

# OCKLEY PARISH COUNCIL

**Clerk: Mrs S Bell**  
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## **MINUTES OF MEETING**

A meeting of Ockley Parish Council was held on Monday 4 December 2023 at 7.30 pm at Ockley Village Hall.

### **Councillors present**

Ms A Barclay                      Chairman  
Mrs L-J Clarke                    co-opted at meeting  
Mr J Lee-Steere  
Mr B Thorne  
Mr J Wright  
Mrs L Fletcher Clerk for the meeting

Also present MV District Councillor L Mursaleen-Plank (left after public session).  
Approximately twenty members of public present for the public session.

### **1. Apologies for absence**

OPC - Mrs Z Biasuzzi  
SCC – Mrs H Clack

### **2. Declaration of interests**

JL-S    Jayes Park Estate  
          Treasurer and Trustee Ockley Housing Association  
          Churchwarden of St Margaret's and Trustee Ockley School Buildings

### **3. Public session**

AB stated that JL-S would not be participating in any discussions during this session on any issues relating to Jayes Park Estate.  
However he may state some factual information.

Members of the public present continued to express concerns regarding various planning applications.

A petition had been sent to the parish council highlighting the strength of feelings that parishioners have with regards to development behind Elmers Road. Views had also been expressed by e-mail prior to the meeting. Parishioners wished to know how the parish council would be responding to the applications.

AB stated that the first application regarding Elmers Barn had been refused. A further application had been submitted. No application had yet been seen regarding any other development in Elmers Field. However, members of the public stated that if housing was authorised for the Barn then this 'could be the thin edge of the wedge' regarding development in the area. OPC would take into consideration the views of parishioners when submitting any comments to MVDC regarding applications. It was pointed out that parishioners must continue to submit their own comments to MVDC. Comments from the first application for

Elmers Barn would not be carried forward by MVDC to the second application. Comments could also be submitted to the Clerk OPC and these comments would remain anonymous. It was noted that there were some applications for Elmers Field that dated back a few years. Elmers Field had been identified by MV as being a site for development in the MV Emerging Plan. As yet the Plan had not been adopted/approved. OPC had objected to the inclusion of the site in the Plan. Likewise OPC had objected to the site on Coles Lane being developed (60 houses). Traffic issues in the Coles Lane / Station Approach / A24 areas were of great concern regarding this application. Parishioners favoured smaller sites, not all being at the southern end of the village. DC LM-P informed parishioners that there was advice on the MVDC website regarding responding to planning applications. Individual representations were important.

There were also concerns raised regarding work on the Forestry track in Elmers Field – it was wider than Elmers Road, surface not as in planning application, additional spur, work starting before 8 am, safety of walkers around site. AB stated that this would all be monitored and MVDC informed if it was thought that planning enforcement was required. Information regarding work to be carried out had not been posted on field gate.

JL-S: factual information: JPE agreed a 10 year plan with the Forestry Commission regarding the management of the woodland on JPE in 2012. The 2012 plan recently expired and a new 10 year plan was agreed earlier this year to include a felling and thinning programme of JPE Forestry compartments. This plan is not in the public domain.

Parking on Elmers Road was discussed – this had caused significant issues for those requiring disabled access when lorries were accessing Elmers Field for work being done on the track. On a day to day basis parking on Elmers Road was limited. L-JC stated that in certain circumstances Disabled Car parking bays could be highlighted / allocated to residents by SCC.

Parishioners left the meeting at 8.30 pm.

#### **4. Minutes of recent meetings**

Minutes of meetings held on 3 July 2023 and 18 September 2023 had been circulated to councillors.

Two minor amendments were made to the July minutes.

It was then proposed by BT and seconded by JW that these be signed as correct.

#### **5. Updates on minutes**

There were no updates to report.

#### **6. Casual vacancy**

L-JC introduced herself to councillors and gave a short outline of her background / interest in becoming a parish councillor.

Information had been sent to her regarding becoming a parish councillor.

It was agreed that she would be co-opted on to the parish council and she was welcomed officially to Ockley Parish Council.

A Declaration of Acceptance of Office form was signed.

Training information would be circulated to L-JC, JW and AB.

### Notification by Member of Pecuniary and Other Registrable Interests

Councillors were informed that the form and instructions for completion would be circulated to them as required.

