

**BROCKHAM PARISH COUNCIL**

**Minutes of the Annual General Meeting of Brockham Parish Council held on Monday 16<sup>th</sup> May 2011 in the Pavilion, Middle Street, Brockham at 7.30 pm**

**Clerk in the Chair until the Election of a Chairman**

1.        **PRESENT:**            Cllr R Hammond  
                                  Cllrs Homewood, Washtell, Richards, Muggeridge,  
                                  Hamilton Buckle and Budd (part-time)  
                                  District Councillor Paul Potter  
                                  P C Dom Loraine – Surrey Police  
                                  1 Parishioner  
                                  Mr J Woodcock – re Brockham Big Field Community Sports
  
2.        **APOLOGIES:**        Apologies were received from Cllr Millward
  
3.        **ELECTIONS:**  
                                  Chairman **Roger Hammond**   proposer: M Homewood   seconder: J Washtell  
                                  Vice-Chairman-Maurice Homewood   proposer R Hammond   seconder D Richards  
                                  Committees  
                                  Planning – Cllrs Washtell, Homewood and Hamilton  
                                  Highways and General Purposes – Cllrs Richards, Hamilton, Millward and  
                                  Muggeridge  
                                  Recreation – Cllrs Budd and Millward  
                                  Responsible Financial Officer: Mrs C Plumb (Clerk)  
                                  Hedgerow Officer: Cllr Buckle  
                                  School Governor n/a - Mr B Songhurst will act as a link  
                                  Big Field Committee: Cllr Hammond – await next Big Field Meeting for  
                                  clarification  
                                  War Memorial – co-opted   Derek Holgate  
                                  Representation on SCAPTC – position open  
                                  Betchworth United Charities – Cllr Hammond  
                                  Poland Trust – Cllr Hammond
  
4.        **MINUTES:**            Minutes of the meeting held on the 4<sup>th</sup> April 2011 were  
                                  approved and signed as a correct reference.
  
5.        **SIGNING OF DECLARATIONS AND MEMBERS INTERESTS:**  
                                  All Cllrs completed the necessary forms for submission to MVDC.
  
6.        **DECLARATION OF INTEREST:**  
                                  All Cllrs declared an interest in planning application MO/2011/0422/PLAH
  
7.        **PERSON RESPONSIBLE FOR REPORT TO PARISH NEWS:**  
                                  Cllr Hammond submitted a brief report due to the date of the meeting.
  
8.        **MATTERS ARISING:**  
                                  Bus Shelter – junction of Kiln Lane with Nutwood Avenue – new shelter erected

and in place. Appreciated by the community especially residents of Poland House and Nutwood Avenue.

9. **CHAIRMAN'S REPORT:**

Cllr Buckle was introduced and welcomed as the new Cllr. Cllr Muggeridge was congratulated on his election as a District Councillor.

Neighbourhood Watch – Mr Songhurst confirmed that there was a scheme in The Avenue, Hillside Gardens and The Borough. Possible areas for co-ordinators – Tynedale Road, Glenfield Road, Oakdene Road and Close and Nutwood Avenue.

Pavilion refurbishment – Clerk to contact Mr Haines regarding the project and a possible donation to be made by the Parish Council.

Island at Strood Green – issues with parking on the Island – suggestion to plant trees. Mr Mason, tree specialist, to be contacted for his opinion. Also SCC have given permission for No Parking signs to be erected – with caution to avoid any Utilities.

Village Society – Clerk to make contact with Mr Farmer regarding any outstanding monies held by the Society, since it no longer exists.

10. **FINANCIAL REPORT:**

Current Account	6,831.73		
Deposit Account	12,728.30		
Reserve Account – web acc	1,258.00		
War Memorial Acc/No2	1,224.14	keep account for maintenance fund	
EBF Account	1,197.28	need cheque from Bonfire Committee?	
Youth Council Account	7,817.73	includes grant Mole Valley Housing	
<b>Cheques drawn</b>			
1291	SCAPTC	Subscription	£695.47
1292	East Surrey Water	Middle Street Allotments	16.89
		Wheeler's Lane	18.02
			£34.91
1293	Dorking Stationers	Cartridges etc	£44.68
1294	North Downs Primary School	re Youth Council	£50.00
		(transfer from Youth Council Account)	
1295	High Line Adventure	re Mobile Skate unit	£798.00
		(transfer £665 from Youth Council Account – £133 VAT being claimed)	
1296	Mrs C M Plumb	Clerk's Wages	£440.00
1297	Mrs C M Plumb	Clerk's Expenses	
		Mileage	37.76
		Internet	62.97
		Telephone	27.50
			£128.23
1298	H M Revenue and Customs	Income Tax	£89.00
1299	GACC	Subscription	£25.00
1300	AON	Parish Council Insurance	£1,022.85
1301	Mr C Long	Maintenance of EBF	£160.00
1302	Braidwood & Co	Internal Audit	£180.00

Confirm all Cllrs to become signatures on the Bank Account – await forms from Lloyds

Clerk to claimed VAT to the end of March 2011.

NALC – Financial Regulations – Draft – Cllr Washtell to prepare a summary of the Regulations

Annual Return and Accounts approved and signed. Letter from Braidwood and Co (Internal Audit) presented to the Meeting.

Notice of Audit to be displayed 30<sup>th</sup> May – 12<sup>th</sup> June and accounts available for inspection from 13<sup>th</sup> June to 8<sup>th</sup> July – Audit date 15<sup>th</sup> July 2011

SCA offering payroll and financial services – no action

HM Revenue and Customs forms filed on line P 35 and P 14 .

Request to pay Guides monies for maintenance of bus shelters £200. June meeting

**11. CLERK'S REPORT:**

Cllrs up dated the completed the necessary forms following the election.

Notice of Uncontested Parish Council Election – Publication of Cllrs displayed on Notice Boards.

Arranged for Mr Huggett to take photographs of Cllrs at next meeting for inclusion on the web site. (7.15 at Pavilion – 6<sup>th</sup> June)

Code of Conduct and Certificate of Compliance to be raised at next meeting.

SCAPTC – dates for New Cllrs training days to be passed to Cllr Buckle for consideration.

Surrey Hills Newsletter – reference to their visit to Brockham

MVDC - Local Development Framework - Empowering Local Communities – no response

The Queen Elizabeth 11 Fields Challenge – June meeting

FULLERS - Surrey Village of the Year Competition – await date for Judges to visit Village.

Do we need to be thinking about Queens Diamond Jubilee – June meeting – Mr Budd to be kept informed of developments.

Clerks Meeting with MVDC etc 25<sup>th</sup> May

Local Parishes Forum 2<sup>nd</sup> June at Leigh

Dorking Rural Highways Meeting 20<sup>th</sup> July at Leigh

SCC Local Committee 8<sup>th</sup> June – new contractors May Gurney to be present

Local Parishes Meeting 10<sup>th</sup> November at Headley

**Items to be table:**

Clerks Direct

CPRE Newsletter

SMP Playgrounds

Kings Landscapes

Surrey Artists Open Studios 11<sup>th</sup> – 26<sup>th</sup> June

Chase Childrens Hospice Newsletter

Surrey County Playing Fields Ass

**12. PARISH PLAN AND PARISH EMERGENCY PLAN:**

Cllr Hammond to organise a further meeting with interested parties.

Cllr Muggeridge to be involved in developments.

**13. COMMUNITY ISSUES:**

Mr Budd thanked for organising the Flags to be erected on The Green for St. George's Day and The Royal Wedding.

Litter pick to be arranged with Brockham School Eco Club. Cllr Richards to make enquiries at the School and then Clerk to order some medal litter pickers.

Cllr Budd to liaise with School regarding a date for the Litter Pick.

**14. YOUTH COUNCIL FOR BROCKHAM:**

It was reported that the second visit of the mobile skate unit was to be held on the 21<sup>st</sup> May at Brockham School. Cllr Potter will try to visit

The initial Youth Cafe in the Village Hall had been very successful and this would continue every Wednesday between 5 pm and 7pm in the Village Hall for a trial period of two months.

Funding had been received from The High Sheriff's Fund £500 and a further £2000 from Mole Valley Housing Association.

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

Clerk obtained clarification from MVDC that the balance of the monies from the grant was still available £1,545.

Clerk confirmed that Mr Ford was scheduled to commence work on the 6<sup>th</sup> June regarding the surfacing. Cllr Muggeridge agreed to inspect the gate and repair if required.

**16. BROCKHAM WEB SITE:**

Nothing to report.

**17. PLANNING MATTERS:**

**There were no objections to the following applications**

MO/2011/0364/CAT	8 Dodds Park	Tree Surgery
MO/2011/0342/PLAH	4 Jubilee Terrace	Single Storey rear ext
MO/2011/0207/PLAH	15 Middle Street (Whyteways)	Timber carriage
<b>Cllr Homewood to seek historical report building and re-design of front driveway</b>		
MO/2011/0374/LBC	2 Way House, Wheelers Lane	Replacement windows to rear
MO/2011/0382/PLAH	3 Jubilee Terrace	Single storey rear ext
MO/2011/0415/PLA	Dorking Garden Centre	Glazed infill to existing canopy re pet related products

**Letters to be sent to MVDC raising concern and objecting to the following applications**

MO/2011/0422/PLAH	10 Old School Lane	Single Storey Annexe following demolition of existing garage
MO/2011/0405/PLAH	3 Brew House Road	Single storey side ext

**Decisions**

MO/2011/0273/CAT	31 Wheelers Lane	Tree Surgery	No Objection
MO/2011/0295/PLAH	17 Kiln Lane	Ext to create upper floor	APPROVED
MO/2011/0364/CAT	8 Dodds Park	Tree Surgery	No Objection
MO/2011/0123/PLAH	67 Middle Street	Single storey side ext	APPROVED
MO/2011/0183/CAT	55/56 Old School Lane	Tree Surgery	No Objection

**18. HIGHWAYS AND GENERAL PURPOSES:**

Cllr Budd obtaining estimates for work on the Borough Bridge and also the Village Pump.

Requested SCC carry out an inspection of the footbridge. Cllr Richards agree to meet contractor on site.

Re-instatement of the Green – Cllr Hammond to communicate with Mr Stacey MVDC.

Request for Dog Bin in Tweed Lane, Strood Green – Clerk to contact MVDC’s Dog Warden.

Vehicle Activated Signs – Charlwood Parish Council requesting more information regarding the maintenance of the signs if and when they are purchased.. Await further news.

Problems over parking in Dodds Park – agreed to monitor the situation. Concern over the size of a Yew Tree in Wheelers Lane and the damage it is causing to a wall. Mr Mason, tree contractor, to be asked to inspect the site and report to the Council.

It was reported that the footpath from Brockham Park to Strood Green was a private path with permissive rights for residents.

War Memorial – it was reported that school children are playing on the actual steps of the memorial with no respect for the monument. Letter to be sent to Brockham School highlighting this and asking for the children to be told that it is not a play area. **RH**

**19. ALLOTMENTS:**

Meeting for the collection of rents 12<sup>th</sup> April. Request for a new gate at Wheelers Lane site. Cllrs to inspect. Concern over issues at Wheelers Lane – Part 2. Cllr Hamilton thanked for serving coffee at the meeting. Chairman produced a book containing Minutes of the Allotment meetings dating back to 1949 to 1970. Mr Cannon to retain the book. Request for a shed at Middle Street approved.

**20. ANNUAL PARISH MEETING:**

Mr David Hogg from Buckland Nurseries gave a very interesting talk on the history of the nursery over five generations. Acknowledgement received from the Charity – Cry in the Dark – for the donation of £50. Mr Hogg’s chosen charity. This item to be placed on the Agenda for October with a view to changing the format for the Annual Parish Meeting. Betchworth’s Annual Parish Meeting 18<sup>th</sup> April. Cllr Hammond to attend.

**21. REPORTS OF MEETINGS:**

Brockham Big Field Community Sports Centre. Cllr Hammond attended. Issues regarding funding with MVDC were discussed.

**22. ANY OTHER URGENT BUSINESS:**

Flooding at Strood Green – Cllr Muggeridge confirmed a contractor who would undertake to inspect and clear the drains at a cost of £130. Cllr Muggeridge to make further enquiries with a view to getting the work carried out. Street Light opposite the Clappers in Old School Lane not working.

**PART 2**

Letter to be sent to MVDC regarding the recent issues at Wheelers Lane Allotments. **RH**

**REPORT FROM SURREY POLICE:**

There were 3 reported crimes from 15<sup>th</sup> April to 16<sup>th</sup> May. PCSO Ivor Williams will be available at Strood Green on Wednesdays From midday to discuss any issues.

Meeting closed at 10.15 pm

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