

**OCKLEY PARISH COUNCIL**  
[www.ockley-parishcouncil.co.uk](http://www.ockley-parishcouncil.co.uk)  
[clerk@ockleypc.co.uk](mailto:clerk@ockleypc.co.uk)

**MINUTES OF MEETING**

A meeting of Ockley Parish Council was held on Monday 2 March 2026 at 7 pm at Ockley Village Hall.

**1. Councillors present**

Mr J Wright                      Chairman  
Mr C Calvert  
Mr B Thorne  
Mr G Swindle  
Mr J Lee-Steere  
Mrs L Fletcher                Temporary Clerk

Apologies had been received from Mr V Trefry.

Also present MVDCouncillor C Budleigh and two parishioners.

**2. Declaration of interests and notification of changes to members' interests**

JL-S    Jayes Park Estate                      \*JPE  
Treasurer and Committee Member Ockley Housing Association  
Churchwarden of St Margaret's Church and Trustee Ockley School Building

**3. Public session (allocated time of 15 minutes at the discretion of the Chairman)**

Parishioner present offered to produce posters for Annual Meetings.

**4. Approval of minutes of meeting held on 12 January 2026**

Councillors agreed that these minutes could be signed as correct.

**5. Vacancy for parish councillor**

JW stated that there was still a vacancy – he would like it to be filled by a ‘younger’ person in the village who would become involved with the progression of the NDP.

**6. Correspondence / diary dates**

It was noted that the main Surrey ALC contact was now  
Amanda Pick, Business Support Officer.

**MV Standards Committee**

A requirement of the committee is that there be two representatives from the District Parish Councils. These are non-voting positions. Councillors agreed that the two current representatives, who are willing to continue to act as the representatives, be asked to stand for the final year of MVDC. Clerk to inform MV.

Wednesday 25 March 2026  
Saturday 9 May 2026

Surrey ALC Councillors Forum  
The Surrey Hills Classic Road Cyclo Sportive

## **7. Planning matters**

The planning list dated from 30 January 2026 to 27 February 2026. Information had been circulated to councillors on a weekly basis. The list had been made available on the website. No comments had been received regarding any of the applications / decisions. It is shown at the end of the minutes.

## **8. Finance**

a) Councillors approved the following accounts for payment:

### already paid not yet authorised

Mrs L Fletcher	month 10	
Temporary Clerk – hours worked Nov/Dec with allowances		£1344.90

HMRC		
Tax, NI on Clerk's salary	month 10	£514.32

M Osborne		
Grounds maintenance 2025		£1800.00

S Dean-Webster		
Litter pick Aug/Nov 2025		£97.50

### yet to be paid

Zurich Municipal		
Annual insurance		£582.02

Mulberry Local Authority Services Ltd		
Final - internal audit 2024/25 new chq issued	£292.50	
previous cancelled		
Interim – 2025/26	£300.00	£592.50

Viking		
Stationery requisites		£205.91

Bel signs		
Sign for entrance to play area		£55.20

G E Lee-Steere 1992 Trust (Jayes Park Estate)		
Mowing on The Green 2025		£612.00

Mrs L Fletcher		
Repayment LCA book (Lexis Nexis chq cancelled)		£180.00

Mrs L Fletcher		
Month 11 allowances		£57.20

HMRC		
Tax on Clerk's salary	month 11	£7.80

Mrs S Bell  
Salary months 4,5,6, (part) 7            £1671.80 + £913.06

hours to be authorised

Mrs L Fletcher

January/February 2026

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b) verify bank statements to spreadsheets

Spreadsheets had been circulated to councillors.

JL-S checked documents and verified all figures as correct.

c) audit of accounts 2025-26

The interim internal audit had been carried out on 27 January 2026, report received and circulated to councillors. Points carried forward were noted as follows:

- current councillors to sign consent form to be kept with Acceptance of Office forms *actioned*
- web content accessibility guidelines version to be updated to 2.2AA *to be actioned by web designer*
- budget to be monitored periodically throughout the year *report to be given*
- exercise of public rights – inspection of accounts and publication requirements *noted that 'no' has to be entered at appropriate places on AGAR*

Councillors approved the internal audit report.

Finance report

Payments/receipts spreadsheets had been circulated to councillors showing figures up to 31 January 2026. Taking into account payments authorised at this meeting / before the end of March expenditure budget headings would be showing as follows:

Salaries – will be overspend as Temporary Clerk spent time on catching up with matters

Admin – again overspend as defib supplies and new laptop (with set up and repairs) not in original budget.

Mowing/The Green – overspend as previous year's invoice included in this year's accounts and tree work to be carried out.

Play area – again overspend as invoices spread over two financial years with grant being received previous year

Other budget headings remain close to budget.

Note: estimated expenditure had been updated when precept figures prepared.

Receipts – noted that VAT claims submitted for two years up to end January 2026, received into account February 2026.

**9. Crime figures: 1 January to 15 February 2026**

Five incidents noted – one in Station Approach. The Chairman stated that the 'phone at the station was once again in danger of being disconnected. Clerk to send letter to BT to request that it should be kept in working order.

**Speedwatch report 2025**

It was noted that the team of 11 volunteers had made real contribution to road safety in the village. Reported 1201 speeding vehicles during the year: 189 hour long sessions with two operators, meaning each volunteers spent over 34 hours to speedwatching over the year.

More volunteers needed. Thanks to all in Speedwatch team.

#### **10. Ockley NDP**

CC reported that a re-start meeting had been held with JG consultant. JG to set out the milestones that need to be met by the Steering Group. He would also look at the quote that he had submitted to see whether it needed to be adjusted (increase in hourly rate but perhaps not as much time needed to complete). New Steering Group to be set up – volunteers needed from village. Consultations with parishioners to be arranged – posters, articles in magazine to advertise. JG would field questions from parishioners at meetings. Once NDP in place then increase in CIL money can be applied. Queries raised as to whether CIL would still be in place once new Unitary Authorities came into existence. Housing – JL-S reported that Ockley Housing Association had had their offer accepted for the purchase of 7 affordable units in the development at Prideaux Gardens.

#### **11. Model Financial Regulations 2025, Standing Orders 2025, Risk Assessment**

The Regulations, Standing Orders, Risk Assessment had all be updated to the most recent NALC/OPC documents. They had all been circulated to councillors who gave approval for their adoption.

#### **12. School Buildings, School Lane**

JL-S informed those present that although still continuing to work on the Ockley site; time had been spent with The Diocese regarding the Capel site. A background to this item was given to parishioners present. A process had to be worked through and a further update would be given at the next meeting.

#### **13. Land south of Coles Lane**

nb – current workings at site not associated with development – railway embankment repairs. JW noted that the planning application was still under discussion. Capel PC had sent a strong letter of representation regarding the path and crossing over the A24. Although past the deadline date OPC to support Capel PC letter.

JL-S stated that a great deal of work had been done regarding ownership/work done on verges/footpath at Station Approach junction. Jayes Park Estate querying rationale behind work done. Water was currently running off to a makeshift ditch. SCCouncillor HC was engaged with the issue; SCC Highways safety audit showing dangers of new footpath. It was noted there was no strategy for lighting in the area. Surrey Police had had no objections to the planning application. Clerk to contact HC to ask for any update.

#### **14. Kerbs – Stane Street**

JW stated kerbs/drainage south of the village was ongoing problem. SCC engineers had inspected drainage from Cathill Lane to Randhawa Farm. Jetter had identified collapsed drain which would need to be rebuilt. SCCouncillor HC to be asked to meet on site/report to SCC Highways for attention. MVDC CB to support.

#### **15. The Green maintenance – trees on A29 verge**

Noted – work to be carried out on trees during March.

#### **16. Randhawa Farm**

JW noted that Environment Agency Court Order had been renewed January 2026. Pressure to be kept up so that barrier kept in place and further court order supported when due for renewal in July.

**17. Play Area at Village Hall**

Annual Playground Inspection carried out 11 November 2025.  
Report received from MVDC. Clerk had discussed issues with grounds maintenance contractor. Sign ordered to put up at entrance. Report to be sent to OPC regarding state of oak tree in village hall car park. Verbal report suggesting clear fell.

**18. May meetings**

Monday 11 May 2026 – Annual Assembly and Annual Meeting, 7 pm

**19. Recruitment for new Clerk; public to be excluded**

Confidential discussions.

Chairman closed the meeting at 8.30 pm

DRAFT