

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 7th March 2013 at 7.30pm in the Village Hall and of the Planning Meeting held on 21st February 2013

Present: Mr Ian McBryde (Chairman)
Mr Brian Apps
Mr Jeremy Clarke
Mrs Linda Hainge
Mrs Joan Harwood
Mr Michael Sydney (County Councillor) – attended part of meeting
Mrs Rosalind White (in attendance)

1. **APOLOGIES FOR ABSENCE** – Mrs Bridget Huntington, Mr Peter Wickenden and Mr Ken Harwood (District Councillor).

2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**

Councillor Linda Hainge chose to leave the meeting whilst Planning Application TA/2013/27 was being discussed and voted upon in order to avoid any perception of apparent or actual bias arising, given that she is a resident of Rowplatt Lane. Councillor Ian McBryde declared that he had been appointed to an additional directorship and will complete a Declaration of Interests Changes form. There were no further additions to those previously registered.

3. **APPROVE MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Parish Council Meeting held on 7th February 2013 and the Planning Meetings held on 20th December, 3rd and 17th January were approved and signed, subject to the following amendment:- P3/13 11(vii) should read “It was agreed that it would be difficult to sign the church from the green”.

4. **CHAIRMAN/CLERK’S REPORT**

- (i) **Queen Elizabeth II Fields:** Emails have been sent to FSRA asking for the views of the football and tennis clubs on the exact location of the plaque.
- (ii) **APH:** 50 replies were received to the survey commissioned by APH on the possibility of a bus service for Felbridge residents to travel to the airport. 46 replies were in favour. A summary of the replies was circulated at the meeting. FPC agreed to ask APH to go ahead and set up this service. **Resolved:** Clerk to contact APH.
- (iii) **Trees along Crawley Down Road:** TDC will ask their contractor to remove all epicormic growth from the chestnut trees.
- (iv) **Photograph of Queen Elizabeth II:** The official photograph has been mounted on the wall in the Committee Room of the Village Hall.
- (v) **HGVs Petition To TDC Local Committee:** Councillor Michael Sydney has confirmed that SCC Highways have produced an initial draft report and will prepare a report for the whole county by June 2013.
- (vi) **Hedges:** FPC have received complaints that the hedge bordering the school and Copthorne Road is obstructing the pavement in places. **Resolved:** Clerk to send an email to the School.
- (vii) **Village Hall Carpark:** TDC will arrange for the ditch to be cleared in front of the carpark. **Resolved:** Clerk to check that this has been done.

- (viii) **Drain Cover in front of Village Hall:** TDC have confirmed that the drain cover is rated to 5 tonne.
- (ix) **River Eden Catchment Improvement Workshop:** Ken and Joan Harwood attended a meeting on 27th February. Notes on this workshop were circulated.
- (x) **TDC Planning Training:** Peter Wickenden and Ian McBryde attended a training session on 20th February. Ian agreed to circulate the notes.

5. **ONGOING ITEMS**

- (i) **Community Consultation:** The Chairman thanked those councillors who helped collate and deliver the questionnaires. To date 5 completed questionnaires have been received. Ian McBryde agreed to send out a follow up email to his hub group, with a copy to Ken Harwood. **Resolved:** It was agreed to discuss the allocation of roads for collection of the questionnaires at the next meeting.

6. **FINANCE**

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

975	B. Wright	Bus shelter cleaning for Mar 13	£30.00
976	R. White	Clerk's salary for Mar 13	£177.19
977	HM Revenue & Customs	Income Tax for Mar 13	£100.40
978	R White	Office Allowance for Mar 13, Petty Cash for Feb, £54.70 for Pheasant Framing	£127.10
979	J Clarke	Survey Printing Expenses	£29.95
980	B Apps	RFO Expenses 2012-13	£10.45

- (ii) **Section 137 Payments:**
 - (a) **Surrey Wildlife Trust:** A request for a donation towards the management of Wetlands has been received. **Resolved:** A donation of £50 was agreed.
 - (b) **Felbridge Focus:** Volunteers who delivered Felbridge Focus helped with the delivery of the Community Consultation Surveys. **Resolved:** FPC may be able to offer assistance with delivery of the next edition of Felbridge Focus.
- (iii) **Clerk's Membership of SLCC:** It was agreed that FPC would pay the Clerk's membership for 2013 at a cost of £86.

7. **HUB PROJECT**

The Hub Management Group are awaiting the programme and additional costs for ditches etc from Clark Ground Care. Peter Wickenden will carry out a Health & Safety inspection at the contractors' depot in March.

8. **DFT CONSULTATION**

The response from TDC on the consultation on Night Flying Restrictions is being circulated to councillors.
Michael Sydney joined the meeting.

9. **ANNUAL PARISH MEETING**

Copies of the invitation letter were circulated. Clerk to send email to previous attendees.
Clerk to contact Linda Hainge and Joan Harwood about refreshments.

10. COUNCILLORS' FEEDBACK

- (i) **Fusion Evening:** This excellent recent event at the village hall was sold out and the feedback positive.
- (ii) **Finance:** The RFO gave a review of current finances and a budget review. It was agreed that the budget will be reviewed quarterly.
- (iii) **Financial Regulations:** FPC's financial regulations should include a section on the budget, confirming the procedures for budget setting and review. The RFO will draft a set of regulations for discussion before or at the next Budget Review in 3 months.
- (iv) **Fidelity Guarantee:** FPC reviewed the level of Fidelity Guarantee insurance cover, currently £100,000, and considered this adequate.
- (v) **HMRC Real Time:** This will be introduced from 6th April and means that all payments to employees (ie the Clerk) will require a full payment submission to be sent online to HMRC.
- (vi) **Localism Act:** The RFO circulated details on the General Power of Competence. FPC are not currently eligible to use this power as the Clerk is not qualified.
- (vii) **VAT:** A refund of £909.73 has been received.
- (viii) **2012/13 Accounts:** The RFO will start working on these accounts. Jeremy Clarke agreed to give the RFO the total number of Parish & People and Parish Maps as at 31.03.13.
- (ix) **Internal Auditor:** FPC agreed to re-appoint Peter Frost as internal auditor.
- (x) **Project Horizon:** SCC's new policy on road surfacing will be discussed by Cabinet in April. Rowplatt Lane is on the list for resurfacing.
- (xi) **TDC Local Committee:** More responsibilities will be given to this committee from county level, including maintenance of levels of efficiency of schools.
- (xii) **Japanese Knotweed:** The occurrence of Japanese knotweed behind the Woodcock Inn was notified to SCC by the Hub Group last year and no action has been taken. Councillor Sydney has reported this to the Assistant Director, Highways.

11. SURREY HIGHWAY REPAIRS:

- (i) **Copthorne Road:** Potholes on westbound carriageway between 2 entrances to Furnace wood. Ref MG00367189. Reported 18.2.13. **Resolved:** Clerk to contact SCC to inform them that vehicles are driving round the potholes which could cause an accident. Michael Sydney to follow up with SCC as this area was resurfaced about one year ago and the surface is already breaking up.
- (ii) **Copthorne Road:** The large bush which has fallen across pavement opposite entrance to Domewood has been removed. **Resolved:** Clerk to re-report the tree which has fallen onto verge at eastern entrance to Furnace Wood as this has not been removed.
- (iii) **A22:** Bush fallen into road opposite entrance to Kennels has been removed.
- (iv) **Blocked Drain at eastern entrance to Furnace Wood:-** Ref. 269468. **Resolved:** Clerk to re-report as this causes a dangerous lake of water.
- (v) **Posts on verge outside 50 Copthorne Road:** Clerk to remind contractor.
- (vi) **Ditches alongside Crawley Down Road:** SCC have cleared ditches between Nos. 20 and 30 Crawley Down Road to alleviate flooding.
- (vii) **Mormon Temple roundabout:** There are tyre tracks on the grass and a damaged sign. **Resolved:** Clerk to report to SCC.

12. **PLANNING APPLICATIONS**

Planning Meeting held on 21st February 2013 attended by Ian McBryde, Jeremy Clarke, Peter Wickenden, Linda Hainge and Brian Apps

Applications Acknowledged 4th – 8th February 2013

None in Felbridge

Community Consultation Survey - Jeremy Clarke reported that he had received quotes from 4 printers ranging from £450 to £685. It was agreed to use the cheapest quote from Printmates. Delivery will be 28th February. Publicity and location of posters was agreed.

Parish Council Meeting held on 7th March

Applications Acknowledged 11th – 15th February 2013

None in Felbridge

Applications Acknowledged 18th – 22nd February 2013

TA/2013/27: 9 Rowplatt Lane, Felbridge. Demolition of existing conservatory.

Erection of single storey rear extension and formation of pitched roof over existing rear extension. **Resolved:** No Action

Applications Acknowledged 25th February – 1st March 2013

None in Felbridge

13. **CLERK'S REPORT**

- (i) **Scouts' Minibus:** A photo of the minibus and letter of thanks for FPC's donation has been received.
- (ii) **Surrey Local Council's Forum:** This will be held on 21st May at Dorking Halls.
- (iii) **TDC Consultation on Community Infrastructure Levy:** Information has been circulated to all councillors in the circulation bag.
- (iv) **Land at Glendale:** TDC have sent details of three suggestions for naming the new street. **Resolved:** FPC agreed the name should be Glendale.
- (v) **Chairman's Board:** Three names need to be added. **Resolved:** Clerk to obtain a quote for adding these names and dates.

14. **BUSINESS FOR NEXT MEETING**

- (i) Review of Risk Management
- (ii) Internal Audit Effectiveness
- (iii) Bus Shelter Cleaning – increase in charges.

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

The next Parish Council Meeting will be held on Thursday 4th April 2013 at 7.30pm, following the Annual Parish Meeting. A Planning Meeting will be held on 21st March.

The meeting closed at approximately 9.20pm.

RW

12th March 2013

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