

WOTTON PARISH COUNCIL

Minutes of the Meeting of Wotton Parish Council held at 7pm on Tuesday 4 October 2022 in the Village Hall

Present: Councillors Peter Evelyn (Chairman), Jo Mansfield-Tubb (Vice Chairman), Laurence Matthews, Gary Burgess, David Mir and the Clerk

- 1 **Apologies for absence:** Cllrs Andy Cole, Steve Hackett, MVDC/SCC Cllr Hazel Watson
- 2 **Declarations of interest:** None
- 3 **Public questions:** None
- 4 **Minutes of previous meetings:** Minutes of the meeting held on 5 July were proposed by Cllr Mir, seconded by Cllr Matthews and agreed by all.
- 5 **Matters arising:** Surrey Highways had been in contact with the clerk asking for photos showing the exact locations of the requested grit bins. These had been obtained from the resident and forwarded to SCC. They will be checking all grit bin locations in the next two months and installation of new bins will follow.
- 6 **Police report:** Councillors reviewed the report which is longer than usual as it covers a 5-month period from 3 May to 4 October (see attached).
- 7 **Planning:** Planning matters since the previous meeting on 5 July were noted (see attached).
- 8 **Highways:**
 - (i) Grit bins: See 5 above.
 - (ii) Litter picking: An email had been received and circulated to councillors from a member of a group known as the Garbage Gang and asking for help from Wotton residents. The group's aim is to look after the litter in the Tillingbourne Valley. There are currently active groups in Shere, Gomshall, Abinger Hammer, Albury, Holmbury and Peaslake. Councillors knew of three local people who currently do litter picking in their areas. The clerk agreed to reply to the email with this information.
 - (iii) Speed limit reductions: SCC had sent a Notice about proposed reductions in speed limits on local roads. Councillors agreed the reductions would be beneficial and improve safety. The documents can be viewed online at www.surreycc.gov.uk. They are also available at Surrey County Council, Merrow Lane, Guildford, Mole Valley District Council, Pippbrook, and at Dorking Library. Comments or objections must be sent to SCC **by 21 October 2022**.
 - (iv) Cllr Lawrence reported that the BT box opposite Manor Farm had collapsed and was in a dangerous condition which could adversely affect road safety for cyclists and other road users. The clerk was asked to report the matter to Highways.
- 9 **SALC Training programme:** An email listing training provided by Mulberry & Co for councillors and officers had been circulated. This was noted.
- 10 **Clerk's report**
 - (i) A claim for repayment of VAT totalling £413 will be submitted to HMRC at the end of October.

- (ii) It had not been possible to discover where all the old minutes of Wotton Parish Council meetings were. Minutes from 1979 to 1992 are missing, also those from 2002 to January 2018. The History Centre in Woking holds WPC minutes from 1895 to 1978 and from 1993 to 2001.
- (iii) Following discussion about backing up of data at the July meeting, arrangements have been put in place to automatically back-up to the cloud all documents and emails held on WPC's laptop.
- (iv) A final invoice has been received for work done by the previous administrator, Mr McLachlan, on WPC's website and training the clerk to be the new administrator.

11 Finance:

- (i) External auditors PKF Littlejohn have sent their final report and certificate relating to a review of the Annual Governance & Accountability Return to 31 March 2022, with instructions about publication of documents.
- (ii) A new Grant Policy had been circulated. This was discussed and agreed by councillors (see attached). It will be placed on the website.
- (iii) Information about changing to the Unity Trust Bank had been circulated. It was proposed by Cllr Evelyn, seconded by Cllr Mansfield-Tubb and agreed by all that a new bank account should be opened with the Unity Trust Bank. When balances have been transferred, the account with NatWest will be closed. After discussion it was agreed that payments should be made by the online banking system in future although a cheque book for the new account would also be requested. It was agreed that Cllr Evelyn and Cllr Mansfield-Tub would be authorised signatories and they completed the information requested for the online application.
- (iv) A list of payments and receipts had been circulated. The bank balance was estimated as it had not been possible to get a statement of transactions and balances from the NatWest. Payments were proposed by Cllr Evelyn, seconded by Cllr Matthews, and approved by all (see attached). Cheques were signed by Cllr Mansfield-Tubb and Cllr Matthews.

12 Correspondence:

- (i) An email had been received and circulated about a nutrition study being conducted by the faculty of Health & Medical Sciences at the University of Surrey. They have developed a mobile health app to help users with their dietary and physical activity choices and are asking for participants. Posters have been placed on noticeboards.
- (ii) A bible dating back to 1873 had been found in the effects of a man who had died a short while ago. His daughter had written asking if anyone would be interested in having the bible. It was presented to Lady Mary Grenville in 1873 and gives details of Wotton parishioners and the amount they contributed to the gift. Councillors thought that the Rev David Grundy or the Village Hall committee might be interested to see it.

13 Dates of future meetings:

Council Meeting	10 January 2023
Annual Parish Residents Meeting	7 March 2023
Annual Council Meeting	2 May 2023

- 14 Any other business:** Cllr Mir asked for permission on behalf of Surrey Hills School to post a notice of their Open Day on Parish Council noticeboards. This was agreed by all. Councillors also mentioned other noticeboards at Ranmore and Broadmoor car parks which are owned by the National Trust.

The meeting ended at 7.45pm.

Police Report for period 3 May to 4 October 2022

Wotton Parish Council Meeting 4TH Oct 2022

Wotton / Ranmore Common

Locality	Street	Summary
WOTTON	SHEEPHOUSE LN	REPORT OF DRINK DRIVING.AREA SEARCH
RANMORE	DOG KENNEL GRN	THEFT OF QUAD BIKE
WOTTON	NA	DOMESTIC INCIDENT
WOTTON	GUILDFORD RD	MOTORIST COLLIDED WITH DEER
WOTTON	NA	THEFT OF RING
WOTTON	GUILDFORD RD	REPORT OF DRINK DRIVING.AREA SEARCH
RANMORE	RANMORE COM	FLY TIPPING ALSO SET ON FIRE
WOTTON	GUILDFORD RD	OVERHANGING BRANCH IN THE ROAD -
WOTTON	GUILDFORD RD	DRUNK MAN ARRESTED
RANMORE	RANMORE COMMON RD	CAR CRASHED AND WENT ON FIRE
WOTTON	SHEEPHOUSE GRN	VAN BLOCKING LANE. LEFT BEFOREPOLICE ARRIVAL
RANMORE	RANMORE COMMON RD	REPORT OF HGV BLOCKING ROAD
WOTTON	NA	DOMESTIC INCIDENT
RANMORE	RANMORE COMMON RD	LARGE HOLE IN ROAD
RANMORE	RANMORE COMMON RD	TREE DOWN AT LOCATION CARS HAVING TO DRIVE ROUND
WOTTON	NA	DOMESTIC INCIDENT
WOTTON	GUILDFORD RD	THEFT OF POST

END

Planning Matters notified since 5 July meeting:

Application Ref: MO/2022/1525/PLAH

[Link](#)

Location: Lane End, Friday Street Road, Abinger, Dorking, Surrey, RH5 6JR
Proposal: Move an existing shed from one side of the garden to the other and install an electrical supply, replace existing greenhouse with a wood and glass greenhouse to be installed slightly south of the current shed location, replace existing 1.2 metre featheredge fencing along the eastern boundary with longer-lasting shiplap fencing of the same height, secured with concrete posts and kick boards.

Case Officer: Adelle Krzyzanowski

Registration Date: 02-Sep-2022

Applicant Name: Ms Sarah Dewing

Ward: Leith Hill **PSH/Area:** Wotton, Within 20m of Abinger Parish

Application Ref: MO/2022/1526/PCL

[Link](#)

Location: Lane End, Friday Street Road, Abinger, Dorking, Surrey, RH5 6JR
Proposal: Certificate of Lawfulness for the proposed development in respect of widening access by removing the 1 metre high brick wall on the south side of the sloping access driveway, removing the earth behind the wall to a width of 1 metre and creation of an earth bank, rebuilding a small amount of brick retaining wall from the gate to the garage , adjacent to the southern boundary, reducing the length and width of the rockery by removing the hedging and some of the rocks either end, re-surfacing the driveway and parking area, enlarging the existing patio, create a second level area, roughly 3 m x 4 m at the back of the house, at the top of the northern slope, rebuild the existing brick steps at the back of the house, create a natural wildlife pond, approximately 2 m x 1.5 m on the northern area of the main lawn in front of the house, create four raised vegetable beds adjacent to the northern boundary of the property, and create a set of railings next to the original steps from the lane to the pedestrian gate.

Case Officer: Adelle Krzyzanowski

Registration Date: 31-Aug-2022

Applicant Name: Sarah Dewing

Ward: Leith Hill **PSH/Area:** Wotton, Within 20m of Abinger Parish

Application No.: MO/2022/1151/PLAH

[Link](#)

Location: Leylands Farm, Sheephouse Lane, Abinger, Dorking, RH5 6JU

Proposal: Construction of a tennis court with an enclosed fence.

