

MINUTES OF MEETING

The Annual Meeting of Ockley Parish Council was held on Monday 11th May 2026 at 7.30pm at Ockley Village Hall.

1. Election of Chairman and Vice Chairman

Mr Jason Wright was elected as Chairman.

Mr James Lee-Steere was elected as Vice Chairman.

2. Attendance and apologies for absence

Councillors Present:

Mr J Wright Chairman

Mr J Lee-Steere

Mr C Calvert

Mr G Swindle

Mr V Trefry

Miss A Barclay Clerk

Mrs L Fletcher Temporary Clerk

No apologies were received before the meeting.

Noted 12 May late e-mail apologies received from MVDC councillors.

Also present 13 parishioners.

3. 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 Margarets Church and Trustee Ockley School Building

4. Public Session (allocated time of 15 minutes at the discretion of the Chairman)

Discussions held re. possibility of sending out Newsletter to interested parishioners.

Parishioner offered to produce poster so parishioners could express interest in such a Newsletter.

Clerk to research GDPR issues and investigate whether other parishes in the area sent out Newsletters.

5. Approval of minutes of meeting held on 2nd March 2026

Councillors agreed these minutes could be signed as correct.

6. Vacancy for parish councillor

JW expressed a wish for a younger person to take up the role in order to represent the youth of the village.

7. Council Policies and Procedures – re. Standing Order 5j

Updated Standing Orders and Financial Regulations had been reviewed and adopted at the March 2026 meeting.

The following documents had been circulated to councillors for review / adoption:

- Asset review – insurance reviewed March 2026
- Complaints and Vexatious Complaints Procedures to note – these procedures to replace current Complaints policy as advised by DPO

- FOI Publication Scheme
- Data Protection Policy
to note – updated policy received from DPO
- Press / Media Policy
- Employment Policy and Procedures (n/a)
- IT, Communications and Monitoring Policy

All councillors present agreed that the above documents should be adopted.
The relevant documents would be put on the OPC website.

It was noted that further policies would be reviewed at future meetings to ensure all were up to date.

An up to date spreadsheet would be circulated before the July meeting of OPC.

8. Correspondence / diary dates

AB advised that Nicola Davidson, the Rural Housing Officer, Surrey Community Action, had requested to speak at a future OPC meeting. Councillors agreed to invite her to the next meeting on July 6th 2026. AB to send invite.

AB to follow up responses on the drainage on the A29 and request to see a report (if any) from the recent inspection.

9. Planning matters

The planning list dated from 6th March 2026 to 1st May 2026. Information had been circulated to councillors on a weekly basis. The list had been made available on the web site. No comments had been received regarding any of the applications/ decisions. It is shown at the end of the minutes.

10. Finance

a) accounts to be paid

It was proposed by VT and seconded by GS that the following accounts be paid:

already paid not yet authorised

Helpdesq		
Resolve laptop issues	£144.84	
Mulberry and Co		
Payroll service	£144.00	
Mulberry LAS Ltd		
Councillor training	£54.00	
Surrey ALC Ltd		
NALC, SALC subscriptions	£313.89	
S Hopkins		
Strimming on The Green	£420.00	
<u>Yet to be paid</u>		
Mulberry LAS Ltd		
End of year internal audit	£156.00	
Clerk training	£240.00	Total £396.00

Mrs L Fletcher		
Allowances, postage, MS Pro	£203.05	
HMRC		
Tax on LF allowances	£7.80	
Viking		
Print cartridges, printer cable	£264.04	
Helpdesq		
Laptop issues	£27.54	
Cloud Backup, Bitfender	£131.33	Total £158.87
Mrs L Fletcher		
March / April hours worked	105	

Precept paid in £11,250.00, LCTS £400.50, conc serv £690.00
Total £12,340.50
CIL payment Land to the side of Forge Cottages
Total £1075.24 (money to be spent within five years; to support development of the area)

b) finance report

LF reported that the above payments and receipts were the first in the new financial year 2026/27; the majority of the payments being Admin related. AB had been booked on to a training package for new clerks which would start in July.

S Hopkins had strimmed around The Green. Two cuts were to be paid for by OPC during the year: April and October.

c) verify bank statements to spreadsheets

An end of year bank reconciliation had been checked by the Internal Auditor.

