



SEND PARISH COUNCIL COUNCIL MEETING

HELD ON MONDAY 21ST JUNE AT 7.45PM
IN THE UPPER ROOM OF THE LANCASTER HALL

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

- * Present
- o Apologies for absence

Officer Present:
Mrs Debbie Hurdle (Parish Clerk)

Also present: Borough Cllr Guida Esteves and County Cllr Bob Hughes (left after Agenda item 7e) 5 members of the public (2 left after the public session and 2 after Agenda item 7e) PCSO James Cooper left after his report.

The Chairman, Cllr C Heath welcomed everyone to the meeting.

PUBLIC SESSION

The public were invited to express a view or address the Council in the public session:

POLICE REPORT

PCSO James Cooper introduced himself as the officer who was responsible for the area of Guildford around Send, Ripley, and Ockham. The following issues were discussed at the meeting:

- The unauthorised encampment at London Road
- The recent unsocial behaviour of young people on the recreation ground
- The use of Potters Lane and Send Road as a 'speeding track' and 'revving engines' at the traffic lights.

PCSO Cooper advised people of the telephone numbers to report matters directly to him or to the police.

GARLICKS ARCH

A resident asked about the status of the Garlicks Arch planning application. Cllr P Oven explained that the Parish Council had objected to the development during the Guildford Local Plan and recently he had spoken about lack of infrastructure at the GBC Planning Committee meeting when the development's first stage was approved.

PAVEMENT WORKS OUTSIDE DEVELOPMENT

Issues related to poor drainage on the footway improvements on Send Barns Lane were reported. The angle of the pathway also caused problems for mobility scooters. These matters would be brought to Surrey Highways.

DOG BINS

A resident had concerns about the constant problems of dog waste around Send and suggested locations for new dog bins. It was agreed to seek advice from the dog warden at Guildford Borough Council.

DUKE OF EDINBURGH AWARD

A young person who was carrying out his D of E award was attending the meeting (the request for support from the Council was to be discussed at Agenda item 10a). Information about the requirements of the award was explained.

COUNCIL PROJECTS

A resident asked if the Council was planning any future capital projects and it was explained that there were contributions from local developments which had been allocated to the pavilion redevelopment project.

SPC **APOLOGIES FOR ABSENCE**

018/21

There was an apology for absence from Cllr J Osborn.

SPC **DECLARATION OF INTEREST**

019/21

There were no declarations of interest at the meeting.

SPC **COUNCIL MEETING MINUTES**

020/21

The Minutes of the Annual Council Meeting held on 17th May 2021 were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council Meeting on 17th May 2021 be signed as an accurate record of the meeting

SPC **CHAIRMAN AND CLERK'S REPORT**

021/21

The Chairman and Clerk reported on the following items:

- Council Governance – This was an important meeting for the Parish Council as a new governance system was to be considered which had been recommended by the National Association of Local Councils.
- Audit report - The Chairman commended the Clerk on the results of the internal audit report.
- Recreation ground - An investigation was being carried out by Guildford Borough Council engineers regarding the drainage system which ran around the perimeter of the recreation ground. Due to heavy rain though the ground had not been suitable for the large vehicles and the visit had to be postponed.
- Willow at The Pound - The large willow at the historic site of The Pound in Tannery Lane had sadly died for no apparent reason (although thought to be honey fungus) and it would need to be felled.
- Mayor's award – The two leaders and the community groups which they had led (Send Community Aid and Send Scrubs Hub) which had been nominated for the Mayor's award by the Parish Council had been successful. They were thanked for their work and congratulated on the achievement.

SPC **BOROUGH COUNCILLOR/COUNTY COUNCILLOR REPORTS**

022/21

Borough Cllr G Esteves reported on following:

- Garlicks Arch and Oldlands planning applications – These 2 applications had been approved by Guildford Borough Council Planning Committee on 9th June 2021. The decision's conditions were to be confirmed and the developer's contributions associated with the applications were noted.

- Electoral boundary review - It had been agreed to maintain the number of Ward Councillors on the Borough Council at 48 but with the increase of electorate due to developments in Send, the Parish could have an increased number of Councillors in the future. A Parliamentary boundary review had also commenced and it had been proposed that Send should be in the Guildford constituency.
- Combining services - Guildford and Waverley Borough Councils were collaborating to combine services and therefore reducing their costs.

County Cllr B Hughes reported on following

- Parking restrictions on Send Road and Tannery Lane – Cllr Hughes had been investigating whether the length of the yellow lines length could be reduced following the objections which had been received in the consultation and the residents’ petition.
- Motorbikes use of roads as a racetrack – A senior police officer was dealing with an area in Abinger which was being used as a race track. Cllr Hughes would ask for Potters Lane and Send Road to be added to the list to be investigated.

The Chairman thanked the Councillors for their reports.

SPC
023/21

PLANNING

PLANNING APPLICATIONS

Cllr P Oven reported on his speeches made on behalf of the Parish Council at the Guildford Borough Council (GBC) Planning Committee on 9th June 2021 regarding the following applications:

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

20/P/01736 Oldlands, Burnt Common Lane, Send

The Parish Council had made detailed written objections to the applications. Additional points raised included lack of provision for community facilities and other infrastructure and that the pylons should be moved prior to the first phase of the development. It was noted that there was support in the GBC Planning Committee to refuse the applications but they were approved by a majority vote.

LONDON ROAD

There was a report on the Joint Action Group meeting which Cllr Oven attended on 8th June. He was pleased to advise that the issues relating to the unauthorised encampment on the London Road had finally been resolved and the vehicles had been moved on. There were still lorries parking on the road overnight though and the area required further clearing up and improvement.

PLANNING MINUTES

The Planning Minutes from the Committee meetings held in May and June 2021 were viewed and an update was received on other current planning applications. It was noted that the Burnt Common commercial development was on the agenda again for the next meeting. A response was being made to the West Clandon Neighbourhood Plan Regulation 16 consultation which reiterated the concerns about traffic issues on the A247.

SPC
024/21

COUNCIL MEETINGS, POLICIES AND PROCEDURES

NEW GOVERNANCE SYSTEM

Members considered a report and recommendations to change the governance of the Council to a Committee system as part of a commitment to increase its transparency. This was based on recent guidance from the Surrey Association of Local Councils (SALC) around the legal status of working groups and information which had been received from the National Association of Local Councils (NALC).

The Council's auditor had also reviewed the report and had confirmed that he was satisfied that the proposed committee structure was a positive response to the guidance received. Members discussed the details and it was agreed to approve the Scheme of Delegation. It was noted that the scheme included delegated powers to the Committees and to the Clerk as the Council's officer (it was agreed to clarify with SALC and NALC regarding how the Clerk would work in collaboration with Councillors before including this in the scheme).

RESOLVED: To approve the change in the Council's Governance System and Scheme of Delegation

PLANNING AND ENVIRONMENT COMMITTEE

The Council approved the renaming and additional remit of the Planning Committee to include:

- identifying of major traffic and parking problems in Send and to suggest practical and realistic ways of tackling them and bringing them to the attention of the highways authority
- to consider other issues relating to the environment including climate change and to liaise with other parishes on these matters.

RESOLVED: To approve the appointment of the Planning and Environment Committee 2021-22

RESOLVED: To approve Terms of Reference for the Planning and Environment Committee 2021-22

Cllr P Oven was proposed by Cllr Alex Beames and seconded by Cllr Julia Osborn to be Chairman of the Planning and Environment Committee for 2021-22. There were no other nominations.

RESOLVED: Cllr Pat Oven to be the Chairman of the Planning and Environment Committee 2021-22

Cllr J Manktelow was proposed by Cllr James Brooker and seconded by Cllr Alex Beames to be Vice-Chairman of the Planning and Environment Committee for 2021-22. There were no other nominations.

RESOLVED: Cllr Janet Manktelow to be the Vice-Chairman of the Planning and Environment Committee 2021-22

Three other Members of the Council were nominated to be Members of the Planning and Environment Committee 2021-22.

RESOLVED: To appoint Cllr James Brooker, Cllr Alex Beames and Cllr Julia Osborn as Members of the Planning and Environment Committee 2021-22

AMENITIES AND LEISURE SERVICES COMMITTEE

The Council approved the appointment of the Amenities and Leisure Services Committee, the Chairman and Vice- Chairman of the Committee, the Terms of Reference and membership.

Cllr Chris Heath proposed and Cllr Julie Munn seconded and it was

RESOLVED: To approve the appointment of the Amenities and Leisure Services Committee 2021-22.

RESOLVED: To approve the Terms of Reference for the Amenities and Leisure Services Committee 2021-22

Cllr P Beddoes was proposed by Cllr Chris Heath and seconded by Cllr Alex Beames to be Chairman of the Amenities and Leisure Services Committee for 2021-22. There were no other nominations.

RESOLVED: Cllr Phil Beddoes to be the Chairman of the Amenities and Leisure Services Committee 2021-22

Cllr Alex Beames was proposed by Cllr Phil Beddoes and seconded by Cllr Chris Heath to be Vice-Chairman of the Amenities and Leisure Services Committee for 2021-22. There were no other nominations.

RESOLVED: Cllr Alex Beames to be the Vice-Chairman of the Amenities and Leisure Services Committee 2021-22

Three other Members of the Council were nominated to be Members of the Amenities and Leisure Services Committee 2021-22.

RESOLVED: To appoint Cllr Chris Heath, Cllr Julie Munn, Cllr Janet Manktelow (and New Councillor) as Members of the Amenities and Leisure Services Committee 2021-22

NEW COMMITTEE

It was recommended that the Council appointed a Finance and General Purposes Committee which also incorporated staffing matters. The remit for this Committee would be considered at the July Council meeting.

STANDING ORDERS

The Council reviewed its Standing Orders and a recommendation to update them to the current NALC Model Standing Orders. A number of adjustments were made in accordance with the requirements of Send Parish Council (SPC) and to remove the clause which allowed virtual meetings during Covid-19 (ended 7th May 2021).

Cllr P Beddoes proposed and Cllr A Beames seconded and it was

RESOLVED: To adopt the Standing Orders for Send Parish Council 2021-22

FINANCIAL REGULATIONS

The Council reviewed its Financial Regulations and a recommendation to update them to the current NALC Model Financial Regulations. Adjustments were made in accordance with the requirements of Send PC.

Cllr J Brooker proposed and Cllr P Owen seconded and it was

RESOLVED: To adopt the Financial Regulations for Send Parish Council 2021-22

REVIEW OF COUNCIL POLICIES 2021-22

The current policies for Send PC were reviewed.

Cllr J Brooker proposed and Cllr J Manktelow seconded and it was

RESOLVED: To approve the review of Council Policies

Thank you - A short presentation of a card and flowers was made to Guida Esteves in appreciation of her years of service to the Parish Council.

CO-OPTION OF PARISH COUNCILLOR

Members were advised that following the resignation of Guida Esteves as a Parish Councillor, a Casual Vacancy Notice had been posted as required by Guildford Borough Council Electoral Services. As there had not been a call for an election by any electors for the Vacancy the Council could now co-opt a new Member. The Council considered 2 candidates who had applied for the Vacancy. It was commented that they were both

excellent candidates and it was encouraging to see their enthusiasm. It was agreed to co-opt Ms Carolin Goehler as she had been a great help to the Council recently on the pavilion redevelopment project.

Cllr Phil Beddoes proposed and Cllr C Heath seconded and it was

RESOLVED: To co-opt Ms Carolin Goehler to fill the Casual Vacancy on Send Parish Council

ANNUAL PARISH MEETING

Due to Covid-19 restrictions it was agreed to cancel the Annual Parish Meeting on 28th June 2021.

RESOLVED: To cancel the Annual Parish Meeting on 28th June 2021

ZOOM LINK TO COUNCIL MEETINGS

Members were advised about the possibility of having a hybrid meeting so that the public could view the Council meeting on Zoom during Covid-19. Other matters of accessibility for disabled people were also discussed (it was noted that due to the social distancing of Councillors there were hearing issues for some Members). It was agreed to investigate these matters and report to the next Council meeting.

SPC
025/21

FINANCIAL AND OTHER COUNCIL MATTERS

The end of year 2020-21 accounts were viewed and the details were explained by the Clerk.

SECTION 1: ANNUAL GOVERNANCE STATEMENT 2020-21

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 2021 that the Annual Governance Statement 2020-21 be approved.

RESOLVED: That the Annual Governance Statement for 2020-21 be approved and signed

SECTION 2: ACCOUNTING STATEMENTS 2020-21

Members acknowledged that for the year ending 31 March 2021 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 2020-21 be approved.

RESOLVED: That the Accounting Statements for 2020-21 be approved and signed

INTERNAL AUDIT

Members considered the Internal Auditor's report for the end of year Audit which had been carried out on 3rd June 2021 and recommendations for action. The following response to the audit was approved:

- To note that the outstanding VAT reclaims for the last 2 quarters of 2020-21 were being submitted

RESOLVED: To note the internal Audit Report 2020-21 and to approve the response

END OF YEAR 2020-21 BUDGET REPORT

The End of Year (2020-21) Budget Report was presented to the Council and the details were explained by the

Clerk. It was agreed to have a report at the next meeting which showed further details of the current reserves.

ASSET LIST

The review of Council assets was carried out.

RESOLVED: To approve the review of Council Assets 2020-21

MONTHLY EXPENDITURE LIST

The monthly expenditure list for June 2021 (totalling £12,815.58+VAT) was approved.

	Gross £	VAT £	Nett £	Details	
BACS 1	1,010.40	168.40	842.00	Nigel Jeffries	Grounds Maintenance Contract May 21
BACS 2	3,132.00	522.00	2,610.00	ACE Shelters	New bus Shelter - Burnt Common
BACS 3	36.70	6.12	30.58	Challenge Fencing	Repair fence recreation ground
BACS 4	42.34	7.06	35.28	EDGE IT	Computer Antivirus - 1 year
BACS 5	456.00	76.00	380.00	Farsight Consulting	Internal Audit 2020-21
BACS 6	1,584.00	264.00	1,320.00	SWB Pest control	Annual cemetery pest control contract
BACS 7	2,760.60	460.10	2,300.50	AirS	Pavilion redevelopment project survey
BACS 8	229.20	38.20	191.00	Shaw and Sons	New burial and minute books
BACS 9	21.19	3.53	17.66	Hlre Services Southern	Strimmer accessories
BACS10	29.86		29.86	Business Stream	Water supply recreation ground
BACS11	720.00		720.00	APS	Refund grave purchase
BACS 12	352.75		352.75	DC	Pavilion and public toilet cleaning
	3,985.95		3,985.95		
	14,350.99	1,545.41	12,815.58		

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

SPC
026/21

AMENITIES AND LEISURE SERVICES

CEMETERY DRAINAGE

Members considered a report on the drainage issues at the cemetery. The first stage of the project had been carried out with the trial-pitting to assess the soil make-up and depth of ground across the cemetery areas. Following the assessment, it was recommended that the Council now proceeded to the next stage of the project which was the installation of ground monitoring wells, a topographical survey and to consult with the Environment Agency (EA) on a way forward for managing the site particularly during the winter period. A technical specialist from the EA had also provided advice to the Council.

It was agreed that as the project needed to proceed without further delay and could be funded from the excess income received from the cemetery in 2020-21, to waive financial regulations (FR 18.2) and to continue to use the specialist services of the current contractor working on the project who had been recommended by the ICCM. The Council confirmed that they accepted the risks associated by considering a single contractor.

Cllr J Munn proposed and Cllr P Beddoes seconded and it was

RESOLVED: In accordance with Financial Regulation 18.2 – to suspend Financial Regulations for the purpose of the Cemetery Drainage contract (to only seek one quote due to the specialist works, the timescale of the project and as the funds were to be used from the excess income from the cemetery)

Cllr J Munn proposed and Cllr J Brooker seconded and it was

RESOLVED: To appoint Cemetery Development Services to carry out the installation of ground monitoring wells and associated works regarding drainage at the cemetery (£9,625)

TREES AND LOGS

It was noted that the tree surgeon still needed to chip the logs on the recreation ground. This would have incurred additional cost to the Council. It was therefore agreed to permit a local craftsman to remove the logs, leaving one to be made into a sculpture in the future and one to carve into a seat for the recreation ground.

RESOLVED: To permit a local craftsman to remove the logs and carve a bench on the recreation ground (£250)

STREET LIGHTING

It was noted that there was nothing further to report on the public works loan application.

SPC
027/21

COMMUNICATIONS

DUKE OF EDINBURGH

There was a request from three young people asking for support from the Parish Council to carry out litter-picking as part of their community work for the Duke of Edinburgh Bronze Award for 3 months. Members were pleased to support them and it was agreed that their work would be monitored by Cllr J Brooker on Saturday mornings. The young people would be asked to provide photos for the Council to use for publicity.

RESOLVED: To approve the support for the young people litter-picking for their Duke of Edinburgh Awards

SEND EC PICNIC

Send EC requested the use of the recreation ground and pavilion for their picnic on 27th June 2021.

RESOLVED: To approve the request from Send EC to use the recreation ground facilities on 27th June 2021

GET CREATIVE

Get Creative wished to erect a banner on the tennis court to advertise an event on 25th September 2021.

RESOLVED: To give permission for Get Creative to have a banner on the tennis court to advertise an event

OTHER COMMUNICATIONS

The following communications were received after the agenda had been issued (for information):

- There were cases of Oak Processionary Moth in Send. The caterpillars could cause health problems to people and pets. The Forestry Commission had been contacted to spray the areas.
- The Rotary Club wished to sponsor further sessions of CPR training. This was supported by the Council.
- There was a complaint from a disabled resident who often found a workman's van in the disabled bay at the shops so that she was unable to park. This would be investigated and photos taken for the PCSO.

- There was an invitation to take part in the project to plant a tree for the Queen's 70th Birthday.
- Send Help had a new online telephone system. The old line had been removed from the Lancaster Hall
- The Brownies were using the pavilion disabled toilet while the public toilet was out of action.
- There was a copy of a letter from the MP to the Leader of GBC calling for a review of the Local Plan
- The consultant who had worked with the Parish Council had advised that he had moved job
- There was a report of overgrown vegetation on the London Road/A3 slip road which was causing visibility problems for vehicles. It would be reported to Highways England

SPC
028/21

OTHER REPORTS

LANCASTER HALL

Cllr J Munn reported that she had attended the AGM on 25th May 2021. The Committee had been re-elected. It was noted that there was a new caretaker for the hall. The fire alarm system was being upgraded. The hall had been supported with grants to cover running costs during Covid-19. The Parish Council's caretaker had helped them to measure the clock so that it could be replaced.

CEMETERY

The grounds maintenance contractors were keeping the cemetery well-maintained. The wildflower area in the new cemetery had grown in the past weeks and the bees were thriving.

SPC
029/21

CONFIDENTIAL

RESOLVED: In view of the confidential nature of the business to be transacted at item 13 of the agenda, the press and public to be excluded from this part of the agenda

SPC
030/21

CONFIDENTIAL ITEM

Members considered an item on a cemetery matter.

RESOLVED: To write to the family to offer sympathy and to advise them to address their concerns regarding their family member's grave to the funeral director and grave digger dealing with the burial. To reassure the family of the Council's care of the grave in the cemetery in the future.

SPC
031/21

DATE OF THE NEXT MEETING

It was noted that the date of the next monthly Council Meeting on Monday 19th July 2021 was cancelled. There would be an Extraordinary Council Meeting on Monday 26th July 2021.

The Chairman closed the meeting at 10.15pm

Signed: Cllr Chris Heath

Date: 26th July 2021