

**BROCKHAM PARISH COUNCIL**

**Draft Minutes of the Meeting of Brockham Parish Council held on Monday 1<sup>st</sup> June 2015, in the Pavilion Middle Street, Brockham at 7.30 pm.**

- 25. PRESENT:** Cllrs Hammond, Homewood, Washtell, Millward, Hamilton, Budd, Buckle and Songhurst  
Parish/District Councillor Muggeridge, District Councillor Paul Potter and Clerk  
PC D Sadler and C Scrubby (Surrey Police)  
Mr Simon Budd – Victorian Weekend and BERT
- 26. APOLOGIES:** No apologies were received
- 27. MINUTES:**  
Minutes of the Annual Meeting held on the 13<sup>th</sup> May 2015 were approved and signed as a true record.
- 28. DECLARATIONS OF INTEREST**  
Councillor Washtell declared an interest in relation of matters relating to the Tanners Meadow site.
- 29. PERSON RESPONSIBLE FOR REPORT TO PARISH NEWS:**  
Cllr Hammond agreed to submit the June report to the Parish News.
- 30. COMMUNITY POLICE REPORT:**  
PC Sadler reported 8 crimes during the period 1<sup>st</sup> April to 1<sup>st</sup> June. 2 Theft Offences, 3 Criminal Damage Offences, 1 Non-Notifiable Offence (dog worrying) 1 Burglary non-dwelling Offence and 1 Crime Offence (victim receiving threatening messages)  
PC Sadler informed the meeting of the procedure when reporting a crime by telephone to HQ. Cllrs raised concern over dogs worrying livestock and the recent farm thefts in the area.  
Police contact details – PC Lee Munday number 07967986355 and Sergeant Chris Law number 07967986382 PC Sadler number 07967987387.
- 31. MATTERS ARISING:**  
**BERT** – Mr Budd informed the meeting of various works that BERT had carried out during the month.  
**Footpath from Hillside Close to The Borough** – SCC monitoring the position.  
**Parking in Dodds Park** – Cllr Muggeridge to contact C C Helyn Clack and residents of Dodds Park to obtain their views. Clerk to liaise with Circle Housing to obtain clarification of ownership of the land. Item for July Agenda.  
**Soil Contamination at Tanners Meadow** – Councillor Paul Potter/Muggeridge to seek clarification from MVDC on the latest position. Item for July Agenda.  
**Nutwood Avenue drainage** – site visit from Hamilton Estate who confirm that the Estate will carry out ditch clearance when the current crop on the adjacent field is harvested – end of July/August.  
It was reported that Ex-Parish Councillor Mr Richards has undertaken mowing adjacent to The Borough Bridge for which the Parish Council was most grateful.

**32. CHAIRMAN'S REPORT:**

The Chairman confirmed his appointment to the Standards Committee at MVDC.

Standing Orders to be reviewed by Chairman and Clerk.

Litter Pick – Sunday 14<sup>th</sup> June. Meet outside Village Hall at 9.30 am to coincide with the weed clearance along the River Mole and Mr Budd agreed to collect the bags for collection by MVDC.

**33. BROCKHAM VILLAGE HALL:**

No representative in attendance.

**34. FINANCIAL REPORT:**

Current Acc	6,514.11	
Deposit Acc	11,748.41	
Reserve Acc Web	2,264.48	
War Memorial Acc	1,224.24	
BERT Acc	4,417.71	Cheque awaited from winding up of CAMEL
	4,000.00 pd in	£573 to be paid (RH)
	176.50	VAT refund
EBF Acc	284.33	
Youth Council	16,471.82	£250 paid to Wellers – skatepark Grant received from Police towards Skatepark £12.500

Clerk in communication with Lloyds Bank to open separate Treasurers accounts for the Web Site and Skatepark project which will have cheque books. Any Treasurers Account that has in excess of £50,000 – means that all Treasurer Accounts have to pay £5 each per month.

List of cheques for authorisation: Attached

Annual External Audit Notification published on Notice Boards

Internal Audit report carried out by Braidwood and Co and completion of Annual Return and End of Year accounts approved and signed.

Annual Return approved Section 1 of the Annual Return with auditors notes sign

Annual Return completed Section 2 – The Annual Governance Statement examined and duly completed by Chairman.

The external audit will be carried out by BDO LLP, as in previous years, and will continue until 2017.

