BLETCHINGLEY PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN THE
BLETCHINGLEY COMMUNITY CENTRE
ON MONDAY 18 MAY 2015

PRESENT
S A Ray - Chairman
P A Glenn – Vice Chair
Councillors: L Baharier, A Butler, A Cock, D Kiss and R Trotman


41/15 ELECTION OF CHAIRMAN FOR 2015/2016

Cllr Butler proposed and Cllr Baharier seconded that Cllr Ray continue as Chairman. This was unanimously agreed and Cllr Ray accepted the post of Chairman for a further year.

42/15 ELECTION OF VICE CHAIRMAN FOR 2015/2016

Cllr Butler proposed and Cllr Kiss seconded that Cllr Glenn continue as Vice Chairman. This was unanimously agreed and Cllr Glenn accepted the post of Vice Chairman for a further year.

Both the Chairman and Vice Chairman would sign the Declaration of Acceptance of Office before leaving the meeting.

43/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from DC Elias and PCSO Seymour.

44/15 DECLARATIONS OF INTEREST

New Declarations of Interest forms would be completed by all councillors. Cllr Kiss Declared a Disclosable Pecuniary Interest in relation to both planning applications TA/2015/767 and TA/2015/768, the nature of that interest being that he was the planning designer. In accordance with the Council’s Code of Conduct, he would leave the meeting whilst these matters were being discussed and voted upon.

Cllr Glenn declared a Disclosable Pecuniary Interest in relation to planning application TA/2015/768, the nature of that interest being an adjacent neighbour. In accordance with the Council’s Code of Conduct, she would leave the meeting whilst this matter was being discussed and voted upon.

45/15 CO-OPTION OF COUNCILLOR TO FILL 2 VACANCIES

The Chairman explained the procedure for co-option to fill the 2 vacancies following the election on the 7th May 2015. There were 3 candidates for the 2 positions and the posts would be filled by voting. Each candidate had produced a resume which all Councillors had received with their meeting papers. Candidates were also asked to briefly talk to the Council about what they could bring to the Council should they be co-opted.

Following a vote to fill the first position, B Kingsley received 3 votes, N Rogers
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received 0 votes, P Tarrant received 3 votes. The Chairman placed a casting vote for P Tarrant.

**RESOLVED:** P Tarrant was therefore co-opted onto the Council and took his place on the Council and completed the Declaration of Acceptance of Office form.

Following a vote to fill the second position, B Kingsley received 5 votes, N Rogers received 2 votes.

**RESOLVED:** B Kingsley was therefore co-opted onto the Council and took her place on the Council and completed the Declaration of Acceptance of Office form.

The Chairman thanked N Rogers for his time in attending the meeting and hoped that he would come forward again should a later vacancy occur.

*P Wort left the meeting.*

46/15 **MINUTES**

The minutes of the Full Council meeting held on 13th April 2015 were approved and signed by the Chairman. The minutes of the Planning Committee meeting held on 27 April 2015 were approved and signed by the Chairman.

47/15 **TO RECEIVE THE ACCOUNTS OF BLETCHELINGLY UNITED CHARITIES for the year ended 30 September 2014 – Presented by D Martin**

D Martin presented the approved Accounts of the Bletchingley United Charities for the year ended 30 September 2014 which are always audited by the Charities Commission. The funds are mainly from the Smiths Charity. The object of the charity is the relief, ether generally or individually of persons resident in the Parish of Bletchingley who are in conditions of need, hardship or distress. The Trustees apply the income of the charity for that purpose by making grants of money or providing or paying for items or services. 3 years ago the Trustees were paid a personal visit by the Smiths Charity. Bletchingley United Charities is administered by a Board of Trustees made up of 4 trustees nominated by the Parish Council, namely D Martin, R Napper, A Price and L Thurston and 3 Trustees co-opted by the Board of Trustees, W Mason, Dr M Glover and Revd P Moseling and a Clerk, C Bolshaw. D Martin personally visits every applicant. This year the Trustees were again able to make two distributions of vouchers, one at Christmas and the other in the summer to over 120 elderly and single parent families, which were able to be exchanged in the local shops for groceries and services. In addition the Trustees purchased or paid towards the cost of: a washing machine, tumble dryer, spectacles, mobility scooter, storage shed, bed and mattress, carpets and fitting costs and garden fencing. The Trustees also paid quarterly alarm rentals for 6 elderly and or infirm parishioners and made donations to the Bletchingley Skills Centre and to a local club operating for the benefit of the elderly residents in the village.

D Martin gave a vote of thanks to the Parish Council for their work over the last 4 years and approved of the new Annual Parish meeting format. Trustees for the Charity would be elected at the Parish Council meeting in June.

*D Martin left the meeting.*

48/15 **TO RECEIVE THE ACCOUNTS OF THE VILLAGE HALL (BLETCHELINGLY) TRUST for the year ended 31 December 2014 – Presented by R Trotman**

Cllr Trotman presented the approved Accounts of The Village Hall (Bletchingley) Trust for the year ended 31 December 2014 in the absence of Tony Elias. Cllr
Cock provides the independent examination of the accounts which are then audited by the Charities Commission. Cllr Trotman continues to be the Chairman of the Trustees. It was explained that the Trust, which is a land and buildings only trust, receives income mainly from property rental and from rental of the Village Hall. The properties are 76 (House); 78a (office) and 78b (small office). All were rented out in the last financial year. Income was £23,230 for the properties and £11,095 for the Community Centre. The Village Hall (rebuilt in 1980s) is leased by the Parish Council on a full repairing lease until 2021 and is administered by the Village Hall Management Committee. The Community Centre and old house were built in the early 1900s. The obligation of the Trust is to maintain and replace the halls and the rebuilding fund is now at just under £203k. The accounts are prepared on a cash basis which gives rise to occasional anomalies in the accounts, such as insurance premium payments. The Community Centre is managed by the Village Hall Management Committee on behalf of the Trust for the sum of £500.

The Trustees are: Robin Gater, David Martin, Robert Trotman, Tony Elias and Christine Bolshaw (Secretary), ex Officio members of the Trustees are the Parish Council Chairman and the Rector.

49/15 REPORT FROM COUNTY AND DISTRICT COUNCILLORS

DC Black reported that District Councillors were currently in limbo following elections as Committees had not yet been determined.

CC Windsor confirmed she was still monitoring activities on both the quarries. Sibelco concerns related to the number of quarry faces open at the same time. Mercers Park concerns related to air quality and traffic. She reported that the Air Quality and Management Statement for the Mercers Park application still needed a response.

Cllr Tarrant raised queries about the proposed closure of the A25 for the 1st June. CC Windsor confirmed it was still unclear exactly what works on the A25 were being undertaken in Nutfield. She noted the concerns in relation to the condition of parts of Outwood Lane and confirmed she was already aware of these and had reported them. CC Windsor congratulated the Parish Council on the well attended Annual Parish meeting held last week with the new format.

CC Windsor also briefly commented on the consultation in relation to the Bus Route changes. It was noted that none of the direct routes through Bletchingley were affected by any changes.

CC Windsor confirmed she would report the blocked surface water drain outside the Sheilings in Rabies Heath Road.

50/15 POLICING ISSUES – an update on progress

The Chairman read out the numerous Bletchingley reported crimes provided by PCSO Seymour for the April period. It was noted that 23 of the 41 crimes were around the Pendell location. Cllr Tarrant reported that the nuisance noise from the motorbikes using the field above Coneybury seemed to have reduced over the last week.

51/15 THE GENERAL POWER OF COMPETENCE

The Clerk had produced a report for the Council which gave the background to the General Power of Competence, its legislation, types of activities that could be covered, risks and restrictions and eligibility. The three conditions for eligibility as set out in the Statutory Instrument are as follows:
1. Resolution – the Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and the relevant training of the clerk.

2. Electoral mandate – at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).

3. Qualified Clerk – at the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g. Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) AND pass the 2012 CiLCA module relating to the General Power of Competence.

It was noted that 7 or the 9 Councillors were elected and the Clerk held the Certificate in Local Council Administration (CiLCA) and had passed the CiLCA module on General Power of Competence.

BLETCHINGLEY PARISH COUNCIL RESOLVES THAT from 18 May 2015, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

52/15 MATTERS AND ACTION POINTS ARISING FROM THE MINUTES
The Clerk’s report was noted and items requiring comment were on the agenda.

It was noted that the Clerk had requested a second opinion in relation to possible work required to clear the undergrowth around a number of the larger trees on the one side of the Stychens Lane field. Cllr Tarrant confirmed he would have a look and report back.

DC Black and DC Vickers left the meeting.

53/15 TO APPOINT MEMBERS To the Planning Committee
It was confirmed that all Councillors were members of the Planning Committee. Nomination for the Chairman and Vice Chairman would take place at the next Planning Committee Meeting.

54/15 TO APPOINT REPRESENTATIVES on the undermentioned bodies:

The following representations were agreed.

14.1 North Park Quarry Liaison Committee – Cllr Butler
14.2 Spynes Mere Conservation Management Group – Cllr Butler
14.3 Redhill Aerodrome Consultative Committee – Cllr Glenn
14.4 TAG A25 (“Traffic Action Group”) – Cllr Butler
14.5 QOG (“Quarry Observation Group”) – Cllr Butler
14.6 Surrey Tree Warden – Cllr Tarrant
14.7 Bletchingley Village Hall Management Committee – Cllrs Baharier, Tarrant and Butler.
14.8 Surrey ALC Ltd – Cllr Baharier

55/15 CURRENT PLANNING ISSUES
Cllr Kiss declared his Disclosable Pecuniary Interests in the two planning applications as the planning designer for the applicants and left the meeting.

15.1 TA/2015/767 – Old English Cottage, Oakwood Road, Merstham, RH1 3DH – Erection of part single/part two storey side extension and single storey
extension to existing front porch. (WS)

**RESOLVED** – No objection.

The Vice Chairman declared her Disclosable Pecuniary Interest in the next planning application as an adjoining neighbour and left the meeting.

15.2 **TA/2015/768** – 5 Clerks Croft, Bletchingley, RH1 4LH – Demolition of existing conservatory and garden building. Erection of rear conservatory, single storey side extension and garden studio. (WS)

**RESOLVED** - The Parish Council object on the following grounds as with planning application **TA/2015/103** dated 16 February 2015. The shed is overlarge and overbearing in a small garden.

*Clrr Kiss and the Vice Chairman were called back into the meeting.*

15.3 To agree responses to SCC re their Planning Reports Survey. Clrr Butler had produced a proposed response to the survey which it was felt could not be sent in the format given. Following a discussion, it was

**RESOLVED** that Clrr Butler’s proposed response be agreed and that Clrr Tarrant would “tweak” the response to fit more readily to the questionnaire response. The finalised response would be forwarded to the Clerk for sending on.

*CC Windsor and N Rogers left the meeting.*

15.4 To agree responses to TDC re Strategic Housing Market Assessment – Parish Council, Resident and Community Group Consultation 2015.

**RESOLVED** Clrr Kiss and Trotman would review the document and answer the questions on behalf of the Parish Council.

15.5 Any other current planning matters – discussion only

The Chairman read out the list of delegated actions.

**TA/2015/204** - Yew Tree Cottage, Pendell Road, Bletchingley RH1 4QH - Relocation of existing shed. **Approved.**

**TA/2015/136** - Castle Place, Castle Square, Bletchingley RH1 4LB - Application to verify that development approved under TA/2004/1564 has commenced and that the development is lawful. (Certificate of Lawfulness for a proposed development). **Certificate of Lawfulness (proposed use or development) granted.**

**TA/2015/310/TCA** - Berry House, 58 High Street, Bletchingley RH1 4PA - T1 Lime - Fell. T2 Mixed species hedge - Reduce by 1m in height. **Approved.**

**TA/2015/178** - 4 Anns Walk, Bletchingley RH1 4PG - Erection of single storey rear extension. **Approved.**

**TA/2015/474/TCA** - 11 to 21 High Street, Bletchingley RH1 4PB - Fell: T1 Apple, T2 Apple, T3 Sycamore (grind stump), T4 Yew, T5 Sycamore, T6 Ash, T7 Holly, T8 Yew, T9 Lawson Cypress, T10 Laurel. **Approved.**

**TA/2015/527/TCA** - Highbank Cottage, Outwood Lane, Bletchingley RH1 4LR - T1 Horse Chestnut: Lift crown to give 5m clearance over road & parking bay & 3m clearance over the garden area. **Approved.**

**TA/2015/175** - Westlands, Pendell Road, Bletchingley RH1 4QL - Stationing of a mobile home to provide ancillary residential use. (Certificate of Lawfulness for a Proposed Use or Development). **Certificate of Lawfulness (proposed use or development) granted.**

**TA/2015/257/TCA** - Greenmead Cottage, Castle Square, Bletchingley RH1 4LB - Fell 1 Goat Willow. **Approved.**
TA/2015/302 - Church Cottage, Church Lane, Bletchingley RH1 4LP - Replacement of single glazed timber windows to front elevation with hardwood framed windows fitted with slimline double glazed units. **(Listed Building Consent). Listed building consent – granted.**

TA/2015/432 - Dormers, Godstone Road, Bletchingley RH1 4LT - Erection of single storey rear extension. **Approved.**

TA/2015/564/TCA - 42 High Street, Bletchingley RH1 4PA - Fell 1 Bay tree. **Approved.**

The Following Appeal was dismissed.

TA/2014/1699 - Quarry House, Springbottom Lane, Bletchingley - Demolition of existing outbuilding. Erection of single storey side extension.

The following Hearings have been arranged to be held in the Council Offices, Station Road East, Oxted commencing at 10am:

- Land At Warwick Wold Road, Bletchingley – 1 Change of use to Gypsy Pitch and associated works comprising 1 mobile home, 1 caravan, septic and laying of hard standing -TA/2014/1009 & 2. Without planning permission making a material change of use of the Land from a mixed use for agriculture and the grazing of horses to a mixed use for agriculture, the grazing of horses, the stationing of caravans for residential purposes and the stationing of a portable toilet unit ENF/2015/1 – 27 October 2015.

56/15 REPORTS FROM AREAS OF RESPONSIBILITY

1. **Affordable Housing** – Cllr Trotman reported that Geraldine Keeping of TDC had confirmed there were proposals under consideration for 10 dwellings comprising flats and houses to occupy only a 1/3 of the field above St Catherine’s Primary School. The Housing Needs Survey results were required before taking these proposals any further. The Parish Council were also awaiting the outcome of the same report.

2. **Allotments/Stychens Lane Playground** – The Clerk confirmed that all plots were now occupied and confirmed that sheds were allowed within the plots but could be no higher than 4ft.

   To consider the provision of a skip at the Little Common Lane site. The Clerk confirmed that a skip to remove all the debris from the previously vacated plots would benefit the new incoming tenants who were already dealing with very overgrown plots. Prices had been obtained for a 6yd and 8yd skip ranging from £195 to £240 plus VAT. Following a discussion,

   **IT WAS RESOLVED THAT** the Clerk should obtain a quote from JJ Franks before confirming final supplier for an 8yd skip, up to a total agreed amount of £240 plus VAT.

3. **CCTV** – The Chairman and Clerk updated on the issue with the cameras located on Church House and the current works on the building.

   To agree costs associated with temporary relocation of Church House Camera whilst scaffolding is up and to agree to minor camera view adjustments. Following a discussion,

   **IT WAS RESOLVED THAT** the temporary relocation to the Whyte Harte be agreed and associated costs (estimated at £250 plus VAT subject to any additional wiring requirements etc and the site being suitable for the relocation of the receiver unit as well as the two cameras). The minor adjustments would be done at the same time and would be included as part of the annual maintenance agreement.
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which was due for renewal in June.

4. **Cemetery** – Cllr Baharier reported that she had received some complaints about the paths being muddy.

Approval of listed Cemetery purchases, interments and memorials. The Clerk had produced a Cemetery report detailing the above together with a request from Stonemans in relation to purchased plots P7 and P8. Following a discussion, **IT WAS RESOLVED THAT** details for plots AP4, P3 and AA48 be agreed and that a note would be placed against the Right of Burial for P7 and P8.

5. **Community Speedwatch** – Cllr Tarrant reported that there was still no agreed speedwatch site on the A25, Godstone Road. Monthly checks continued on all the agreed sites. There was a possibility that an official speed check record would be undertaken on the Godstone Road.

6. **Footpaths and Bridleways** – Cllr Glenn had spoken to Chris French in relation to the issues of missing finger signs etc around Pendell and provided him with a plan to locate the same. Some finder posts could be required at locations where paths crossed fields. A sign has appeared on the path down from Stychens Lane to Brewer Street indicating that it is an uneven footpath. The Clerk would provide Cllr Glenn with the Footpath Rights of Way details to help with identifying what legally required signs etc were missing. Consideration could then be given to whether provision of additional signs could be funded.

7. **Minerals/Environment** – Cllr Butler reported that the Annual Parish Council Report included the up to date information on the Minerals and environmental issues in Bletchingley.

8. **Neighbourhood Watch** – Cllr Tarrant confirmed that there had been a number of successful arrests/convictions recently. In Surrey over the last 12 months there had been 576 fewer burglaries and 236 more solved burglaries. Any issues relating to quad bikes and bikes in fields etc should be phoned straight through to 101. A new co-ordinator had now been found for the Coneybury area. **D Turner and A Heath left the meeting.**

9. **Tilgate Common** – To approve grass cutting costs and schedule.

The Clerk confirmed that the grass would require cutting shortly and the contractor who undertook the cutting last year had agreed to do the work for the same price as last year (i.e. 3 cuts at £165 plus VAT per cut). **IT WAS RESOLVED THAT** the Contractor would be instructed to undertake the cuts as required.

10. **Sports Association** – Cllr Trotman reported that unfortunately the Cricket Green had lost its potential use by another club. The football club would be closing in June due to lack of numbers. There was a new Bar Club manager but there were currently issues re licensing which were being looked into with TDC. The next Sports Association meeting was scheduled for the 1st June.

11. **Street Lighting** – Nothing to report.

12. **Transport** – Airports Commission Consultation: Local Air Quality Assessment – To consider what action needs to be taken. Cllr Glenn reported that she believed the main points of concern to Bletchingley relate to (i) air quality as a result of road traffic as much of the Jacobs report deals with reducing emissions on the airfield and its immediate vicinity; (ii) East/West connectivity – there are no proposals to improve the rail links, with a reliance on the M25/A25 and increased stop/start driving; and (iii) Trains north/south are already overcrowded and therefore not suitable for those with luggage. Cllr Tarrant suggested linking in the
air quality to that of the dust from the quarries. It was noted that CPRE are looking into the impact of Gatwick on the environment. Following a discussion,

**IT WAS RESOLVED THAT** Cllr Glenn would draft a response for agreement.  

13. **Tree Wardens** – Cllr Butler reported that the Tree Wardens AGM was to be held in June at Polesdon Lacey.

14. **Village Hall/Community Centre** – It was reported that the new heating system appeared to be causing problems again with the “Hive” system cutting out. 2 wheelchairs and 2 walkers had been abandoned at the Village Hall/Community Centre and had yet to be claimed.

15. **Website** – Nothing to report.

**57/15 FINANCE**

17.1 To review and consider renewal of the insurance policy for 15/16. It was noted that the insurance terms remained the same and that the premium had gone down.

**RESOLVED** – Renewal with Zurich was agreed for an annual premium of £895.

17.2 To consider renewal of Gatwick Airport Conservation Campaign (“GACC”) subscription for a further year.

**RESOLVED** – Agreed.

17.3 Payments – to approve accounts for payment.

**RESOLVED** – The May accounts were approved for payment. Cllrs Butler and Glenn signed the cheques and the Chairman signed the reconciled bank statements.

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**£3007.23**

17.4 (i) To approve the amendment to Section 1 of Annual Return for year ended 31/03/15. (ii) To approve the Internal Auditor’s comments. (iii) To consider the re-appointment of Peter Frost as Internal Auditor for 2015//16 financial year and agree his Audit Plan.

**RESOLVED**

(i) – The Clerk explained that the figures in boxes 2 and 3 needed to be altered to show the grant element of the precept. The changes were initialled by the Chairman and Clerk.

(ii) The Internal Auditor’s comments were noted and actions were already in place to put the relevant procedures in place.
(iii) It was agreed that Peter Frost would be appointed again as the Internal Auditor for a further year and that his Internal Audit Plan was agreed as appropriate.

58/15 CORRESPONDENCE RECEIVED
The list of correspondence was noted.

18.1 Consider response to letter from Oxted CAB requesting continued financial assistance for this financial year.

RESOLVED – Cllr Kiss proposed and Cllr Trotman seconded that a grant of £150 be agreed for an additional year.

RESOLVED – to postpone agreeing a response until the next meeting to allow further time for Cllrs Glenn and Butler to draft a response for agreement, particularly in relation to the 2014 Air Quality Progress Report for TDC.

18.3 To consider a request for funding support of £250 for the Church’s organisation of the Magna Carta weekend of events. (LGA 1972 s137)

RESOLVED – Cllr Baharier proposed and Cllr Kiss seconded approval of the funding support in the amount of £250.

RESOLVED – Cllr Trotman would complete the Survey on behalf of the Parish Council.

59/15 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA
Review of existing policies and procedures and risk assessment.
Update on Clerk’s Contract review and pension arrangements.
Areas of Responsibility.

60/15 DATE OF NEXT MEETING
Planning Committee Meeting – 26 May 2015 (Tuesday due to Bank Holiday)
Parish Meeting – 8 June 2015

The Chairman closed the meeting at 10.15 pm