



# ND PARISH COUNCIL COUNCIL MEETING

HELD ON MONDAY 16<sup>TH</sup> APRIL 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
- \* 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 (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.

## PLANNING ENQUIRY

There was a query about the planning conditions associated with a development in Send Marsh Road which authorised residential use of a caravan parked adjacent to the property. It was agreed to investigate the details of the planning conditions.

**CD**

## HIGHWAYS

A resident informed the Council about a number of potholes in Send. It was agreed to report to SCC Highways.

**DH**

### SPC 148/17 **APOLOGIES FOR ABSENCE**

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

### SPC 149/17 **DECLARATION OF INTEREST**

There were no declarations of interest at the meeting.

### SPC 150/17 **COUNCIL MEETING MINUTES**

The Minutes of the Council Meeting held on 19<sup>th</sup> March 2018 and Extraordinary Council Meeting held on 9<sup>th</sup> April were approved by Members and signed by the Chairman as a correct record.

**RESOLVED: That the Minutes of the Council Meeting held on 19<sup>th</sup> March 2018 and the Minutes of the Extraordinary Council Meeting held on 9<sup>th</sup> April 2018 be signed as an accurate record of the meetings**

SPC  
151/18

### **ANNUAL PARISH MEETING MINUTES**

Members received and considered the Minutes of the Annual Parish Meeting held on 26<sup>th</sup> March 2018.

**RESOLVED: That the Minutes of the Annual Parish Meeting held on 26<sup>th</sup> March 2018 were a correct record of the meeting**

SPC  
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### **GUILDFORD BOROUGH COUNCIL (GBC) LOCAL PLAN**

Members noted that the Consultant who was making a representation on behalf of Send PC at the Public Enquiry on GBC's Local Plan had been informed by the Programme Officer about the Borough Council's response to the Inspector's questions. A link to the response would be sent to Members.

The Inspector was due to publish his 'Matters and Issues' with details of how to prepare responses in the form of hearing statements and deadline dates. The hearing programme would then be drafted.

It was noted that the Parish Council's representation would be considered at the May Council meeting.

SPC  
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### **SEND NEIGHBOURHOOD DEVELOPMENT PLAN (SNDP)**

#### **RESIDENT SURVEY**

Members received and considered the notes and recommendations from the SNDP working group meeting held on 9<sup>th</sup> April 2018. Cllr G Esteves, the Chairman of the working group reported that the project was making good progress in accordance with the project plan. The draft Resident Survey and timetable for distribution had been considered by the working group and amendments suggested. The final version was now presented for approval by the Council.

It was explained that due to the extra items in the survey and the increase in the number of households in the parish since the original estimate, there would be an additional cost for the survey. The cost would be covered by the contingency fund for the NDP.

It was proposed by Cllr G Esteves and seconded by Cllr M Bruton and

**RESOLVED: To approve the Resident Survey for the Send Neighbourhood Development Plan and timetable for distribution**

It was proposed by Cllr C Heath and seconded by Cllr J Brooker and

**RESOLVED: To approve the additional costs for the Resident Survey (£689.35+VAT)**

Members were reminded that when the review of the NDP was being carried out at the beginning of 2018, it had been agreed that the Council would take the NDP forward, a consultant had been appointed for professional services and the scope of work agreed. Due to a request by one of the Members one of the details of the scope of the NDP was now to be reconfirmed which was that the NDP was to be Policy-focussed and not identify sites.

Members discussed the details and reconfirmed that the Council would not identify sites in the NDP.

In accordance with Standing Order 3r, Cllr J Osborn requested a recorded vote.

It was proposed by Cllr G Esteves and seconded by Cllr C Heath and

**RESOLVED: To reconfirm that the Send Neighbourhood Development Plan would be policy focussed and would not identify sites**

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

## **OTHER PLANNING MATTERS**

### **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.

It was noted that there were currently a number of large planning applications in Send Barns Lane which were near the area which was being reviewed for traffic issues with Surrey Highways.

### **SOUTHAMPTON TO LONDON PIPELINE PROJECT**

Members received and considered the proposals and options for the replacement pipeline corridor for the supply of aviation fuel from Southampton to London and agreed a response to the consultation to be submitted by the deadline of 30<sup>th</sup> April 2018. It was noted that the preferred option by the developer was to replace the current corridor which was not in proximity to Send but the alternative option would cross the border of Broadmeads in Send. There was concern regarding wildlife and flooding issues in Broadmeads and therefore this option was not supported.

