

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 18 MAY 2009**

P R E S E N T

Councillor R. Gater – Chairman

Councillors: K Bridger, A Butler, D Martin, N Munday, S-A Ray and R Trotman

In attendance: Clerk - K. Wantling, D Turner (Neighbourhood Watch), D Birt, P Cock (Bletchingley in Bloom) DC T Elias and DC G Black and PC N Shrapel.

66/09 APOLOGIES FOR ABSENCE

Apologies were received and accepted from PA Glenn and J Moore. All were welcomed to the meeting.

67/09 ELECTION OF CHAIRMAN

Proposed by Councillor Martin, seconded by Councillor Trotman that Councillor Gater be re-elected as Chairman. All Councillors thanked the Chairman for his work over the past year.

IT WAS RESOLVED UNANIMOUSLY THAT Councillor Gater be re-elected Chairman for the coming year. Councillor Gater accepted the post for a further year.

68/09 ELECTION OF VICE CHAIRMAN

Proposed by Councillor Trotman, seconded by Councillor Butler that Councillor Martin be elected as Vice Chairman.

IT WAS RESOLVED UNANIMOUSLY THAT Councillor Martin be elected Vice Chairman for the coming year. Councillor Martin accepted the post.

69/09 CO-OPTION OF NEW COUNCILLORS

Sally-anne Ray and Patricia Ann Glenn were formally co-opted onto the Parish Council as councillors by unanimous vote. The Clerk was in receipt of a letter of acceptance of the post from Patricia Ann Glenn in her absence. The Declaration of Acceptance of Office forms were signed by both new councillors. The Declaration of Interest forms were completed by both candidates and provided to the Clerk.

70/09 DECLARATIONS OF INTEREST

No changes to the existing Declarations of Interest were made.

71/09 MINUTES

The minutes of the Planning Committee meeting held on 27th April 2009 were approved and signed by the Chairman. The minutes of the Parish Council meeting held on 6th April 2009 were approved and signed by the Chairman.

72/09 RESIDENTS' REQUESTS

Traffic Speed – A resident had complained about the speed of traffic on Rabies Heath Road and another about the ongoing problem with the junction with Barfields

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and the A25. PC Shrapel confirmed he would look into the speed issue in Rabies Heath Road.

PCS

CCTV – P Cock enquired about the logistics and costs involved with the downloading of images from the CCTV cameras in the event of reported incidents. The Chairman explained the cameras were live 24 hours and on a 96-hour loop system. Providing narrow time windows for incidents kept the cost of reviewing the footage down. The Parish Council had on several occasions borne the cost of reviewing footage, some of which had had positive results. The system was there to support parishioners and the majority supported it. Representatives from Surrey Police, incl Sgt Pacciti had been trained in downloading live footage from metal mickey whilst at a different location. The CCTV contractor retained the control box and only released it on instruction from the Parish Council.

Dog Fouling – At the Neighbourhood Watch AGM a resident had complained about the dog fouling near Castle Street and Stychens Close. This was an ongoing problem in other areas and residents were asked to monitor the situation and dog owners to please be responsible for their dogs at all times.

73/09 REPORT FROM COUNTY AND DISTRICT COUNCILLORS

DC G Black reported that there were issues with the grass cutting and that the District/County Councils were trying to resolve these as quickly as possible.

74/09 POLICING ISSUES

PC Shrapel updated the Parish Council on 21 reported crimes since the last meeting. These were down from the same time period for the previous year. Bletchingley's new PCSO Lorraine Wells would be starting on Thursday, assisted for the beginning by PCSO Conrad Cheasman. PC Shrapel gave an update on recent successful convictions relating to arson attacks dating back to 2001 and the fire at the bridal shop in Bletchingley. Enquiries in relation to the robbery at the Post Office were progressing. An increase in burglary dwellings, which appeared to be taking place between 10am and 2pm was being felt in Tandridge. PC Shrapel would make enquiries about an unpaid bill by Surrey Police relating to cctv footage downloaded.

PCS

P Cock reported on a recent conversation with the Police call centre and the apparent lack of knowledge about the location of Bletchingley. PC Shrapel confirmed he would make enquiries.

PCS

The Chairman thanked PC Shrapel on behalf of the Parish Council and residents for his work. Councillor Trotman expressed thanks for the current reduction in nuisance bikes around the estates.

PC Shrapel left the meeting.

75/09 BLETCHINGLEY IN BLOOM

Judging Day is on the 8th July 2009 and the exhibition will be held in the Lambert Room of the Adult Education Centre from 2pm. The portfolio needed to be completed by 19th June. Efforts would be concentrated on getting the village ready and tidy before judging day. The Hawthorns School were involved at the Skills Centre and the St Catherines' school Gardening Club was doing well. A litter picking event would be organised for the weekend before judging. The Clerk confirmed she would be in touch with Ahmadiyya Muslim Association UK who had

KW

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expressed an interest in being involved with a litter picking event.

Hevers Pond – The Clerk reported that she was in receipt of a draft Licence from the agents. Following a discussion,

IT WAS AGREED THAT the Clerk would forward the Lease to Roger Taylor at Hedleys Solicitors for a full legal opinion and report back. KW

76/09 MATTERS AND ACTION POINTS ARISING FROM MINUTES

The Clerk's report was noted.

Village Gateways – Further quotes being obtained.

Highway Issues – Church Lane/Whitehill Lane drainage/overgrown vegetation enquiries were ongoing.

Annual Parish Meeting – The Annual Report had been produced and made available in advance of the meeting. Surrey Community Action would be attending to do a presentation on Parish Plans.

Old Allotment Field – Letters had been hand delivered to residents in Stychens Lane. The area to be converted to allotments had been roughly marked out and a quote obtained for converting the grazing area into allotment plots with fencing.

Five Acre Playing Field – The old dead trees had now been removed from the bottom section of the field giving a more open effect to that location. A letter of thanks had been received from the adjacent land owner.

Footpath 506 – The maintenance of the footpath was still the responsibility of Highways.

Unofficial Advertising – The advertising on the corner of Little Common Lane and Sandy Lane had been deemed appropriate to TDC until such time as the property in question was sold or let. The other two advertisements should have been removed.

Street Lighting in St Catherine's Cross – Surrey County Council (SCC) responded to the request for additional lighting stating that it was unlikely that a new light would be added as SCC do not have any funds available to carry out any lighting improvements in the area at the moment but our request letter will be kept on file.

Tilgate Common – quotes were being received from a company in relation to tree surveys of Tilgate Common.

Finance – The internal auditor had signed of the Annual Return and only raised a few minor issues in relation to the location of legal documentation and updating the Risk Assessment when there is a change of councillor.

DC Elias stated that David Curl now replaced Derek Poole as SCC Highways Manager and he would be updating him on outstanding matters for Bletchingley. The Clerk would forward him an updated copy. KW

DC Elias and DC Black left the meeting.

77/09 CURRENT PLANNING ISSUES

12.1 **TA/2009/416** – Kenilworth Cottage, Rabies Heath Road, Bletchingley, RH1 4NB – Demolition of existing outbuildings and erection of garage, games room and associated storage rooms (Certificate of lawfulness for a proposed development).

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RESOLVED: The Parish Council were concerned about the size of the development and the potential for it to be converted into a future development.

KW

12.2 **TA/2009/382** - Land at White Hill Lane, Bletchingley, RH1 4QY – Erection of barn for the storage of agricultural machinery, silage, hay and stock pens within. Retention with alterations of tracks and entrance gates.

RESOLVED: The Parish Council would like it noted that it had received complaints from the Whitehill Residents Association. The Parish Council objected on the grounds (i) of the large size of the development; (ii) the large size of the vehicles currently accessing the site which are eroding the sides of Hextalls Lane; (iii) the large size of the vehicles proposed to supply the foods for the stock are not appropriate for the roads in that location; (iv) it is felt that the development is not an economical farm unit; and (v) the entrance is unsatisfactory and inappropriate for the size of vehicles proposed to service the farm. The provision of the barn and associated works is therefore not appropriate.

KW

Mrs P Cock left the meeting.

12.3 Any other current planning matters – discussion only – Councillor Martin provided the draft plans of the proposal for highway improvements from SCC. The Parish Council agreed that in general the plan was seen as an improvement and agreed to the changes. It was reported that there appeared to be no crossroad sign on the approach from Godstone to Outwood Lane and Church Lane. The Clerk would make enquiries. Councillor Martin would display the plans at the Annual Parish Meeting and make reference in the Village Magazine to the fact that comments were required on the above plan. The plans would be available for public viewing at Howard Cundey offices.

