



SEND PARISH COUNCIL COUNCIL MEETING

HELD ON MONDAY 19TH FEBRUARY 2018 AT 7.45PM
IN THE UPPER ROOM OF THE LANCASTER HALL

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

- * Present
- o Apologies for absence

Officer Present:
Mrs D Hurdle (Parish Clerk)

Also present: County Cllr Taylor, and 4 members of the public (1 left after agenda item 9, 1 after item 10 and 1 after item 12)

The Chairman, Cllr P Beddoes 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.

HIGHWAYS ISSUES

The residents present reported a number of Highways issues including the dangerous road island opposite the old post office, the road surface breaking up at the traffic lights, overgrown hedges, dirty road signs, vehicles parked on pavements and in the disabled bay at the shop parade. It was agreed to email details to the residents on how they could report highways problems on line to Surrey County Council.

DH

MOBILE PHONE SIGNAL IN SEND

It was reported that Send Help was having problems finding a mobile phone provider which enabled a signal in all parts of Send. It was suggested contacting Guildford Borough Council to see if there were any initiatives to improve mobile phone reception in the borough.

SPC 114/17 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr J Brooker and Cllr M Clover. It was noted that Borough Cllrs M Hurdle and S Parker were unable to attend.

SPC 115/17 **DECLARATION OF INTEREST**

There were no declarations of interest on agenda items.

SPC 116/17 **COUNCIL MEETING MINUTES**

Cllr J Osborn raised a concern about a detail reported in the minutes of the previous Council meeting regarding the Neighbourhood Plan which was noted.

The Minutes of the Council Meeting held on 15th January 2018 were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council Meeting held on 15th January 2017 be signed as an accurate record of the meeting

SPC
117/17

GUILDFORD BOROUGH COUNCIL (GBC) LOCAL PLAN

PUBLIC INQUIRY

Members received the details of the dates, procedure and the Programme Officer for the Guildford Local Plan Public Enquiry in June 2018.

REPRESENTATION BY SEND PARISH COUNCIL

An update was received from Tibbalds, the Planning Consultant appointed to make a representation on behalf of the Parish Council for the Public Enquiry. It was noted that the guidance notes and the programme for the hearing would be available in due course.

It was agreed that Members would be provided with paper copies of the 2 previous consultant's representations on behalf of Send PC to GBC's Local Plan, to use as reference at meetings.

RESOLVED: To provide Members with hard copies of past consultant representations on behalf of Send PC to GBC's Local Plan

DH

SPC
118/17

SEND NEIGHBOURHOOD DEVELOPMENT PLAN (SNDP)

An update on the progress of the project for the SNDP was received including confirmation that the contracts had been signed, a date was being arranged for a meeting with Guildford Borough Council and the household survey was being prepared. It was confirmed that the first meeting of the Neighbourhood Development Plan Working Group with the consultant was on 26th February 2018.

SPC
119/17

OTHER PLANNING MATTERS

PLANNING MINUTES

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

HIGHWAYS ENGLAND STRATEGIC ROAD NETWORK

Members noted Send PC Planning Committee's responses submitted to the following consultations:

- Highways England's Strategic Road Network Report
- Proposals to construct links to and from Clandon Road as part of the works relating to the development of the Wisley Airfield site

M25 JUNCTION 10/A3 WISLEY INTERCHANGE IMPROVEMENT SCHEME

Notification of the plans and the dates of the public consultation events regarding the M25 Junction 10/A3 Wisley Interchange Improvement Scheme were provided.

RESOLVED: To hold a Parking and Traffic Working Group meeting to discuss a response to the consultation which could be approved at the Council meeting in March

JOINT PARISHES MEETING ON IN-SETTING FROM THE GREEN BELT

The Chairman and Cllr J Osborn reported on the Joint Parishes Meeting on In-Setting from the Green Belt which was held on 1st February 2018. It was a positive meeting and a good opportunity to

exchange views and work together. One suggestion was to have a joint parishes' initiative to carry out a review of the Green Belt and Countryside Study to help the case to oppose the Local Plan.

It was also noted that in Send PCs previous responses to the Local Plan consultations, there had been a reference to Woking Borough Council's Local Plan and the effect of the proposed development of Woking on the Parish of Send.

RESOLVED: To seek the views on the Green Belt and Countryside Study and Woking BC Local Plan from the Planning Consultant representing Send PC for the Public Enquiry and to also consult neighbouring parishes on their views

DH

SPC
120/17

ANNUAL PARISH MEETING

The plans for the Annual Parish Meeting (APM) on 26th March 2018 were discussed. It was noted that the Lead Councillors for Guildford Borough Council had informed the parishes in the Borough that they would like to visit to provide updates on different topics including the Local Plan. It was proposed to invite them to speak at Send Parish's APM.

RESOLVED: To approve the plans for the 2018 Annual Parish Meeting including inviting the Lead Councillors of Guildford Borough Council as speakers

SPC
121/17

RECREATION GROUND

WORKING GROUP

The notes and recommendations from the Recreation Ground Working Group meetings held in January 2018 were received and considered. Cllr C Heath explained that the remit of the group was to identify and explore work and projects at the Recreation Ground which would improve the facilities and services for all Send residents.

The suggestions for improvements to the pavilion were provided. It was reported that although the recommendation was to approve the cost of a survey, it had now been advised to delay this until further investigations were made about what could be done with the internal structure of the pavilion.

It was also noted that the 100th anniversary of the recreation ground being gifted to the village was in 2020 and that suggestions were being discussed on how to commemorate the anniversary.

SEND UNITED FOOTBALL

There was a request by Send United Football Club to use the recreation ground and pavilion for an award ceremony on 12th May 2018.

RESOLVED: To give permission for Send United to hold an award ceremony on the recreation ground on 12th May 2018

SEND SCOUTS

There was a request for Send St Marys Scout Group to hold the annual May Fair on the recreation ground on 7th May 2018.

RESOLVED: To give permission for Send Scouts to hold the annual May Fair on the recreation ground on 7th May 2018

SPC
122/17

PARKING AND TRAFFIC WORKING GROUP

Members received and considered the notes and recommendations from the Parking and Traffic Working Group meeting held on 25th January 2018. The working group had been particularly looking at the issues in Send Barns Lane and the residents' concerns following a fatality on the road last year.

It was reported that the School and the Medical Centre were supportive of the proposal to write to Surrey County Council and the Police for a full review of the Highways issues in the area.

Mr P Sheard was thanked for his work on checking the speed data from the vehicle activated sign (VAS). It was noted that the majority of vehicles clocked by the VAS exceeded the speed limit.

County Cllr K Taylor gave a reminder that Surrey County Council currently lacked any funds or resources for highways projects. Any requests would be added to a 'wish list'. Off-street parking was Guildford BC's responsibility and illegal parking was the police. It was suggested that residents took photos as evidence for the police.

It was commented that the road surface was poor outside the school and that the configuration of the crossing point was often a problem for HGVs trying to pass.

It was suggested that new developments had been allowed recently which did not appear to take notice of local knowledge and had resulted in insufficient parking provision.

It was proposed by Cllr P Beddoes and seconded by Cllr M Bruton and

RESOLVED: That the Council with the support of the school and the medical centre, to request from Surrey County Council and the police, a full review of the area of Send Barns Lane from Burnt Common roundabout to the traffic lights at Send Hill, to look at all parking, speeding and traffic issues

A number of options for a location for a new road island in Send Road were discussed. It was agreed to meet with Surrey Highways to discuss the options from a safety aspect before making a decision.

A number of other actions recommended by the working group were approved including:

- Investigating costs of VAS and to discuss other locations for the mobile VAS in Send
- To monitor the parking at the parade and request repair of the disabled parking bay

RESOLVED: To approve the actions of the Parking and Traffic Working Group.

SPC
123/17

COMMUNICATIONS WORKING GROUP

Members received and considered the notes and recommendations from the Communications Working Group meeting held on 29th January 2018 and Cllr G Esteves gave a report on the progress to find a new website provider.

Press releases - It was noted that press releases on Facebook helped inform the public of the Council's decisions immediately after the Council meetings and recommended that they continued. The responsibility was delegated to the Clerk in consultation with the Chairman.

It was proposed by Cllr P Beddoes and seconded by Cllr J Manktelow and

RESOLVED: To provide a Press Release to post on Facebook to notify the public of the Council's decisions following a Council meeting

DH PB

CPR Training - It was reported that the first CPR training session had very successful and well led by the trainer. The next session was to take place at Send Village Club.

It was proposed by Cllr J Manktelow and seconded by Cllr G Esteves and

RESOLVED: To donate £15 to Send Village Club for use of a room for CPR training

A number of other actions recommended by the working group were approved including:

- To prepare the next Send PC newsletter to send out in April 2018
- To hold a Community-Clean up in April (Date TBA)

- To have displays of poppies to commemorate the end of WW1 in various venues in Send including the tennis court fence and in the shop parade flowerbed
- To support the setting up of a volunteer group called Send Ground Force to help with community clean-ups etc.
- To advertise cemetery fees and parish office hours on the website (also to send to Members)

GE DH LPP

RESOLVED: To approve the actions of the Communications Working Group.

SPC
124/17

CEMETERY WORKING GROUP

Members received and considered the notes and recommendations from the Cemetery Working Group meeting held on 14th February 2018 and the Clerk reported on a meeting with the grounds maintenance contractor and updated the Council on the current level of income received for the services which was in accordance with the budget estimate for the year.

Muslim burials – There was a request from the Muslim community to have a small mound left on their plots following a burial. It was agreed to allow this on a trial basis provided that the grave owners kept their graves tidy after the burial and the grounds maintenance contractor could work around the plots.

RESOLVED: To give permission for a slight mound to be left on a Muslim burial plots and to advise grave owners of their responsibility to keep their graves tidy

Cemetery fees – It was agreed not to increase the level of cemetery fees for 2018-19.

RESOLVED: That there would be no increase in cemetery fees for 2018-19

Memorial Safety Course – It was agreed that the Deputy Clerk would attend a course which would enable her to help the Clerk with this aspect of the cemetery administration.

RESOLVED: To approve that the Deputy Clerk attend a Memorial Safety Course on 18th June 2018 (£80)

Pest Control contract – It was agreed to continue with the current pest control contract for 2018-19.

RESOLVED: To continue with the cemetery pest control contract for 2018-19 (£1,250 pa)

A number of other actions recommended by the working group were approved including:

- Further research into meadow burials and other cemetery refund charges
- Preparing a brochure for the cemetery and advertising services

RESOLVED: To approve the actions of the Cemetery Working Group.

SPC
125/17

FINANCIAL AND OTHER COUNCIL MATTERS

QUARTERLY BUDGET REPORT

The quarterly budget report was received and noted.

FINANCIAL PLAN 2018-23

The Clerk explained the advantages of the Council being forward looking and estimating the budget for future years. A 5 year Financial Plan was received and approved.

RESOLVED: That the 5 year Financial Plan 2018-23 be approved

MONTHLY EXPENDITURE LIST

The monthly expenditure list for February 2018 (£17,073.07+VAT) as attached to record minutes was **approved and signed by two members.**

DATA PROTECTION

Members received and considered a report from the Chairman and the Deputy Clerk who had attended training on the General Data Protection Regulation (GDPR). It was noted that the new regulations would come into effect on 25th May 2018 and the Council would need to be compliant. The recommendation was that the Council appoint an external auditor to carry out a full review of all data collected and held by the Council and to produce a report highlighting issues.

It was proposed by Cllr P Beddoes and seconded by Cllr C Heath and

RESOLVED: To appoint an external auditor to carry out an audit of the Council's data collected and held and to produce a report highlighting issues (Cost £120)

There was an invitation for further training for GDPR at Guildford Borough Council on 13th March 2018.

RESOLVED: For 3 Councillors and the Clerk to attend GDPR training at Guildford Borough Council on 13th March 2018

MB GE CH DH

FINANCE TRAINING

There was an invitation for the Clerk to attend an End of Year Finance Seminar in Coventry on 7th March. It was agreed this was important training to keep updated with the current IT software.

RESOLVED: To approve that the Clerk attend an End of Year Finance training Seminar on 7th March 2018 (£80 + cost of overnight stay)

IT EQUIPMENT

Members were provided with the costs and reasons for replacing the Deputy Clerk's computer in the Parish Office with a reconditioned machine. It was agreed however that the equipment should be replaced with a new machine and to provide the options and costs at the March Council meeting.

ALLOTMENTS

It was noted that the current lease for the allotment land was due to expire on 31st March 2018. There was a proposal by the Landlord to draw up a new 10 year lease with updated terms in accordance with current legislation. There was also a request for a contribution towards the legal fees and notification that there would be a review of the rent.

Members considered the details and it was agreed that the Council should discuss the terms with the Landlord so that both parties were happy with the arrangement.

RESOLVED: To contribute £100 towards the legal fees for the new allotment land lease

COMMUNICATIONS

COMMUNITY LED HOUSING EVENTS

There was an invitation from the Rural Housing Enabler at Surrey Community Action to a Community Led Housing event on 22nd February 2018.

RESOLVED: To attend the Community Housing Event on 22nd February 2018

GE

SPC
126/17

SALC SPRING CONFERENCE

There was an invitation to the Surrey Association of Local Council's conference on 1st March 2018 It was noted that speakers included Leader of GBC Cllr P Spooner and Leader of SCC Cllr D Hodge.

RESOLVED: For 2 delegates from Send PC to attend the SALC conference on 1st March 2018 (Cost £90)

PB CH

MAYOR'S AWARD

A list of candidates to nominate for the Mayor's Award for service to Send, were proposed.

RESOLVED: That the nominations for the Mayor's Award 2018 be approved

PARISH COUNCIL RECEPTION

There was an invitation from the Mayor to the Chairman and Clerk and with their guests to the Parish Council Reception on 30th April 2018.

PB DH

YOUNG PERSON WITH A SPORTING INTEREST

One of the young people who had been given a grant by the Council for her sporting interest had provided an update on the progress of her career. It was agreed that it was good to have the update.

OAK TREES IN SEND ROAD

There was an email from a Send resident regarding his concerns about the large oaks in Send Road being under threat of a serious disease. The resident wished to be reassured that the longevity of the oaks would be assured by the planned treatment of the trees. It was noted that the trees were under the responsibility of Surrey County Council and agreed to seek advice from them.

DH CH

SOUTH EAST IN BLOOM

There was an invitation to participate in the 'South East in Bloom' competition as there was a new category this year called 'Parish in Bloom'. It was agreed that as the Council had a number of other large projects to carry out in the year, not to participate this year.

RESOLVED: Not to participate in the 'South East in Bloom' competition in 2018

OTHER COMMUNICATIONS

Surrey County Council and Local Committee Newsletter – This publication had been circulated by email to Members.

SPC
127/17

OTHER REPORTS

CHAIRMAN /CLERK'S REPORT

Send Business Centre - The Chairman reported on the visit to Send Business Centre which had been very interesting. There were a large number of small businesses and Send residents working there. It was agreed to request a list of the businesses for information. Cllr C Heath also reported on the use of Super speed WiFi and a scheme to have a cycle track for workers.

The Clerk reported on the following matters:

Tree inspection – Following the Parish tree inspection, the tree surgery had been carried out on all the trees requiring urgent works. The Council's Tree Policy was currently being updated.

School visit – There had been a meeting arranged at Send Primary School with representatives in the Send who helped organise community activities. Cllr M Bruton had attended the meeting. It had been useful to learn about the school day and there had been suggestions for the school to be more involved in the community.

Traveller Protocol – The Clerk was waiting for advice from the Community Development Officer at Guildford Borough Council to complete the Protocol for dealing with Traveller Incursions in Send.

Repair of Play Equipment – The broken rowing machine on the recreation ground was awaiting repair.

Youth work – Following the meeting with the Surrey County Council youth officer, there had been no further reports provided by the youth team. There was to be a restructuring of the department and therefore they could not offer any options for future work in Send until this was completed. Contacts with voluntary youth organisations had been provided to help with the work if necessary.

Big Send Lunch – Send EC was holding the Community lunch on 24th June at the Lancaster Hall this year.

COUNTY AND BOROUGH COUNCILLORS

County Cllr K Taylor reported about Surrey County Council's winter 'gritting' programme for the local roads. Due to prioritising the major roads Send Marsh Road and Polesden Lane would not be included this time. Members discussed this and **agreed to advise Surrey Highways of the concern that these well-used roads were not included on the schedule.**

DH

There was a discussion about the use of LED bulbs in street lights and that Surrey CC had reduced the lighting times to save on costs.

A report was received from Borough Cllr M Hurdle. It was noted that Guildford Borough Councillors recently had a briefing from Highways England on the proposed M25 junction 10/A3 Wisley interchange Improvement Scheme. Cllr Hurdle had made the powerpoint presentation available to the Parish Council and listed the local venues where the plans could be viewed.

It was noted that there was to be a consultation on the Burpham Neighbourhood Plan from 19th Feb – 2nd April. Documents could be viewed at Guildford Library and the Borough Council Offices.

HIGHWAYS

A number of highways issues were reported including the continuing parking of a coach at London Road, the broken and unsafe road island along from the Old Post Office in Send Road and the poor road surface and leaf debris in Sandy Lane. All matters would be reported to the relevant authority.

LANCASTER HALL

It was reported that the foyer redecoration project had been completed although a problem opening the main doors was being reported to the contractor. The repainting of the upstairs hall was to be carried out in the Easter holidays.

SPC
128/17

DATE OF THE NEXT COUNCIL MEETING

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

The Chairman closed the meeting at 9.55pm.

Action: Initials in bold

Date approved:

Chairman: