

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 12 APRIL 2010**

**P R E S E N T**

Councillor R. Gater – Chairman

Councillors: K Bridger, A Butler, J Moore SA Ray and R Trotman

In attendance: Clerk - K. Wantling, CC Elias, DC Black and DC Myland, PC Shrapel, PCSO Wells, D Turner – Neighbourhood Watch and Mr Birt.

**48/10 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors Martin, Munday and Glenn. Those attending were welcomed to the meeting.

**49/10 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**50/10 MINUTES**

The minutes of the Planning Committee Meeting held on 29 March 2010 were approved and signed by the Chairman. The minutes of the Full Council Meeting held on 8 March 2010 were approved and signed by the Chairman.

**51/10 RESIDENTS' REQUESTS**

**Tilgate Common Handrail** – A query was again raised about the possibility of a hand rail on one of the footpaths onto Tilgate Common. The Clerk confirmed that an approach had been made to TDC/SCC but there had been no positive response. Following a discussion,

**IT WAS AGREED THAT** the Clerk would obtain quotes for the handrail and report back at the next meeting.

KW

**Parking outside Church House** – it was reported that the large mobile home appeared to have no Road Tax. The Police were aware of this.

**Fence at Top Path by Old Coneybury Playground** – it was reported that this was now in need of repair as it was being climbed over. Following a discussion,

**IT WAS AGREED THAT** the Clerk would obtain quotes for the repair of the fence and report back at the next meeting.

KW

**Castle Street Light** – this was at present on again at odd hours but it was thought appropriate to wait another week to see if it was rectified following the recent power issues in that location.

**20 speed limit in High Street** – residents in the village had requested that consideration be given to lowering the speed limit in the village High Street to 20mph. CC Elias reported that this was unlikely to be considered by SCC at this stage, particularly if the police were unlikely to back the request. This had been considered on other occasions and been deemed inappropriate for this particular stretch of road.

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**Gap in Hedge in Layby near Candlestick Cottage** – a resident had requested whether any restoration to the gap made in the hedge could be reinforced. It was thought that this was created as a result of the Waterboard requiring access to repair a fault in the field. Following a discussion,

**IT WAS AGREED THAT** the Clerk would make enquiries and report back.

KW

## **52/10 REPORT FROM COUNTY AND DISTRICT COUNCILLORS**

CC Elias confirmed that the study for the crossing near Grange Meadow had been completed and that he was awaiting sight of a copy and the drawings which he would forward to the Clerk for information. The changes to the footpath crossing at the top of Little Common Lane proved to be more costly than estimated and that present funding possibilities were unclear. The speed limit change for Little Common Lane and Big Common Lane were about to be advertised. The Parish Council's suggestion of funding blue information road signs for Church Lane and Sandy Lane had been received favourably by SCC Highways who would discuss the idea further and report back. The drainage problems in Whitehill Lane were apparently due to be discussed by Chris French and SCC Highways at a separate meeting.

DC Myland reported that she had spoken to Alan Stones of SCC in relation to Nutfield Marsh and there was no new update. East Surrey Highways would be undertaking the cutting of grass verges in urban areas shortly.

DC Black updated on her door knocking in relation to the possible car parking enforcement in the area of Church House. The response had been 50/50. No yellow lines but a preference for a 2 hr limit was made. Following a discussion,

**IT WAS AGREED THAT** (i) an approach should be made to Richard Massey of English Heritage to check on the history of this location and (ii) the Fire Authority be asked for details of the minimum width restriction required for fire emergency access to Church House and the Church. A request as to whether faulty vehicle brakes would affect a fire emergency would also be made.

KW  
KW

The street light at the first bungalow on the left as you enter the village was permanently on. The Clerk would report this fault.

KW

*DC Myland left the meeting.*

## **53/10 POLICING ISSUES**

PC Shrapel reported on the 13 crimes between 9 March 2010 and 12 April 2010. These were down from the 19 for the same period last year. These ranged from damage to property and motor vehicles, theft of lead flashing and the theft of a motor vehicle and farm machinery. Crimes to be aware of with the warmer weather are theft of garden furniture etc and burglary of dwellings through open windows in the warmer weather. Residents are also asked to be particularly vigilant in relation to break in of properties to gain access to car keys.

