

WOTTON PARISH COUNCIL

Minutes of the Annual Meeting of Wotton Parish Council held at 7pm on Tuesday 6 May 2025 in Wotton Village Hall

Present: Cllrs Andy Cole (acting Chairman), Laurence Matthews, Steve Hackett, Gary Burgess, Daniel Bennett, Janet Hunt.

In Attendance: A resident, the Clerk.

Apologies: Peter Evelyn, David Mir. SCC Cllr Watson, MVDC Cllrs Magesh, Budleigh, Mursaleen-Plank.

- 1 **Appointment of Chairman:** Cllr Burgess nominated Cllr Evelyn for the position of Chairman. All present agreed and Cllr Evelyn was duly elected in his absence. The Acceptance of Office form to be signed at the next meeting.
- 2 **Appointment of Vice Chairman:** Cllr Bennett nominated Cllr Cole for the position of Vice Chairman. All present agreed and Cllr Cole was duly elected.
- 3 **Declarations of Interest:** None.
- 4 **Public Questions:** A resident asked if anyone knew what was happening about the waterfall on Wotton Estate where a tree had fallen down and caused the waterfall to dry up. There was a short discussion and Cllr Matthews said that although it is not a matter for the Parish Council, he thought a grant had been applied for to enable the remedial works.
- 5 **Minutes of previous meetings:** The minutes of the Parish Council Meeting on 7 January 2025, and the Annual Parish Residents Meeting on 4 March 2025, were proposed for acceptance by Cllr Cole, agreed by all, and signed.
- 6 **Police Report:** (Annex 1) Regarding the report about a dead bird, Cllr Matthews said they have been contacted about a trap and a bird was released. There was a report about Pest Control advising there would be shooting 'at a location' on the estate. Cllr Cole asked if anyone knew how many foxes are being shot and what percentage are being allowed to run free. The problem of urban foxes being released in rural areas was discussed. Cllr Matthews said this is done by animal charities, but it does not work because foxes are territorial and when removed from their normal environment they find it difficult to survive. Cllr Bennett said there had been an accident at the top of Hollow Lane involving four cars recently and asked why it was not on the report. The clerk said she would try to find more details about it.
- 7 **Planning:** (Annex 2) Applications and decisions received since the Parish Council Meeting on 7 January 2025 were reviewed and there were no comments.
- 8 **Highways:** A width restriction sign approximately 5-10 metres from Sheephouse Green had been displaced. The clerk was asked to write to SCC to get it reinstated.
- 9 **Accounts for the year to 31 March 2025:** The accounts were approved and signed by Cllr Cole. The accounts will be published on the website.

- 10 **Risk Assessment, Financial Regulations, Standing Orders:** The documents had been reviewed by the clerk and sent to Councillors. These were approved by all present.
- 11 **Dates for Public Inspection of documents:** The clerk confirmed this year's dates for statutory exercise of public rights of inspection of documents will start on Tuesday 3 June and end on Monday 14 July 2025. A notice will be placed on noticeboards and the website.
- 12 **Report from Auditor:** The report from Mulberrys following the internal audit on 1 May 2025 had been sent to Councillors. This was noted and accepted by all present.
- 13 **Annual Accounting Statements (AGAR):** The Annual Accounting Statements were reviewed by Councillors and approved by all present.
- 14 **Chairman to sign AGAR:** Cllr Cole signed the Exemption Certificate on page 3 of the AGAR, for submission to the external auditors PKF Littlejohn, together with page 5, the Annual Governance Statement, and page 6, the Accounting Statements. The Annual Internal Audit Report, page 4 of the AGAR, had been signed by the auditor on 1 May. These documents will be published on the website.
- 15 **Finance:** (i) The bank balance was noted and the bank statements were signed by Cllr Cole and Cllr Burgess. (ii) (Annex 3) Payments were agreed by all. The summary page was signed by Cllr Cole and Cllr Bennett.
- 16 **Reports:** None.
- 17 **Correspondence:** (Annex 4) All items noted. Councillors confirmed their support for Deborah Jones and Stuart McLachlan to continue as parish representatives on MVDC's Standards Committee.
- 18 **Dates of meetings:** (Annex 5) Noted.
- 19 **Any other business for note or inclusion on a future agenda:**
- (i) Cllr Hackett said residents have an issue with the speed limit on Hollow Lane being 40 mph and are trying to get a petition together to request a reduction to 20 or 30 mph. It was noted that SCC Cllr Watson could be asked for advice about this at the next meeting on 11 October.
 - (ii) A question had been raised regarding the whereabouts of the silhouette at the top of Coast Hill. Cllr Matthews said it had fallen over and he had it in storage for the following year. He had not been present at the meeting where it was agreed to keep the silhouettes in place permanently. Cllr Matthews said he would replace it and make sure it was more secure so that it did not fall over again.

