

Mickleham Parish Council

www.micklehampc.org.uk

Draft Minutes of Annual Meeting held at 8:40pm on 15th May 2019

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	Nicola Hawley (NH), Angela Ireland, Alison Wood, Nick Bullen
No.	
1	<p>(752) <i>(Chaired by Clerk)</i> To elect a Chairman for 2019-20 David Ireland was proposed by Andrew McNaughton and seconded by Graham Clark. DI was elected unanimously.</p>
2	<p>(753) <i>(Chaired by DI)</i> To elect a Vice-Chairman for 2019-20 Jane Brown was proposed by Judy Kinloch and seconded by AM. JB was elected unanimously.</p>
3	<p>Opening Formalities</p> <p>(754) Apologies – County Councillor Hazel Watson (HW), District Councillor Elsie Rosam.</p> <p>(755) Declaration of Interest – None</p> <p>(756) The Minutes of the meeting held on 13 March 2019 were approved and signed. Proposed by David Ottridge, seconded by JB.</p> <p>(757) Chairman’s Comments – (i) DI reported that with regard to the building work at the former Village Stores, the Parish Council (PC) had sought assurances about the skip that was being used and that the licence was all in order. The skip had now been removed. (ii) GC had investigated the boundary at the top of the Recreation Ground where it meets Hobbs Wood and discovered that the fence ran pretty much along the boundary so any trees/hedging on the recreation ground side were the responsibility of the Parish Council. (iii) DI added that, concerning the bus shelter which the PC wanted to install opposite the Running Horses, Will Dennis was trying to obtain planning permission from Surrey County Council (SCC) but it appeared that it would be a slow process. Reservations from SCC concerned the width of the pavement at that point but WD had pointed out that the pavement was narrower elsewhere. County Councillor Hazel Watson had been approached to help speed up the process. (iv) An approach has also been made to SCC about installing a white line across the entrance to Mickleham Hall to alleviate the access problems caused by cars parking near the entrance. (v) DI invited WD to speak about his efforts to draw up an emergency plan; WD had circulated a suggested template form from SCC and invited Councillors to fill it in with regard to an emergency which could be anything from flooding to a serious road accident, who could provide shelter, who had access to heavy lifting equipment etc etc.</p>

Mickleham Parish Council

www.micklehampc.org.uk

Draft Minutes of Annual Meeting held at 8:40pm on 15th May 2019

4	<p>Open Forum</p> <p>(758) Nicola Hawley said she had met with HW to discuss the need for road markings near the entrance to Box Hill School to help alleviate the parking problems. HW's concern was that it would lead to less parking availability in the village.</p> <p>Action DI and NH will talk further to try and take the situation forward.</p> <p>(759) The recent repair work in Swanworth Lane and Dell Close had been a success and DI said attention would be given to address one or two patches of tarmac which needed attention; better to do it now and save a bigger job later on.</p>
5	<p>Responsibilities</p> <p>(760) The following areas of responsibility had been agreed 12 months ago and Councillors were happy that they remained unchanged: 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>
6	<p>Finance & Formalities</p> <p>(761) DO outlined the process involved in submitting the Annual Governance and Accountancy Return. Section 1 – The Annual Governance Statement - was duly approved and signed by the Chairman and Clerk.</p> <p>(762) Section 2 – The Accounting Statements – was approved and signed by the Chairman and Responsible Financial Officer. Relevant to this was the Asset Register, the Explanation of Differences and the End-of-year bank reconciliation (to March 31st 2019) which was approved and signed by DI.</p> <p>DO explained that there was a difference this year in that the income and outgoings were both less than £25,000 so the PC was able to submit a certificate of exemption. This was signed by DI and DO. The internal audit would take place on the Friday following the meeting.</p> <p>(763) The bank reconciliation to 3rd May 2019 was agreed. The bank balance at that date was £10,658.40.</p> <p>(764) The insurance renewal for 2019/20 with Ecclesiastical was approved at £376.42; it is the final year of a three-year agreement which expires on 31st May 2020.</p> <p>(765) The following retrospective payments were approved: Membership of SALC and NALC (£141.40); Kings Landscapes for March mowing (£249.60); DO for payroll software payment (£58.80).</p>

