

Mickleham Parish Council

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Minutes of the Annual MPC Meeting held at 8.25pm on 21 May 2025

Venue	St Michael's Church
Chair	David Ireland (DI) (designate)
Councillors Present	Graham Clark (GC) Gill Wilson (GW) Andrew McNaughton (AM) Emma Flynn (EF) John Lowes (JL)
Clerk	Feena Graham
Attending	County Cllr Hazel Watson District Cllr Chris Budleigh
Members of the Community	David Allbeury Robin Rowlands

Item No	This meeting followed on from the Annual Parish Meeting. DI opened the meeting stating that WD has been nominated as Chair for the new term, however he has been hospitalised unexpectedly, so an interim Chair for today's meeting will need to be agreed.	Action:
1	(1/05/25) Nominations for a Chair for 2025-2026 Chaired by the current Chair, David Ireland. Will Dennis was proposed in his absence, by Andrew McNaughton and seconded by John Lowes. Will Dennis was duly elected. DI agreed to Chair this meeting for continuity in WD's absence. Proposed by Andrew McNaughton and seconded by Emma Flynn.	
2	(2/05/25) Nominations for a Vice-Chair for 2025-2026 Chaired by the Chair designate, David Ireland. Graham Clark was proposed by Andrew McNaughton and seconded by John Lowes. GC was duly elected.	
3	(3/05/25) Opening Formalities 3.1 Apologies for absence: Will Dennis (hospital) District Cllr Leah Mursaleen-Plank (unavailable) David Sadler, Police Liaison (unavailable) 3.2 Declarations of Interest/Requests for Dispensations None. 3.3 Agree the Minutes of the Meeting held on 12 March 2025 Minutes were approved by Parish Councillors present with one amendment referring to point 7.4. It should be PSPO not ASBO. Minutes duly signed by the Chair.	

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	<p>3.4 Chair's Comments</p> <ul style="list-style-type: none"> 09/24 5.1 Norbury / Water Pollution District Cllr Leah Mursaleen-Plank referred to news bulletin regarding signage detailing safe times to go into the water of the River Mole. District Cllr Leah Mursaleen-Plank was not available for today's meeting. <p>Cllr Chris Budleigh (CB) replied as Treasurer of River Mole - River Watch. CB detailed that the safety is highly dependent on the level of flow through the river. At the moment the nitrate and phosphate levels in the water are higher than they should be at this stage. Discussions are being held with Thames Water who are putting money into treatment works. There will be some improvements, but there is a lot of work to be done and there is also a lot of housing being built around, and the sewage flow capacity has not been upgraded.</p>	
4	<p>(4/5/25) Open Forum</p> <p>4.1 Liaison between Surrey Police and Mickleham Parish Council The periodic Police Report for 12 March to 21 May 2025 received from Andy Reid, Office Manager, Mole Valley Safer Neighbourhood Police Team, and was circulated in advance and accepted by the MPC. David Sadler, Police Community Officer, had sent his apologies.</p> <p>The majority of incidents are to do with issue of speeding and vehicles offending on the A24</p> <p>4.2 Public Questions None raised at this meeting.</p>	
5	<p>(5/05/25) Councillors Responsibilities</p> <p>5.1 To agree the areas of responsibilities for 2025-2024 The previous year's list was reviewed and updated in line with the changes to the Councillors.</p> <p>Parish Councillors have agreed to continue with existing responsibilities. Changes include:</p> <ul style="list-style-type: none"> DI taking on the role of liaising with Box Hill School. (Now known as RGS Surrey Hills). A Councillor is required to taken on Traffic & Road Safety, as WD is now voted in as Chair. The volunteer would need to review any traffic reports that we get and raise any issues that arise from the community. DI asked for a volunteer to come forward. <p>5.2 To agree membership of any Working Groups The membership of groups remains the same:</p> <ul style="list-style-type: none"> Norbury Park will remain with JL. Local Plan will remain with AM/GC and which will incorporate the HNS recently conducted. 	<p>Action / All Parish Cllr's</p>

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6	<p>(6/5/25) Finance & Formalities</p> <p>6.1 Approve Accounts for Payments Retrospective payment were:</p> <ul style="list-style-type: none">£312.00 - NJL for Rec mowing in March.£18.00 - Mulberry & Co for Clerk Training.£330.00 - J Wilson Building Services for:<ul style="list-style-type: none">• Fencing Repairs £130.00• Rec Notice Board Repair £200.00 <p>New Payments are:</p> <ul style="list-style-type: none">£312.00 - NJL for Rec mowing in April£148.00 - Surrey ALC Ltd for Subscriptions:<ul style="list-style-type: none">• SALC £120.88• NALC £27.52£230.12 - Surrey Community Action Group for the cost of the Housing Needs Survey.£175.00 - Andrew Clark for Path Grass cutting & Strimming in May (not requested, but honoured). <p>All Parish Councillors present agreed and four cheques were signed for payment.</p> <p>6.2 Agree Bank Reconciliation The bank reconciliation up to the 05 April 2025 for the end of the financial year had been circulated, and was approved by all and signed by the Chair. 2024-2025 Year closed with a balance of £1600.83. This will be carried forward to 2025-2026. First part of the precept payment had been received. The current bank balance after all agreed payments is: £7850.67</p> <p>6.3 To agree Section 1 of the AGAR (Annual Governance Statement) Section 1 had been circulated and was approved by all Councillors and signed by the Chair and Clerk present.</p> <p>6.4 To agree Section 2 of the AGAR (The Accounting Statement) Section 2 had been circulated and approved by all Parish Councillors and signed by DI, as Chair designate.</p> <p>6.5 To approve the AGAR Certificate of Exemption. Approved by all Parish Councillors and signed by both DI as Chair designate, and the Clerk/RFO.</p> <p>6.6 To approve the dates of the Notice of Public Rights These will be published on the MPC website and will run from Monday 16th June to Friday 25th July 2025. All Parish Councillors agreed.</p> <p>The Clerk confirmed that the internal audit by Mulberry & Co will take place on Monday 9th June 2025.</p>	
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	<p>6.7 To agree a new Insurance Premium. Details of the renewal cost had been circulated. The renewal cost from Zurich is £264.00. All Parish Councillors present approved the cost of the renewal.</p> <p>6.8 HugoFox / Gov.uk Domain Update (emails) Emails have all been set up under the new domain. Once the instructions have been understood and the Clerk's email set up, details will be forwarded to all Parish Councillors.</p> <p>6.9 Governance All Councils have been advised to adopt the updated NALC templates:</p> <ul style="list-style-type: none">• Standing Orders• Financial Regulations. <p>All agreed, and templates to be reviewed in line with current MPC documents and updated accordingly.</p>	<p>Action / Clerk</p> <p>Action / Clerk</p> <p>Action / WD</p>
7	<p>(7/5/25) Planning</p> <p>7.1 Planning Applications Submitted (since the March's MPC meeting)</p> <p>The following applications were discussed:</p> <p>7.1.1 Downs View, School Lane (05/03/2025) Erection of a loft conversion. <i>29/04/2025 APPROVED with Conditions.</i></p> <p>7.1.2 Mickleham Lodge, Old London Road (10/03/2025) Conversion of one of the existing garages into residential use <i>02/05/2025 APPROVED with Conditions.</i></p> <p>7.1.3 Long Cottage, Old London Road (18/03/2025) Retrospective planning permission for additional timber fence mounted on top of existing boundary wall.</p> <ul style="list-style-type: none">• No objections raised at this meeting. <p>7.1.4 Lilac Cottage, Norbury Park, Mickleham (31/03/2025) Erection rear and side extension, new Porch, conversion of existing barn into residential annexe with a new detached garage.</p> <ul style="list-style-type: none">• No objections raised at this meeting. <p>AM updated the meeting on the following:</p> <p>Application: MO/2025/0244/PLA 2802/2025 St. Michaels House, Dell Close RH5 6EE Change of use of the front lawn area from private amenity space to occasional commercial use.</p> <ul style="list-style-type: none">• This application was refused on 20 May2025.	