**RESOLVED: To approve a response to the Replacement Pipeline Corridor Consultation**

**DH**

### **UNAUTHORISED DEVELOPMENT AND ENCAMPMENTS**

Borough Cllr M Hurdle was invited to provide information on the Government's consultation document, '*Powers for Dealing With Unauthorised Development and Encampments*'. It was suggested that the Parish Council and individuals in Send might wish to respond to the consultation by the deadline of 15<sup>th</sup> June. It was noted that there were several issues of relevance to the Parish Council:

- As PCs did not have powers and legal advice which were available to Planning Authorities, they needed simple steps on how to deal with the encampments
- Costs for PCs ranged from a few £100 for clearing up to £1,000s for bailiffs and solicitor's fees
- Trespass is a civil not a criminal offence and police are reluctant to use discretionary powers
- Consideration of the number of caravan sites would be needed if Local Authorities were to provide adequate sanitation
- It is thought that Irish law currently requires Travellers annually to demonstrate that they are 'travelling' and there is a suggestion that they acquire notices of eviction to prove this status.

Cllr Hurdle was thanked for the information. A link to the consultation would be provided for Members and it was agreed that a response would be prepared for the May Council meeting.

**DH**

## **PARKING AND TRAFFIC WORKING GROUP**

### **REVIEW OF PARKING, TRAFFIC AND SPEEDING ISSUES IN SEND BARNES LANE**

Members received and considered an update on the progress for the request for a Review of Traffic and Parking Issues in Send Barns Lane from Surrey County Council and the Police. It was noted that a request was being made for a Road Safety Outside Schools assessment to be conducted which was being arranged by the school.

A report from the Guildford Casualty Reduction Officer was provided which included the results of a speed data study which was carried out in the area. A response from Surrey Highways was provided and it was noted that a Multi-Agency meeting to include all stakeholders was being arranged to discuss the issues.

**RESOLVED: For Cllr P Beddoes, Cllr M Bruton and the Clerk to represent Send PC at the meeting to Review the Traffic and Parking Issues at Send Barns Lane**

**PB MB DH**

## SALC - RURAL TRAFFIC MANAGEMENT AND HGV WORKSHOP

Cllr J Osborn and Cllr C Heath reported on the Surrey Association of Local Council's workshop they attended on 11<sup>th</sup> April 2018.

The Deputy Director of Environment and Infrastructure at Surrey County Council (SCC), J Russell had explained about the budget challenges facing SCC and demand pressures on the County Council. The key aim of SCC Highways Agency was to keep the network 'safe'. They were currently repairing a high number of pot holes across the network. The road network across Surrey is worth £8.5 billion and it is a deteriorating asset. Local Enterprise Partnerships create money for the Surrey road network.

The issues about HGVs using the Surrey road network and rural roads was considered including noise, vibration, damage to buildings and traffic calming measures, danger to pedestrians, and speeding etc.

Suggestions made included:

- stopping lorries from using CAR Sat Navs
- better enforcement of licensing restrictions by SCC for HGVs on rural roads and penalties for lorries that are not keeping to agreed road networks with the contractor companies
- Decluttering of road signs

Parish Councils were encouraged to discuss the issues and identify the irrelevant signs in the villages. It was agreed to ask the members of the Council's Traffic and Working Group to carry out this study.

**RESOLVED: The Traffic and Parking Working Group to discuss decluttering signage in Send**

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### RECREATION GROUND WORKING GROUP

Members received and considered the notes and recommendations from the Recreation Ground Working Group meeting held on 26<sup>th</sup> February 2018. Cllr C Heath explained the details of the items for discussion including toilet twinning, transfers for the pavilion shutters, painting the youth shelter green and a selection of other ideas for the recreation ground and pavilion.

It was agreed that further information was needed about Toilet Twinning before approving the plan.

The proposal to have transfers for the pavilion shutters were based on a canal boat design which was in keeping with the River Wey as a feature of Send. There was concern that they might be vandalised but as the transfers were not of a high cost, agreed to approve the project.

It was agreed to repaint the purple and orange youth shelter green which was in keeping with the newly painted pavilion shutters.

It was agreed to discuss the top 10 ideas for the recreation ground at the next working group meeting and to have a questionnaire at the May Fair stall to ascertain the public's views on the ideas.

**RESOLVED: To approve the actions of the Recreation Ground Working Group including:**

- **transfers for the pavilion shutters (cost approx. £30)**
- **repainting the youth shelter green**
- **questionnaire on ideas for the recreation ground at the May Fair stall**
- **cutting the brambles back from the rear of the recreation ground**

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### FINANCIAL AND OTHER COUNCIL MATTERS

#### MONTHLY EXPENDITURE LIST

The monthly expenditure list for April 2018 (16,165.47+VAT) as attached to record minutes was **approved and signed by two Members**. The bank reconciliation for March 2018 was signed. It was noted that authorisation of the payments was being carried out now by a system of scanning invoices and emailing to Members for approval as an alternative to signing the paper copies at the meeting.

