

WOTTON PARISH COUNCIL

Minutes of Annual Meeting of Wotton Parish Council held at 7pm on Tuesday 5 May 2026 at Wotton Village Hall

Present: Cllrs Peter Evelyn (Chairman), Gary Burgess, David Mir, Daniel Bennett, Janet Hunt

In Attendance: SCC Cllr Hazel Watson, MVDC Cllr Abhiram Magesh (part of the meeting), one member of the public, and the Clerk

Apologies for Absence: Cllrs Andy Cole, Laurence Matthews and Steve Hackett

- 1 Appointment of Chairman: Cllr Evelyn said he would be willing to continue as chairman if no-one else wished to take this on. There being no other proposals for chairman, the motion was proposed by Cllr Mir, seconded by Cllr Burgess and agreed by all present.
- 2 Appointment of Vice Chairman: The meeting agreed that Andy Cole, although absent from the meeting, should continue as Vice Chairman. The motion was proposed by Cllr Hunt, seconded by Cllr Burgess and agreed by all present.
- 3 Declarations of Interest: None.
- 4 Public Questions: None.
- 5 Minutes of the Parish Council Meeting on 6 January 2026, and Annual Parish Residents Meeting on 3 March 2026, were agreed by all present and signed by the Chairman.
- 6 Police Report (attached): The police report for January/February, which had been prepared for the Annual Parish Residents Meeting on 3 March, had been circulated. Owing to shortage of staff, there was no police report available for March/April. There were no comments about the report for January/February.
- 7 Clerks Report (attached): (i) Councillors approved the continuing appointment of Deborah Jones and Stuart McLachlan as Parish Council representatives on MVDC's Standards Committee. (ii) A letter of resignation had been received from Cllr Steve Hackett owing to continuing ill health. Councillors sent their thanks to Steve for his many years of service on the Council and wished him well for the future. (iii) A Notice of the vacancy on the Parish Council will be placed on the website and on noticeboards. Cllr Hunt reminded the meeting that one of her neighbours had expressed interest in joining the Council when a vacancy arose and said she would pass the Notice of Vacancy to him. Any applications will be considered at the next meeting on 7 July.
- 8 Planning: To note/comment on planning matters received since the Parish Council Meeting on 6 January 2026 (attached). There were no comments.
- 9 Highways: There had been an accident on Sheephouse Lane in early March and an air ambulance had been called to the scene. SCC Cllr Hazel Watson said a

bid had been put in and work continues in the Sheephouse/Damphurst Lane area, and the A25. Cllr Bennett said there were still Ice signs on Crossways, and cones left on the lanes, even though work had been completed, and he thought these should be removed. Cllr Hunt said there had been a 5-car pile-up there, and there had been icy mornings recently. Cllr Evelyn asked if there was a facility to report abandoned signs. Cllr Watson said there is. Cllr Burgess mentioned grass cutting. Two cuts have already been done, but there is no plan to do any further cuts this year in this area.

- 10 Other Reports: (i) Cllr Watson said that after the elections for East Surrey Council on 7 May the newly elected councillors will be setting up the new council while the current SCC and MVDC councils will run services until 31 March 2027. The new unitary authority will decide where its offices are to be located. (ii) Cllr Magesh had nothing to report.
- 11 Two applications for grant funding from CIL monies had been received: (i) St John's Church £3,656 and (ii) Village Hall £4,685, both grants to go towards the cost of heating. The applications had been sent to all councillors for consideration in advance of the meeting. Cllr Evelyn considered that spending CIL money on the Church and the Village Hall, especially as there is no other infrastructure in the Parish, was a good use of the funds available and the applications should be approved. This was agreed by all present.
- 12 The accounts for the year to 31 March 2026 had been circulated previously. These were approved by all and signed by the Chairman.
- 13 The Risk Assessment, Financial Regulations, and Standing Orders had been reviewed by the Clerk. An additional paragraph regarding reconciliation of bank accounts had been added on advice from the Auditor. This will be relevant in the event that the Council has more than one bank account in future. The documents are on the website.
- 14 The dates for the Public to Inspect Documents are 3 June to 14 July 2026 and a formal notice will be placed on the noticeboards.
- 15 The Annual Internal Audit Report for 2025/26, completed by Deborah Siddle of Mulberry Local Authority Services on 15 April 2026, had been circulated to all prior to the meeting. The report was accepted by all present and Councillors were asked to confirm the reappointment of Mulberry LAS to carry out the Audit for the next 3 years. This was agreed by all.
- 16 The Annual Governance Statement for 2025/26 was agreed by all and signed by the Chairman and the Clerk.
- 17 The Accounting Statements for 2025/26 were approved by all and signed by the Chairman and the Clerk.
- 18 Finance: (i) The bank balance of £25,066.79 at 30 April was noted. Cllr Hunt and Cllr Burgess signed the bank statements; (ii) The payments listed were noted and the summary page signed by Cllr Hunt and Cllr Burgess.

