



SEND PARISH COUNCIL ANNUAL COUNCIL MEETING HELD ON MONDAY 21ST MAY 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
- o 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: County Cllr K Taylor and 3 members of the public

The 2017-18 Chairman, Cllr P Beddoes chaired the start of the meeting and welcomed everyone. The emergency procedure was explained in case of a fire.

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001/18

ELECTION OF CHAIRMAN

Cllr P Beddoes was proposed by Cllr J Manktelow and seconded by Cllr M Bruton to be Chairman of Send Parish Council for 2018-19. There were no other nominations. Cllr P Beddoes was elected Chairman of Send Parish Council for 2018-19.

RESOLVED: Cllr Philip Beddoes to be Chairman of Send Parish Council for the year 2018-19

Recorded vote requested by Cllr J Osborn: In favour – Cllr J Brooker, Cllr M Bruton, Cllr G Esteves, Cllr C Heath, Cllr J Manktelow, Cllr L Truscott, Against - Cllr J Osborn, Abstained – Cllr P Beddoes

The Chairman thanked the Council for his re-election and made a commitment to serve the village to the best of his ability for the coming year. He commended all the Councillors for their hard work and dedication. It was noted that all of the Councillors who had been elected in 2015 had continued on the Council during this term which was an achievement.

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DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman of Send Parish Council, Cllr P Beddoes signed the Declaration of Acceptance of Office.

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PUBLIC SESSION

The public were invited to express a view or ask any questions of the Council for 15 minutes of the meeting:

Planning application – There was an enquiry about the conditions of a planning application in Send Marsh Road. It was agreed to investigate the details for the member of the public.

Motorbike noise on Sundays – It was reported that there had been a number of times recently on a Sunday when motorbikes had been driven through Send causing a loud disturbance. It was agreed to notify the police and the member of public was also advised to register the complaint with the police.

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APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr M Clover and Cllr L Truscott. It was noted that Borough Cllrs M Hurdle and S Parker had also sent apologies for absence.

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DECLARATION OF INTERESTS

There were no interests declared.

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COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held on 16th April 2018 and Extraordinary Council Meeting on 3rd May 2018 were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council meeting held on Monday 16th April 2018 and Extraordinary Council meeting held on 3rd May 2018 be approved

SPC
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ELECTION OF VICE-CHAIRMAN

Cllr G. Esteves was proposed by Cllr J Manktelow and seconded by Cllr M Bruton to be Vice-Chairman of Send Parish Council for 2018-19. There were no other nominations. Cllr G Esteves was elected Vice-Chairman of Send Parish Council for 2018-19.

RESOLVED: Cllr G Esteves to be Vice-Chairman of Send Parish Council for the year 2018-19

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DECLARATION OF ACCEPTANCE OF OFFICE

The Vice-Chairman of Send Parish Council, Cllr G Esteves signed the Declaration of Acceptance of Office.

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PLANNING COMMITTEE

ELECTION OF CHAIRMAN OF PLANNING COMMITTEE

Cllr J Manktelow was proposed by Cllr P Beddoes and seconded by Cllr G Esteves to be Chairman of Send Parish Council Planning Committee for 2018-19. There were no other nominations. Cllr J Manktelow was elected Chairman of Send Parish Council Planning Committee for 2018-19.

RESOLVED: Cllr J Manktelow to be Chairman of Send Parish Council Planning Committee for the year 2018-19

APPOINTMENT OF PLANNING COMMITTEE

Five other Members of the Council were proposed to be Members of the Planning Committee for 2018-19

RESOLVED: To appoint Cllr J Brooker Cllr M Bruton, Cllr G Esteves, Cllr C Heath, Cllr J Manktelow and Cllr L Truscott as Members of the Planning Committee for 2018-19

TERMS OF REFERENCE FOR PLANNING COMMITTEE

The Terms of Reference for the Planning Committee were received and considered.

RESOLVED: That the Terms of Reference for the Planning Committee for 2018-19 be approved

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APPOINTMENT OF WORKING GROUPS

It was proposed by Cllr P Beddoes and seconded by Cllr C Heath to appoint the Council's Working Groups for 2018-19. It was agreed that the Chairman for the Working Groups would be appointed and the Terms of Reference would be drafted at the first meeting of each Working Group.

