

# WOTTON PARISH COUNCIL

## Draft Minutes of the Meeting of Wotton Parish Council held at 7pm on Tuesday 5 July 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 and Steve Hackett
- 2 **Declarations of interest:** None
- 3 **Public questions:** None
- 4 **Minutes of previous meetings:** Minutes of the meeting held on 3 May were proposed by Cllr Mir, seconded by Cllr Matthews and agreed by all. Minutes of the meeting on 21 June 2022 were proposed by Cllr Evelyn, seconded by Cllr Mir and agreed by all.
- 5 **Matters arising:**
  - (i) The auditor's report was discussed. The clerk gave an update on actions taken to address the matters raised.
  - (ii) The period set for the public to inspect documents this year started on 27 June and ends on 5 August. Notices have been published on the website and noticeboards.
  - (iii) The Financial Regulations had been circulated to all councillors for consideration and adoption. These were proposed by Cllr Matthews, seconded by Cllr Evelyn and agreed by all.
  - (iv) A Risk Assessment had been prepared and circulated to councillors. This was discussed and no amendments were suggested.
  - (v) The Assets Register had been prepared and circulated to councillors.
- 6 **Police report:** No report had been received as the officer was on leave.
- 7 **Planning:** Planning matters notified since the previous meeting on 3 May were noted (see attached).
- 8 **Highways:** Cllr Mansfield-Tubb said the hedgerow on the west side of Hollow Lane near the junction with Guildford Road was so overgrown that it was obscuring sightlines for drivers. After discussion it was suggested that the clerk should write to Surrey Highways reporting the matter and asking for the timetable with details of when the hedgerow was next due for cutting.
- 9 **Clerk's report**
  - (i) The defibrillator has been installed. Anyone using it should first call 999 to alert the ambulance service and get the access code. The defibrillator gives clear audible instructions to the user once the cabinet is opened and the 'go' button is pressed.
  - (ii) Three grit bins have been requested. Highways were assessing the suitability of locations requested and payment had not yet been requested. The chairman said he hoped they could be installed before winter.

Signed .....

- (iii) The website is being updated and the clerk said she needed some assistance/training to make the necessary improvements. A quote of £200 a day has been received from Mr McLachlan and this expenditure was agreed.
- (iv) The data held on the laptop needs to be backed up and the clerk said she might use a USB stick. Cllr Matthews suggested that everything could be saved to the cloud.
- (v) The whereabouts of archived minutes was discussed. It was suggested that these are held at the History Centre (previously the Records Office in Guildford) or one of the previous clerks may have some of them. The clerk said she would make enquiries.
- (vi) Parish Council email addresses had been set up for all councillors by Helpdesq. Not all councillors were currently able to use their new email addresses and the clerk said she would contact Helpdesq again.
- (vii) The clerk asked if a grant policy might be useful. The chairman said grants had been given in the past. The clerk said she would prepare a grant policy document and send it to councillors for discussion at the October meeting.

**10 Finance:**

- (i) Budget comparisons for the period 1 April - 30 June 2022 were noted. Cllr Matthews suggested adding a column for Training.
- (ii) Payments were proposed by Cllr Evelyn, seconded by Cllr Mir and approved by all (see list attached). Cheques were signed by Cllr Mansfield-Tubb and Cllr Matthews.

**11 Correspondence:**

- (i) MVDC Local Cycling and Walking Infrastructure Plan, an early engagement workshop presentation. It was noted that there was nothing in this relating to Wotton.
- (ii) MVDC UK Shares Prosperity Fund presentation. Noted.
- (iii) MVDC "County Deals" invitation to parish councillors to attend meeting/presentation with Leader of SCC Tim Oliver on 13 July. Noted.
- (iv) GACC Gatwick Area Conservation Campaign email re "noise envelope proposal" required by Gatwick's application to bring northern runway into permanent use, including position paper. Councillors discussed this and agreed the position paper was very technical.

**12 Dates of future meetings:**

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

**13 Any other business for note or inclusion on a future agenda: None**

The meeting ended at 7.42pm.

Signed .....

## **Planning matters for Wotton Parish notified by MVDC since 3 May meeting**

### **APPLICATIONS:**

**MO/2022/0761/PLAH:** Leylands, Sheephouse Lane, Abinger. Erecton of a single storey rear extension and internal alterations.

**MO/2022/0826/CC:** Home Farm Cottage and Studio, Broadmoor Road, Abinger Common. Variation of condition 2 of approved planning permission MO/2020/0933 for 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.

**MO/2022/0961/DEA:** Coast Hill Farm, Sheephouse Lane, Wotton. Prior notification for the proposed engineering works to enable the construction of two 60m x 10m silage clamps.

### **DECISIONS:**

**MO/2021/2115/PCL:** Lane End, Friday Street Road, Abinger. Certificate of Lawfulness for the proposed development in respect of landscaping, to include changes to access, parking, driveway, buiding a wall, extending patio area, creation of levels, creation of pond, installation of railings and renewal of fencing. Decision: REFUSED

**MO/2022/0961/DEA:** Coast Hill Farm, Sheephouse Lane, Wotton. Prior notification for the proposed engineering works to enable the construction of two 60m x 10m silage clamps. Decision: PRIOR APPROVAL NOT REQUIRED

**MO/2022/0715/PLAH:** Garden Cottage, Abinger Road, Leith Hill,. Erection of extensions and erection of replacement outbuilding following partial demolition of existing attached garage. Addition of cladding to front gable. APPROVED WITH CONDITIONS

**MO/2022/0761/PLAH:** Sheephouse Lane, Abinger. Erection of a single storey rear extension and internal alterations. Decision: APPROVED WITH CONDITIONS

## Bank Balances, Payments & Receipts

Current Account 100.00  
Reserve Account: 1 June 9,834.80

### Payment 21 June 2022:

Zurich Insurance (annual)  
(Inv 515196109) 241.00

Est Bank Balance: 30 June **9,693.80**

### Payments 5 July 2022:

Hall Hire (20, 21 Jun, 5 Jul)(Inv WVJ52/53)	88.00	
SCA Payroll fees (Inv 6317)	18.00	3.00 VAT
Helpdesq (Inv i35496)	72.00	12.00 VAT
Helpdesq (Inv i36117)	18.00	3.00 VAT
Mulberry & Co, Audit 20 June (Inv 19480)	220.32	36.72 VAT
Viking, printer toner (Inv 7172419)	67.74	11.29 VAT
Clerk Salary/office allowance (Jun)	356.60	
Clerk refund/expenses (laminator, mileage, postage, copying)	161.37	
HMRC Tax	61.40	
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	1045.43	66.01 VAT (reclaimable)
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Signed: *J Mansfield-Tubb*

Signed: *Laurence Matthews*

Signed: *Peter Evelyn (Chairman)*

Date: 5 July 2022