KW
DM

Councillors Trotman and Butler and the Clerk would attend the proposed training session on planning at TDC's offices on 10 June 2009.

RT/AB
/KW

78/09 REPORTS FROM AREAS OF RESPONSIBILITY

1. Neighbourhood Watch – Councillor Bridger reported on the Neighbourhood Watch AGM held last Thursday. He thanked the Chairman and Councillor Munday for attending and thanks went to D Turner and J Spedding for the production of the report and agenda. It was well attended by 45 residents. Topics discussed ranged from CCTV to Surgery meetings and the liaison between all parties. It was noted that the increased patrols appeared to have reduced the unwanted activity around the Church. Nigel Price retired as area co-ordinator for the centre of the village and the Parish Council wished to express their thanks to him for his dedication to Neighbourhood Watch over the last 20 years. There were currently 7 gaps for street co-ordinators. One resident had voiced concerns over the use of CCTV in the village. It was noted that whilst the use of CCTV may not be approved by some, it was appreciated by most and was used solely for the benefit of the parishioners in the village. It was also acknowledged that the village lacked a youth club and would like anyone interested in running one to contact the Parish Council.

D Turner left the meeting.

2. Footpaths and Bridleways: Nothing to report.

3. Transport: Councillor Munday commented that the removed bollards from the islands on the A25 between Big Common Lane and the centre of the village.

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IT WAS AGREED THAT the Clerk would request an update on this.

KW

4. Speedwatch: A recent speedwatch exercise carried out near Barfields had been very successful with 2 sheets being filled in 20 minutes, recording some speeds in excess of 50mph. There had been some co-ordinating difficulty with handing the data over to the police but this had been resolved.

5. Cemetery: Nothing to report.

6. Minerals/Environment/Tree Wardens – North Park Farm – The Dust Sub Committee had recently reconvened on the 14th March. Councillor Butler read from her report. Keith Harrod, the Sibelco Quarry Manager for the South East now leads these meetings. It is unlikely that the latest plan submitted by Sibelco will be available for public consultation until September. Dust monitoring procedures and problems were discussed. The meeting was amicable but it was stressed that the recent high dust levels experienced in recent windy conditions were unacceptable. The full Liaison Committee is scheduled to meet on 16 June.

7. Village Hall/Community Centre: Nothing to report.

8. Recreation/Sports Association: The Clerk reported that Bletchingley Playground Friends had now managed to secure £33,000 worth of promised funds towards the provision of the new playground to be located at Grange Meadow. The Sponsored Swimathon was scheduled to take place on Saturday 30th May between 9am and 1pm and it was hoped that members would be available to show support.

All

9. Allotments: In Councillor Moore's absence, the Clerk confirmed that letters re the allotment cup had been sent out and John Bishop had agreed to judge. The proposal for the creation of the new allotments was discussed. Letters had been hand delivered to residents in Stychens Lane about the proposal. The contents of one response received were noted. It was suggested that an additional 10ft be left for the creation of a path running between the fence line and the allotments. It was also suggested that the only gate entrance required would be near the existing entrance into the field. Costings for the replacement of the old water pipe would need to be obtained. The Clerk, following legal advice in relation to the updating of the Grazing Licence agreement for the field had reproduced the Licence along the same lines as that used for the Whitepost Field.

D Birt left the meeting.

Following a discussion,

IT WAS AGREED THAT (i) the Clerk would obtain the necessary additional quotes and ensure that the existing one included rotovation of the plots and these would be presented at a later meeting; (ii) the new Grazing Licence was agreed and signed by the Clerk and would be provided to the tenant for a reduced fee of £300 in acknowledgement of the work undertaken to repair the fence to ensure that it was once again stock proof.

KW

KW

10. Street Lighting: Two lights along the recently cleared footpath between the A25 and Clare Cottages were not working.

IT WAS AGREED THAT the Clerk would report these.

KW

11. CCTV: The Chairman reported that the new contractor, Vistec Systems Limited would start on the 1st June 2009. The Chairman updated the Council on recent telephone conversations with Mr Hook re the CCTV Contract and subsequent

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correspondence, copies of which had been previously circulated. Following a discussion, the council confirmed that the Chairman continued to have the full support of the Council.