Decision: APPROVED WITH CONDITIONS

Decision Date: 24-Aug-2022

Ward: Leith Hill

Parish: Abinger, Wotton, Within 20m of Abinger Parish, Within 20m of Wotton Parish

Application Ref: MO/2022/1394/PLA
[Link](#)
Location: **Keepers Cottage**, Ranmore Common Road, Ranmore Common, Dorking, Surrey, RH5 6AZ
Proposal: Conversion of brick garage into 1 No. dwelling.
Case Officer: Adelle Krzyzanowski
Registration Date: **15-Aug-2022**
Applicant Name: Jenny Jenkins
Ward: Leith Hill **PSH/Area:** Wotton

Application Ref: MO/2022/1201/ECL
[Link](#)
Location: **Keepers Cottage**, Ranmore Common Road, Ranmore Common, Dorking, Surrey, RH5 6AZ
Proposal: Certificate of Lawfulness for an existing use in respect of occupation of a building as an independent dwelling for in excess of 4 years.
Case Officer: Adelle Krzyzanowski
Registration Date: **07-Jul-2022**
Applicant Name: JENIFER JENKINS
Ward: Leith Hill **PSH/Area:** Wotton

Application Ref: MO/2022/1202/ECL
[Link](#)

Application Ref: MO/2022/1204/ECL
[Link](#)

Application No.: MO/2022/0826/CC
[Link](#)
Location: **Home Farm Cottage and Studio**, Broadmoor Road, Abinger Common, Dorking, Surrey, RH5 6JY
Proposal: Variation of condition 2 of approved planning permission MO/2020/0933 for the erection of single storey side/rear extension and front porch to Home Farm Cottage and single storey side/rear extension to Studio following demolition of existing stable blocks and store. Erection of garage, stable and wall with creation of new access and associated landscaping works, to allow timber cladding to Mares Nest and a timber frame external porch over the front door.
Decision: **APPROVED WITH CONDITIONS**
Decision Date: **05-Jul-2022**
Ward: Leith Hill **Parish:** Wotton

Application Ref: MO/2022/1074/PLA
[Link](#)

Location: **2 Garlic Cottages**, Hogden Lane, Ranmore Common, Dorking, Surrey, RH5 6SY
Proposal: Replacing the existing flat roofed double garage with a pitched roofed double garage with ancillary spaces for a gym and a home office.
Case Officer: Amanda Scott
Registration Date: **01-Jul-2022**
Applicant Name: Victoria Phillips
Ward: Leith Hill **PSH/Area:** Wotton

GRANT AWARDING POLICY & APPLICATION FORM

1. Introduction

Wotton Parish Council values the work of local voluntary groups and organisations and has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

- 2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process in January each year.
- 2.2 Applicants must complete the grant application form and return it together with the required financial information to the Parish Clerk at least 10 days before a meeting of the Parish Council.
- 2.3 Grants will not routinely exceed 50% of the cost of the project or activity.
- 2.4 Applicants will provide details of the project or activity and the number of Wotton residents expected to benefit.
- 2.5 Organisations must provide a report of how the money has been spent. Any unspent money must be returned to the Parish Council.
- 2.6 As a condition of receiving a grant, organisations will be required to acknowledge the Parish Council's support in publicity material.
- 2.7 The Parish Council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.
- 2.8 The Parish Council reserves the right to refuse any grant application or offer an alternate amount to that originally requested.

1	Name of Applicant Organisation	
2	Year of Formation	
3	Objectives	
4	Current Membership	
5	Person Responsible	
6	Address and daytime phone number	
7	Purpose for which Grant Aid is sought	
8	Total anticipated cost of project and how this will be achieved	
9	Amount of Grant Aid requested	
10	If you have applied to any other source for finance, please give details	

I hereby certify that to the best of my knowledge and belief the above information is correct.

Signed Date

Please return this form to the Parish Clerk together with supporting documents.

Email: clerkwottonsurrey@wottonparishcouncil.org. Tel: 07958 519350.

Bank Balances, Receipts & Payments

Current Account 100.00
Reserve Account: 30 June(est) 9,593.80
9,693.80

Less:

Payments 5 July adjusted
(61.40 chq not presented) 1,106.83
Clerk Salary (Aug) 356.60
8,353.17

Add: Precept & grant (Sept) 3,780.50

Est Bank Balance 3 October 12,133.67

Payments 4 October 2022:

Hall Hire (4 Oct) Inv WVH71	30.00	
SMM Consulting (Website modifications/training)	350.00	
Helpdesq (Invs i36160, i36221, i36464)	331.27	55.21 VAT
PKF Littlejohn 2022 Review	240.00	40.00 VAT
Clerk Salary/allowance (Sep)	326.60	
HMRC Tax (Aug)	76.40	
HMRC Tax (Sep)	76.40	
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	1,430.67	95.21 VAT (reclaimable)
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Signed: *J Mansfield-Tubb*

Signed: *Laurence Matthews*

Signed: *Peter Evelyn (Chairman)*

Date: 4 October 2022