

BUCKLAND PARISH COUNCIL

Draft Minutes of the Meeting held at 8pm in the Reading Room on Monday 11th November 2024.

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

In attendance: Surrey County Council (SCC) Cllr Helyn Clack; Mole Valley District (MVDC) Cllrs Simon Budd, Paul Potter, and Paula Keay; Simon Humphreys, Surrey Wildlife Trust Voluntary Reserve Manager for Dawcombe and Fraser Down; Julie Vear, Clerk to Betchworth Parish Council and the Clerk.

1. Apologies for Absence

(157) None.

2. Declarations of Interest

(158) None.

3. Requests for Dispensations

(159) None.

4. Minutes

(160) Council **resolved** to approve the Minutes of the Meeting held on 9th September 2024. The minutes were duly signed by the Chair as a correct record.

5. Open Forum

(161) Cllr Husband welcomed everyone to the meeting, thanked Simon Humphreys for accepting Council's invitation to attend for the agenda item 6 and established the same item had prompted Julie Vear to attend.

(162) Council **resolved** to approve Cllr Husband's proposal to suspend standing orders to allow the item to be openly discussed and minuted.

6. Amenities and Volunteer Activity

Surrey Nature Recovery Strategy

(163) Council noted that a paper due to be tabled at a meeting of the MVDC Scrutiny Committee on 12th November, setting out the background to and implications of a Local Nature Recovery Strategy ('LNRS') for Surrey, helpfully included a process timeline that set out the key stages which SCC hopes will lead to its adoption during the final quarter of 2025.

Action: Clerk to add a link from the relevant page of the village website to the paper.

(164) Council noted that while:

- (i) the role of the LNRS will be to set an overall strategic and spatial strategy for how and where measures to bring about nature recovery will be implemented; and
- (ii) once in place, it is envisaged the LNRS will be an important tool to encourage more coordinated and focused action on and investment in the restoration of habitats and species;

that there is no intention for the LNRS to provide method statements for the implementation of any initiatives in pursuant of the aims and objectives set out in the LNRS.

(165) Council noted input from Simon Humphreys, who, by way of example, explained that work currently undertaken on the Surrey Wildlife Trust reserves at Dawcombe and Fraser Down is unlikely to change as a consequence of the publication of the LNRS given the work is already undertaken in accordance with recognised best practice.

Re-Betchworth 4B's Biodiversity Initiative (Re-B4Bs) : Project Update

(166) Council noted:

- (i) Cllrs Jones and Bourke and the Clerk had met with Norman Jackson (NJ) and Simon Humphreys (SH) to discuss the concerns recorded during Council's September meeting;
- (ii) prior to the meeting, the Re-Betchworth volunteers appointed to the Re-B4Bs facilitation team had issued a paper announcing a name change for the project which is now referred to as an initiative rather than the potential to establish a park;

