

# WOTTON PARISH COUNCIL

## Minutes of the Annual Meeting of Wotton Parish Council held at 7pm on Tuesday 9 May 2023 in Wotton Village Hall

**Present:** Cllrs Peter Evelyn, Steve Hackett, Daniel Bennett

**In Attendance:** Joanna Mansfield-Tubb, Laurence Matthews, Andy Cole,  
SCC Cllr Hazel Watson, a member of the public and the Clerk

- 1 **Appointment of Chairman:** Cllr Evelyn indicated his willingness to continue in the role of Chairman, was proposed by Cllr Hackett, seconded by Cllr Bennett and duly elected.
- 2 **Co-option of Councillors:** Joanna Mansfield-Tubb, Laurence Matthews and Andy Cole indicated their willingness to be co-opted back onto the Council. These co-options were agreed by the Cllr Evelyn, Cllr Hackett and Cllr Bennett.
- 3 **Appointment of Vice Chairman:** Cllr Mansfield-Tubb indicated her willingness to be Vice Chairman and this was agreed by all.
- 4 **Declarations of Acceptance of Office:** All Councillors signed Declarations of Acceptance of Office.
- 5 **Declarations of Interest:** Declaration of Interests forms were handed to Councillors for completion and return to the Clerk. These will be submitted to Mole Valley District Council and placed on the website.
- 6 **Public Questions:** A resident asked about the Council's priorities this year. The Chairman said nothing specific had been presented to the Council at this time. Periodically there are planning matters to consider and comment on. Highways problems are a consistent matter for discussion; Highways are on this agenda for discussion and the Council will keep pressure on the responsible authorities to get things done.
- 7 **Minutes of previous Meetings:** Minutes of the Parish Council Meeting on 10 January 2023 and the Annual Parish Residents Meeting on 7 March 2023 were proposed by Cllr Mansfield-Tubb, seconded by Cllr Cole, agreed by all and signed by the Chairman.
- 8 **Matters Arising:** There were no matters arising. Cllr Matthews suggested this item was unnecessary for future agendas.
- 9 **Police Report:** No Police report had been received.
- 10 **New Policies:** (i) Publication Scheme; (ii) Data Protection Policy; (iii) Co-option Policy; (iv) Document Retention Policy; (v) Training & Development Policy. Copies of these policies had been emailed to Councillors previously and it was agreed to formally adopted them. The policies are now on the Council's website.

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- 11 **Planning:** Planning applications and decisions received from Mole Valley District Council since the 10 January meetings had been circulated (see attached) and these were discussed by Councillors.
- 12 **Highways:** Councillors discussed the extremely bad condition of Sheepphouse Lane/Damphurst Lane. Several reports have been made and emails sent to Surrey Highways requesting repairs to numerous dangerous potholes stretching almost the entire length up to the Broadmoor turning. SCC Cllr Hazel Watson explained that the District Council is responsible for clearing the long stretches of mud in the middle of the lane as it is considered to be fly tipping. They have promised to complete that work by the middle of May. They had been unable to sweep Sheepphouse Lane/ Damphurst Lane when Hollow Lane was closed owing to the heavy traffic using that lane instead of using the recommended diversion route. Further reports have now been made to Surrey Highways, more photos have been taken of the numerous potholes, and emails have been sent requesting urgent repairs to Sheepphouse/Damphurst Lane.
- 13 **Approve Accounts:** The accounts for the year to 31 March 2023 had been circulated to Councillors. Cllr Matthews proposed that these be approved by the Council, Cllr Cole seconded, and all agreed.
- 14 **Accept Internal Auditor's Report:** The Internal Audit had taken place on 19 April and the Auditor had signed page 3 of the AGAR. The Auditor's Report had been circulated to all Councillors. Cllr Matthews proposed that the report be formally accepted by the Council, Cllr Cole seconded, and all agreed. The Report will be published on the website.
- 15 **Discuss and Approve the Annual Governance and Accountability Return (AGAR):** The AGAR for the year to 31 March 2023 had been circulated for discussion. Councillors agreed that this be approved.
- 16 **Signing of AGAR:** The Chairman signed Section 1, Annual Governance Statement 2022-23, and Section 2, Accounting Statements 2022-23. The AGAR and accompanying documents will be submitted to external auditors PKF Littlejohn and published on the website.
- 17 **Finance:**
- (i) Bank balances were noted and the Chairman signed the bank statement.
  - (ii) The list of payments attached to the invoices were agreed by all and signed by Cllr Evelyn and Cllr Mansfield-Tubb. The payments will be made by online banking (see attached). It was decided to amend the bank mandate by adding Cllr Cole as a new signatory, including online banking.
- 18 **Reports:**
- (i) SCC Cllr Watson said there was nothing specific to report at the moment other than potholes. Cllr Evelyn said Thames Water have left a mess on the roads where they have done their work and asked who was responsible for telling them to clear it up. Cllr Watson said it was the District Council's responsibility as it is effectively fly-tipping and this will be

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reported. Cllr Evelyn and Cllr Matthews mentioned problems at the boundary of Hollow Lane and Brickyard Lane. Cllr Mansfield-Tubb said there is a grid lid/drain cover protruding at the side of the road on the corner which is dangerous. Cllr Matthews asked why the work had taken 3 months, which was an unreasonable length of time given the work involved, and asked if the Water Company could be pressured by the County Council to get such works completed more speedily. Cllr Watson said the companies seem to be a law unto themselves and she had tried to do this in the past without success. Materials left in the road are a District Council responsibility and could be reported to them as anti-social behaviour. Cllr Watson said she would look at the problem with the drain cover on the north side of the road near Brickyard Cottages and report it. Cllr Cole said there was a problem on Ranmore Common Road at Whitedown Road where there is an 18-inch dip in the road. Cllr Evelyn said they had tried to come up with an engineering solution, but it did not work. Cllr Matthews asked if this was on the crossroads and said they had cleaned it up but it continues to flood and there is a pothole which fills with water coming down from Whitedown. Cllr Cole suggested they should fix it. Cllr Matthews said it needs de-silting every few months. It was agreed there was no easy solution and gravity plays a big part in creating the problem.

- (ii) The Clerk's report had been circulated (see attached). (i) Councillors endorsed Capel PC Cllr Stuart McLachlan and Buckland PC Cllr Debbie Young as representatives for all the parish councils on Mole Valley's Standards Committee. (ii) At a recent clerks meeting with MVDC, Borough Commander Inspector James Green attended to introduce himself and answer questions. He said he could attend parish council meetings if requested. (iii) Questions about the unsatisfactory state of the roads and the difficulties contacting individuals at Surrey Highways were put to the SCC Highways officer who attended the clerks meeting. She advised clerks to progress complaints through their county councillor. MV's Chief Executive said she would raise these concerns with colleagues.

*(Note: Since the elections on 4 May, Cllr Watson no longer represents Wotton on the District Council. The 3 new members representing the larger ward of Mickleham, Westcott & Okewood – Cllrs Chris Budleigh, Abhiram Magesh and Leah Mursaleen-Plank – will be invited to the next meeting.*

19 **Correspondence:** Correspondence was noted (see attached).

20 **Dates of future meetings:**

- 4 July 2023 Parish Council Meeting
- 3 October 2023 Parish Council Meeting
- 9 January 2024 Parish Council Meeting
- 5 March 2024 Residents Annual Parish Meeting
- 7 May 2024 Annual Parish Council Meeting

21 **Any other business:** None.

The meeting ended at 7.50pm

Signed ..... Date .....

## PLANNING MATTERS SINCE MEETING ON 10 JANUARY 2023

<b>Application Ref:</b>	MO/2022/2030/PLAH	<b>APPROVED</b> 16-Feb-2023
<a href="#">Link</a>		
<b>Location:</b>	<b>15, Sheepphouse Green</b> , Wotton, Dorking, Surrey, RH5 6QW	
<b>Proposal:</b>	Erection of a single storey rear extension following demolition of existing conservatory.	
<b>Case Officer:</b>	Sue James	
<b>Registration Date:</b>	22-Dec-2022	
<b>Applicant Name:</b>	Mr & Mrs G Allan, C/O Agent	
<b>Ward:</b>	Leith Hill	<b>SH/Area:</b> Wotton
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<b>Application Ref:</b>	MO/2023/0055/EBC	<b>NO OBJECTION</b>
<a href="#">Link</a>		
<b>Location:</b>	<b>Chapel Farm</b> , Ranmore Common Road, Ranmore Common, RH5 6AZ	
<b>Proposal:</b>	To install high voltage underground cable through Chapel Farm to allow removal of high voltage overhead line spans. To install new pole supports in existing line to allow for movement of pole mounted transformer to maintain supply.	
<b>Case Officer:</b>	Donna Bulbeck	
<b>Registration Date:</b>	10-Jan-2023	
<b>Applicant Name:</b>	UK Power Networks	
<b>Ward:</b>	Leith Hill, Mickleham, Westhumble & Pixham, Within 20m of Leith Hill Ward, Within 20m Mickleham, Westhumble, Pixham	
<b>PSH/Area:</b>	Westhumble (Unparished), Wotton	
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<b>Application Ref:</b>	MO/2022/2143/EBC	<b>NO OBJECTION</b>
<a href="#">Link</a>		
<b>Location:</b>	<b>Ashcombe Farm</b> , Ranmore Common Road, Ranmore Common, RH5 6SP	
<b>Proposal:</b>	Alterations to the high voltage (HV) and low voltage (LV) overhead lines.	
<b>Case Officer:</b>	Donna Bulbeck	
<b>Registration Date:</b>	04-Jan-2023	
<b>Applicant Name:</b>	UK Power Networks	
<b>Ward:</b>	Leith Hill	<b>PSH/Area:</b> Wotton
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<b>Application Ref:</b>	MO/2023/0136/PLAH	<b>REFUSED</b> 27-Mar-2023
<a href="#">Link</a>		
<b>Location:</b>	<b>7, Sheepphouse Green</b> , Wotton, Dorking, Surrey, RH5 6QW	
<b>Proposal:</b>	Removal of detached garage and erection of single storey rear extension, single storey side extension and front porch extension	
<b>Case Officer:</b>	Sue James	
<b>Registration Date:</b>	31-Jan-2023	
<b>Applicant Name:</b>	Mr Alistair Nesbitt	
<b>Ward:</b>	Leith Hill	<b>PSH/Area:</b> Wotton
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<b>Application Ref:</b>	MO/2023/0158/PLA	<b>APPROVED</b> 19-Apr-2023
<a href="#">Link</a>		
<b>Location:</b>	<b>Denbies Farm</b> , Ranmore Common Road, Ranmore Common, RH5 6SP	
<b>Proposal:</b>	<b>Replacement of an agricultural building.</b>	
<b>Case Officer:</b>	Aidan Gardner	
<b>Registration Date:</b>	27-Feb-2023	
<b>Applicant Name:</b>	Mr Chris White, Denbies Wine Estate Ltd	
<b>Ward:</b>	Leith Hill Ward	<b>PSH/Area:</b> Dorking (Unparished), Wotton
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<b>Application No.:</b>	MO/2022/1201/ECL	<b>APPROVED</b> 06-Mar-2023
<a href="#">Link</a>		
<b>Location:</b>	<b>Keepers Cottage</b> , Ranmore Common Road, Ranmore Common, Dorking,	

**Proposal:** Surrey, RH5 6AZ  
**Certificate of Lawfulness** for an existing use in respect of the occupation of a building as an independent dwelling for in excess of 4 years. (The Studio)  
**Ward:** Leith Hill **Parish:** Wotton

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**Application No.:** MO/2022/1202/ECL **REFUSED** 03-Mar-2023  
[Link](#)  
**Location:** **Keepers Cottage**, Ranmore Common Road, Ranmore Common, RH5 6AZ  
**Proposal:** **Certificate of Lawfulness** for an existing use in respect of the occupation of a building as an independent dwelling for in excess of 4 years. (Olli's Barn)

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**Application No.:** MO/2022/1204/ECL **REFUSED** 01-Mar-2023  
[Link](#)  
**Location:** **Keepers Cottage**, Ranmore Common Road, Ranmore Common, RH5 6AZ  
**Proposal:** **Certificate of Lawfulness** for an existing use in respect of the occupation of a building as an independent dwelling for in excess of 4 years. (Stable Cottage)

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**Application Ref:** MO/2023/0429/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 a building being used as an independent dwelling for in excess of 4 years.  
**Case Officer:** Adelle Krzyzanowski  
**Registration Date:** **22-Mar-2023**  
**Applicant Name:** Jenifer Jenkins

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**Application No.:** MO/2022/2094/PLAH **REFUSED** 28-Mar-2023  
[Link](#)  
**Location:** **Vale Close**, Balchins Lane, Westcott, Dorking, Surrey, RH4 3LP  
**Proposal:** Raise ridge height and add dormer windows to the north, east and west elevations to create first floor accommodation; erection of a two storey infill extension within existing internal courtyard, and installation of solar panels on south west elevation; and the erection of a porch.  
**Ward:** Leith Hill **Parish:** Wotton

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**Application Ref:** MO/2023/0406/PLAH  
[Link](#)  
**Location:** **The Old Cottage**, Broadmoor Road, Abinger, Dorking, Surrey, RH5 6JY  
**Proposal:** Demolish existing shed and erect a shed of similar dimensions, demolish greenhouse, replace with paving area of same footprint as the greenhouse.  
**Case Officer:** Adelle Krzyzanowski  
**Registration Date:** **20-Mar-2023**  
**Applicant Name:** Mr Stuart Jennings  
**Ward:** Leith Hill **PSH/Area:** Wotton

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**Application Ref:** MO/2023/0407/LBC **WITHDRAWN** 20-Apr-2023  
[Link](#)  
**Location:** **The Old Cottage**, Broadmoor Road, Abinger, Dorking, RH5 6JY  
**Proposal:** Demolish shed, erect shed of similar dimensions, demolish greenhouse, replace with paving, same footprint (**Application for Listed Building Consent**).  
**Case Officer:** Adelle Krzyzanowski  
**Registration Date:** **20-Mar-2023**  
**Applicant Name:** Mr Stuart Jennings  
**Ward:** Leith Hill **Parish:** Wotton

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**Application Ref:** MO/2023/0456/PLAH  
[Link](#)  
**Location:** 7, Sheephouse Green, Wotton, Dorking, Surrey, RH5 6QW

**Proposal:** Removal of detached garage and erection of single storey rear extension, single storey side extension and front porch extension.  
**Case Officer:** Sue James  
**Registration Date:** 31-Mar-2023  
**Applicant Name:** Mr Alistair Nesbitt  
**Ward:** Leith Hill **PSH/Area:** Wotton

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**ANNEX 2**

**Bank Balances, Receipts and Payments**

**Unity Trust Bank Account**

<b>Statement 31 January 2023</b>	<b>5,157.81</b>	
<b>Statement 28 February 2023 (NatWest a/c closed)</b>	<b>5,941.95</b>	
Less: Clerk (Feb)	346.20	
HMRC (Feb)	71.80	
Viking stationery	38.71	6.45 VAT
Clerk (Mar)	443.50	
Bank service charge	<u>18.00</u>	<u>-918.21</u>
<b>Statement 31 March 2023</b>	<b>5,023.74</b>	
Receipt: 21 April, Precept & Grant (half-year)	<u>3,786.50</u>	
<b>Statement 30 April 2023</b>	<b>8,810.24</b>	
Less: HMRC (Mar)	71.80	
Clerk (Apr)	346.20	
HMRC (Apr)	<u>71.80</u>	<u>-489.80</u>
<b>Bank Balance at 9 May 2023 (reconciled)</b>	<b>8,320.44</b>	
<b>Payments 9 May 2023:</b>		
Hall Hire 7/3, 19/4, 9/5	88.00	
SALC/NALC Annual Subs	194.08	
Zurich Annual Insurance	241.00	
Mulberry & Co Internal Audit 19/4	215.82	35.97 VAT
SCA Payroll/end yr filing (Inv 6712)	48.00	8.00 VAT
Clerk (May)	330.60	
HMRC	87.40	
	<u>1,204.90</u>	<u>50.42 VAT reclaimable</u>

Signed: *Joanna Mansfield-Tubb*

Signed: *Peter Evelyn*

Date: 9 May 2023

**CLERK'S REPORT**

1. Standards Committee, Mole Valley District Council. The two current non-voting members of the Committee who represent all Mole Valley parish councils are willing to stand again: Deborah Jones of Buckland PC and Stuart McLachlan of Capel PC. If any other parish councillors wish to be on the Standards Committee in place of Deborah or Stuart, their names would need to be put forward to MVDC as soon as possible.

**ARE WOTTON COUNCILLORS HAPPY TO ENDORSE THE CURRENT REPRESENTATIVES ON THE STANDARDS COMMITTEE?**

2. Points from the Parish Clerks Meeting with MVDC on 19 April:
  - 2.1 New Borough Commander Inspector James Green attended the meeting and said he can come to parish council meetings if requested.
  - 2.2 SCC Highways representative attended online to answer questions about the state of the roads. She explained there are so many more potholes and poor road surfaces this year owing to the winter weather. Was asked to provide a link person at Highways to enable clerks to escalate complaints. Clerks advised to report problems online and progress any complaints through their county councillors. The Chief Executive Karen Brimacombe (who chaired the meeting) said she would take this matter up with colleagues at a higher level.
  - 2.3 Local Plan update: The Inspector will decide by the end of May whether or not to remove or to keep Green Belt sites in the Plan.

**CORRESPONDENCE**

1. Proposals to extend Surrey Hills Area of Outstanding Natural Beauty (AONB): Consultation ends 13 June.
2. Email from resident asking about affordable local housing in the parish.
3. A resident asked if one of the grit bins could be relocated to the other side of the road owing to likelihood of damage by large vehicles in its present location. Highways are considering the request. The residents are happy to move it themselves if necessary.