



SEND PARISH COUNCIL COUNCIL MEETING

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

- * Cllr P Beddoes (Chairman)
- * Cllr G Esteves (Vice Chairman)
- * Cllr J Brooker
- * Cllr M Bruton
- * Cllr M Clover
- o 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: Borough Cllr M Hurdle, County Cllr Taylor, and 2 members of the public (left after agenda item 9)

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. No members of the public wished to address the Council.

SPC 129/17 **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Cllr C Heath. It was noted that Borough Cllr S Parker was unable to attend.

SPC 130/17 **DECLARATION OF INTEREST**

Cllr M Clover declared an interest in Agenda item 11 as an allotment tenant.

SPC 131/17 **COUNCIL MEETING MINUTES**

The Minutes of the Council Meeting held on 19th February 2018 were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council Meeting held on 19th February 2018 be signed as an accurate record of the meeting

SPC 132/17 **GUILDFORD BOROUGH COUNCIL (GBC) LOCAL PLAN**

Members noted the responses to the Council's queries to the Consultant who was making a representation on behalf of Send PC at the Public Enquiry for GBC's Local Plan, about details on a review of the Green Belt Countryside Study. The Consultant had also been requested by Send PC to have a look at Woking Borough Council's Local Plan and its possible impact on Send.

As agreed at the previous Parish Council meeting Members were provided with hard copies of Send PC's two previous representations for GBC's Local Plan.

SPC
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SEND NEIGHBOURHOOD DEVELOPMENT PLAN (SNDP)

The notes from the SNDP Working Group meeting held on 26th February 2018 were provided. It was noted that the Consultants who were working on the SNDP had attended the meeting.

Cllr G Esteves reported on a further meeting with the Consultants and the Neighbourhood Planning Officer at Guildford Borough Council. The meeting had been very productive.

The Consultants had advised that they were working on the household survey and would continue to provide updates for the Parish Council on the progress of the project.

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OTHER PLANNING MATTERS

COMMUNITY LED HOUSING

Cllr G Esteves reported on the meeting held on 22nd February about Community Led Housing which had been organised by Surrey Community Action. It was explained that this type of housing development is growing around the country and can be used to deliver affordable housing in perpetuity, sometimes on sites that traditional developers may not consider. These schemes can be complex to set up and deliver. Importantly they are brought forward and delivered by the community and not by the Council. However the Council may wish to consider if and how they could support such schemes should these come forward in Send.

CLOSURE OF RIPLEY C OF E PRIMARY SCHOOL

The Chairman had attended a meeting at Ripley C of E Primary School where details had been provided about the plans to close the school at the end of August 2018.

County Cllr K Taylor explained that although Ripley was not in his division he could provide information about the proposal. The school had been classified as 'inadequate' by Ofsted and due to the low numbers of pupils in the school the authorities had been unable to commit further resources to it. It appeared that there was no other alternative but to plan its closure.

Members agreed that there was great sympathy for the loss of this fundamental service for Ripley's community. There was concern about the impact on Send school and other local schools and that GBC's plans for more housing in the area would also result in a further need for school places. It was agreed to submit these views in the consultation and provide Members with the link to the consultation. Cllr Taylor was thanked for the information he had provided.

RESOLVED: To respond to the Ripley C Of E Primary School Consultation regarding closure of the school

DH

PLANNING MINUTES

It was noted that the Planning Minutes from the Send PC Committee meetings held in February and March 2018 were available to view on the Parish website. There was also a report provided on the training on Planning Enforcement which had been attended by the Deputy Clerk.

SPC
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PARKING AND TRAFFIC WORKING GROUP

Members received and considered the notes and recommendations for action from the Parking and Traffic Working Group meeting held on 5th March 2018.

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

- Information about 'Speed Watch' would be provided to a member of the working group to start a 'Speed Watch' in Send Barns Lane
- To request Surrey Highways to look at the disabled bay at the shop parade, to reinstall sign etc. and reassess proposal to install a road island in Send Road
- To draft a response to the M25/ Junction 10 Wisley Interchange proposal for the Council

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

REVIEW OF PARKING, TRAFFIC AND SPEEDING ISSUES IN SEND BARNS LANE

Members were reminded of the letter which had been sent by the PC with support from the management at Send Primary School and the Villages Medical Centre to the Chief Executive of Surrey County Council (SCC) and the Chief Constable (CC) of Surrey Police requesting a review of the traffic, speeding and parking issues in Send Barns Lane.

It was reported that the Guildford Police Inspector A. Hill had been delegated by the CC to respond to the letter and Inspector Hill had suggested that Send PC request a 'Road Safety Outside Schools' (RSOS) assessment to be conducted which was a multi-agency approach with Surrey Highways, the Police and the SCC Schools Sustainable Travel Team (SSTT) involved.

RESOLVED: To request a 'Road Safety Outside Schools' assessment to be carried out in Send Barns Lane

M25 JUNCTION 10/A3 WISLEY INTERCHANGE IMPROVEMENT SCHEME

A report and draft response to the M25/Junction 10/A3 Wisley Interchange Improvement Scheme consultation was considered. There was concern about the impact of the scheme on the highways network locally and particularly on routes through Send. The details were discussed and the draft response approved with the additional agreement to support the RHS Wisley alternative proposals and request that Highways England consider these options to their improvement scheme.

RESOLVED: To approve the response to the M25 Junction 10/A3 Wisley Interchange Improvement Scheme and support the RHS Wisley alternative proposals

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RECREATION GROUND WORKING GROUP

The notes and recommendations were provided from the Recreation Ground Working Group meeting held on 26th February 2018. It was agreed to postpone the discussion on the proposals to the April Council meeting so that Cllr C Heath who was leading the working group could have an opportunity to explain the details of the projects.

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COMMUNITY MATTERS

CLEAN-UP DAY

Cllr P Beddoes reported on the plans for the Community Clean-up day on 14th April 2018. The equipment had been organised and the event was being advertised. It was noted that the village caretaker had been keeping the village clean and tidy, however a number of areas were identified as needing an extra litter-pick. The school wished to participate in this community activity this year. It was noted that the road islands required cleaning and this would be reported.

RESOLVED: To approve the plans for the Community Clean-up on 14th April 2018

ANNUAL PARISH MEETING

Members received the Agenda for the Annual Parish Meeting on 26th March 2018. It was noted that the Lead Councillors for Guildford were unable to attend the meeting as originally planned.

COMMEMORATION OF END OF WW1

There was a report on the plans to commemorate the end of World War 1. It was reported that there had been a number of people in the village who were enthusiastic about knitting poppies for the project. It was agreed to support the project and provide a donation of £200 towards costs and a temporary link on the Parish Website and Facebook to the project.

RESOLVED: To support the Poppy Project in Send, to donate £200 towards costs and to have a link to the project on the Send Parish Website and Facebook page

SPC
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FINANCIAL AND OTHER COUNCIL MATTERS

MONTHLY EXPENDITURE LIST

The monthly expenditure list for March 2018 (£26,914.77+VAT) as attached to record minutes was **approved and signed by two members**. The bank reconciliation for February 2018 was signed.

SERVICE CONTRACTS 2018-19

Members received and considered the proposal to extend the contract for the pavilion and public toilet cleaning and services for 2018-19

RESOLVED: To approve the contracts for pavilion, public toilet cleaning and services 18-19

COUNCIL RISK ASSESSMENTS 2017-18

The annual review of the Council's risk assessments was carried out and action approved.

RESOLVED: That the annual review of risk assessment and action plan be approved

SUBSCRIPTIONS AND DONATIONS

The annual review of the Council's subscriptions and donations was carried out.

RESOLVED: That the annual review of subscriptions and donations be approved

REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

The annual review of the effectiveness of internal audit was carried out.

RESOLVED: That the annual review of the effectiveness of internal audit be approved

COUNCIL POLICIES

It was noted that the review of the following Council policies had commenced and would be completed following confirmation that they were in accordance with the new GDPR requirements:

- Communications Policy
- Data Protection and Record Management
- Health and Safety
- Lone Working

- Sponsorship and Donations
- Tree management

IT EQUIPMENT

Following ongoing problems with a staff computer, it was proposed to provide replacement equipment. A number of options were provided which were recommended by the IT specialist who assisted the Council with IT support. The preferred option at the lowest cost was for a solid state hard drive which was easy to set up and use.

RESOLVED: To purchase replacement IT equipment for the parish office (Cost £513+VAT)
Addition to budget to fund from Contingency 2017-18 - £313

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ALLOTMENTS

GENERAL REPORT

It was reported that due to the cold weather, there had been problems with leaking pipes which had required urgent repairs.

There was concern about one allotment plot which had become very untidy and overgrown. The tenant would be requested to comply with the terms of the tenancy agreement.

Cllr M Clover left the meeting as he had a Disclosable Pecuniary Interest (DPI) on the next item.

LEASE OF THE LAND AND TENANCY RENTS

A proposal was received regarding the renewal of the lease of the allotment land from the landlord and a request for a contribution towards legal fees to make the new lease. It was noted that it was a large increase from the current peppercorn rent to the proposed charge per annum of £900. It was suggested that this cost could be covered by an increase in the allotment tenancy rents.

The details were discussed along with a proposal to bring the tenancy year in line with the financial year in future. Members agreed to take legal advice on the proposal from the Local Council Association and to request a copy of the draft lease from the landlord before making decisions on these matters.

Cllr Clover returned to the meeting.

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COMMUNICATIONS

SURREY COUNTY COUNCIL(SCC) LOCAL COMMITTEE

There was an invitation to participate in a survey about the SCC Local Committee. Members discussed the details and agreed that they would attend the meeting if there was issue which affected Send but did not wish to respond to the survey at this time.

RESOLVED: Not to respond in the survey on the SCC Local Committee

AIR QUALITY RESEARCH STUDY

There was an invitation by Guildford Borough Council working with Surrey University for volunteers to take part in an Air Quality Research Study. It was agreed to post the information on the PC's Facebook page.

RESOLVED: To post information on an Air Quality Research Study on Facebook

DH GE

RIPLEY AND SEND MATTERS AGM

There was a notification of the Ripley and Send Matters AGM on 9th May 2018. As Cllr J Manktelow was unable to attend, the Chairman agreed to be a substitute.

RESOLVED: For Cllr P Beddoes to attend the Ripley & Send Matters AGM on 9th May PB PARISH LIAISON MEETING

There was an invitation to the Parish Liaison Meeting on 23rd March 2018. Topics to be discussed were a presentation and update by Surrey Highways, a Review of Ethical Standards in Local Government, the General Data Protection Regulation, Walkfest and Guildford Local Committee.

REVIEW OF STANDARDS IN PUBLIC LIFE

There was a request for PC's in Guildford Borough to respond in a consultation on a Review of Ethical Standards in Local Government. It was agreed that this important subject would be considered at a future Council meeting.

GUILDFORD BOROUGH COUNCIL LEAD COUNCILLORS' VISIT

There was a request by the Lead Councillors of Guildford Borough Council to visit the parishes to update on the Local Plan and other topics in the Borough. It was noted that they had been unable to attend any of the dates suggested. There was concern about hall availability and scheduling a special meeting for the visit. The Send Borough Councillor usually attended all Send PC meetings where he updated the PC on topics relating to Send. It was agreed however to investigate further the reasons for the visit so that Send residents had the opportunity to meet the Lead Councillors if possible.

DH

OTHER COMMUNICATIONS

The following other communication was received after the agenda had been prepared (to discuss at a future Council meeting):

Southampton to London Pipeline – There was a notification of the plans for the new pipeline which was to be installed in the local area. The details about the consultation were provided.

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OTHER REPORTS

CHAIRMAN'S /CLERK'S REPORT

The Clerk reported on the following matters:

Travellers – With help from GBC's Community Development Officer a Protocol for dealing with Travellers was being prepared and would be presenting at a future Council meeting.

Youth Work – Due to restructuring of the staff teams at Surrey CC, there had been a delay in providing a report on what services could be offered for 2018-19. It was being requested that the report would be provided for the next Council meeting.

Council insurance – The Council was about to commence the second year of the 3 year contract.

SALC Conference – The Spring Conference on 1st March 2018 had been cancelled due to the weather. Unfortunately the Surrey Association of Local Councils had not been able to reschedule the meeting.

Finance Seminar – The Clerk had attended the End of Year Finance Seminar at Coventry on 7th March. The training had enabled the Clerk to increase her knowledge and skills to help in her Council work.

Cemetery – The Clerk advised that the income from the cemetery was on budget for the end of year.

GDPR Training – Cllr G Esteves reported on the training for the new General Data Protection Regulation which had been attended at GBC by 2 Send PC Councillors and the Clerk. As it had been webcast the presentation had also been circulated to all Send PC Members. Cllr G Esteves outlined the details about the need to appoint a DP officer and the responsibilities of a PC as a public body.

COUNTY AND BOROUGH COUNCILLORS' REPORTS

Borough Cllr M Hurdle explained that the Air Quality research study was paper free but could only be carried out by people who had Smart phones with an Android system.

County Cllr K Taylor reminded Members that he was the Chairman of the Local Committee and that every year that was a small local budget for road safety schemes.

There was a reminder about the downgrading of some of the local roads in Send for gritting in cold weather. It was noted that the criteria for grading of roads would be published in Surrey CC reports.

It was noted that Send PC organised the restocking of the grit bins in Send between the two recent snow falls.

LANCASTER HALL

Cllr M Clover reported that there had been favourable comments received about the redecoration of the foyer. It had improved the insulation to the building. The redecoration of the upper hall was being carried out during the Easter break.

The rates for the hall were currently being reviewed.

The new website was almost complete and the on-line booking system and generic email would soon be operational.

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DATE OF THE NEXT COUNCIL MEETING

The date of the next Council Meeting was noted: Monday 16th April 2018.

The date of the Annual Parish Meeting was noted: 26th March 2018.

The Chairman closed the meeting at 9.20pm.

Action: Initials in bold

Date approved:

Chairman: