

BUCKLAND PARISH COUNCIL

Minutes of the Annual Meeting held at 8pm in the Reading Room on Monday 13th May 2024.

Present: Cllrs Cox, Husband (Chair), Jones, Pryor, and Steed.

In attendance Mole Valley District Cllrs Budd and Potter, and the Clerk.

1. Election of Chair and Vice Chair

- (1) Cllr Husband was proposed as Chair by Cllr Jones and seconded by Cllr Steed. Council **resolved** to approve the appointment and Cllr Husband signed the Declaration of Acceptance of Office for Chair.
- (2) Cllr Jones was proposed as Vice Chair by Cllr Husband and seconded by Cllr Pryor. Council **resolved** to approve the appointment and Cllr Jones signed the Declaration of Acceptance of Office for Vice Chair.

2. Apologies for Absence

- (3) Council **resolved** to accept apologies from Cllrs Bourke and Gowrley and noted apologies had also been received from Surrey County Council (SCC) Cllr Helyn Clack and Mole Valley District Cllr Paula Key.

3. Declarations of Interest

- (4) Cllr Jones declared an interest in MO/2024/0626, an application to undertake tree work in the conservation area and Council noted Cllr Jones would not participate in any discussion when this application is considered.

4. Requests for Dispensations

- (5) None.

5. Minutes

- (6) Council **resolved** to approve the Minutes of the Meeting held on 11th March 2024. The minutes were duly signed by the Chair as a correct record.

6. Formalities

Policies, Procedures and Schedules subject to Annual Review

Policies and Procedures

- (7) Council noted all references to the parish council website address had been updated from the .net to .org.uk domain.
- (8) Council, having reviewed each of the following policies and procedures, **resolved** to adopt each, otherwise unchanged, for a further 12-month period:
 - (i) Scheme of Delegation, Complaints Procedure, Policy on the management of unreasonable complaint behaviour, Dignity at Work Policy, Retention and Disposal Policy, Digital Communication, Management of Transferable Data Policy, Code of Conduct, Arrangements for dealing with Standards Allegations under the Localism Act 2011, Data Protection Policy and Freedom of Information Publication Scheme. **Action:** Clerk to refresh review dates and publish updated versions; and
 - (ii) Data Protection Procedures (Privacy Impact Assessment Procedure, Subject Access Request Form, Data Security Breach Reporting Form and Consent Forms), Privacy Notices and Registers to record decisions to share personal data with third parties and disposals of personal data undertaken to comply with GDPR. **Action:** Clerk to refresh review dates.
- (9) Council noted the Clerk had circulated a draft update to the Standing Orders and Financial Regulations to amend the financial thresholds relating to contracts in accordance with the latest values set by government and circulated by the National Association of Local Councils (NALC). Council **resolved** to adopt the updated Standing Orders and Financial Regulations. **Action:** Clerk to refresh review dates and publish updated versions.

(10) Council, having noted:

- (i) NALC (National Association of Local Councils) had issued an updated model set of Financial Regulations on Friday 3rd May 2024; and
- (ii) that as the model Financial Regulations include optional clauses to ensure they can be adapted to be fit for purpose for all sizes of town and parish councils;

resolved to schedule a further review of Council's Financial Regulations before the end of September 2024. **Action:** Clerk.

General Power of Competence

(11) Council noted that:

- (i) Parish and Town Councils in England were given the General Power of Competence ('GPC') in the Localism Act 2011, sections 1-8;
- (ii) The GPC gives a council 'the power to do anything that individuals generally may do' provided in so doing other laws are not broken and the council acts reasonably;
- (iii) Before a Council can exercise the GPC, full council must decide and resolve it meets the two eligibility criteria and minute the resolution;
- (iv) The eligibility criteria are set out in a statutory instrument known as the Parish Council (GPC) (Prescribed Conditions) Order 2012 and, at the time of the resolution require the number of Cllrs elected at the previous ordinary election or subsequent by-election, to equal or exceed two thirds of Council's total number of Cllrs and the Clerk to hold a relevant sector-specific qualification;
- (v) Thereafter Council must revisit its decision and make a resolution to re-confirm its eligibility at each relevant Annual Meeting; and
- (vi) Council had last adopted the GPC on Monday 22nd May 2023.