## GENERAL DATA PROTECTION REGULATION (GDPR)

The report from the GDPR audit held on 27<sup>th</sup> March 2018 was received and considered and a report and recommendations regarding further work including costs. The Council's IT provider had also been given a number of queries regarding the provision of its services relating to the GDPR.

The Clerk had taken advice from the Society of Local Council Clerks and National Association of Local Councils who had discussed requirement for the GDPR for Local Councils with the Information Commissioner's Office (ICO) and identified what needed to be implemented on or before 25<sup>th</sup> May. The Council had carried out the Data Audit and now needed to update its Privacy Notices and the Council's Policies relating to data processing and protection to reflect the new requirements. It was noted that the Council would also need to appoint a Data Protection Officer (DPO). A number of quotes were being obtained for this service including from Guildford Borough Council (GBC).

There was also a recommendation from the auditor that all Councillors should be trained in GDPR and costs were provided for this service (up to 25 people). It was agreed to accept the training opportunity and to offer the places and share the cost with other local Councils.

**RESOLVED: To accept the offer of the service from the auditor to provide all policies and privacy notices required for the GDPR (£50)**

**RESOLVED: To accept the offer from the auditor for training (£300) and to offer places and to share cost with other local parish councils**

**RESOLVED: To wait for the IT information to be received and the proposal from GBC before making a decision on other services and appointing a DPO**

## ALLOTMENTS

It was reported that following the Council's decision at the Extraordinary Council Meeting, the landlord's solicitor had been instructed to make a new lease for the allotment land.

## CHANGES TO CONTRACTOR AGREEMENTS

Public Toilet - Members considered a proposal for changing the opening hours of the public toilet. This was to clarify some of the details in the agreement with the cleaner.

**RESOLVED: To change the hours of the opening of the public toilet to correspond with the wording in the agreement for the cleaner**

**DH**

Cemetery grounds maintenance - There was also a proposal that there should be 2 extra cuts carried out per annum for the cemetery grounds maintenance contract.

**RESOLVED: To have 2 extra grass cuts at the cemetery per annum in the grounds maintenance contract**

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## COMMUNICATIONS

### GUILDFORD BOROUGH COUNCIL LEAD COUNCILLORS' VISIT

It was noted that a date was still being arranged for the Lead Borough Cllrs to visit Send (it had been a problem to find a date when the hall was available). A number of new dates which had been offered were discussed and agreed to offer.

**RESOLVED: To invite the Lead Councillors from Guildford BC to Send (Date to be advised)**

### MAY FAIR STALL

There was an invitation to have a stall at the annual May Fair. It was agreed that this was a good

opportunity to engage with the public and to promote the NDP survey, the CPR training and Poppy Project. It was also agreed to have a questionnaire about people's ideas for the recreation ground. Members were encouraged to come along and help man the stall at the event.

**RESOLVED: To approve the plans for the May Fair Stall 2018 (Cost £25)**

OTHER COMMUNICATIONS

Clerks' Networking and Training Day – It was noted that the Clerk was attending a Clerks' free Networking Day at Farnham Town Council on 21<sup>st</sup> April 2018.

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**OTHER REPORTS**

CHAIRMAN'S /CLERK'S REPORT

The Chairman encouraged Members to be supportive of the staff due to the current heavy workload.

The Chairman reported that Clean-up Day on 14<sup>th</sup> April had been very successful with an attendance of approximately 50 people. Cllr Hurdle was thanked for organising the litter picking equipment and the collection of rubbish. The village was looking nice at the moment with all the spring flowers.

The Clerk reported on the following matters:

- Parish Liaison Meeting - the Deputy Clerk had attended the Parish Liaison meeting where topics discussed included the GDPR and Walkfest.
- The Poppy Project – The project had really taken off with many enthusiastic knitters coming into the parish office to collect wool. Members were encouraged to take part in the project and make felt poppies if they could not knit.
- Mayors Award 2018 - Mr N Freeman (Scout leader) and Mrs K Lord (Guide leader) had been successful in the nomination for the Mayors award for community service.
- Service to Send - It was suggested that Mr and Mrs Patel should also be thanked for their service for many years running the newsagents. **It was agreed to send them a card**
- Audit - The Clerk was completing the end of year accounts in preparation for the financial audit on the 9<sup>th</sup> May.

**DH**

COUNTY AND BOROUGH COUNCILLORS' REPORTS

The Borough Cllr had no further matters to report.

YOUTH WORK

The Surrey County Council Youth Team had advised that they would provide an updated report on the youth work which would be presented to the next Council meeting.

LANCASTER HALL

There was no report provided for the meeting.

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**DATE OF THE NEXT COUNCIL MEETING**

The date of the Annual Council Meeting was noted: Monday 21<sup>st</sup> May 2018.

The Chairman closed the meeting at 9.17pm.

**Action: Initials in bold**

Date approved:

Chairman: