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| **Date & Time** | Monday 17 July 2017 at 8:00pm |
| **Venue** | Okewood Hill Village Hall |
| **Chair** | Ros Doree (RD) |
| **Councillors** | Richard Frost (RF), Mike Brady (MB), Peter Farley (PF), Paul Cleaver (PaC), Henry Barnard (HB – from 8:40pm ), Carla Jones (CJ) |
| **Clerk** | Trevor Haylett |
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| 1/7/17 | **To receive Apologies -** Deardre Cunningham (DC), William Corke (WC) |
| 2/7/17 | **To receive any Declarations of Interest** in respect of any items on the agenda - None |
| 3/7/17 | **To confirm and sign Minutes** - The Minutes of the meeting held on 19th June 2017 were agreed, proposed by MB and seconded by PF, and duly signed. |
| 4/7/17 | **Finances**  **(a)** **To receive Clerk’s financial report** and to authorise issue of cheques.  The Clerk had circulated the report for the first three months of the financial year. RD pointed out the differences in the Clerk’s salary and he explained that it was due to a change in his tax coding and that the situation was balancing out. He added that he would double-check the figures to make sure everything was in order.  RD proposed that £10,000 be transferred to the Business Reserve Account and this was approved.   The following cheques were authorised: Rodney West - £120 – AHammer strimming & bridge repairs  SSALC - £24 – Social Media seminar Clerk – £717.73 – July salary Inland Revenue - £52.46 – Ist quarter 2017/18 Evelyn Hall - £60 – 2 meetings  Internal Auditor - £750.24  Burleys - £454.16 – June mowing Okewood Hill Village Hall - £34 – July meeting   In addition it was agreed that the remaining portion of the bill for the playground fencing at Abinger Hammer and the solicitor invoices for the proposed easements, should be paid from the Charity account. The Clerk was asked to organise a metal plaque in memory of Sandy Pullen who left money to be spent on the playground.   1. **Internet Banking –** RD had been unable to log on and needed a new activation code. The Clerk said he would organise this. 2. **Section 137 Grants –** None. |
| 5/7/17 | **PUBLIC QUESTION TIME -** None |
| 6/7/17 | **MVDC Local Plan**  RD said the presentation from Guy Davies of MVDC about development demand in the district – both housing and commercial – had been informative. It was also reassuring to learn that there were no real plans to build in the parish partly because the condition of the roads was so poor. However MVDC are looking to build 5,000 homes in the district in the next 15 years and welcomed input from parish councils regarding the range of options put forward to meet the demand.   RF had drafted a letter setting out Abinger Parish Council’s position – that APC supported the provision of small groups of houses with not more than 2 or 3 bedrooms by way of infill but only on the basis that they cannot be enlarged and also that a significant proportion of affordable homes must form part of such development. This was approved and would be sent to MVDC.    RD said the possibility of a Neighbourhood Plan for the parish was also raised but Mr Davies did not recommended it because of the huge workload involved and also because it could not block development proposed under Mole Valley’s Local Plan which was still at the discussion stage.  As part of a roadshow, MVDC would be making a presentation of their development options for the district at Abinger Hammer Village Hall on Monday 7th August between 4-8pm and RD urged all those Councillors who hadn’t made the earlier meeting to go along. |
| 7/7/17 | **Risk Assessment –** RF explained that the Internal Auditor had highlighted some shortcomings in the Parish Council’s procedures and he had begun to try and address that. One was the need for a Risk Assessment and RF had produced a document outling potential risk situations. He asked Councillors to consider them and also what the impact of those might be – for example whether they were small or major risks.  HB said he had just produced something similar for visitors to Box Hill and thought it might be useful as a guide for the PC. He agreed to circulate the report.  **Action:** Councillors to consider potential risk situations and to assess the impact and likelihood of each situation and how it might be addressed. |
| 8/7/17 | **Financial Regulations –** Thiswasanother area that the PC needed to look at. RF had downloaded a set of model regulations from NALC but it needed rewriting in one or two areas to make it applicable for the PC. RF suggested amendments and these were agreed.  RF said the PC also needed to consider an Asset Register and a yearly review of the Standing Orders and Code of Conduct; it was agreed that this should be held at the January meeting. RD thanked RF for his efforts in tackling these areas. |
| 9/7/17 | **Highways –** RD said she was going to report to Highways a number of problems in the parish. Some were to do with signage, others to do with repairing verges such as the turning into Gatton Manor. |
