

BROCKHAM PARISH COUNCIL

Minutes of the General Meeting of Brockham Parish Council held on Tuesday 3rd May 2016, in the Pavilion Middle Street, Brockham at 7.30 pm.

PRESENT: Cllrs Hammond, Washtell, Millward, Songhurst, Budd, Hamilton and Buckle
4 Parishioners

- 1. APOLOGIES:** Apologies were received from District Councillor Paul Potter.
- 2. ELECTIONS:** Councillor Millward proposed Councillor Roger Hammond as Chairman and this was seconded by Councillor Washtell. Councillor Hammond accepted office and signed the necessary Declaration. Councillor Hammond proposed Councillor Homewood as Vice-Chairman and this was seconded by Councillor Songhurst. Councillor Homewood accepted and will sign the necessary Declaration. This was agreed nem com.

Committees: Voted en block

Planning:	Cllrs Homewood, Washtell, Songhurst and Hamilton
Highways and General Purposes:	Cllrs Hamilton and Songhurst
Recreation:	Cllrs Millward and Budd
Responsible Financial Officer:	Mrs C M Plumb – Clerk
Hedgerow Officer:	Cllr Buckle
Ditch Officer:	Cllr Buckle
Big Field Committee:	Cllr Hammond and Clerk
War Memorial:	Cllr Washtell
Representative on SALC:	Cllr Hammond
Betchworth United Charities	Cllr Hammond
Poland Trust:	Cllr Washtell

- 3. MINUTES:**
Minutes of the Meeting held on the 4th April 2016 were approved and signed as a true record.
- 4. DECLARATIONS OF INTEREST**
Cllrs signed the necessary Members Code of Conduct Forms.
- 5. PERSON RESPONSIBLE FOR REPORT TO PARISH NEWS:**
Cllr Hammond agreed to submit the May report to the Parish News.

6. COMMUNITY POLICE REPORT:

PCSO Dave Sadler sent the following report. 1 theft offence – lawn mower stolen from garage,

car also damaged during theft. 1 distraction burglary – male called stole mobile phone and wallet from just inside the door. Male arrested by Metropolitan Police in relation to this and finally 1 criminal damage – brick thrown through car window whilst parked on residential road.

Concern was expressed that no action was being taken regarding the local Surrey Recovery Vehicles parked around the village. Traffic Commissioner has responded to our letter but unfortunately has no authority to take action in the matter – it is a DVLA issue. It was raised at the meeting whether MVDC residents, council tax payers, are getting value for money for what we pay for the Police Service.

7. MATTERS ARISING:

-2-

SCC – response regarding the flooding issues in the village. SCC apologised for the time it has taken to identify and resolve some of the complex maintenance issues involved in the flooding problem at Strood Green and Brockham. They have engaged with the Parish Council and the Flood Forum. The Flood Forum has proved essential in getting to the root cause of many of the flooding issues. There is, however, still more work to be carried out in Brockham on other identified sites where flooding is being experienced and ditching work is in progress in Kiln Lane and also the Wheelers Lane culvert (near Oakdene Close) has been identified for further investigation when resources become available.

BERT – The future of BERT – it needs to be a sub-committee of the Parish Council for the purposes of insurance. An adult must always be present when work is being carried out and a risk assessment in place. A Parish Councillor must be on the sub-committee and it was suggested that Cllr Muggeridge be on the committee due to his involvement with works carried out. Concern was raised that they were being asked to operate with Betchworth Parish Council

but they are attached to Brockham for all legal issues. BERT may consider becoming detached from the Parish Council in the future to enable them to apply for more grants etc. Clerk in contact with Mr Bob Thomas.

Cllr Homewood to contact MVDC regarding a footpath between the houses in Oakdene Road and Warrenne Road. Matter continuing.

Island at Strood Green – H and G P item

8. CHAIRMAN'S REPORT:

The Chairman raised the issue of all schools to become Academies' – it was felt that it was not ideal for rural areas and Cllr Hammond agreed to draft a letter

Ms Julia Hatton reminded the meeting that the Royal Society of Chemistry will award a National Chemical Landmark plaque for the work carried out by scientists working for Beecham Research Laboratories at Brockham Park. It will be installed at the Strood Green Shop

as this is the nearest publicly accessible site to that of the original invention. It will take place on the 10th June when many former employees will attend the ceremony.

9. BROCKHAM VILLAGE HALL:

There was no report available from Brockham Village Hall or the Club but it understood that the Club and the Hall need to consolidate and clarify the accounting arrangements.

10. FINANCIAL REPORT:

Current Acc	11,548.25	including 1/2yearly precept from MVDC	
Deposit Acc	11,772.89		
Reserve Acc Web	2,264.70		
War Memorial Acc	1,124.78		
BERT Acc	5,596.00		
EBF Acc	285.40		
Youth Council	15,664.35	less: Hedley	£883.20
Cheques:			
1915	RNLI – Annual Parish Meeting	donation	£50.00
1916	Dorking Business Supplies	stationary	£91.93

1917	Recreation Committee	Hire of Hall	£25.00
1918	AON	Insurance	£586.87
1919	Mr C Long	EBF	

-3-

1920	Mrs C M Plumb (including back-dated holiday pay and salary increase – Clerk Now on SALC scale LC1 - SP24)	Salary	£1,807.00
1921	H M Revenue and Customs	Tax	£367.00
1922	Mrs C M Plumb	Expenses	£154.00

Receipt			
0077-84	Balance on Allotment Rents		£966.00
	MVDC Precept		£9,183.00

BERT No activity

Youth Council

Interim Account from Wellers (awaiting payment) 27/07/15 – 21/08/15	£469.20
Interim Account from Wellers (awaiting payment) 25/08/15 – 26/08/15	£248.40
Interim Account from Wellers (awaiting payment) 25/09/15 – 06/10/15	165.60

List of cheques for authorisation - attached

MVDC – Parish Precept 2016/17 an additional £1,071 grant has been added (before it was included in the Precept) this represents the Council Tax Support Scheme.

Annual Return for 2015/16 – Section - Annual Governance Statement 1 signed and Minuted that Cllrs have read and approved the Governance requirements. RFO and Chairman signed the

form. All books, invoices, bank statements etc to be taken to Internal Auditor. When this audit has been undertaken the form requires to be signed again at June meeting and then all documents to be forwarded to the External Auditor BDO by 13th June 2016.

After a discussion it was agreed to renew the Council's subscription to SALC but review again next year.

Clerk to raise the issue of VAT relating to the Web site and the EBF.

The Trustees of the EBF have granted the Parish Council power to maintain the EBF in order that the VAT can be claimed.

AON Insurance - Clerk obtained a revised quote it was £826 but now they have amended it to be £586.87. Cllrs agreed to accept the quote. Clerk to seek clarification on the age cover for employees, Councillors and public.

Clerk's Salary it was discussed and agreed that the Clerk should receive holiday pay and this be backdate for 2015 but on the new rate. It was agreed to follow the guidelines issued by SALC – Clerk to be on spinal column Profile Scale LC1 and at a rate SP24.

The Chairman confirmed MVDC had completed the work on the Green (re extending the posts along Penfold Lane) and would contact them regarding the Parish Council's contribution.

11. CLERK'S REPORT:

Heartstart Course – awaiting a new date from South Coast Ambulance (Murray)

Countryside Voice (CPRE) Spring issue passed to Cllr Washtell

Dorking and District Preservation Society Newsletter passed to Cllr Buckle

Clerk to speak to the BERT team regarding their involvement with Betchworth Parish

Council.

Noise Board Gatwick – await guidance from GACC regarding the appointment of a representative.

St Catherine's Hospice – Make a Will fortnight – Cllr Washtell to request Shop at Strood Green to put up a poster.

-4-

12. PARISH PLAN AND EMERGENCY

Flood Forum – no date set for next meeting – await news from CC Helyn Clack

It was reported that SCC now have a new drainage policy and are investing money in drainage clearance. Teams to be trained in this particular task.

Drainage issues were discussed re Horton's Yard and Cllr Homewood to check the original Planning application to clarify the conditions and what drainage precautions were in place before being signed off.

13. COMMUNITY ISSUES:

Village Tea Dance to celebrate Queen Elizabeth's 90th Birthday on Sunday 22nd May in the Village Hall. Plans are in hand and the Parish Council agreed contributed the Birthday Cake – Clerk to speak to Mr Nadell seeking his advice and guidance.

MVDC confirmed they will shortly be installing the dog bins on the Island at Strood Green and

on the footpath to the Chimney Pots (by Wheelers Lane Allotments).

Status of the Island at Strood Green was discussed and it is owned by SCC and managed by MVDC. CC Helyn Clack to investigate the possibility of introducing a one-way system around the Island and also reducing the size by putting granite sets down enabling people to park but not damage the grass. Await news from C C Helyn Clack but it was thought a questionnaire

seeking the local residents views should be undertaken.
RH/MH/JW

Concern was raised over the parking outside the Shop at Strood Green and plans are in hand to

obtain a sign advertising the Shop – The Betchworth Estate are supportive of the idea. Await quotes then the Parish Council will consider making donation towards it. Await information following the AGM of the Strood Green Shop.

14. YOUTH COUNCIL FOR BROCKHAM:

The future of the Youth Council was discussed following Mrs Ritchie's decision to stand down.

Cllr Budd agreed to accept the handover paperwork for the Skatepark and Clerk will assist where possible. Still no news regarding Hedley's and the Hamilton Estate. Youth Café – Mrs Ritchie trying to finalise the dates for the Youth Café meetings with the Village Club. Await invoice for the hire of the Club. It looks like the Youth Café will certainly be able to continue until the end of the year. Then proposals must be followed up to ensure its future. Youth Council still owes Hedley's £883 which Clerk is in discussion with Solicitors.

15. RECREATIONAL FACILITIES INCLUDING THE EBF:

Cllr Millward estimated amount of hardwood chippings needed for the play area (100-80 litre bags). Order placed for delivery on the 27th May with Mr Long to accept delivery. Cllr Millward has carried out the monthly inspection and checked drainage at the rear of the field. Chase up weed-killing of the paths with the contractor. No news from the Friends of the Elizabeth Bailey Field.

16. BROCKHAM WEBSITE:

Nothing to Report

17. PLANNING MATTERS:

MO/2016/0446/PCL	6 Links View Avenue	Certificate of Lawfulness for the proposed development in respect of roof alterations and insertion of dormer Window	APPROVED
MO/2016/0409/PLAH	Lawnswood, Kiln Lane	Erection of outbuilding for storage/workshop	

-5-

(Letter to be sent to MVDC expressing concern over the size of the structure and requesting if permission is given it should be by name, personally, to the present applicant and a strong condition put in place that the building not be used for commercial purposes)

MO/2016/0462/CAT	North Downs Primary School	Tree Surgery	APPROVED
MO/2016/0464/CAT	14 The Borough	Tree	Surgery
APPROVED MO/2016/0520/CAT	12 The Borough	Tree	Surgery
APPROVED MO/2016/0572/LBC	2 Way House, Wheelers Lane	Replacement 5 sash windows to	
	(No Objection to this Application)	front elevation	

DECISIONS

MO/2016/0344/PCL	59 Hillside Gardens	loft conversion with the raising of a hip to gable roof and rear dormer	APPROVED
MO/2016/0345/PLAH	59 Hillside Gardens	erection of timber outbuilding for use as home office/recreational pilates/gym studio and store following demolition of existing garage.	APPROVED
MO/2016/0346/PCL	59 Hillside Gardens	erection of single storey side ext	APPROVED
MO/2016/0165/PLAH	13 Nutwood Avenue	Conservatory to the rear elevation	APPROVED
MO/2016/0348/EBC	west of Hillside Gardens	Installation of 2 poles – 4 stays	
	and The Borough	underground cables and the removal	
	of 7 spans of overhead line as submitted on plane 37938		NO OBJECTION

APPEAL:

2015/0688/PLAH	35 The Borough	erection of two storey side extension following demolition of garage and raise roof ridge height on existing dwelling to create 1 st floor including 2 rear dormer windows.	
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18. HIGHWAYS AND GENERAL PURPOSES:

Brockham Big Field Ditch – Clerk to check job specification regarding the ditches.
 Speeding along Middle Street – Clerk in contact with SCC requesting a site meeting.
 Also requesting the Surrey Police Crime Reduction Officer to carry out speed checks.
 Awaiting a response from CC Helyn Clack and news regarding the VAS.
 Question of lines/hatching at the junction of the Avenue and Brockham Lane – C C Helyn Clack making enquiries with SCC.
 Resurfacing of the footpath to the Wheelers Lane Allotments. Residents requested permission to carry out some work on this footpath and SCC have given permission but

unable to offer any financial assistance. Await to hear from the residents with a quote for this work.

Stile at the end of the footpath behind the houses in Glenfield Road damaged – report to SCC. BW 52 flooding issues - Cllr Hammond and Mr Abbott in discussion regarding its condition.

19. ALLOTMENTS:

Allotment meeting for the collection of annual rents 12th April 2016 in the Pavilion. Cllr Hamilton thanked for serving coffee. Well attended and successful meeting.

Agreed to undertake some clearance work at the entrance to the Wheelers Lane site and also request Mr Mason inspect two trees on the Middle Street site which may need to be felled.

Considering having a skip delivered to the Middle Street site in August – await more news.

20. REPORTS OF MEETINGS:

Brockham Big Field Community Sports – no plans in this current year to acquire any additional part of the Field. Parking still remains a problem and is being looked at by the Committee.

-6-

Maintenance of Big Field Ditch – breakdown of contractors bill – Complete job £2,175.

Footpath from A 25 to 33 Brockham Lane £175 – Brockham Lane to Kiln Lane £1,600 – junction of Kiln Lane to Poland House £200 then Poland House to Rugby Club entrance £200.

21. ANNUAL PARISH MEETING:

The meeting took place 22nd April in the Pavilion at 7.30 pm

Ms Helen Fairfax gave an excellent illustrated talk on the Royal National Lifeboat Institute.

A donation of £50 was made to the RNLI and a further £68 was raised.

Reports from BERT/BEV, North Downs Primary School, Brockham Village Hall/Club, Betchworth United Charities, Victorian Weekend and Tea Dance 22nd May – SCC CC

Helyn

Clack – no police report available as on duty. Cllrs served coffee.

22. ANY OTHER URGENT BUSINESS:

None

PUBLIC TIME

Issues concerning speeding in Middle Street were raised. Action to be taken with SCC Highways Team. For an inspection of the VAS without any work being undertaken would cost £900. C C Helyn Clack is looking into signs and especially ANR – Automatic Number Plate Recognition. Await news.

Questions asked about the formation of a Parish Council by a resident from Dorking relating to the forthcoming elections and Dorking seeking a Town Council.

PART 2

BERT's relationship with the Parish Council.

Clerk's salary including holiday pay reviewed.

Meeting closed at 10.30 pm

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