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8	<p>(8/5/25) Reports from Working Groups</p> <p>8.1 Norbury Park</p> <p>8.1.1 Forum Meeting</p> <p>No further meetings have taken place since the MPC meeting in March.</p> <p>JL reported back on discussions he had had:</p> <ul style="list-style-type: none">• Neospora:<ul style="list-style-type: none">➤ Discussions with Mark Cross and the project to fence off a field and create some pathways.➤ Mark Cross was concerned that SCC would not cover the costs for the fencing.➤ There is another meeting scheduled for next Tuesday to follow up on this.➤ Mark Cross detailed that SCC are considering commissioning Surrey University to do a Study on neospora.➤ This may prove to be a costly exercise and may be the same cost as erecting the fence in the first place, and commissioning the study will incur a delay with any work being carried out.• Road up to Norbury Park House.<p>The owners of Norbury Park House have offered to pay part of the costs for retarmacking the road, but SCC have delayed agreeing to the work being carried out.</p>• Repair to the bridges.<p>There has been an expensive quote to repair the bridges. The issue now is whether it is a legal requirement for SCC to provide access to a residential area.</p> <p>DI reported back:</p> <ul style="list-style-type: none">➤ Nick Bullen has submitted a report, putting his case forward as to how he would run the farm moving forward.➤ Nick Bullen has had two meetings with SCC and nothing has been agreed.➤ Another meeting is due to take place shortly and will include Nick Bullen.➤ Nick Bullen has been given notice to vacate the farm by the 1st of September. <p>Robin Rowland stated that he had had no new information from the various parties involved.</p> <p>8.1.2 Tenancy Updates</p> <p>None to report.</p> <p>WD is still liaising with those concerned.</p>	
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	<p>8.2 Housing Needs Survey Housing Needs Report published in April was covered in detail in the Annual Parish Meeting by Nicola Davidson, prior to this meeting.</p> <p>Full details will be available on the MPC website by the end of the week.</p>	Action/ Clerk
9	<p>(9/5/25) Parish Council Purchase Maintenance</p> <p>9.1 Bus Shelter All the missing tiles have been replaced now, but it was agreed not to install the metal bar. Nothing else to report.</p> <p>9.2 Notice Board (Cork Boards) The cork backing on both the notice boards located near the Rectory and in the Recreation Notice board need to be monitored for weather damage.</p> <p>9.3 Grass/Hedging Maintenance.</p> <p>9.3.1. Pathway Quotes / Maintenance costs.</p> <ul style="list-style-type: none"> ➤ Andrew Clark originally gave notice that he would be unable to continue the path maintenance in the future. ➤ Quotes have been obtained and circulated in advance of this meeting with company names redacted. ➤ The four costs were discussed and it was agreed to go with Quote 4. ➤ The Clerk confirmed that Quote 4 is Andrew Clark, who offered to quote as he was happy to continue now as his circumstances had changed. ➤ The Clerk will confirm details with A Clark. 	Action / Clerk
10	<p>(10/05/25) Traffic & Parking & Noise</p> <p>10.1 Speedwatch Group Update Angela Ireland had forwarded details of the group's activity since the March MPC meeting. DI read out the report. In summary:</p> <ul style="list-style-type: none"> • The temporary traffic lights were installed, due to damage to the flint wall, which meant the scheduled session was cancelled the weekend before Easter. • A session was carried out on Easter Saturday to check that motorists were not jumping the lights or revving up unnecessarily as the lights changed. It was noted that the motorbikes were all avoiding the Old London Road presumably because of the lights and only one car was caught over the limit. • Generally, it was the most peaceful Easter weekend since before the introduction of the average Speed cameras. 	

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	<ul style="list-style-type: none">• Another two sessions were carried out, which revealed few motorbikes and most motorists travelling very sensibly until the last few minutes when a car shot through at a dangerous 42mph.• The temporary traffic lights had contributed to the traffic slowing down during the time they were in use.• During a session carried out on Saturday 10 May, seven motorists were caught travelling at speeds of up to 45mph, including four motorbikes.• The group continues to be hampered by the difficulty of reading the number plates of motorbikes, especially when owners flip the plates up.• There are discussions with the police as to the feasibility of the group wearing body worn cameras which would enable them to record the sessions and take down the number of the plates from the recordings, thus reporting both the speed of the bike and the issue of illegally flipping their number plate.• The group have also been given permission to monitor the new 20mph limit and are exploring possible sites from which to do this. <p>10.2 VAS Update Figures have been sent in by SCC's agent but are out of date and show no comparison/pattern. Further details will be sent when available.</p> <p>10.3 Swanworth Lane The temporary small mirror erected opposite the entrance to Swanworth Lane has partly eased the visibility issue when turning out of Swanworth Lane into Old London Road. However, this issue still needs to be monitored with a view to siting and installing a larger more permanent mirror and seeking permission to have it installed. The height of the hedging around the Running Horses' paved area, still proves to be an issue.</p> <p>10.4 Ryka's Café The details of the lease as requested by a FOI request by the MPC has not been sent through.</p> <p>The Wednesday sunset meets remains a big issue.</p> <p>Following discussion and previous emails it was decided to write back to the owner, formally, with a suggestion to add to the Ryka's Facebook site, an entry to include the issue of driving considerably through the village.</p> <p>It was noted that on the previous Wednesday, with the good weather, it was impossible to sit outside without hearing the awful noise of engines racing /revving up.</p> <p>AM to explore signage with both the National Trust and SCC and report by to the MPC.</p>	
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Action /
AM

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11	<p data-bbox="300 342 858 376">(11/5/25) Urgent Items Received by The Chair</p> <p data-bbox="300 416 667 483">11.1 Item carried forward: 03/25 9.1 A24 Bypass Signpost</p> <p data-bbox="300 524 1297 658">The sign at the exit from the Old London Road by Box Hill School onto the A24. The question was raised whether the sign was clear enough as there have been issues with drivers turning right into the one-way side of the A24 and not crossing over the dual carriageway to turn right in the correct direction.</p> <p data-bbox="300 698 1297 766">County Cllr Hazel Watson stated that it had been reported and she was dealing with it via Highways.</p> <p data-bbox="331 806 1297 909">11.2 SALC Devolution Call and Update from the 3rd April 2025 Forum. Details have been forwarded as and when available including the notes from the forum's meetings.</p> <p data-bbox="411 949 1297 1160">County Cllr Hazel Watson summarised the proposal set out by Surrey County Council, for two unitary Authorities, east and west and obviously Mole Valley would be in the East, so will include Elmbridge, Mole Valley Epsom & Ewell, Reigate & Banstead and Tanbridge; the rest of the area will be in the West. Some county councils have proposed three unitary authorities.</p> <p data-bbox="331 1200 1297 1375">11.3 Use of the Recreation Ground for carparking 21/06 by Mickleham Choral Society It was agreed the gate be open and the adjacent lawned area used for overflow parking for the MCS event, starting at 500pm, subject to the weather being dry thus avoiding the grassed area to be damaged.</p> <p data-bbox="331 1415 1297 1800">11.4 Village Bunting Hire. Details of the proposed hirer of the bunting was circulated previously by email.</p> <p data-bbox="411 1559 1297 1800">The bunting was made for the Queen's Jubilee event. Kirsten Johnson, who stored the bunting, has taken on the responsibility for it, and suggested that we should charge for the hire of the bunting and the proceeds go to the Playground funds. It was agreed the money would go through the Parish Council bank account but only as a holding account, and fees transferred to the Playground group.</p> <p data-bbox="411 1841 1297 2016">DI stated that the swings in the Playground are out of action due to the posts have been attacked by insects. Experts have inspected and the Playground Group are awaiting a decision. There are concerns, partly because of safety and partly because of the costs of repair or replacement.</p>	
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	<p>11.2 Other items received by the Chair:</p> <p>From Eric Flint detailing the rubbish left in the Rec. DI has spoken to the Head and the rubbish has been dealt with.</p> <p>DI invited County Hazel Watson to raise anything.</p> <p>County Cllr Hazel Watson expressed her thanks to David Ireland for all his excellent service as Chair of the Parish Council, both his hard work and dedication to the community in the Village.</p> <p>GC thanked DI for all his support and presented him with a gift from the Councillors with good wishes.</p> <p>DI thanked those present making this and detailed he would continue as a Parish Councillor to support Will Dennis through the changeover. DI stated that the Parish Council it has tackled a good number of issues for the community and would continue to do so.</p>	
12	<p>(12/05/25) Next Meetings:</p> <p>Wednesday 9 July 2025 Wednesday 10 September 2025 Wednesday 12 November 2025 (inc. Children's Recreation Ground Trust Meeting) Wednesday 21 January 2026 Wednesday 11 March 2026</p>	

**DI thanked everyone for attending.
The meeting closed at 9.15pm**

Signed as a true record of the meeting, and approved at the Full Parish Council Meeting on the 9 July 2025:

Signed:Will Dennis 9th July 2025.....

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