to MV.

SALC Ltd AGM

DT reported that as the OPC representative he had been unable to attend the meeting held in October. He asked that another councillor be appointed. AB to become representative.

SCC launch capital fund

Already discussed with HC.

SCC consultation on admission arrangements for Surrey's community and voluntary controlled schools for 2022

Contents noted - no response to be sent.

NALC/SSALC - Committee on Standards in Public Life

DT stated that OPC should be involved with this consultation and a joint response submitted (by 4 December 2020).

4. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

18 September 2020

MO/2020/1520/PLA

Six Oaks Field, Stane Street, Ockley RH5 5QR

Erection of a field barn and stock fencing

nb: Abinger/Ockley parish

25 September 2020

MO/2020/1562/PCL

8 Paynes Green Cottages, Weare Street, Ockley RH5 5NH

Certificate of Lawfulness for a proposed development in respect of the erection of a loft conversion with 3 no rear dormer windows and 3 no roof light to front

23 October 2020

MO/2020/1547/PLA

Lake House, Vann Lake Road, Ockley RH5 5NS

Construction of equestrian sand school (manege) for private use only

MO/2020/1643/PLA

Ells Farm, Dorking Road, Kingsfold RH12 3SD

Change of use from meat processing, air drying and parking/loading to use as luxury Bed and Breakfast facility with 2 no bedrooms, 2 no bathrooms, guest lounge and leisure area

nb: Capel/Ockley parish - within 20 m of Capel parish / within 20 m of Ockley parish

30 October 2020

MO/2020/1819/ECL

Kings Chase, Weare Street, Ockley RH5 5JA

Certificate of Lawfulness for an existing development in respect of the conversion of a detached garage to form a residential annex

Planning decisions - list dates

11 September 2020

MO/2020/1180/PLA

*JPE

Jayes Park Courtyard, Forest Green Road, Ockley

Widening of the existing vehicular access

approved with conditions

9 October 2020

MO/2020/0667/OUTMAJ

Land south of Coles Lane, Ockley RH5 5HW

Outline planning permission for a residential scheme of up to 60 dwellings, with associated landscaping, amenity space, sustainable urban drainage system (SuDS) and associated works.

All matters reserved except for access.

refused

DT stated that he understood that a planning appeal would be submitted regarding the refusal.

Rallywood (application refused 28 August 2020)

*JPE

The Chairman reported that he had received e-mails / discussed concerns with a parishioner regarding the most recent planning application / decision for Rallywood, The Green. He had consulted with an officer from MVDC regarding the concerns. It was noted that no formal communication had been made directly with the parish council. Councillors agreed that no action could be taken unless the parish council received a formal communication from the parishioner.

5. Finance

a) payment of accounts

It was proposed by Mrs L Hogarth and seconded by Ms A Barclay that the following accounts be paid:

already paid but not yet authorised:

Wel Medical Ltd
defibrillator pads

£86.22

yet to be paid:

ig design
website and pdf documents changes

£20.00

NALC	
LH - Health and Wellbeing Event	£38.93
Mrs L Fletcher	
salary and Admin costs	TBA
HMRC	
tax / NI Clerk's salary	TBA

to note

- thanks received from St Margaret's church for donation authorised at September meeting.
- despite there being no cricket being played on The Green this year (COVID-19 pandemic) OCC had paid £545 to have bins emptied due to additional visitors to the village.

b) CIL report (Community Infrastructure Levy)

The report for year end 31 March 2020 had been prepared; a copy sent to MVDC and parish councillors. The report would be published on the parish council website.

It was agreed that the funds would be put towards the expenditure on the toddler swings at the play area. Parishioners would be informed that the funds were to be used to support the children of the village by updating the equipment at the play area.

c) online banking report

The Clerk reported that not all MV or parishes in Surrey banked online. She would contact NatWest once again regarding issues highlighted before regarding logins if personal and business accounts held with NatWest.

d) verify bank statements to budget spreadsheet

The budget spreadsheet had been circulated.

DT to check and sign figures on the bank statements and spreadsheet as evidence of verification.

e) update on quote for posts on The Green (circulated)

It was noted that additional quotes obtained had been difficult to compare to the original quote. Councillors agreed that the original quote for 100 posts be accepted. Clerk to place official order, BT to be asked to organise delivery / put around The Green where needed. nb COVID-19 guidelines to be followed when putting around The Green.

f) precept discussions to be held at January meeting

The Clerk asked that councillors submit any ideas for expenditure for the year 1 April 2021 to 31 March 2022 as soon as possible for inclusion in budget preparation.

g) asset checks

An updated check list had been circulated and noted by councillors. Checks to be carried out as itemised.