Council, having confirmed Council continues to satisfy the eligibility criteria, **resolved** to adopt the GPC as set out in the Localism Act 2011, sections 1-8 until the next Annual Meeting.

Public Contracts Regulations 2015 statutory guidance

- (12) The Clerk reminded Council of the need to comply with the Public Contracts Regulations 2015 statutory guidance that requires all local authorities, including Parish Councils, to publish performance data on their website pages to show the proportion of valid and undisputed invoices paid within 30 days and to disclose the amount of interest due (whether paid or not) on invoices settled late.
- (13) The Clerk advised Council that 100% of valid and undisputed invoices had been paid within 30 days during the 2023/24 financial year and that no interest had been charged or paid on invoices.

Councillor Responsibilities

- (14) Council noted that Stuart McLachlan (Capel Parish Cllr) and Cllr Jones had each agreed to continue to serve as non-voting Parish Council representatives on the MVDC Standards Committee. Council **resolved** to support the nomination of these two individuals.
- (15) Council **resolved** to appoint Cllr Husband to represent Council at the 2024 Surrey ALC AGM, currently scheduled to be held on Tuesday 19th November 2024 at Dorking Halls and to appoint Cllr Pryor as alternate. **Action:** Clerk to advise Surrey ALC, and, in due course, to book a place.
- (16) Council **resolved** to appoint Cllrs Bourke, Gowrley and Steed to serve on the Finance Committee alongside Cllr Husband (Chair) and Cllr Jones (Vice Chair).
- (17) Council **resolved** to appoint Cllr Cox to serve on the Personnel Committee alongside Cllr Husband (Chair) and Cllr Jones (Vice Chair).

- (18) Council **resolved**:
- (i) to appoint Cllrs Bourke, Cox, Gowrley, Jones, and Pryor to serve on the Planning and Licensing Committee;
 - (ii) to appoint Cllr Jones as Chair until the next Annual Meeting;
 - (iii) to require an agenda to be published at least three clear days prior to meetings; and
 - (iv) for members of the public to be admitted to observe meetings of the Planning and Licensing Committee; and
 - (v) for meetings to include an Open Forum to provide an opportunity for public participation.
- (19) Council **resolved** to appoint the following representatives for the 2024/25 year:
- (i) Cllr Husband, as Chair, to continue to represent Council on the St Mary the Virgin Church Yard and Church Fabric Fund and, with support from Cllr Gowrley, to champion delivery of the objectives set out in the Buckland Village Pond and Green Management Plan, 2022-2027, adopted 10th January 2022;
 - (ii) Cllr Jones to champion matters relating to Community Wellbeing and represent Council at any collaborative meeting convened by Re-Betchworth to consult on Biodiversity Proposals for the communities of Betchworth, Brockham, Buckland and Boxhill;
 - (iii) Cllr Cox to represent Council on matters relating to Airports and Airspace and represent Council at the forthcoming GACC AGM;
 - (iv) Cllr Steed, with support from Cllr Pryor, to represent Council on matters relating to Highways and Railways;
 - (v) Cllr Pryor to undertake the weekly asset check and to represent Council on matters relating to Surrey Police, and, with support from Cllr Bourke, Countryside Access (rights of way); and
 - (vi) Cllr Bourke to represent Council on matters relating to Active Travel and Climate Change and, with support from Cllr Jones, Biodiversity.

7. Finance and Risk Management

Annual Governance and Accountability Return 2023/24 (“AGAR”)

AGAR – Internal Audit

- (20) Council noted:
- (i) a pack of financial information, comprising the Annual Return and a set of supporting schedules that had included the bank reconciliation, full year financial analysis (including a comparison of the current year financial accounts vs budget and prior year), analysis of allocated reserves, fixed asset register, risk assessment and minutes had been provided to Peter Barclay, Council’s Internal Auditor.
 - (ii) the internal audit, which had been completed during April 2024, had not raised any issues; and
 - (iii) the Annual Internal Audit Report, and duly completed page 4 of the AGAR, had been circulated to Cllrs.
- (21) Council **resolved** to adopt the internally audited accounts for the 2023/24 financial year ending 31st March 2024.