| 10/7/17 | **Grass verge cutting –** MVDC was forming its response to SCC’s move to cut the funding for verge-cutting and wanted to hear the views of parish councils. The Clerk had earlier relayed APC’s view that two cuts a year were adequate as long as attention was paid to dangerous corners and sightlines and in those areas a third cutmight be necessary.The meeting confirmed that APC would not be prepared to pay for an additional cut and nor would it be prepared to pay a portion if MVDC also contributed to the cost. |
| 11/7/17 | **Planning Applications** received since the last meeting:--  MO/2017/1026/PLA- Jordan's Farm, Horsham Road, Forest Green – Detailed MO/2017/1082/CAT - Grasmere, Guildford Road, Abinger Hammer – Conservation Area Trees  MO/2017/1026/PLA- Jordan's Farm, Horsham Road, Forest Green - Detailed MO/2017/0833/PLA - Walliswood Farm, Froggetts Lane, Wallis Wood - Detailed MO/2017/0829/PNK - Gorteens Cottage, Furzen Lane, Wallis Wood – Agriculture buildings to flexible use MO/2017/0807/PLA - Hill View, Walliswood Green Road, Wallis Wood - Detailed MO/2017/0714/PNQ - Four Oaks, Cathill Lane, Ockley – Agriculture to Residential  RD said Jordan’s Farm was a contentious application and she and DC had received many calls on the matter. There was a late application – Ash Copse Farm, Lyefield Lane, Forest Green, - which didn’t appear on the above list and which involved intensive calf-rearing as well as standing a caravan for permanent use. Comments had to be in by 4th August and RD said the planning committee needed to meet to consider the two applications. It was agreed to meet on 31st July at 7pm. RD asked CJ if she would like to join the planning committee and she agreed.  It led on to a discussion about the introduction of 10 chemical toilets on Abinger Hammer Green for the RideLondon cycle event. RideLondon would pay £500 for the facility and also supply a toilet in the Abinger Hammer car park for the rest of the summer. PaC asked how often the toilet would be cleaned, adding that in good weather when visitor numbers were high, cleaning once a week was insufficient and posed a health hazard. RF said that if the toilet was there for the benefit of the village and visitors to the village then the PC had a duty to ensure it was usable.  **Action:** RD will talk to Kevin Nash of RideLondon to ascertain how much it would cost to have the toilet cleaned twice a week and if necessary the PC would spend the £500 that RideLondon had donated for the 10 toilets. |
| 12/7/17 | **Playgrounds –** The Clerk explained that he had been in contact with Abinger Hammer Cricket Club and the extension to the safety fencing had been completed. He had been alerted to a problem with the gate on the new fencing around the playground itself and had spoken to the fencing contractor who said he would attend to the matter. |
| 13/7/17 | **Box Broadband –** RD explained that the PC’s solicitor had drawn up a wayleave agreement for Box to agree. The PC had signed the contract and Box would be signing any day now. The plinth was about to be laid in readiness for the cabinet to be installed three weeks later and she asked the Clerk to check with the solicitor as to what arrangements were in place for the payment of the wayleave. |
| 14/7/17 | **Bye-Laws –** RF said that there was no update and he was still waiting to hear from the Department of Communities and Local Government about the application for the revised bye-laws. He would continue to chase them. |
| 15/7/17 | **Defibrillator –** RD said she had tried to contact the electrician on numerous occasions without success and asked for any suggestions for an alternative electrician. The Clerk mentioned that initially Martin Grant Homes had offered to install the defibrillator cabinet by their own electrician.  **Action:** The Clerk would ask Martin Grant Homes if their own electrician would be prepared to re-site the cabinet on the wall of Abinger Hammer Village Hall. |
| 16/7/17 | **Additional items**  RD said that Ockley Parish Council had gained planning permission to build a car park at Ockley Station and was looking for APC to share the cost of the rent for the land because of the number of motorists using the Station from neighbouring parishes. RD said she had considerable reservations about taking part in the scheme and PaC wondered why the PC was being asked to pay money when there would be a considerable income from commuters. RF added that for the PC to get into a position where they were nominating Abinger residents who could use the car park was fraught with difficulties.  It was unanimously agreed that APC would inform Ockley PC that they didn’t want to be part of the scheme.  The Clerk drew Councillors’ attention to proposals to close the refuse tips at Dorking and Cranleigh. Neighbouring Parish Councils had sent in protests and it was agreed that APC should do the same, citing the likely increase in fly-tipping and traffic numbers caused by residents having to travel to Leatherhead and Guildford to deposit their household rubbish. |
| 17/7/17 | **Future Meetings**    18th September – Forest Green Village Hall  20th November - Abinger Hammer Village Hall |

**The meeting closed at 21:45pm**