

NOTES (4 May 2020)

The Annual Meeting of Ockley Parish Council was due to be held on Monday 4 May 2020. This date was during the lockdown imposed by the Government due to the Coronavirus Covid -19 pandemic. CV Regulations set out by the Government removed the requirement to hold an Annual Meeting.

Councillors agreed (by e-mail) not to hold a virtual meeting via Zoom (no other platform was suggested). Agenda items were circulated and responses recorded/returned to the Clerk. Following notes collated from responses received from six councillors: D Thomas, J Page, A Barclay, L Hogarth, J Lee-Steere, B Thorne.

SCC/MV Councillor H Clack had stated that she would attend a Zoom meeting if one was held.

Any comments/correspondence received from parishioners to be included at Item 5 - Correspondence.

Declarations of interest:

J Lee-Steere Jayes Park Estate (*JPE)

1. Election of Chairman and Vice Chairman

CV Regulations stated that any current appointment continued until the next annual meeting. Dick Thomas to continue as Chairman, Jo Page as Vice Chairman.

2. Elect members of Admin/Planning Committee

As above. Members to continue - LH, JP and S Figg with Clerk in attendance.

3. Minutes of last parish council meeting

These minutes had been circulated to councillors and put on the website. To be agreed and signed at the July meeting.

4. Matters arising

Post Office service at Party Shop

It was noted that the shop had been closed before lockdown as a car had crashed into the building. BT had reported that the installation of the internet connection had been postponed to mid June.

Play area at village hall

The Clerk had contacted three playground equipment suppliers regarding replacement of toddler swings and had had responses from two. Regulations had changed since the swings

were originally installed and the barked area would need to be extended before new swings could be installed. It was agreed that a site meeting with suppliers would be held when restrictions were lifted before a final quote be requested.

5. Correspondence

MVDC - Standards Committee

MV parishes had all agreed that the current parish council representatives on the committee should be re-elected.

Ockley station matters

Thameslink Passenger Benefit Fund - DT had been informed that the station management team was looking to have funds spent at the station.

Timetable - a Capel resident had sent through an e-mail he had sent to Southern Rail regarding additional Saturday evening services currently running.

75th Anniversary VE Day - Friday 8 May 2020

A number of virtual national events were still taking place in spite of the lockdown.

Information had been put on the website and Facebook page to encourage people to celebrate in their homes. Parishioners had been encouraged to put bunting up.

The Green

A parishioner had raised concerns on two matters:

potholes filled in with poor quality builders' waste and memorial tree not been re-located.

JL-S (*JPE) had asked that the Clerk reply suggesting that the parishioner contacted JPE regarding a volunteer force to clear up unsightly and possibly dangerous materials left in the builders' waste. This may have to wait until the end of lockdown. JL-S to look into why the tree had not been moved.

SCC - Surrey's Climate Change Strategy - details had been circulated to councillors.

6. Coronavirus / COVID -19 pandemic

Facebook page

Since the March parish council meeting councillors had agreed by e-mail that a FB page be set up. AB had done this and SF was also able to post information on the page. Thanks to AB.

Coronavirus

Once the situation regarding CV had been recognised as being serious AB and JP had set up a Volunteer Scheme for the village: asking for volunteers / stating that parishioners could contact AB if they required help with shopping, picking up prescriptions etc. Notices had been put up in the village regarding the volunteer service, posted through some letter boxes, put on the website and FB page.

As of 27 April 2020 there had been 20 offers of help from volunteers and 6 requests for help. AB had stated that this had definitely been a worthwhile exercise; the community response had been good. DT commented 'well done AB/JP'; LH agreed a great scheme.

A (confidential) spreadsheet had been set up by the Clerk giving details of volunteers and help given to people in the village and immediate surroundings.

7. Social matters

Noted that a link to the MV Health and Wellbeing information had been put on the OPC website and FB page.

8. Crime

Police statistics - March to May 2020

There had been 8 crime reports and 13 incident types called into the police during the period.

9. Planning matters

Councillors had been informed of the following planning matters:

Planning applications - list dates

1 May 2020

MO/2020/0552/CAT

Stane Gate, Stane Street, Ockley RH5 5TP

Remove one Ash tree (T1 on submitted plan); crown lift the canopies of three ash trees (T2, T3 and T4) to provide 7 metre ground clearance; pollard one ash tree (T5) to a finished height of 12 metres.

Planning decisions - list dates

13 March 2020

MO/2020/0301/DEA

*JPE

Waley's Lane, Stane Street, Ockley RH5 5LY

Prior notification for alterations to an existing trackway surface

Prior approval not required

19 March 2020

MO/2020/0261/PLAH and 0281/LBC

*JPE

Rallywood, The Green, Ockley RH5 5TR

Conversion of garage to enlarge existing annexe ancillary to Rallywood (one 4-bed annexe).

Internal works to Listed Building comprising: new services, sanitary ware, insulation to internal walls, closure of two doorways and replacement windows to annexe.

withdrawn

MO/2020/0272/PCL

Greenways, Woodland Drive, Ockley RH5 5HZ

Certificate of Lawfulness for a proposed development in respect of single storey rear and side extension and insertion of flat roof dormer window.

approved

10 April 2020

MO/2929/0260/PLAH

Ghyllcote, Weare Street, Ockley RH5 5NW

Erection of two storey side extension following demolition of existing conservatory

refused

10. Future MV / NDP

A response to Future MV had been sent before the deadline date and acknowledgement received. Nothing further had been heard.

No progress had been made re. NDP due to current lockdown.

11. Finance

payment of accounts

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

already paid not authorised:

- | | | |
|----|---|---------|
| 1. | SSALC Ltd
councillor training (JP, AB) | £168.00 |
|----|---|---------|

yet to be paid:

- | | | |
|----|--|---------|
| 2. | Mrs L Fletcher
salary and Admin costs | TBA |
| 3. | HMRC
tax / NI Clerk's salary | TBA |
| 4. | Fullers, Horsham
strimmer service
account paid by JP so reimbursement required | £140.84 |
| 5. | Surrey ALC Ltd
subscription (Surrey and NALC) 20/21 | £281.04 |
| 6. | Viking
stationery requisites | £181.20 |

The Clerk would arrange a one stop/2 metre cheque signing session with LH and AB. JP had expressed concerns regarding cheque signing during lockdown.

Accounts year end 31 March 2020

The final year end internal audit had been postponed due to the lockdown.

It would take place before the July meeting.

Details of the external audit had been received and circulated to councillors.

Deadlines dates had been extended by two months. Accounts and supporting information would be circulated to councillors for approval at the July meeting when 'wet' signatures were required on paperwork before submission to the external auditors.

12. Processes to adopt when agreeing actions

Councillors had noted that this item was 'work in progress' and would be discussed when the next 'face to face' meeting was held.

13. Policies

Following the set up of the FB page the Clerk had reviewed policies and minor amendments had been made to the IT, communications and monitoring policy and the Media relations policy. These had been circulated to councillors who agreed with the amendments.

14. Any other business / Date of next meeting

May parish magazine - it was noted that this was to be an online edition. The Clerk had been asked that a link be put on the website / AB to add to FB page.

Date of next meeting - Monday 6 July 2020 - noted that three meetings must be held in a year. Approval for accounts required at July meeting.