



FELBRIDGE PARISH COUNCIL

Meetings are held on the first Thursday of each month (except January and August)
at 7.30pm in Felbridge Village Hall

Minutes of the Felbridge Parish Council Meeting held on 3rd July 2025 **at 7.30pm in the Committee Room at Felbridge Village Hall**

Present:

Cllr. Jeremy Clarke (Planning Chairman)
Cllr. Stephen Hall (Chairman)
Cllr. Alex Horwood (Vice-Chairman)
Cllr. Bridget Huntington
Cllr. Nigel Lea

In attendance:

Cllr. Nicholas White (District Councillor)
Mrs. Patricia Slatter, Clerk to Felbridge Parish Council

1. APOLOGIES FOR ABSENCE

Cllr. Jane Groom, Cllr. Ian McBryde, County & District Councillor Lesley Steeds, District Cllr. Nicola O'Riordan

2. DISCLOSURE OF PECUNIARY AND OTHER INTERESTS

None in addition to those which were previously disclosed

3. APPROVE MINUTES OF PREVIOUS MEETING

Minutes of the Parish Council Meeting held on Thursday 5th June were approved and signed.

4. CHAIRMAN'S REPORT

Nothing new to report.

5. FINANCE

(i) Receipts and Payments for June 2025

Date	To / From	Description	Amount	Current Account	Deposit Account
		LLOYDS ACCOUNTS			
31 May		Brought Forward		44972.41	£5539.50
		Deposit Acc Interest			8.35
		Brought Forward Totals		44972.41	5547.85
		Lloyds Receipts			
9 June		Trans Dep a/c-Cur a/c		5547.85	
		Sub-Total		50520.26	0.00
		Lloyds Payments			
4 June	Felbridge Brownies	S137 Donation	£1000.00	-1000.00	
4 June	B Huntington	Coronation Planter	£79.23	-79.23	
4 June	Hire-a-Loo	Temp Toilet Hire April	£127.70	-127.70	
4 June	Hire-a-Loo	Temp Toilet Hire May	£132.85	-132.85	
4 June	HMRC	Payroll	£1720.30	-1720.30	
4 June	Mulberry & Co	Networking/Training	£30.00	-30.00	
4 June	STCH	S137 Donation	£500.00	-500.00	
4 June	WRH	Bus Shelter Cleaning	£45.00	-45.00	
4 June	Felbridge V Hall	Room & Storage Hire	£325.50	-325.50	
4 June	Clerk	MS365 Annual Fee	£116.64	-116.64	
9 June	NEST	Pension Contribution	£225.36	-225.36	
13 June	FPC Unity Trust CA	New Current a/c open	£500.00	-500.00	
13 June	FPC Unity Trust DA	New Deposit a/c open	£500.00	-500.00	
23 June	FPC Unity Trust CA	Funds Transfer 1	£20209.18	-20209.18	
24 June	FPC Unity Trust CA	Funds Transfer 2	£25000.00	-25000.00	
30 June	Lloyds Bank	Monthly Fee	£4.25	-4.25	
30 June	LLOYDS	Total Payments	£50516.01	-£50516.01	
	Total c/f			£4.25	0.00
	UNITY TRUST CA	Unity Trust Receipts			
13 June	FPC Lloyds a/c	Opening Funds cheque		£500.00	
23 June	FPC Lloyds a/c	Transfer 1		£20209.18	
24 June	FPC Lloyds a/c	Transfer 2		£25000.00	
		Sub-total		£45709.18	
		Unity Trust Payments			
30 June	Clerk	Payroll	£1228.50	-1228.50	
30 June	Unity Trust	Part month fee	£0.58	-0.58	
		Total Payments	£1229.08	-1229.08	
30 June	UNITY TRUST CA				
	Total c/f			£44480.10	
	UNITY TRUST DA				
13 June	FPC Lloyds a/c	Opening Funds cheque			£500.00
30 June	Unity Trust Bank	Interest			£0.46
30 June	Total c/f				£500.46
30 June		LLOYDS Bank Account Totals c/f		£4.25	0.00
30 June		UNITY TRUST Bank Account Totals c/f		£44480.10	£500.46
30 June	Available Funds - Current a/cs plus Deposit a/c			£44984.81	
30 June	Allocated Reserves (includes restricted expenditure CIL funding) - Community Funding £2.4K; Playground Fence/Path £5.3K; Traffic Calming £5K			-£12700.00	
30 June	General Reserve (available funds - including budgeted expenditure - minus Allocated Reserves)			£32284.81	
Current Account and deposit account statements were circulated to councillors on 2 July 2025, along with the above record of receipts and payments, for transparency and confirmation of accuracy					

(ii) Unity Trust Bank:

New account has now been opened. **Action:** Clerk to close the Lloyds account

Transfer: The Clerk/RFO recommendation that funds are transferred to the Deposit Account was noted.

Payroll Standing Order: It was noted that salary payments will in future be made by Standing Order. The Internal Auditor has confirmed the process is acceptable and will ensure that the contractual requirement for payment at month end is met. **Action:** Cllrs. Huntington and McBryde to authorise the Standing Order.

BACS Payments: The list of payments was noted. **Action:** Two signatories to authorise BACS payments. Copies of invoices/documents to be sent by email to all signatories each month

(iii) **External Audit:** Documents submitted to PKF on 2nd June and receipt confirmed on 26th June.

6. VILLAGE MAINTENANCE

(i) **Highways Grass Verge Cutting:** Fourth Urban cut scheduled to start mid-July

(ii) **TDC Crawley Down Road Grass Cutting:** The grass verges on Crawley Down Road have been reinstated on the TDC grass cutting schedule.

7. COUNTY/DISTRICT COUNCILLOR REPORT

Copthorne Road footpath scheduled for clearance under the SCC Spring Clean project.

Crawley Down Road Grass Verge/Trees: confirmation from TDC that the verge cuts will now be included in the schedule and that the trees will be cut back where necessary.

Resurfacing of the Star Junction and Copthorne Road confirmed – awaiting dates.

Glebe hedge: visited on 20th June with SCC officer and hedge has been cut.

Felbridge Primary School: Waiting for information from the Cabinet Member for Education regarding funding for the school from the Barratt development. A meeting with Felbridge School will then be scheduled.

A22 Damaged Drain: Now being managed by Highways following FPC formal complaint.

8. DISTRICT COUNCILLOR REPORTS

Cllr. White: Unitary Authority Proposals: Cllr. White supports TDC's proposal for three Unitary Authorities. All documents have been submitted and a decision is expected from the Minister in September.

Proposed Development Sites: Cllr. White said that a number of sites in Tandridge have been put forward for development. He has visited some sites in Dormansland and Felbridge with TDC's new Chief Planning Officer and emphasised the amount of MSDC development already approved on the Felbridge border.

Cllr. O'Riordan: No report submitted

9. COUNCILLORS' REPORTS/UPDATES

Crawley Down Road Sign: Agreed that Cllr. Lea could follow up the Clerk's email to Cllr. Gibson to ask for the damaged sign by the Rowplatt Lane to be replaced.

Crawley Down Road Bus Shelter: Cllrs. Lea and Hall's offer to repaint the bus shelter was accepted..

Approved: Expenditure of up to £150 for dark green paint/materials. Clerk to prepare a Risk Assessment.

Overgrown Hedge: Cllr. Huntington reported that a hedge neighbouring the Star Inn was overgrown and affecting sightlines. **Action:** To be reported to Surrey Highways

Footpath 286: Cllr. Huntington will report to SCC Rights of Way that the path is becoming obstructed.

Litter Picking: Cllrs. Huntington and Groom continue to litter pick regularly. **Approved:** Hoops to be purchased to be fixed to the litter picking equipment to hold waste bags.

10. SURREY HIGHWAYS/RIGHTS OF WAY/TDC MAINTENANCE REPORTS

Drainage Ditch along Crawley Down Road: TDC had said the ditch would be cleared in April but it is filled with leaves and has weeds growing. **Action:** Clerk to email TDC officer and copy in Cllr. White.

Evelyn Chestnut Trees: The TDC Tree Officer has said that works to cut back the base growth which is impacting the footpath and to raise the canopy to improve sightlines will take place in the autumn.

Playground Replacement Fence and Path Repairs: New fencing has now been sourced and the works will take place within three weeks and within the original approved budget. **Action:** Clerk to progress.

Blocked Drain on A22: SCC upheld FPC's formal complaint about the lack of action on the ongoing flooding from this drain and have said they will take action.

11. PLANNING

- (i) **Applications in Felbridge** None for this period.
- (ii) **Adjoining Planning which may affect Felbridge** Nothing which directly affects Felbridge
- (iii) **MSDC Development on Felbridge Border** Nothing new to report
- (iv) **Planning Enforcement**

Land at Dormer Cottage, Woodcock Hill. ENF/2025/71. A Temporary Stop Order has been issued on the landowner after the site was cleared and tarmac laid in breach of the approved planning application for the site. A further planning application is expected to be submitted. **Action:** Clerk to monitor

12. CONSULTATION: Response to Local Government Consultation on Unitary Authority Proposals

Felbridge Parish Council carefully considered the options put forward for the reorganisation of local government in Surrey. **Resolved:** Felbridge Parish Council agrees with Tandridge District Council that the three unitary model would better reflect local identities; maintain a strong local connection to its communities and be more democratically accountable with three councillors for each division.

13. CLERK'S REPORT**Correspondence:**

Dormer Cottage Site – works being carried out which do not comply with planning approval. TDC Planning Enforcement Officer is providing updates. A further application is expected.

Rowplatt Lane – Further concerns raised regarding speeding traffic. Reports submitted to Surrey Police. Cllr. Steeds as been asked to follow up. Surrey Highways are to consult on making the Copthorne Road junction a 'point no entry'.

Request that barriers outside 25 Rowplatt Lane are removed. First reported by resident in February.

St. Catherines Hospice: Letter of thanks received following FPC's donation.

Felbridge School: Cllr. Steeds liaising regarding education funds from the Barratt Homes application.

A22 Corridor Study: Cllr. Steeds to request an update as stage 2 is apparently due to commence.

Replacement CCTV Sign – New sign with Clerk's email address as contact has been delivered.

TDC Settlement Survey 2025 has been completed and returned. Survey related to infrastructure including access to public transport; retail and leisure facilities; schools; employment and healthcare

TDC Historic Buildings and Land Information: Request from TDC forwarded to Felbridge & District History Group. **Action:** Response, which includes proposals for new additions, to be submitted to TDC

14. BUSINESS FOR NEXT MEETING Nothing to add.**15. DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS**

The next full meeting will take place on Thursday 5th September. Planning meetings are scheduled for Thursdays 17th July, 7th August and 21st August.

The meeting closed at approximately 2030.

Patricia Slatter

Clerk to Felbridge Parish Council

www.felbridge-pc.org.uk