6. Ockley NDP

Councillors agreed that matters could currently not be taken forward (second lockdown due to start on 5 November 2020). JP had done a considerable amount of work on the questionnaire but again, this would not be taken any further forward at the moment. The Clerk was to inform the members of the 'new' team.

7. Footpaths in Ockley

The SCC Rights of Way and Countryside Access annual report had been circulated to councillors. HC had sent through an e-mail stating that she was in support of keeping footpaths open and encouraging accessibility by replacing old and broken stiles with kissing gates and grants to cut back overgrown paths. DT stated that he was proposing to do a survey of stiles, signs and condition of footpaths in the parish. He had a standard form for logging information. It was agreed that members of the community may be able to help with this survey by providing information. It would also be of use to JPE. JL-S informed councillors that JPE had increasing issues regarding visitors to the countryside who did not use the Country Code (shutting gates, keeping to footpaths etc).

DPO comments re. Zoom Privacy Shield were brought to the attention of councillors before LH left the meeting.

8. Renewal of Toddler swings at play area

Three quotes had been obtained for these swings. Information had been circulated to councillors. It was agreed to accept the quote from Hags which was the most favourable quote. It was noted that the new swing would fit in the existing barked area. The Clerk would send an official order to Hags.

9. Crime

Police statistics 7 September to 2 November 2020

There had been two crime reports and nine incident types.

10. Social matters

Reverse Advent Calendar - this item had been discussed at the beginning of the meeting.

11. GDPR

ICO Registration - the clerk informed councillors that the cheque authorised at the July meeting (Information Commissioner - data protection fee renewal £40) had not been presented to the bank. OPC was currently not registered. The Clerk had made the Data Protection Officer aware of the matter. The Clerk had spoken to the ICO. A note was made that payment had been sent. The Clerk was informed that matters at ICO were taking longer than usual due to the COVID-19 pandemic.

Using Zoom: Privacy shield - the DPO had circulated details regarding making a change to move the data centre away from the US. The Clerk had been unable to do this with the OPC Zoom subscription. The DPO advised that Zoom should not be used. However if it is felt that Zoom has to be used then meetings must not be recorded and when people join a meeting they must be informed that OPC cannot guarantee that their data is held in the EU.

Training - the Clerk had circulated notes from a Data Protection webinar. Councillors were asked to advise the Clerk that they had noted the contents.

Cyber attack - it was noted the DPO would send a cyber security attack to any e-mail address associated with OPC. She could provide training.

OPC e-mail addresses - the Clerk suggested that she spoke to igdesign regarding set up of OPC e-mail addresses.

Forwarding information - it was noted that great care had to be taken when sending on information so that e-mail addresses / names are not shown if consent has not been obtained.

12. OPC meeting dates 2021

Following dates were confirmed:

4 January, 1 March, 10 May, 5 July, 6 September, 1 November.

13. Village Foundations: public consultation regarding new housing in Ockley

A presentation was to be made remotely on Monday 16 November 2020 at 7.30 pm regarding a proposed housing development of around 25 new homes on land adjacent to Stane Street.

Parishioners were invited to attend by requesting a link through OPC website.

14. Modus operandii of how OPC might have a discussion with JPE and Sports clubs regarding responsibilities of maintenance of The Green *JPE

The Chairman reported that concerns had recently been raised regarding responsibilities of maintenance of The Green: regarding the state of the tracks on The Green, purchase of posts, mowing. Public money was being used on matters not on public land.

It was agreed that a separate meeting be set up with OPC, JPE and the Sports Clubs to clarify matters. Agreement to be made as to who does what / who pays for what. It was further agreed that JPE would initiate discussion. It was noted that 'no parking' signs were to be put up following recent issues with parking when football matches were held on the Green.

15. Policies

Complaints Procedures and E-mail policies had been reviewed / circulated to councillors.

Date of review to be amended on policies and policies spreadsheet.

Financial Regulations and Risk Assessment to be reviewed for January 2021 meeting.

The Chairman closed the meeting at 10 pm.

Date of next meeting Monday 4 January 2021