12. Website: The Clerk reported that website advert renewals had been posted.

REVIEW AND AGREE AREAS OF RESPONSIBILITY

Following a discussion,

IT WAS RESOLVED THAT the following changes would be made to the areas of responsibility whilst the others would remain unchanged.

SA Ray would be responsible for the website;

P Glenn would be responsible for the cemetery

SA Ray would be jointly responsible for Sports Associations with R Trotman.

N Munday would be jointly responsible for Village Hall Management Committee with A Butler and J Moore.

SAR
PG
SAR
NM

79/09 FINANCE

14.1 To review and approve renewal of the insurance policy for 09/10. Councillor Bridger confirmed that he had reviewed the insurance renewal documentation. Insurance valuation figures would need to be reviewed carefully again prior to next renewal to ensure valuations remained accurate. Following a discussion,

IT WAS RESOLVED THAT the policy would be renewed and payment made.

All

14.2 The following May payments were sanctioned and cheques and stubs signed.

000568	Bletchingley Village Hall	12.00
000569	Mrs K Wantling	649.69
000570	HM Revenue & Customs	74.70
000571	Compelling Minds Limited	115.00
000572	Mrs K Wantling	200.00
000573	Mrs D M Turner	25.00
000574	D A Landscaping	756.00
000575	Peter Frost	121.00
000576	R Gater	115.00
000577	Allianz Insurance PLC	1795.74
000578	Namesco Limited	28.74
000579	R P Hook	1105.00
000580	Clarke & Spears International Limited	179.07
000581	Printmates	55.20
000582	British Telecommunications Plc	<u>1.00</u>
		<u>£5,233.14</u>

All

It was noted that the payment to Mrs D M Turner was a reimbursement of direct costs incurred for hiring of the hall for the Neighbourhood Watch AGM, which the Parish Council agreed to bear.

All

14.3 Approval and signature of Financial Accounts and Annual Return for year ended 31/03/09 and to approve the effectiveness of the financial controls and procedures and note the Internal Auditor's comments and continued appointment of Peter Frost as Internal Auditor for this financial year. Following a discussion,

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IT WAS RESOLVED THAT (i) the Financial Accounts and Annual Return for the year ended 31/03/09, be approved by the Parish Council and signed by the Chairman and the Clerk, and the Annual Governance Statement be completed; (ii) the effectiveness of the financial controls and procedures were noted and agreed; (iii) The Internal Auditor's comments were noted and would be actioned accordingly.

All

14.4 To approve expenditure for pig roast for Village Fair to be held on 28th June at a cost of £545.00 plus VAT for a large pig (LGA 1972, s145). Following a discussion,

IT WAS RESOLVED THAT this expenditure be approved and the Clerk make the necessary arrangements.

KW

14.5 Adoption of BT Kiosk in Brewer Street – to sign the Agreement and make the payment of £1. Following a discussion,

IT WAS RESOLVED THAT the Agreement be signed and payment made, this being the last step required for the adoption of the Brewer Street Kiosk. The broken pane of glass had been reported and would be repaired by BT prior to adoption. The Clerk would make enquires as to the insurance cost involved in including this on the insurance schedule.

All

KW

80/09 CORRESPONDENCE RECEIVED

15.1 To approve a contribution of to Oxted CAB for 09/10 (LGA 1972 s142). Following a discussion,

IT WAS RESOLVED THAT the Parish Council would make a contribution of £100 for 09/10 as they did for 08/09.

All

15.2 To consider the letter from Open Spaces Society requesting a further donation. Following a discussion,

IT WAS RESOLVED THAT the Parish Council did not feel it appropriate to make a further donation in addition to its annual membership fee at this time.

81/09 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

16.1 Approval of letter of support from the Parish Council in relation to the redevelopment of Church House. Following a discussion,

IT WAS RESOLVED THAT the proposed letter be signed and forwarded to Councillor Trotman.

16.2 Risk Assessment Review for 09/10 – this would be on the next agenda.

82/09 DATE OF NEXT MEETINGS

Parish Council Meeting – 8 June 2009

Planning Committee Meeting – 29 June 2009

The Chairman closed the meeting at 10.45 pm