**Transparency Code for Small Councils** was published in December 2104 with effect from 1<sup>st</sup> April 2015. These Rules will replace the external audit for public bodies with an annual turnover of less than £25,000. The Clerk to seek the advice of Mulberry Accountants (SALC recommended Accountants) as our Annual Turnover will exceed this figure due to the financial position of BERT and the Skatepark Project

The guide to the new rules advises that financial help will be made available to cover any additional work required to comply with the rules.

Council agreed to keep the new rules under review and for the Clerk to maintain a timesheet to record any extra hours worked in connection with these rules.

It was agreed to purchase a scanner/print in order that material can be forwarded to the Web Team.

Cllr Washtell reviewing Financial Regulations and Financial Risk Assessment for July meeting. Assets Register approved including the 2 noticeboards in the village. Clerk to enquire about the cost of a noticeboard for be erected by the Balchins Pond – [www.greenbarnes.co.uk](http://www.greenbarnes.co.uk) (recycled plastic notice boards)

Information regarding Planning Infrastructure Contributions (PIC) available for Environmental improvements (May2015) MVDC Brockham's sum £782.

Reminder that there is £500 available from the recent donation from Ensor re filming.

Renewal of Insurance with AON including BERT cover £941.17 approved

Receipt:

£634.63 VAT REFUND (£176 due to BERT)

BERT:

£2000 Community Foundation for Surrey Grants

£2000 Gatwick Airport Community Trust

SALC – New Cllrs Training Course 9<sup>th</sup> July - £60 - await invoice

YOUTH COUNCIL A/C

Statement from Hedleys, Solicitors, re Lease - payments made to date £660

### **35. CLERK'S REPORT:**

NALC – Transparency Requirements covered in Financial Report and the following information should be published for the year 2014/2015:-

- a) all items of expenditure above £100
- b) end of year accounts
- c) annual governance statement
- d) internal audit report
- e) list of councillors responsibilities
- f) details of public land and building assets
- g) Minutes, agendas and meeting papers of formal meetings

SSALC – New Councillors Event 9<sup>th</sup> July at Dorking Halls – Cllr Songhurst to attend.  
Await invoice

MVDC – Paul Anderson – Open Spaces Policy – Parish Councils encouraged to take on more responsibility for areas in the Parish ie The Green. The Council decided that they wished to continue with the existing arrangements that The Green remain under the control of MVDC. The question of A boards being placed on The Green had been raised by a local resident and it was agreed to take no action at present but monitor the situation and review if necessary.

Local Bus Services – Compass Travel taking over the running of the Route 32 – new timetable on website [www.compass-travel.co.uk](http://www.compass-travel.co.uk)

### **36. PARISH PLAN AND EMERGENCY**

**Flood Forum Meeting** – Next meeting scheduled for the 11<sup>th</sup> June at 10.00 in the Pavilion Middle Street.

### **37. COMMUNITY ISSUES:**

Litter pick 14<sup>th</sup> June meeting at 10.00 outside Village Hall – all equipment and clothing for be supplied by MVDC.

Victorian Fair – weekend 10<sup>th</sup>/11<sup>th</sup>/12<sup>th</sup> July - including at Art Exhibition.

Request for financial assistance with regard to resurfacing the Recreation Ground car park.

Concerns raised as to the ditch area adjacent to the brook where flooding occurs. Enquiries to be made at the Flood Forum.

**38. YOUTH COUNCIL FOR BROCKHAM:**

Skatepark issues:

Mrs Ritchie reported - Hedleys, Solicitors are in contact with the Hamilton Estate Solicitors with a view to preparing the lease. The stopping-up process will then follow. All parties are being kept up to date and when ready talks will take place with the users and stakeholders.

**39. RECREATIONAL FACILITIES INCLUDING THE EBF:**

Cllr Millward reported the contractor had sown grass seed in front of the goal posts. Clerk contacted MVDC regarding suitable bark chippings. Cllr Millward to review the position. Cllr Millward agreed to clear the pipe into and out of the pond. Friends of EBF considering the possibility of a concrete table tennis table in the corner of the field. MVDC to be consulted.

**40. BROCKHAM WEBSITE:**

No report available.

**41. PLANNING MATTERS:**

The undermentioned applications were approved by the Parish Council

MO/2015/0667/PCL	<b>19 Nutwood Avenue</b>	Certificate of Lawfulness for the proposed development in respect of roof alterations and the insertion of one rear dormer window to facilitate the creation of a loft conversion.
MO/2015/0724/PLAH	<b>18 Oakdene Road</b>	Erection of a single storey rear and side extension
MO/2015/0583/CAT	<b>Maple Lodge, Coach Road</b>	Remove one Fir tree located at front of property
MO/2015/0634/PLA	<b>2 Brockham Lane</b>	Erection of two storey side extension to north elevation and enlargement of the existing roof to provide an enlarged restaurant with habitable accommodation above.
MO/2015/0693/CAT	<b>Yew Tree Cottage, 73 Old School Lane</b>	Crown reduce one Yew tree By 3 metres and crown lift to 3 metres.
MO/2015/0730/PLAH	<b>17 Glenfield Road</b>	Erection of first floor side ext
MO/2015/0665/PLAH	<b>22 Oakdene Road</b>	Erect single storey rear extension
Site visits to be requested regarding the undermentioned and also that 35 The Borough is within The Conservation Area. - Cllrs Hammond and Homewood		
MO/2015/0566/PLAH	<b>4 Way House, Wheelers Lane</b>	Erection of part two storey/part single storey extension following demolition of existing conservatory and part of rebuild North Wing
MO/2015/0639/LBC	<b>4 Way House, Wheelers Lane</b>	Application for Listed Building Consent
MO/2015/0688/PLAH	<b>35 The Borough</b>	Erection of a two storey side extension, following the demolition of garage and raise roof ridge height on existing dwelling to create a first floor.

Brockham Pet Stores – written appeal – await further information

**DECISIONS:**

MO/2015/0583/CAT	Maple Lodge Coach Road	Tree Surgery	NO OBJECTION
MO/2015/0693/CAT	Yew Tree Cottage 73 OSL	Tree Surgery	NO OBJECTION
MO/2015/0269/PLA	Grumpy Mole	Erection of single storey rear ext	APPROVED with Conditions
MO/2015/0496/PCL	74 Oakdene Road	Certificate of Lawfulness for the proposed development in respect of a loft conversion with hip to gable extension and rear dormer window	

MO//2015/0519/PLAH	26 Nutwood Avenue	Erection of single storey front/side ext APPROVED with Conditions
MO/2015/0472/PLAH	18 Castle Gardens	Erection of a single storey rear/side ext storey garage with garden room APPROVED with Conditions
MO/2014/1805/PLA	19 Castle Gardens	1 replacement dwelling APPROVED
MO/2015/0240/PLAH	47 The Borough	Insertion of 2 dormer windows to rear roof elevation, conversion of garage to habitable accommodation with single storey side and rear ext APPROVED
MO/2015/0527/PCC	40 Brockham Lane	Certificate of Lawfulness for a proposed development in respect of the insertion of 1 dormer into the side elevation and the enlargement of the existing dormer window APPROVED

**41. HIGHWAYS AND GENERAL PURPOSES:**

Further enquiries to be made with SCC regarding Project Horizon and the resurfacing of Middle Street in the year 2015/2016.  
 Dog Bin adjacent to Poland Woods (BW 52) proving a success and improvement in the area. Concern regarding dog fouling on the footpath adjacent to the Wheelers Lane Allotments. Monitor the situation.  
 The condition of the tree by the bus stop in Brockham Lane/The Avenue – outside number 31 Brockham Lane – to be reported to SCC.  
 Thames Water still carrying out repairs at the junction with Tweed Lane and Middle Street.

**42. ALLOTMENTS:**

Water problem on Wheelers Lane site resolved. Thanks to Mr R Archer.  
 Concern over the use of chemicals on allotments was expressed at the Allotment Meeting and it was agreed to add a clause to the Rules dealing with the issue. Rule 10 now amended to read “Not to do, or let anyone else do, anything at the allotment garden which is, or may be, a nuisance or annoyance to anyone else and to use chemicals and other harmful substances responsibly”.

**43. REPORTS OF MEETINGS:**

Clerk attended a meeting of Mole Valley Clerks at MVDC.

**44. ANY OTHER URGENT BUSINESS:**

Concern was raised over house insurance cover in the village. Agreed that Cllr Songhurst consult with MVDC’s MP Sir Paul Beresford putting the villagers concerns.

Meeting closed at 10.15 pm

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