

OCKLEY PARISH COUNCIL
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MINUTES OF MEETING

A meeting of Ockley Parish Council was held on Monday 3 November 2025 at 7 pm at Ockley Village Hall.

1. Councillors present

Mr J Wright	Chairman
Mr C Calvert	
Mr J Lee-Steere	
Mr B Thorne	
Mr G Swindle	co-opted at item 6
Mr V Trefry	co-opted at item 6
Mrs L Fletcher	Temporary Clerk

Mrs L-J Clarke had tendered her resignation after the July meeting.

Also present: Mrs H Clack, SCC Councillor
two members of the parish

Apologies: noted after the meeting – Mr A Magesh, MVDC Councillor

Noted: items are minuted as on the published agenda
but may not have been discussed in that order

The Chairman informed those present at the meeting of the recent death of Mrs R Relf who had been a parish councillor for a number of years. She had also contributed to village life in many other ways.

2. Declaration of interests and notification of changes to members' interests

JL-S	Jayes Park Estate	*JPE
	Treasurer and Committee Member Ockley Housing Association	
	Churchwarden of St Margaret's Church and Trustee Ockley School Building	
BT	Ockley Village Hall representative	
JW	Coles Lane	*JW

3. Public session (allocated time limit of 15 mins at the discretion of the Chairman)

The two members of the parish present had information / enquiries about agenda items 15, 18 so their contributions would be recorded under that item.

4. Approval of minutes of meeting held on 7 July 2025

Councillors agreed that these minutes could be signed as correct.

5. Resignation of Clerk / Recruitment process

It was noted that Mrs S Bell had tendered her resignation as from 2 October 2025. Mrs L Fletcher had taken over as Temporary Clerk. A recruitment process would be put in place.

6. Vacancies for parish councillors

The Chairman reported that two parishioners had expressed an interest in becoming parish councillors. These parishioners had provided some information regarding themselves / why they had an interest in joining the parish council. Current councillors agreed that they should be co-opted on to the parish council. A welcome was extended to Mr G Swindle and Mr V Trefry. They signed Declaration of Interests forms and completed Register of Interests Forms which would be submitted to MVDC to be posted on the website. The forms would also be put on the OPC website. There was still a vacancy for one further councillor.

7. Correspondence / diary dates

Local Government Reorganisation in Surrey

It was noted that Government had confirmed plans for reorganisation in Surrey. Two new unitary councils to replace the existing twelve councils in April 2027. Mole Valley would be included in the East Surrey unitary authority. Town and parish councils to remain intact under this reorganisation. HC provided further information on this subject.

Second runway at Gatwick Airport

Various communications regarding information / asking for donations had been received from GACC and CAGNE regarding this second runway. Peter Barclay from GACC was to speak at a meeting of Capel PC – how villages will be affected.

A24 Worthing to Horsham and Dorking Transport Improvements

A joint public engagement exercise was being undertaken by West Sussex County Council and SCC.

Surrey Hills AONB boundary signs

A sign south on the A29 has been removed. It is proposed that a new sign be located on the highways verge opposite Elderslie.

13 November 2025 Surrey ALC AGM and Conference at Cobham

17 November 2025 Capel PC meeting / GACC

8. Planning matters

The list dated from July to October 2025. It had been made available to councillors and on the OPC website. It is shown as an attached document after the end of the minutes. No major applications to report. Land south of Coles Lane applications to be discussed at item 14 on the agenda.

9. Finance

Accounts to be paid

The list of accounts already paid / to be paid also to be shown as an attached document after the end of the minutes.

Councillors approved payment of these accounts.

Verify bank statements to spreadsheets

JL-S checked documents from c/f at 1 April to 30 Sept 2025 and verified all figures as correct.

Audit of accounts 2024-25

PKF Littlejohn LLP had completed their review and sent through the following documents:

- Completion letter, Notice of Conclusion of Audit template, fee invoice
- Pdf of Sections 1 and 2 of the AGAR on which their report based
- Pdf of Section 3 of the AGAR which included 'interim' report already issued
- Pdf of Final External Auditor Report and Certificate

LF had carried out all the actions required to take at the conclusion of the Review. Information had been put on the OPC website and on the notice board at the end of School Lane. Councillors noted that there had been various issues raised by the auditor: documents not provided, documents not been signed/approved in accordance with regulations and a failure to approve the AGAR in time to publish by 1 July 2025.

10. Crime figures

List dated 1 July to 30 September had been made available to councillors. The Chairman highlighted various issues.

11. Ockley NDP

It was confirmed that J Garside was to continue as consultant and was to be paid from OPC funds. JG had stated that the first step to be taken in preparing the NDP was to involve the local community. This could be done by putting an article in WOOF magazine in order to generate interest locally. The village had to formally announce that a NDP was being prepared. CC to organise 'catch up' meeting with JG and councillors to discuss way forward – next steps to be taken. Documents already prepared / saved to be sent through to CC. Meetings for community involvement could be held on the same dates as OPC meetings. HC suggested referendum could be held on same May election date so information could be circulated in the same information pack / financial savings. HC stated that the MV Local Plan would continue to be valid after the new unitary authorities were set up. CIL funding was one of the reasons for doing a NDP; it was hoped that funding would still be made available to parish councils.

12. Admin matters

OPC mobile 'phone

JW stated that the 'phone was no longer active.

OPC FB page

JW commented that the page was in need of an update. An Ockley FB page had recently been put together by new people in the village: OPC could perhaps collaborate with them. JW to contact to discuss.

WOOF magazine

LF to submit article for next issue – welcoming new councillors / general update re. OPC. CC to submit article when status of NDP known / inviting parishioners to meeting.

13. School Buildings, School Lane

JL-S reported that further meetings had been held with The Diocese; minutes taken by Diocesan representative taking time to be circulated. JL-S continuing to monitor situation. JL-S suggested that OPC sent a letter to SCC (HC) stating that OPC was interested to support the acquisition of the SCC owned part of the school site. This would ensure the village could keep control of the site. HC would then ask SCC Legal Department if this was feasible. All councillors agreed with this suggestion – LF to send request through to HC.

14. Land south of Coles Lane

It was noted that work was being carried out on Coles Lane regarding construction of a footpath – Station Approach towards A24. JW stated that there were several issues regarding these works:

- footpath to be completed by 8 December in order to comply with planning: developers have to build footpath to station before development starts
- width of footpath being queried

- ownership of land (no consultation carried out) where work being carried out being queried – developers carrying on regardless – SCC wrote to developers to tell them to stop works but work carried on
- depth of dig of works – light / deep dig
- JL-S waiting for date to meet with Surrey Highways

JW also stated that notices had been put up regarding proposed closure of junction Coles Lane/Station Approach on 6/7 November. JW proposed any meeting regarding these issues should involve OPC, SCC Highways, HC and JL-S.

15. Kerbs – Stane Street

Parishioner noted that work on kerbs not yet been carried out. HC stated that photo evidence had been submitted to SCC Highways. JW to chase up matter.

16. Future of The Inn on the Green

It was noted that The Inn on the Green was currently closed.

JL-S stated that legal negotiations were being held with the existing tenants.

Query raised regarding registering building as ACV if it was put up for sale.

17. The Green maintenance

JL-S drawn up map/document outlining maintenance responsibilities held by various bodies in the village. BT commented that trees on verge need to have branches at bottom cut off so that tractor can get under to cut grass. CC advised that branches should not be cut back to the trunk – 1m of branch to be left. It was confirmed that no trees were to be cut down.

S Hopkins to be asked to quote for work to be carried out.

18. Randhawa Farm

Correspondence had been received from local people concerned about this area.

Flooding across road / entrance off A29 – it was noted that contractors were now working on this area. Parishioner stated that he had spoken to the contractors / taken photos. Blocked gulleys at Cathill Lane meant that water flowing down side of A29 to collapsed drain at entrance to Farm. Drain to be excavated/replaced; road may need to be dug up. Contractors may be there for up to a week. Traffic lights in place.

Concrete barriers – Environment Agency confirmed at end of July that barriers to remain in situ for further six months.

Field / Land behind barriers – noted that construction company registered at land for brief period of time, dissolved in August. However it would appear that there are people staying overnight on the site – only those looking after animals have permission to stay overnight. MVDC Enforcement are fully aware of the matter and going through the necessary legal processes to advance the matter. However it was agreed that no updates had been received by OPC over the recent months. LF to contact MVDC to ask for update on progress made by Enforcement.

19. Precept 2026-27, meeting of Scott's Well Trustees

It was noted that the Precept would be discussed/agreed at the January meeting of OPC so that the precept figure could be submitted to MVDC within the date requested (audit requirement that meeting f2f). LF to circulate information/costings to councillors prior to the meeting. A short Annual Meeting of SWT would also be held at the January meeting (audit requirement annual meeting to be held). JW to accompany LF on next inspection of building.

20. Meeting dates 2026

Dates agreed: 12 January, 2 March, 11 May, 6 July, 7 September, 2 November