RESOLVED: To appoint the following Council's Working Groups for 2018-19:
Financial and General Purposes – All Council Members
Cemetery - Cllr P Beddoes, Cllr M Bruton, Cllr C Heath, Cllr J Manktelow, Mr P Eperon
Communications – Cllr P Beddoes, Cllr G Esteves, Cllr J Manktelow, Cllr J Osborn, Cllr L Truscott, Ms L Parker-Picken
Traffic and Parking – Cllr P Beddoes, Cllr J Brooker, Cllr M Bruton, Cllr M Clover, Cllr J Osborn, Ms C Matthews, Mr P Sheppard, Mr I Bull and Mrs A Powell, Mr P Sheard
Recreation – Cllr M Bruton, Cllr J Brooker, Cllr M Clover, Cllr C Heath, Cllr L Truscott, Mr D Gibney, Mrs L Jones, Mr D Strudwick
Neighbourhood Development Plan – All Council Members, Mr P Sheard

Recorded vote requested by Cllr J Osborn: In favour – Cllr P Beddoes, Cllr J Brooker, Cllr M Bruton, Cllr G Esteves, Cllr C Heath, Cllr J Manktelow, Cllr L Truscott, Against – No Members, Abstained - Cllr J Osborn

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APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

It was proposed by Cllr P Beddoes and seconded by Cllr G Esteves to appoint Representatives to Outside Bodies for 2018-19:

RESOLVED: To appoint the following Representatives to Outside Bodies 2018-19:

Ripley and Send Matters – Cllr J Manktelow

Lancaster Hall – Cllr M Clover

Surrey Association of Local Councils – Cllr P Beddoes, Cllr C Heath, Cllr J Osborn

Ann Haynes Charity – Cllr M Clover, Rev T Shutt

Henry Smith Charity – Mrs L Cave, Mrs B Cunningham

It was agreed that the representatives, after attending a meeting of the outside body, would report to the Council at its next monthly meeting.

It was also noted that Mr J Creasey reported to the Parish Council on any updates regarding the Royal Surrey County Hospital.

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COUNCIL MEETINGS, POLICIES AND PROCEDURES

POWER OF COMPETENCE

The Council reaffirmed its eligibility to use the Power of Competence (two thirds of the Council Members are elected and the Clerk holds the CiLCA qualification). It was explained that the General Power of Competence Localism Act 2011 gives Local Authorities including Parish Councils 'the power to do anything that individuals generally may do as long as they do not break any other laws'.

RESOLVED: That Send Parish Council is eligible to use the Power of Competence in 2018-19

STANDING ORDERS

The Council reviewed its Standing Orders and agreed to adopt them for 2018-19. It was proposed by Cllr P Beddoes and seconded by Cllr M Bruton and

RESOLVED: To approve the review and adopt Standing Orders for Send Parish Council for 2018-19

FINANCIAL REGULATIONS

The Council reviewed its Financial Regulations and agreed to adopt them for 2018-19. It was proposed by Cllr P Beddoes and seconded by Cllr M Bruton and

RESOLVED: To approve the review and adopt Financial Regulations for Send Parish Council 2018-19

REVIEW OF COUNCIL POLICIES 2018-19

Complaints Procedure - Members received and considered the Complaints Policy and Procedure for 2018-19.

RESOLVED: That the Complaints Policy and Procedure for 2018-19 be approved

Handling Requests for information - The 2018-19 Policy for Handling Requests for Information was considered.

RESOLVED: That the Policy for Handling Requests for Information 2018-19 be approved

Freedom of information Publication Scheme - The Council's Freedom of Information Publication Scheme for 2018-19 was considered.

RESOLVED: That the Freedom of information Publication Scheme 2018-19 be approved

Communications Policy – It was agreed that this policy would be reviewed at a Communications Working Group meeting following the GDPR training on 23rd May 2018.

GENERAL DATA PROTECTION REGULATION (GDPR)

Members received and considered the new policies and other documents relating to Data Protection and GDPR which had been provided by the consultant who had carried out the audit for the Council. It was agreed that the final approval of these policies and documents would be at the next Council meeting following the GDPR training for Councillors on 23rd May which was being hosted by Send PC.

It was noted that the Council was continuing to work towards compliance with GDPR with guidance from the consultant and the Local Council Association. It was also reported that it had been announced that the new Government legislation would exempt Parish Councils from the requirement of having a Data Protection Officer. Further advice was being sought regarding this change in the requirements.

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DIARY FOR MEETINGS AND REVIEW OF OTHER COUNCIL POLICIES

Members received a timetable for Council, Planning Committee and Working Group meetings for 2018-19.

RESOLVED: That the Timetable for Council, Planning Committee and Working Group Meetings for 2018-19 be approved

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FINANCE AND OTHER COUNCIL MATTERS

ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2018

Members received and considered a report on the accounts for the year 2017-18 and recommendation that the Annual Return, Section 1 "Annual Governance Statement" and Section 2 "Accounting Statements 2017-18" be approved:

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SECTION 1: ANNUAL GOVERNANCE STATEMENT 2017-18

Members acknowledged their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements for Send Parish Council. They confirmed, to the best of their knowledge and belief with respect to the accounting statements for the year ending 31 March 2018 that the Annual Governance Statement 2017-18 be approved.

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

RESOLVED: That the Annual Governance Statement for 2017-18 be approved and signed

SECTION 2: ACCOUNTING STATEMENTS 2017-18

Members acknowledged that for the year ending 31 March 2018 the Accounting Statements on the Annual Return presented the financial position of Send Parish Council and its income and expenditure and therefore the Accounting Statements 2017-18 be approved.

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

RESOLVED: That the Accounting Statements for 2017-18 be approved and signed

INTERNAL AUDIT

Members received the Internal Auditor's report for the end of year Audit which had been carried out on 9th May 2018 and recommendations for action (it was noted that these actions had now been carried out). The Clerk was commended for her hard work on the Council's finances during the year which was confirmed in the report.

RESOLVED: That the Internal Audit Report 2018-19 be approved and action noted

MONTHLY EXPENDITURE LIST

The monthly expenditure list for May 2018 (totalling £9725.11+VAT) as attached to record minutes was **approved**. It was noted that two members had approved the invoices and authorised the online payments.

COUNCIL ASSET LIST

The inventory of land and Council assets including buildings and office equipment was reviewed.

RESOLVED: That the Council Asset Register for 2018-19 be approved

COUNCIL INSURANCE

Members approved the renewal cost of insurance which was for the second year of the long term agreement (4% index-linked).

RESOLVED: To approve the renewal cost of second year of the insurance agreement - £1,623.06

SUBSCRIPTIONS

In accordance with Standing Order 5j xv the Council reviewed its Council and Staff subscriptions for 2018-19.

RESOLVED: That the review of Council and Staff subscriptions for 2018-19 be approved

PLANNING

GUILDFORD BOROUGH COUNCIL (GBC) LOCAL PLAN

It was reported that confirmation had been received that the Hearing Statement submitted by Send PC on the Inspectors 'Matters and Issues' regarding the GBC Local Plan had been received by the Programme Officer for the Public Enquiry. The timetable for the opening sessions of the Hearing had been published and the details would be sent to Members. It was noted that some Members would be attending the sessions to observe.

PLANNING COMMITTEE

Members noted that the Minutes from the Planning Committee meetings held in April 2018 could be viewed on the Parish website.

POWER TO DEAL WITH UNAUTHORISED ENCAMPMENTS

Members discussed the points to include in the response to the Government consultation regarding 'Power to Deal with Unauthorised Encampments'. It was noted that the deadline for the response was 15th June 2018. It was agreed that the following points would be included in the response to support parish councils who owned land and other private landowners:

- Unauthorised encampment on land should be classed as a criminal offence not a civil offence
- There should be more resources provided to enforce the law for the removal of the encampments

RESOLVED: To respond to the consultation 'Power to Deal with Unauthorised Encampments

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COMMUNICATIONS

SURREY ASSOCIATION OF LOCAL COUNCILS (SALC) INFORMATION EVENING

There was an invitation to send two representatives of the Council to an information evening event hosted by the SALC Board on 13th June 2018. It was an opportunity to network and share thoughts and ideas on the challenges and opportunities facing local councils in the next few years.

