

# Mickleham Parish Council

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Minutes of the MPC Meeting held at 19.30pm on 08 January 2025

<b>Venue</b>	Ranmore Room	
<b>Chair</b>	David Ireland (DI)	
<b>Councillors Present</b>	Graham Clark (GC)	Andrew McNaughton (AM)
	John Lowes (JL)	Gill Wilson (GW)
	Emma Flynn (EF)	
	District Cllr Chris Budleigh	
<b>Clerk</b>	Feena Graham	
<b>Attending</b>	-	
<b>Members of the Community</b>	-	

Item No		Action:
<b>1</b>	<p><b>(1/11/25) Opening Formalities</b></p> <p><b>1.1 Apologies for absence</b> Will Dennis (Hols) District Cllr Leah Mursaleen-Plank County Cllr Hazel Watson David Sadler, Police Community Support Officer</p> <p><b>1.2 Declarations of Interest/Requests for Dispensations</b> None.</p> <p><b>1.3 Agree the Minutes of the Meeting held on 13 November 2024</b> Minutes were approved by Parish Councillors present and duly signed by the Chair.</p> <p><b>1.4 Chair's Comments</b></p> <ul style="list-style-type: none"> <li> <p><b>09/24 5.1 Norbury Park / Water Pollution.</b> District Cllr Leah Mursaleen-Plank referred to news bulletin regarding signage detailing safe times to go into the water of the River Mole. District Cllr Leah Mursaleen-Plank was not available for today's meeting. <b>(Carried forward to next meeting.)</b></p> </li> <li> <p><b>09/24 9. Urgent Items Received by the Chair</b> District Cllr Chris Budleigh asked for feedback on the current postal delivery and reported that Westhumble RA had reported the same concerns. <b>Update:</b> Cllr Chris Budleigh explained that there was no update except the vague details from Cllr Chris Coughlan's (MP) written correspondence to the Secretary of the Board of Trade, which explained that the Postal Service have had issues with their fleet breaking down, and needed to hire replacement transport, and they were also short staffed and are actively recruiting. The recent feedback has said the service is improving, though there is still an ongoing issue when the regular Postman is on holiday, as there does not seem to be anyone to cover his round in his absence.</p> </li> <li> <p><b>11/24 2.2 Public Questions</b> Question raised by Adria Kinloch regarding any updates from SCC about repairing the bridge at Lodge Farm</p> </li> </ul>	<p><b>Cfwd Action / Cllr LMP (Clerk)</b></p>

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	<p><b>Update:</b> JL detailed the Norbury Forums attended do not cover repairs to the bridge at Lodge Farm, as per the question raised. This would need to be referred back to SCC.</p> <ul style="list-style-type: none"><li>• <b>11/24 5.3 Ryka's Lease</b> WD has sent out details of a proposed letter under the Freedom of Information Act. WD was not available for this meeting to confirm. <b>(Carried forward to next meeting.)</b></li><li>• <b>11/24 9. Urgent Items Received.</b> WD's discussions with Trustees of the Mickleham Village Hall (MVH), who are applying for electrical vehicle charging. MVH are discussing costings and how the MPC can support their application. WD was not available for this meeting to confirm. <b>(Carried forward to next meeting.)</b></li></ul>	<p><b>Cfwd Action/ WD (Clerk)</b></p> <p><b>Cfwd Action/ WD (Clerk)</b></p>
<b>2</b>	<p><b>(2/01/25) Open Forum</b></p> <p><b>2.1 Liaison between Surrey Police and Mickleham Parish Council</b> The Periodic Police Report for 13<sup>th</sup> November to 8<sup>th</sup> January 2025 received from Andy Reid, Office Manager, Mole Valley Safer Neighbourhood Police Team, was accepted by MPC. David Sadler, Police Community Support Officer, had sent his apologies. DI ran through the incidents recorded.</p> <p><b>2.2 Public Questions</b> Questions sent in prior to this meeting regarding Tom's Coffee Wagon and the concerns raised about traffic in Dell Close. MVDC Planning Enforcement had conducted a site visit 02/12/2024 and the homeowner agreed not to operate again until the application has been reviewed.</p>	
<b>3</b>	<p><b>(3/01/25) Finance &amp; Formalities</b></p> <p><b>3.1 Approve Accounts for Payments</b> Retrospective payments are: £295.20 - To Nigel Jeffries for June mowing of the Recreation ground. Previous cheque had not been received – new cheque issued. New Payments are: £270.00 - To Andrew Clark for November - Recreation ground &amp; path maintenance. £181.44 - To the Clerk for backpay based on NALC 2024/2025 Pay increase. All Parish Councillors present agreed and two cheques were signed for payment.</p> <p><b>3.2 Agree Bank Reconciliation</b> The bank reconciliation up to the 05 December 2024 had been circulated and was approved by all Parish Councillors present and signed by the Chair. The current bank balance after all agreed payments is: £3820.33.</p>	

