

Abinger Parish Council

Abinger Common, Abinger Hammer, Forest Green, Oakwood Hill & Walliswood

Draft Minutes of Ordinary Meeting held on 19th March 2018 at 8:15pm

Venue	Evelyn Hall, Abinger Common
Chair	Ros Doree (RD)
Councillors	Peter Farley (PF), Deardre Cunningham (DC), Henry Barnard (HB)
Clerk	Trevor Haylett
Attending	Two members of the public
No.	Item
1/03/18	Apologies – Richard Frost (RF), William Corke (WC), Mike Brady (MB), Paul Cleaver (PaC), Carla Jones (CJ)
2/03/18	All Councillors declared trusteeship of Abinger Parish Recreation Grounds Charity (APRGC).
3/03/18	The Minutes of the meeting held on 15 th January 2018 were agreed, proposed by HB and seconded by PF, and duly signed.
4/03/18	<p>Finances -</p> <p>The following payments were agreed:-</p> <p>T. Haylett – February salary = £629.31 **</p> <p>T. Haylett – March salary = £629.51</p> <p>Evelyn Hall – February meeting = £36</p> <p>Richard Frost – Reimbursement of expenses re: land registry fees = £59.20</p> <p>Safeplay – December inspections = £78 **</p> <p>Mulberry & Co – Internal Audit (part one) = £267 **</p> <p>Safeplay – February inspections = £117</p> <p>** = retrospective, payments already paid and posted</p> <p>RD asked the Clerk to find out why the Safeplay invoices varied.</p> <p>The bank reconciliation was agreed. The current account balance at 1st March was £18,664.14 and there was a balance in the Reserve Account of £20,430.50, which is becoming close to the NALC recommendation for reserves. It was agreed to wait another month before deciding whether to transfer any more money into the Reserve Account; by that time it should be clearer how much is needed to be spent on the tree work. It was likely that part of it would be paid out of the Charity account and the rest from the Parish Council account. RD said that DG Tree Services were still waiting for the Green at Abinger Hammer to dry out before they could tackle the Alder while she was hoping to fix a date to go round the Green and decide a schedule of works for the trees identified by the MVDC Inspectors.</p> <p>(b) Section 137 Grants - None</p>
5/03/18	Public Question Time – None
6/03/18	<p>MVDC Modest Additions to Rural Villages</p> <p>RF had compiled a report following the MVDC presentation in February and subsequent conversations with both residents and MVDC. RD read out the report and said one of the concerns she had was that not many residents of</p>

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	<p>Abinger Hammer had attended the public meeting and didn't appear to be so engaged as the residents of Abinger Common. She had spoken to WC who said his impression was that Abinger Hammer residents were less concerned with becoming a village with a defined boundary than the residents of Abinger Common and were subsequently less "anti-development".</p> <p>RF's report reminded Councillors that at a meeting last July they had supported "the provision of small groups of houses with not more than 2 or 3 bedrooms by way of infill but ...a significant proportion of affordable homes must form part of such development". A member of the public believed that "a significant proportion" didn't go far enough and that any such proposal should be entirely made up of affordable homes. HB said new development would help to keep the villages alive otherwise they risked becoming dormitories. However he said that in the first instance the PC should say to MVDC that it didn't want boundaries; if MVDC came back and said that boundaries were necessary then that would be addressed at that time.</p> <p>RD brought the discussion to an end by saying that the PC would construct a slightly different wording to the resolution adopted at the July meeting.</p>
7/03/18	<p>Trees - It was agreed that this matter had already been discussed under Item 4.</p>
8/03/18	<p>Highways</p> <p>RD said that a meeting would be held in Shalford Village Hall on 11th April to discuss the plan to have signs directing traffic down the B2126 to get to Ewhurst, along with signs at the north end of Ewhurst directing lorries and other traffic to Forest Green. She urged as many Councillors as possible to attend. Following the meeting it was confirmed that the meeting would be hosted by SSALC and would be held between 4-6pm.</p> <p>HB mentioned that the footpath leading from Crossways Farm towards Dorking had recently been cleared all the way to the Wootton Hatch and more recently from the Wootton Hatch to Wootton itself. He said it would be good to discover who had carried out the work to see if the work could be continued from Crossways Farm back towards Abinger Hammer.</p> <p>Action: RD will ask Surrey County Councillor Hazel Watson who is behind the work.</p> <p>RD said that a lot of the waymarking signs at Forest Green had fallen down and would need reporting to the Rights of Way Officer.</p>
9/03/18	<p>Village Greens</p> <p>(i) Ditches – DC had spoken to Richard Aldred and he had agreed to carry out the work in August or September. If he couldn't do the work then he would let the PC know.</p> <p>(ii) Strimming – Rodney West had still not finished the work at the Abinger Common playground so RD will ask another contractor to carry out another strimming job at Forest Green.</p> <p>(iii) Burleys quote – Burleys had agreed that their quote for grass-cutting in 2018 should be extended to cover a two-year term with an option for a third year to include a small increase in fees. The proposal was approved.</p>

