

Mickleham Parish Council

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Approved Minutes of Annual Meeting on 9th May 2018

Venue	Ranmore Room
Chair	David Ireland (DI)
Councillors	Jane Brown (JB), Judy Kinloch (JK), David Ottridge (DO), Graham Clark (GC), Andrew McNaughton (AM), Will Dennis (WD)
Clerk	Trevor Haylett
Attending	Angela Ireland, Stuart Ansell, Alison Wood
No.	
1	(655) <i>(Chaired by Clerk)</i> To elect a Chairman for 2018-19 DI was proposed by GC and seconded by DO. DI was elected unanimously.
2	(656) <i>(Chaired by DI)</i> To elect a Vice-Chairman for 2018-19 JB was proposed by DI and seconded by JK. JB was elected unanimously.
3	Opening Formalities (657) Apologies – None (658) Declaration of Interest – AM declared an interest in Item 7. (659) The Minutes of the meeting held on 14 March 2018 were approved and signed. Proposed by AM, seconded by WD. (660) DI formally welcomed Stuart Ansell (SA), the new Bursar of Box Hill School to the meeting. Parking outside the School and along Old London Road continues to be a problem as does speeding. Additional signage and speed bumps were mentioned as possible solutions to ease the problems and SA said he would give consideration to the views expressed.
4	Responsibilities (661)The following areas of responsibility were agreed:- 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 D. Irvine (MVDC) – GC; Children’s Recreation Ground Link with Charity Commissioners – DO; Key Holders – JB, DI.
5	Finance & Formalities (662) Section 1 of the Annual Return – The Governance Statement - was approved. (663) Section 2 of the Annual Return – The Accounting Statements – was approved. (664) The bank reconciliation to the end of the financial year (March 31 st) was agreed along with the bank reconciliation to 30 th April. The net bank balance at that date was

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	<p>£9,536.33, including £1,032.50 in the broadband fund.</p> <p>(665) The insurance renewal for 2018/19 was approved at £361.94; it is the second year of a three-year agreement.</p> <p>(666) The following retrospective payments were approved: SALC membership (£138.92); Kings Landscapes for March mowing (£122.40); Norbury Sawmill for balance of the new noticeboard invoices (£944.40). These additional payments were also approved: Clerk's expenses for 7 months (£109.62); Will Dennis expenses for presentations to Kirsten Johnson and Mary Flint (£194.30); Norbury Sawmill for additional key for the noticeboard (£12).</p>
6	<p>Broadband Update</p> <p>(667) WD said that with one or two exceptions all the village was now equipped with a Superfast FTTP broadband provision and, although there were the inevitable problems here and there, it was a project serving the community that everyone could feel proud about. The money outstanding in the broadband fund would remain there for the time being before a decision was made about what to do with it.</p>
7	<p>Planning</p> <p>(668) AM left the meeting while Councillors considered the planning application which he had given prior notice of. DI explained that the plan was to convert a garage into living accommodation so an elderly relative could live with the family. GC said the proposal would improve the building and there was a general consensus that there would be no opposition from the Parish Council when MVDC formally publicised the application.</p> <p>(669) The Clerk had asked MVDC for an update on their search for development sites and been told that, following the local elections, there was currently no party in overall control of the Council, meaning the emerging Local Plan was now on hold. It was agreed that further discussions on a Village Design Guide would also wait until the picture became clearer.</p>
8	<p>GDPR Update</p> <p>(670) The Clerk explained that the Government had submitted an amendment to their impending legislation, freeing parish councils from the requirement to appoint a Data Protection Officer. Nevertheless the advice from NALC and SALC continued to be that in the interests of security a DPO should still be sought. The Clerk asked Councillors what they wanted to do and the view was that if the Government considered a DPO unnecessary then the PC would proceed without one.</p> <p>The Clerk had published the PC's GDPR policies on the website and was arranging for Councillors to be given a PC email address. When sensitive</p>

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	<p>information was to be circulated it would be sent with password-protected access.</p>
9	<p>Resurfacing at Swanworth Lane and Dell Close</p> <p>(671) DI explained that they were waiting to receive a quotation for the work and until that was known it wouldn't be clear what contribution would be forthcoming from Circle Housing and Box Hill School. The quote would be for improvements to the surface from the Old London Road turning up to the first entrance into the School.</p> <p>An email had been received from Fiona Taylor (FT) asking if any works could also include the lower end of Swanworth Lane, including that part of it the other side of the A24. It is a different situation because those parts of the Lane are almost certainly owned by Surrey County Council while the section beyond the A24 is managed by Surrey Wildlife Trust. FT also mentioned that a public footpath sign was rotting and the Clerk will go back to her for the exact location.</p>
10	<p>Clerk's Hours/Management of the Website</p> <p>(672) DO explained that Councillors wanted to make the website more informative, specifically by publishing the relevant police notices and advice that came in. The website was not part of the Clerk's contract; he had inherited the responsibility following the death of Richard Roberts-Miller and to take on the extra work he would need an increase in his contracted hours, possibly by an additional two hours per week. It was agreed that the extra work was necessary and the additional hours would be implemented.</p>
11	<p>Additional Matters</p> <p>(673)DI had been approached to see if the PC would contribute to the "There but not there" campaign to commemorate the 100th anniversary of the end of the Great War. Councillors decided they needed more information and it will be discussed at the next meeting.</p> <p>(674) The Kent, Surrey and Sussex Air Ambulance Service had written to the PC to apply for a grant of £100 which would go towards, say, fuel for a life-saving mission or protective footwear for crews. JB said this should be more of a priority than other requests for funding but the question of whether the PC could give money to charities was raised. DO said he would look into the matter.</p> <p>(675) JK updated Councillors on the last meeting of the Norbury Park Liaison Committee – now known as the Community Forum. She said there were likely to be significant rent rises through Norbury Park and the thrust of the Forum's work in the short term was likely to centre on fund raising.</p>

The meeting closed at 21:15pm