



**Salfords and Sidlow Parish Council
Annual Council Meeting Minutes**

Salfords Village Hall

11 May 2026

Meeting opened at 7:30pm and closed at 9.20pm

Email: clerk@salfordsandsidlowpc.org.uk

Website: www.salfordsandsidlowpc.org.uk

Councillors (Cllrs) present:

1. Cllr Bob Barnes (BB)
2. Cllr Jim Blackmore (JB)
3. Cllr Wayne Clark (WC) Chair
4. Cllr Karen Dukes (KD)
5. Cllr Paul Edwards (PE)
6. Cllr Mark Lodge (ML)
7. Cllr Stephen Rolph (SR)

Apologies

1. Cllr Caroline Clarke (CC)

Attending:

4 members of public

Apologies

Cllr A Lynch (AL)
Cllr C Baart (CB)
Cllr S Wotton (SW)

In attendance: Claire Baller (CB), Clerk

Ref	Agenda item	Who
26/05-001	Election of the Chair for 2026/27 and declarations of acceptance of office	
	<p>WC called for nominations to the Office of Chair.</p> <p>BB proposed, seconded by KD that Cllr. W Clark be re-elected to the Office of Chair. There were no other nominations. Approval was unanimous and Cllr. Clark was duly elected.</p> <p>Cllr Clark declared his acceptance of office and thanked his fellow Councillors for electing him.</p>	
26/05-002	Election of the Vice-Chair	
	<p>WC called for nominations to the office of Vice-chair.</p> <p>PE proposed, seconded by BB, that Cllr Dukes be elected to the office of Vice-Chair. There were no other nominations, approval was unanimous and Cllr. Dukes was duly elected.</p>	
26/05-003	Election of the Chair and Vice-Chair for Councillor/ Planning surgery	
	<p>WC called for nominations to the office of Chair for the Councillor / Planning surgery</p> <p>PE proposed, seconded by BB that Cllr. Dukes be elected to the Office of Chair for the Councillor / Planning surgery. There were no other nominations. Approval was unanimous and Cllr. Dukes was duly elected.</p> <p>WC called for nominations to the office of Vice Chair for the Councillor / Planning surgery</p> <p>KD proposed, seconded by PE that Cllr. Blackmore be elected to the Office of Vice Chair for the Councillor / Planning surgery. There were no other nominations. Approval was unanimous and Cllr. Blackmore was duly elected.</p>	

26/05-004	To receive apologies for Absence.	
	WC welcomed Councillors and residents to the meeting. Apologies were received and accepted from CC who was unable to attend. County Cllrs Baart and Lynch and Borough Cllr Wotton sent apologies.	
26/05-005	Declarations of Interest and dispensations	
	JB declared an interest in agenda item 13, Application 26/00511/HHOLD – Bramble Cottage, Axes Lane, Salfords, RH1 5QN as he is the applicant. KD declared an interest in agenda item 13, Application 26/00623/HHOLD – Brookside Farm House, Woodhatch Road, Redhill, RH1 5JJ as she is the applicant. CB had granted dispensations so JB and KD could remain in the meeting but not participate in discussion or any voting for their applications. There were no other declarations of interest.	
26/05-006	Public Notices	
	<ul style="list-style-type: none"> – Family Playgroup – Wednesday 13 May, 10.30m to 12.00pm - Salfords Village Hall (SVH) – Councillors Surgery – Monday 1 June, 6.30pm to 7pm – SVH – East Surrey YMCA Wellbeing Walk - Salfords Stroll – Friday 5 June, 9.45am – SVH – Coffee Morning - Friday 5 June – 11am to 12.30pm – SVH – Parish Council Meeting – Monday 8 June, 7.30pm – Emmanuel Church, Sidlow – Salfords community day - Saturday 13 June, 1pm to 5pm - Salfords Social Club – Sidlow community day – Saturday 27 June, 2pm to 7pm - Bures Manor 	
26/05-007	Public Question Period	
	All matters raised by residents were included in the planning agenda item.	
26/05-008	To confirm the Minutes of the Council meeting held on Monday 13 April 2026	
	The minutes were approved and recorded as a true and accurate record of the meeting.	
26/05-009	To receive and approve the Annual Report	
	The Clerk had produced an annual report (Link) which summarised all Council activities for the financial year 2026/27 The Council received and approved the report. It was agreed a lot of work and projects had been achieved in 2025/26 which appeared to be more than in the previous year. Action <ul style="list-style-type: none"> ▪ Clerk to upload Annual report onto website and issue to all that receive the agenda and minutes. 	CB
26/05-010	Appoint representatives to work with local organisations and external bodies and agree process for reporting back	
	The Council reviewed the appointment of Representatives on Local Organisations and bodies (listed in alphabetical order). It was agreed Councillors would reside on the following groups: -	

	<p>a. Association of Parish Council Aviation Group - (Cllr K Dukes/ Cllr S Rolph)</p> <p>b. Community Rail Network (Cllr P Edwards/ Cllr C Clarke/ Cllr S Rolph)</p> <p>c. Gatwick Area Conservation Campaign (Cllr W Clark/ Cllr K Dukes)</p> <p>d. GATCOM (Cllr. B Barnes/ Cllr S Rolph)</p> <p>e. Norwood Hill Resident's Association (Cllr B Barnes)</p> <p>f. Plane Injustice (Cllr B Barnes/ Cllrs J R Blackmore)</p> <p>g. Redhill Aerodrome Consultative Committee (Cllr J R Blackmore)</p> <p>h. Redhill Business Guild – (Cllr B Barnes/ Cllr C Clarke)</p> <p>i. Reigate & Banstead Standards Committee (Cllr. M Lodge)</p> <p>j. Salfords Social Club (Cllr C Clarke/ Cllr P Edwards)</p> <p>k. Salfords Train Station (Adoption)/ Community Rail Network (Cllr P Edwards/ Cllr C Clarke/ Cllr S Rolph)</p> <p>l. Salfords Village Hall Management Committee (All Parish Councillors)</p> <p>m. Sidlow Churchyard Committee (Cllr. B Barnes)</p> <p>n. Surrey Association of Local Councils (Cllr. J R Blackmore – Cllr S N Rolph/ Cllr M Lodge Deputy. Cllrs Blackmore and Rolph have Council voting rights)</p> <p>o. Surrey Enhanced Bus Partnership; Stakeholder Reference Group (Cllr S N Rolph)</p> <p>All agreed the process for reporting would remain the same with Councillors advising the Clerk when they were attending a meeting. She would add to the agenda under 'Meeting Reports' and Councillors would prepare a written report of the meeting which would be passed to the Clerk for circulation.</p>	
26/05-011	Agree Council's and/or employee's memberships of other bodies	
	<p>The Council agreed to the following memberships: -</p> <p>a. SALC (Surrey Association of Local Councils) & NALC (National Association of Local Councils)- Council - renewal March</p> <p>b. Society of Local Council Clerks – Clerk – renewal November</p>	
26/05-012	Policies and Procedures	
	<p>The Clerk had sent the policies that needed to be reviewed annually. See Appendix A for full policy list.</p> <ul style="list-style-type: none"> ▪ Standing Orders – no change ▪ Financial Regulations – no change ▪ Financial Risk Assessment ▪ Salfords Village Hall Health & Safety ▪ Salfords Village Hall Risk Assessment ▪ Scheme of Delegation ▪ Code of Conduct ▪ IT Policy <p>New policies - Carers/ paternity & maternity and Vexatious policy</p> <p>Councillors approved all these policies and procedures for the Parish Council.</p> <p>All policies will be available on the website.</p> <p>Action</p> <ul style="list-style-type: none"> ▪ Clerk to upload new policies onto website 	CB

26/05-013	Planning, enforcement and aviation matters	
A	<p><u>Planning Applications</u></p> <p>See attached Appendix C – Planning List with full commentary.</p> <p>JB advised only 2 Councillors attended the Councillor surgery on Monday 4 May when planning applications were reviewed so the session was not quorate. As such, Councillors reviewed all applications at the annual council meeting and agreed to respond to 7 planning applications with 4 no observation, 2 no objection with comment and 1 object.</p>	
B i ii	<p><u>Planning decisions made by R&BBC</u></p> <p>Refer to 388 May 2026. There were 3 planning applications:</p> <ul style="list-style-type: none"> ▪ 1 decided ▪ 1 Refused ▪ 1 appeal lodged <p><u>Horse Hill Developments Ltd (HHDL)</u></p> <p>CB advised the previous applications that had been withdrawn were because these applications could no longer be progressed following the decision of the Supreme Court in June 2024 to quash the temporary parent planning permission for hydrocarbon production at Horse Hill. The parent application remains with the CPA for determination. The CPA are in regular contact with the applicant who is in the process of finalising the preparation of the additional planning and environmental information requested by the CPA. Once received, this information will be subject to a full round of consultation and publicity prior to the application being determined. In the meantime, enforcement officers are continuing to monitor the site and engage with the applicant regarding the removal of equipment from the site and continued cessation of active operations.</p> <p>Standing Orders were suspended</p>	
C i ii	<p>Enforcement Updates</p> <p><u>Picketts Lane</u></p> <p>Residents requested financial assistance to support R&BBC's representation at the JR for Plot 2. Councillors agreed to pay up to £5,000, on top of resident's donation of £20,000, which would be paid directly to R&BBC. This decision was made on the understanding that the outcome of this case is critical not only to Picketts Lane Plot 2, but all surrounding Green Belt fields and Salfords/ Sidlow parish.</p> <p><u>Crosswinds</u></p> <p>The Clerk was asked to contact SCC to request an update as fly tipping at the entrance continues.</p>	
D i	<p>Aviation</p> <p><u>Plane Injustice</u></p> <p>James T, from Plane Injustice, provided Councillors with an update on the Route 4 consultation response and how Plane Injustice had engaged with residents and communities in Salfords, Sidlow, Norwood Hill and wider to ensure they responded to the consultation. He thanked Council for their financial support to date explaining how Richard Buxton Solicitors worked with Plane Injustice to submit a letter, including reference from a noise expert, to LGW. Councillors noted and approved payment of £3,000 which had been made to Richard Buxton Solicitor, for Plane Injustice to appoint them, to produce the letter. Councillors agreed to cover the final balance</p>	

B	<p>NS had proposed updating the constitution, so it was agreed to have an RACC sub-committee, with County, Borough and Parish councillors, these being Cllr Baart, JB, GO and GL to draft a revised version.</p> <p>The next meeting will be 18 November 2026</p> <p><u>Tree planting at Salfords Social Club</u> Councillors noted CB met with Chair of Salfords Social Club and Surrey County Council to agree a plan to plant trees on the land. SCC will submit a report with recommendations including providing fruit trees to start a mini orchard, planting trees in various locations near the playground and large oak tree and to create a hedge, from whips, between the playground and carpark and provide further whips for previous hedging which was created. SCC will now try to secure grant funding for the trees and whips, with a proposed delivery of December 2026 with tree planting by the club/ residents/ parish council in January 2027.</p> <p>Action</p> <ul style="list-style-type: none"> ▪ CC/CB to work with Salfords Social Club and SCC to organise tree planting 	CC/CB
26/05-015	Neighbourhood Plan	
	<p>We are at Stage 4 Preparation Stage- creating Draft Neighbourhood Plan prepared by local community. Councillors agreed to create a design code, to be prepared and written by an external agent.</p> <p>Councillors noted and approved Feria Urbanism have been appointed at a cost of £10,400 recognising that costs may increase if more time is required for specific areas of work to prepare the design code as part of the neighbourhood plan.</p> <p>The reasons for the recommendation are they are the most cost effective and our Planning Consultant Steve Tilbury has worked directly with them and had a positive experience</p> <p>Action</p> <ul style="list-style-type: none"> ▪ NHP Working Party to arrange initial meetings with Feria Urbanism 	NHP
26/05-016	Community Updates	
A B C D E F	<p>15 people attended the wellbeing walk on a warm sunny Friday morning.</p> <p>Coffee morning - 45 residents attended the coffee morning.</p> <p>Family playgroup - The next session is Wednesday 13 May.</p> <p>Community Garden will re-open from Thursday 28 May starting at 2pm</p> <p><u>13/06/26 – Community Day – Salfords Social Club</u> Three bands - Something Like That, Rewind Wind band and Jazz Peeps will be performing. Council approved costs of donation for £100 for band and donation of up to £50 to cover fuel/ travel costs for Rewind Wind band and Jazz Peeps</p> <p><u>27/06/26 – Sidlow Community Day</u> Redstone Community Band and Kat Jax will be performing. Costs will be presented at the June meeting. Councillors approved expenses for the TENS license for £21</p> <p>Action</p> <ul style="list-style-type: none"> ▪ CC/ KD CB to prepare for the upcoming Salfords events ▪ BB/ CB to prepare for the upcoming Sidlow event 	CC/CB BB/CB

26/05-017	Finance Matters – Parish Council and Village Hall																																																										
A	<p>Statements of Income and Expenditure for S&SPC (£140,237.61) and the Village Hall (£5,152.87) for April 2026 were noted and approved.</p> <p>Councillors noted the allocation of ring-fenced funds for start of 2026/27</p> <table border="1" data-bbox="312 309 1297 1025"> <thead> <tr> <th colspan="3" data-bbox="312 309 1297 347">Earmarked Reserves</th> </tr> </thead> <tbody> <tr> <td data-bbox="312 349 384 387">1</td> <td data-bbox="386 349 1134 387">Planning and environmental development – incl. aviation matters</td> <td data-bbox="1136 349 1297 387">£30,000.00</td> </tr> <tr> <td data-bbox="312 389 384 427">2</td> <td data-bbox="386 389 1134 427">Community Grant Scheme</td> <td data-bbox="1136 389 1297 427">£1,000.00</td> </tr> <tr> <td data-bbox="312 430 384 468">3</td> <td data-bbox="386 430 1134 468">Election funding</td> <td data-bbox="1136 430 1297 468">£8,000.00</td> </tr> <tr> <td data-bbox="312 470 384 508">4</td> <td data-bbox="386 470 1134 508">Parish Council - Laptop/ website/ Community Days/ Awards/ De-fib pads</td> <td data-bbox="1136 470 1297 508">£2,500.00</td> </tr> <tr> <td data-bbox="312 510 384 548">5</td> <td data-bbox="386 510 1134 548">Environmental Enhancements</td> <td data-bbox="1136 510 1297 548">£1,000.00</td> </tr> <tr> <td data-bbox="312 551 384 589">6</td> <td data-bbox="386 551 1134 589">Community Recreation and wellbeing</td> <td data-bbox="1136 551 1297 589">£3,000.00</td> </tr> <tr> <td data-bbox="312 591 384 629">7</td> <td data-bbox="386 591 1134 629">Keeping Parish Tidy – Bins/ Highway matters/ Lengthsman Scheme</td> <td data-bbox="1136 591 1297 629">£1,000.00</td> </tr> <tr> <td data-bbox="312 631 384 669">8</td> <td data-bbox="386 631 1134 669">Parish Centre</td> <td data-bbox="1136 631 1297 669">£5,000.00</td> </tr> <tr> <td data-bbox="312 672 384 710">9</td> <td data-bbox="386 672 1134 710">Village Hall future repairs</td> <td data-bbox="1136 672 1297 710">£7,000.00</td> </tr> <tr> <td data-bbox="312 712 384 750">11</td> <td data-bbox="386 712 1134 750">Train Station</td> <td data-bbox="1136 712 1297 750">£928.65</td> </tr> <tr> <td data-bbox="312 752 384 790">12</td> <td data-bbox="386 752 1134 790">CIL</td> <td data-bbox="1136 752 1297 790">£20,306.21</td> </tr> <tr> <td data-bbox="312 792 384 831">13</td> <td data-bbox="386 792 1134 831">Strategic CIL for SVH</td> <td data-bbox="1136 792 1297 831">£31,615.00</td> </tr> <tr> <td colspan="2" data-bbox="312 833 1134 871">Total Earmarked Reserves</td> <td data-bbox="1136 833 1297 871">£111,349.86</td> </tr> <tr> <th colspan="3" data-bbox="312 873 1297 911">General Reserves</th> </tr> <tr> <td data-bbox="312 913 384 952">1</td> <td data-bbox="386 913 1134 952">Village Hall bank balance</td> <td data-bbox="1136 913 1297 952">£4,174.71</td> </tr> <tr> <td data-bbox="312 954 384 992">2</td> <td data-bbox="386 954 1134 992">General reserves</td> <td data-bbox="1136 954 1297 992">£9,089.06</td> </tr> <tr> <td colspan="2" data-bbox="312 994 1134 1032">Total General Reserves</td> <td data-bbox="1136 994 1297 1032">£13,263.77</td> </tr> <tr> <td colspan="2" data-bbox="312 1034 1134 1072">Total funds</td> <td data-bbox="1136 1034 1297 1072">£124,613.63</td> </tr> </tbody> </table> <p>with amendments including: -</p> <p>More allocation to: -</p> <ul style="list-style-type: none"> - election costs which are currently unknown - planning to support development of the NHP <p>Less allocation for: -</p> <ul style="list-style-type: none"> - community grant and crisis scheme - parish council office - parish council centre - community recreation - keeping parish tidy - environmental enhancements <p>It was noted there is more than £20,000 in CIL funding and the Clerk was asked to utilise this funding as and when it can be apportioned to projects for community development. It was also proposed that funding for development of the NHP could be used from CIL funds, and CB was asked to clarify.</p>		Earmarked Reserves			1	Planning and environmental development – incl. aviation matters	£30,000.00	2	Community Grant Scheme	£1,000.00	3	Election funding	£8,000.00	4	Parish Council - Laptop/ website/ Community Days/ Awards/ De-fib pads	£2,500.00	5	Environmental Enhancements	£1,000.00	6	Community Recreation and wellbeing	£3,000.00	7	Keeping Parish Tidy – Bins/ Highway matters/ Lengthsman Scheme	£1,000.00	8	Parish Centre	£5,000.00	9	Village Hall future repairs	£7,000.00	11	Train Station	£928.65	12	CIL	£20,306.21	13	Strategic CIL for SVH	£31,615.00	Total Earmarked Reserves		£111,349.86	General Reserves			1	Village Hall bank balance	£4,174.71	2	General reserves	£9,089.06	Total General Reserves		£13,263.77	Total funds		£124,613.63
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B	<p>List of cheques/DD for S&SPC and the Village Hall for April 2026 were noted and approved: -</p> <ul style="list-style-type: none"> ▪ S&SPC - 2 DD, 1 TV and 10 online payments were issued for a total amount of £31,449.58 ▪ Village Hall – 3 DD, 1 TV and 1 online payment were issued for a total amount of £2,247.53 																																																										
C	<p>Councillors noted bank reconciliation for April 2026 was signed off by CC.</p>																																																										
D	<p><u>Members Allowance Scheme 2026/27</u></p> <p>Councillors reviewed the Members Allowance Scheme for 2026/27 and agreed the policy with an annual payment of £200. The Clerk will formally submit the scheme to R&BBC Pay Committee. CB reminded Councillors to advise her if they want/ do not want to take the allowance.</p>																																																										

E	<p><u>Finance Approval</u></p> <p>The Council conducted their annual review of the hall and Parish Council bank signatories for the accounts and how payments can be processed and agreed the following:</p> <p>Any two Councillors can approve payments made via the Faster Payment Scheme (online banking) apart from CC as she conducts bank reconciliation.</p> <p>Current bank signatories for cheques, DD set up and amendments are: - WC/JB and ML for both the Parish Council and village hall accounts.</p> <p>DD's set up for the Parish Council and hall are: -</p> <ul style="list-style-type: none"> - British Telecom – telephone and Broadband - monthly payment - Corona Energy – Gas and electric for hall - monthly instalments - Sutton and East Surrey Water – Water for hall – monthly instalments - Christ the King – quarterly hall ground rent - NEST – Clerk's pension scheme - Information Commission Office – Data Protection 	
F	<p><u>2025/26 Financial Audit</u></p> <p>The Clerk advised the end of year accounts have been approved by the Internal Auditor on 23/04/26. Councillors noted there were no issues to report and congratulated the Clerk. Councillors formally appoint the Internal Auditor P Barclay for 2026/27</p> <p>ii. <i>Signing and approval of the Annual Governance and Accountability Return (AGAR) Parts 2 and 3</i></p> <p>The Parish Council carried out a review of the effectiveness of the system of internal control and prepared the Annual Governance Statement (Section1 of AGAR). Councillors considered the findings of the review and approved the Annual Governance Statement by resolution</p> <p>iii. The Council then reviewed and approved the Accounting Statements.</p> <p>The accounts and AGAR were formally signed and approved by Clerk in the capacity as the Responsible Finance Officer (RFO) and the Chairman of the meeting and will now be sent to the External Auditors.</p>	
G	<p><u>Plane Justice</u></p> <p>Councillors noted receipt of £3,496.59 from Plane Justice which has now all been allocated to Plane Injustice.</p>	
H	<p><u>Salfords Social Club</u></p> <p>Councillors considered a grant request from Salfords Social Club towards the cost of a new sign. Concerns were raised regarding the overall project cost and the limited wider community benefit of signage located on the club building itself. It was agreed that the Parish Council would not award a grant for the project. Councillors agreed that the Council would be willing to explore opportunities to support improved directional signage to the club within the village.</p> <p>Action</p> <ul style="list-style-type: none"> ▪ CB to assign CIL funding to community projects and ascertain utilising CIL funds on development of NHP ▪ Clerk to advise R&BBC of the Members Allowance Scheme 2026/27 ▪ All to confirm to CB if they will be taking the Members Allowance ▪ CB to make payment of Members Allowance scheme ▪ CB/ WC to sign AGAR and send to external audit ▪ CB to advise Salfords social club of grant decision 	<p>CB CB All CB CB/WC CB</p>

26/05-018	Correspondence	
	<p>The following correspondence had been received in March/ April 2026: -</p> <p>10/04/26 - Candidates announced ahead of East Surrey and West Surrey Council elections</p> <p>12/04/26 - Norwood Hill Get Togethers at The Fox Revived Pub 16/4/26</p> <p>13/04/26 - Woodhatch & Whitebushes Impact Report for 2025</p> <p>13/04/26 - Copy from resident to complaint to RBBC 25/01546/SCOPE - Land West of Salfords</p> <p>14/04/26 - Surrey Community Action update</p> <p>15/04/26 - Copy of Horley TC response to R4 consultation</p> <p>15/04/26 - Community Rail News</p> <p>15/04/26 - Diversion Order FP 392 Horley– sealed order new footpath 577 – Crossoak Lane</p> <p>16/04/26 - SCC - Everything you need to know about Surrey's elections</p> <p>16/04/26 - Request from Plane Injustice for funds for LGW Route 4 consultation legal advice</p> <p>17/04/26 - Voluntary Action South East (VASE) update</p> <p>17/04/26 - Everything you need to know about Surrey's elections</p> <p>22/04/26 – Residents concern about container yard on New House Lane</p> <p>22/04/26 – Residents concern about damage to verges on New House Lane</p> <p>23/04/26 - Slow Charger Lamp Columns Installation - Reigate & Banstead (Work Package 3)</p> <p>23/04/26 - HTC: Annual Town Public Forum, Friday, 15 May 2026, from 6.30pm</p> <p>25/04/26 – Resident enquiry about locked gate on FP392</p> <p>25/04/26 – Charlwood May Parish Pump</p> <p>28/04/26 – Notification of Westvale Park S106 Compliance. Formal Complaint to R&BBC</p> <p>28/04/26 – R&BBC Nominations for the RBBC Volunteer Awards are now open.</p> <p>29/04/26 – VASE update</p> <p>29/04/26 – Copy of Plane Injustice response to R4 consultation</p> <p>29/04/26 - Earth Day, volunteering and exciting news about Volunteer's Week</p> <p>29/04/26 – Community Rail News</p> <p>01/05/26 – AEF newsletter</p> <p>02/05/26 – CAGNE Parish Council forum newsletter</p> <p>02/05/26 – CAGNE newsletter</p> <p>Various – GATCOM updates</p> <p>Various – SALC/ NALC updates</p> <p>Councillors noted the complaint letters sent to R&BBC in respect of shortcomings of the S106 agreement for the Westvale Park development and request for clarity regarding the assessment of Green Belt v Grey Belt for land west of Salfords The Clerk was asked to send a letter of support on these matters to R&BBC, including Horley TC</p> <p>Action</p> <ul style="list-style-type: none"> ▪ CB to write to A Benson regarding clarity on green belt assessment and review of S106 for Westvale Park. 	CB
26/05-019	Clerk Report	
A i	<p><u>Salfords village hall</u></p> <p>Councillors noted the works to replace the replacement soffits, fascias and guttering was underway at a cost of £8,795 which was paid from R&BBC strategic CIL grant funding.</p>	

ii	The planning application for the new forecourt had been rejected by R&BBC on various matters. Further detail needed to be provided such as putting SCC on notice for the works to the dropped kerb and providing splay details. CB had contacted SCC and Bill Kier to assist with the detail.	
B	<p><u>Double yellow/ Zig Zag lines</u></p> <p>Councillors noted that SCC confirmed that School Keep Clear signs for West Avenue have been included as part of the Reigate and Banstead 2026 parking review, which is expected to be advertised in late summer, with lines anticipated to be installed in the last quarter of the year or early 2027, depending on how smoothly everything goes</p>	
C	<p><u>Planter in Sidlow</u></p> <p>Councillors noted and approved that replacement flowers had been purchased for £25 for the Sidlow planter for the summer.</p>	
D	<p><u>Council Website and email</u></p> <p>CB had prepared a paper advising of the new 2025 mandatory Assertion 10 requirement for parish and town councils under the Annual Governance and Accountability Return (AGAR), focusing on digital, data, and website compliance. It requires councils to prove they follow GDPR/Data Protection Act 2018, use secure council-owned emails, and meet WCAG 2.2 AA website accessibility standards. CB also explained how costs with the parish council current email and website service provider have accumulated over the years by adding 'this and that' to achieve a requirement and how this was now more expensive than other alternatives.</p> <p>Councillors agreed to arrange to have a new website built by Aubergine for £499 + VAT with an ongoing annual cost of £299 to run the website. It was recognised the new purpose-built offering from Aubergine cost a lot less than existing Service Provider.</p> <p>Councillors agreed for the new domain name to transfer to .gov.uk, which is recommended and the official domain suffix for a Council with elevated level of security. The new domain name would be</p> <ul style="list-style-type: none"> - salfordsandsidlow-pc.gov.uk or salfordsandsidlowpc.gov.uk (if allowed) <p>Councillors also agreed to arrange for the Clerk and all councillors to be set up with new .gov.uk emails with Aubergine up to a cost of £120 per annum for 10GB storage.</p> <p>CB reminded Councillors the importance for regular housekeeping for their email and filing systems.</p> <p>Action</p> <ul style="list-style-type: none"> ▪ CB to continue to process planning application for forecourt ▪ CB to arrange for new website to be built and transfer Councillors and Clerk to new domain suffix by November 2026 	<p>CB</p> <p>CB</p>
26/05-020	Urgent matters at discretion of Chairman	
	WC thanked everyone for attending and as there being no urgent matters WC declared the meeting closed.	

APPENDIX A SALFORDS AND SIDLOW POLICIES AND PROCEDURES

	Policy	Comments
	Annual review 12/05/25	
1	Standing Orders	SALC- 2025 edition
2	Dispensation Procedure Policy	Recommended by SALC
3	Financial Regulations	SALC – 2025 edition
4	Financial Risk Assessment	Recommended by SALC
5	Members Allowance Scheme 2025/26	R&BBC
6	Salfords Village Hall Health & Safety	S&SPC/ HSE
7	Salfords Village Hall Risk Assessment	S&SPC/ HSE
8	Scheme of Delegation	SALC/ Horley TC
9	Website Accessibility statement	SALC/GDPR
	HR Policy	
1	Adverse Weather Policy	SALC
2	Annual Leave policy	NALC
3	Bullying and Harassment Policy	SALC
4	Carers Policy	NALC
5	Compassionate leave policy	NALC
6	Disciplinary Policy	NALC
7	Emergency/ Dependants Leave	NALC
8	Employee Conduct Policy	SALC
9	Flexible working policy	NALC
10	Grievance Policy	NALC
11	Home working policy	NALC
12	Laptop Policy	S&SPC
13	Lone Working Policy	NALC
14	Maternity leave policy	NALC
15	Paternity leave policy	NALC
16	Pay Policy	SALC
17	Performance Management Scheme	SALC
18	Recruitment Policy	SALC
19	Sickness and Absence policy	NALC
20	Staff Expenses Policy	SALC
21	Training and Development Policy	NALC
	Finance Policies	
1	Expenses Policy	NALC
2	Financial Risk Assessment	SALC Annual
3	Grant Awarding Policy	SSPC
4	Investment Policy	SALC
5	Members Allowance Policy	SALC
6	Reserves Policy	SLCC
	Council Policies	
1	Advertising at Salfords Village Hall Policy	S&SPC
2	Biodiversity Policy	S&SPC
3	Child Protection / Vulnerable person Policy	SALC
4	Community Awards Policy	SALC
5	Complaints Procedure	SALC
6	Co-option Policy	SALC
7	Correspondence Policy	SLCC
8	Council representation on outside body	SALC
9	Dispensation Procedure Policy	Annual
10	Email and Internet Use Policy	SALC
11	Environmental Policy	SALC
12	Equal Opportunities Statement	SALC

13	Equality and Diversity policy	NALC
14	Health and Safety Policy	SALC
15	Managing Council as a corporate body	SALC
16	Media and Communications Policy	SALC
17	Member Complaints Code of Conduct	R&BBC
18	Member Officer Relations Protocol	SALC
19	Recording of Public Meetings	SALC
20	Risk Management Policy	SALC
21	Safeguarding policy	SALC
22	Scheme of Delegation	SALC/HTC - Annual
23	Statement of Intent to community engagement	SALC
24	Vexatious Policy	SSPC
25	Whistle blowing policy	NALC
	GDPR Policies	
1	Confidential reporting	SALC
2	Consent Form for Data Protection/ GDPR	GDPR
3	Data Protection Breach Reporting	SLCC - GDPR
4	Data Protection Policy	SALC and S&SPC
5	Document Retention & Disposal Policy	SALC/ SLCC - GDPR
5	Freedom of Information	SALC
6	FOI Model Publication Scheme	SALC
6	Information and Data Protection Policy	SLCC - GDPR
7	Information and technology policy	SALC
8	Privacy Notice – resident	NALC - GDPR
9	Privacy Notice – Staff/ Councillors	NALC - GDPR
10	Processing Activity Policy/ Template	SLCC – Standing Orders/ GDPR
11	Removeable Media Policy	SLCC - GDPR
12	Reporting Personal Data Breach Policy	ICO - GDPR
13	Social Media Policy	SLCC - GDPR
14	Subject Access Request (SAR) Policy	ICO - GDPR
15	Subject Access Request (SAR) Form	SLCC- GDPR
16	Transferrable Data Policy	SLCC - GDPR

GDPR – General Data Protection Regulations

HSE – Health and Safety Executive templates

ICO – Information Commission Office

NALC – National Association of Local Council

R&BBC – Reigate and Banstead Borough Council template

SALC – Surrey and Sussex Association of Local Council's template

SLCC – Society of Local Council Clerks template

S&SPC – Salfords and Sidlow Parish Council template

- All risk assessments are up to date –staff/ hall and financial

All policies will be available on the website.



APPENDIX B- LIST OF PAYMENTS MADE IN APRIL 2026

List of Cheques/ DD's/ BACS Paid Out to 30 April 2026			
Salfords and Sidlow Parish Council			
		<u>VAT</u>	<u>Total</u>
DD	BT -Telephone and Broadband Invoice No M039 P4 28/03/26 £48.28 +£9.66 VAT = £57.94	£9.66	£57.94
BACS 1399	HMRC Tax and NI Conts Jan to March26	£0.00	£2,637.25
BACS 1400	Claire Baller - Expenses for coffee morning - £2.85	£0.00	£2.85
BACS 1401	SALC - Annual subscription for SALC/ NALC 01/04/26 - 0055 - NALC £239.60 + SALC - £1,071.50 = £1,311.10	£0.00	£1,311.10
TV	SVH - VAT refund £566.39	£0.00	£566.39
BACS 1402	CCLA Client Services - Deposit	£0.00	£20,000.00
BACS 1403	Oakworld - 4 picnic benches for Salfords Social Club 418227 - £963.33 + £192.67 = £1156	£192.67	£1,156.00
BACS 1404	RequestaPlan - Plans for planning application for forecourt 15/04/26 - £19 + £3.80 VAT = £22.80	£3.80	£22.80
BACS 1405	Richard Buxton Solicitors 17/04/26 - Support for Plane Injustice for Route 4 consultation	£0.00	£3,000.00
BACS 1406	Printmates - flyers for community day x 2000 and patches for banner 20/4/26 - £105 + £21 VAT = £126	£21.00	£126.00
BACS 1407	Peter Barclay - Internal Audit review 2025/26 26/4/26 - S&S003 - £250	£0.00	£250.00
DD	NEST - Clerks Pension scheme contribution April 2026 Employer £72.51 + Employee £6.68= £169.19	£0.00	£169.19
BACS 1408	Mrs. C. Baller - Salary April 2026 - £1,738.26 & Mar O/T £1,198.80= £2,937.06 less tax £539.20 NI £151.12 and Pens £96.68= £2,150.06	£0.00	£2,150.06
		£227.13	£31,449.58
Salfords Village Hall			
		<u>VAT</u>	<u>Total</u>
BACS 721	ASF Cleaning - 31/03/26 - 65679 £288.87+ £57.77 VAT = £346.64	£57.77	£346.64
DD	Corona Energy - Electric - 03/04/26 - £169.94+ £8.49 VAT = £178.43	£8.49	£178.43
DD	Corona Energy - Gas - 05/03/26 - £488.71+ £97.74 VAT = £586.45	£97.74	£586.45
DD	SES Water	£0.00	£31.00
TV	Clerks % salary - 1/3	£0.00	£1,105.01
		£164.00	£2,247.53

APPENDIX C- PLANNING APPLICATIONS IN APRIL/ MAY 2026

Ref	Date	R&BBC Officer	Address	Proposal	Parish Council Decision
26/00568/AGD. Planning Link	10/4/26	Guy Stephens	Norwood Place Farm Smalls Hill Rd RH6 0HR	Proposed erection of an agricultural building (to store straw).	No observation
26/00511/HHOLD Planning link	28/4/26	Stephen Yeoll	Bramble Cottage Axes Lane Salfords RH1 5QN	Erection of a replacement outbuilding (incidental to the host dwelling).	No observation
26/00596/HHOLD Planning Link	30/4/26	Helen Love	Idris St Georges Road Salfords RH1 5RD	Proposed conservatory	No observation
26/00379/F Planning link	30/4/26	Matthew Holdsworth	Finns Farm Smalls Hill Road Horley Surrey	Installation of exoskeleton shell over existing building.	Object – see below
26/00360/F Planning link	05/5/26	Matthew Sheahan	Land At 526171 145444 Reigate Road Sidlow Surrey	Change of use of land to natural burial ground, including 2-hectare BNG wildflower meadow, proposed landscaping, single storey pavilion building and car parking and proposed bus stops. Retention of wildlife pond, small pavilion building and fishing lodge in connection with natural burial ground quiet reflection.	No objection – see below
26/00687/HHOLD Planning link	05/5/26	Riordan Kitt	20 Woodside Way Salfords RH1 5BD	Proposed ground and first floor wraparound extension, internal alterations, and all associated works.	No objection subject to neighbours
26/00623/HHOLD Planning link	7/5/26	Riordan Kitt	Brookside Farm House Woodhatch Road Redhill Surrey RH1 5JJ	Erection of two storey side and front extension together with first floor balcony and alteration to main roof.	No observation

26/00379/F Finns Farm - Object

Inappropriate development in the Green Belt. There is no design statement and nothing to show the existing structure, which is described as part residential dwelling and part office, has planning permission. The application form says it is unknown how the foul sewage is to be disposed of.

26/00360/F Land At 526171 145444 Reigate Road - No objection to the proposed natural burial ground provided: -

1. the future maintenance and management of the landscape and tree planting is secured by condition and that condition is robust enough to make sure the site is properly maintained for many decades to avoid it becoming a waste land,
2. the development meets national specification for this type of development, in particular parking to ensure there is not over intensity of traffic,
3. the foul sewage from the Memorial Building is properly dealt with,
4. If the use of the site as a natural burial ground ceases the building, car parking and all hardstanding must be removed and the land restored and maintained as required under burial ground legislation.

APPENDIX D– TO DO LIST

Ref	Date	Action	Who	Update	Complete
26/04/004	13/04/26	CB to raise concern of pavement parking on Westmead Drive	CB	Reported to highways but limited action	Closed
26/04/004	13/04/26	CB to write to A Benson requesting meeting about 25/01546/SCOPE	CB	AB confirmed will review and respond	Closed
26/04/004	13/04/26	VC to engage with planning team on 25/01546/SCOPE	VC	VC escalated and linked to above	Closed
26/04/004	13/04/26	Councillors to raise concern of Fairacres expansion at meeting on 12/5/26	CB	Will be on agenda for 12/5/26	Closed
26/04/006	13/04/26	Clerk to respond to 5 planning applications	CB	Responded	14/04/26
26/04/006	13/04/26	CB to raise concern with R&BBC enforcement about planning application 25/01993/HHOLD	CB	Concern raised.	Closed
26/04/006	13/04/26	CB to clarify LPA's intention for Horse Hill oil site to so UKOG reinstates the land.	CB	Planning application still valid	Closed
26/04/007	13/04/26	CB to request Social Club to submit grant request for new sign and advise may need planning	CB	Advised	Closed
26/04/007	13/04/26	CB to attend meeting with Social Club and SCC to review option for tree planting	CB	Meeting scheduled for 11/5/26 – agenda	Closed
26/04/007	13/04/26	CB to include provision of daffodil bulbs for Social Club in annual order	CB	Will include	Closed
26/04/007	13/04/26	CB to purchase four picnic benches for Salfords Social Club	CB	Purchased and delivered	Closed
26/04/008	13/04/26	NHP working group to review tenders for design guide code preparation and appoint consultant	NHP	Tenders reviewed and consultant appointed	Closed
26/04/008	13/04/26	NHP working group to schedule meetings and continue with development of NHP	NHP	Ongoing	Ongoing
26/04/008	13/04/26	All to attend meeting with R&BBC on 12/5/26	All	To attend	Ongoing
26/04/010	13/04/26	CB to send off final submission for response to R4 consultation	CB	Submission sent 14/04/26	Closed
26/04/010	13/04/26	CB to collate information for resident information for R4 consultation	CB	Shared on social media	Closed
26/04/011	13/04/26	CB to purchase flyers and patch for banners for community day	CB	Purchased and delivered	Closed
26/04/011	13/04/26	JB/WC to be prepared to lend gazebos for community day	JB/WC	Gazebos will be needed	Ongoing
26/04/011	13/04/26	CC/ CB to prepare for upcoming Salfords events	CC/CB	Timings finalised	Ongoing
26/04/011	13/04/26	BB/ CB to prepare for upcoming Sidlow events	BB/CB	Bands secured and TENS license sorted	Ongoing
26/04/012	13/04/26	CB to submit CIL report for 2025/26 to R&BBC	CB	Submitted 14/4/26	Closed
26/04/012	13/04/26	CB to confirm bank details to Plane Justice to receive external funding	CB	Donation received	Closed
26/04/012	13/04/26	CB advise Aviation Town and Parish Council Forum about decision for donation.	CB	Advised no donation will be made	Closed
26/04/015	13/04/26	CB to purchase block plan and location plan for planning application for forecourt	CB	Purchased and submitted 23/4/26	Closed
26/04/015	13/04/26	CB to submit statement confirming the de minimis exemption for the BNG survey for forecourt.	CB	Submitted 23/4/26	Closed
26/04/015	13/04/26	KD/BB/CB to submit planning application for forecourt changes	KD/BB/CB	Submitted 23/4/26	Closed
26/04/015	13/04/26	CB to confirm to contractor that bollards may not be installed by building	CB	Advised	Ongoing
26/04/015	13/04/26	WC/CB to plan for building planters to be located by front of building on new carpark forecourt	WC/CB	At appropriate time	Ongoing
26/04/015	13/04/26	Councillors to provide information for surgery and ext. org. represent for annual council meeting	ALL	Agenda item	Closed
26/04/015	13/04/26	CB to advise residents about decision for speed reduction on Ironsbottom and A217	CB	Res asks for follow up with unitary authority	Ongoing
26/04/015	13/04/26	CB to receive crash data for A217 from the resident	CB		
26/03/014	09/03/26	BB and CM to explore options for Rights of Way project to review condition of stiles.	BB/CM	Ongoing. CC plans to review Salfords	Ongoing
26/03 C	09/03/26	CB/BB/KD to progress planning application for forecourt and submit to R&BBC	BB/KD/CB	Planning application submitted	Closed
26/02-012	09/02/26	CB to purchase lamp post poppies	CB	Request submitted	Ongoing