



SEND PARISH COUNCIL COUNCIL MEETING

**HELD ON MONDAY 15TH JANUARY 2018 AT 7.45PM
IN THE MAIN HALL OF THE LANCASTER HALL**

- * Cllr P Beddoes (Chairman)
- * Cllr G Esteves (Vice Chairman)
- * Cllr J Brooker
- * Cllr M Bruton
- * Cllr M Clover
- * Cllr C Heath
- * Cllr J Manktelow
- * Cllr J Osborn
- o Cllr L Truscott

- * Present
- o Apologies for absence

Officer Present:
Mrs D Hurdle (Parish Clerk)

Also present: Borough Cllr M Hurdle, and 2 members of the public (1 left after agenda item 7)

The Chairman, Cllr P Beddoes wished everyone a Happy New Year, welcomed everyone to the meeting and explained the emergency procedures.

PUBLIC SESSION

The public were invited to address the Council prior to the Council meeting.

CPR TRAINING

It was reported that 23 people including 2 Parish Councillors had signed up for the first session of CPR training on 22nd January 2018. Members were invited to attend future sessions.

FACEBOOK AND WEBSITE

It was reported that over 1640 followers were recorded on the village Facebook page at the end of December 2017 and commented that it exceeded numbers on the local Borough Councils' Facebook pages. One issue to be aware of posted on Send Facebook page recently was concern that there may be drug dealing in Send.

CENTENARY OF END OF WORLD WAR 1

Members viewed details of a project which was being considered by the History Society of Send and Ripley to commemorate the end of WW1. The plans included a display of knitted poppies. It was agreed to discuss the Parish Council's involvement in the project at the next Council's Communications Working Group meeting.

SPC 098/17 **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Cllr L Truscott. It was noted that Borough Cllr S Parker and County Cllr K Taylor were unable to attend.

SPC 099/17 **DECLARATION OF INTEREST**

There were no declarations of interest on agenda items.

SPC
100/17

COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held on 20th November 2017 were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council Meeting held on 20th November 2017 be signed as an accurate record of the meeting

It was noted that a monthly action list was being made which would provide the Council with a reminder of the resolutions it had made and the actions which had been taken following the decisions.

CD

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101/17

CHAIRMAN AND CLERK'S REPORTS

The Clerk reported on the following matters:

1. Travellers - Following the meeting with the Community Development Officer at Guildford Borough Council, help was being provided to make a Protocol for Send PC to manage future Traveller Incursions. This would be presented for approval at a future Council meeting.
2. Send School -The Chairman and Clerk had met with the Business Manager of Send Primary School on 11th January. The Chairman reported on some of the topics which had been discussed including parking, the Local Plan and the Neighbourhood Plan. It had been agreed to meet up again in six months.
3. Cemetery – Work was being carried out to advertise the new cemetery services at Send Cemetery. This included a brochure for the Parish Council website. The new cemetery map was now on the cemetery noticeboard and a copy for reference was at the Parish Office.
4. CPR training – The first session of CPR training was to be held on 22nd January 2018. Two Cllrs and the Clerks had signed up for the first session which was almost fully booked. The next session was also being arranged and Councillors were invited to sign up.
5. Staff Reviews - The staff reviews had taken place in November 2017. The Clerks had rearranged their working timetables to cover more opening hours for the Parish Office.
6. Mayor's Award - Nominations had been requested for this year's community service awards.
7. Portsmouth Road Shelterbelt – Following information from the Environment Agency the Parish Council's pest control contractors had dealt with a rodent problem on the Council-owned land.
8. Visit to Business Centre – Councillors were reminded of the invitation to tour Send Business Centre on 29th January 2018.
9. Caretaker work - In addition to his regular work the village caretaker had repaired the recreation ground fence, cleared up Woodhill Triangle, moved and was monitoring the vehicle activated signs and installed new posts at the war memorial.

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COUNTY AND BOROUGH COUNCILLORS' REPORTS

Borough Cllr M Hurdle reported that the meeting to consider the Draft Guildford Local Plan had taken place on the 22nd November 2017 and the final draft had been submitted to the Secretary of State in December 2017.

Cllr Hurdle explained the details of a planning enforcement problem he had been dealing with in Send.

PLANNING

GUILDFORD BOROUGH COUNCIL LOCAL PLAN

Submission to the Secretary of State

It was noted that in line with Guildford Borough Council's resolution taken at its meeting on 21st November 2017, the Guildford Borough Local Plan has been submitted to the Secretary of State for examination.

Planning Consultant

Members received and considered a proposal from the planning consultant, Tibbalds who had been appointed to represent Send Parish Council at the Public Enquiry for the Guildford Local Plan. It was explained that the estimated cost for the consultancy would be dependent on the amount of work which was required at the time. It was proposed that the maximum fee should be included in the Council's budget 18-19 (£7,000).

Cllr P Beddoes proposed and Cllr G Esteves seconded and it was

RESOLVED: That the proposal by Tibbalds for fees for representing Send Parish Council at the Public Enquiry for Guildford Local Plan be accepted (£2,500 -£7,000)

It was reported that the planning consultant considered that the Spatial Appraisal work which had been carried out for the Neighbourhood Development Plan would not enhance the Local Plan submission. The Spatial Appraisal work would therefore not be included in the representation.

JOINT PARISHES MEETING ON INSETTING IN THE GREEN BELT

The Chairman reported on the meeting he and Cllr J Osborn had attended on 25th November 2017. (Cllr Osborn had attended as a substitute for Cllrs Esteves and Heath who had been unable to attend on the day). Eight local parishes were represented and it was a very good presentation on in-setting and an opportunity for exchanging information and views. It was noted that there was an invitation to a follow-up meeting on 1st February 2018 which Cllr Beddoes and Cllr Osborn agreed to attend.

RESOLVED: That Cllrs Beddoes and Osborn would attend the Joint Parishes follow up meeting on in-setting on 1st February 2018

PB JO

PLANNING MINUTES

It was noted that the Planning minutes from the Send PC Committee meetings held in November and December 2017 and January 2018 were available to view on the Parish website.

PLANNING COMMITTEE

The resignation of Cllr J Osborn from the Planning Committee was **received and accepted.**

Cllr P Beddoes proposed and Cllr G Esteves seconded and it was

RESOLVED: To appoint Cllr J Brooker as the new member of the Planning Committee

SEND NEIGHBOURHOOD DEVELOPMENT PLAN (SNDP)

REVIEW OF SNDP WORKING GROUP

Members received and considered the notes from the Review of SNDP Working Group meeting held on 8th January 2018 which included the scope of works, associated costs, consultant's arrangements and

project plan for professional services to complete a Neighbourhood Development Plan and a proposal to appoint a Council working group to support the consultants and to consider and advise the Council on key decisions. An A3 copy of the proposed Project Plan was provided for Members information. In accordance with Standing Order 3r, Cllr J Osborn requested a recorded vote.

Cllr J Osborn proposed and Cllr P Beddoes seconded and it was

RESOLVED: That Members votes would be recorded by name for each resolution for Agenda item 7

Cllr M Bruton proposed and Cllr C Heath seconded and it was

RESOLVED: a) That Action in Rural Sussex (AirS) be appointed as the consultant for the Send Neighbourhood Development Plan

b) That a full Council Send Development Plan (SNDP) Working Group be appointed

c) To invite Mr P Sheard to be a member of the working group

d) To appoint Cllr G Esteves as the Chairman of the SNDP Working Group

Voting: In favour – Cllr P Beddoes, Cllr J Brooker, Cllr M Bruton, Cllr M Clover, Cllr G Esteves, Cllr C Heath, Cllr J Manktelow Abstained - Cllr J Osborn

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105/17

FINANCIAL AND OTHER COUNCIL MATTERS

REVISED BUDGET 2017-18, BUDGET 2018-19 AND PRECEPT REQUIREMENT 2018-19

The Clerk presented the budget papers. It was explained that of major significance to the Council's overall spending requirement were the costs of appointing consultants for the Send Neighbourhood Development Plan and to aid the Council in its response to the Guildford Borough Council Local Plan. There were a number of other projects the Council wished to undertake which it had approved at the Council meeting on 20th November 2017. All these projects had been incorporated into the budget.