AGAR – Annual Governance Statement

- (22) Council noted:
- (i) a review of the Effectiveness of Internal Controls, a process that had included a review of the Financial Regulations and consideration of the then latest updated Risk Assessment had been completed on 11th March 2024;
 - (ii) the fixed asset list had last been reviewed on 11th March 2024 and replacement values for those assets had since been reviewed prior to obtaining Insurance quotes for the year commencing 1st June 2024; and
 - (iii) the renewal quote of £300 obtained from Zurich Insurance, equal to the 2023/24 premium was considerably less than the comparative quote from Clear Councils (formerly BHIB).
- (23) Council, having concluded its system of internal control remained effective, **resolved**
- (i) that the risk assessment (last updated on 11th March 2024) remained relevant and effective; and
 - (ii) to accept the renewal quote of £300 obtained from Zurich Insurance.
Action: Clerk to process renewal.
- (24) Council **resolved** to adopt the 2023/24 Annual Governance Statement. Accordingly, page 5 of the AGAR was signed by Cllr Husband, Chair. **Action:** Clerk to sign the statement and add the minute reference.

AGAR - Accounting Statement

- (25) Council noted Unity Bank had, on 31st March 2024, applied:
- (i) an £18 Q1 service charge to the current account; and
 - (ii) Q1 interest of £151.79 to the instant access savings account.
- (26) Council noted that the following amounts had been received into the Parish Council bank account between 11th March 2024 and 31st March 2024:
- (i) £766.54 refund of VAT paid between 1st March 2023 and 28th February 2024; and
 - (ii) a £25.00 donation, raised through the sale of walk booklets.
- (27) Council noted Cllr Jones had verified the bank balances entered on the bank reconciliations prepared for the period 1st January 2024 to 31st March 2024 against the bank statements, initialled both sets of documents, and confirmed that no exceptions had been identified in the transactions reported between those dates.
- (28) Council noted Sheena Boyce, Responsible Financial Officer had signed the 2023/24 Accounting Statement to certify page 6 of the AGAR presents fairly the financial position of Council and properly presents its receipts and payments.
- (29) Council **resolved** to approve the 2023/24 Accounting Statements for the year ending 31st March 2024. Accordingly, page 6 of the AGAR was signed by Cllr Husband, Chair. **Action:** Clerk to add minute reference.

AGAR – Certificate of Exemption

- (30) Council, having reviewed the criteria set out on page 3 of the Annual Return, **resolved** to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.
- (31) Council noted Sheena Boyce, Responsible Financial Officer had entered the gross income of £21,590 and gross expenditure of £18,234 onto page 3 of the AGAR.
- (32) The Certificate of Exemption was signed by Cllr Husband, Chair, and Sheena Boyce, as Responsible Financial Officer. **Action:** Clerk to add the minute reference and submit the Certificate of Exemption to PKF Littlejohn, the external auditor.
- (33) Council **resolved** to set the period of commencement for the exercise of public rights for the 2023/24 Accounts to start on Monday 3rd June 2024 and end on Friday 12th July 2024.

- (34) Council **resolved** to adopt the 2023/24 Community Infrastructure Levy (CIL) report.
Action: Clerk to submit report to MVDC.

Transparency Regulations

- (35) Council noted that consistent with prior years, the following information for the 2023/24 financial year will be published on the village website before 3rd June 2024: Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statement, an analysis of year on year significant variances, end of year bank reconciliation, a schedule of “2023/24 Payments with a value of at least £100 ex-Vat”, a summary of Councillor responsibilities for 2024/25, and a completed Notice of Public Rights. **Action:** Clerk.
- (36) Council noted:
- (i) the 2023/24 CIL report will be published on the website;
 - (ii) a schedule of additional information for the 2023/24 financial year will be published in line with good practice for Councils with income or expenditure falling between £25k and £200k for ease of year to year comparison;
 - (iii) the internal audit letter will be published alongside the internal audit report, in line with a recommendation set out in the 2024 Financial Guidelines that apply with effect from the 2024/25 financial year, to assist prior year comparison in 2025; and
 - (iv) a link to the 2024 Financial Guidelines had been circulated to all Cllrs accompanied by a link to Finance Training offered by Mulberry and Co (the Surrey ALC approved training provider).

Fixed Asset Register and Risk Register

- (37) Council, having reviewed the Fixed Asset Register and Risk Register, **resolved** to adopt both registers without change.

Account Payments and Receipts

- (38) Council noted payments of:
- (i) £384.00, to allow the volunteer webmaster to settle the Design Lynx annual charge for domain hosting, web space, disk space and bandwidth for bucklandsurrey.net for the year commencing 1st April 2024;
 - (ii) Zoom Video Communications Inc, £77.94 incl. £12.99 Vat, One-year pro zoom licence; and
 - (iii) £201.80 to Surrey ALC Limited (NALC: £35.85, Surrey branch £162.94) had been issued in accordance with minute 2023/24:292.
- (39) Council **resolved** to approve the following payments:
- (i) Peter Barclay, £127.60, Internal Audit £115.00, mileage £12.60;
 - (ii) Zurich Insurance, £300.00, Annual Premium;
 - (iii) HMRC £129.84, PAYE liability re: April salary payment;
 - (iv) HMRC £130.44, PAYE liability re: May salary payment; and
 - (v) Sheena Boyce, £4.65, Salary (April) 0.60, mileage £4.05;
- (40) Council **resolved** to make monthly payments to the Clerk, by Standing Order with Unity Trust Bank, on the 19th day of each calendar month and schedule a review at the next Annual Meeting. It was noted that the
- (i) Clerk’s salary for 2024/25 is calculated by reference to Salary Scale Point 27;
 - (ii) monthly payments include a home working allowance and re-imburement of £8.50, including £1.42 Vat, per month, for the provision of a Parish Council telephone number and associated call forwarding and messaging service by Virtual Landline.

- (293) Council noted payment of £10,540.50 into the Parish Council bank account since 1st April 2024, comprising the first instalment of 2024/25 precept (£8,883.50), concurrent grant (£1,195.00) and council tax support grant (£462.00).

8. Planning

New Planning Applications

- (41) Council noted an update from the Clerk, that following consultation with Cllrs who serve on the Planning Committee, no comment had been made on the following applications, for each of which the consultation period had closed prior to this meeting:
- (i) MO/2024/0343: Replacement of driveway gates at 3 Buckland Court, Reigate Road, Buckland, RH3 7EA; and
 - (ii) MO/2024/0498: Erection of two-storey side and rear extension following demolition of an existing single-storey rear extension at Larchfield, Old Road, Buckland, RH3 7DU.
- (42) Council **resolved** not to make any comment on the following applications:
- (i) MO/2024/0577: Erection of a garden shed/store following removal of existing at Meadowsweet, Rectory Lane, Buckland, RH3 7BH; and
 - (ii) MO/2024/0626: Remove 1 Spruce tree at Larkrise, Rectory Lane, Buckland, RH3 7BH.

Planning Notifications

- (43) Council noted the following Local Planning Authority planning notifications:
- (i) MO/2024/0251: Erection of Oak framed outbuilding following demolition of two existing sheds at 3 Buckland Court, Reigate Road, Buckland, RH3 7EA. Refused;
 - (ii) MO/2024/0281: Reduce crown of willow by (50%) 5 metres in height and width (old points) leaving inner weeping growth to leave tree at a height of 10 metres and width of 10 metres at 3 Little Maltings Cottage, The Green, Rectory Lane, Buckland, RH3 7BH. No objection.
 - (iii) MO/2024/0284: Erection of a single storey extension to existing garage at April Cottage, Old Road, Buckland, RH3 7DY. Approved with conditions;
 - (iv) MO/2024/0343: Replacement of driveway gates at 3 Buckland Court, Reigate Road, Buckland, RH3 7EA. Approved with conditions; and
 - (v) MO/2024/0677: Prior notification for the erection of an agricultural storage barn (30.48m x 5.5m) for the storage of agricultural plant and machinery at Crossways Kennels and Cattery, Crossways Farm, Station Road, Betchworth, RH3 7DF. Application registered.

Planning Enforcement

- (44) Council noted:
- (i) following the further breach of condition notice served by MVDC on 12th February 2024, concerning the breach of condition 2 attached to application MO/2014/1045, and a subsequent compliance visit on 19th March 2024, that as Karcher appear to have complied with the requirement of the notice, MVDC has advised the file has been closed; and
 - (ii) closure of the file does not preclude Council bringing this to MVDC's attention if a further breach arises.
- (45) Council **resolved** to ratify the expression of thanks the Clerk had extended to Melissa Clarke, MVDC Deputy Development Manager and Solicitor for seeking resolution of this longstanding breach prior to her recent departure from MVDC.

Planning Policy

- (46) Council **resolved** to agree to recommend to any resident considering undertaking Permitted Development that they apply to MVDC for a Certificate of Lawful Use prior to commissioning work.

9. Highways and Airspace

Highways – Maintenance

- (47) Council **resolved** to ask SCC Cllr Helyn Clack to support its request for reconstruction of the A25 roadside footway between The Pheasant and the driveway to Buckland Court to be accorded top priority to ensure the work can be undertaken as soon as practicable.

Highways – Street Cleaning

- (48) Council noted:

- (i) following intervention by Karen Brimacombe (KB), MVDC Chief Executive, Amey, the contractor appointed by MVDC to undertake street cleaning, had made significant improvements to the standard of street cleaning along:
 - (a) the A25 Reigate Road between the A24 and Buckland bends; and
 - (b) Old Road.
- (ii) feedback to MVDC had advised the:
 - (a) main carriageway in both directions, between the white solid lines is clean
 - (b) standard of sweeping around the islands positioned on the centre of the highway and in the central lanes evident across junctions is particularly good;
 - (c) sections of kerbing which sit against hard surfaced footways had been successfully swept; and
 - (d) sections of kerbing against grass verges have been exposed, but not consistently. To finish the job really needs one final visit with someone in front of the sweeper clearing the last overhanging spoil and grass to expose the final sections of kerbing.

- (49) Council **resolved** to write to KB to:

- (i) express Council's appreciation for her intervention;
- (ii) restate its request for Amey to make a final visit to fully clear the kerbs; and
- (iii) clarify what actions residents need to be encouraged to take to help MVDC and Amey safeguard the improvements made.

Airspace

- (50) Council noted Cllr Cox had circulated presentation slides following her attendance at a Discover Gatwick Event held on 15th March 2024.
- (51) Cllr Cox advised the Inspectorate provided Gatwick Airport Limited, as part of the process for considering the Development Consent Order application, with a schedule of questions seeking additional information and/or clarification and recently scheduled sessions to focus on Climate Change and Environmental Impacts. Cllr Cox, responding to a question from the Chair, confirmed that a decision is not currently anticipated before late Autumn and Council, noted any decision could be impacted by the timing of the next General Election.

Standing orders suspended.

- (52) Cllr Cox, responding to a query from MVDC Cllr Simon Budd who asked whether GACC had received any enquiries about early morning flights from Gatwick moving closer to 5am than his previously recollected 5.45am, agreed to relay his query to her colleagues at GACC.

Standing orders resumed.

10. Events and Amenities

- (53) Council **resolved** to record votes of thanks to:
- (i) each and every resident who had turned out to help at the recent litter pick;
 - (ii) MVDC for the loan of equipment and MVDC contractor Amey for the prompt collection of 13 sacks of litter collected by volunteers.
- (54) Council, noted:
- (i) Cllr Jones had not found the process for arranging to borrow litter picking equipment from MVDC very easy; two email requests via the generic email publicised on the MVDC website had not generated a response and a follow up call via the switchboard had been required to reach an officer who had then acted on a third email; and
 - (ii) The Clerk was experiencing similar issues, having submitted a request for the discretionary payment offered on the website on 12th March 2024 and not yet received the funds. **Action:** Clerk to raise with Piers Mason at next MVDC Clerks meeting.

Pond Clearance Events

- (55) Council **resolved** to accept Cllr Jones offer to assist Cllrs Husband and Gowrley in the organisation of this year's pond clearance events. Council, noted the team will liaise to ensure the events are promoted in good time to include articles in the July and August issues of the parish magazine and a "keep the dates" free message is submitted for publication in the June issue.

11. Consultations and Communications

- (56) Council noted the:
- (i) requested crime report had advised three crimes and six incidents between 11th March and 13th May 2024;
 - (ii) recorded crimes were the theft of a van (since recovered displaying false plates), theft from a garden centre (person apprehended exiting premises) and theft of a washing machine from a garden;
 - (iii) reported incidents included a single report relating to vehicles driving recklessly and with loud exhausts along the A25, recording of ongoing concern being expressed about impact of parking on Old Road on road safety (advice given to local club), fallen tree partially obstructing A25, vehicle collision with deer, concern for safety of a vulnerable individual, and a minor injury from a puppy bite.

Transformation Mole Valley

- (57) Cllr Husband had attended a MVDC led workshop on Wednesday 16th April 2024 to learn more about "Transformation Mole Valley". Cllr Husband advised that the objectives of this organisation wide review at MVDC appeared to be well thought through and that the desire to direct as many enquiries as possible via digital channels and the customer service centre to free up officer time well intentioned.

Standing orders suspended.

- (58) Cllr Husband, responding to a concerns expressed by MVDC Cllr Potter that:
- (i) Officers do need to ensure generic email boxes are accessed as a matter of routine and make themselves available to resolve any queries or issues on a timely basis; and
 - (ii) communication with all residents, including those who do not use digital channels, needs to remain a priority;
- advised he had been encouraged by the MVDC team's acknowledgement of the need for MVDC to reach out to all residents and, where relevant, to offer training and support.

Standing orders resumed.

- (59) Council noted MVDC had now scheduled a training session to offer digital support to residents and that a poster promoting the session had been published on the village website and would be referenced in the parish update submitted to the June parish magazine.

Surrey Nature Recovery Strategy and Biodiversity

- (60) Cllr Jones had attended a SCC led webinar titled “Surrey Nature Recovery Launch” between noon and 1pm and represented Council at the first Re-Betchworth led Biodiversity Project Community Meeting on Wednesday 8th May 2024 held at Surrey Wildlife Trust Nower Wood Education Centre between 7pm and 9pm.
- (61) Cllr Jones advised:
- (i) the SCC led webinar had provided a useful update as to the approach the team at SCC, as lead partner for Surrey Nature Partnership’s production of a Surrey Nature Recovery Strategy is taking; and
 - (ii) all parties who had attended the evening meeting had:
 - (a) objected to use of the word “park” in the project name and taken the opportunity to voice a few alternative references that had included Community; and
 - (b) expressed a willingness to consider steps that might improve Biodiversity and made constructive suggestions to Norman Jackson with respect to project scope and terms of reference.

Surrey Hills 5-year Management Plan

- (62) Council noted:
- (i) Cllrs Bourke and Cox had attended a Surrey Hills event on 24th April 2024 at which the Surrey Hills National Landscape Board had:
 - (a) launched “Postcards from the Future”, its latest public engagement consultation asking members of the public “*to envision the Surrey Hills as a thriving landscape for nature and people in the year 2100, and submit a postcard describing what it is like*”; and
 - (b) advised its intention to use the ideas to help inspire the next Surrey Hills Management Plan, which will be the blueprint for the Surrey Hills National Landscape for the next 5 years.
 - (ii) the consultation had since been highlighted on the village website and a reference will be included in the parish update to be published in the June parish magazine.
- (63) Council noted updates issued by the NALC, Surrey ALC, SCC, MVDC, Surrey Police, Surrey Hills Board, Surrey Hills Society, GACC and Gatwick Airport had been circulated to Cllrs and key information published within parish updates.

12. Forthcoming Meetings

- (64) The Parish Council will next meet on Monday 8th July 2024 and meetings are subsequently scheduled to be held in the Reading Room on the following dates:
2024: 9th September, 11th November;
2025: 13th January, 10th March; 12th May; 14th July; 8th September; 10th November;
2026: 12th January; 9th March.
- (65) Cllr Husband (and guest) will attend the MVDC Civic Dinner on Friday 17th May 2024.
- (66) Cllr Cox will represent Council at the GACC AGM, to be held at Stanhill Court Hotel at 7pm on Monday 3rd June 2024.
- (67) Pond clearance events are scheduled to be held on Sunday 18th August 2024 and Sunday 1st September 2024.
- (68) Cllr Husband will attend the Surrey Branch of the National Association of Local Councils AGM and Autumn Briefing on Tuesday 19th November 2024 at Dorking Halls.
- (69) The 2025 Annual Parish Meeting will be held at 8pm on Monday 31st March 2025 in the Reading Room.

There being no other business the meeting closed at 9.35p.m.

Sheena Boyce, Clerk

email: parishcouncil@bucklandsurrey.org.uk

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