- (iii) feedback to NJ and SH had emphasised that:
 - (a) the attendance of Cllr Jones at future meetings of the Re-B4Bs Forum is to enable Cllr Jones to provide Council with sufficient understanding of what is being proposed to enable Council to respond in a timely manner to any future consultation and/or requests for input and/or support;
 - (b) while the facilitation team may choose to nominate a volunteer who is resident in a particular community to represent the Re-B4Bs in that community, that volunteer must not be seen by Re-B4Bs as representing the community as each Parish Council, as the locally elected body, is the appointed representative for its community;
 - (c) the support of Council for any proposed statement or action of the Re-4Bs needs to be considered at a Parish Council meeting with the decision reached included within the minutes before any Re-B4Bs volunteer makes any suggestion that Council's support has been secured; and
 - (d) as Council does not claim to have expert knowledge, any proposal submitted for consideration by Council needs to be supported by appropriate expert advice and include, where appropriate, detailed method statements; and
- (iv) Cllr Jones had attended the October meeting of the Re-B4Bs Forum and had since circulated a meeting report issued by Re-B4Bs. Council noted the following concerns:
 - (a) the progress report continues to refer to the facilitation team members representing the communities rather than representing the Re-B4Bs in those communities;
 - (b) one of the five stated aims seeks to "Contribute to national and local policies and practices" without explaining in any detail who will define any contribution and on whose behalf any contribution will be made; and
 - (c) recent experience in Buckland has called into question how committed the Re-B4Bs is to the priority action set out in the report to commit to assess proposals for ecological soundness which implies an intention to seek expert advice and reflect that advice in a method statement.
- (167) Council noted input from Simon Humphreys, who shared with Council that Surrey Wildlife Trust would meet shortly to consider its position with respect to the Re-B4Bs and expressed his disappointment that members of the by Re-B4Bs Facilitation Team had chosen not to respect the advice he had issued.
- (168) Council **resolved** to communicate with the Re-B4Bs to:
 - (a) re-emphasise each of the points set out in minute 166 (iii);
 - (b) to share the concerns set out in minute 166 (iv);
 - (c) to restate that Council's approval will only be given in writing by the Clerk and will only be issued after a proposal has been duly considered;
 - (d) to express the need for Re-B4Bs volunteers to take care not to misinterpret ambivalence or reticence on the part of individual residents as support;
 - (e) to seek clarification that any representation to a third party by Re-B4Bs has made /will make it clear it is an input of Re-Betchworth to ensure it cannot be misconstrued as a response made on behalf of Council; and
 - (f) and to make it absolutely clear that Council expects the Re-B4Bs to ensure any proposed activity is supported by the appropriate expert advice **and** ensure its volunteers only act in accordance with that advice.

Action: Clerk to await feedback from the SWT meeting and to consult with Cllr Jones prior to issuing communication.

Standing orders were resumed.

- (169) Council **resolved** to record a vote of thanks to Christian Hamilton for responding so promptly to an invitation to repaint the paving around the War Memorial and for the quality of the work undertaken.
- (170) Council **resolved** to record a vote of thanks to:
- (i) Martin Boyce and Cllr Pryor for installing the poppies and silhouette of a soldier respectively to coincide with the RBL Poppy Appeal; and
 - (ii) Martin Boyce for replacing worn reflective tape on oak posts positioned adjacent to Tranquil Dale and Rectory Lane.

Willow Tree and Village Pond

- (171) Council noted the Clerk had met with Jordon Guigenhalt, MVDC Tree Officer and spoken with Dave Challice, Chartered Arboriculturist to
- (i) discuss the need to balance management of the amenity of the pond against the amenity of the willow tree; and
 - (ii) review the health of the willow tree.
- (172) Council **resolved** to:
- (i) schedule restorative pruning of the willow tree in Spring 2025; and
 - (ii) accept an offer from Dave Challice Consulting to submit a planning application to MVDC to seek permission for treework in a Conservation Area.

Simon Humphreys, Surrey Wildlife Trust Voluntary Reserve Manager for Dawcombe and Fraser Down left the meeting.

7. Highways, Airports and Rights of Way

Highways - Maintenance

- (173) Council noted:
- (i) Cllr Steed had contacted SCC Cllr Clack to ask SCC Highways to share with Council what work is planned following the appearance of over fifty individually marked defects in the surface of Old Road;
 - (ii) Similar white markings had appeared on Sandy Lane, Wonham Lane, Old Reigate Road and through other Dorking rural parishes;
 - (iii) SCC Cllr Clack had advised that while the markings often indicate prepatching work required in advance of surface dressing that the only published information remains the Project Horizon programme details; and
 - (iv) Cllr Steed had indicated he will continue to liaise with SCC Cllr Clack in the hope SCC Highways will clarify the extent and timing of any planned work.
- (174) Council noted SCC Cllr Clack had yet to receive an update following drainage investigations undertaken on the section of the A25 between the village centre and Tranquil Dale.

Verge and A25 footways

- (175) Council noted Amey, MVDC contractor for street cleaning, had undertaken footway clearing alongside the retaining walls through the village centre and cleared vegetation from the traffic islands located between Shepherds Walk and Rectory Lane.
- (176) Council noted:
- (i) SCC contractors had been tasked to return to reprofile and resow the verge adjacent to the recently installed double open gully, just to the west of The Pheasant to reduce the risk of soil being washed into and blocking the gully;
 - (ii) SCC Highways engineers, responding to a concern for safety raised by a resident, had agreed a section of the A25 footway between Squires and the district boundary (on the approach to Little Buckland Corner) needs to be edged. SCC had since advised pricing is being sought and contractors will be tasked. SCC Cllr Clack had cautioned that the timing of the work will be determined by funding availability which may mean the work cannot be undertaken until the new financial year;

- (iii) SCC Cllr Clack had recently confirmed that when asked for priorities across her division that she does highlight Buckland Parish Council's request for reconstruction of the section of footway between the Pheasant and the driveway to Buckland Court to be given high priority (work that continues to be listed under Project Horizon as "project for consideration in future years); and
- (iv) SCC Cllr Clack had shared news that SCC has agreed to allocate additional funding to verge maintenance in the 25/26 budget to increase its ability to respond to footway concerns being raised by residents.

Action: All to encourage residents to submit reports to SCC Highways to highlight sections of footway/verge requiring maintenance.

Highways – A25 Road Safety Improvements

(177) Council noted

- (i) the results of a speed survey on Old Road, undertaken to measure traffic volumes and speed prior to the planned implementation of average speed cameras on the A25 Reigate Road had provided Council with useful objective data;
- (ii) a streetworks application is listed as pending on the Surrey streetworks map for tasks 12/13 of the DfT funded road safety project located on Buckland bends; and
- (iii) constructive liaison between Council and the SCC Highways officers involved in the project continues; and

resolved to record a vote of thanks to the SCC Highways Officers. **Action:** Clerk to relay Council's appreciation .

Highways – A25 Road Closures

(178) Council noted the submission of feedback, sent on 26th October to the Deputy Portfolio Holder for Highways and copied to SCC Helyn Clack, following recent roadworks on the A25 between Buckland and Reigate that had:

- (i) asked SCC to be more amenable to what it considers were constructive requests made with request to signage, requests intended to benefit all drivers and local businesses, especially given the observed shortfalls in performance with respect to the traffic management companies abilities to position and remove signs during intermittent periods of working;
- (ii) expressed concern that residents and business owners are being increasingly put off investing the time to submit reports as the 15 working day window SCC Highways allows itself is simply too long when an enquiry relates to ongoing work;
- (iii) expressed disappointed at feedback that enquiries submitted via Fixmystreet are being closed without any explanation being provided to the person who has submitted the enquiry;
- (iv) asked for clear advice as to how a concern about ongoing works should be reported; asking
 - (a) should enquiries be submitted via the one network website that advises the targeted time for a response will be within 5 days?
 - (b) why the SCC generated response to an enquiry submitted by onenetwork advises a reply will be received within 15 working days?
 - (c) whether the intention is to direct time critical enquiries via members as this seems to be the otherwise unintended consequence of the current system?
- (v) asked SCC Highways to take steps to reduce the risk of more than one set of works being granted a permit when the terms of the permit result in the positioning of conflicting diversion route signage;
- (vi) asked SCC Highways to ensure clearer instructions are provided to Traffic Management Companies to prevent the dangerous positioning of diversion signage at the junction of Old Road and the A25 (i.e. position the sign on the easternmost verge and not in the verge in which the village sign is located to ensure drivers exiting Old Road can see approaching westbound traffic); and
- (vii) SCC Cllr Clack's suggestion that Council will most likely need to wait until after the task force next meets to receive a response.

Bus services

(179) Council, noted:

- (i) while the bus stop road markings on the eastbound carriageway of the A25 near the district boundary (to east of driveway to Normanton) had been refreshed that the request for a bus stop sign and timetable information had yet to be met; and
- (ii) SCC Helyn Clack had confirmed she had submitted an enquiry and hoped a response will soon be forthcoming.

Highways – Street Cleaning

(180) Council noted Karen Brimacombe, MVDC Chief Executive had:

- (i) agreed to work with SCC to co-ordinate the work needed to bring the complete length of the A25 through Buckland up to the appropriate standard; and
- (ii) advised this task will be scheduled once work MVDC and SCC are already working together on has been completed.

Action: Clerk to maintain a watching brief on all outstanding actions relating to Highways.

Airports

(181) Council noted GACC had hosted a Post DCO on line briefing to provide:

- (i) an update on what happened at the planning hearings and outline the areas where GACC (and its members) will need to be active during 2025;
- (ii) details of other Gatwick Airport activities such as the Noise Management Board, Airspace Modernisation, Night Flights;
- (iii) news from the wider world of aviation and its potential impacts; and
- (iv) Cllr Cox had confirmed no actions are required from Council at this time with respect to the Airspace review or the DCO.

(182) Council noted SCC Cllr Clack had advised that following changes to the makeup of the Noise Management Board (NMB), she is hopeful, having very recently attended a meeting of the NMB, that the forum will be able to become a more effective force and encouraged Council to attend future community NMB events. **Action:** Cllr Cox to follow up on SCC Cllr Clack's suggestion.

8. Planning

(183) Council noted the following updates from the Clerk, following consultation with Cllrs who serve on the Planning Committee:

- (i) MO/2024/1220: Prior notification for the erection of an agricultural storage barn of 22 metres x 9.10 metres at Crossways Kennels And Cattery, Crossways Farm, Station Road, Betchworth, RH3 7DF. Application under appeal. Council noted:
 - (a) MVDC Environmental Health had advised Council's concerns relating to the potential impact of the new building on noise nuisance would not be a planning consideration given it does not relate to the use of the barn;
 - (b) any loss of amenity due to noise from the kennels would need to be assessed by Environmental Health; and
 - (c) based on the advice received, no response had been submitted to the Planning Inspectorate;
- (ii) SCC 2024-0107: The retention and use of a wooden hut for storage purposes, the siting and use of two shipping containers for storage and administrative purposes, the siting and use of a toilet, the siting and use of an emergency demountable tent/gazebo, and the use of an existing hardstanding area for vehicular parking, all in association with the approved water based recreation afteruse of the former silica sand quarry at Tapwood Quarry, Reigate Road, Buckland, RH2 9RE. Council had submitted a response expressing support for this application;
- (iii) MO/2024/1403: Change of use of ancillary buildings to form a new family dwelling with associated amenity space at Pettys Farm, Rectory Lane, Buckland, RH3 7BL. Council had submitted a letter to ask MVDC to withdraw permitted development rights for replacement structures; and

- (iv) MO/2024/1538: Reduce the overall size of crown of Weeping Willow by approx 3 metres, back to pruning points at Bratton Hill, Slough Lane, Buckland, RH3 7BJ. Council had chosen not to comment;

(184) Council not to submit any comments on the following recently validated planning applications:

- (i) MO/2024/1723: Crown reduction of Indian Bean tree by front of house to selectively reduce the height by no more than 2 metres and spread by up to 4 metres and to remove deadwood greater than 20mm diameter. All pruning cuts to be made to suitable secondary growth points and to maintain a stable platform for expected regrowth. Height pre works - 14m Post works 12m Spread pre works 12m Post Works 9m at The Cop, Old Road, Buckland, RH3 7DU;
- (ii) MO/2024/1728: Erection of a two storey side extension following demolition of the existing conservatory and roof to the single storey WC/study at Yew Tree Cottage, Reigate Road, Buckland, RH3 7BG. Council noted
 - (a) the applicant had arranged for the location and block plans to be updated to reflect the retention of part of the garden by the previous owner of Yew Tree Cottage a request;
 - (b) as the property is included on the local heritage list MVDC had now invited input from Chris Reynolds, SCC Heritage Officer; and
- (iii) MO/2024/1745: Demolition of existing conservatory and erection of a single storey rear extension at Burley, Old Road, Buckland, RH3 7DU.

Planning Notifications

(185) Council noted the following Planning Authority notifications:

- (i) MO/2024/1538: Reduce the overall size of crown of Weeping Willow by approx 3 metres, back to pruning points at Bratton Hill, Slough Lane, Buckland, RH3 7BJ. No objection;
- (ii) MO/2024/1556: Certificate of Lawfulness for a proposed development in respect of the erection of a 14x8 timber shed following demolition of the existing shed at April Cottage, Old Road, Buckland, RH3 7DY. Application registered; and
- (iii) MO/2024/0859: Conversion and change of use of barn to one dwelling house at Barn North of Wonham Lane, Wonham Lane, Betchworth, RH3 7AD. Refused.

Planning Enforcement

(186) Council noted the following three enforcement enquiries remain ongoing:

- (i) a breach of condition 7 attached to application MO/2001/1627 and the construction of hard standing and a bund on land in agricultural use;
- (ii) breach of condition 2 attached to application MO/2014/1045 (Karcher Cleaning) which relates to unauthorised use of the area around the building for storage of materials; and
- (iii) a request for MVDC to require full compliance with the hard fought for condition that secured a commitment to ensure the residential curtilage of the new dwelling located to the south of Betchworth Village Memorial Hall be restricted to the northwest corner of the plot and for the agricultural land beyond that curtilage to remain in agricultural use.

Action: Clerk to continue to monitor and submit a formal request for updates in advance of the next meeting.

Planning Policy

(187) Council noted:

- (i) MVDC adopted a new Mole Valley Local Plan on 15th October 2024;
- (ii) the plan sets out a 15-year strategic vision, objectives and the spatial strategy as well as the planning policies and site allocations that will guide future development within Mole Valley;

- (iii) the Plan looks ahead to 2039 and identifies where the main developments will take place, and how places within the district will change, or be protected from change, over that period;
- (iv) the main role of the Plan is to guide decision-making on individual planning applications; and
- (v) the page dedicated to the new local plan has been updated to include mention of the plan's adoption and also includes a link to the interactive policies map.

Dorking Masterplan

(188) Council noted

- (i) MVDC had launched a consultation on a Dorking Masterplan, a strategic plan being developed to ensure MVDC is prepared for any opportunity to bid for government funding to support its delivery;
- (ii) concerns about draft proposals set out in the plan focused on the potential adverse impact on traffic flow, parking provision, maintenance costs of aesthetic proposals, prioritising arts and crafts and tourist attractions over the day to day needs of residents who rely on Dorking's shops and services and need to be able to rely on being able to drive in and out of Dorking with ease and find a convenient car park spaces; and
- (iii) **resolved** to submit a response to the consultation.

Actions: All Cllrs encouraged to submit a personal response and to share any additional points that may arise with the Clerk by Wednesday 20th November. Clerk to encapsulate the concerns expressed in the meeting and consider any additional feedback prior to submitting a response.

(189) Council **resolved** not to submit a response to the MVDC consultation on a new Local Validation Checklist, a document that specifies information that must be submitted with a planning application before MVDC will register it as a valid application.

(190) Council noted MVDC had advised consultations on three Supplementary Planning Documents (SPD's) will follow shortly:

- (i) Affordable Housing SPD– to provide information to developers on how the Council wants affordable housing to be delivered;
- (ii) Householder Application SPD – to give applicants information on the best way to make applications to extend their own property; and
- (iii) Planning Obligations SPD – to set out how MVDC wants to use S106 Agreements to deliver the infrastructure needed to support delivery the Local Plan

(191) Council noted:

- (i) MVDC had amended the district council's Scheme of Delegation to remove the ability of a parish council to require determination of a planning application to be referred to the Development Management Committee; and
- (ii) MVDC Cllr Cooksey, speaking at the MVDC Council meeting, had advised parish councils that as ward members retain the ability "call in an application" that they should, in future ask their ward members to consider asking for an application to be determined by committee.

Council **resolved** to minute its disappointment at this change and put its three MVDC Cllrs (ward members) on notice to expect requests should the parish council wish to register an objection to ensure any concerns being expressed will be given appropriate weight by MVDC planning officers.

(192) Council **resolved** to ratify the request the Clerk had made of its MVDC Cllrs to resist requests for MVDC and/or political group meetings to be scheduled on Monday evenings to safeguard their ability to attend parish council meetings across their ward and, in particular, provide support on planning matters.

(193) Council, noted Cllr Jones and the Clerk had registered to attend a Surrey ALC online webinar on 12th November 2024, at which Steve Tilbury BA(Hons) MSc AssocRTPI will provide an update on Government planning reforms and next steps with an overview of the possible implications for the Parish and Town Sector.

- (194) Council noted newsletters, and an invitation to attend a webinar to explore the challenge and process of providing affordable homes in rural areas, issued by Surrey Community Action's Rural Housing Enablers had been circulated to Cllrs. No action required.

9. Formalities

- (195) Council noted the requested crime and incident report had recorded one crime and eight incidents between 9th September 2024 and 11th November 2024.
- (i) Crime: one instances of driving without insurance; and
 - (ii) Incidents: two vehicle stops that resulted in the issue of guidance, and individual reports of an abandoned vehicle, a vehicle wedged on a public bridleway, an altercation between two members of the public (one walking a dog), a branch falling through a car windscreen causing minor scratches, and a report of suspicious activity on Dungates Lane.

- (196) Council noted:

- (i) the Clerk had attended a Surrey ALC sponsored legal webcase held on Thursday 17th October 2024; and
- (ii) Jane Moore, NALC's Senior Solicitor and Legal Manager had drawn attention to the recently published Employment Bill, provided tips for locating information on the re-launched NALC website and encouraged all parish councillors to complete their individual registrations to access the information and guidance published on the NALC website.

Action: Cllrs to register on new NALC website. No other actions required at this time.

- (197) Council noted:

- (i) On 11th October 2024, NALC had advised its library of advice notes had been updated by the NALC employment law, HR, and health & safety services partner WorkNest;
- (ii) a link to the updated advice had been circulated to Cllrs, advice that had drawn Council's attention to a new positive duty for parish councils, as employers, to take steps to prevent sexual harassment in the workplace that would come into effect on 26th October 2024; and
- (iii) Council's Dignity at Work Policy includes all forms of harassment.

- (198) Council, having noted all Councillors had been notified of the new duty, provided with a link to the updated NALC issued advice, taken the time to read the advice note and re-read the Dignity at Work Policy, **resolved** to reaffirm its pledge to live by the principles set out in its Dignity at Work Policy. No further action required at this time.

Remote meetings and proxy voting

- (199) Council noted:

- (i) the Government is consulting on introducing powers to allow Parish Cllrs to apply for a dispensation to attend a council meeting remotely and, in certain circumstances to be allowed to vote by proxy;
- (ii) Cllrs can each submit an individual response in addition to a Council response and the consultation is also inviting responses from members of the public.

- (200) Council **resolved** to submit a response to the consultation to:

- (i) express support for the proposal to allow a:
 - (a) Cllr to apply for an exception to attend an ordinary full council meeting remotely in very limited circumstances (i.e. health related or to allow a quorum to be met);
 - (b) Council to opt to hold an online or hybrid meeting, whilst noting Council's current view that this option would be most likely to be used to hold adhoc additional meetings online;
- (ii) to express its reservation about any proposal for proxy voting and express its view that only Cllrs physically attending an in person meeting be eligible to vote on a matter i.e. not to support any proposal to allow proxy voting.

Action: All Cllrs encouraged to submit individual responses to the consultation. Clerk to submit Council's response.

- (201) Council noted that Rachel O Reilly (ROR), one of the MVDC Heads of Service had attended a recent meeting of MVDC clerks to highlight the responsibilities of parish councillors with respect to safeguarding. Council, having given due consideration to a draft safeguarding policy (prepared by the Clerk using a model document available from the Society of Local Council Clerks) incorporating a one page guide (provided by ROR) resolved to **adopt** the policy as drafted. **Action:** Clerk to upload adopted policy to the village website.
- (202) Council noted the Data Protection Policy and Privacy Notices, last adopted on 13th May 2024, had been amended to reflect an update to the email address used by the Information Commissioner's Office to process queries/complaints.
- (203) Council noted:
- (i) details of the MVDC statutory review of its parliamentary polling districts, polling places and polling stations had been published on the village website; and
 - (ii) as the MVDC proposal is for the Reading Room to continue to as the polling station for Buckland, no objection had been expressed.
- (204) Council noted Cllr Pryor had attended the River Mole Catchment Partnership Annual Event at West Horsley Place on Thursday 10th October 2024 and links to slides had since been circulated.
- (205) Council noted Cllr Pryor, and the Clerk will attend the Surrey Hills Symposium on Wednesday 13th November at Guildford University.
- (206) Council noted key information published within updates issued by the NALC, Surrey ALC, SCC, MVDC, Surrey Wildlife Trust, the River Mole Catchment Partnership, Surrey Hills Society, GACC, Gatwick Airport. Al-Anon and Brockwood Medical Practice Patient Participation Group had been included within parish updates and/or used to update relevant sections of the village website.

SCC Cllr Helyn Clack, MVDC Cllrs Simon Budd, Paul Potter, and Paula Keay and Julie Vear, Clerk to Betchworth Parish Council left the meeting.

10. Finance

- (207) Council noted:
- (i) Cllr Jones had verified the bank balances entered on the Q2 bank reconciliation against the bank statements, and having reviewed the cashbook against the bank reconciliation, signed the cashbook to confirm no anomalies had arisen between 1st July 2024 and 30th September 2024; and
 - (ii) financial schedules circulated in advance of the meeting had included a year-to-date cash book, an analysis of forecast versus budget expenditure and a bank reconciliation.
- (208) Council noted Unity Bank had:
- (i) advised that with effect from October 2024 the service charge will be applied at the end of each calendar month;
 - (ii) on 30th September 2024, applied
 - (a) £18 Q2 service charge to the current account; and
 - (b) Q2 interest of £185.90 to the instant access savings account; and
 - (iii) On 31st October 24 applied the October service charge of £5.40 to the current account.
- (209) Council noted the National Joint Council for Local Government Services (NJC) had agreed scale pay rates applicable from 1 April 2024 to 31 March 2025 and encouraged employers to implement the new rates of pay as soon as possible.
- (210) Council **resolved** to amend the value of the monthly sum paid on the 19th day of each calendar month to the Clerk, by Standing Order with Unity Trust Bank, to reflect the recently advised increase in hourly rate for Salary Scale Point 27 with effect from December 2024.

Account Receipts and Payments

- (211) Council noted a £37.50 donation, generated through the sale of walk booklets had been received into the Parish Council bank account between 9th September 2024 and 11th November 2024.

- (212) Council **resolved** to approve the following payments:
- (i) HMRC £130.44, PAYE liability re: October salary payment;
 - (ii) Microsoft £79.99 including £13.33 Vat, Renewal 365 Software licence;
 - (iii) G Burley and Sons Ltd £110.18 including £18.36 Vat, September grass cut;
 - (iv) Flashback Tape £98.80, including £16.47 Vat, Reflective tape for oak posts;
 - (v) Sheena Boyce £138.68, 2024/5 increase in scale rate (Apr–Sep);
 - (vi) HMRC £58.51, PAYE re 2024/5 increase in scale rate;
 - (vii) Sheena Boyce £46.36, 2024/5 increase in scale rate (Oct-Nov);
 - (viii) Reading Room £115.00, Room hire re: parish council meetings held on 13th May, 8th Jul, 9th Sep, 11th Nov, and a liaison meeting with Surrey Highways held on 30th July 2024;
 - (ix) Christian Hamilton Landscapes £697.00 Repointing paving around War Memorial; and
 - (x) HMRC £149.81, PAYE liability re: November salary payment.

11. Forthcoming Meetings

- (213) The Parish Council will next meet on Monday 13th January 2025 and meetings are subsequently scheduled to be held in the Reading Room on the following dates:
2025: 10th March; 12th May; 14th July; 8th September; 10th November;
2026: 12th January; 9th March.
- (214) The Clerk will attend a meeting of Mole Valley Clerks to be held at Pippbrook on Wednesday 4th December 2024 and a meeting of the Surrey Branch of the Society of Local Council Clerks to be held in Cranleigh on Thursday 19th December 2024;
- (215) Cllr Jones and the Clerk will attend a Surrey ALC led online planning update on Tuesday 12th November 2024.
- (216) Cllr Pryor and the Clerk will attend the Surrey Hills Symposium – Nature Calling on Wednesday 13th November 2024.
- (217) Cllr Husband and the Clerk will attend the Surrey Branch of the National Association of Local Councils AGM and Autumn Briefing on Tuesday 19th November 2024 at Silvermere Golf Club, Cobham.
- (218) 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 9.58 pm.

Sheena Boyce, Clerk email: parishcouncil@bucklandsurrey.org.uk

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