



BROCKHAM PARISH COUNCIL - AGENDA

Members of Brockham Parish Council are summoned to attend the Full Council meeting to be held on Thursday 11th September 2025 at 7:30pm at the Recreation Ground Pavilion, Brockham
Signed: *Laura Mann, Clerk and RFO to Brockham Parish Council, 7th September 2025*

Meeting Chairman: Karen Gargani

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| 1. | To receive apologies for absence |
| 2. | Code of Members' Conduct - Declaration of Interest To receive disclosure by Councillor's of any Disclosable Pecuniary Interests and/or other interests arising under the Code of Conduct in respect of any items on the agenda. |
| 3. | Public Session (a maximum of 15 minutes) To answer any questions from residents within Brockham Parish Council in accordance with Standing Orders |
| 4. | Acceptance of Last Minutes To approve and sign the minutes of the meeting that was held on 8 th July 2025. |
| 5. | Chairman Update |
| 6. | District and County Councillor Update |
| 7. | Green Spaces <ul style="list-style-type: none"> - EBF nature area and playground presentation by RL on options approved by local parent group - proposal and PC funding to be agreed. - Playground Inspection Reports and any actions - Parking on the Green - Bin provision - Footpaths (46 and 52) update - Allotments |
| 8. | Infrastructure <ul style="list-style-type: none"> - Highways - Gatwick |
| 9. | Planning <ul style="list-style-type: none"> - To review Planning Applications and appeals received (Appendix B) - To note planning decisions made by MVDC - Other planning matters arising <ul style="list-style-type: none"> o To approve the 2024-25 CIL report o To note larger CIL Projects approved by MVDC |
| 10. | Finance Matters (Appendix C) To approve income and expenditure for July and August 2025 To sign the Bank statements and bank reconciliation for July and August 2025 Interim Audit booked To note the conclusion of AGAR if received from external auditor |
| 11. | Clerks Update <ul style="list-style-type: none"> - Crime report (if available) - Any other correspondence to note: <ul style="list-style-type: none"> o Big Field response o Brockham Green Village Society archive o Removal of Games Table from Hall o Golf Club contact/ update regarding biodiversity o Bin request for Mill Lane - Public notices |

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| 12. | Urgent matters |
| 13. | Part 2. Confidential. This part will be closed to the public. |

Planning Applications (B)

| Item | | Reference | Proposal | Location | Reg Date | Status / Decision |
|------|---|---------------|---|---|-----------|-------------------|
| 18 | * | MO/2024/1902 | Erection of 4 dwellings 2x3 bedroom, 2x2 bedroom, along with parking & amenity space. | Kiln Lane Nurseries, Kiln Lane, Brockham, RH3 7LX | 27-Nov-24 | Pending |
| 20 | * | MO/2024/1975 | Importation and re-injection of non-site derived produced water into Portland Sandstone beds to support Hydrocarbon production (SCC application) | Brockham Wellsite, Land at Feltons Farm, Old School Lane, RH3 7AU | 15-Nov-24 | Pending |
| 21 | * | MO/2025/0664 | Erection of a single storey rear extension, enlargement of basement, conversion of garage into playroom. | Brockham Court Farm, Brockham Green, R3 7JS | 24-Apr-25 | Pending |
| 23 | * | MO/2025/0567 | Listed Building Consent : Erection of a single storey rear extension, enlargement of basement, conversion of garage into playroom. | Brockham Court Farm, Brockham Green, RH3 7JS | 25-Apr-25 | Pending |
| 31 | * | MO/2025/1121 | Tree Works, chestnut tree , trim back branches by up to 2metres each year for next 10 years | Golf Club, Betchworth Park, Coach Rd, Brockham RH4 1NZ | 1-Jul-25 | Pending |
| 32 | * | MO/2025/1122 | English Oak tree - trim back lower limbs by 1metre each year for upto 10 years. | Golf Club, Betchworth Park, Coach Rd, Brockham RH4 1NZ | 1-Jul-25 | Pending |
| 33 | * | MO/2025/1123 | Tree Works, 90n stands of lime trees with branches growing from bottom of the trunk. Clear branches back to trunk up to height of 3m. Allows for fairer level of play around the golf course. For up to 10 years. | Golf Club, Betchworth Park, Coach Rd, Brockham RH4 1NZ | 1-Jul-25 | Pending |
| 34 | * | MO/2025/1124 | Lime tree, trim back branches by up to 2metres each year for upto 10years | Golf Club, Betchworth Park, Coach Rd, Brockham RH4 1NZ | 1-Jul-25 | Pending |
| | N | MO/2025/02081 | Replace all rotten windows with Timberlook uPVC | Walnut Tree Cottage, Brockham Green, RH3 7JJ | 21-Aug-25 | Pending |
| | N | MO/2025/1130 | Erection of dwelling and carport | Wheelers Lane Nurseries, Wheelers Lane. RH3 7HJ | 2-Jul-25 | Pending |
| | N | MO/2025/02101 | T2 Multistemmed Bay in Corner of garden. Reduce to 3m tall. G3 Yew reduce back. T4 Holly reduce height to 2m | Holly Cottage 1 Middle St, RH3 7JT | 28-Aug-25 | Pending |

| | | | | | | |
|--|---|---------------|---|--|-----------|---------|
| | N | MO/2025/02184 | Erection of chimney to side elevation and pitched roof with 4 No. rooflights over rear extension alongside changes to fenestration on ground floor. | 15 Wheelers Lane, Brockham | 4-Sep-25 | Pending |
| | N | MO/2025/02202 | Discharge of Condition 2 and 3 of approved Planning application MO/2024/0299 for internal alterations including wall insulation, low-e glass on ground floor. | High Bank, Mill Hill Lane, Brockham | 9-Sep-25 | Pending |
| | N | MO/2025/02095 | 114 - Dead Elm - fell to near ground level. 113 - Ash remove deadwood >25mm dia. 112 Alder fell to 1.4m height. 118 Ashe - fell to height of 4m. | Poland House, Kiln Lane, Brockham, RH3 7LZ | 27-Aug-25 | Pending |
| | N | MO/2025/02051 | 1No London Plane crown reduction & removal of deadwood. | Holly Cottage 1 Middle St, RH3 7JT | 15-Aug-25 | Pending |

Decisions:

| Item | | Reference | Proposal | Location | Reg Date | Status / Decision | Decision Date |
|------|----|---------------|--|---|-----------|--------------------------|---------------|
| 4 | N | MO/2025/1053 | Demolition of garage building and reconstruction to form a gym to include 4 No rooflights. Change of use of part of existing store attached to garage to provide shower room. | Ashbourne Cottage, Wheelers Lane, RH3 7LA | 7-Jul-25 | Approved with Conditions | 1-Sep-25 |
| | ** | MO/2025/0984 | Variation of Condition 2 of Planning Permission MO/2024/2157 for erection of a single storey extension linking to existing outbuilding and to replace a conservatory, to allow for changes for a wider shower room, omit proposed external steel post supporting the proposed roof in this area and changes to the proposed feature Bi-fold doors for sliding doors. | 2, Dodds Park, Brockham, RH3 7LD | 5-Jun-25 | Approved | 26-Aug-25 |
| 5 | N | MO/2025/02006 | Non Material amendment to allow addition of 2No roof lights | 33, The Borough, Brockham, RH3 7NB | 7-Aug-25 | Approved | 21-Aug-25 |
| | N | MO/2025/02064 | Fell 3 trees in our rear garden, all of which are showing clear signs of Ash dieback. | River Cottage, Brockham Green | 19-Aug-25 | No Objection | 20-Aug-25 |
| | ** | MO/2025/0747 | Provision of an internal staircase to provide improved access to the existing habitable space in the roof area. | 10, The Borough, Brockham, RH3 7NB | 28-Apr-25 | Approved with Conditions | 6-Aug-25 |

Bank Reconciliations:

MONTHLY RECONCILIATIONS for Current Account

July

| | YTD | MONTH | | |
|-------------------------------|--------------|-----------------|--------------|--|
| Balance B/F | £191,395.01 | £ 216,106.15 | | |
| Income | £ 36,946.43 | £ 22,983.85 | | |
| Payments | -£ 16,562.78 | -£ 5,837.59 | | |
| Total transfers | 21,473.75 | | | |
| Total C/F | £ 233,252.41 | £ 233,252.41 | | |
| All Accounts | b/f | Movement | c/f | |
| Treasurers 00487702 - Current | 216,106.15 | £ 17,146.26 | £ 233,252.41 | |
| Bus Bank 07426679 - Deposit | 10,111.95 | -£ 10,133.97 | -£ 22.02 | |
| Bus Bank 32453460 - War Memo | 7.52 | -£ 7.51 | £ 0.01 | |
| Treasurers 32885260 - Web Acc | 1,508.75 | -£ 1,508.75 | £ - | |
| Treasurers 32884860 - Youth | 9,832.00 | -£ 9,832.53 | -£ 0.53 | |
| Bank Accounts | 237,566.37 | | | |
| Total movement | -£ 4,336.50 | | | |
| Total Balance C/F | £ 233,229.87 | | | |

Brockham Parish Council

Listing of transactions dated between 01/07/2025 and 31/07/2025

| Voucher | Date | Ref. | Description | Type | Supplier / customer | Supplier ref. | Account name | Reserve | Bank Account | Reconciled? | VAT rec? | Net | VAT | Total | Column |
|---------|------------|------|---|----------|-----------------------|----------------|--------------------|------------------------|----------------------|-------------|----------|-----------|--------|-----------|-----------|
| 114 | 14/07/2025 | | Salary July | Payment | Laura Mann | | Salary | Operating Costs | Main current account | Yes | N/A | -1,065.84 | 0.00 | -1,065.84 | |
| 107 | 02/07/2025 | | Subscriptions 2025-6 incorrect a | Payment | SSALC Ltd | OLD ACCT | Subscriptions | Operating Costs | Main current account | Yes | N/A | -1,020.82 | 0.00 | -1,020.82 | |
| 108 | 02/07/2025 | | Subscriptions 2025-6 correct acc | Payment | SSALC Ltd | correct ACCT | Subscriptions | Operating Costs | Main current account | Yes | N/A | -1,020.82 | 0.00 | -1,020.82 | |
| 109 | 02/07/2025 | | Virtual PA July | Payment | KJ Taylor PA | July | Virtual Administr | Operating Costs | Main current account | Yes | N/A | -600.00 | 0.00 | -600.00 | |
| 119 | 24/07/2025 | | July Invoice | Payment | KJ Taylor PA | | Virtual Administr | Operating Costs | Main current account | Yes | N/A | -600.00 | 0.00 | -600.00 | |
| 115 | 14/07/2025 | | July | Payment | Laura Mann | | NI and Tax Contril | Operating Costs | Main current account | Yes | N/A | -439.86 | 0.00 | -439.86 | |
| 112 | 07/07/2025 | | June 2025 | Payment | Chris Long | | Green spaces/Vill | Operating Costs | Main current account | Yes | N/A | -365.00 | 0.00 | -365.00 | |
| 117 | 17/07/2025 | | Brockham Bridge tidy up | Payment | Josh Flynn | Brockham Bridg | Green spaces/Vill | Operating Costs | Main current account | Yes | No | -300.00 | -60.00 | -360.00 | |
| 111 | 07/07/2025 | | May 2025 | Payment | Chris Long | | Green spaces/Vill | Operating Costs | Main current account | Yes | N/A | -225.00 | 0.00 | -225.00 | |
| 113 | 07/07/2025 | | June storage | Payment | Tyson Boxes Limited | | Council storage | Operating Costs | Main current account | Yes | No | -50.00 | -10.00 | -60.00 | |
| 116 | 14/07/2025 | | S Fisher refund allotment | Payment | S Fisher | Allot deposit | Allotment water | Deposits and Elections | Main current account | Yes | N/A | -40.00 | 0.00 | -40.00 | |
| 110 | 02/07/2025 | | SCA Payroll | Payment | Surrey Community Acti | payroll | Payroll services | Operating Costs | Main current account | Yes | No | -30.00 | -6.00 | -36.00 | |
| 118 | 21/07/2025 | | Service charges | Payment | Lloyds Bank | | Banking Charges | Operating Costs | Main current account | Yes | N/A | -4.25 | 0.00 | -4.25 | -5,837.59 |
| 145 | 04/07/2025 | | Closure of internal transfer | Receipt | BPC Internal transfer | | Miscellaneous Re | Income | Main current account | Yes | N/A | 4.28 | 0.00 | 4.28 | |
| 147 | 02/07/2025 | | Closure of internal transfer | Transfer | | | Operating Costs | | Main current account | Yes | N/A | 7.51 | 0.00 | 7.51 | |
| 94 | 01/07/2025 | | Allotment Freeman deposit | Receipt | Allotment rents | Freeman | Allotment Rent | Income | Main current account | Yes | N/A | 40.00 | 0.00 | 40.00 | |
| 95 | 01/07/2025 | | Allotment Freeman allotment | Receipt | Allotment rents | Freeman | Allotment Rent | Income | Main current account | Yes | N/A | 40.00 | 0.00 | 40.00 | |
| 100 | 17/07/2025 | | Allotment Renner allotment | Receipt | Allotment rents | Renner | Allotment Rent | Income | Main current account | Yes | N/A | 50.00 | 0.00 | 50.00 | |
| 93 | 01/07/2025 | | Allotment | Receipt | Allotment rents | F Clifton | Allotment Rent | Income | Main current account | Yes | N/A | 65.00 | 0.00 | 65.00 | |
| 97 | 04/07/2025 | | Allotment SHORT 88 | Receipt | Allotment rents | SHORT 88 | Allotment Rent | Income | Main current account | Yes | N/A | 65.00 | 0.00 | 65.00 | |
| 99 | 17/07/2025 | | Allotment Goodship allot | Receipt | Allotment rents | Goodship | Allotment Rent | Income | Main current account | Yes | N/A | 65.00 | 0.00 | 65.00 | |
| 96 | 04/07/2025 | | Allotment Selway 24A 24B allotment | Receipt | Allotment rents | Selway 24A 24B | Allotment Rent | Income | Main current account | Yes | N/A | 80.00 | 0.00 | 80.00 | |
| 98 | 07/07/2025 | | Allotment Harris Allotment | Receipt | Allotment rents | Harris Allotm | Allotment Rent | Income | Main current account | Yes | N/A | 80.00 | 0.00 | 80.00 | |
| 101 | 02/07/2025 | | SSALC refi incorrect account refund for SSA | Receipt | SSALC | Refund Subs | Miscellaneous Re | Income | Main current account | Yes | N/A | 1,020.82 | 0.00 | 1,020.82 | |
| 143 | 04/07/2025 | | Closure of internal transfer | Transfer | | | Operating Costs | | Main current account | Yes | N/A | 1,508.75 | 0.00 | 1,508.75 | |
| 139 | 02/07/2025 | | Closure of internal transfer | Transfer | | | Operating Costs | | Main current account | Yes | N/A | 9,823.52 | 0.00 | 9,823.52 | |
| 128 | 02/07/2025 | | Internal transfer | Transfer | | | Operating Costs | | Main current account | Yes | N/A | 10,133.97 | 0.00 | 10,133.97 | |
| | | | | | | | | | | | | 17,222.26 | | | |

MONTHLY RECONCILIATIONS for Current Account

August

| | YTD | MONTH | | |
|-------------------------------|--------------|-----------------|--------------|--|
| Balance B/F | £ 191,395.01 | 233252.41 | | |
| Income | £ 36,946.43 | 0 | | |
| Payments | -£ 19,089.61 | -£2,526.83 | | |
| Transfers | 21,473.75 | | | |
| Total C/F | £ 230,725.58 | £ 230,725.58 | | |
| All Accounts | b/f | Movement | c/f | |
| Treasurers 00487702 - Current | £ 233,252.41 | -£ 2,526.83 | £ 230,725.58 | |
| Bank Accounts | 233,252.41 | | | |
| Total movement | -£ 2,526.83 | | | |
| Total Balance C/F | £ 230,725.58 | | | |

Listing of transactions dated between 01/08/2025 and 31/08/2025

| Voucher | Date | Ref. | Description | Type | Supplier / customer | Supplier ref. | Account name | Reserve | Bank Account | Reconciled? | VAT rec? | Net | VAT | Total | Column |
|---------|------------|--------|-----------------|---------|---------------------|---------------|--------------------|-------------|-------------------|-------------|----------|-----------|--------|-----------|--------|
| 148 | 26/08/2025 | | Sept retainer | Payment | KJ Taylor PA | | Virtual Administr | Operating C | Main current acco | Yes | N/A | -600.00 | 0.00 | -600.00 | |
| 149 | 26/08/2025 | 020397 | | Payment | DLG Computers | | Council expenses | Operating C | Main current acco | Yes | No | -159.90 | -31.98 | -191.88 | |
| 150 | 26/08/2025 | | | Payment | Chris Long | | Grounds maint &c | Operating C | Main current acco | Yes | N/A | -130.00 | 0.00 | -130.00 | |
| 154 | 19/08/2025 | | Aug bank charge | Payment | Lloyds Bank | | Banking Charges | Operating C | Main current acco | Yes | N/A | -4.25 | 0.00 | -4.25 | |
| 151 | 12/08/2025 | | | Payment | Laura Mann | Aug salary | Salary | Operating C | Main current acco | Yes | N/A | -1,065.64 | 0.00 | -1,065.64 | |
| 152 | 12/08/2025 | | | Payment | Laura Mann | Aug salary | NI and Tax Contril | Operating C | Main current acco | Yes | N/A | -440.06 | 0.00 | -440.06 | |
| 155 | 11/08/2025 | | | Payment | Tyson Boxes Limited | | Council storage | Operating C | Main current acco | Yes | No | -50.00 | -10.00 | -60.00 | |
| 153 | 08/08/2025 | | Returned allot | Payment | A Wright | | Allotment water | Deposits ar | Main current acco | Yes | N/A | -35.00 | 0.00 | -35.00 | |
| | | | | | | | | | | | | -2,484.85 | | | |