

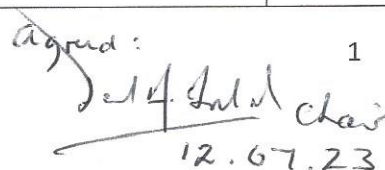
# Mickleham Parish Council

[www.micklehampc.org.uk](http://www.micklehampc.org.uk)

Minutes of the Annual MPC Meeting held at 8.10pm on 23 May 2023

Venue	Ranmore Room, St Michael's Church	
Chair	David Ireland (DI)	
Councillors Present	Graham Clark (GC) David Ottridge (DO) Andrew McNaughton (AM)	Will Dennis (WD) John Lowes (JL)
Clerk	Feena Graham (FG)	
Members of the Community	Kayleigh Hunter Angela Ireland (AI) Ben Tatham	

Item No	This meeting followed on from the Annual Parish Meeting.	Action:
1	<p><b>(1/05/23) Nominations for a Chair for 2022-2024</b></p> <p>Chaired by the current Chair. David Ireland was proposed by Graham Clark and seconded by John Lowes. DI was elected unanimously.</p>	
2	<p><b>(2/05/23) Nominations for a Vice-Chair for 2023-2024</b></p> <p>Chaired by the new Chair. Graham Clark was proposed by Will Dennis and seconded by Andrew McNaughton. GC was elected unanimously.</p>	
3	<p><b>(3/05/23) Opening Formalities</b></p> <p><b>3.1 Apologies for absence:</b> County Cllr Hazel Watson (Meeting) Cllr Leah Mursaleen-Plank (Meeting) David Sadler (unavailable)</p> <p>WD asked if the MPC dates can be reviewed against the MVDC meeting dates.</p> <p><b>3.2 Declarations of Interest/Requests for Dispensations</b> All Councils completed new forms. None declared for this meeting.</p> <p><b>3.3 Agree the Minutes of the Meeting held on 15 March 2023</b> Minutes were approved by Councillors and duly signed by the Chair.</p> <p><b>3.4 Chair's Comments</b></p> <ul style="list-style-type: none"> <li>DPO survey was completed with WD/DI/FG on 22 March to identify the need for membership of ICO. No membership is required.</li> <li>No further progress on the refurbishment of the Cottages in Norbury Park.</li> <li>The two Mickleham signs have been refurbished and put back up in time for the Coronation weekend, thanks to the efforts of Jim Evans, Nick Presley and Tim Garbett. DI to send a note of thanks on behalf of the MPC.</li> <li>No further updates from Box Hill School regarding their submitted request for a 20mph zone around the entrance of the school.</li> </ul>	Clerk

