



SEND PARISH COUNCIL
COUNCIL MEETING
HELD ON MONDAY 25TH JUNE 2018
AT 7.45PM IN THE UPPER ROOM OF THE LANCASTER HALL

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

- * Present
- o Apologies for absence

Officer Present:
Mrs D Hurdle (Parish Clerk)

Also present: 2 members of the public (1 left after public session)

The Chairman, Cllr P Beddoes welcomed everyone to the meeting and explained the emergency procedures. There was a reminder that this was the monthly meeting which was scheduled for 18th June but had been postponed because the Council did not have a quorum.

PUBLIC SESSION

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

POPPY PROJECT

Ms Linda Parker-Picken reported on the progress of the Poppy Project which she was coordinating and suggested that a working group could be set up by the Council to organise the Remembrance Day events.

FLYTIPPING AND PARKING AT SHOP PARADE

It was reported that bags were being left in front of the charity shop at the parade even though there were notices asking people not to do this. It had become a real problem. Some of it was builders' rubble, food waste and household refuse. *It was suggested that these items could be reported as fly-tipping.*

FOOTWAY PARKING AT THE SHOP PARADE

It was commented that since the footway had been improved and the kerbs raised, vehicles no longer parked there. Subsequently large delivery vehicles often found it difficult to pass parked vehicles on the road and had to reverse back down the service road. Alternatively they were parking in the bus bay on the main road to make deliveries. *The problem was noted and it was agreed to report to Surrey Highways.*

DH

CEMETERY

There was concern about the grass cutting methods and frequency of cuts at the cemetery. It was explained that due to issues the previous year, the Council had increased the number of cuts in the contract and that there had been liaison with the contractors to improve the care of the cemetery. It was noted that the grass had also become dry and coarse due to the very hot weather. The area was being constantly monitored.

TOILET TWINNING

With regard to Agenda item 11, Ms Parker-Picken explained the benefits of the toilet twinning project.

SPC **APOLOGIES FOR ABSENCE**

027/18

Apologies for absence were received and accepted from Cllr M Bruton, Cllr M Clover, Cllr G Esteves and Cllr J Osborn. It was noted that Borough Cllrs M Hurdle and S Parker and County Cllr K Taylor had also sent apologies for absence.

SPC **DECLARATION OF INTEREST**

028/18

There were no declarations of interest at the meeting.

SPC **COUNCIL MEETING MINUTES**

029/18

The Minutes of the Annual Council Meeting held on 21st May 2018 and Extraordinary Council Meeting held on 30th May 2018 were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Annual Council Meeting held on 21st May 2018 and the Minutes of the Extraordinary Council Meeting held on 30th May 2018 be signed as an accurate record of the meetings

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

030/18

Members were reminded that they had been provided with all the support documents for the Public Enquiry for the Guildford Local Plan as it had proceeded since 5th June. It was noted that the Chairman and other Members had been attending the Hearing sessions in the Public Gallery. The Chairman reported briefly on the details of the sessions and it was also noted that Save Send Action Group had been represented at a number of occasions.

Members were advised that the Parish Council was listed as an Attendee at the table on 4th July when the site allocations in Send were to be discussed and the consultant who was working on behalf of the Council had visited the Hearing and was preparing a statement and responses for the representation. The details were discussed and it was agreed that it was important to have the professional expertise of a consultant acting on behalf of the Parish Council at this level of engagement. It was noted that the budget approved by the Council for the Consultancy fees had included a provision for attendance at the Hearing if required.

It was proposed by Cllr P Beddoes and seconded by Cllr L Truscott and

RESOLVED: To approve the attendance of the Consultant making a representation on behalf of the Parish Council at the Hearing for the Guildford Local Plan on 4th July 2018

Members were requested to advise the Clerk whether they were able to attend the Hearing on 4th July.

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

031/18

Members received and considered a report on the SNDP which included an update on the results of the Residents Survey, the progress of the Project Plan and details about the next steps of the project.

It was reported that about 20 people attended the Character Assessment Workshop on 18th June. This had been an opportunity to think about the character of Send and provide evidence to make the policies for the SNDP. The plans to engage with the school and businesses in Send were reported.

It was agreed that the format of the Terms of Reference for the SNDP working group would be similar to that of all the Council's working groups. The details would be discussed at a working group meeting which was to be held on 9th July.

SPC
032/18

OTHER PLANNING MATTERS

PLANNING MINUTES

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

SOUTHAMPTON TO LONDON PIPELINE PROJECT

The results of the consultation for the replacement pipeline project were provided. It was noted that the two options selected were those which most closely followed the existing pipeline and were not located in Send.

SPC
033/18

RIPLEY PRIMARY SCHOOL CLOSURE

Members had been provided with the details regarding the proposal to close Ripley Primary School. There was a reminder of the Council's previous response in the first consultation.

Cllr J Manktelow reported on the public meeting held by Ripley PC. It was noted that the Diocese had been represented at the meeting but not Surrey County Council. It was agreed to reiterate the Council's previous objection to the proposal to close the school which recognised the social importance of the school to the community of Ripley. With the proposed new developments in the locality it was requested that the site be retained for future educational use.

It was proposed by Cllr P Beddoes and seconded by Cllr L Truscott and

RESOLVED: To reiterate the Council's previous objection to the proposal to close Ripley Primary School

SPC
034/18

COUNCIL POLICIES AND PROCEDURES

GENERAL DATA PROTECTION REGULATION (GDPR)

There was an update on the ongoing review of the Council's processes relating to compliance to GDPR and recommendations to approve the response to the Data Mapping Audit, policies for Data Protection, Record Management and other related documents.. It was also agreed that following responses from the Council's IT providers, further policies would be made relating to IT and the Council may need to review its plans regarding this aspect during the year.

It was proposed by Cllr P Beddoes and seconded by Cllr L Truscott and

RESOLVED: To approve the response to the Data Mapping Audit and an approach which is instead of appointing a DPO, the Council will have a bi-annual external audit commencing May 2019, the results of which will be reported to Council

RESOLVED: That the following policies and documents be approved:

- **Data Protection Policy**
- **General Privacy Notice**
- **Retention and Disposal Policy**
- **Appendix with a list of documents for Retention and Disposal**

REVIEW OF COUNCIL POLICIES

Two policies were reviewed at this meeting.

RESOLVED: To approve the Risk Management Policy 2018-19 and Tree Management Policy

FINANCIAL AND OTHER COUNCIL MATTERS

MONTHLY EXPENDITURE LIST

The monthly expenditure list for June 2018 (£8,317.94+VAT) as attached to record minutes was **approved and signed by two Members.**

END OF YEAR 2017-18 BUDGET REPORT

Members received and considered a summary of the actual expenditure and income of the Council in 2017-18 in comparison to the estimated budget for the year. The total reserves at End of Year were as estimated. It was noted that the detailed analysis of the budget would be considered at the Council's budget meetings in September. The Clerk was thanked for her work on the finances of the Council.

ALLOTMENTS

Member received a report on the allotments and approved the Heads of Terms for a new agreement with the Landlord. It was noted that a new lease would be drafted and would be presented for approval at the Council Meeting on 16th July 2018.

It was proposed by Cllr P Beddoes and seconded by Cllr L Truscott and

RESOLVED: To approve the Heads of Terms for a new agreement for the Allotment land

There was a request for the temporary use of a hosepipe from a tenant who had a medical condition. It was agreed to give permission but to limit the use of the hosepipe to one month at a time and then reassess the situation.

It was proposed by Cllr P Beddoes and seconded by Cllr L Truscott and

RESOLVED: To give permission for the temporary use of a hosepipe by an allotment tenant

COMMUNICATIONS WORKING GROUP

The notes from the Communications Working Group meeting held on 23rd May were received, the summary of actions was noted and that the production of a newsletter would be discussed at the next meeting in a month's time. The Terms of Reference for the working group were approved.

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

RESOLVED: To approve the Terms of Reference for the Communications Working Group

RECREATION GROUND WORKING GROUP

Members received and considered the notes and recommendations from the Recreation Ground Working Group meeting held on 4th June 2018. Cllr C Heath reported on the results of the May Fair questionnaire and explained the details of the proposal for the toilet twinning and the purchase of soldier silhouettes for the WW1 commemoration.

It was noted that the decision about whether to have an avenue of trees and gazebo would be made at the July Council meeting when Grant Aid applications for 2018-19 would be discussed and that the outline plan for the pavilion improvements would be presented at the Finance Working Group meeting in September. It was agreed to ask Mr A Thomas, who had helped with the plan for the parish facilities, to help with the design for the pavilion.

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

RESOLVED: To approve the Toilet–Twinning scheme to help with a project in Zambia (£60)

COMMUNICATIONS

MAYOR'S VISIT

There was an invitation from the Mayor of Guildford to attend an event in Send. The details were discussed and it was agreed to offer invitations to Remembrance Day when the poppies would be displayed, to the event when the poppies were to be tied to the netting and to a CPR session.

RESOLVED: To invite the Mayor to attend Send's Remembrance Day, assembly of the poppies for the commemoration of WW1 and to a CPR session

SEND GUIDES

There was a request from Send Guides to visit Send Recreation Ground on 5th July for their last session of the year.

RESOLVED: To give permission for Send Guides to use the recreation ground on 5th July

DEFIBRILLATOR

It was noted that there had been a request to remove the defibrillator from the Dive Shop Wall. The proposal was to have it on the side of the pavilion to access the electrical supply and to be in a location easily available to the public in an emergency.

RESOLVED: To move the defibrillator to the wall of the pavilion

COMMUNITY LOTTERY

There was a notification of the new Guildford Community Lottery to raise funds for good causes across the Borough. It was agreed to advertise the Lottery on Facebook and in other Council communication.