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## 3.3 Agree Budgets & Precept for 2025-26

The Clerk ran through the draft budget for Parish Councillors to agree the Precept for submission.

Figures outlined and discussed around the high percentage increase:

- Budget increase by 75.15% based on 2024/2025, which equates £14500.00
- Allows for £2k contingency included for 25/26 after all anticipated payments made based on the current year 24-25.
- Includes increase in costs over budget for Recreation grass maintenance.
- Includes additional cost of supplying poo bags for the new dispenser installed at the Recreation ground in November 2023.
- Increase in audit charges in the current year not budgeted for.
- Increase in membership costs to SALC/NALC.
- Increased to Salary and training costs.
- Allow for increased to cover transfer to gov.uk domain costs.
- Extra costs to the current year coming in will be the cost of the Housing Survey and repairs to Recreation fencing.

All Parish Councillors present agreed to the budget and increase.

Clerk to submit the Precept request by Friday 10<sup>th</sup> January's deadline to Mole Valley.

Action / Clerk

## 3.4 Hugo Fox / Gov.UK Domain

The Clerk had forwarded details of the application to transfer to gov.uk domain using the existing supplier HugoFox.

- The cost of the gov.uk domain, setup, and maintenance will be free to existing customers.
- Extra costs will be incurred for new emails within the scheme.
- MPC current costs with HugoFox is for a Silver Package: £19.99 + VAT = £23.99 per month x 12 = £287.88 per year.
- Additional costs for 10 emails per year will be: £17.49 + VAT = £20.99 per month x 12 = £251.87
- Total Costs: £539.75 per year. All costs have been built into the new budget as detailed in the previous agenda item.

The application will take three weeks to process and further details will be sent out as received.

4

## (4/01/25) Planning

### 4.1 Planning Applications Submitted (since the November MPC meeting)

- 4.1.1 The Coach House, Old London Road / Storm Damage / Tree fell (11 Dec 2024)
- 4.1.2 The King William IV Pub /Change of use of an unused grass field within existing public house into a beer garden (02 Dec 2024)
- 4.1.3 St Michaels House, Dell Close / Erection of new wall between St Michaels House and Old Cottage gardens (12 Dec 2024)

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	<ul style="list-style-type: none"> <li>Complaints received on this planning from residents. It is apparent the work has been carried out before any approval.</li> <li>A query has been raised with MVDC Planning Enforcement.</li> </ul> <p>No further comments were raised.</p>	
5	<p><b>(5/11/24) Reports from Working Groups</b></p> <p><b>5.1 Norbury Park Working Group</b>          JL reported back on:</p> <ul style="list-style-type: none"> <li>The Orchard planting session that took place on 10 December 2024 in the area known as the Old Kitchen Garden.</li> <li>About twenty-two young trees were planted.</li> <li>Next Forum Meeting is in three weeks time.</li> </ul> <p><b>5.1.1 Tenancy</b>          WD had forwarded details in his absence:</p> <ul style="list-style-type: none"> <li>No further details to report on the previous issues the MPC have supported.</li> <li>WD has had discussions with Mark Frost, one of the local tenant farmers.</li> <li>Mark Frost has had an issue with neurospora, which has led to him losing a number of livestock. This has a link to animal excrement but there has been no confirmation as to the source as yet. It maybe from foxes or dogs. There is a proposal is to put a fence to prevent dogs entering the area. This is in the field near to Young Street carpark, where a right of way exists across the field and Mark Frost has proposed to fence of on either side of this right of way. SCC's opinion is split due to the number of cases raised and that the source of the excrement is not confirmed.</li> <li>MPC have asked Cllr Chris Budleigh to raise this with SCC.</li> <li>WD to forward details to Cllr Chris Budleigh.</li> </ul> <p><b>5.2 Housing Needs Survey (HNS)</b>          At the November MPC meeting, WD had proposed that a Public Meeting is held in the Village Hall in January to introduce the survey. This has since deemed as not necessary, due to timescales of the survey.</p> <p>The Housing Needs Surveys arrived on 7<sup>th</sup> January and were distributed in road batches to all the Parish Councillors present, to hand delivery from Friday 10<sup>th</sup> January onwards.</p> <p>The Clerk reported back:</p> <ul style="list-style-type: none"> <li>Deadline for entries is Friday 7<sup>th</sup> February.</li> <li>Posters will go up on Friday, when the QR code becomes active.</li> <li>Poster will be attached to St Michael's PEWS news for the next two editions.</li> <li>Community WhatsApp text will be sent on Friday 10<sup>th</sup>.</li> <li>Surrey Community Action will forward return figures each week.</li> <li>Any undelivered envelopes to be return to the Clerk in order to report back Surrey Community Action/Mole Valley.</li> <li>Further advertising will take place depending on the rate of returns.</li> </ul>	<p><b>Action / Cllr CB &amp; WD</b></p> <p><b>Action/ All Cllrs</b></p> <p><b>Action/ Clerk</b></p>

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6	<p><b>(6/01/25) Council Purchase /Assets</b></p> <p><b>6.1 Bus Shelter</b> ToolBoxTony has been asked to quote for the work which has now been referred to Jason Wilson. It was agreed for the tiles to be repaired like for like.</p> <p><b>6.2 Recreation Bins</b> Nothing to report back. Generally ongoing monitoring for any future issues.</p> <p><b>6.3 Recreation Fencing</b> Fencing on the left of the gate (in Dell Close) needs replacing. The meeting agreed to ask J Wilson for a quote. Quote was for £130.00 to repair/replace the 6 wooden bars affected. All Parish Councillors agreed for the work to take place.</p> <p>DI highlighted the corkboards replaced last year are already showing signs of deterioration and asked GW to follow up with Jason Wilson regarding these two areas:</p> <ul style="list-style-type: none"> <li>Recreation Notice Board: refurbished in September 2024</li> <li>MPC Notice Board near the Bus Stop/Old London Road: refurbished in January 2023</li> </ul> <p>DI suggested looking ahead under Councillor's Responsibilities, a Councillor needs to be responsible for overseeing the information pinned to the open areas of the MPC notices boards. There have been incidents where local information has been covered by commercial information. EF agreed to monitor.</p>	<p><b>Action/WD</b></p> <p><b>Action / Clerk</b></p> <p><b>Action / GW &amp; Clerk</b></p> <p><b>Action / EF</b></p>
7	<p><b>(7/11/24) Traffic &amp; Parking &amp; Noise</b></p> <p><b>7.1 Speedwatch Group Update</b> Angela Ireland had forwarded details of the group's watch during November/December 2024. DI read out their report:</p> <ul style="list-style-type: none"> <li>During the bleak winter months of November and December the group had several sessions booked but due to the bad weather only one session took place.</li> <li>One early morning session had to be cancelled due to below zero temperatures and pouring rain.</li> <li>An early Monday morning session registered one vehicle travelling at over 35mph. Generally, motorists were behaving well.</li> <li>The good news is that the Police have now granted the group permission to report motorists travelling at 35mph and above instead of the current 36mph and above. This includes motorbikes.</li> </ul>	

