

MICKLEHAM PARISH COUNCIL

Draft Minutes of Annual Parish Council Meeting held on Wednesday 11th May 2016 in the Ranmore Room.

Cllrs present: J.Brown (JB), G.Clark (GC), D.Ireland (DI), J.Kinloch (JK), A.McNaughton (AM), D. Ottridge (D.O).

In attendance: T.Haylett (Clerk), C. Lowde (Headmaster of Box Hill School), MVDC Councillor D. Irvine, M. and E. Flint, A. Wood, F. Taylor, A. Ireland.

1) *(Clerk in the chair)*

(442) **After a proposal from JK**, seconded by AM, it was unanimously agreed that DI should be chairman for the forthcoming year.

2) (443) **GC proposed JB** as Vice-Chairman and AM seconded it. It was unanimously agreed.

3) (444) **DI welcomed Cory Lowde (CL), Headmaster of Box Hill School** and he addressed a number of issues to do with the school. Principally the issue of smoking by pupils and the litter left behind. CL said the problem was getting worse and he was distressed that the school was being brought into disrepute through it. They were trying to tackle the problem on a number of fronts, including introducing litter picking in the village, but admitted it was impossible to eradicate the problem completely.

The discussion moved on to the parking problems in Old London Road which were exacerbated by the number of pupils owning cars by the beginning of the summer term; the new Sports Hall which should be completed in two years and what to do about incidents involving pupils out of school hours. DI thanked CL for attending.

4) **Formalities**

Apologies for absence – W.Dennis (WD).

Declarations of interest – none.

(445) Minutes of the 8th March meeting agreed as correct. Proposed by AM, seconded by GC.

5) **Responsibilities** - Areas of responsibility for Councillors were agreed as the following:-

(446) **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; **Liaison with D. Irvine (MVDC)** – GC; **Children’s Recreation Ground Link with Charity Commissioners** – DO; **Key Holders** – JB, DI.

(447) The following were also approved: (a) standing orders, (b) financial regulations, (c) code of conduct.

6) **Community Police Report**

(448) 4 reported crimes - 1 assault, 1 criminal damage, 1 public order offence and 1 theft.

7) **Matters arising from the Minutes**

(449) JK said that arrangements were in place to replace the missing ‘i’ in the Mickleham sign near the Burford Bridge hotel.

(450) DI explained that St Michael’s Nursery had now gained a sponsor for their mini cow for the Cow Parade.

(451) The Clerk said that an Administrator was needed for the defibrillator, someone who would take responsibility for ensuring that the device was in good working order. JB agreed to perform that role.

The Clerk went on to explain that the equipment should not be used on children under the age of 8 but that a set of paediatric pads were available to buy at a cost of £65. It was agreed to purchase the pads. (452) DI said that the commemorative mugs and thimbles would be presented to children on 7th June – to those at St Michael’s Infants School at 9:05am and to St Michael’s Nursery at 12 noon.

8) **Broadband**

(453) Mary Flint (MF) told the meeting that following the Open Market Review she had endeavoured to obtain the broadband speeds for every postcode in the community and had achieved a commendable 50% take up. A letter which WD had drafted in response to Surrey County Council’s Public Consultation was approved and DI thanked MF for her continuing hard work in this matter.

9) **Planning** – no update

10) **Finance & Formalities**

(453) DO explained that the Internal Audit would take place on 7th June after which the Annual Return would go to the External Auditors for approval.

(454) (i) Section 1 of the Annual Return - the Annual Governance Statement – was approved and signed.

(455) (ii) Section 2 of the Annual Return - the Accounting Statements – was approved and signed.

(456) (iii) Retrospective payments were agreed - £7.80 for the defibrillator cable, £120 for March mowing and £312 to Hedleys Solicitors for additional work on the Playground lease. Additional payments were agreed: SSALC and NALC memberships - £141.48; SSALC clerks’ networking day (shared) - £39.

(457) (iv) The bank reconciliation for the end of the year accounts was agreed and signed.

(458) (v) Three quotes for Insurance renewal were received and - proposed by GC, seconded by AM - it was agreed to accept a quote of £351.14 from Ecclesiastical.

(459) DO also reported that a payment of £4326.50 had been received, comprising £3,450 for the first half of the precept, £698 concurrent grant and £178.50 compensation grant. A claim for a VAT rebate of £700.94 had also been made.

11) **Clerk’s Contract of Employment** (Clerk left the meeting at this point)

It was agreed that Trevor Haylett be appointed to the permanent position of Parish Clerk following his satisfactory probationary period. Proposed by DO, seconded by JB.

12) **Children’s Recreation Ground**

Additional funding has enabled more facilities to be provided which means the playground area can be extended. It was agreed to change the lease to take account of that. Following DIrvine’s suggestion that something should be provided for older children at the Recreation Ground, it was agreed to set up a sub-group to look at this and other relevant issues. GC and AM agreed to be part of the group along with Duncan I.

13) **AOB** – DI read out a letter from Alison Wood in which she outlined her concerns about the Parish Council’s decision neither to formally support nor oppose the Ilex Trees planning application and the summary of the Parish Council discussion in the Mickleham & Westhumble Parish Magazine. The contents of her letter were noted. A letter from Nick Bullen was also read out, complaining about water run-off caused by the re-design of the golf course at Cherkley Estate. MVDC have said the situation is being investigated.

14) **Future meetings** - The next meeting will be in the Ranmore Room at 7:30 on Wednesday 13th July.

The meeting closed at 9:35 pm