

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 2nd May 2019 **at 7.30 pm in Felbridge Village Hall**

Present:

Cllr. Jeremy Clarke (Chairman)

Cllr. Joan Harwood

Cllr. Jo King

Cllr. Ken Harwood (District Councillor) attended part of the meeting

Mrs. Patricia Slatter (in attendance)

Cllr. Georgina Chapman

Cllr. Ian McBryde

Cllr. Bridget Huntington

1. **APOLOGIES FOR ABSENCE** were received from County Councillor Lesley Steeds.
2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS** Cllr. Jeremy Clarke declared an interest in Planning Application TA/2019/645 and took no part in the discussion or decision taken.

3. **APPROVE MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council Meeting held on Thursday 4th April 2019 were approved and signed.

4. **ONGOING ITEMS**

Community Consultation:

(i) **Leisure and Health Actions:** Nothing new to report

(ii) **Transport and Environment Actions:** **Resolved:** It was agreed that Felbridge Parish Council would cover the cost of providing a temporary toilet facility in the Village Hall grounds from Friday 24th May through to the end of half term in October at a cost of £20 per week plus £10 each way delivery and collection. The facility has proved to be very popular with residents. **Resolved:** Expenditure approved. **Action:** Clerk to progress.

(iii) **Grass Cutting:**

a) Clerk has provided documents to a local resident who wishes to make a formal complaint to the Ombudsman regarding the management of the grass cutting contract in Felbridge by Surrey Highways. **Action:** Clerk to monitor.

b) Surrey Highways have still not provided a cutting schedule for 2019-20 although another Urban Cut had taken place in April. There have been no Rural cuts yet and the footpath at Furnace Wood was becoming overgrown. It was agreed to wait for the schedule before reserving dates with TDC's contractor to avoid any possible duplication. **Action:** Clerk to monitor.

5. FINANCE

(i) Receipts and Payments for April 2019

Date	To / From	Description	Amount	Current Account	Deposit Account
31 March		Brought Forward		£7,373.98	£25,023.08
		Receipts			
26 Apr	TDC	Precept First Payment 2019/2020	£8,500.00	£8,500.00	
9 Apr	Bank	Interest			£0.99
		Sub-Total	£8,500.00	£15873.98	
		Payments			
04 Apr	Cleaner	Bus Shelter Cleaning	£40.00	-£40.00	
04 Apr	Parish Clerk	Office Expenses	£157.93	-£157.93	
15 Apr	Parish Clerk	Payroll	£547.52	-£547.52	
15 Apr	HMRC	Income Tax	£136.88	-£136.88	
		Sub-Total	£882.33	-£882.33	£0.99
		Transfers			
		<nil>			
30 Apr		Carried Forward		£14991.65	£25,024.87
		Less Unbanked Transactions		-£40.00	
		Bank Balances pending unbanked transactions		£14951.65	£25,024.07
30-Apr	Available Funds - Current a/c plus Deposit a/c - (includes CIL revenue of £7036.91)			£40,016.52	
30-Apr	Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k)			-£26,000.00	
30-Apr	General Reserve (Available Funds minus Allocated Reserves)			£14,016.52	
The balances for both the current and deposit accounts were verified against the latest online bank statements and signed by the Chairman as accurate.					

(ii) **Section 137 Payments:** None for this period.

Cllr Chapman suggested that the Parish Council should raise awareness in the village to make local groups aware that small grants were available to those who met the eligibility criteria, i.e. did not have adequate funds to cover full costs themselves. **Action:** Clerk to prepare a poster/flyer to be displayed on the noticeboard at the Village Hall, on the website and for circulation in Cllr. Ken Harwood's newsletter.

(iii) **Community Infrastructure Levy:** Tandridge District Council have now served notice that the outstanding CIL payment due on the Pixiewood Farm development requires immediate payment. It shows the development commencement date as 8th June 2018. The amount due to TDC is £94,670 with Felbridge Parish Council's share estimated at £14,200. **Action:** Clerk to monitor.

(iii) **RFO Role:** It was recorded that the councillor who had covered the RFO role for the preceding year had resigned on 19th March. The reasons given were that the role was much more time consuming than anticipated combined with a strong belief that the role should not be covered by a councillor. The Clerk had assumed the RFO duties and responsibilities on a temporary basis from 1st April. **Agreed:** Councillors agreed that the Clerk's role should be extended to include the RFO role in line with other parish councils in Tandridge. **Resolved:** Clerk to assume the extended role of Clerk/RFO on a permanent basis. **Action:** Chairman and Vice Chairman to meet with the Clerk to draft a new contract and job description so the details can be submitted for approval at the Annual Meeting. **Action:** Clerk to update bank account/VAT account and all other finance related accounts and records and ensure that the parish council's legal responsibilities under GDPR are met.

(iv) **Insurance Renewal:** Clerk has completed and returned renewal questionnaire to specialist council insurance broker on 8th April and is awaiting quotes for approval. Renewal date is 1st June.
Action: Clerk to follow up.

(v) **Bus Shelter Damage: Resolved:** Expenditure approved for new glazed panel at a cost of £355 plus VAT. **Action:** Clerk to organise and monitor.

(vi) **Resolved:** Expenditure approved at the Planning Meeting on 18th April for replacement parts for damaged playground equipment at a cost of £34.11 plus VAT.

(v) **Badges: Resolved:** Expenditure approved for badges to be ordered for councillors to wear while representing FPC at public events at a cost of £35. **Action:** Clerk to order

6. COUNCILLORS' FEEDBACK

(i) **Gate by Birch Grove:** Gate has been ordered and Pro Forma invoice received. Expenditure has already been approved. **Action:** Clerk to prepare cheque for signature at the next Planning Meeting. Cllr Huntingdon suggested placing planters near to the new gate.

Agreed: Councillors to take a decision on planters once the new gate was in position.

(ii) **Great British Spring Clean:** Cllr. Chapman reported that the litter pick on Friday 5th April covering Hedgecourt Lake and Mill Lane had been a success.

(iii) **Dog Fouling on Footpaths:** Cllr Chapman reported that dog walkers were failing to use the bins provided and asked if signs could be displayed to remind/encourage compliance.

Action: Cllr. Clarke to investigate whether signs can be positioned initially on footpaths off the A22. **Action:** Clerk to source stickers/small temporary signs.

(iv) **Policing in your Community Meeting:** Cllr. King attended the meeting on 30th April which was useful. A key note was that the increase in precept would be used to save 25 front line officer jobs and create another 75. **Action:** Cllr Ken Harwood to ask if Minutes are available to circulate.

(v) **Signs/Cones on verge near Mormon Temple:** Cllr. Huntingdon reported that some equipment had been left on the roadside. **Action:** Clerk to investigate and report.

(vi) **Public Footpath Signs:** Cllr Huntingdon reported that a number of the public footpath signs had become damaged and need to be replaced or upgraded. **Action:** Councillors to investigate and identify those in most need of repair/replacement and report back by email to the Clerk for further action.

(vii) **Councillor Calendar:** Councillor McBryde has updated the calendar.

7. DISTRICT COUNCILLOR UPDATE

Cllr Ken Harwood reported that there had been issues relating to road markings on the approach to the new entrance to Haskins Garden Centre. Works had been completed in line with Surrey Highways' original drawings and directives. Surrey Highways had subsequently decided that changes should be made so the completed works had to be removed and new signage, etc has to be undertaken.

8. SURREY HIGHWAYS:

(i) **Crawley Down Road Resurfacing:** Surrey Highways have not yet confirmed the dates for the resurfacing of Crawley Down Road. **Action:** Clerk to follow up.

District Councillor Ken Harwood left the meeting.

9. **PLANNING**

(i) **Applications in Felbridge**

Applications Considered at the Planning Meeting on 18th April 2019 attended by Cllr Clarke, Cllr Joan Harwood and Cllr King.

TA/2019/502 146 Copthorne Road, Felbridge, RH19 2PD

Resolved: Felbridge Parish Council do not object to infill development at this location but do object to the density proposed. We feel that the dwellings are too high, too imposing and too close together and therefore do not match the nearby bungalows and reducing density approaching the open green belt that abuts the site to the west. There is also no supporting evidence that the net increase in dwellings in conjunction with the existing committed development will not have a cumulative detrimental impact upon the already severe A264/A22 junction and therefore this application should not be approved as an outline consent without such evidence (as per application TA/2018/1442)

TA/2019/323 Cheddar Lodge, Herons Lea, Copthorne, RH10 3HE

Resolved: No Objection

TA/2019/662 The Church of Jesus Christ of Latter Day Saints, The London Temple, West Park Road, Newchapel RH7 6HW

Resolved: No Objection

(ii) **Applications Received by Neighbouring Authorities**

None which directly impact Felbridge.

(iii) **Appeals:**

a) **17 Copthorne Road & 15/39 Crawley Down Road:** The appeals for these two developments will take place on 14th May at 10.00am in the Tandridge District Council offices in Oxted. Cllr Clarke will represent the Parish Council and speak against the developments. Four days have been set aside for the hearings and Cllr Clarke has made a commitment to attend the full hearing.

b) **Gibbshaven Farm Appeal AP/19/0016:** Felbridge Parish Council's response to this appeal asking for the development to be refused has been submitted.

(vi) **TDC Planning Administration:** Tandridge District Council had circulated an email asking if parish councils wished to continue to be consulted on CLUED applications. **Resolved:** FPC wish to continue to receive information on all applications.

10. **CLERK'S REPORT**

(i) **Metrobus:** Representative had to postpone his presentation originally scheduled for March and will reschedule. **Action:** Clerk to monitor.

(ii) **Councillor Training:** Councillors expressed an interest in attending a training course at The Crowne Plaza in Felbridge on 2nd July. **Agreed:** Expenditure approved. **Action:** Clerk to book places for five councillors.

(iii) **Roundabout Sponsorship:** Surrey County Council have acknowledged receipt of Felbridge Parish Council's application to operate roundabout sponsorship and now need to respond within twenty-eight days. **Action:** Clerk to monitor

(iv) **Framed Photograph of Memorial Bench Dedication:** Mrs. Trigg, co-Headteacher at Felbridge Primary School has sent thanks on behalf of the school for the framed photograph which will be displayed in the school

(v) **Damaged Fencing in Playground:** Derek Hainge has repaired the damaged fencing.

(vi) **Climbing Frame Damage:** **Resolved:** Expenditure was approved at the Planning Meeting on 18th April for replacement parts to be ordered. **Action:** Clerk to monitor.

(vii) **Tree at entrance to McIver Close.** A resident reported that a small tree came down some weeks ago. TDC have now removed the tree.

(viii) **Website Update:** Clerk has added a new tab on the website called 'Who Is Responsible For' to provide residents with contact information for issues which are the responsibility of either District or County Councils.

(ix) **Speeding near Haskins Roundabout:** A resident has raised concerns regarding speeding and has offered to try to set up a Speedwatch group in the village. Clerk has provided information.

11. **VILLAGE MAINTENANCE:** **Agreed:** The following items to be added:

- (i) Footpaths to be cleared in Spring – Awaiting quote for the works
- (ii) Redundant noticeboard at the Haskins roundabout needs to be removed
- (iii) Copthorne Road bus shelter frame to be cleaned. **Resolved:** Expenditure approved for up to five cleans a year.

12. **BUSINESS FOR NEXT MEETING:** No additional business

13. **COUNCILLOR CO-OPTION:** Felbridge Parish Council have a vacancy for a councillor. It was noted that there was strong interest when a previous vacancy was advertised. **Action:** Clerk to prepare notice to be posted on the website and circulated on the District Councillor's newsletter and by Parish Councillors. The deadline for applications to be 4th June. Applications from previous applicants were welcome.

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

The next Parish Council meeting will take place on Thursday 6th June at 7.30pm in the Committee Room. The next Planning Meeting/Annual Meeting will take place on Thursday 16th May at 7.00pm in the Committee Room.

The meeting closed at approximately 2145.

Patricia Slatter
Clerk to Felbridge Parish Council