It is required by law that the form is completed correctly, submitted to MV for inclusion on their website. Completed forms would also be posted on the OPC website.

Signatures / home addresses are redacted by MV before posting on the website.

### **7. Correspondence**

Code of Conduct training had been held at MVDC in August. Notes to be circulated.

Also correspondence received regarding Devolution for Surrey, telephone networks, CSW reports.

A small Surrey based housebuilder had contacted the parish council regarding a possible housing development.

Representatives were to be invited to a short meeting before the next parish council meeting.

### **8. Planning matters**

Councillors had been informed of the planning matters as shown below. It was noted that views may differ when considering applications from a parish council/parish councillor perspective.

Comments had been / would be submitted to MV planning regarding applications shown as \*.

#### Planning applications - list dates

24 November 2023

\*MO/2023/1732/PNQ

Land west of Brickyard Copse, Ockley RH5 5PE

Prior notification for the change of use of an agricultural building to 4 No. dwellings (Use Class C3)

10 November 2023

MO/2023/1644/PLA

The Barn, Trout Grange, Henhurst Cross Lane, Coldharbour RH5 4LR

Alterations to access driveway  
(Capel but within 20 m of Ockley)

13 October 2023

MO/2023/1485/LBC

Ockley Station, Station Approach, Ockley RH5 5HT

Replacement of glazed roof panels and glazing bars on the platform subway canopies  
*See decisions 24 November 2023*

6 October 2023

MO/2023/1470/PLA

Land opposite Four Oaks, Cathill Lane, Ockley RH5 5QP

Erection of 1 No dwelling following demolition of existing non-agricultural buildings  
(Abinger/Ockley)

*See decisions 24 November 2023*

29 September 2023

MO/2023/1401/PLA

1 and 2 Park Cottages, Beare Green Road, Ockley RH5 4PX

Erection of 3 No, 4 bed detached dwellings following demolition of existing 2 No dwellings and outbuildings

\*MO/2023/1436/PNCE

Brookwood, Weare Street, Ockley RH5 5NH

Prior notification for conversion of farm office from Commercial/Business/Service (Use Class E) into 1 No residential dwelling (Use Class C3)

*See decisions 17 November 2023*

\*MO/2023/1437/PNQ

Brookwood, Weare Street, Ockley RH5 5NH

Prior notification for the change of use of 2 No agricultural buildings to 4 No dwellings (Use Class C3)

*See decisions 17 November 2023*

15 September 2023

MO/2023/1337/PLA

Old Hatch Cottage, 9 The Green, Ockley RH5 5TB

Erection of replacement building to provide annexe accommodation following demolition of stable buildings

MO/2023/1350/DEA

Land west of Brickyard Copse, Ockley

Prior notification for a forestry track and hardstanding

Planning decisions – list dates

24 November 2023

MO/2023/1470/PLA

Land opposite Four Oaks, Cathill Lane, Ockley RH5 5QP

Erection of 1 No. dwelling following demolition of existing non-agricultural buildings (Abinger/Ockley)

*Refused*

MO/2023/1485/LBC

Ockley Station, Station Approach, Ockley RH5 5HT

Replacement of glazed roof panels and glazing bars on the platform subway canopies

*Approved with conditions*

MO/2023/1241/PLA

Jayes Park, Ockley RH5 5RR

Erection of a biomass boiler barn

*Approved with conditions*

17 November 2023

\*MO/2023/1436/PNCE

Brookwood, Weare Street, Ockley RH5 5NH

Prior notification for conversion of farm office from Commercial/Business/Service (Use Class E) into 1 No residential dwelling (Use Class C3)

*Prior approval refused*

\*MO/2023/1437/PNQ

Brookwood, Weare Street, Ockley RH5 5NH

Prior notification for the change of use of 2 No agricultural buildings to 4 No dwellings (Use Class C3)

*Prior approval refused*

10 November 2023

MO/2023/1337/PLA

Old Hatch Cottage, 9 The Green, Ockley RH5 5TB

Erection of replacement building to provide annexe accommodation following demolition of stable buildings

*Approved with conditions*

27 October 2023

\*MO/2023/1340/PNQ

Land and barn west of Brickyard Copse, Ockley RH5 5PE

Prior notification for the change of use of an agricultural building to 4 No dwellings (Use Class C3)

*Prior approval refused*

29 September 2023

MO/2023/1115/PLAH

1 Fern Cottages, Stane Street, Ockley RH5 5<sup>TH</sup>

Erection of replacement single storey rear extension and porch

*Approved with conditions*

22 September 2023

MO/2023/1106/PLA

Carpoles Cottage, The Green, Ockley RH5 5TR

Proposed conversion of outbuilding into dwelling

*Refused*

15 September 2023

\*MO/2023/1021/PNCE

Brookwood, Weare Street, Ockley RH5 5NH

Prior notification for conversion of farm office from Commercial/Business/Service (Use Class E) into 1 No residential dwelling (Use Class C3)

*Prior approval refused*

\*MO/2023/1020/PNQ

Brookwood, Weare Street, Ockley RH5 5NH

Prior notification for the change of use of 2 No agricultural buildings to 4 No dwellings (Use Class C3)

*Prior approval refused*

## **9. Finance**

### **a) Accounts to be paid**

It was agreed by all councillors that the following accounts be paid:

#### already paid – to be authorised

Ig design £25.00

Website hosting renewal

Mrs S Bell £710.87

Clerk's salary and expenses

#### Yet to be paid

Helpdesq £35.10

Cloud backup Sept, Oct, Nov

Mulberry and Co £126.00

Provision of payroll service

3 months to 30 Sept

Mrs S Bell TBA

Clerk's salary and expenses

HMRC

Tax on Clerk's salary TBA

PKF Littlejohn £252.00

AGAR Limited Assurance

Review year end 31 March 2023

### **b) notice of conclusion of external audit year end 31 March 2023**

It was noted that the Review had been completed by PKF Littlejohn.

The report, certificate, sections of the AGAR, note of the fee had been sent to the parish council.

The AGAR return would be made available to any local government elector of the area of OPC on application.

### **c) verify bank statements to budget spreadsheet**

This information would be prepared when up to date bank statements had been received.

d) interim internal audit (Mulberry) 2023/24  
An audit would be carried out in the new year.

e) precept 2024/25  
It was noted that this would be discussed at the January meeting.

f) Clerk salary increases as advised by NALC/SALC  
Councillors agreed that the pay award be implemented.  
LF to inform Mulberry.

#### **10. Staffing matters**

AB reported that SB was taking a period of sick leave as from 9 November 2023.  
LF had returned to OPC for a short period of time and a temporary contract had been prepared / outlined to councillors and signed by AB and LF.

#### **11. Footpaths in the parish**

AB reported that D Thomas had agreed to be the Ockley Footpath Warden.  
He would attend a SCC / Countryside Access training scheme when a place became available.

L-JC stated that she would be happy to support DT.

DT had done a survey of stiles / footpaths in the parish some years ago. Some stiles had been replaced / others needed replacing but some landowners had not been supportive. It was noted that SCC could replace stiles that were in need of replacement and they had the right to charge the landowner for the work carried out.

#### **12. Crime reports**

A report had been received for 1 October to 4 December 2023.

It was noted that other issues had occurred in the parish which had not been included on the report.

#### **13. Social matters**

AB stated that an Ockley Assist Scheme would prove to be complicated, requiring a number of volunteers.

The MV Dial a Bus Scheme currently offers parishioners transport to appointments.  
The scheme would not be taken any further.

#### **14. Data Protection Officer**

It was agreed that the services of the DPO be retained.

LF to contact her to inform her of this decision and to arrange initial/refresher training for staff and councillors.

#### **15. Play area at village hall**

It was noted that ZB was pulling a project together incorporating the following:  
renewal of fencing, renewal of safety surfacing, installation of new equipment, construction of new pathways (accessibility).

SCC H Clack had suggested that grants would be available. Lottery funding may also be available.

In the meantime LF to contact MO to ask that current external fencing be 'made safe'.

**16. Village Hall**

Advice had been sought regarding repayment of VAT on expenditure at the village hall if OPC paid accounts / reimbursement received.

This was not deemed possible but further enquiries to be made as OPC is custodian trustee of the village hall.

**17. Suggested dates for meetings 2024**

It was agreed that meetings be held on the following dates:

15 January, 4 March, 13 May, 1 July, 2 September, 4 November

The Chairman closed the meeting at 9.30 pm.

DRAFT