

WOTTON PARISH COUNCIL

Draft Minutes of the Meeting of Wotton Parish Council held at 7pm on Tuesday 3 May 2022 in the Village Hall

Present: Councillors Peter Evelyn, Jo Mansfield-Tubb, Laurence Matthews, Gary Burgess, David Mir

In Attendance: Cllr Hazel Watson (SCC & MVDC) and Clerk

- 1 **Apologies for Absence:** Steve Hackett, Andy Cole.
- 2 **Appointment of Chairman:** Cllr Evelyn indicated his willingness to continue in the role of Chairman and was proposed by Cllr Matthews, seconded by Cllr Burgess and elected by all present.
- 3 **Declaration of Acceptance of Office:** Cllr Evelyn signed the Acceptance of Office form.
- 4 **Appointment of Vice Chairman:** Cllr Mansfield-Tubb indicated her willingness to continue in the role of Vice Chairman and was proposed by Cllr Evelyn, seconded by Cllr Mir and elected by all present. Cllr Mansfield-Tubb signed the Acceptance of Office form.
- 5 **Declarations of Interest:** Application MO/2022/0715/PLAH (Cllr Evelyn) Wolvens Lane BOAT 526 (Cllr Matthews).
- 6 **Public Questions:** None.
- 7 **Minutes of previous Meetings:** Minutes of the Parish Council Meeting on 1 February were agreed by all present and signed by the Chairman. Minutes of the Annual Parish Meeting on 8 March were amended to show the correct spelling of Christingle. The Minutes were then agreed by all and signed by the Chairman.
- 8 **Matters Arising:** (i) Defibrillator installation. Arrangements have been made to install the heated defibrillator cabinet purchased last year on Wotton Hatch pub's sidewall. (ii) Sheepphouse Lane traffic signs. It was agreed that no improvements to signage can be made. (iii) Satnav companies. Reports about unsuitability of the Sheepphouse Lane route to Leith Hill Road for HGVs have been made to TomTom and Here.com. (iv) Wolvens Lane BOAT 526 notices have been published by SCC to make the temporary restriction orders permanent.
- 9 **Police Report:** The following matters were reported for period 8 March to 3 May: Van on fire in West Lane, Wotton. Later reported it was a fly tip on fire. Councillors asked for more information about the location as they were only aware of a fire on White Down Lane, west of West Lane and not in Wotton parish.

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Assistance requested at Guildford Road, Wotton, from ambulance service. Not required.

Common assault, Wotton.

Police assisting breakdown in live lane, Coast Hill, Wotton.

Stalking and harassment, Wotton.

Lorry hit gate causing damage, Ranmore Road.

Scam, man waving down people in cars asking for money, Ranmore Common Rd

Report of naturists on public land, Ranmore Common Road. Police aware.

Report of incursion, Ranmore Road. Later moved on.

Horsebox broken down on narrow road, Ranmore Road.

- 10 **Standing Orders and Code of Conduct:** Councillors reviewed the documents and made amendments to Standing Orders. Cllr Matthews proposed, Cllr Burgess seconded, and all present agreed to adopt the documents. Clerk to send revised documents to all councillors.

11 **Planning:**

- (i) Planning applications and decisions received from MVDC since 1 February (list attached): noted.
- (ii) The Surrey Hills Boundary Review: noted.
- (iii) Local Government Boundary Commission Review recommendations were discussed, proposals noted.

12 **Highways:**

- (i) Tillingbourne Valley climate action group member, Christian, had emailed regarding the group's activities to help protect the environment and getting more people involved to stop the climate changing. Their litter picking group, the Garbage Gang, is active along the A25 and some villages. Councillors discussed this and mentioned other litter picking volunteers they know who are active in Wotton. The Chairman asked the clerk to thank them for sending information about the Tillingbourne group and to let them know Wotton parish has a very small number of residents several of whom already do litter picking in the area.
- (ii) Speed limit reductions. Following a question raised at the Annual Parish Meeting for Residents, more information about speed limit proposals had been obtained. Surrey Association of Local Councils had invited SCC Cllr Matt Furniss to a members' forum recently where he had explained the proposals. SCC/MVDC Cllr Hazel Watson said the Local Committee had approved some speed reductions west of the A24 and south of the A25 which included speed limit reductions on some roads in Wotton parish. The proposal is that there will be a speed limit of 20mph in Damphurst Ln, Wolvens Ln, Sheephouse Ln, Sheephouse Green, Broadmoor Rd, Friday St, and Tanhurst Ln, and a speed limit of 30mph on Abinger Rd.

- 13 **District Councillor's Report:** Cllr Watson had covered most of the things she wished to raise earlier in the meeting. Other items:

- (i) SCC is bringing in a scheme to ask Surrey residents to produce ID when using community recycling centres such as the one at Ranmore Road.

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- (ii) Residents may be wondering how they will receive the £150 government grant to help with cost-of-living increases. Cllr Watson said the payments will be made by Mole Valley District Council directly into council tax payers' bank accounts but only if they are paying their council tax by direct debit. Residents not paying by direct debit will need to make an application to MVDC for the £150 payment. The Clerk was asked to put this information in the Parish News.

14 **Clerk's Report:**

- (i) PKF Littlejohn require a full Annual Governance and Accountability Return (AGAR) for the year to 31 March 2022 as an exemption certificate was not submitted last year. The Clerk confirmed that accounts for the year to 31 March have been completed and an internal audit is being arranged. The internal auditor has to sign the full AGAR form and the Council will need to approve the AGAR at its next meeting before submission to PKF.
- (ii) The Clerk advised that Financial Regulations should be adopted. This document will be forwarded to Councillors before the next meeting.
- (iii) Necessary improvements to the Council's website are under way. Mr Stuart McLachlan will be doing the structural changes and the Clerk will amend content and upload documents etc.

15 **Finance:**

- (i) The bank mandate form sent by the bank did not have sufficient pages for all new signatories to sign. It must therefore be completed online and the bank will contact each signatory by email so they can provide a digital signature. Cllr Matthews agreed to complete the form online.
- (ii) (ii) Bank balances were noted (see attached).
- (iii) (iii) Payments were agreed (attached). Cllrs Mansfield-Tubb and Matthews signed cheques.

16 **Correspondence:**

- (i) A resident had asked if grit bins could be replaced on a dangerous stretch of road in the Abinger Bottom area. Councillors agreed to fund 3 new grit bins. SCC will provide grit bins and fill them once a year for a period of 4 years at a cost of £826 per bin.
- (ii) NALC had written to all smaller councils with a list of matters they had been considering and asking about any further issues. This was discussed and it was agreed that no further issues need to be raised.
- (iii) The Green Lanes Environment Movement (GLEAM) emailed about the government's consultation regarding the Glover landscapes review. Part of the consultation relates to use of green lanes (BOATs or unclassified roads) by recreational vehicles. This was discussed and proposals noted. Locally SCC have issued the Wolvens Lane BOAT 526 orders. The Police say off-roading is a constant problem in rural areas.
- (iv) SCC had written about the government's Project Gigabit public review of national broadband provision. Lot 22 contains 99,000 premises in Surrey being considered for improvements to be funded by public subsidy. The timetable for implementation is likely to be late 2023.

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- (v) MVDC have asked for 24-hour contact details of councillors who agree to be contacted in the event of any emergency requiring local support or assistance from local volunteers, including provision of specialist equipment, or use of village halls to shelter residents. Cllrs Evelyn, Matthews and Mir agreed to provide their details, the Clerk to send the information to Luke Masters of the Emergency Planning team at MVDC.

17 Dates of future meetings:

Council Meeting	5 July 2022
Council Meeting	4 October 2022
Council Meeting	10 January 2023
Annual Parish Residents Meeting	7 March 2023
Annual Council Meeting	2 May 2023

18 Any other business: None.

The meeting ended at 8.15pm.

Signed

Date

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PLANNING REGISTER: 3 MAY 2022

MO/2021/2183	7 Sheephouse Green,	Remove detached garage. Erect single storey extension at rear, single storey extension at side, porch and refurbish dormers	APPROVED 7 Jan 2022
MO/2021/0376	Upper Flat, The Dispensary, Ranmore Common Road	Conversion garage/store/1 st floor to residential	APPROVED Rec'd 4 Feb
MO/2022/0149/PLAH Rec'd 4 Feb	10 Sheephouse Green, Wotton RH5 6QW	Erection of two storey side extension and single storey side extension with amendments to front porch	APPROVED Rec'd 18 Mar
MO/2022/0290 Rec'd 4 March	6 Sheephouse Green, Wotton	Erect white PVCU framed conservatory & roof canopy	APPROVED 14 April
MO/2022/0326 Rec'd 4 March	Gatehouse Cottage, Hogden Lane, Ranmore Common	Demolition of outbuilding and erect replacement	APPROVED 22 April
MO/2021/2015/PLAH	Ashmore Park (formerly Denbies), Ranmore Common Road, Ranmore Common RH5 6SP	Erection of indoor swimming pool / gym extension following demolition of existing garage extension. Construction connected outdoor pool	APPROVED 17 March
MO/2022/0408/CAT Rec'd 4 March	Whiteberry Cottage, Broadmoor Road, Abinger RH5 6JY	Reduce 1 No. bay and 1 No. Holly (T1) by 4 metres, reduce 1 No. hawthorn (T2) by 2 metres	APPROVED Rec'd 18 March
MO/2021/2115/PCL Rec'd 25 March	Lane End, Friday Street Road, Abinger, Dorking, Surrey, RH5 6JR	Certificate of Lawfulness proposed development in respect of landscaping, to include changes to access, parking, driveway, buiding wall, extending patio area, creation of levels, creation pond, installation of railings, renewal of fencing.	
MO/2021/1159/PLAH	Ranmore Court, Hogden Lane, Ranmore Common RH5 6SY	Erection single storey side extension	REFUSED 12 Aug 2021 APPEAL start 24 Feb
MO/2022/0715/PLAH Rec'd 29 April Link	Garden Cottage, Abinger Road, Leith Hill, Dorking, Surrey, RH5 6LX	Erection of extensions and erection of replacement outbuilding following partial demolition of existing attached garage. Addition of cladding to front gable.	

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Bank Balances, Payments & Receipts 3 May 2022

Current Account	100.00	
Reserve Account (4 March)	<u>9,605.18</u>	
	9,705.18	
Less Payments:		
8 March	1,454.77	
1 April	<u>398.00</u>	<u>1,852.77</u>
		7,852.41
Add Receipts:		
14 April	<u>3,780.50</u>	(MVDC Precept 3,632 & Grant 148.50)
Current Bank Balance (est)	11,632.91	

Payments 3 May 2022:

Hall Hire (May meeting)	30.00	
SALC (SCAPTC/NALC annual subs)	189.95	
ICO (GDPR/Data Protection regs annual subs)	40.00	
Helpdesq (new domain name) (Inv i35046)	135.29	22.55 VAT
Sell Electrical (install heated defib cabinet)	516.00	86.00 VAT
SP Services (defib battery/pads)	389.94	64.99 VAT
SCA Payroll fees (JH/LB) (Inv 61880)	120.00	20.00 VAT
Clerk Salary/office allowance (Apr)	356.60	
HMRC Tax (Apr)	61.40	
Clerk Salary/office allowance (May)	356.60	
HMRC Tax (May)	61.40	
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	2,257.18	193.54 VAT (reclaimable)
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Date: 3 May 2022