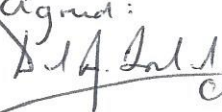
Agreed: 1  
  
 12.6.23

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	<ul style="list-style-type: none"> <li>GC was asked to follow up with Cherkley Court to seek permission to access the area to retrieve abandoned cars.</li> <li>DI confirmed a car had brought for the Ukrainian family in Mickleham, by the generosity of the community fund raising.</li> </ul>	GC
4	<p><b>(4/5/23) Open Forum</b></p> <p><b>4.1 Liaison between Surrey Police and Mickleham Parish Council</b></p> <ul style="list-style-type: none"> <li>Periodic Police Report - nothing to report.</li> <li>Dave Sadler was unable to attend.</li> </ul> <p><b>4.2 Public Questions</b></p> <p>Email received from Maggie Lambert and issues raised by Ben Tatham were discussed.</p> <ul style="list-style-type: none"> <li>The dog mess had increased in the Recreation Ground and the Councillors agreed to explore a sign to be erected asking dog owners to be more responsible and pick up their dog's poo.</li> <li>A suggestion to have poo bags available was raised. The Councillors agreed to look at a Dog Waste Dispenser being installed at both ends of the foot path.</li> <li>The state of the grass cutting in the churchyard being left to over grow was raised. Details of the ECO Group were outlined in the previous Annual Parish Meeting. The Council recommended that the Eco Group should communicate their plans to the local community in advance to avoid any confusion.</li> <li>The proposed gate installation by the Rowbottom's entrance with Dell Close caused concern with a narrow road and allowing passing place for traffic travelling both ways. After various conversation with the owners, they have agreed to install the gate at a recess point to accommodate the passing place.</li> <li>WD raised the plant bed opposite this area and asked if Box Hill School could possibly remove it.</li> </ul> <p>Ben Tatham thanked the MPC on behalf of the Mickleham Hall Trustees for discussing the passing room in Dell Close.</p> <ul style="list-style-type: none"> <li>St Michael's School have requested for white lines to be drawn on the Recreation Grounds for their school's sports activities from 19 June to 20 June. As Corporate Trustees for the Children's Recreational Ground, the Councillors agreed. GC to liaise with the contractors.</li> </ul>	<p>DI/Clerk</p> <p>DI/Clerk</p> <p>Clerk</p> <p>GC</p>
5	<p><b>(5/05/23) Councillors' Responsibilities</b></p> <p><b>5.1 To agree the areas of responsibilities for 2023-2034</b></p> <p>The previous year's list was reviewed and updated in line with the new Term of Office. List to be updated and sent to all Councillors.</p> <p><b>5.2 To agree membership of any Working Groups</b></p> <p>The membership of groups remains the same.</p> <p>Local Plan group on hold due to plans stopped.</p> <p>Mickleham Signs group is no longer needed as refurbishment is now completed.</p>	Clerk

Agreed:  
  
 Chair  
 12.07.23



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6	<p><b>(6/5/23) Finance &amp; Formalities</b></p> <p><b>6.1 Approve Accounts for Payments</b> Retrospective payments are:</p> <ul style="list-style-type: none"><li>£141.60 - NJL BoxGreen for Recreational Grounds Mowing in March.</li><li>£132.09 - Annual subscriptions to SALC</li><li>£200.00 - St. Michael's Church for the use of Ranmore Room.</li></ul> <p>New Payments</p> <ul style="list-style-type: none"><li>£82.80 - Refund to DO for payment to Bright Pay for payroll software.</li><li>£158.40 - Mulberry &amp; Co for the internal audit.</li><li>£283.20 - NJL BoxGreen for Recreational Grounds Mowing in April</li><li>£264.00 - Refund to DO for payment to Zurich for Insurance</li></ul> <p>All Councillors agreed.</p> <p><b>6.2 Agree Bank Reconciliation</b> The bank reconciliation up to the 05 May 2023 had been circulated and was approved by all and signed by the Chair. The current bank balance after all agreed payments is: £9432.20. This includes the April precept payment and a £200 grant from MDVC for Coronation activities.</p> <p><b>6.3 To agree Section 1 of the AGAR (Annual Governance Statement)</b> Section 1 had been circulated and was approved by all Councillors and signed by the Chair and Clerk.</p> <p><b>6.4 To agree Section 2 of the AGAR (The Accounting Statement)</b> Section 2 had been circulated and approved by all Councillors and signed by the Chair.</p> <p><b>6.5 To approve the AGAR Certificate of Exemption.</b> Approved by all Councillors and signed by the Chair and RFO.</p> <p><b>6.6 To approve the Internal Audit reports.</b> DO ran through the audit report and the audit findings.</p> <ul style="list-style-type: none"><li>• A query was raised as to who owns the Recreational Grounds. DO to follow up.</li><li>• Agenda publish dates to be included – this has now been actioned.</li><li>• PDFs on website described as 'blind copies' – further clarification is needed.</li></ul> <p>The internal Audit reports were approved by all Councillors.</p> <p><b>6.7 To approve the dates of the Notice of Public Rights</b> These will be published on the MPC website and will be available from Monday 12 June to Friday 21 July 2023. All Councillors agreed.</p> <p><b>6.8 To agree a new Insurance Premium.</b> DO had investigate renewals costs from Hiscox, the current broker quoting £527.75 compared to a new quote from Zurich at £264.00. The Zurich quote was agreed by all Councillors.</p>	
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DO

DO

Agreed:

*[Signature]*  
Chair

12.07.23

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	DI thanked DO for compiling the relevant RFO documents for approval.	
7	<p><b>(7/5/23) Planning</b></p> <p>AM reported on :</p> <ul style="list-style-type: none"> <li>Loft conversion at Glenrose was approved.</li> <li>Certificate of Lawfulness for <del>Mike</del> Cottage was refused.</li> </ul> <p><i>Note</i> <i>FS</i></p>	
8	<p><b>(8/5/23) Reports from Working Groups</b></p> <p><b>8.1 Norbury Park Working Group</b> JL had forwarded a summary of the Norbury Park Community Forum (NPCF) Summary and Actions (16 February 2023), and answered any questions raised by the Councillors.</p> <ul style="list-style-type: none"> <li>The forum was useful in understanding what's being planned/happening.</li> <li>The summary reported on plans for creation of cycle paths.</li> <li>The forum is made up of two main bodies biologists and countryside specialists on the one hand and on the other, members of the wider community. This creates a conflict of concern which can often prevent progress being made.</li> <li>JL to follow up on the issue of cycle paths being obstructed by fallen branches.</li> </ul> <p><b>8.2 Local Plan Working Group</b> On hold. This item will be removed from the agenda until further need.</p> <p><b>8.3 Mickleham Sign Renovations</b> All work completed as reported in point 3.4.</p>	JL
9	<p><b>(9/5/23) Traffic &amp; Parking &amp; Noise Update</b></p> <p><b>9.1 Community Speed Watch Group</b> AI reported on the latest information available.</p> <ul style="list-style-type: none"> <li>W/c 15 May was the annual Project EDWARD week (Every Day Without A Road Death) when all teams are encouraged to book a watch session where possible.</li> <li>Mary Merrett and Frances Presley carried out a session and caught one driver speeding at 44mph in the Old London Road heading towards Dorking.</li> <li>Sessions were unable to be carried out in the previous few weeks the group were waiting for a battery pack to be replaced by the police. This has now been provided.</li> <li>Seven volunteers have now been trained but the group could still do with a few more committed volunteers to achieve their aim of two sessions per month.</li> <li>AI expressed her thanks to Frances Presley and Mary Merrett who are always the first to volunteer.</li> </ul> <p>VAS Update: Reading from SCC have been delayed as the Speed Survey Technician has been absent due to surgery. Readings to be sent to Councillors.</p>	Clerk

*Agreed:*

*Dec A. L. L. L.*  
*Chair*  
*12.07.23*



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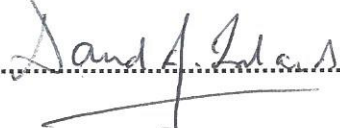
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10	<b>(10/5/23) Chair/Clerk's Forum Updates</b>  None to report		
11	<b>(11/5/23) Elections 2023 / Councillor Vacancy</b>  The Clerk summarised the Election 23 results for Parish Councils: <ul style="list-style-type: none"><li>• MPC had been uncontested and six councillors of the seven remained. With the resignation of Kayleigh Hunter moving from the area, there is a vacancy for one more Councillor for Mickleham.</li><li>• Cllr Elsie Rosam was elected for Dorking North.</li><li>• Three Liberal Democrat Councillors were elected for the ward of Mickleham Westcott &amp; Okewood and they were all invited to today's meeting but due to the first main MVDC Meeting taking place there was a clash of dates.</li><li>• The process to co-opt a Councillor to fill the vacancy will be the same as last year.</li></ul> The Councillors agreed the process should start as soon as possible.		Clerk
12	<b>(12/5/23) Urgent Items received by the Chair.</b>  None received.		
13	<b>(13/5/23) Kings Coronation Tea – Summary of Event.</b>  The event proved to be very successful and well supported by the community. Details and photos will be published in the June edition of the Mickleham Magazine.		
14	<b>(14/5/23) Next Meetings:</b>  Wednesday 12 July at 730pm Wednesday 13 September Wednesday 08 November (inc. Children's Recreation Ground Trust Meeting)		

DI thanked everyone for attending and closed the meeting at 9.21pm

Signed: .....



Date: .....

12 July 2023

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