Mickleham Parish Council

www.micklehampc.org.uk

Draft Minutes of Annual Meeting held at 8:40pm on 15th May 2019

7 Action	Tree Work Confirmation (766) JB said two quotes had been received for the work at the top of the Recreation Ground: to tackle the ivy, reduce the hedging and deal with the tree stumps. The quote from The Green Man Tree Services was considered more comprehensive and this was approved.
8 Action	Speed survey location (767) DI reminded Councillors that the equipment to test the speed of vehicles travelling along Old London Road since the installation of the new speed cameras on the A24 had been positioned inappropriately. SCC had agreed to site the monitors elsewhere and had asked the PC for suggestions. AM said an ideal location was between Fredley and the Zig Zag Road and there were posts/road signs in place that would make it easy to install the equipment. It was agreed that SCC be informed that the location was the best one to use.
9 Action	Roadworks communication (768) The Clerk said the recent roadworks in Old London Road had caused traffic problems. Councillors had been asked by residents what was behind the disruption which put them in an awkward position because the PC hadn't been informed of the work in advance. The Clerk said he had taken it up with SCC and the explanation was that if the terms of the licence to the contractor don't specify that advance notification had to be given then it wouldn't be. An apology had been received from the Streetworks Team from Surrey Highways who explained that only the most severe works are on the communications list, those roads listed as "traffic sensitive". Bizarrely, Old London Road is listed in the highways gazetteer as a non-traffic sensitive road and updating the gazetteer is not considered possible because of staff shortages. It was agreed that SCC would be urged to improve their system so that when a significant work was taking place, which would inevitably lead to traffic disruption, Parish Councils should be automatically informed in advance. The Clerk said he would try and enlist the support of other parish councils to make it a joint application, carrying more weight.
10 Action	Juniper Hill (769) WD explained that there was an area on Juniper Hill around an old reservoir over which local residents had had access for a number of years. The estate owners had decided to fence off the paths and were enforcing this vigorously having hired a new estate manager. WD had written to the owners pointing out that while they may have the right to fence off some of the paths it was not crystal clear that they did, and the matter might be better resolved amicably between the estate owners and local residents who wanted to go on using the paths in question while being prepared to assist in combatting littering and vandalism. He had not received any response other than a letter before action from the estate owners' solicitors. WD suggested that DI might have more success if he made contact with the estate owners. DI agreed to do so but pointed out that it may not happen in the short term because one of the owners was ill. If DI drew a blank in his discussions then the

Mickleham Parish Council

www.micklehampc.org.uk

Draft Minutes of Annual Meeting held at 8:40pm on 15th May 2019

	PC would look at the matter again.
11	<p>Planning</p> <p>(772) AM said there were no recent applications to consider. He updated members on Future Mole Valley and said the recent elections, and the change of the ruling party on Mole Valley District Council to the Liberal Democrats might alter things because they had previously fought hard to resist the release of green belt for development purposes.</p>
12	<p>Closure of Zig-Zag Road</p> <p>(773) The National Trust had closed the Zig-Zag Road over Easter and again for the first May Bank Holiday but there was concern that the Parish Council had not been notified in advance. Mark Dawson, the lead ranger, had apologised profusely. Communication previously had been relayed through Richard Roberts-Miller but it needed to improve because closing the road had an impact on local residents in terms of parking.</p> <p>Action</p> <p>DI had a meeting organised with The National Trust Warden on 28th May.</p>
13	<p>Additional Matters</p> <p>(774) The elections had produced a new District Councillor for Mickleham, Westhumble and Pixham in the shape of the Liberal Democrat candidate Elsie Rosam. She and HW would have been invited to this meeting but it clashed with an MVDC meeting. DI suggested that the PC should meet with her and give her the dates of future meetings.</p> <p>(775) JB asked NH about the corner of Burmester Field where it meets the corner of Lammas Cottage; she said the fencing was down and the area was a mess. NH said she would take a look at the situation.</p>
	<p>Future Meetings</p> <p>The dates of the other meetings in 2019 are (Wednesdays) : July 10th ; September 11th ; November 13th</p>

The meeting closed at 21:30pm