

FELBRIDGE PARISH COUNCIL

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

Minutes of the Parish Council Meeting held on Thursday 4th June 2015 at 7.30pm in the Village Hall

Present:

Mr. Jeremy Clarke (Chairman)

Mr David Archer

Mrs. Bridget Huntington

Mrs Joan Harwood

Mr Brian Apps

Mrs. Patricia Slatter (in attendance)

1. **APOLOGIES FOR ABSENCE** – were received from County Councillor Michael Sydney, District Councillor Ken Harwood, Mr. Ian McBryde, Mrs. Linda Hainge
2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**
Mr. Jeremy Clarke declared a prejudicial interest regarding the land to the rear of Llanberis Farm which borders the land for the proposed development at Gibbshaven Farm.
3. **APPROVE MINUTES OF PREVIOUS MEETINGS**
The Minutes of the Parish Council Meeting held on Thursday 7th May 2015 were approved and signed.
4. **CHAIRMAN/CLERK'S REPORT**
 - (i) **Skateboard Ramp:** Work is now complete.
 - (ii) **MSDC Planning Policy Update – District Plan 2014-2031: Consultation Draft:** FPC will respond when the Consultation process opens.
 - (iii) **Drainage Ditch in front of Village Hall:** Has now been cleared.
 - (iv) **Damaged Verge:** The verge outside No 34 Crawley Down Road has been badly damaged during the building of the new property. Steve Hyder, TDC, has re-visited the property and put a note through the door asking the owners to reinstate the verge and drive. Ken Harwood has visited the site in response to a request from a resident and confirms that the crossover is still uneven. **Resolved:** Clerk to ask Steve Hyder to follow up.
5. **ONGOING ITEMS**
 - (i) **Community Consultation:**
Transport/Environment and Green Issues: –
Actions completed:-
 - a. **Welcome to Felbridge White Gates:** Philippa Gates from Surrey County Council has agreed to the location of two gates each at Cophorne Road and Crawley Down Road and a single gate at Woodcock Hill as a traffic calming measure. The estimated cost is £4500. **Resolved:** Clerk to write to County Councillor to request funding.
 - b. **Gullege Bridleway** – Two people have come forward so far offering to join a working party.

Leisure and Health Actions:-

- a. Seats – Jeremy Clarke circulated details of a galvanised steel enclosed shelter with bench seating. **Resolved:** Jeremy Clarke to investigate further and source prices.
- b. Toilet Facility in Village Hall Grounds – Joan Harwood had received a quote for the supply of a chemical toilet. A six month rental would cost £1134. **Resolved:** Jeremy Clarke to source further quotes.
- (ii) **Hub Project:** The next rural cut is scheduled to take place w/c 15th June.

6. **FINANCE**

- (i) **Cheques:** Issue of the following cheques was approved by the council under Standing Orders and the cheques were signed:

146	B. Wright	Bus Shelter Cleaning	£36.00
147	Howard Searle	Replacement Post for Village Hall Entrance	£50.00
148	Tandridge District Council	Dog Bin, Copthorne Road	£214.80
149	P. Slatter	Office Allowance and Petty Cash for May 15	£80.74
150	1 st Hedgecourt Scouts	Donation	£300.00
151	HMRC	Income Tax for May 15	£55.20
152	P. Slatter	Clerk's Salary for June 15	£221.00

- (ii) **Financial Position at 3rd June15:** Schedule of Payments and Receipts for May 2015
CURRENT ACCOUNT – Payments made on 7th May 2015

137	Payroll Costs	Clerk's Salary for May 15	£221.00
138	Payroll Costs	Clerk's Tax for May 15	55.20
139	Clerk	Office Allowance for March and April And Petty Cash for April	139.80
140	B. Wright	Bus Shelter Cleaning for May 15	36.00
141	L. Hainge	Annual Parish Meeting Expenses	13.50
142	SLCC	Annual Membership	96.00
143	Felbridge Village Hall	Donation towards new patio	500.00
144	P. Frost	Internal Audit Fee	113.34
145	Broker Network Ltd	Annual Insurance	505.07

Bank Account Reconciliation at 3rd June 2015:-

Current Account Balance	6269.23
Less outstanding cheque no. 142	<u>-96.00</u>
Cashbook Balance	6173.23
Business Reserve Balance	<u>25027.75</u>
TOTAL BALANCES	31200.98
Less reserves for new playground area shelter, A264 fencing and traffic calming	<u>-9500.00</u>
AVAILABLE FUNDS	£21700.98

(iii) **Section 137 Payments:**

Surrey Wildlife Trust: Clerk wrote to ask for more information on the location of the works and asked for more detailed costings to be received by the end of April. Detailed costings to be received by revised date of 30th June.

7. **ALL WEATHER PLAYGROUND SURFACE:** Work now completed by TDC's playground maintenance contractor.
8. **DEFIBRILLATOR IN FELBRIDGE:** Sam Corbin is to liaise with the Ambulance service and respond with suggested locations.
9. **TRANSPARENCY CODE FOR SMALLER COUNCILS**

NEW TRANSPARENCY CODE – [Transparency Requirements] [England] Regulations 2015. The new regulations came into place on 20th April 2015

After the 2016-2017 financial year, if the Council's turnover continues at less than £25,000 it will not be subject to an Annual External Audit, just an enhanced Internal Audit. However, more detail must immediately be added to the monthly minutes and the following must be shown: -

Under RFO Report: Details of the monthly bank reconciliation and bank balances must be quoted. Figures for the annual budget, quarterly updates and end of year summary, can be shown as an appendix to the minutes.

There must be a separate page on the Council's web-site for each year, and previous year's details MUST NOT be removed. Minutes should be shown separately to any financial information – again, a new page each year.

The Council must also publish far more information on its website, and all entries on the website must be in PDF format for security. Back dated to 01.04.15 the following must be added: -

Annual Return pages 2, 3 & 5 plus copy of Internal Auditor's Report and the bank reconciliation

Asset Register and Statement of Variations – signatures should be blanked out for security Also the Council must publish a detailed Annual Schedule of each item of Income & Expenditure in excess of £100 – the Clerk's monthly Salary & Tax can be called "Payroll Costs" to give some degree of anonymity. As a minimum the schedule must contain: - the date of each item of expenditure, a summary of the purpose, the amount, and any VAT that cannot be recovered.

A separate annual page must also be added – backdated to 2014-15 giving a list of Councillors and their individual responsibilities e.g. Footpaths, Transport, Village Hall, Responsible Finance Officer, etc., etc.

Regular reporting Requirements: -

Agendas – must be circulated and added to web-site at least 3 days before all meetings.

Planning items must all include the relevant Tandridge District Council reference number to assist anyone wishing to see the full details on the TDC website

Minutes – Draft minutes must be placed on the web-site no later than 28 days after the meeting they refer to – these should be exchanged for agreed minutes after the next meeting.

Access to the web-site – must be as easy as possible for residents to view.

Resolved: Felbridge Parish Council agreed to adopt the systems in accordance with the guidelines.

10. **INTERNAL CONTROL PROCEDURES**

It was agreed to adopt the following procedures:

- i) the process for handling responses to Consultations.
- ii) the procedure for handling inquiries from the Public.
- iii) the inclusion of monthly financial statements within the Minutes.
- iv) Thatcham Parish Council will be contacted to obtain a copy of their procedure for Document Handling, to determine if this can be modified to suit FPC.

Resolved: Clerk to contact Thatcham Parish Council.

11. **COUNCILLORS' FEEDBACK**

- (i) **Vehicle Activated Sign on Woodcock Hill:** Clerk reported that sign is being obscured by overgrown hedges to SCC Highways on 18th May and has written to neighbouring resident.
- (ii) **Accidents on A264 Furnace Wood:** Clerk has written to Councillor Sydney to raise concerns about recent accidents on this stretch of road.
- (iii) **Footpath 286:** Clerk reported to SCC on 18th May that sections of this footpath are overgrown.
- (iv) **Damaged Manhole Cover:** David Archer reported that a manhole cover by the BT Junction Box at the junction of Rowplatt Lane and Crawley Down Road was damaged. **Resolved:** Clerk to report to TDC.
- (v) **Overgrown Hedges Rowplatt Lane:** David Archer reported that the hedges outside Thornhurst in Rowplatt Lane and at the property at the junction of Rowplatt Lane and Crawley Down Road were overgrown and blocking the footpaths. **Resolved:** Clerk to write to the householders.
- (vi) **Roadworks at London Road/Imberhorne Lane:** Jeremy Clarke reported advance warning signs for gas and water works starting 15th June for two weeks.
- (vii) **Village Name on Street Furniture:** Jeremy Clarke suggested that Felbridge Parish Council add the village name to street furniture such as bus stops and shelter. **Resolved:** Jeremy Clarke to investigate further.
- (viii) **Road Resurfacing at Star Lights:** Bridget Huntingdon reported that the road surface on the southbound carriageway outside the Hydropool shop was very uneven and suggested that SCC were asked to resurface the area. **Resolved:** Clerk to report to SCC.
- (ix) **Surrey Highways Reports:** Jeremy Clarke suggested that in future the ongoing list of Surrey Highway Reports should be added as an appendix to the Minutes. **Resolved:** Clerk to add to future Minutes.
- (x) **Mr. David Archer:** David Archer reported that he had accepted an offer on his house and would be moving before the end of June. As this was his last full meeting he wanted to say that he had enjoyed his time as a parish councillor and was pleased that issues he had promoted had been taken up. Jeremy Clarke thanked David Archer for his contribution and wished him well for the future.

12. **SURREY HIGHWAY REPAIRS:**

- (i) **A264/A22 Junction at Star Inn:** Carried forward from previous meeting, Councillor Michael Sydney is arranging a meeting between Surrey and Mid Sussex MPs, Surrey and West Sussex Highways and FPC to discuss this junction. Clerk will report when a date has been agreed.
- (ii) **Mill Lane:** Large pothole just before Hedgecourt Lake has now been repaired.

13. **PLANNING APPLICATIONS**

Planning Meeting held on 21st May attended by Jeremy Clarke, Ian McBryde, Bridget Huntington, Joan Harwood and David Archer

- (i) TA/2015/784 82 Cophorne Road, Felbridge. Erection of part single/part two storey side and rear extension.

Resolved: No Action

- (ii) TA/2015/832 29c Crawley Down Road, Felbridge. Change of use from A1 (Retail) to A2 (Professional and Financial Services)

Resolved: No Action

Parish Meeting held on 4th June 2015 attended by Jeremy Clarke, Bridget Huntington; Brian Apps, Joan Harwood and David Archer.

- (iii) TA/2015/827/TPO: 5 Evelyn Close, Felbridge RH19 2PL. TPO 1, 1998 (T) - T3* Sweet Chestnut: reduce to a residual height of 4m & spread of 3m. T5* Spruce: crown lift to 3m above ground level

Resolved: No Action

- (iv) TA/2015/920: Southern Water Compound, Cophorne Road, Felbridge RH19 2QG. Erection of extension to existing warehouse/store. (Certificate of Lawfulness for a proposed use).

Resolved: No Action

- (v) TA/2015/961: Leonards Turf Farms (Land near Perry Farm), West Park Road, Newchapel, Lingfield RH7 6HT. Demolition of the central bay of building (Prior Notification of Demolition)

Resolved: No Action

- (vi) TA/2015/879: 7 Hedgecourt Place, Felbridge RH19 2PJ. Demolition of existing conservatory. Erection of single storey rear extension

Resolved: No Action

- (vii) TA/2015/947: Wembury Park, Newchapel. Erection of gates, brick piers and railings (Certificate of Lawfulness for a Proposed Development)

Resolved: No Action

Mr. Jeremy Clarke left the meeting.

14. **CONSULTATIONS**

- (i) New Consultations Received

Grass Roots Planning Ltd. Proposed residential development of land at Gibbshaven Farm.

Councillors discussed the consultation received and do not believe that the Pre-Application consultation has been undertaken in line with the intent of the Government endorsement and advice on such consultations.

The main concerns are the very low number of residents receiving the consultation information, lack of publicity considering the short consultation period and a high reliance upon internet access to review the information and respond. FPC will request that the pre-application consultation is restarted with a greater engagement and publicity, as any Statement of Community Involvement resulting from the current approach will be open to significant criticism.

FPC will respond to the consultation with comments regarding:

- The proposal's development within the East Grinstead/Crawley strategic gap, resulting in a coalescence of settlements.

- The site's poor location with limited facilities that can be accessed by means other than the private car. It is inappropriate to promote this development as being suitable for affordable housing since there is poor public transport, no continuous footpath in either direction on either side of the road; no doctor, dentist or health centre within walking distance.
- The lack of any cycle lane and the road is too narrow for one to be introduced, further adding to the local congestion.
- The resultant traffic impact upon the already overloaded Star Junction
- Concerns regarding the capacity of the local sewage collection system & the indicative proposals for handling surface water from the site.
- The density of the layout is not in keeping with the immediate area and is therefore out of character with its surroundings, and also fails to provide a buffer with the adjoining Green Belt.
- The approach to the Pre-application consultation which is unlikely to provide a suitable Statement of Community Involvement.

Resolved: Clerk to send FPC's response to the developer and consultant with copies to TDC, MSDC and Worth Parish Council.

Mr. Jeremy Clarke rejoined the meeting.

15. **CLERK'S REPORT**

- (i) **Dog Waste Bin in Copthorne Road:** Bin has now been fitted next to footpath 367.
- (ii) **Damaged Chestnut Tree:** Linda Hainge reported that a tree just outside the Village Hall entrance was damaged. Clerk reported to TDC on 18th May. Reference No. 20424
- (iii) **Invitation from Air Ambulance:** An invitation has been received for a representative from Felbridge Parish Council to attend an afternoon tea. **Resolved:** Clerk to circulate to all councillors.

16. **BUSINESS FOR NEXT MEETING**

There was no additional business for the next meeting.

17. **DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS**

The next Parish Council Meeting will be held on Thursday 2nd July 2015 at 7.30pm, in the Committee Room. A Planning Meeting will be held on 18th June 2015.

The meeting closed at approximately 9.55pm.

Attached: Surrey Highways Repairs List

Patricia Slatter
Clerk to Felbridge Parish Council
13th June 2015

Copies sent to:- all Parish Councillors, District Councillor, County Councillor, EG Courier and Observer, Felbridge School, Surrey Police, Felbridge School Governors.