RESOLVED: To accept the invitation to attend the SALC information evening on 13th June 2018

PB CH or JO

SEND AMATEUR DRAMATICS (SADS)

There was a request from SADS to advertise their next production with a banner on the tennis court and also for permission for future productions. It was agreed to give permission for SADS to place a banner on the tennis court in the week before a production.

RESOLVED: To give permission to SADS to advertise productions with a banner on the tennis court a week before a production

OTHER COMMUNICATIONS

Defibrillator – It was reported that the landlord of the shop which had the defibrillator installed on the wall had requested its removal. It was agreed to investigate why the request had been made and think about a new location.

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REPORTS FOR INFORMATION ONLY

CLERK'S REPORT

Neighbourhood Development Plan – The consultant has advised that the online survey is being completed and hard copies of the survey are being received. Residents have been encouraged to complete and return their surveys at the May Fair, by posters on noticeboards, a banner on the tennis court and reminders on the website and Facebook. *Members were encouraged to complete their surveys if they had not already done so.*

Allotments – The details in the terms of the proposed new lease and rental fee are still being clarified

Recreation ground – The youth shelter has been repainted. *Cllr C Heath reported that the weather had been very good for the May Fair. There was a good response to the questionnaire about suggestions for the recreation ground and WW1 commemorations. These will be discussed at the next meeting of the Recreation Ground Working Group.*

Review of Parking and Traffic Issues in Send Barns Lane – A meeting was held on 10th May with representatives from the Parish Council, Surrey Highways, the Police, Send Primary School and the Villages Medical Centre. The short term action is:

- A Police Speed Management Plan in Send Barns Lane planned for Send Barns Lane (The Police will be attending in the area and carrying out enforcement). This would be reviewed every 6 months.
- A Road Safety Outside School's assessment will be carried out and the results would then be discussed.

It was agreed that the Parking and Traffic WG would meet to discuss the outcome of the meeting.

Youth work – A report with recommendations for future work has been received from the Surrey Youth Team and this will be considered at the next Council meeting. (It is to be noted that all the Surrey County Council Youth Work delivery is currently under review and there is an ongoing process of staff change. Until a team is in place it will not be possible to confirm whether or not they will be able to be continue with the work in Send).

- Community Activities - a) The Poppy Project is progressing well with over 1,000 poppies having been made. There are plans to tie them on netting on a date in October ready to put on the tennis court by 11th November.
 b) A session of the CPR training took place on 16th May and the next 2 sessions are booked for July and October.
 c) The Clerk and the Village Caretaker (VC) were invited to provide information to the school about their roles in the Community for the 'What's a Community Week?' The VC provided a video for the assembly at the school of him painting the play equipment on the recreation ground.
 d) The Clerk and Cllr C Heath attended the Guildford Civic Service on 13th May 2018.

BOROUGH AND COUNTY COUNCILLORS REPORTS

County Cllr K Taylor reported on the Annual Council Meeting for Surrey County Council. There had been a reappointment of Committees and he was continuing as the Chairman of the Local Committee. There was a scheme to develop a Joint Committee so that the Councillors from Borough and County Councils and organisations from the voluntary sector could all work together.

Cllr Taylor advised that due to the poor winter weather, funds had been allocated to help with damage of roads and Councillors had been invited to nominate areas for repair. Cllr Taylor had nominated Send Marsh Road.

It was commented that the verge grass was very long again and noted that this was due to a reduction in cuts.

LANCASTER HALL

There was no report provided.

HIGHWAYS

A number of Highways matters were reported which would be brought to the attention of Surrey Highways or Guildford Borough Council including:

- Potholes and uneven road at the traffic lights in Send Road
- Diversion signs to be removed in Send Hill
- Repainting lines for the disabled bay at Send Parade
- Large vehicles parked at the London Road
- An abandoned car at Send Parade

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DATE OF THE NEXT MEETING

The date of the next monthly Council Meeting was noted: Monday 18th June 2018.

It was also noted that there was an Extraordinary Council Meeting to be held on 30th May 2018 for the visit of the Guildford Borough Council Lead Councillors

The Chairman closed the meeting at 9.05pm

Action: Initials in bold

Signed:

Date: