

Please note these are draft minutes until approved and signed at the next meeting.

**BLETCHINGLEY PARISH COUNCIL
MINUTES OF MEETING HELD IN THE
COMMITTEE ROOMS ON MONDAY 10 NOVEMBER 2008**

P R E S E N T

Councillor R. Gater – Chairman

Councillors: K Bridger, A Butler, D Martin, J Moore, N Munday, B Tatnell and R Trotman

In attendance: Clerk - K. Wantling, DC G Black, DC T Elias, P Cock – Bletchingley in Bloom, D Turner – Neighbourhood Watch, D Roberts and Mr Birt.

150/08 APOLOGIES FOR ABSENCE

Apologies were received and accepted from CC M Myland. The Chairman welcomed all to the meeting.

151/08 DECLARATIONS OF INTEREST

No changes were made to the Declarations of Interest.

152/08 MINUTES

The minutes of the Planning Committee meeting held on 27th October 2008 were approved and signed by the Chairman. The minutes of the Parish Council meeting held on 13th October 2008 were approved and signed by the Chairman subject to the following minor amendments: Page 5, No 6, first line – insert the words “PC” so that the sentence reads “Councillor Butler read from the PC Minerals Report.” 2nd paragraph, 2nd line should read “The committee would comprise representatives from Sibelco UK, SCC.....”; page 6, No 9, change “loose” to “lose”.

153/08 RESIDENTS’ REQUESTS

There were no residents’ requests.

154/08 REPORT FROM COUNTY AND DISTRICT COUNCILLORS

DC Elias reported that the yellow lines were reportedly going to be completed towards the end of this financial year. The TDC budget process had been started and it was thought that budgets would be tight this year

DC Black updated on the previously reported building works in Whitehill Lane. TDC enforcement was aware of the works and an application was alleged to be in the process of being submitted for an agricultural barn and entrance.

155/08 POLICING ISSUES

Nothing to report in PC Shrapel’s absence.

156/08 BLETCHINGLEY IN BLOOM

Mrs Cock reported that there was still no response in relation to the lease for Hevers Pond and enquired as to whether the owners were aware of their legal obligations towards the pond. The water level was very low. As a village, the community has a duty of care towards maintaining the pond and its historical importance. D Roberts

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gave a brief history about the state of the pond and previous attempts to maintain it. Surrey Wildlife Trust has experience of dealing with lack of water issues, including in relation to the ponds in Godstone. It was agreed that a direct informal approach to the owners, who were believed to be Bletchingley and Hathersham Estates, would be made. This would be followed by a formal letter requesting action if no response was received within 10 days. It was suggested that an approach should be made to Simon Elsen of SCC who was responsible for environmental issues such as ponds as he may be able to help provide more information.

RT

KW/
RG

The 2nd phase of the perennial beds had been prepared. The potager beds at St Catherine's School had been prepared in advance of the Gardening Club starting next term. Various spring bulbs had been planted in the corner of the school grounds.

The poor condition of planting around the War Memorial was raised. The Remembrance Sunday Service went very well with the help of the police for the stopping of the traffic. Following a discussion,

IT WAS AGREED THAT the Clerk would make enquiries into the state of the planting of the War Memorial.

KW

D Roberts left the meeting

157/08 TANDRIDGE COMMUNITY FUND

Councillors Moore and Munday provided an update of a meeting attended on 20th October 2008 and a leaflet giving details of the proposed fund had been circulated to all councillors with the meeting papers. Following a discussion,

IT WAS RESOLVED THAT the Parish Council would provide a donation of £100 towards the Fund as it was believed that this fund would ultimately be of benefit to residents in Bletchingley seeking funding.

KW

158/08 ADOPTION OF TELEPHONE KIOSK IN BREWER STREET

The Chairman gave an update on the BT initiative of adopting a telephone kiosk. The cost to adopt was £1. There was then an annual connection fee for the electricity supply, whether used or not of around £17 per annum. The kiosk would need to be made secure and maintained by the Parish Council. Should the Parish Council require the electricity supply to be disconnected at a later stage, this would, at present, incur a fee to EDF of up to £500. Following a discussion,

IT WAS RESOLVED THAT the Parish Council would continue to adopt the kiosk in Brewer Street. Local neighbours had been approached and had agreed to maintain the surrounding vegetation. Initially, the electricity supply would be maintained. Disconnection would be discussed when necessary.

All

DC T Elias and G Black left the meeting.

159/08 MATTERS AND ACTION POINTS ARISING FROM MINUTES

The Clerk's report was noted and those items requiring action were on the agenda later. No changes were made to the list of outstanding action points.

LORDS - Councillor Trotman reported on the progress made by LORDS in respect of HGV vehicles now starting to be equipped with SAT Nav equipment, which excluded roads identified by LORDS.

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Affordable Community Housing – Councillor Trotman asked the Council to reconsider the above issue and confirmed that he was now able to attend the conference. The Clerk reported that it was also possible for a presentation to the whole council to be made. Following a discussion,

KW

IT WAS AGREED THAT the Clerk would arrange for a presentation in the new year to be made to the whole Council.

Bletchingley Playground Friends – Work was still ongoing to raise funds. Talks were now scheduled between The Sports Association and TDC in relation to the relocation of the playground. More information would follow when available.

160/08 CURRENT PLANNING ISSUES

11.1 TA/2008/1334 – Land r/o Whyte Harte Hotel, High Street, Bletchingley – erection of 4 x 3-bed dwellings and refuse store, parking and access to Outwood Lane (Outline). It was noted that some of the earlier concerns had been met. However, following a discussion,

IT WAS RESOLVED THAT the Parish Council maintained the following objections previously submitted to the original application of TA/2008/354 as these concerns had not been met by the new application.

KW

1. Inadequate highways access onto Outwood Lane due to the positioning of the access being at the narrowest point of this stretch of Outwood Lane. Due to the speed of the traffic and inadequate sight lines this stretch of Outwood Lane has been designated as a Community speed watch camera sight.

2. Insufficient parking allocation which will result in overflow parking adding to the existing parking difficulties in Outwood Lane which have been reported to Bletchingley Parish Council several times recently.

3. Un neighbourly in relation to Inglewood due to its close proximity and significantly elevated position in relation to Inglewood.

6. Due to the sensitive nature of this site, within the heart of the conservation area, an outline plan is not an appropriate way to determine planning issues. The plan in detail needs to be considered by the SCC Historic Buildings and Conservation Area Adviser.

P Cock left the meeting.

11.2 TA/2008/1374 – The Plough, 2 High Street, Bletchingley – erection of fire escape.

RESOLVED - No comment.

KW

11.3 TA/2008/1468 – Kenilworth Cottage, Rabies Heath Road, Bletchingley – erection of 2-storey side extension and single storey front extension.

RESOLVED – No comment.

KW

11.4 – TA/2008/1470 – The Stables, Stangrave Mews, Bletchingley Road, Godstone – erection of 1.1m high railings and gate to front patio.

RESOLVED – No comment.

KW

161/08 REPORTS FROM AREAS OF RESPONSIBILITY

1. Neighbourhood Watch: Councillor Bridger reported that several residents had

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voiced concerns about PCSO Sheppard no longer being on duty in Bletchingley and that her knowledge of the area and residents was missed. There had been increased patrols around the area of St Mary's bench by PC Shrapel and other uniformed officers. It was still believed that the vast majority of youth were well behaved and only a small minority presented a problem. It was felt that the issue had not been resolved however. Halloween was reported to have been very quiet. The Chairman would speak to Inspector Elaine Burtenshaw to enquire as to whether PCSO Sheppard was expected back in Bletchingley.

RG

2. Footpaths and Bridleways: Councillor Trotman had nothing to report. Councillor Martin provided the Clerk with correspondence dating back to 1981, which referred to the overgrown state of footpath 199, particularly near the motorway. The same issue was reported at last month's meeting. Following a discussion,

KW

IT WAS AGREED THAT the Clerk would inform SCC Highways of this previously reported and apparently continuous problem with footpath 199.

3. Transport: Councillor Munday had nothing to report.

4. Speedwatch: Dates for future speedwatch outings were being organised.

5. Cemetery: Councillor Tatnell had nothing new to report.

6. Minerals: Councillor Butler updated the council on correspondence from SCC relating to the progress of the Minerals Plan following changes made by the Government to the planning process. There are concerns about the target figures and about possible future mineral developments. SCC still intend to publish the draft Plan in 2009.

Councillor Butler updated the council on the recent North Park Quarry Liaison Subcommittee meeting held on 3rd November 2008. It was an informal meeting resulting in the production of action points rather than minutes. The next meeting would be the Liaison Committee meeting on 17th November 2008.

D Turner left the meeting.

The Parish Clerk would be acting as Secretary for the Liaison Committee meeting and Sibelco had agreed to pay for these services but asked if the payment could be made through the Parish Council and then an invoice for the services be forwarded to Sibelco for payment. Following a discussion,

All

IT WAS RESOLVED THAT the Parish Council would pay the Clerk for the additional hours spent on the Liaison Committee work at the same rate as the Clerks existing pay scale and that an invoice for this, including NI and tax contributions would be forwarded to Sibelco for payment.

Tree Wardens: Junior Tree Wardens, together with Councillor Moore, had inspected 3 trees on Tilgate Common, which needed attention. Following a discussion,

KW

IT WAS AGREED THAT the Clerk would meet with Councillor Moore to identify the trees to see whether quotes should be obtained for their removal.

7. Village Hall/Community Centre: Councillor Tatnell reported that it had been decided to use cameras to check the drains. The floor had been cleaned and sealed. Enquiries were being made for the purchase of heavy duty mats for the front entrance. A meeting had taken place to discuss the lighting on stage resulting in

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several concerns being raised. A report on these is awaited before action can be discussed. Enquiries are already being received for 2010 hall bookings. The lighting in the Community Centre has been cleaned and the spare ceiling tiles located. The switch for the external light on the Community Centre kitchen was discussed as this was frequently left on causing a nuisance to the nearby neighbours at night. A time switch was suggested, or some form of notice above the switch to remind people to ensure the light was switched off.

8. Recreation/Sports Association: Councillor Moore had nothing to report on playgrounds/recreation. Councillor Trotman reported that the sports clubs were due to meet with TDC next week to discuss the relocation of the Coneybury Playground. Issues raised are security, parking and vandalism.

9. Allotments: Councillor Moore reported on the well utilised skip that had now been removed. Due to the high level of expenses in relation to the income, Councillor Martin proposed that allotment rents should be raised. This would be discussed under the budget item.

10. Street Lighting: Nothing to report.

11. CCTV: Metal Mickey had been relocated to its new site. All fixed cameras were working correctly. Nothing to report on in relation to the Police CCTV system.

12. Website: The Clerk had nothing to report.

162/08 FINANCE

13.1 OXTED CAB – to consider and agree another yearly contribution of £100 (LGA 1972 s142). Following a discussion,

IT WAS RESOLVED THAT another yearly contribution of £100 would be made.

All

13.2 Internal Auditor's Report – to receive the report from the internal auditor following the interim internal audit on 21/10/08 and to note the recommendations. The only recommendation was the adoption of the new Model Publication Scheme. Following a discussion,

IT WAS RESOLVED THAT the report was noted and the Model Publication Scheme was to be adopted at this meeting.

All

13.3 The following November payments were sanctioned and cheques and stubs signed.

000512	Bletchingley Village Hall	12.00
000513	Mrs K Wantling	649.54
000514	HM Revenue & Customs	74.01
000515	R P Hook	260.00
000516	Surrey County Playing Fields Association	10.00
000517	CPRE	28.00
000518	R Gater	95.00
000519	Royal British Legion Poppy Appeal	25.00
000520	Peter Frost	121.00
000521	DA Landscaping	504.00
000522	TWS Recycling Ltd	135.13
000523	Cash	<u>97.46</u>

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£2011.14

13.4 – To approve expenditure for trimming tree near Village Sign (£30) and clearance of vegetation near Pound (£70). Following a discussion,

KW

IT WAS RESOLVED THAT these works should be undertaken.

163/08 REVISED BUDGET FOR 2008/09 AND PRECEPT FORECAST FOR 2009/10

The revised budget and precept forecast had previously been circulated to all councillors for consideration prior to the meeting. The Clerk talked through the figures. It was agreed that an additional sum should be included in respect of possible expenses relating to Hevers Pond. CPRE membership was noted as being paid using LGA 1972 s137. Increasing the allotment rents was discussed. It was agreed that this should be on the December agenda for formal agreement. Following a discussion,

IT WAS RESOLVED THAT the revised budget and forecast, with the additional change above be accepted and that the precept be increased by £2,500 to £30,000 for 2009/10. This would cover expected increases in costs, including a contribution towards the proposed playground project.

All

164/08 MODEL PUBLICATION SCHEME

To adopt the Model Publication Scheme provided by the ICO in accordance with its requirements and the List of Information available and to publicise the same on the website prior to 1 January 2009. Following a discussion,

IT WAS RESOLVED THAT the Model Publication Scheme be adopted unchanged and that the document produced by the Clerk to include the Model Scheme and the List of Information available be made available on the website prior to the deadline of 1 January 2009.

KW

165/08 DOCUMENT RETENTION POLICY

The Clerk produced a document retention policy for the Council to review. Following a discussion,

IT WAS RESOLVED THAT the Document Retention Policy would be adopted.

KW

166/08 FOOTPATH 506

The Chairman stated that in view of the special confidential nature of the matter to be discussed, it is advisable in accordance with the provision of the Data Protection Act 1998 and the Freedom of Information Act 2005, the matter be discussed in Committee.

167/08 CORRESPONDENCE RECEIVED

18.1 SCC – to nominate if necessary who will complete the survey of partners and stakeholders to be completed by 21 November 2008. Following a discussion,

IT WAS RESOLVED THAT no response would be made.

18.2 TDC – to consider a request for Parishes to draw up Emergency Parish Plans with assistance from SCC and District Councils in preparedness for any major incident. Following a discussion,

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IT WAS RESOLVED THAT the Clerk would attend the proposed meeting re the above and report back. KW

168/08 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

Recent correspondence relating to possible Village Hall Cinemas was noted and the Village Hall Management Committee would consider this following receipt of further information.

169/08 DATE OF NEXT MEETINGS

Planning Committee – 24 November 2008

Parish Council Meeting – 8 December 2008

The Chairman closed the meeting at 10.45 pm