It was to be noted and approved that the allocation of £1,500 for youth work in the second half of 2017-18 had been removed and reallocated to 2018-19. It was also to be noted and approved that there is an additional estimated cost of £5,000 allocated for the costs of bailiffs and clean-up in case of a traveller incursion in 2018-19. This was to be included as an 'Earmarked' Council reserve.

It was therefore recommended that due to the above costs along with the increased and annually recurring service costs each year, there should be an increase in the Council's Precept requirement for 2018-19 by £1,000.

The recommended Precept requirement and Budget for 2018-19 took into consideration:

- the knowledge that the Council is not allowed to accumulate public money
- there is a likely possibility that there will not be a Local Council Support grant in future years
- the risks associated with a reliance on maintaining a level of cemetery income in future years
- that the Council has agreed in principle to maintain a level of reserves so that the Council can be fully operational for a year
- new projects including the Neighbourhood Development Plan, Local Plan consultant and youth work

It was also noted that with a Precept increase of £1,000 the cost per Band D household was estimated to increase from £21.44pa to £21.92pa (48p).

The Chairman thanked the Clerk and Cllr G Esteves for preparing a budget which would enable the Council to deliver all the projects it had planned with a minimal increase in the Precept.

It was proposed by Cllr P Beddoes and seconded by Cllr G Esteves and

RESOLVED: That the Revised Budget 2017-18, Budget 2018-19 and Precept Requirement 2018-19 (£44,604 + Local Tax Support Grant £1,396) be approved

Approved - Budget 2017-18 to remove £1,500 for youth work and allocate to Budget 2018-19 £5,000 – to 'Earmarked Reserves' for costs in case of Traveller incursion 2018-19

MONTHLY EXPENDITURE LIST

The monthly expenditure lists for December 2017 (£14,103.50+VAT) and January 2018 (£7,711.93+VAT) as attached to record minutes was **approved and signed by two members.**

INTERIM INTERNAL AUDIT

The Internal Audit Report for the Interim Audit held on 13th November 2017 was received and considered. The Matters Arising and recommended Action Plan were noted and the response to the Audit was approved.

**RESOLVED: That the Interim Internal Audit 2017-18 and recommendations be noted
Approved: The response to the Internal Audit report**

DH

DATA PROTECTION REGISTRATION

It was noted that Data Protection law will significantly change on 25th May 2018, when the 2016 EU directive known as General Data Protection Regulation (GDPR) takes effect. It was therefore recommended that a Surrey Association of Local Councils (SALC) training session should be attended to gain information on the GDPR.

RESOLVED: That two delegates from the Council would attend the SALC training session on the new regulations on Data Protection on 30th January 2018 (£48 per delegate)

PB CD

COUNCIL WORKING GROUPS

Members received a list of dates for working groups of the Council.

**RESOLVED: That the follow dates for working groups be approved:
Recreation Ground Working Group – Thursday 18th January 7.30pm
Parking and Traffic Working Group – Thursday 25th January 7.45pm
Communications Working Group – Monday 29th January 7.30pm**

SPC
106/17

LANCASTER HALL

IMPROVEMENTS TO FOYER

Members received and considered a proposal for additional works to redecorate the upstairs of the Lancaster Hall as an extension to the contract commissioned by Send PC. The work could be carried out while the contractors were on site and funded by the outstanding S106 monies already allocated to improvements to the Lancaster Hall. (It was noted that the Lancaster Hall had agreed to fund any additional costs above the S106 allocation). The work would be carried out at half-term to avoid the least disruption to the hall timetable.

It was also agreed that the foyer decoration project had been very successful and the area was looking clean and bright and provided a much improved entrance into the hall.

Cllr P Beddoes proposed and Cllr J Manktelow seconded and it was

RESOLVED: That additional works to the redecoration contract for the Lancaster Hall be approved (£2,982) (To fund from the S106 contribution from the Vision Engineering Development)

MONTHLY REPORT

Cllr M Clover reported that the Lancaster Hall Committee was working on the new booking system, the plans for a new generic email and a new website.

SPC
107/17

OPEN SPACES AND TREE WORKS

PARISH TREE INSPECTION

It was reported that the Parish Tree Inspection had been completed and recommendations had been made for a programme of works. A number of quotes had been obtained for carrying out the urgent tree works and were presented for approval. Cllr C Heath, who had attended the tree inspection course on behalf of the Council, explained the details about which trees took priority for work. It was agreed to approve the lowest quote for the urgent works which had been provided by the contractor who carried out regular tree works for the Council.

Cllr C Heath proposed and Cllr M Bruton seconded and it was

RESOLVED: To appoint a contractor to carry out the urgent tree works recommended in the Parish Tree Survey (£6,350)

SPC
108/17

COMMUNITY MATTERS

YOUTH WORK

It was noted that the Surrey County Council youth team were unable to attend the meeting to report the work which had been carried out with the young people in Send. However Cllr M Bruton and the Clerk had met with one of the youth officers on Friday 12th January. Cllr Bruton reported that there had been staffing problems which had disrupted some of the work in the latter part of the year. The PC had been commended by the team for the commitment to help the young people in the community and it was hoped that a way forward could be achieved to continue with the work once the reorganisation of the staffing team had been carried out. A full report on the project would be presented to a future Council meeting.

Members also discussed their concerns about the young people who had been seen around the village during the holiday period particularly in groups in the bus shelters. It was agreed to discuss the issues with the police and the Surrey County Council youth team.

CHRISTMAS LIGHTS

Cllr M Clover reported on the 2017 Christmas lights. He thanked the village caretaker for helping him to install the trees and lights. The details were discussed and some suggestions and ideas were provided for next year to improve the display. It was noted that the Send and Ripley Rotary Club had provided a donation of £150 towards the lights and agreed to write and thank them.

DH

ANNUAL PARISH MEETING

Members considered some dates for the 2018 Annual Parish Meeting. The arrangements for the meeting would be discussed at a later date.

RESOLVED: To hold the 2018 Annual Parish Meeting on Monday 26th March 2018

SPC
109/17

COMMUNICATIONS

COMMUNITY PROJECTS

It was again noted that 2018 is the commemoration of the end of WW1 and the plan to knit poppies for Remembrance Day. It was suggested that there could be a display at both war memorials and the Lancaster Hall and that the wooden poppies could be planted again outside the shops with a small ceremony and accompanying kiosk exhibit. It was agreed that these ideas would be discussed at the working groups of the Council.

OTHER COMMUNICATIONS

Rotary Club Calendars

The Send and Ripley Rotary Club reported that they had raised £1,953 for their Ripley and Send calendars and thanked the Council for making it available at the parish office.

May Fair

There was a request to hold the Annual May Fair on the recreation ground on 7th May 2018 which would be formally approved at the next Council meeting.

SPC
110/17

HIGHWAYS MATTERS

It was noted that the following items would be discussed at the Parking and Traffic Working Group meeting held on 25th January 2018:

- Report on the data from the Vehicle Activated Sign
- Traffic and Parking issues in Send Barns Lane
- New traffic islands in Send Road

London Road parking

There were concerns about illegal parking of a coach at the London Road. This would be reported to the police.

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111/17

CONFIDENTIAL

RESOLVED: In view of the confidential nature of the business to be transacted at Agenda Item 15, the press and public to be excluded from this part of the meeting

SPC
112/17

CONFIDENTIAL ITEM

Members received and considered an item regarding staff salaries.

RESOLVED: To increase the Clerk's salary and the Deputy Clerk's salary by 2 increments on the Local Government salary scales the month commencing February 2018

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113/17

DATE OF THE NEXT COUNCIL MEETING

The date of the next Council Meeting was noted: Monday 19th February 2018.

The Chairman closed the meeting at 9.45pm.

Action: Initials in bold

Date approved:

Chairman: