



## **NEWDIGATE PARISH COUNCIL**

### **MINUTES OF ANNUAL MEETING OF THE PARISH COUNCIL**

Monday 13<sup>TH</sup> May 2024 at 8pm

Held at the Village Hall

**PRESENT:** William Harmsworth (Chairman) Phill Crutcher (Vice-Chairman) Ameeta Garga, Bill Kear, Sarah MacDonald, John McKenzie-Sage, Mr Peter Perdue, Richard Tyson-Davies.

**ALSO IN ATTENDANCE:** 5 members of public & Cllr Dineke van den Bogerd, Cllr Jo Farrar-Astrop.

#### **1. ELECTION OF CHAIRMAN & VICE CHAIR FOR 2024/25**

William Harmsworth was voted in by a unanimous vote of the councillors present so will remain as Chairman for another year on the Parish Council. Phill Crutcher was voted in as Vice-Chairman by all councillors present so will also continue in his position for another year. The Acceptance of Office was signed by the Chairman.

#### **2. APOLOGIES FOR ABSENCE**

None

#### **3. DECLARATIONS OF INTEREST**

None

#### **4. MINUTES OF PREVIOUS MEETING**

The minutes of the Full Parish Council meeting held on 8<sup>th</sup> April 2024 were agreed and approved by all members present and signed by the Chairman.

#### **5. REGISTER OF INTERESTS TO BE REVIEWED BY ALL COUNCILLORS**

Councillors advised the clerk that there were no changes or updates to their current submitted forms.

#### **6. COMMITTEE STRUCTURE AND MEMBERSHIP**

The agreed Committee members for 2024/25 are as follows:

- a) Planning Committee – JMS (Chairman) AG, WH, BK, SM, RTD
- b) Finance Committee – PC (Chairman) WH, BK, RTD

Agreed areas of responsibility for 2024/25:

- a) Traffic Calming/Speed Watch – PP
- b) Brickworks/Surrey Wildlife Trust – BK
- c) Allotments – AG
- d) Website/Facebook – AG
- e) Gatwick/GACC - PP

#### **7. PUBLIC QUESTIONS**

Q1. A resident raised his concerns over the number of HGVs, which were using the village and surrounding roads as short cuts to other destinations rather than remaining on the main roads.

Councillors acknowledged his concerns but the Parish Council are unable to take any action to stop this from happening.

## 8. COMMUNITY POLICE REPORT

For period 11<sup>th</sup> March – 13<sup>th</sup> May 2024

Newdigate	Parkgate Road	Close pass on cyclist. Van was over taking at speed. Under Investigation.
Newdigate	Village Street	Criminal damage to motor vehicle. It had broken down and was later found with damaged lock.
Newdigate	Newdigate Road	Padlock to substation broken and copper cables stolen.
Newdigate	Parkgate Road	Neighbour dispute over CCTV coverage.
Newdigate	Winfield Grove	Neighbour dispute mainly concerning noise.
Newdigate	Kingsland / Winfield Grove	WOA given to driver for speeding.
Newdigate	Henfold Lane	Car in ditch. Local driver arranged recovery. It was near roadworks.
Newdigate	Parkgate Road	Concerns regarding bonfire in case in spreads. Fire brigade alerted. No further reports.
Newdigate	Partridge Lane	Man seen digging up cables on the verge. Officers attended and was in fact drainage being dug not cables.
Newdigate	Partridge Lane	Stolen motorcycle recovered from Surrey. Originally stolen in London. Tracking device allowed it to be located.

## 9. CLERKS REPORT

- 9.1 Newdigate CofE Primary School swimming pool – funding and volunteer support. The Clerk will add this item to their June article for the parish magazine.
- 9.2 The King’s Portrait has been donated to the Newdigate Community Trust and is now in place in the village hall.
- 9.3 Cllr John McKenzie-Sage will be attending ‘Making Effective Planning Representations’ on Tuesday 14<sup>th</sup> May 2024 provided by Mulberry’s.

## 10. CORRESPONDENCE/INFORMATION

- 10.1 Councillors noted the Surrey County Council – Parish Council Community Emergency & Resilience Survey. This topic will be discussed in more detail in the following months.
- 10.2 Surrey County Council – Parish Biodiversity – Collaborating for Nature Survey. This survey is to gain a better understanding of where to concentrate resources to support on the nature front. Closing date for submissions is the 19<sup>th</sup> May 2024.
- 10.3 Councillors noted Website Top Tips Webinar Accessibility & Cybercrime– Wed 12<sup>th</sup> June – AG.
- 10.4 The Committee on Standards in Public Life Consultation circulated to Cllrs – survey closes on Friday 17<sup>th</sup> May 2024.
- 10.5 Newdigate Primary School – Swimming Pool maintenance and ongoing costs. Phill Crutcher updated all present on the fund raising of £10,000, which was needed for maintenance costs and updating of the swimming pool for it to remain open and in use by the community. Phill submitted a request for the Parish Council to make a suggested donation of £500.00 to

support the parents and children who are working hard together to keep this asset open. All councillors present agreed to this donation.

- 10.6 Transport for the South East (TfSE) is a sub-national transport body bringing together 16 local authorities across the region. Request to complete 'Your Voices Survey' <https://tfse.engage-360.co.uk> (link to be added to Facebook & Website).
- 10.7 Surrey Partnership – Recycling in Surrey 2022-23 – toolkit for community organisations. All about our waste and what happens to it! Info link to be added to website/ Facebook.

## 11. FINANCE

- 11.1 The PC NatWest bank balance of £30,154.06 was agreed and approved by all councillors.
- 11.2 The Brickworks A/c bank balance of £1990.00 was agreed and approved by all councillors.
- 11.3 The Chairman signed and verified the excel account spreadsheets to both NatWest Bank statements.
- 11.4 All councillors reviewed the Year End Annual Internal Audit Report for the period 2023/24.
- 11.5 The Annual Governance Statement Certificate of Exemption was approved by all councillors.
- 11.6 The Annual Governance Statement 2023/24 was approved by all present and signed by the Chairman. (Submission to the external auditor PKF Littlejohn by 1<sup>st</sup> July 2024).
- 11.7 The Accounting Statements for 2023/24 were approved by all councillors and signed by the Chairman.
- 11.8 The Exercise of Public Rights which will commence on Monday 3<sup>rd</sup> June 2024 and end on Friday 12<sup>th</sup> July 2024 was acknowledged by all present.
- 11.9 The updated NALC Model Financial Regulations were reviewed by all councillors and adopted.
- 11.10 Councillors approved the grant application to Kent, Surrey and Sussex Air Ambulance for the sum of £350.00
- 11.11 The Asset Register was noted by all and approved.
- 11.12 The following payments were approved by councillors:

PAYEE	DETAILS	
Mulberry Limited	Councillor Training Course - JMS	£60.00 BACS
Surrey Air Ambulance	Grant Application 2024/25	£350.00 TBC
Zurich Municipal Insurance	Insurance Premium 1/6/24-1/6/25	£409.29 BACS
SES Business Water	Estimated water bill 30/9/22 – 31/3/24	£40.14 BACS
HMRC	Clerk Tax May	£160.44 BACS
Community Heartbeat	Defibrillator battery @ Surrey Oaks	£267.00 BACS
Mulberry Limited	Year End Audit 2023/24	£175.50 BACS

## 12. PLANNING

- 12.1 No planning applications to consider weekending 9<sup>th</sup> May 2024.

## 13. HIGHWAYS & TRAFFIC CALMING

- 13.1 Peter Perdue advised that there has been a police presence in the village monitoring the speed of vehicles. We have not been advised of the frequency of these visits. The Clerk will follow up with Surrey Highways and Helyn Clack and local District Councillors with regard to lack of contact to PP's emails re safety improvements.
- 13.2 The first VAS sign has now been installed at Parkgate Road. It flashes up '30' and SLOW DOWN to approaching vehicles who are exceeding the 30mph speed limit. There will be a further two installed, one in Kingsland and one on the Rusper Road. It is hoped that these signs will act as a reminder to motorists to respect the speed limit whilst travelling through the village. This in turn should go some way to make it safer for residents and road users.

**14. GATWICK MATTERS**

14.1 Nothing to report.

**15. TRIG STREET**

- 15.1 Richard Tyson-Davies continues in his efforts to seek funds for this project whilst awaiting news from his recent application.
- 15.2 Report from resident - Byway 313 – new fencing making footpath very narrow with a muddy surface. Damaged style and finger post. Ruth Hills, Countryside Access Officer responded that there is no definitive width to the footpath so encroachment will not be viable. The surface will be monitored and if necessary, a type 1 or similar will be used.

**16. BRICKWORKS**

16.1 Bill Kear confirmed that prior to any work commencing at the Brickworks the results from the recent Newt survey need to be received and a plan has been arranged in unison with SWT as to how and when repairs to the boardwalk can commence.

**17. PUBLIC COMMENTS**

Q1. A resident asked for an explanation of what the Exercise of Public Rights was. The Chairman explained what this represented.

**15. DATES OF FORTHCOMING MEETINGS**

Monday 3<sup>rd</sup> June 2024 – Planning Committee Meeting at 7.30pm  
Monday 10<sup>th</sup> June 2024 – Full Parish Council Meeting at 8pm

Meeting ended 9.20pm

Chairman..... Dated.....