

Mickleham Parish Council

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Draft Minutes of the Meeting held at 8:00pm on 13th May 2020

Venue	Held Remotely via Zoom
Chair	David Ireland (DI)
Councillors	Jane Brown (JB), David Ottridge (DO), Graham Clark (GC), Andrew McNaughton (AM), Will Dennis (WD), Judy Kinloch (JK)
Clerk	Trevor Haylett
Attending	District Councillor Elsie Rosam (ER), two members of the public
Item No.	
1	(863) <i>(Chaired by Clerk)</i> To elect a Chairman for 2020-21 David Ireland was proposed by Andrew McNaughton and seconded by Graham Clark. DI was elected unanimously.
2	(864) <i>(Chaired by DI)</i> To elect a Vice-Chairman for 2020-21 Jane Brown was proposed by GC and seconded by Judy Kinloch. JB was elected unanimously.
3	Opening Formalities (865) Apologies – County Councillor Hazel Watson (HW). (866) Declaration of Interest – None (867) The Minutes of the meeting held on 11 March 2020 – proposed by David Ottridge and seconded by JB - were approved. Action (868) Chairman’s Comments – In reference to (851) in the March Minutes, JK asked why the diocese was taking over the Glebe Field for an additional burial ground when they had estimated that the churchyard extension would cater for needs for 150 years. DI said the suggestion had come from James Riches and it would be followed up.
4	Open Forum – (869) DI said he had been asked whether Mickleham was interested in taking part in the Heritage Open Days once again – the theme this year was ‘Green’. JK said that holding the Village Show was also being discussed and had been pencilled in for 14 th September and it might be possible to combine the two. DI had spoken to Stuart Ansell, the Chief Operating Officer, for an update on the current situation at Box Hill School. They were continuing to provide lessons across the entire pupil base and were hoping to re-open in September but the announcement of a two-week quarantine period for those arriving in the country from abroad had led some parents to question the wisdom of continuing to use the School. It seems certain that the shape of the School going forward was going to be quite different from what it was pre-Lockdown. DI then returned to the thorny subject of parking in Old London Road. After the School had carried out a survey which appeared to show the situation was not as bad as suspected, the PC had undertaken its own survey. These were taken over a period from 10 th – 20 th March and cars counted at 10am and 5pm, similar to the School’s

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	<p>timings. It found that the highest proportion of cars connected to the School in that period was 84%, compared to the School survey's 42% and the lowest proportion of cars connected to the School was 46% as opposed to the School's 11%, providing an average of 69.5% as opposed to the 29% figure quoted by the Headmaster.</p>
5	<p>(870) Areas of Responsibility – those roles agreed a year ago were as follows: Asset checks – JB, JK; Liaison with Surrey Wildlife and Tree Warden – JK; Planning – AM; Traffic and Road Safety – WD; Responsible Finance Officer – DO; Risk Management - Clerk; Emergency Contacts and Broadband – WD; Children's Playground Link – GC; Police Liaison – JB; Defibrillator Checks – JB; Liaison with E. Rosam (MVDC) – GC; Children's Recreation Ground Link with Charity Commissioners – DO; Key Holders – JB, DI.</p> <p>JK said a new Tree Warden was needed and Elsie Rosam asked if she could get involved. JK and ER agreed to talk after the meeting. Otherwise all roles remained the same.</p>
6	<p>Finance & Formalities</p> <p>(871) The Accounts and payments had been circulated by DO. Retrospective payments were £138.51 (SSALC/NALC annual subs); £127.20 (Kings Landscapes for March mowing) and £58.80 (Brightpay for annual Payroll software). There was one new payment - £254.40 to Kings for April mowing. After that payment has cleared, the bank will show a balance of £11,458.25 – the first half of the precept had been paid in April.</p> <p>(872) The bank reconciliation to the 5th May had been circulated and was approved.</p> <p>(873) Section 1 of the AGAR (Annual Governance and Accountability Return) - the Annual Governance Statement - had been circulated and was approved.</p> <p>(874) Section 2, the Accounting Statement had been circulated . Supporting that was the bank reconciliation to 3rd April 2020 and an explanation of the differences between this year and last year's figures. There were considerable differences because of the creation of the Broadband Fund. A further supporting document was the Asset Register which hadn't changed greatly from last year. They were all approved and the relevant documents would be signed when the current restrictions were lifted.</p> <p>(875) The AGAR Certificate of Exemption was also approved.</p> <p>(876) The insurance premium was due for renewal. Ecclesiastical had quoted £421-91 per annum for a three-year term and it was agreed to accept that.</p> <p>DI thanked DO for his work as the Responsible Finance Officer.</p>
7	<p>Planning</p> <p>(877) There had been two applications of interest – The Coach House at Fredley Park (single storey extension) and at Inverness, School Lane, where an application had gone in for a two-storey extension and internal alterations. GC said he had no problem with the Inverness extension but said he was objecting to the provision of solar panels at the front of the house which would have an impact on the conservation area. He said in principle they shouldn't be on the front of buildings while JB agreed and objected to the panels being on any part of the roof, saying it made a mockery of an Area of Outstanding Natural Beauty.</p> <p>WD declared an interest in so far as he has solar panels on the back of his property but they were only visible from his garden. AM said the Council had to think carefully how</p>