- 19 Correspondence (attached). The list had been circulated prior to the meeting. There were no comments.
- 20 Dates of future meetings: 7 July 2026 and 6 October 2026. Noted.
- 21 Any other business for note or inclusion on a future agenda: None.

The meeting closed at 7.35pm.

ANNEX 1

POLICE REPORT - 1st January to 25th February 2026

Locality	Street	Date	Summary
Wotton	Guildford Road	24/2/2026	Burglary to garage. Suspects seen breaking in. Chased off by victim. Got into a grey Mercedes
Wotton	Ranmore Common Road	21/2/2026 and 24/2/2026 11:00	Motorbikes have been churning up tree roots and ground and ruining wildlife habitat – 3 stunt bikes seen
Wotton	Ranmore Road	Ongoing Issue	Anti-social vehicles – parking at a school blocking an access road. Both parents and the scrap lorries (St Martins Junior School)
Wotton	Sheephouse Lane	20/1/2026	Outbuildings broken into. Doors damaged. Nothing stolen. No one identified
Wotton	Ranmore Common Road	19-20/1/2026	Theft of aluminium wheels from a container
Wotton	Ranmore Common	14/1/2026	Car keyed whilst parked in carpark at Hogden Lane. Reported by witness. No victim has come forward
Wotton	Guildford Road	8/1/2026	Domestic

ANNEX 2

CLERKS REPORT FOR MEETING ON 5 MAY 2026

- Agenda item 7.** Under the Localism Act 2011, a requirement of the membership of the Standards Committee is that there be two representatives from the Parish Councils in Mole Valley District. These two representatives are non-voting positions. As the two places on the committee are to represent the 13 Parish Council's within the District, **the two nominees need to be agreed by the 13 Parish Councils.**

Currently Deborah Jones and Stuart McLachlan act as the Parish Representatives.
Council is asked to formally approve these representatives. APPROVED

2. **Agenda item 11.** Two Grant Applications for CIL funding have been sent to Councillors: St John's Church heating £3,656; Village Hall heating £4,685. The CIL fund is 17,801 and these grant applications total £8,341. If Council approves both applications, a total of £9,460 will remain for other projects. Both applications qualify under the CIL regulations, and I recommend approval. **Council is asked to discuss these applications and decide whether to approve them, or not. APPROVED**
 3. **Agenda item 12.** The Annual Accounts to 31 March 2026 have been audited. **Council is asked to formally approve the accounts and the Chairman to sign. APPROVED & SIGNED**
 4. **Agenda item 13.** I have reviewed the Risk Assessment and Standing Orders. No changes are necessary. On the advice of the Auditor, I have added back the paragraph about reconciliation of bank accounts to the Financial Regulations. This paragraph will be appropriate if further bank accounts are opened in future. All documents will be available on the website. **Council is asked to approve the Risk Assessment, Standing Orders, and Financial Regulations. APPROVED**
 5. **Agenda item 14.** Under the Accounts and Audit Regulations, the public have a right to inspect the Council's accounting documents in person. The inspection period must last 30 working days. This year the inspection period is 3 June to 14 July 2026. If anyone wants to exercise this right, arrangements would need to be made to attend the Village Hall. The dates will be on noticeboards. **Councillors are asked to note these dates in case a member of the public asks about their rights to inspect the documents in person. NOTED**
 6. **Agenda item 15.** The annual internal audit took place on 15 April. The Auditor's Report has been sent to Councillors. The auditor, Deborah Siddle, is new to Mulberry LAS and the audit took longer than in previous years, as reflected in the invoice for £331.50. Last year's audit was £195. **Council is asked to formally accept the Auditor's Report. ACCEPTED**
 7. **Agenda items 16 and 17:** Under the Regulations, Councillors are required to review and approve Section 1, the Annual Governance Statement, before approving Section 2, the Accounting Statements, as separate agenda items. **Printed copies will be provided for the meeting.** Council's income for the year 2025-26 increased owing to receipt of CIL monies and this means an Exemption Certificate cannot be submitted to the external auditor. The entire AGAR form must therefore be submitted once agreed and signed at the meeting. **Council is asked to agree the Annual Governance Statement and the Accounting Statements. AGREED & SIGNED**
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ANNEX 3

PLANNING MATTERS SINCE JANUARY 2026 MEETING

DECISIONS:

Application No.: MO/2026/00046

Link

Location: MOBILE 2 COAST HILL FARM SHEEPHOUSE LANE
WOTTON RH5 6QH

Proposal: Certificate of Lawfulness for an existing development in respect of a mobile home (Mobile 2) has been sited on the land for in excess of 10 years and continually occupied for residential purposes.
Decision: **APPROVED**
Decision Date: 11-Feb-2026
Ward: Mickleham, Westcott & Okewood **Parish:** Wotton (Unparished)

Application No.: MO/2026/00032
[Link](#)
Location: **WOTTON HOUSE** GUILDFORD ROAD WOTTON RH5 6HS
Proposal: Repairs to the brickwork to the west turret adjacent to the hotel reception (application for Listed Building Consent).
Decision: **APPROVED WITH CONDITIONS**
Decision Date: 27-Feb-2026 **Ward:** Mickleham, Westcott & Okewood **Parish:** Wotton

Application No.: MO/2025/02510
[Link](#)
Location: **West Lane Barn** West Lane Wotton Dorking RH5 6QF
Proposal: Certificate of Lawfulness for existing use in respect of re-concreting of existing hardcore farmyard.
Decision: **APPROVED**
Decision Date: 02-Mar-2026 **Ward:** Mickleham, Westcott & Okewood **Parish:** Wotton

Application No.: MO/2026/00392
[Link](#)
Location: **WOTTON HOUSE** GUILDFORD ROAD WOTTON RH5 6HS
Proposal: Discharge of Condition 3 and 4 of planning permission MO/2026/00032 for repairs to the brickwork to the west turret adjacent to the hotel reception (application for Listed Building Consent).
Decision: **CONDITIONS APPROVED**
Decision Date: 02-Apr-2026 **Ward:** Mickleham, Westcott & Okewood **Parish:** Wotton

Application No.: MO/2026/00097
[Link](#)
Location: **LEYLANDS SHEEPHOUSE LANE** ABINGER RH5 6JS
Proposal: Proposed single storey rear extension and internal alterations.
Decision: **REFUSED**
Decision Date: 16-Apr-2026 **Ward:** Mickleham, Westcott & Okewood **Parish:** Wotton

Application Ref: MO/2025/02513
[Link](#)
Location: **COAST HILL FARM, SHEEPHOUSE LANE, WOTTON, RH5 6QH**
Proposal: Proposed construction of agricultural building over existing consented silage clamps, associated landscaping and use of existing farm track.
Decision: **APPROVED WITH CONDITIONS**
Decision Date: 1-May-2026 **Ward:** Mickleham, Westcott & Okewood **Parish:** Wotton

ANNEX 4

CORRESPONDENCE

1. Email 29 April from police explaining why they cannot produce crime statistics for parish council meetings at the moment.
2. Email 30 April from police with their response to His Majesty's Inspectorate of Constabulary and Fire & Rescue Services PEEL Report (Police Effectiveness, Efficiency, and Legitimacy) on the performance of Surrey Police. The inspection took place in August 2025.
3. Emails from police asking people to complete a survey on Antisocial Behaviour, closing date 5 May.

4. Minutes of 1 April MVDC/Clerks meeting, including a report from the local police sergeant.
5. Email from MVDC about elections on 7 May.
6. Remittance notice from MVDC for half-yearly precept/grant £4,389.50 on 8 April.
7. Email from MVDC 19 March about their decision to spend £3,000,000 from the Strategic Community Infrastructure Levy to fund resurfacing a 1.8km cycle track between Dorking and Westcott (£356,335) and fitting out a new location for an existing GP practice in Leatherhead (£2,655,408).
8. Email 19 March about progress of the Mole Valley Community Fund and the 16 projects it has supported.
9. Email 18 March from MVDC about the Public Spaces Protection Order which was issued to help deal with the antisocial and noise problems caused on and around the A24 at Mickleham and Box Hill.
10. 16 March email from police regarding an online public meeting on 26 March to gather residents' views about antisocial behaviour from riders of high-powered two-wheel vehicles across Mole Valley.
11. Notification of the Maverick Race North Downs trail running event on Saturday 27 June. The event starts and ends at Cranleigh Showground and part of the route runs from Wotton up to Leith Hill.

ANNEX 5

PAYMENTS

WOTTON PARISH COUNCIL

Bank Balances, Receipts and Payments

Unity Trust Bank Account

Bank Balances

31 January 2026	22,480.78
Less: Payments (Feb/Mar/Apr)	1,803.49
Add: Precept/Grant (half yearly)	4,389.50
30 April 2026	25,066.79

Payments 5 May 2026

Hall Hire 3 March Inv 323 & 5 May	60.00	
Zurich Annual Insurance Inv 554848977	241.00	
Mulberry Audit Inv 1945	331.50	55.25 VAT
Viking, Toner, paper etc Inv 4410637578	90.38	15.07 VAT
SALC/NALC Inv 0010	221.18	
SCA payroll/end year end filing Inv 8198	48.00	8.00 VAT
Helpdesq MS365 Basic (Cllrs) Inv 21701	575.81	95.97 VAT
Helpdesq Amended email lists Inv 21608	29.58	4.93 VAT
	<u>1,597.45</u>	<u>179.22</u> VAT

Signed: *Gary Burgess*

Signed: *Janet Hunt*

Date: 5 May 2026