Documents had been circulated to councillors.

JL-S checked documents and verified all figures correct.

d) audit of accounts 2025/26

The final internal audit had been held on 20 April 2026 and a report sent through which had been circulated to councillors.

The Internal Auditor had completed the AIAR report page of the AGAR for onward submission to the External Auditor.

Recommendations from both the interim and final internal reports had been noted and implemented.

Points from final report:

- i. variance analysis, box 6, requires more financial and narrative information to explain variances to External Auditor (opinion of Internal Auditor)
LF had expanded on information already entered and amended spreadsheet circulated
- ii. exercise of public rights – inspection of accounts and publication requirements
noted that 'no' has to be entered at appropriate places on AGAR

Councillors approved the final report from the Internal Auditor.

e) Annual Governance and Accountability Return (AGAR) – Form 3, external audit required

i. Section 1 – Annual Governance Statement 2025/26

Points 1 to 10 were read out to councillors who approved answering 'yes' to all points except point 4 which required a 'no' answer. The statement was signed by the Chair and Clerk (AB) of the meeting.

ii. Section 2 – Accounting Statements 2025/26

The RFO (LF) signed the statements which were presented to councillors for approval. Councillors approved the statements and they were signed by the Chairman.

iii. Explanation of Significant Variances

Councillors noted and approved the figures in this spreadsheet.

iv. Exercise of public rights – approve period of public rights to inspect AGAR from Wednesday 3 June to Tuesday 14 July 2026

Councillors noted and approved the dates regarding the exercise of public rights.

All information requested by the External Auditor to be submitted by LF by 30 June 2026. Information also to be put on OPC website (LF).

11. Crime and Speedwatch figures.

The police had been unable to provide any crime stats due to heavy work loads and staff absence. The Speedwatch representative advised that the Speedwatch team continue to cover session 6 days a week with great accuracy and effect.

12. Ockley NDP

This had been discussed at the Annual Assembly with CC giving an update on the current status. Volunteers from the village were needed to form a steering group to help progress the NDP to completion. AB to action a social media post to call for volunteers.

13. BT payphone , Station Approach

BT had advised MVDC of a consultation for removal of the payphone due to lack of use. Councillors objected to its removal on the grounds that there was no other payphone in the vicinity, it served as a landline in the event of power outage and as an emergency phone in the event of accident at the station. AB to advise MVDC of councillors' objection to the removal of the payphone.

14. School Buildings, School Lane.

JL-S advised that a meeting of the committee is scheduled for the week after the OPC meeting. There was no firm progress to report at this time.

15. Land south of Coles Lane

JL-S advised that SCCouncillor Helyn Clack had met with SCC Highways regarding the new junction at Station Approach as it had not been built as hoped, causing a hazard. Highways were due to report back but no reply had been received. AB to chase their response.

The developers have 2 applications pending. The metal fences are not in the correct position. JW to monitor progress on matters relating to these items.

16. Kerbs – Stane Street

SCC were aware of the issues with the kerb heights. OPC had not been able to progress a timescale of work with SCC. This item is to remain on the agenda for the next meeting.

17. The Green maintenance.

Tree work on the A29 verge had been completed. 2 areas remained to be done next season, however a below ground gas main position had to be determined prior to this work proceeding. Some posts around The Green needed to be replaced. AB to clarify where they are needed and to obtain quotes for the work.

18. Randhawa Farm

The EA are still blockading the site. 20 landowners have been served notices in relation to the use of the site and illegally dumped waste. 1 landowner has been issued an enforcement notice by MVDC planning in relation to unauthorised development. The owner is appealing the enforcement notice. OPC will submit comments in support of the planning enforcement. OPC will continue to pursue a resolution and the item will remain on the OPC meeting agenda until then.

19. Tree at the play area.

The large oak tree adjacent to the play area railings has been reported as in poor condition. AB to obtain reports and costs for any work required. In the meantime, it was voted that the play area should be closed as a matter of safety until such times as the condition of the tree could be confirmed and any necessary work undertaken.

20. Date of next meeting

Monday 6th July 2026.

The Chairman closed the meeting at 9.05 pm.