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Action	<p>it positioned itself because solar energy, along with wind and air-sourced energy, are going to become an increasing element in planning terms because of Governmental climate change policy.</p> <p>WD wanted the PC to make it clear that it was not objecting to the principle of solar panels per se but on that particular building and that was agreed. The Clerk will convey the PC's objections to MVDC's planning department and will include another of GC's concerns – that the materials used for the extension match the existing building.</p> <p>AM said the Climb application has been approved. The prospective new owner of Frascati remains keen on the project but the pandemic had added some uncertainty into the discussions.</p> <p>DI had been forwarded a letter explaining that the enforcement notice served on 2 Thorn Cottages in School Lane, and following the subsequent failed appeal, had been complied with and the previous dormer window had been reinstated.</p> <p>WD said a neighbour had sited a large mobile home in the grounds of his home and planning enforcement had asked him to move it on because effectively it was an additional residence. It had reappeared and the enforcement department had been contacted again because there might have been another breach of planning regulations. AM said it was a grey area: if it was a moveable home then it didn't require planning permission as long as it wasn't being used as a residence. ER said she was trying to get an up-to-date situation from Mole Valley.</p>
8	GDPR Update (878) DO said he would amend the Risk Assessment in line with the amendments requested by WD and bring it to the next meeting for approval.
9	Emergency Plan and Coronavirus (879) WD explained that this was ready to be published, the only remaining question was how many telephone numbers to include. He suggested the list of numbers be limited to Parish Council members and this was approved. He added that the way the Emergency Plan had morphed during the Pandemic was interesting; a WhatsApp group had been created, including Westhumble residents, and numbers went rapidly from 12 to 140. The group had changed from being a forum to request and offer help to one offering a village information service and while some people had left the group because of that, others appreciated the community forum. WD wondered whether the group should be changed at this stage. GC and AM suggested that two separate groups could run alongside each other, one for Emergency Action, the other offering a social/community service and this could be taken forward at the next meeting – for the moment things would stay as they are. DI thanked WD for his efforts in developing the WhatsApp group. JB asked the Clerk to make sure that her telephone number was on the Emergency Plan.

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10	<p>Traffic – Zig Zag Road closure and Petition update</p> <p>(880) WD had responded on behalf of the PC to a request from the National Trust for advice on how they should deal with the revised restrictions. Most responses said the same thing: namely that the Zig Zag Road should be reopened to relieve pressure on car parking in Old London Road. WD said an additional complaint was over the litter discarded by visitors to Box Hill – a health hazard as well as an environmental one. He recommended that owners of car parks such as Rykas should be encouraged to reopen and it seemed as if some had reopened that day.</p>
11	<p>Bus Shelter</p> <p>(881) WD explained that complaints to Surrey County Council were a three-tier process and having reached Stage Two, three members of the Parish Council had taken part in a conference call where real progress had at last taken place. There were a number of constructive suggestions including one where SCC would hire at their expense a consultant to comment on MPC's plans. The benefactor who had promised funds for the project had been contacted and was happy with the way it was progressing. DI, following up a suggestion from GC, said that the bus shelter could be a convenient location for a plaque commemorating the way the community had come together during the Virus Emergency.</p>
12	<p>Additional Matters/Meetings/Reports</p> <p>(882) DI said that the Diocese of Guildford had given permission for church services to be streamed from the church but only two people – including the parish priest or a nominated person - would be allowed into the church at that time. It was likely to be early July before there was a possibility of re-starting public services.</p>
13	<p>Future Meetings</p> <p>(883) The other 2020 meeting dates are (Wednesdays): 8th July; 9th September; 11th November.</p> <p>The Annual Parish Meeting had been postponed from its normal May date because of the restrictions and it was hoped to reschedule for 9th September, to take place before the Parish Council meeting on the same evening. WD suggested that the parish priest be invited to address the Parish Meeting on the church's development plan. The suggestion was approved.</p>

The meeting closed at 8:55pm