



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 online on 4th June 2020 at 7.30 pm

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392, the meeting of Felbridge Parish Council which took place on Thursday 4th June at 7.30pm was held online.

Present:

Cllr. Georgina Chapman (Chairman)

Cllr. Bridget Huntington

Cllr. Jo King

Cllr. Lesley Steeds (County Councillor and Interim District Councillor) attended part of the meeting

Mrs. Patricia Slatter (in attendance)

Cllr. Jeremy Clarke

Cllr. Ian McBryde (Vice Chairman)

Cllr. Joan Harwood

1. APOLOGIES FOR ABSENCE

None

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 7th May 2020 were approved and signed.

4. VILLAGE MAINTENANCE

(i) **Grass Cutting:** The second cut is scheduled for 5th June with a third cut in early July. There has still been no communication from Surrey Highways regarding their agreed contribution towards grass cutting and the associated contract. **Action:** Clerk to follow up with Highways Officer.

(ii) **Off Road Footpath Clearance:** Clerk will ask contractors to quote for clearing off road footpaths and to advise when such works could be undertaken within social distancing restrictions.

Action: Clerk to liaise with contractor.

5. FINANCE

(i) Receipts and Payments for May 2020

FINANCIAL RECONCILIATION FOR PERIOD ENDING 31st May 2020

Date	To / From	Description	Amount	Current Account	Deposit Account
30 Apr		Brought Forward		£16513.27	£25035.55
		Receipts			
1 May	Tandridge DC	Precept – First Payment	£12000	£12000.00	
		Sub-Total		£28513.27	
		Payments			
7 May	NEST DD	Pension Contribution	£156.49	£156.49	
11 May	Vanbergen	Payroll Management Fee	£216.00	£216.00	
13 May	Clerk	Payroll cheque 1	£400.00	£400.00	
13 May	Clerk	Payroll cheque 2	£410.53	£410.53	
13 May	HMRC	Tax & National Ins	£262.49	£262.49	
13 May	HMRC	Tax & National Ins adjustment	£17.47	£17.47	
15 May	Nick Dance	Grass Cutting	£468.00	£468.00	
19 May	Brian Wright	Bus Shelter Cleaning March/Apr	£80.00	£80.00	
20 May	Surrey Assoc of Local Councils	Annual Membership	£719.98	£719.98	
27 May	Society of Local Council Clerks	Annual Membership	£161.00	£161.00	
29 May	Came & Co	Annual Insurance Premium	£668.27	£668.27	
		Sub-Total	£3560.23	£3560.23	
		Transfers	Nil		
31 May		Carried Forward		£24953.04	£25,035.55
		Less Unbanked Transactions		£0	
		Bank Balances including unbanked transactions		£24953.04	£25,035.55
31 May	Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions			£49988.59	
31 May	Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k)			£26000.00	
31 May	General Reserve (Available Funds minus Allocated Reserves)			£23988.59	
Current Account Bank statement was circulated to councillors on 2nd June 2020 along with the above record of receipts and payments for transparency and confirmation of accuracy					

(ii) Approval of the Annual Governance Statement

The Annual Governance Statement was approved by councillors and signed by the Chairman.

(iii) Approval of the Accounts Statement and Annual Return

The Accounts Statement and Annual Return were approved by councillors and signed by the Chairman.

(iv) Annual Internal Audit

The Annual Audit was carried out by Peter Frost and no issues required attention. **Action:** Clerk to prepare a Notice of Audit and upload this and the audit documents to the website

6. COUNCILLORS' REPORTS/UPDATES

(i) **Fly Tipping:** Cllr. Joan Harwood reported that there had been a number of issues at Hedgecourt Lake and in Mill Lane. Disposable BBQs and rubbish had been thrown in the lake and parked cars were causing an obstruction on Mill Lane and Tangle Oak.

(ii) **Burger Van at Star Inn:** Cllr. Huntington reported that there were signs on the A22 for hot food sales from a burger van which appeared to be in the car park of the Star Inn but it was unclear if it belonged to the Star.

(iii) **Damaged Road Sign:** Cllr. Clarke reported a damaged road sign which was overhanging the pavement near Mill Lane. Surrey Highways responded quickly. Cllr. Clarke also suggested that the Surrey Highways Community Gang should be asked to check and clean all road signs and clean the white gates. **Action:** Clerk to ask County Councillor to submit request.

7. **SURREY HIGHWAYS:**

Damaged Sign facing Doves Barn: A resident reported that a 30mph road sign next to the white gates facing Doves Barn had been vandalised with spray paint and could no longer be clearly read. Clerk has reported to Surrey Highways but it is not considered urgent. **Action:** Clerk to monitor.

8. **PLANNING**

(i) **Applications in Felbridge**

Applications considered at the Planning Meeting on 21st May held by email attended by Councillors Chapman, Clarke, Huntington, King and McBryde.

TA/2020/555 15-39 Crawley Down Road, Felbridge, RH19 2PP Construction of access road from Crawley Down Road to serve the residential development within Mid Sussex District.

Resolved: Felbridge Parish Council would request that a planning condition is applied that appropriate signage is erected to ensure that 6 parking spaces specifically allocated to benefit the school drop off times (5.4 of the design and access statement) remain available for that purpose. For example, no parking 0730-0800 & 1430-1500 would prevent them being used for the whole day by residents, whilst retaining them for short duration visitors outside of the school drop-offs. Whilst enforcement of this could be difficult, we would prefer that something is put in place.

TA/2020/724 15 & 38 Crawley Down Road, Felbridge, RH19 2PP Approval of the details of Appearance Layout, Scale and Landscaping. (Consultation from Mid Sussex District Council)

Resolved: Felbridge Parish Council are concerned that the group of dwellings in the north east corner of the site will have a greater massing effect upon the existing dwellings in Crawley Down Road. The latest layout shows a group of dwellings have been rotated in comparison with the outline layout, increasing the visual impact. We are also concerned about the loss of the bungalows from the housing mix as this was something that we had specifically requested during the community engagement as it was identified as a housing need in Felbridge.

TA/2020/744 Park Farm, Woodcock Hill, Felbridge, RH19 2RB Erection of a side extension timber orangery and replacement doors and windows on main house and on the stable conversion.

Resolved: No Action

TA/2020/811 Park Farm, Woodcock Hill, Felbridge, RH19 2RB Erection of a side extension timber orangery and replacement doors and windows on main house and on the stable conversion (Listed Building Consent)

Resolved: No Action

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

None which directly affect Felbridge

(iii) **Planning Enforcement : 17 Copthorne Road**

- a) **Building Works:** Cllr. Clarke reported that developers had started work on this site without meeting the pre-conditions imposed by the Planning Inspectorate. The Clerk has alerted TDC Planning Enforcement. **Action:** Clerk to monitor.
- b) **Advertising Sign:** The Clerk has again asked TDC Planning Enforcement to tell the developers to remove this sign since placing it at that location is an offence. **Action:** Clerk to monitor.

9. CONSULTATIONS

Land South and West of Imberhorne School

The Clerk to East Grinstead Town Council has invited representatives from Felbridge Parish Council to join the online EGTC Planning Meeting to be held on 22 June which will be attended by representatives of developer Welbeck Strategic Land. **Action:** Councillors Chapman and Clarke to attend and report back to the July meeting.

10. CLERK'S REPORT

(i) Correspondence from Residents:

- a) Complaint that football posts at Football Club had been removed. Advised that posts were available in Village Hall Grounds.
- b) Overgrown hedges at Felbridge School had been reported by a resident. School will cut back nearer end of term.
- c) Speeding on Woodcock Hill with request for additional VAS or speed cameras. Referred to Surrey Highways. The same resident reported that the VAS on Woodcock Hill had been obscured by vegetation. Property owner provided a photograph to show the sign could be clearly viewed.
- d) Resident reported that the 30mph sign by the White Gate facing Doves Barn had been spray painted and obscured. He had cleaned off the paint as much as possible.

11. DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS

The next full Parish Council meeting will take place online on Thursday 2nd July at 7.30pm. A Planning Meeting to be held by email is scheduled for Thursday 18th June.

The meeting closed at approximately 2025.

Patricia Slatter
Clerk to Felbridge Parish Council