RESOLVED: To place a post on Facebook to inform the public about the new Guildford Community Lottery and advertise on other Council communications

DH

RIPLEY AND SEND ROTARY CLUB

It was explained that Ripley and Send Rotary Club has a twinning arrangement with a club in France. This year it was the turn of the English Club to use the funds available for a community project. There was £4k available and the Parish Council was invited to make suggestions for a project it would like to carry out this year. The French Club would visit to see the outcome of the project. It was suggested that the community orchard/avenue of trees on the recreation ground would be a suitable project for the funding and to discuss at the next Council meeting.

WW1 COMMEMORATION

It was reported that the charity 'Remembered' was running a grant scheme with the Armed Forces Covenant Fund Trust to commemorate the Fallen of WW1. Commemorative silhouettes were being offered as part of the grant scheme and parish councils were invited to reply.

RESOLVED: To apply for up to 5 commemorative silhouettes for Send

OTHER COMMUNICATIONS

There were no other communications at the meeting.

OTHER REPORTS

CHAIRMAN'S /CLERK'S REPORT

The Clerk reported on the following matters:

- **Risk assessments and safety checks** - The annual memorial inspection and ROSPA playground inspection are scheduled for July. A number of the other Council's other risk assessments are also due in July. The Deputy Clerk attended a memorial safety course on 18th June which will help her assist the Clerk with the Council's memorial applications and other cemetery work.
- **Grounds maintenance contract** – The Council is in the second year of the grounds' maintenance contract and the schedules have been updated with the contact manager. A meeting of the Cemetery Working Group is being arranged for September to discuss further improvements including reseeding the meadow area and promotion of the services at the cemetery. A price was being obtained to tidy up the rear car park of the Lancaster Hall.
- **Grant Aid** – The grant aid application for 2019-20 is to be discussed at the July Council meeting (the deadline for submissions is in September). The Council is reminded that it has budgeted this financial year (with grant aid) to purchase a new adult/child swing for Maple Road, a new mobile vehicle activated sign and some village entry signs (the designs and plans for the signs are to be considered in September). Also planned is the redecoration of the pavilion but the Council may wish to delay this project until next year when improvements to the pavilion are being carried out.
- **Poppy Project** – The poppies are still being delivered to the parish office by many enthusiastic knitters and it is believed the target of 2,500 has already been met. Vision Engineering has offered to sponsor a commemorative bench and Ewbanks will sponsor the netting for the poppies to be attached to. The budget of £300 has all been spent on wool (£200 from PC and £100 from Rotary) Linda Parker-Picken has had a garden party which raised a further £160 which she would like to donate to the project. It is suggested that a working group is set up early in September to make plans for the Remembrance Day commemoration. It is to be noted that 13th October is the day to fix all the poppies on netting at SEC church hall. *It was agreed to thank Linda for her donation and work on the project* **DH**
- **Travellers** – There was a brief visit from Travellers on the Triangle on Saturday evening (23rd June) but they were only passing through Send. There have been some suggestions to install posts to prevent future incursions or planting a natural barrier of new trees to replace others which have been recently felled on the Triangle. These matters and a Protocol and Procedure for dealing with Unauthorised Encampments are to be presented at the next Council meeting.
- **Holidays** – Members are requested to provide their holiday dates to the Clerk to enable scheduling of meetings.

SALC Information Evening - The Chairman and Cllr C Heath reported on the Surrey Association of Local Councils information evening held on 13th June 2018. A number of topics were discussed including providing information for prospective candidates standing for election on the Parish Council and an induction for new Councillors following the election. *It was agreed that the Clerk would organise this.* **DH**

Send Village Council - It was also reported that a Council could change its name if it so wished to (the Parish Council often was mistakenly associated with the church). One suggestion was to call it 'Send Village Council'. It was agreed this may be a topic which could be debated at a future Council meeting.

COUNTY AND BOROUGH COUNCILLORS' REPORTS

There were no reports provided

LANCASTER HALL

There was no report provided for the meeting.

RIPLEY AND SEND MATTERS

Cllr J Manktelow reported on the AGM for Ripley and Send Matters. The report on the school closure in Ripley was to take prominence in the next magazine. The Committee requested that articles submitted were now limited to 750 words due to limited space in the publication.

PARKING AND TRAFFIC/HIGHWAYS

Send Barns Lane - It was noted that a meeting was to be arranged for the Parking and Traffic Working Group to discuss the results of the review of traffic and parking issues in Send Barns Lane following the meeting on 10th May.

Disabled bay at Shop Parade - Surrey Highways had advised that the markings would be painted on the disabled bay at Send Parade but not until September or October. It was agreed to request that the works could be moved forward as it was causing a number of problems for the disabled people in Send. (Other vehicles are often parking here in this undefined space even though there is a sign).

DH

SPC
040/18

DATE OF THE NEXT COUNCIL MEETING

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

The Chairman closed the meeting at 9.27pm.

Action: Initials in bold

Date approved:

Chairman: