



SEND PARISH COUNCIL COUNCIL MEETING

HELD ON MONDAY 19TH APRIL 2021 AT 7.45PM
BY ZOOM VIDEO CONFERENCE

- * Cllr Julie Munn (Chairman)
- * Cllr Janet Manktelow (Vice-Chairman)
- * Cllr Alex Beames
- * Cllr Phil Beddoes
- * Cllr James Brooker
- * Cllr Guida Esteves
- * Cllr Chris Heath
- * Cllr Julia Osborn
- * Cllr Pat Oven

- * Present
- o Apologies for absence

Officer Present:

Mrs Debbie Hurdle (Parish Clerk)

Also present: Borough Cllr Susan Parker and County Cllr Keith Taylor.

The Chairman welcomed everyone to the meeting and explained the arrangements for Zoom.

PUBLIC SESSION

There were no members of the public present.

SPC
126/20

APOLOGIES FOR ABSENCE

There were no apologies for absence.

SPC
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DECLARATION OF INTEREST

There were no declarations of interest at the meeting.

SPC
128/20

COUNCIL MEETING MINUTES

The minutes from the Council Meeting held on 15th March 2021 on Zoom were approved and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council meeting held on 15th March 2021 be approved

SPC
129/20

CHAIRMAN/CLERK'S REPORT

The Chairman, Cllr J Munn reported on the following matters:

Council Meetings – It is the anniversary of the first meeting on Zoom. The next monthly Council meeting would be at the Lancaster Hall and it would be good to have face to face again.

Duke of Edinburgh – It has been a sad week with the death of HRH the Duke of Edinburgh. It is a huge loss to the country. A letter of condolence has been sent on behalf of the Council and Parishioners of Send.

Social Media – The Facebook engagement has declined recently. Thanks went to Cllrs J Manktelow and G Esteves who have been updating the page and to L Parker-Picken, a volunteer who has now stepped down from the team. As a key part of the Council's communication this would need addressing in the new Council term.

County Cllr – This was the last meeting for County Cllr K Taylor who was ending his term of office in May. On behalf of the PC thanks went to Cllr Taylor for all his support over the years. *Cllr K Taylor advised that he had given 38 years of service (32 as a Borough Cllr and 6 as County Cllr).*

Chairman – This was Cllr Munn's last meeting as the Chairman of the Council and thanks to everyone for the support over a challenging year on Zoom. The Chairman would open the May meeting and a new Chairman would then be elected.

The Clerk reported on the following matters:

Village caretaking – The Clerk and Village Caretaker had been busy this month with practical Parish matters.

Neighbourhood Development Plan – The leaflet distribution had been a major operation but thanks went to all the volunteers who helped.

Duke of Edinburgh – A number of duties were required by the Parish Council following the death of HRH the Duke of Edinburgh. This included a tribute on the Council's website.

Staff – The staff appraisals were being carried out in May. The 2 staff dealing with the cemetery had been fully vaccinated for Covid-19.

Allotments – All plots were taken and there was one person on the waiting list.

SPC
130/20

BOROUGH AND COUNTY COUNCILLOR REPORTS

The Borough and County Cllrs were invited to provide an update on issues from the previous meeting and to provide information on other items on the agenda.

Borough Cllr S Parker reported on the following matters:

Borough Council (BC) meeting – At the recent meeting there was a debate on reviewing the Local Plan now. The Council however decided to postpone the review until a later date (there has to be a review every 5 years).

Preapplication advice – The BC has agreed to stop providing preapplication advice due to the large volume of current applications.

Planning Committee – A working group has been appointed to advise on changes to the BC Planning Committee

Virtual meetings – These meetings were coming to an end but it had been approved for back bench councillors to attend a meeting remotely if they wished to log in

County Cllr K Taylor reported on the following matters:

Vaccinations – The County Council had been busy implementing the vaccination programme in Surrey.

School Admissions – Most residents had been given their first preferences for schools this year although some schools had been oversubscribed. Cllr Taylor would send a link to the pupil admission numbers for the schools.

SPC
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PLANNING

PLANNING APPLICATION

The following application was considered and a recommended response from Send PC Planning Committee:

19/P/02223 Land at Garlicks Arch, Send Marsh/Burnt Common, Portsmouth Road

Hybrid (part full/part outline) application comprising: Full planning permission for 220 residential dwellings (Use Class C3), Travelling Showpeople plots (Sui Generis) and 81 sqm community facility (Use Class F.2(b)), with associated open space and landscaping, means of access, parking, drainage, utilities and infrastructure works, temporary and permanent acoustic fencing, and other associated works; and Outline planning permission, with all matters reserved except for access, for up to 300 residential dwellings (Use Class C3) with associated open space and landscaping (including a landscape bund and acoustic fencing), means of access, enabling

infrastructure and other associated works.(Amended description and plans and Environmental Statement addendum received 24.02.2021 for drainage (SuDS), design, layout, landscaping, housing mix, scale, parking of phase 1, masterplan and affordable housing mix for phases 2 & 3)

It was reported that a large number of additional documents had been added to the planning application since January 2021. These had been reviewed by Send PC Planning Committee and a response was recommended in addition to the two responses that had already been submitted for the application. There were concerns relating to the lack of infrastructure to support the plan with no evidence of mitigations in place, and that the full Section 106 agreement for the development was not available. It was suggested that the Council may wish to consider the aid of a consultant at the next stage of the planning application.

RESOLVED: To approve the response to the Garlicks Arch planning application as recommended by the Planning Committee - to re-submit the previous OBJECTION with additional comments

SEND NEIGHBOURHOOD DEVELOPMENT PLAN (SNDP)

Cllr G Esteves was thanked for designing the information leaflet for the Referendum on 6th May. It had been distributed to households and the information was on the website. People would be encouraged to vote now.

GUILDFORD BOROUGH COUNCIL (GBC) PLANNING COMMITTEE PEER CHALLENGE REVIEW

Members noted the response from the Leader of GBC, Cllr J Bigmore to the Parish Council regarding the Borough's Planning Committee Peer Challenge Review.

PLANNING MINUTES

The Planning Minutes for March and April were noted. An objection was being made by the Planning Committee regarding the traffic calming scheme for planning application 20/P/00482 Land at 92 and 94 Potters Lane.

PAVILION REDEVELOPMENT

WORKING GROUP

The Minutes and the recommendations of the Working Group meetings held on 29th March and 13th April 2021 were considered.

SURVEY

It was noted that the working group were working with the consultant at Action in rural Sussex to produce the household survey which would be presented at the Council meeting in May. Once the views of the public were ascertained, a project plan could be made.

It was also reported that the planning officer for Garlicks Arch had informed the Parish Council as part of the S106 planning obligation with the developer the following had been agreed:

- £300,000 Provision of a new sports pavilion at the Recreation Ground to meet increased community need for improved sport and leisure activities
- £150,000 environmental improvements to be carried out to Send village centre

It was agreed to ask whether the release of the funds would be phased in accordance with the stages of the development.

AMENITIES AND LEISURE SERVICES

STREET LIGHTING UPGRADE TO LEDS

It was reported that some further work needed to be carried out on the application for the public works loan for the street lighting project and to hold an Extraordinary Council meeting on 26th April to approve the application.

RESOLVED: To hold an Extraordinary Council Meeting on 26th April to approve the application for a public works loan for the project to upgrade the street lights to LEDS

FOOTPATHS

A report on the plans by SCC Rights of Way to improve disabled access was received and the details discussed.

GROUNDS MAINTENANCE

A report on the end of the grounds maintenance contract was considered. It confirmed that the final works had been unsatisfactory. Although the contractor had made an offer to compensate, it was agreed to make a complaint and to pay 50% of the final invoice along with any outstanding bills for bin emptying at the cemetery.

RESOLVED: To make a complaint regarding the poor service at the end of the grounds maintenance contract on 31st March 2021, to pay 50% of the final invoice + any outstanding bills regarding cemetery bin emptying

CEMETERY DRAINAGE

A report on the problems with wet ground conditions at the cemetery during the winter period was considered. Advice had been sought from the Institute of Cemetery and Crematorium Management (ICCM) so that provision could be made for future wet seasons. A company had been contacted which specialised in the work and they had advised that investigations needed to be carried as soon as possible before the dry period. Costs for the first stages of the assessment were provided.

There was a reminder that the Cemetery was one of the main sources of the Council's income. It was recognised that a long term solution needed to be found and that remedial action could be costly. It was agreed to waive financial regulations and only ask one company to quote due to the specialist work and timescale required. It was agreed to ask the gravediggers if they could help with the trial pitting.

Cllr C Heath proposed and Cllr J Munn seconded and it was

RESOLVED: To approve the first stage of investigations into the cemetery drainage (£1,850)

RESOLVED: To approve the waiving of Financial Regulations to appoint a specialist company for the works and due to the timescale required

TREE PLANTING

Members considered an invitation from Surrey County Council (SCC) to suggest further areas for tree planting. It was reported that there were new trees planted along the verge in Send Barns Lane and agreed to apply for further trees to be planted along the verge up to the roundabout at Burnt Common. There was a concern that deciduous trees can cause issues with leaf drop on the highway and agreed to suggest tree types if SCC approved.

Cllr A Beames proposed and Cllr C Heath seconded and it was

RESOLVED: To nominate the Send Barns Lane verge for the Surrey County Council's next tree planting project

FINANCIAL AND OTHER COUNCIL MATTERS

MONTHLY EXPENDITURE LIST FOR APRIL 2021

The monthly expenditure list for March 2021 (totalling 12,490.38 +VAT) was considered.

	Gross	VAT	Nett	Details	
BACS 1	£ 245.00		£ 245.00	B Weller	Village jobs/noticeboard, bus shelter repair
BACS 2	£ 405.60	67.60	£ 338.00	Dormakaba	Maintenance contract public toilet door
BACS 3	£ 900.00		£ 900.00	Fisher German	Allotment annual rent
BACS 4	£ 352.75		£ 352.75	DC	Pavilion and public toilet cleaning
BACS 5	£ 675.00		£ 675.00	Lancaster Hall	Parish & back office rent/heat+light April-June 21
BACS 6	£ 232.31	£ 38.72	£ 193.59	Lyreco	Office stationery
BACS 7	£ 1,509.48		£ 1,509.48	Guildford Borough Council	Council tax cemetery/pavilion
BACS 8	£ 1,411.52		£ 1,411.52	Surrey ALC	Surrey ALC & NALC subscription 2021/22
BACS 9	£ 340.67	£ 56.78	£ 283.89	Allsops	Gravemarkers and plaques
BACS10	£ 68.82	£ 11.48	£ 57.34	Squires Garden Centre (pay CH)	Tree stakes and ties - new trees
BACS11	£ 2,475.00		£ 2,475.00	NW	Refund on grave purchase
	£ 4,072.81	£ 24.00	£ 4,048.81		
	£ 12,688.96	£ 198.58	£ 12,490.38		

RESOLVED: That the Monthly Expenditure list for April 2021 be approved

It was noted that the bank reconciliation would be checked and signed by the Chairman.

COMMUNITY WORKING GROUP

It was reported that there had been a delay starting the Community Working group due to Covid-19. The Terms of Reference were approved and it was agreed to organise the first meeting following the Council meeting in May. Cllr J Munn would chair the first meeting and then a new chair would be appointed to take the group forward.

RESOLVED: That the Terms of Reference and plans for the Community Working Group be approved

SURREY ASSOCIATION OF LOCAL COUNCILS (SALC)

Members considered a newsletter from SALC and an update that confirmed that the Government would not permit Council meetings to be held remotely after 6th May. A Covid-19 risk assessment was being carried out for the Council's meeting at the Lancaster Hall in May. It was agreed to ask SALC whether non-statutory working groups could still continue as remote meetings.

HIGHWAYS MATTERS

LONDON ROAD ISSUES

Cllr P Oven advised that he had been unable to attend the Joint Action Group (JAG) in April but there was nothing further to report regarding the unauthorised encampment at the London Road.

OTHER HIGHWAYS MATTERS

The following other highways matters were discussed:

- Potters Lane/A3 junction – It was noted that the safety improvements and new signage had been carried out by Highways England.

- Footpath closed outside Elmsleigh Farm – It was reported that the footway, which was part of the development works at the farm, had been closed for a long time. Disabled residents and those with poor eyesight were unable to access the medical centre. It was agreed to investigate further.

SPC
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COMMUNICATIONS

PHONE AND BROADBAND

A resident suggested that the Council carried out a survey to find out which areas of Send had poor mobile signals. It was agreed that this was not within the remit of the Council but noted that the PC was already making a request to SCC and GBC to ask their plans for improving mobile signals in Send and views on installing a mast in the area. It was also reported that West Horsley Parish Council had taken part in a scheme to improve broadband in their area and it was agreed to ask them to share their experiences of the scheme.

SEND OPEN GARDENS

It was reported that the Council had been advised that the community project to open gardens to the public had been postponed until next year due to Covid-19. It was therefore agreed to postpone a decision on whether to permit the allotments to be part of the event until closer to the time.

SEND UNITED

There was a request from Send United Football Club to use the recreation ground for its training sessions.

RESOLVED: To give permission to Send United to use the recreation ground for its training

QI GONG

There was a request for a fitness class to use the recreation ground for a number of its sessions.

RESOLVED: To give permission to Qi Gong to use the recreation ground for its sessions

CHRISTMAS KNITTED CHAINS

There was a request to support a new community knitting project for Christmas which was being organised by a member of one of the craft groups in Send. It was suggested that the Council could help by advertising the project and permitting the knitted chains to be hung on the tennis court and decorate other areas at Christmas.

RESOLVED: To approve the request to support the community knitting project for Christmas 2021

OTHER COMMUNICATIONS

Send Community Aid – There was a request by Send Community Aid, along with Send Scrubs Hub and Send Help to use the recreation ground for a picnic for their volunteers in July. Members were happy to approve the request. It would be formally confirmed at the next Council meeting.

Community clean up – It was noted that a community clean up was scheduled for 22nd May 2021. The arrangements for the equipment would be organised. Cllr P Beddoes and the Clerk would lead the event.

SPC
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OTHER REPORTS

LANCASTER HALL

It was noted that the Lancaster was preparing to open now for some of its users including the Parish Council on 17th May 2021.

CEMETERY

There was no report provided for this meeting.

SPC
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CONFIDENTIAL

RESOLVED: In view of the confidential nature of the business to be transacted at item 14 of the agenda, the press and public to be excluded from this part of the agenda

SPC
139/20

CONFIDENTIAL ITEM

Members considered a request regarding the maintenance of a grave at the cemetery.

RESOLVED: Due to the circumstances of a family with a grave at the cemetery, to permit the postponement of the levelling and grassing of their grave (in keeping with the regulations) until 31st July 2021.

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DATE OF THE NEXT MEETING

The dates of the next meetings were noted:

Extraordinary Council Meeting - Monday 26th April 2021 at 7.30pm to be held by Zoom

Annual Council Meeting - Monday 17th May 2021 at 7.45pm to be held at the Lancaster Hall.

The Chairman closed the meeting at 9.47pm

Signed: Cllr C Heath

Date: 17th May 2021