Emma Fulham, Clerk to Crowhurst Parish Council

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**Minutes to the Annual Parish Council Meeting of Crowhurst Parish Council held on Wednesday**

**28th May 2025 at 10am in Crowhurst Village Hall.**

Cllrs Present: Cllr G King (Chairman), Cllr L Ellam and Cllr C Jarrott.

Absent: District Cllrs. L. Lockwood, J Duggan, P. Killick and County Cllr Steeds.

Apologies received: County Cllr L. Steeds, District Cllrs Lockwood, Duggan and Killick.

Public: 1 member of the public were present.

In Attendance: Clerk to the Council Emma Fulham.

1. To Elect Chair for 2025/26

**Cllr Ellam proposed Cllr King seconded by Cllr Jarrott and unanimously resolved.**

1. To Elect Vice Chair for 2025/26

**Cllr King proposed Cllr Ellam seconded by Cllr Jarrott and unanimously resolved.**

1. To accept apologies for absence.

None.

1. Declarations of pecuniary and disclosable interests in respect of matters to be discussed.

The Chair reminded Cllrs to declare any interests when applicable.

1. There will be a period of 10 minutes for questions from members of the public and for reports from County and District Councillors if supplied to be noted.

There was a member of the public who asked some questions on the outline plans for the solar farm.

**Cllr King confirmed a public meeting would be held in due course when more detail was available.**

1. To Approve Minutes from Parish Council meeting held on 10th March 2025

**The Council resolved to accept the minutes as a true record of the meeting and were duly signed by the Chair as a true record.**

1. To Appoint Councillors to responsibilities and external committees.

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| **Councillor Areas of Responsibility** |
| Communication |
| SALC |
| Planning |
| Village Hall Committee |
| Roads, Ditches |
| Grass & Hedges |
| Footpaths |
| Eliot Place |
| Fishing Club |
| Local news, CPRE, SCREF |
| Gatwick |
| Defib & Phonebox |
| Clerk performance appraisal and objectives |
| Council Events (Litter picking, Footpath clearing) |
| Neighbourhood Plan |
| Business Plan development |

**The Council resolved to revisit this list and confirm at a future meeting.**

1. To receive reports from Councillors.

**All reports provided were duly circulated and had been added to the website for public information.**

1. To approve the following Council documents:
2. Council Standing Orders.
3. Council Financial Regulations.
4. Code of Conduct.
5. Council published policies.
6. Power of General Competence

Part 1 of the Localism Act 2011 applies a general power of competence to local authorities in England.

Section 1 (1) of the Act provides that “a local authority has power to do anything that individuals

generally may do”. The power extends to ‘eligible’ parish councils. Under the *Parish Councils (General*

*Power of Competence) (Prescribed Conditions) Order 2012* (SI 2012/965), an ‘eligible’ parish council is

one in which at least two-thirds of the members have been elected (i.e. not co-opted), and in which the

clerk has completed one of a specified range of training courses.

Recommendations:-

(a) To confirm that Crowhurst Parish Council has a Clerk with a Certificate in Local Council Administration including the General Power of Competence and that two thirds of the Council has been elected.

(b). To adopt the Power of General Competence.

**Agenda items 9(i) to (v) were taken as one item to consider and the Council resolved to accept and adopt. It was resolved that the Council would review each policy in more detail over the course of the coming year.**

1. Correspondence.
The circulated list was duly noted.
The fishing club correspondence and meetings were noted and this would be an agenda item for the next meeting.

**The professional report instructed at £475.00 was ratified.**
Cllr King reported on the horse aware signage meeting with Surrey County Council. There were two possible locations but that Surrey County Council would not pay for permanent signs but that there was no issue with individual landowners adding temporary signage to warn of horses.
Cllr King reported on a meeting with Surrey County Council about the proposed permanent boundary fencing at the fishing lake. There would be a formal consultation from Surrey County Council in due course.

1. Finance
2. To accept final accounts 2024/25 including Asset List, Reserves report and Bank Reconciliation.

**The Council resolved to accept the reports and reconciliations. The Chair had signed the reconciliations as a true record after inspection prior to the meeting.**

1. To accept the internal auditor’s report.

**The Council resolved to accept the internal auditor’s report.**

1. To accept the 2024/25 governing statements.

**The Council resolved to accept the governing statements which were duly signed.**

1. To accept the 2024/25 accounting statements

**The Council resolved to accept the accounting statements acknowledging the Council was under the £25000 limit for a limited assurance review and the accounting statements and the certificate of exemption were duly resolved by the Council and signed by the Chair.**

1. To accept Asset List.

**The Council resolved to accept the asset list.**

1. To accept Risk Assessment.

**The Council resolved to accept the risk assessment.**

1. To approve accounts for year-to-date 2025/26

**The Council resolved to accept the account summary.**

1. To approve expenditure as itemised on the schedule.

**The Council resolved to accept the expenditure list totalling £3445.38**

1. To consider insurance renewal.

**The Council resolved to accept the insurance renewal with Zurich at a cost of £474.25**

1. To review planning applications and ratify application decisions made between meetings.

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| **Application:** | 2025/260 |
| **Proposal:** | Erection of a single storey rear and side extension. |
| **Location:** | 6 St Georges Cottages, Crowhurst Lane, Crowhurst, Lingfield, Surrey, RH7 6LR |

Crowhurst Parish Council have no objection to this planning application.

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| **Application:** | 2025/44 |
| **Proposal:** | Retention of timber relocatable field shelter and stack / feed store shed and associated stock fencing and hardstanding. (Retrospective) |
| **Location:** | 1-2 Altar Cottages, Crowhurst Lane, Crowhurst, Surrey, RH7 6LR |

Crowhurst Parish Council have no objection to this planning application.

**The Council resolved to ratify the decisions.**

1. Items for Reporting or Inclusion in Future Agendas.

Fishing Club

Solar Farm

Fireworks

Stiles and progressing the footpath open access initiative.

**Dates of Next Meetings:** 1st July 2025.

**Meeting closed at 11.00am**