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	<p><b>Speed Limit Consultation / Old London Road /Mickleham Parish</b> Consultation ended 21<sup>st</sup> November 2024. Awaiting confirmation details.</p> <p><b>Speed Limit Consultation / Headley and Leatherhead / Headley Parish</b> Consultation ended on 4<sup>th</sup> December 2024. Awaiting confirmation details.</p> <p><b>7.2 Parking Swanworth Lane/Old London Road</b> DI confirmed that a board/sign has now been erected at this corner. The sign encourages members of the public not to park in this area of Swanworth Lane.</p> <p><b>09/24 Item carried forward from September’s meeting.</b> The hedges in the raised beds along Running Horses Pub still need to be trimmed and a follow up meeting will be held with Richard Brown and DI to review the hedge height. GW suggested a mirror be installed opposite the entrance to Swanworth Lane from Old London Road. Discussion was had as to where to site any such mirror. DI to follow up.</p>	<b>Action/ DI</b>
<b>8</b>	<p><b>(8/01/25) SALC Annual General Meeting – Update</b></p> <p>DI summarised events from the AGM attended by the Clerk and himself back in November 2024:</p> <ul style="list-style-type: none"> <li>• Move to Gov.UK. domain: which included improved security; a team designated to advise; gives websites and Parish Councillors more credibility and emphasises that Parish Councils are all part of all the same governance.</li> <li>• Debate at government level of measure which removed Parish Councils’ ability to meet remotely.</li> <li>• Impact of the rise in N.I. affecting everyone, even payment to Parish Clerks.</li> <li>• Use of resources and discussion on raising the precept to expand contribution to council outgoing cost where facilities like playgrounds are provided.</li> <li>• Battery operated Speed Alert Signs are no longer encouraged and future signs should be linked to a electricity supply.</li> <li>• Many Parish Councils are now undertaking tasks like clearing of gutters, due to lack of statutory resources.</li> <li>• The final speaker, Duncan Knox gave a presentation on road safety and sustainable schemes such as the 20-mph scheme.</li> </ul>	
<b>9</b>	<p><b>(9/11/24) Urgent Items Received by The Chair</b></p> <p>No community items received by the Chair.</p> <p>DI has received correspondence from Louise Nolan, the new Development Manager for Mole Valley.</p> <ul style="list-style-type: none"> <li>• DI suggested that the MPC invite L Nolan to come and talk at our Parish Council Annual Meeting in May.</li> <li>• A list of dates had been sent through for Planning Session.</li> </ul>	<b>Action / Clerk Cfwd to March Mtg</b>

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	<ul style="list-style-type: none"> <li>• AM to follow up and reply to dates given.</li> </ul> <p>District Cllr Chris Budleigh was invited to update the Council on any issues:</p> <ul style="list-style-type: none"> <li>• Devolution changes involve moving to unitary authority, which means splitting Surrey into two areas. SCC and District Councils will cease and there will be two unitary authorities, one in the east and one in the west of the county.</li> <li>• Any changes would take at least two to three years to implement.</li> <li>• A council meeting is taking place tomorrow night to gain more information as to how this works and how the changes take place.</li> <li>• May 2025 Elections may be affected by any change.</li> </ul>	<p><b>Action/AM</b></p>
<p><b>10</b></p>	<p><b>(10/01/25) Next Meetings:</b></p> <p>Wednesday 12 March 2025</p> <p><b>10.1 Agree Meeting dates for the year 2025/2026</b>  <b>11/24 Item carried forward from November's MPC Meeting.</b></p> <p>Dates agreed by those present, subject to any changes with notice:</p> <ul style="list-style-type: none"> <li>• Annual Parish Meeting: Wednesday 21 May 2025, followed by Annual MPC AGM Meeting</li> <li>• Full Council Meetings          Wednesday 09 July 2025          Wednesday 10 September 2025          Wednesday 12 November 2025          Wednesday 21 January 2026          Wednesday 11 March 2026</li> </ul>	

**DI thanked everyone for attending. The meeting closed at 8.56pm**

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 08 January 2025:

**Signed:** .....David Ireland / 12 March 2025.....

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