

CLERK REPORT – JULY 2020 – TO BE READ IN CONJUNCTION WITH THE AGENDA**8. Greenspaces Update****Allotments**

A paper has been circulated with more detail. Councillors to approve costs as summarised below:

1. Water Troughs - £350 to £450
2. Improve allotments at Middle Street- £180
3. Ongoing Maintenance - £500

Playground at Elizabeth Bailey (EB) Field

CM has have arranged for monthly inspections to be carried out on the playground at the EB Field. This is because it is owned by BPC and therefore the responsibility of the Council.

SafePlay, recommended and used by MVDC, will carry out monthly inspections between July 2020 and March 2021. An annual inspection is normally carried out during the month of November, arranged through MVDC so 7 monthly inspections at £19.50 = £136.50 + VAT.

Playgrounds have been closed during Covid 19 but government guidelines have stated they can open. MVDC did not open theirs on 4/7/20. They are reviewing and assessing the legislation. BPC will open the playground at EB field at the same time as the Rec. A full risk assessment will be completed by the Clerk and appropriate signs displayed.

Environmental Working Party

RW and KG has met with a resident to review opportunities for Brockham. An update will be provided at the meeting.

Action by Council

- To approve spending for initiatives on Allotments
- To note and approve external inspections and Covid 19 regulations and openings
- To ratify and approve new Environmental Working party

9 - Financial Matters

List of Cheques/ DD's Paid Out to 30 June 2020				
Brockham Parish Council				
Ref	Chq/ Date	Detail	VAT	Total
DD		June Salaries via SCA	£0.00	£1,788.94
DD		HMRC - Tax/ NI for June 2020	£0.00	£684.69
Chq 2258	02/06/2020	Chris Long - Maintenance for April cuts		
		5/5/20 - Bailey Field x 2 = £160 + Nutwood Corner & Tynedale Alley = £30		
		Total = £190	£0.00	£190.00
Chq 2259	08/06/2020	L Mann - expenses - Travel £27 and office allowance £78 = £105	£0.00	£105.00
Chq 2260	13/06/2020	Councillor expenses - telephone calls	£0.00	£34.50
Chq 2261	23/06/2020	Councillor expenses - new post box - £62.91 + £12.58 VAT = £75.49	£12.58	£75.49
			£12.58	£2,878.62

BROCKHAM PARISH COUNCIL				
Accounts to 30 June 2020				
	April to March 2021			FULL YEAR
RECEIPTS				2019/20
	<u>Actual</u>	<u>Budget</u>	<u>YTD %</u>	
Precept	16,300.00	32,600.00	50%	30,434.00
MVDC Grant	591.50	1,216.00	49%	1,151.00
CIL Grant	0.00	0.00	0%	21,075.00
Allotment Rental	0.00	1,500.00	0%	1,500.00
Bank Interest	0.95	7.00	14%	5.49
VAT Refund	0.00	200.00	0%	1,847.94
Other Grants (Big Field, etc)	1,282.50	1,000.00	128%	400.00
				-
Total Income	18,174.95	36,523.00	50%	56,413.43
PAYMENTS				
Salary Payments				
Salary	4,413.05	14,040.00	31%	13,685.00
Pension contributions	0.00	240.00	0%	-
Inland Revenue	1,211.07	714.00	170%	641.44
Total Salaries	5,624.12	14,994.00	38%	14,326.44
General Administration				
Payroll Administration	55.00	80.00	69%	198.00
Clerks Expenses - Stationery/ Office/ stamps	132.83	1,040.00	13%	478.59
Insurance	535.36	700.00	76%	531.96
Council office expenses - website/ office/ IT	215.62	920.00	23%	338.29
Travel	40.50	300.00	14%	-
Payments SSALC/ NALC (S143)	1,014.65	935.00	109%	929.86
Training	0.00	600.00	0%	294.00
Total General Administration	1,993.96	4,575.00	44%	2,770.70
Other				
Depreciation of Assets	0.00	200.00	0%	1.00
Professional Fees	595.00	520.00	114%	900.00
Election Costs - Ringfenced £?	0.00	0.00	0%	3,843.90
Meeting Costs/ Hall hire	8.00	900.00	1%	665.00
Allotments + water	127.33	2,000.00	6%	676.92
Ditches & Grass maintenance	90.00	2,000.00	0%	1,520.00
Big Field (N Trust/ Rugby Club)	0.00	2,325.00	0%	2,755.00
Elizabeth Bailey Field	480.00	2,700.00	18%	830.00
Adhoc tree/ hedge/ path/ pond maintenance	0.00	1,400.00	0%	960.00
DeFibrillator	0.00	300.00	0%	88.95
War Memorial	0.00	800.00	0%	1,650.00
Community Events	0.00	0.00	0%	1,126.54
Environmental - Re-wilding/ Brockham in	0.00	200.00	0%	417.00
Community Garden	0.00	300.00	0%	720.00
Traffic Calming	38.43	2,000.00	0%	60.00
Youth Council (£13,622 ringfenced)	145.02	300.00	0%	663.89
Grant Donations (S137)	0.00	900.00	0%	2,000.00
CIL Payments - Remaining £21,075)	0.00	0.00	0%	-
VAT Paid out	169.29	1,000.00	17%	-
Total Payments	9,271.15	37,414.00	25%	35,975.34
Receipts less payments	8,903.80			20,439.09
Balances B/F				
General Account	57,164.54			57,164.54
BALANCE	66,068.34			57,164.54

Action by Council

- To review and agree lists of payments for June 2020
- To note and approve Statements of Income and Expenditure up to 30/6/20 for BPC
- To note bank reconciliation has been signed off up to June 2020

11 - Policies and Procedures

At the June meeting Councillors approved the Standing Orders and Financial regulations. At that time I mentioned there are a series of policies that sit under these which are recommended by SSALC to have as a Parish Council. They set the detail to the framework of how a Parish Council should conduct their business.

All the policies are from SSALC and outline formal process.

- Complaints policy
- Correspondence policy
- Council representation on outside bodies
- Freedom of Information (FOI) policy

Gill and Karen have reviewed them all. Copies attached

If you have any questions or comments please let me know.

Action by Council

- To receive and approve policies and procedures

(12) Planning/ Licence applications

See planning list sheet and planning decisions below.

Planning and Licence Decisions determined by the District / County Councils - JUNE 2020

Planning Reference	Location	Development	Decision
MO/2020/0480/CAT Link	Penn Cottage, Old Road, Buckland, Betchworth, Surrey, RH3 7DZ	Raise crown of one Beech tree to provide 5.5m metres ground clearance over the drives by the removal of selected branches.	No objection 05/06/20
MO/2020/0500/PLAH MO/2020/0608/LBC Link	15, Middle Street, Brockham, Betchworth, Surrey, RH3 7JT	Conversion of a barn to ancillary domestic accommodation (application listed building consent)	Approved with conditions ¹ 11/06/20 (No objection with comment)
MO/2020/0609/PLAH Link	4 The Avenue, Brockham, Betchworth, Surrey, RH3 7EN	Erection of two storey side and single storey rear extension following demolition of existing detached garage and rear back addition	Refused See footnote for reason ² (No observation)
MO/2020/0579/PLAH Link	9 Jubilee Terrace, Strood Green, Betchworth, Surrey, RH3 7JG	Erection of a front single storey extension to convert garage into habitable accommodation	Approved with conditions (No observation)

¹ BPC recommended to planners that there be a condition which ensured the accommodation was ancillary and not used separately and this has been included in the approval.

² The proposed extension, by reason of its size and proximity to the side boundary, would close up the space between buildings and appear cramped, out of keeping with and detrimental to the character and amenities of the street scene. The proposal would, therefore, be in conflict with the guidance of the NPPF, with Mole Valley Core Strategy policy CS14 and Mole Valley Local Plan policies ENV22 and ENV32. The proposed extension, by reason of its depth and proximity to the boundary, would have an overbearing impact on the adjoining neighbour at No.6. The large window with balcony on the rear two storey part of the extension would cause overlooking that is considered to be harmful to the neighbouring property's amenities, in conflict with Mole Valley Local Plan policies ENV22 and ENV32

JULY 2020

Planning Reference	Location	Development	Decision
MO/2019/1060/PLAM AJ Link	Land at the junction of Middle Street and Wellhouse Lane, Brockham	The construction of 17 affordable dwellings (comprising of 12 social rent homes and 5 discount market sales homes) with associated access, parking and landscaping	Approved with Conditions 01/07/20 <i>(Support)</i>
MO/2020/0677/PLAH Link	102, Brockham Lane, Brockham, Betchworth, Surrey, RH3 7EQ	Conversion of loft to habitable accommodation with insertion of 2 No. pitched roof dormer, rooflights to be built into existing pitched roof on front and rear of roof elevation, alterations to window fenestration on east elevation	Approved with Conditions 10/07/20 <i>(No observation)</i>
MO/2020/0679/PLAH Link	4 Oak Cottages, Brockham Green, Brockham, Betchworth, Surrey, RH3 7JS	Render 2 No. existing brick chimney stacks.	Approved with Conditions 09/07/20 <i>(No observation)</i>
Appeals Lodged			
MO/2019/1709	Land on the South Side of Reigate Road, Shagbrook, Reigate Road, Reigate, Surrey, RH2 9RE	Formation of access to land from A25.	BPC Notified but not within our Parish.

BROCKHAM PARISH COUNCIL

MVDC/ SCC Ref	Date Received	Address	Development	BPC Decision/ Comment
MO/2020/0940/ECL Link	24/06/20	Crossways Farm, Station Road, Betchworth, Surrey, RH3 7DF	Certificate of lawfulness for an existing use in respect of the use of two caravans for accommodation for a temporary period of 18 months whilst building works are taking place.	No observation
MO/2020/0964/PLA H Link	12/06/20	Genista, Old Reigate Road, Betchworth, Surrey, RH3 7DE	Erection of first floor extension to existing bungalow, single storey front infill extension and two storey rear extensions. Alteration and extension to existing garage to provide gym/home office above and veranda detail linking the garage to main dwelling	No observation
MO/2020/1006/CAT Link	18/06/20	Poland House, Kiln Lane, Brockham, Surrey	Remove one Ash tree (T1143 on submitted plan).	No observation
MO/2020/1028/PLA H Link	09/06/20	31, Tanners Meadow, Strood Green, Betchworth, Surrey, RH3 7NJ	Insertion of 1 No. roof light to front elevation and 2 No. roof lights to rear elevation to facilitate creation of rooms in roof space	No observation
MO/2020/1085/CC Link	30/06/20	Brockham Park Cottage, Gadbrook Road, Betchworth, Surrey, RH3 7AH	Variation to Condition 2 of Approved Planning permission MO/2016/1279 for the erection of a two storey rear extension, new dormer window to replace external stair boxing on side roof elevation and new front porch enclosure to allow a design change to the porch and removal of canopy on front elevation.	No observation

Action by Council

- To agree to planning recommendations
- To discuss planning decisions and appeals and decide whether to make further comment

12 Brockham Youth Council

KG had a Youth Council Zoom meeting on 4/7/20. Although most of the young peoples' activities have been curbed due to Covid-19, they are still enthusiastic to stick it out and return to providing input into the parish council on what the youth want and how they can get involved.

At the September 2019 meeting Council agreed the YC should go ahead with the purchase of new goal posts, a netball post and table tennis table. Goal posts and netball post have been installed with great success and are very popular.

At the time the table tennis table was out of stock, It now appears to be a good time to get it in place for the summer holidays so the Clerk will work with BYC to order and arrange instalment at the Elizabeth Bailey field.

At the January 2020 meeting the YC governor relayed the ideas the YC had for this year, including a single small pipe ramp. Councillors in attendance agreed would be a good idea.

The cost for procurement is circa £1500 + VAT plus fitting at £720 + VAT. It is hoped to be able to arrange for someone local to possibly install within H&S guidelines at a better rate
The model chosen is for children between age 8 and 14.

The Clerk will arrange for appropriate insurance and signs to be installed.

Action by Council

- To agree to installation of table tennis table at Elizabeth Bailey field
- To agree to procurement and installation of small pipe ramp at Elizabeth Bailey field
- To agree for appropriate insurance cover to be added for table tennis cover and skate pipe and appropriate signs for all play equipment in the Elizabeth Bailey field

(13) Remembrance Sunday

Remembrance Sunday is on Sunday 8 November 2020. Do Council want to arrange the annual service and road closure as required?

Action by Council

Council to agree whether to arrange Remembrance Sunday.

(14) Correspondence Received

To update the Council on key correspondence received in May/ June 2020 and gain agreement on any decision required.

- a. 21/06/20 – GACC newsletter
- b. 21/06/20 – Plane Wrong update on R4
- c. 29/06/20 - Petition concerning road safety and noise by Mickleham PC
- d. 02/07/20 – Notification from Plane Wrong
- e. 02/07/20 – Future Mole Valley newsletter
- f. 02/07/20 – Feedback from resident about re-wilding and impact with dog mess
- g. 07/07/20 - Notification of change in timescale to Mole Valley local plan
- h. 07/07/20 - Variation of North Leatherhead Bypass Development Agreement
- i. Response from Dumas family to install a water trough for dogs
- j. Various updates from Mole Valley

Action by Council

- Do Council want to sign the petition about road safety and noise created by Mickleham PC?
- What is Council's opinion of installing a water trough for dogs as a memorial?
- To note other correspondence and agree if any action is required

(16) Clerk Report and Matters Arising - See Appendix A below

Litter pickers

At request of Covid 19 StrategyGgroup, CM arranged for litter pickers, gloves and High Vis jackets to be delivered by MVDC. Residents can request these via the Clerk and the litter pickers will be delivered to residents' homes along with H&S guidelines. 4 households have been issued to date

Meeting Dates for 2020: 3rd Monday of the month

Monday 17 August 2020

Monday 21 September 2020

Monday 19 October 2020

Monday 16 November 2020

Monday 21 December 2020

Tyndedale Rd Strood Green, Brockham - public phone box

The agreement and £1 has been sent off to BT to acquire the phone box for the defibrillator.

Action by Council

- To note meeting dates for 2020

- To receive updates on previous matters arising and gain agreement on any decisions required

Thanks, Claire 14/07/20

Appendix A - BPC Action List from previous Council meetings

20/06/003	22/06/20	Cllrs to provide CM with ideas for a memorial for Roger Hammond to be shared with Pam Hammond to make a decision	ALL	KG met with PR and agenda item under Chairman update	01/07/20
20/06/007	22/06/20	CM/ KG GV to look to have new email system and website	CM/KG/ GV	Initial research underway	
20/06/007	22/06/20	CM /KG/ GV to produce fortnightly newsletter	CM/KG/ GV	Produced and positive feedback received.	24/06/20
20/06/007	22/06/20	JK to arrange for new bench to be built and positioned	JK		
20/06/009	22/06/20	JK/KG and CM to prepare option for re-wilding/ grass cutting for Brockham	JK/KG/ CM		
20/06/009	22/06/20	CM/ JK and KG to review schedule of allotment holders and CM to write to all requesting annual rent.	KK/CM/ KG	Letters submitted with new lease for Wheelers Lane. Middle Street being drafted	11/7/20
20/06/009	22/06/20	CM/JK to prepare costs and schedule for installing two new troughs at Middle Street Allotments	JK/CM	Completed agenda item	07/07/20
20/06/009	22/06/20	CM to schedule meeting with KG/ JH/ GV and RW and SCC Highways to discuss and agreed approach for Highways projects	CM	Meeting scheduled for 10 August @ 2pm	29/06/20
20/06/010	22/06/20	CM to submit AGAR to External Auditor	CM	Sent off	08/07/20
20/06/010	22/06/20	CM to arrange online banking	CM	Forms completed, signed and submitted	26/06/20
20/06/011	22/06/20	Clerk to arrange to upload new policies onto website	CM	Policies uploaded	07/07/20
20/06/012	22/06/20	Clerk to respond to MVDC with one no objection with comment	CM	Submission sent	23/06/20
20/06/013	22/06/20	CM to contact family of Betty Dumas	CM	Family contacted who requested installing a drinking water trough for dogs	
20/06/014	22/06/20	CM to speak to SB and Footpaths team to receive update on Bridleway 52 reinstatement.	CM		
20/06/014	22/06/20	CM to speak with insurance Co to ensure VJ sign will be insured.	CM		