

MINUTES OF MEETING

A meeting of Ockley Parish Council was held in the Village Hall on Monday 4 March 2019 at 8 pm.

Councillors present

Mr R Herbert Chairman
Mrs L Hogarth
Mr B Thorne
Mr S Figg
Mr G Lee-Steere
Mr D Thomas
Ms J Page
Mrs L Fletcher Clerk

Apologies had been received from MVDCouncillor V Michael.

Also present one parishioner who was welcomed to the meeting.

Declarations of interest:

RH Governor, Scott-Broadwood School
 Committee member, Ockley Cricket Club
GL-S Jayes Park Estate
 Member Capel and Ockley PCC
DT Treasurer, Ockley Housing Association

1. Minutes of last parish council meeting

Meeting 7 January 2019 - it was proposed by Mrs L Hogarth and seconded by Mr G Lee-Steere that these minutes be signed as correct.

Notes from Admin/Planning meeting, 4 February 2019 - it was proposed by Ms J Page and seconded by Mr D Thomas that these notes be signed as correct.

2. Matters arising

car park at Ockley station - GL-S had nothing to report regarding renewing planning permission for the car park.

ACV application - it had been noted that the decision regarding Ripley Cof E Primary School had been confirmed. The school had been registered as an ACV. A further letter had been sent to MVDC asking that the decision regarding Scott-Broadwood School (Ockley Base) be reviewed.

parish magazine - there had been a misunderstanding regarding payment of an invoice. A cheque had been prepared for payment but then cancelled as payment had been made through another source.

SCC consultation on changes to CRC service - an e-mail received from SCCouncillor H Clack had stated that closure of the Dorking and Cranleigh CRCs had been postponed until further evidence had been examined. A decision would be made later in the year.

3. Parish Council Elections 2 May 2019

Information regarding the elections had been put on the parish council website and notice board. An invitation to the meeting to find out about the work of the parish council had been included in the parish magazine. Information had been circulated from the 'Prospective Candidates Evening 2019' held at MVDC, Pippbrook. One parishioner was present who expressed an interest in becoming a parish councillor. The Clerk explained procedures regarding elections/newly appointed councillors. Training courses were available for councillors. Nomination packs were made available to those who were seeking election.

4. Correspondence

The following correspondence had been circulated to councillors:

- a) SCC - determination of Surrey's admission arrangements for community and voluntary controlled schools and co-ordinated schemes - 2020
- b) West Sussex CC - soft sand review of the WS joint minerals local plan: issues and options consultation (Regulation 18)
- c) St Catherine's Hospice - request for grant
- d) No incinerator 4 Horsham - information from Community Group
- e) Royal British Legion - asking people to 'Remember Together'
- f) Surrey Fire and Rescue Service - Making Surrey Safer plan for 2020-2023: launch of public consultation
- g) Police figures January to March 2019 - 5 crimes of note. Unable to provide incident report. It was noted that SelectaDNA kits were available free of charge. Clerk to check whether kit could be used on flagstones around Scott's Well building.
- h) E-mail from parishioner regarding: car park east side of The Green and memorial tree by pond.

car park east side of The Green (car park for The Inn on the Green)

The parishioner reported that the car park had been an eyesore for many years: piles of rubbish (recently cleared up by nearby parishioner), lorry drivers using it as an overnight stop, motorhome parked for a number of months. Councillors agreed that there were issues regarding the car park. GL-S to check on lease for The Inn on the Green and car park to confirm who was responsible for maintaining and managing the car park. A formal complaint would be sent to MVDC and SCC from the parish council highlighting the fact that people were staying in the car park where there were no facilities. Councillors/parishioners could also send individual complaints.

memorial tree by the pond

The parishioner had noted that the parish council were aware of the recent planting of the tree. However he was concerned that it was close to the touch line of the football pitch and that planting of one tree could set a precedent. GL-S noted that the tree was to have been planted nearer to the track by the pond in order to stop traffic driving across in front of the pond. The Clerk stated that those planting the tree had taken note but had not wanted to plant it too close to the pond.

Councillors noted that benches could be put on The Green in memory of people but they now had to replace benches that were in disrepair. It had been agreed that there would be no new places for benches.

The Clerk would inform the parishioner of the parish council's comments.

i) Local Council Award Scheme

The Clerk had circulated information regarding the scheme. It was agreed that this would be discussed at a future meeting.

5. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

18 January 2019

MO/2019/0027/PLA

1 and 2 Park Cottages, Beare Green Road, Ockley RH5 4PX

Erection of two storey side and rear extensions

15 February 2019

MO/2019/0212/PLAH

Dunleith, Weare Street, Ockley RH5 5JA

Retrospective application for the retention of a bridge in garden over ravine and stream

22 February 2019

MO/2019/0273/CAT

The Cottage, The Green, Ockley RH5 5TR

Tree works - remove one London Plane tree, remove one Sycamore tree to ground level, crown reduce and reshape one Lime tree by 3 metres including lateral growth by up to 2 metres.

1 March 2019

MO/2019/0281/PLA

Chenies, Woodland Drive, Ockley RH5 5HZ

Erection of 3 no. houses at side and rear

Planning decisions - list dates

8 February 2019

MO/2018/2008/CAT

Land opposite The Cricketers Arms (PH), Stane Street, Ockley RH5 5TP

Raise the crown on one oak tree to give 5.5 metre clearance from the road
no objection

6. NDP - to include Future MV, development in Ockley

The Chairman noted that a number of meetings had been held recently regarding the above:

- RH met with a Senior Director of The Prince's Foundation (as reported at the meeting held on 4 February 2019)
- RH, DT had met with G Davies at MVDC to discuss sites identified in Future MV; those to include / reject. MVDCouncillor V Michael had been present at the meeting. Parish councillors had been assured that Ockley's viewpoints would be taken into consideration. As this had been the case it had not been thought appropriate to join with other MV parish councils in writing to MV to raise concerns about some sites identified in the draft Future MV plan.