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10/03/18	<p>Planning Applications received since the last meeting:-</p> <p>MO/2017/2250/PLA - The Pheasantry, Froggetts Lane, Walliswood MO/2017/2283/CC - Forest Green Farm, Mill Lane, Forest Green MO/2017/2265/PLA - Leith Vale (demol), Standon Lane, Ockley MO/2018/0040/PLA and MO/2018/0042/PLA - both Ash Copse Farm, Lyefield Lane, Forest Green, MO/2018/0022/PLAH –Holmbury Farm, Cotton Row, Holmbury St Mary MO/2018/0086/PCL - Clayhanger, Walliswood Green Road, Wallis Wood MO/2018/0144/PLA - Four Oaks, Cathill Lane, Ockley, MO/2018/0041/PLA - Ash Copse, Farm, Lyefield Lane, Forest Green, MO/2018/0235/PNQ - Orchard Farm Barn, Orchard Farmhouse, Walliswood Green Road, Wallis Wood MO/2018/0221/PLAH, MO/2018/0220/LBC, MO/2018/0219/PLAH (All at Fishfold Farmhouse, Pislely Lane, Ockley) MO/2018/0244/PLAH - 30 Evelyn Cottages Abinger</p> <p>DC said that the planning committee had met to consider recent applications and had objected to the plans for Ash Copse Farm and Four Oaks. A letter had also been sent to the Enforcement Officer reporting suspected planning breaches at The Abinger Cookery School, Forest Green House and Woodside Cottage, Walliswood. The Clerk reported that MVDC had drafted a letter demanding that the barbecue sign at the Cookery School be removed and it was likely to be delivered over the next few days.</p>
11/03/18	<p>Governance Matters</p> <p>RF had circulated updated documents covering more areas of Governance that the Internal Auditor said needed to be in place. They were the Asset Register and a Risk Register. Other documents have already been agreed but the Standing Orders need to be agreed on an annual basis. RF had also prepared Regulations for the Village Greens. All the documents were approved and RD thanked RF once again for all his work on these important matters.</p>
12/03/18	<p>Publications Scheme</p> <p>The Clerk explained that under the Freedom of Information Act 2000 the public have a general right of access to recorded information held by public authorities. As part of that the PC had to display a Publications Scheme and a list of documents held by the PC and which were available for public viewing. He had circulated a model Publications Scheme which the Information Commissioner’s Office had produced as well as a table tailored to the type of information that the PC made available to the public. RF had some comments regarding the table which the Clerk said he would address.</p>
13/03/18	<p>Documents at Hedleys Solicitors</p> <p>The Clerk had previously circulated a list from Hedleys which showed the documents they held belonging to the PC. He added that they appeared happy to continue to hold them without charging a fee. Some surprise was expressed about documents that were not included on the list and where they might be.</p> <p>Action: PF will make a list of those documents that appear to be missing while DC and</p>

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	the Clerk will make lists of the documents they hold.
14/03/18	<p>GDPR update</p> <p>The Clerk said he continued to receive a welter of information about the impending GDPR legislation and was working on a number of documents that should be published on the website and/or sent to householders informing them of their rights under the new legislation and how the PC intends to handle their personal data.</p> <p>The Clerk added that it was a statutory requirement for the Parish Council to both register with the Information Commissioner's Office and to appoint a Data Protection Officer. He added that it would also be necessary for Councillors to have a PC email address so the PC could show it had full security over the information it was distributing.</p>
15/03/18	<p>Forest Green Water Pipe repairs</p> <p>The Clerk had spoken to a Thames Water representative who said the work was scheduled to start on 6th August. RD said this was an awkward starting date because it might conflict with the farmer cutting the hay on the Green around that time. The end of August would be better.</p> <p>Action: The Clerk will go back to Thames Water and mention the problems associated with a 6th August starting date and at the same time ask them for an early site meeting so a number of potential problems can be discussed.</p>
16/03/18	<p>Defibrillator at Abinger Hammer - During a sunny weekend in February the defibrillator alarm had once again been triggered, which seemed to confirm that a build up of heat in the unit was causing the problem. However the Clerk referred to a sunny day the previous week when he had checked with Martin Grant Homes and the alarm hadn't gone off. Noel Grant had explained to the Clerk that he would investigate installing a shade above the unit.</p>
17/03/18	<p>Noticeboards - An order had been placed via HB with the National Trust for two new Noticeboards which would take 8 A4-sized sheets (4 across and 2 down) with one half of the Noticeboard able to be locked. The cost will be around £650 each.</p>
18/03/18	<p>To Agree Dates of future Parish Council meetings – The next meeting, the Annual Parish Council Meeting, will be held on Monday 14th May at Abinger Hammer Village Hall.</p>
19/03/18	<p>Additional items to discuss/Events/Correspondence/Invitations – The Clerk mentioned a CAGNE Forum to be held on 23rd April at Rudgwick Parish Council which Councillors might want to attend. A Government Minister would be speaking there. MVDC were also asking Parish Councils about the existing Parish representatives on the Standards Committee and whether, if they decided to stand down, any Councillors were willing to take their place.</p> <p>The Clerk also mentioned that he had been contacted by a land agent, George Chapman, who had reported problems with large vehicles using some of the nearby roads and lanes to Surrey County Council. Mr Chapman was seeking a letter of support but it was felt that many of them were outside the PC's boundaries.</p>

The meeting closed at 22:10pm