The Panel meeting prior to the Parish Council meeting had been well attended with the main concern being the speed of vehicles through the village. Extra speed patrols will be made available to the area. A possible satellite site for the police office in Bletchingley has been identified and discussions are underway. The new

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policing structure will see an increase of 6-8 new constables in Tandridge within the next few weeks. There will also be a dedicated roads policing team for Tandridge. PC Shrapel confirmed that he would be retiring later this year after 30 years of service in the police force. The Council expressed their thanks to PC Shrapel for the excellent service he had given whilst being at Bletchingley and for keeping the Parish Council so well up to date with the information.

PC Shrapel also warned of a new telephone scam purporting to issue tax rebates.

*PC Shrapel, PCSO Wells, CC Elias and DC Black left the meeting.*

#### **54/10 BLETCHINGLEY IN BLOOM**

In Pamela Cock's absence, the Clerk and D Turner updated on the progress of Bletchingley in Bloom. The Red Lion beds had been tidied up and the bed around the Village Sign enlarged. Snow drops had been planted on the bank behind the playground and additional planting had been done to Funks Brook. The area under the fir trees by the India Village had been planted with Forget-me-nots and poppies. The Clerk was currently in negotiation with Sibelco UK who had confirmed they would provide some assistance to Bletchingley in Bloom and their playground project, subject to confirmation from TDC.

#### **55/10 HEVERS POND**

There was no update on this as there had been no response as yet from RH&RW Cluttons to our comments on the draft Licence, which were sent on 19 March 2010. The Clerk would endeavour to get a response before the next meeting.

KW

#### **56/10 MATTERS AND ACTION POINTS ARISING FROM MINUTES**

The Clerk's report was noted.

**Annual Parish Meeting** – Inspector Elaine Burtenshaw of Surrey Police and Mona Johansson of Surrey Community Action would be speaking at the meeting. It was agreed that this year it would start a little earlier at 7.15pm.

**Allotments** – All plots in Little Common Lane were occupied, with 3 new tenancies. There were still 11 confirmed on the waiting list for the new plots. These were expected to be available for occupation by the 1<sup>st</sup> May 2010.

**Field Rentals** – The field rental for the Old Allotment Field has been confirmed and there is a possible new tenant for the Whitepost Field, which was vacated at renewal this year.

**Cemetery** – The Cemetery was looking very neat and tidy with primulas having seeded in large areas and giving some colour. The hedging behind the bus stop had been completed.

**Whitepost Field** – An approach will be made to R Taylor of Hedleys in relation to the cost of obtaining the correct documentation for the above field.

KW

**Gateway Signs**– These are now installed in locations agreed with Colin Pearse of SCC Highways. The three redundant signs were removed by our contractor and taken to the SCC Highways depot in Godstone for re-use. A report will be sent to the Tandridge Local Committee Fund who provided £1500 towards the cost of these gateways.

KW

**Training** – This was scheduled for the 26<sup>th</sup> April in the Community Centre with a

All

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start time of 6.30pm for all Councillors.

**Youth Club** – The first session was very well attended with drinks supplied by Longhursts and Coneybury Stores, and Pizza provided by Surrey Police. Funding is being sought and documentation being collated for this project. Another session is scheduled for the 22<sup>nd</sup> April.

**Coneybury Shops** – Enquiries had been made of the owners of the India Village and Coneybury Store in relation to the uneven paving and the effect of the tree roots on the footpath. The paving forecourt is purportedly going to be repaired in the near future. Further investigations need to take place as to what can be done about the footpath and the car park area.

**Affordable Housing** – Councillor Trotman reported on a recent Rural Housing Seminar he attended. He suggested that the Parish Council needs to investigate further the different methods of managing affordable housing and whether the Parish Council want to have control over the occupancy or not. It was noted that TDC have only ever dealt with English Rural Housing who do not have any procedures for a Parish Council to have control over the occupancy of the housing. It was also noted that the whole process usually takes around 4 years from the time of site identification and confirmation that the process can start to the time of occupancy. Following a discussion,

**IT WAS AGREED THAT** the Clerk would obtain more information from SCAPTC and other Parishes who have recently assisted with affordable housing and report back at a later meeting.

KW

**Village Gateways** can now finally come off the Action Points list.

KW

## **57/10 CURRENT PLANNING ISSUES**

**10.1 TA/2010/350** – 1 Anns Walk, Bletchingley, RH1 4PG – erection of conservatory extension to rear elevation. (RME)

**RESOLVED:** No comment.

KW

**10.2** Any other current planning matters – discussion only. – There were none.

## **58/10 REPORTS FROM AREAS OF RESPONSIBILITY**

**1. Neighbourhood Watch** – There were now 3 Area Co-ordinators. Nightingale Way and Hart Close still require Street Co-ordinators. The agenda has been agreed for the Neighbourhood Watch AGM and Mike Simmonds had confirmed he would speak at the meeting.

*Mr Birt left the meeting.*

**2. Footpaths and Bridleways:** Nothing to report.

**3. Transport: Church Lane** - As SCC had confirmed they were receptive to the idea of the Parish Council purchasing blue reflective information road signs, following a discussion,

**IT WAS RESOLVED THAT** the Clerk would obtain quotes for the provision and installation of 3 signs for Church Lane and Sandy Lane. Their final locations etc would be confirmed following consultation with SCC.

KW

**4. Speedwatch:** In Councillor Munday's absence, the kit is currently located with Mr and Mrs Coppard.

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**5. Cemetery:** The Clerk reported that the contractor had identified a possible hazard in an overhanging branch on one of the footpaths in the Cemetery. The Clerk, following a site inspection confirmed this to be the case. The estimated cost for the removal of this branch was around £35.00. The Cemetery was looking very clean and tidy and colourful at present with the spring flowers. Following a discussion,

**IT WAS AGREED THAT** the Contractor should undertake to remove the branch include this in the next monthly bill.

KW

*D Turner left the meeting.*

**6. Minerals/Environment** – Councillor Butler reported that the Dust Plan was still not ready for consultation and Alan Stones of SCC had stated that it was likely that its submission would be delayed until the Summer.

**7. Tree Wardens:** Councillor Butler had spoken with John Gent who confirmed that the tree surgery/felling work done on the edge of Kitchen Copse had all been done following consultation and was above board.

**8. Village Hall/Community Centre:** The temperature in the Village Hall had been commented on and notices had been placed near the dials to request that hall hirers did not change the dials. The clocks kept being removed – it was noted that this was a matter for the Village Hall Management Committee. There had been a recent arson attack on the notice board which had been reported and the latest was the theft of lead flashing from the Village Hall roof. The Clerk, following consultation with the Chairman had instructed Vistec to arrange for the CCTV footage to be reviewed in relation to the theft of the lead flashing which was reported to have taken place over the weekend.

**9. Recreation/Sports Association:** Councillor Moore reported that the latest Playground Report for Stychens Lane had been submitted to the Clerk and that no issues had been raised. The Clerk confirmed that the Grange Meadow play area was being very well utilised and that further discussions were taking place between TDC and Bletchingley Playground Friends for the provision of court lines within the Basketball court and a possible solid board on one side to provide a surface for playing tennis against. There were also discussions underway between Sibelco, the Clerk and Bletchingley in Bloom in relation to the enhancement of the bank behind the playground, whilst still retaining the “play value” for the children.

KW

**10. Allotments:** All plots in Little Common Lane were taken up with 3 newcomers and 11 confirmed on the waiting list. The allotment cup competition would again be taking place this year, but it had been suggested that a new category be added, that of “Best Newcomer”. A discussion took place about judging of the allotments and it was agreed that the Clerk would make enquiries with Nutfield as to the availability of any judges so as to bring a different outlook to the competition. Councillor Moore would also make enquiries with the secretary of the Horticultural Society.

KW

JM

**Whitepost Grazing Field** – The tenancy for this field had been vacated at renewal and the current tenant of the Old Allotment Field had expressed an interest in this plot as well but wanted it to be on the same rate as the Old Allotment Field which was double the size. Following a discussion,

**IT WAS RESOLVED THAT** the tenancy be offered to the prospective tenant for

KW

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£240 for the year, this being a rate of £80 per acre.

**Purchase of Padlocks and Keys** – the purchase of a new padlock had been necessitated by the failure of the old one at Little Common Lane. This required a new set of keys for allotment holders. The Clerk had purchased 2 padlocks and 25 keys to cover the padlock for Little Common Lane and the new one, which would be required for the Old Allotment Field. Following a discussion,

All

**IT WAS RESOLVED THAT** this expenditure was necessary to the provision of the allotments and therefore authorised accordingly. (LGA 1972 s111)

**11. Street Lighting:** There was nothing to report on street lights.

**12. CCTV:** The Chairman reported that the CCTV systems were operating normally and it was confirmed that Metal Mickey would be moved on to its next location later this month.

KW

**13. Website:** The monthly website newsletter had been sent out. Website usage was up 30% from last year.

## **59/10 FINANCE**

12.1 The following April payments were sanctioned, cheques and stubs signed.

All

000678	Betchingley Village Hall	48.00
000679	Mrs K Wantling	649.89
000680	Mrs K Wantling	80.00
000681	HM Revenue & Customs	74.50
000682	Information Commissioner	35.00
000683	Tandridge District Council	115.57
000684	Surrey County Association of Parish & Town Councils	715.38
000685	Digital Office Solutions	309.25
000686	Sussex Associations of Local Councils (SALC)	52.88
000687	CFBJ Ltd	1539.20
000688	Vistec Systems Limited	55.81
000689	Waterprint Ltd	61.00
000690	Surrey Community Action	35.00
000691	TVSC	10.00
000692	William Way (Godstone) Ltd	17.25
000693	L G Wantling	199.75
000694	DA Landscaping	<u>542.00</u>
		<u>£4,540.48</u>

12.2 To review and agree the draft Receipts and Payments Accounts for 09/10 prior to the Annual Parish Meeting. The Clerk confirmed that subject to the inclusion of the final interest figure being added and the revision of the insurance figures for the assets, there were no more changes expected to these accounts. Following a discussion,

**IT WAS RESOLVED THAT** these draft accounts be approved in their current form. All

12.3 To review and approve the annual contribution to the Clerk for the use of her personal laptop or to discuss future purchase of Parish Council dedicated laptop (LGA 1972 s111). Following a discussion,

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**IT WAS RESOLVED THAT** the payment of the annual contribution of £200 be approved and paid at the May meeting. All

12.4 To discuss the Clerk's Annual Salary Review (LGA 1972 s111). The Clerk had provided a suggested increase of one increment following completion of the CiLCA Certificate earlier in the year.

*The Clerk left the meeting whilst the discussion took place.* Following a discussion, All  
**IT WAS RESOLVED THAT** the Clerk's salary would be increased with effect from 1 April 2010 from Level 23 @ 10.394 to level 27 @ £11.932 following another year's completed service, completion of the CiLCA Certificate and in acknowledgement of her commitment. The hours remained unchanged at 15 hours a week. The scales were based on the 2009/10 National Salary Award for Local Council Clerks – Part time hourly rates, payable from 1<sup>st</sup> April 2009. It was acknowledged that this level was now the top of the scale and therefore there were no more increases in level available.

*The Clerk returned to the meeting to be informed of the resolution.*

12.5 To agree to purchase a hard copy of new Model Standing Orders for £25 (LGA 1972 s111). Following a discussion, KW

**IT WAS RESOLVED THAT** this purchase be authorised accordingly.

#### **60/10 CORRESPONDENCE RECEIVED**

13.1 East Surrey Rural Transport Partnership – Letter requesting possible funding and an opportunity to talk to the Parish Council on the subject of rural transport provision – to agree an appropriate response. Following a discussion, KW

**IT WAS RESOLVED THAT** the PC did not feel it appropriate to consider contributing at this stage but would consider the opportunity to present at a parish council meeting at a later stage. The Clerk would therefore respond accordingly.

13.2 Victim Support – request for funding for 2010/11 towards their work – to consider the request for funding and agree an appropriate response. Following a discussion,

**IT WAS RESOLVED THAT** the PC would consult with Councillor Martin who already undertook some of this work and would report back at a later meeting. KW

Cressex Insurance Services – Notified that they were closing their file on the damage claim to the war memorial as no evidence provided.

South East Surrey Care Association – Notified that they were winding up as at 31/03/10.

#### **61/10 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA**

14.1 Risk Assessment Review – this would take place in June or July.

14.2 Review of Effectiveness of Financial Review for 10/11 – This would take place in June or July.

#### **62/10 DATE OF NEXT MEETINGS**

**Planning Committee Mtg – 27 April 2010** (1 day later due to Training Session)

**Annual Parish Council Mtg – 10 May 2010**

**Annual Parish Meeting – 24 May 2010**

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The Chairman closed the meeting at 10.10 pm