A further draft of Future MV for public consultation would be published at the end of June.

7. Community Led Housing

DT reported that little progress had been made regarding CLH. A meeting due to be held on 12 February 2019 had been postponed to 19 March 2019.

8. Parish magazine

GL-S stated that two issues had been published/delivered to date.

DT commented that the Ewhurst magazine had also to be delivered with the latest copy of the Ockley magazine. This could prove to be too onerous for some delivering the magazine.

Ockley magazine delivery six times a year; Ewhurst four times a year.

800 copies of the Ockley magazine had been printed which was well within budget.

9. Finance

payment of accounts

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

already paid - not yet authorised:

Viking ink cartridges	£43.15
Surrey County Playing Fields Association affiliation fee 2018/19	£10.00
Mark Osborne grounds maintenance 2018 (play area, Green)	£1975.00

yet to be paid:

Key Computers Ltd interim internal audit	£228.00
Zurich Municipal insurance premium 2019/20 LTA 1/5	£519.98
Ockley Village Hall hire of hall for meetings 2018/19	£118.00

Ockley Cricket Club hire pavilion - Post Office and meetings	£135.00
S Dean-Webster litter pick October to January	£127.50
Viking ink cartridges	£64.78
Helpdesq laptop encryption, backup	£137.53
Mrs L Fletcher salary and Admin costs	TBA
HMRC tax/NI Clerk's salary	TBA

The Clerk reported that alternative quotes had been obtained for insurance cover. These had been looked at by two councillors who had agreed to recommend that the quote from Zurich be accepted. This quote was for a long term agreement of five years. Councillors agreed to accept this recommendation.

DT verified and signed the reconciliation sheets: income/expenditure: bank statements.

internal audit report - circulated to councillors

The mid year internal audit had been carried out on 13 February 2019.

The auditor had noted:

In my opinion the books and records of Ockley Parish Council continue to give a true and fair view of their financial affairs.

10. General Data Protection Regulation

The Clerk reported that the laptop had been encrypted and remote back up set up.

Log in details were to be provided to two councillors.

An 'IT, Communications and Monitoring policy' would be circulated to councillors for approval at the next parish council meeting.

11. Play Area at village hall

renewal of edging

The Clerk had circulated the three quotes for renewal of edging around the barked areas in the play area. One of the quotes was for renewal of damaged areas only. The other two quotes were for renewal of all the edging. The Clerk was asked to contact one of the contractors who had quoted to renew all of the edging and ask that he adjust the quote for renewing the damaged edging only. Bark chippings would also have to be topped up.

removal of fence

The Diocese had contacted the Clerk to inform her that they could get rid of the fence panels that are leaning on the current fence but would be keeping the current fence as they do not have a budget to replace it at this time. It was noted that the current tenant at The Rectory had dogs. He had initially objected to the removal of the fence as this would mean his dogs could get out of The Rectory garden. Councillors stated that as dogs were not allowed in the

play area then a solution regarding this issue would have to be found. The Clerk would report these concerns to the Diocese.

12. Traffic issues on the A29

AB, 2020 Consultancy had responded to the points highlighted from the SCC/MV Local Committee meeting held in December 2018. The response had been circulated to councillors and then to SCCouncillor H Clack. She had suggested that A Bunce / SCC Highways Officers liaise directly in order to discuss / agree the traffic calming measures put forward for Ockley, some of which would not be too costly. The Clerk would contact AB to ask if he would be prepared to contact SCC Highways Officers on behalf of Ockley in order to take matters forward.

13. Policies/statutory documents

TOR Admin/Planning Committee

BT had reviewed the TOR and suggested minor amendments. These had been incorporated and circulated to councillors. The amended document was approved. The up to date spreadsheet showing policies/review dates had been circulated to councillors.

14. Any other business

Parish Clerks - the Clerk had circulated employment details to councillors.

She left the meeting whilst councillors discussed the details / returned to hear decisions taken. Councillors agreed to increase the Clerk's salary and offered her the opportunity to attend CPD courses/start a qualification.

Details of the confirmation e-mail to be filed with finance information.

The Clerk thanked councillors for recognising the increased responsibilities that the role of Clerk now demands.

The current contract of employment would be circulated to councillors.

The Clerk has a contract that dates back a number of years.

Resignation of Chairman

The Chairman stated that he was resigning from the Parish Council and position as Chairman with immediate effect. He was moving out of the village later in the month. He had been a councillor since May 2004 and elected Chairman May 2006. Councillors thanked him for all of the initiatives he had undertaken since being a councillor, wished him 'all the best for the future' and presented him with a gift. The Clerk would inform MVDC of his resignation.

As co-ordinator for the Speedwatch Team he would hand over all the equipment to BT until a new co-ordinator was appointed. He had circulated a spreadsheet to volunteers for 2019. It was noted that further volunteers were needed. Details to be put in the parish magazine and on the website.

Volunteer litter picker

It was noted that a student in the village who was doing a D of E Award was currently carrying out litter picking duties. LH had held a Health and Safety discussion with the student before the duties had commenced and would 'sign off' the student once the required amount of volunteering had been done.

Meeting closed at 9 pm.

Date of next meeting Monday 13 May 2019 (with Annual Assembly)