Meeting ended at 8.05pm.

Wotton Parish Council Meeting Police Report 7th Jan – 6th May 2025
Wotton / Ranmore Common (latest at top)

Wotton / Ranmore Common	Guildford Rd	Hotel worker called police after employment dispute. Civil, nothing further for police after attending location.
Wotton / Ranmore Common	Guildford Rd	Police speed enforcement at location.
Wotton / Ranmore Common	Guildford Rd	Pest control on estate. Letting us know there will be shooting at location.
Wotton / Ranmore Common	Guildford Rd	Officers called to assist / assess person with vulnerabilities and mental health.
Wotton / Ranmore Common	Hollow Lane	Car ended up in a stream. Minor injury.
Wotton / Ranmore Common	West Lane	Walker concerned for dead bird they found. Believed in may have been trapped. No further reports / issues. Wildlife officer aware.
Wotton / Ranmore Common	Ranmore Common Road	Two car collision. One damaged vehicle hit verge.
Wotton / Ranmore Common	Ranmore Common Road	Tree down blocking road. Surrey Highways dealing.
Wotton / Ranmore Common	Ranmore Common Road	Trespassers in field in pony and traps.
Wotton / Ranmore Common	Ranmore Common Road	Fly-tipping. Near St. Barnabas Church
Wotton / Ranmore Common	Ranmore Common Road	Collision in car park. Fire brigade attended as well as police as passenger door dented, and person could not get out.

PLANNING MATTERS SINCE MEETING ON 7 JANUARY 2025

APPLICATIONS:

Application Ref: MO/2025/0541/PLAH
Link
Location: **27, Sheephouse Green**, Wotton, Dorking, Surrey, RH5 6QW
Proposal: Erection of single storey rear extension.
Case Officer: Ella Barrett-Patel
Registration Date: **28-Mar-2025**
Applicant Name: Mr J McGorry
Ward: Mickleham, Westcott and Okewood **PSH/Area:** **Wotton**

Application Ref: MO/2025/0580/TFC
Link
Location: **Yew Tree Acre, Ranmore Road**, Dorking, Surrey, RH4 1TL
Proposal: T1, Common Beech - Crown reduce western part of the crown by approximately 1.5 metres. T2, Common Beech - Crown reduce by approximately 5 metres.
Case Officer: Jordon Guenigault
Registration Date: **31-Mar-2025**
Applicant Name: Helen Fairfax
Ward: Dorking North, Within 20m of Mickleham, Westcott and Okewood
PSH/Area: Dorking (Unparished), **Wotton**

DECISIONS:

Application No.: MO/2024/1847/PLA
[Link](#)
Location: **Ashmore Park**, Ranmore Common Road, Ranmore Common, Dorking, Surrey, RH5 6SP
Proposal: Relocation of existing access and reinstatement of historic access track.
Decision: **REFUSED**
Decision Date: 14-Jan-2025
Ward: Mickleham, Westcott and Okewood **Parish:** **Wotton**

Application No.: MO/2024/2054/PCL
[Link](#)
Location: **Ashmore Park**, Ranmore Common Road, Ranmore Common, Dorking, Surrey, RH5 6SP
Proposal: Certificate of Lawfulness for a proposed use in respect of the use of the barn for a home business ancillary to the residential dwelling.
Decision: **REFUSED**
Decision Date: 07-Feb-2025
Ward: Mickleham, Westcott and Okewood **Parish:** **Wotton**

Application No.: MO/2024/1640/PLA
[Link](#)
Location: **3 and 4, Old Dene Cottages**, Ranmore Common Road, Westhumble, Dorking, Surrey, RH5 6AZ
Proposal: Remodelling and extending two neighbouring private residential properties into 1 No. dwelling. Erection of a new two storey side extension, single storey side extension and first floor rear extension with a cover over existing well to the front elevation, patio area to rear and side terrace and sculpture feature, solar panels to existing car port roof.
Decision: **APPROVED WITH CONDITIONS**
Decision Date: 17-Feb-2025
Ward: Mickleham, Westcott and Okewood
Parish: Westhumble (Unparished), **Wotton**

Application No.: MO/2024/1682/AC
[Link](#)
Location: **Polesden Farm**, Polesden Road, Dorking, Surrey, RH5 6BE
Proposal: Discharge of Conditions 3, 4, 5, 6, 7, 8, 9, 10, 11, 15, and 20 of planning permission MO/2022/0907 (allowed on appeal ref: APP/C3620/W/23/3332649) for the demolition of 4 No. barns. Construction of biomass plant building, barn and one x 4 bedroom dwelling. Conversion of tithe barn to one x 5 bedroom dwelling and conversion of former stables/workshop buildings to 2 No. 3 bedroom dwellings. Retention of original farmhouse. Creation of new hard and soft landscaping, car parking, turning and driveway areas.
Decision: **SPLIT DECISION (TREE OR CONDITIONS)**
Decision Date: 26-Feb-2025
Ward: Bookham West, Mickleham, Westcott and Okewood, Within 20m of Bookham West, Within 20m of Mickleham, Westcott and Okewood
Parish: Bookham (Unparished), **Wotton**

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Application No.: MO/2025/0036/AC
[Link](#)
Location: **Polesden Farm**, Polesden Road, Bookham, Dorking, RH5 6BE
Proposal: Discharge of Conditions 13 & 21 of approved planning application MO/2022/0907 for the demolition of four barns. Construction of biomass plant building, 1 x 4 bedroom dwelling. Conversion of tithe barn to 1 x 5 bedroom dwelling and conversion of former stables/ workshop buildings to 2 x 3

bedroom dwellings. Retention of original farmhouse. Creation of new hard and soft landscaping, car parking, turning and driveway areas

Decision: **SPLIT DECISION (TREE OR CONDITIONS)**
Decision Date: 24-Feb-2025
Ward: Bookham West, Mickleham, Westcott and Okewood, Within 20m of Bookham West, Within 20m of Mickleham, Westcott and Okewood
Parish: Bookham (Unparished), **Wotton**

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Application No.: MO/2024/2224/PLA
[Link](#)
Location: **The Flat, Tilling Springs**, Broadmoor, Abinger, Dorking, RH5 6JZ
Proposal: Convert existing ground floor garages into habitable accommodation
Decision: **APPROVED WITH CONDITIONS**
Decision Date: 24-Feb-2025
Ward: Holmwoods and Beare Green, Mickleham, Westcott and Okewood, Within 20m of Holmwoods and Beare Green, Within 20m of Mickleham, Westcott and Okewood **Parish:** Capel, **Wotton**

Application No.: MO/2025/0211/AC
[Link](#)
Location: **Birketts Farm, Tanhurst Lane**, Abinger, Dorking, Surrey, RH5 6LZ
Proposal: Discharge of conditions 8, 10, 11 & 13 of approved planning application MO/2024/0304/PLA for the change of use and associated alterations to existing barns to facilitate wine tasting and associated sales, educational classes and private events and cafe in connection with winery, together with associated parking and toilet facilities.
Decision: **CONDITIONS APPROVED**
Decision Date: 03-Mar-2025
Ward: Mickleham, Westcott and Okewood **Parish:** Abinger, **Wotton**

ANNEX 3

BANK BALANCES, RECEIPTS AND PAYMENTS

Unity Trust Bank Account Bank Balances

Bank Statement 31 March 2025 **4,134.18**

Add: Precept/Grant (4 Apr) 4,004.50

Less: Clerk pay/tax 545.19
Bank service charge 6.00

Bank Balance 30 April 2025 **7,587.49**

Payments 6 May 2025

Hall Hire (4 Mar/6 May)	30.00	
Zurich Insurance, Annual	241.00	
SALC/NAC Annual	212.25	
SCA payroll/end of year filing	48.00	8.00 VAT

Helpdesq, Annual MS365 x 8	479.84	95.97 VAT
Viking, laminating pouches etc	44.08	7.35 VAT
Mulberry & Co, Audit (1 May)	162.50	32.50 VAT
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	1,217.67	143.82 VAT
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Signed *Andy Cole*

Signed *Daniel Bennett*

Date: 6 May 2025

ANNEX 4

CORRESPONDENCE

1. Surrey ALC AGM & Conference 2025 will take place on Thursday, 13th November 2025 at Silvermere Golf Course, Cobham.
2. An email from SALC was forwarded to councillors on 7 March attaching a letter of support for Parish and Town Councils from MP Jim McMahon.
3. Request from MVDC : "Under the Localism Act 2011, a requirement of the membership of the Standards Committee is that there be two representatives from the District Parish Council's. Currently Deborah Jones and Stuart McLachlan act as the Parish Representatives.
4. From SALC, an updated SCC Highways Guide (56 pages).
5. Trail Running Event on 17 May.
6. From the Forestry Commission an email about the eight-toothed spruce bark beetle *Ips typographus*

ANNEX 5

DATES OF MEETINGS

1 July 2025
 7 October 2025
 6 January 2026
 3 March 2026
 5 May 2026
 7 July 2026
 6 October 2026