

# **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 7<sup>th</sup> November 2019 at 7.30 pm in Felbridge Village Hall**

Present:

Cllr Georgina Chapman (Chairman)  
Cllr. Joan Harwood  
Cllr. Ian McBryde (Vice-Chairman)  
District Councillor Ken Harwood  
Mrs. Patricia Slatter (in attendance)

Cllr. Jeremy Clarke  
Cllr. Jo King

### **1. APOLOGIES FOR ABSENCE**

Received from County Councillor Lesley Steeds and Councillor Bridget Huntington

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

No additions to those already registered.

### **3. APPROVE MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council Meeting held on Thursday 3<sup>rd</sup> October 2019 were approved and signed.

### **4. VILLAGE MAINTENANCE**

#### **(i) Grass Cutting:**

Felbridge Parish Council's contractor has now completed the final grass cut for 2019. A schedule for 2020 will be put in place in the spring with Felbridge Parish Council take over full responsibility for grass cutting in the village. **Action:** Clerk to add maintenance of sight lines to be added to the Risk Register.

(ii) **Flower Seeding on Verges:** Councillors would like to progress seeding part of the grass verge near to Ward Farm, ensuring that sight lines are maintained. A small notice to be placed at the site.

**Action:** Clerk to progress

(iii) **Fallen Tree Removal:** Awaiting quote for the removal of a fallen tree blocking a section of the footpath facing Doves Barn through to Hedgecourt Lake. **Action:** Clerk to progress.

(iv) **Off Road Footpaths: Resolved:** Felbridge Parish Council agreed to set aside CIL funding to start clearing off road footpaths to allow them to be accessed by residents and to encourage their use. Footpaths to include Kennels-Wiremill; The Limes to Wiremill; Doves Barn to Hedgecourt Lake; Hobbs Barracks (first section only) and Birch Grove to A22. **Action:** Clerk to discuss with contractors.

## 5. FINANCE

### (i) Receipts and Payments for October 2019

Date	To / From	Description	Amount	Current Account	Deposit Account
1 Oct		Brought Forward		£27819.10	£25028.25
		<b>Payments</b>			
1 Oct	Cleaner	Bus Shelter Glass/Frame Cleaning	£50.00	-£50.00	
2 Oct	Vanbergen	Annual Payroll Management Fee	£216.00	-£216.00	
7 Oct	NEST DD	Pension Contribution (adjustment)	£441.94	- £441.94	
17 Oct	Clerk	Payroll September	£936.40	- £936.40	
21 Oct	HMRC	Tax/NI September	£338.71	-£338.71	
28 Oct	Hire-A-Loo	Temporary Toilet Hire August	106.39	-£106.39	
28 Oct	Hire-A-Loo	Temporary Toilet Hire September	102.96	-£102.96	
29 Oct	Cleaner	Bus Shelter Glass Cleaning	40.00	-£40.00	
30 Oct	PKF Littlejohn	External Auditor Fee	240.00	-£240.00	
		Sub-Total	£2472.40	-£2472.40	
		<b>Transfers</b>	Nil		
31 Oct		Carried Forward		£25346.70	£25,028.25
		Less Unbanked Transactions		-£688	
		Bank Balances including unbanked transactions		£24658.70	£25,028.25
31 Oct	Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions ( <b>includes c/f CIL revenue of £22669.03</b> )			£50374.95	
31 Oct	Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k)			-£26000.00	
31 Oct	General Reserve (Available Funds minus Allocated Reserves)			£24374.95	
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) **S137 Grant Request.** A request has been received from the Kent, Surrey and Sussex Air Ambulance asking for a grant of £350 towards their operations which cover the Felbridge area. **Expenditure Approved:** Councillors approved a donation of £350. **Action:** Clerk to progress

(iii) **Appointment of Internal Auditor: Approved:** Councillors approved the appointment of Peter Frost as internal auditor of Felbridge Parish Council's accounts for 2019-20.

## 6. COUNCILLORS' REPORTS/UPDATES

- (i) **Furnace Wood Sight Lines:** Cllr. Clarke has reported that although sight lines for pedestrians should be 120m, at the crossing point for the bus stop on the Copthorne Road sight lines are just 20m. Awaiting response/action from Surrey Highways
- (ii) **TDC Planning Consultation:** Cllr. Clarke has advised the Planning Department at Tandridge District Council that developers have not yet submitted a planning application for the access road to link a development currently under construction with the access point on the Crawley Down Road. **Action:** Clerk to monitor
- (iii) **Poppies and Silent Soldiers in Village** Cllr Joan Harwood commented that the giant poppies and silent soldiers next to the Memorial Bench on the Village Green were excellent and commended Linda and Derek Hainge for their work in creating the displays across the village.

## 7. **SURREY HIGHWAYS:**

**Recent Reports:** A second road sign outside the Star Inn has been knocked to the ground. Replacements have been ordered and the new sign will be relocated to try to avoid further collisions by HGVs

**Rowplatt Lane – Unsuitable for HGV Signs:** Surrey Highways estimate that confirming costs for the two new signs will take three months and that it will take a further three months to have the signs positioned. **Action:** Clerk to write to SCC to ask why these works should take so long to complete when the cost is being met by the Parish Council.

**Surrey Highways Traffic Measurement:** Councillor Clarke is meeting officers from Surrey Highways at Leatherhead on 19<sup>th</sup> November. **Action:** Cllr Clarke to report back.

## 8. **PLANNING**

### (i) **Applications in Felbridge**

**Applications Considered at the Planning Meeting on 17<sup>th</sup> October 2019** attended by Cllr Clarke, Cllr. Joan Harwood, Cllr. Huntington, Cllr. King and Councillor Chapman.

**TA/2019/1670** Snow Hill Plant and Garden Centre, Snow Hill Lane, RH10 3EY Installation of a variety of signs.

**Resolved:** Felbridge Parish Council are concerned about light pollution from the exterior illuminated signage and would prefer to see a condition allowing them to only be lit during opening hours.

**TA/2019/1660** 17 Warren Close, Felbridge, RH19 2PR Single storey rear extension.

**Resolved:** No Action

**TA/2019/1681** Half Acre, Snow Hill, Domewood, RH10 2EX Erection of detached dwelling.

**Resolved:** Felbridge Parish Council object to this proposal as it is inappropriate development in the Green Belt without very special circumstances.

### **Application Considered at the Parish Council Meeting**

**TA/2019/1825/TPO** 5 McIver Close, Felbridge RH19 2PN

**Resolved:** Felbridge Parish Council understand and support the recommendation for removal of the diseased bough but ask if the Tree Officer supports the crown and spread reduction

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

**DM/19/3589/ADV** Felbridge Hotel & Spa Consent to display illuminated digital poster sign.

**Resolved:** Felbridge Parish Council very strongly object to such digital signs in an area close to open countryside and at a location which is less than 100m from the advertising restriction zone which is in place in Tandridge.

(iii) **Appeals:** None in this period.

(iv) **Construction Transport Plans for New Developments:** Tandridge District Council has confirmed that they will work with Felbridge Parish Council on these transport plans. **Action:** Clerk to progress.

District Councillor Ken Harwood joined the meeting.

## 9. **DISTRICT COUNCILLOR UPDATE**

Cllr. Ken Harwood provided an update on the situation at Tandridge District Council relating to finances and the reorganisation of roles and systems. TDC are forecasting a deficit of £1.3m for the financial year ending March 2020. The majority of this has been due to hiring agency and contractor staff including those working on the Local Plan. The shortfall will be met from existing reserves. TDC are waiting to find out what their funding from Central Government will be for the next financial year. There are concerns that they will be asked to pay back a much higher percentage of revenue. Council tax is capped at 2% and the rate of inflation is 2.5%. Acting Chief Executive, Elaine Jackson, has the full support of councillors and is working together with a cross party group to address the problems and plan for the future. Staff are being consulted and asked for their ideas on improving the service provided to residents while working within a tight budget.

## 10. CONSULTATIONS

### (i) **Mid Sussex District Council Site Allocations (DPD) Consultation.**

Two of the sites included in the above consultation document border or are near to Felbridge. SA19 is a suggested site for building up to 200 dwellings with access off the Crawley Down Road. Felbridge Parish Council have formally objected to this proposal and provided a detailed report on why this should not proceed. The second site SA20 is located near to Imberhorne Upper School. Both responses in full will be available on the Latest News page of the Felbridge Parish Council website. on [www.felbridge-pc.org.uk](http://www.felbridge-pc.org.uk)

## 11. CLERK'S REPORT

(i) **VAT Training:** The recent training course had been very useful. An application for a VAT refund for the period April-October 2019 has been submitted.

(ii) **Gatwick Airspace and NMB Annual Meeting:** Cllr. King to attend meeting on 3<sup>rd</sup> December since Cllr. McBryde is unavailable.

(iii) **Framed Memorial Photograph for Felbridge Guides:** It was agreed to present a framed photograph from the Memorial Bench dedication to Felbridge Guides who took part in the service.

**Expenditure Approved:** Up to £40. **Action:** Clerk to progress

(iv) **Temporary Toilet Hire:** The 2019 contract finished on 4<sup>th</sup> November.

(v) **Parking on Double Yellow Lines:** Several residents have raised concerns about persistent parking on the double yellow lines next to Felbridge Primary school and on the zig-zag lines immediately outside the school which are intended to provide clear visibility of the footpath to improve safety for children. **Action:** Clerk to write to the Chair of Governors at Felbridge School to pass on these concerns and ask for action.

(vi) **Correspondence:** Residents raised issues and concerns regarding parking on double yellow lines and on zig-zag lines outside Felbridge Primary School; HGV traffic on Rowplatt Lane; Residents blowing leaves from their driveways on the footpaths; replacement bins for outside Felbridge School.

## 12. DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS

The next Parish Council meeting will take place on Thursday 5<sup>th</sup> ember at 7.30pm in the Committee Room. A Planning Meeting is scheduled to take place on Thursday 21<sup>st</sup> November.

The meeting closed at approximately 2130.

Patricia Slatter  
Clerk to Felbridge Parish Council

