

# **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 1st November 2018 at 7.30pm in Felbridge Village Hall.**

### Present:

Mr. Jeremy Clarke (Chairman)	Mrs. Joan Harwood
Ms. Georgina Chapman	Mrs. Linda Hainge
Mrs. Bridget Huntington	Mr. Alan Woodroffe
Ms. Lesley Steeds (County Councillor)	
Mr. Ken Harwood (District Councillor) attended part of the meeting.	
Mrs. Patricia Slatter (in attendance)	

1. **APOLOGIES FOR ABSENCE** were received from Mr. Ian McBryde

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

There were no additions to those already disclosed.

3. **APPROVE MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council Meeting held on Thursday 4<sup>th</sup> October 2018 were approved and signed.

4. **ONGOING ITEMS**

#### **Community Consultation:**

(i) **Leisure and Health Actions:**

a) Temporary Toilet: Is due to be removed in early November.

b) Drinking Fountain: **Action:** Clerk to monitor grants available in other areas to organisations providing drinking fountains/water filling stations to reduce plastic waste.

(ii) **Grass Cutting:**

Felbridge Parish Council's formal complaint to the Local Authority Ombudsman regarding Surrey Highways failure to properly manage their grass cutting contract was submitted on 8<sup>th</sup> October and has been acknowledged. There has not yet been a response. It was also sent to Richard Bolton at Surrey Highways; (acknowledged receipt) with copies to Colin Kemp; David Hodge and Joanna Killian at Surrey County Council; County Councillor Lesley Steeds; District Councillor Ken Harwood; Piers Mason at Tandridge District Council, MP Sam Gymiah and the Burstow Parish Clerk who has also submitted a formal complaint. **Action:** Clerk to report back once a response has been received.

5. **CIL REVENUE AND EXPENDITURE:**

**Revenue:** Still awaiting confirmation from TDC on the details of the CIL payment due on Pixie Wood Farm. **Action:** Clerk to monitor

**Recorded Expenditure:** The annual CIL return records expenditure on clearing footpaths and cutting back overgrown hedges on the Copthorne Road, Crawley Down Roads and A22 London Road and replacing bollards on the Crawley Down Road.

### Suggested Future Expenditure

- (i) **All Weather Path** from the Copthorne Road through the woods to the rear of the Village Hall with new lamp post. Estimated cost for the powered post from Skanska is £4-£5K.
- (ii) **New Playground Equipment** – including accessible swings and swing boats.
- (iii) **Extension to Village Hall Car Park** – Linda Hainge suggested that some CIL funds could be put towards the cost of extending the Village Hall Car Park to the left of the existing entrance using a grid type surface which would allow drainage. It was recognised that the Car Park would have to be made available to all, rather than restricted to hirers, if this proposal were to be considered.

## 6. FINANCE

### (i) Receipts and Payments for October 2018

Date	To / From	Description	Amount	Current Account	Deposit Account
30-Sep		Brought Forward		£20,730.01	£20,017.18
		<b>Receipts</b>			
09-Oct	Bank	Interest	£0.80		£0.80
17-Oct	TDC	CIL 2016/2228 second payment (4a Rowplatt Lane)	£2,863.13	£2,863.13	
		<b>Sub-Total</b>	£2,863.93	£2,863.13	£0.80
		<b>Payments</b>			
04-Oct	Cleaner	Bus Shelter Cleaning	£38.00	-£38.00	
04-Oct	Clerk	Payroll	£484.40	-£484.40	
04-Oct	Clerk	Office Allowance	£50.00	-£50.00	
04-Oct	Hire-A-Loo	Temporary Toilet Hire August	£106.39	-£106.39	
04-Oct	PKF Littlejohn	External Audit Fees	£240.00	-£240.00	
04-Oct	Dance	A22 pavement clearing	£3,000.00	-£3,000.00	
04-Oct	SSALC	Legal and Finance Briefing (RFO)	£120.00	-£120.00	
04-Oct	Hire-A-Loo	Temporary Toilet Hire Sept	£102.96	-£102.96	
		<b>Sub-Total</b>	£4,141.75	-£4,141.75	£0.00
		<b>Transfers</b>			
31-Oct		Current Acc to Deposit Acc		-£5,000.00	£5,000.00
31-Oct		Carried Forward		£14,451.39	£25,017.98
		Unbanked Transactions		£409.80	
		Bank Balances pending unbanked transactions		£14,861.19	£25,017.98
31-Oct	Available Funds (Current Account plus Deposit Account)			£39,469.37	
31-Oct	Allocated Reserves (Traffic calming, bus shelter, playground resurfacing)			-	£15,000.00
31-Oct	General Reserve (Available Funds minus Allocated Reserves)			£24,469.37	
The Bank Balances shown above were verified against the latest online bank statements. The online bank statements were signed by the Chairman as proof of the check and will be retained in the Accounts.					

- (ii) **Section 137 Payments:** None were received for this period.
- (iii) **Online Banking:** RFO is still working with the bank to set up the online banking account.  
**Action:** RFO to report back
- (iv) **Audit – Annual Return:** RFO presented the results of the Audit for the year ended March 2018 which included recommendations for a more comprehensive audit trail and detail of variance analysis and noted that full bank reconciliations would in future be shown in meeting Minutes.
- (v) **SSALC Finance & Legal Day:** The RFO attended this session and reported on options regarding payment processes and a new electronic system for reclaiming VAT.
- (vi) **Budget 2019/20: Resolved:** The proposed budget for 2019/20 was circulated and unanimously agreed. Increases were made for anticipated increased costs and reserves were increased including £3000 towards bus shelter replacement; £5000 towards the playground resurfacing and £2000 towards the skateboard replacement. It was further agreed to transfer funds from the existing General Reserve into an Allocated Reserve.
- (vii) **Precept 2019/20: Resolved:** It was unanimously agreed to increase the precept by a total of £200 for the next financial year to cover additional costs.

Ken Harwood joined the meeting

## 7. **COUNCILLORS' FEEDBACK**

- (i) **Gate by Birch Grove:** Detailed measurements are now being taken so the replacement gate can be ordered. **Action:** Jeremy Clarke to progress.
- (ii) **World War One Commemoration:** The new memorial bench has now been set into a sandstone base on the Village Green. Linda Hainge suggested that a short service of dedication should take place. It was agreed to ask some pupils from Felbridge School to lay the wreath on behalf of Felbridge Parish Council. **Action:** Linda Hainge to contact British Legion Standard Bearer and local groups. **Action:** Clerk to contact the vicar and Felbridge School. All councillors to share information once date and time are confirmed.
- (iii) **Bench in Village Hall Grounds:** Contractor has visited and will contact the Clerk with recommendation on moving the bench to avoid issues with grass and tree roots. **Action:** Clerk to monitor.
- (iv) **Phone Box on Copthorne Road:** The Clerk contacted BT again and asked that someone investigate the now damaged phone box since there were concerns that it was becoming a safety hazard. BT have responded and asked for more information. **Action:** Clerk to reply
- (v) **Annual Parish Council Calendar:** Ian McBryde suggested creating an annual calendar into which key dates including deadlines for development communications could be recorded. **Action:** Ian McBryde to investigate and report back.
- (vi) **Vehicle Activated Sign on the A22:** The owner of the hedge which has become overgrown and is obscuring the view of the VAS has undertaken to get the hedges cut back. **Action:** Councillors to monitor.
- (vii) **Gatwick Airport Runway Changes:** Gatwick Airport have announced plans to bring their emergency runway into regular use and have again placed 'safeguards' on the land initially earmarked for a second runway. District Councillor Ken Harwood has written to Gatwick asking that an exhibition of their plans is provided in either Felbridge or Lingfield for local residents. The nearest planned exhibition is Horley. **Action:** Ken Harwood to report back.
- (viii) **Mill Lane Resurfacing:** Lesley Steeds confirmed that in the absence of any planned date for remedial works to Mill Lane, the District Councillor had asked that it be removed from the outstanding list.
- (ix) **Crawley Down Road Resurfacing:** Lesley Steeds is continuing to push for a date for when these agreed works will take place. **Action:** Lesley Steeds to monitor and report back.
- (x) **Damaged Sign by Felbridge School:** Linda Hainge reported that the 'school' warning sign on the Crawley Down Road near the school was broken. **Action:** Clerk to report to Surrey Highways.

- (xi) **Beef & Faggot Trust:** Joan Harwood reported that the Trust were keen to hear recommendations for residents who could benefit from an allowance.
- (xii) **Safe Drive, Stay Alive:** Ken Harwood had attended a session and reported that it was an excellent way to engage young people and encourage safe driving. Felbridge Parish Council were one of the councils who made a small grant towards the project.

## 8. **SURREY HIGHWAYS:**

- (i) **Highways Meeting with MP Sam Gymiah:** Jeremy Clarke is awaiting a date for his requested meeting with MP Sam Gymiah.
- (ii) **Parking on Rowplatt Lane:** Following complaints from two residents, councillors will deliver letters to each house on Rowplatt Lane and will place signs on any vehicles found to be obstructing footpaths. While parking on a footpath is not in itself illegal, parking in such a way as to block a footpath is obstruction and is illegal. Residents will also be asked to show consideration by leaving sufficient space on either side of driveways to allow vehicles to safely exit and to avoid parking facing either a road or a driveway since this restricts access for vehicles including Refuse Collectors. Councillors will closely monitor the situation and seek advice from Surrey Highways. **Action:** Clerk to write letter. **Action:** Georgina Chapman, Joan Harwood and Linda Hainge to deliver letters.

Ken Harwood left the meeting

## 9. **PLANNING**

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

**Applications Considered at the Planning Meeting on 18<sup>th</sup> October  
TA/2018/1399 Chester Lodge, London Road, Felbridge, RH19 2RD**

**Resolved:** Felbridge Parish Council object to the proposal as submitted, but not against the principle proposed. By definition this is inappropriate development in the Green Belt and we are concerned about the intensification of buildings on the site. We prefer the lower level buildings and the more rural appearance they have in the 3D renderings in the brochure compared to the existing industrial materials of the barn. Felbridge Parish Council would want to see conditions requiring the use of rural cladding materials (wood cladding instead of steel profile sheeting). Felbridge Parish Council are very concerned about the proposed unenclosed incinerator for carcass disposal and the lack of definition of location, frequency of use and how this will comply with the necessary environmental regulations. This could have a very significant negative impact upon amenity of the neighbours as this development proposal would enable it to be positioned close to and operate within sight of their boundary. We are also concerned about the area covered by the proposed road around the north and east of the site and the impact this will have on the openness of the Green Belt. Felbridge Parish Council would prefer to see a rearrangement of the buildings to make better use of the existing extensive hard standing to provide access to reduce the need for new road surfaces. We would prefer to see the removal of the inappropriate steel barn after commissioning of the new knock down box in the hospital. The training facility could be located in an expansion of one of the proposed buildings in preference to the retention of the visually intrusive barn. To reduce the impact on the amenity of the neighbours to the south we would like to see significant vegetative screening on the south side of the site to reinstate the historic screening that existed prior to 2010. Felbridge Parish Council firmly believe that the installation of a carcass incinerator should be the subject of a separate planning application with sufficient details to understand its potential impact.

**Applications considered at the Parish Council Meeting**

TA/2018/1643 Park Stables, London Road, Felbridge RH19 2RA

**Resolved:** No Action

TA/2018/1871 Whitegates, Effingham Road, Copthorne, RH10 3HY

**Resolved:** Felbridge Parish Council were unable to consider this application due to there being insufficient information provided. Requests were made for drawings to show both the existing structures and the proposed new access road but none were made available. Without this information it wasn't possible for councillors to make informed comments on the application.

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

None which directly impact Felbridge.

10. **CLERK'S REPORT**

(i) **Damaged Footpath Outside 4a Rowplatt Lane:** Reported again to Surrey Highways since has now been damaged since June. Highways Officer reported that dropped kerbs are to be constructed and the footpath will be resurfaced at the same time. **Action:** Clerk to monitor.

(ii) **Wheelie Bins for General Rubbish:** Tandridge District Council have announced that they will be providing wheelie bins for general rubbish in addition to recycling. This was to enable them to be more efficiently emptied using the equipment on the refuse vehicles.

(iv) **Advertising Signs at Restaurant on A22:** TDC Enforcement Officer has advised the restaurant on the A22 which has broken signage regulations that they must remove the signs which don't meet regulations.

11. **CONSULTATIONS**

(i) **Tandridge District Council Local Plan - Garden Village Consultation:** No further updates.

12. **BUSINESS FOR NEXT MEETING**

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

The next Parish Council Meeting will be held on Thursday 6th December at 7.30pm. A planning Meeting is scheduled for Thursday 15<sup>th</sup> November.

The meeting closed at approximately 21.25.

Patricia Slatter  
Clerk to Felbridge Parish Council

