



SEND PARISH COUNCIL

ANNUAL COUNCIL MEETING

HELD ON MONDAY 17TH MAY 2021 AT 7.45PM
IN THE UPPER ROOM OF THE LANCASTER HALL

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

- * Present
- o Apologies for absence

Officer Present:
Mrs Debbie Hurdle (Parish Clerk)

Also present: County Cllr Bob Hughes and 6 members of the public (4 left after the public session)

The previous Chairman, Cllr Julie Munn chaired the start of the meeting.

SPC
001/21 **ELECTION OF CHAIRMAN**

Cllr Chris Heath was proposed by Cllr Julie Munn and seconded by Cllr Phil Beddoes to be Chairman of Send Parish Council for 2021-22. There were no other nominations. Cllr Chris Heath was elected Chairman of Send Parish Council for 2021-22.

RESOLVED: Cllr Chris Heath to be Chairman of Send Parish Council for the year 2021-22

SPC
002/21 **ELECTION OF VICE-CHAIRMAN**

Cllr Julie Munn was proposed by Cllr Phil Beddoes and seconded by Cllr Janet Manktelow to be Vice-Chairman of Send Parish Council for 2021-22. There were no other nominations. Cllr J Munn was elected Vice-Chairman of Send Parish Council for 2021-22.

RESOLVED: Cllr Julie Munn to be Vice-Chairman of Send Parish Council for the year 2021-22

SPC
003/21 **DECLARATION OF ACCEPTANCE OF OFFICE**

The Chairman of Send Parish Council, Cllr Chris Heath and the Vice-Chairman of Send Parish Council, Cllr Julie Munn made their Declarations of Acceptance of Office

The Chairman, Cllr Chris Heath welcomed everyone to the meeting. He congratulated the Council on the Send Neighbourhood Development Plan which had passed the Referendum on 6th May with an overwhelming vote in favour. Thanks went to all those who had worked on the Plan over the past 5-6 years.

PUBLIC SESSION

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

CONSULTATION ON PROPOSAL FOR NO PARKING RESTRICTIONS TANNERY LANE/SEND ROAD

Several residents expressed their objections to Surrey County Council's proposal to install no parking restrictions in Tannery Lane and Send Road as part of the infrastructure related to the Clockbarn development. Points raised included the dangers of crossing at the new traffic island, lack of parking for those who did not have off street parking, increased problems for Send Help dropping-off clients with mobility issues and reduced opportunities for use of electric vehicle charging points. The residents were thanked for their contributions.

The Chairman asked Cllr P Oven to read out the Parish Council draft response which was being considered later in the agenda.

It was noted that the residents were also making a petition objecting to the proposals to present to SCC Highways.

SPC
004/21

APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr A Beames. It was noted that Borough Cllr S Parker was unable to attend the meeting.

SPC
005/21

REGISTER OF INTERESTS

Members were requested to update their Register of Interests in accordance with the Council's Code of Conduct to include Non-pecuniary interests. It was noted that the registers would be updated on the Council's website.

SPC
006/21

DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

Members were reminded to declare Disclosable Pecuniary Interests (DPIs) on any of the agenda items in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and any Non-pecuniary Interests in accordance with the Parish Council's Code of Conduct.

There were no declarations of interest at the meeting

SPC
007/21

COUNCIL MEETING MINUTES

The minutes of the Council meeting held on 19th April 2021 and the Extraordinary Council meeting held on 26th April 2021 were approved.

RESOLVED: That the minutes of the Council meeting held on Monday 19th April 2021 and the Extraordinary Council meeting held on 26th April 21 be approved

SPC
008/21

APPOINTMENT OF PLANNING COMMITTEE

Cllr Pat Oven was proposed by Cllr Alex Beames and seconded by Cllr Julia Osborn to be Chairman of Send Parish Council Planning Committee for 2021-22. There were no other nominations. Cllr Pat Oven was elected Chairman of Send Parish Council Planning Committee for 2021-22.

RESOLVED: Cllr Pat Oven to be Chairman of Send Parish Council Planning Committee for 2021-22

Cllr Janet Manktelow was proposed by Cllr James Brooker and seconded by Cllr Alex Beames to be Vice-Chairman of Send Parish Council Planning Committee for 2021-22. There were no other nominations. Cllr Janet Manktelow was elected Vice-Chairman of Send Parish Council Planning Committee for 2021-22.

RESOLVED: Cllr Janet Manktelow to be Vice-Chairman of Send Parish Council Planning Committee for 2021-22

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

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

The Terms of Reference for the Planning Committee were considered. It was agreed to add the following wording: *'The Planning Committee will also monitor the Neighbourhood Development Plan to make sure this is implemented in planning responses and consultations and reviewed at the required time'*.

It was also agreed that there were community aspirations in the Send NDP which would need to be taken forward by the full Council.

RESOLVED: That the Terms of Reference for the Planning Committee 2021-22 be approved

SPC
009/21

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The appointments of representatives to outside bodies were considered.

RESOLVED: To appoint the following Representatives to Outside Bodies 2021-22:

Ripley and Send Matters – Cllr Janet Manktelow

Surrey Association of Local Councils – Cllr Chris Heath, Cllr Phil Beddoes, Cllr Julia Osborn

Ann Haynes Charity – Mr Mark Clover

Henry Smith Charity – Mrs Lorna Cave

Lancaster Hall – Cllr Julie Munn

Climate Change Parish Liaison Group – Cllr Julia Osborn

It was noted that Cllr J Osborn is also a Parish Representative on Guildford Borough Council Corporate and Governance Committee.

SPC
010/21

HIGHWAYS AND PARKING

It was agreed to move Agenda item 13 forward to this part of the meeting

RESOLVED: To move Agenda item 13 to this part of the meeting

WORKING GROUP

Cllr P Oven reported on the London Road issues which were discussed at the PC's Parking and Highways Working Group meetings on 4th and 13th May and the Joint Action Group (JAG) meeting for Surrey County Council and Guildford Borough Council on 12th May 2021.

Cllr Oven explained his frustrations with the JAG. Despite the numerous complaints made by residents, businesses in the area and the Parish Council, he felt that very little progress had been made to remove the unauthorised encampments and he questioned the value of attending the meetings. Members discussed the issues and Cllr Osborn offered to attend the next meetings of the JAG.

RESOLVED: That Cllr J Osborn would attend the next JAG meetings regarding the London Road issues

SCC CONSULTATION - NO PARKING RESTRICTIONS ON TANNERY LAND AND SEND ROAD

The following proposal from Surrey County Council Traffic Management and Parking was received:

Proposed additional lengths of no waiting at any time restrictions in Send Road (A247) and Tannery Lane (D235) as part of the associated highways works in connection with the redevelopment of the site of the former Clockbarn Nursery in Send

The draft response to the consultation was considered as recommended by the Planning Committee. It was noted that a number of the points raised by the public at this meeting were covered in the response but agreed to include the other additional matters they had raised.

RESOLVED: That the response to the SCC consultation OBJECTING to the proposed no parking restrictions on Tannery lane and Send Road be approved

OTHER HIGHWAYS MATTERS

It was noted that the Garlicks Arch planning application was to be considered by Guildford Borough Council Planning Committee on 9th June 2021. As part of the S106 contribution for highways improvements, it was proposed to install a toucan crossing at Portsmouth Road and outside the school in Send Barns Lane.

SPC
011/21

COUNCIL MEETINGS, POLICIES AND PROCEDURES

COUNCIL GOVERNANCE

Members considered a report and recommendations to make changes to the Council's governance. This was based on recent guidance from the Surrey Association of Local Councils (SALC). It was agreed to consider a new governance system for the Council at the June meeting which may include the setting up a new Committee and a Scheme of Delegation to the Clerk. Standing Orders and Financial Regulations would be amended accordingly.

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 noted 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' which was a useful tool for the Council.

RESOLVED: That Send Parish Council confirms its eligibility to use the Power of Competence in 2021-22

STANDING ORDERS AND FINANCIAL REGULATIONS

It was agreed to postpone the review of Standing Order and Financial Regulations to the June Council meeting.

REVIEW OF COUNCIL POLICIES 2021-22

It was agreed to postpone the review of Council Policies to the June meeting.

DIARY FOR MEETINGS

Members received a timetable for Council, Planning Committee meetings for 2021-22.

RESOLVED: That the Timetable for Council, Planning Committee for 2021-22 be approved

SPC
012/21

FINANCE AND OTHER COUNCIL MATTERS

ANNUAL RETURN AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2021

It was noted that the accounts for the year 2020-21 and approval of the Annual Return would be at the Council meeting on 21st June 2021.

MONTHLY EXPENDITURE LIST

The monthly expenditure list for May 2021 (totalling £11,270.19+VAT) was considered.

	Gross £	VAT £	Nett £		
BACS 1	1,010.40	168.40	842.00	Nigel Jeffries Limited	Grounds maintenance contract - April 21
BACS 2	1,834.09		1,834.09	Came & Company	Council insurance
BACS 3	18.82	3.14	15.68	Hire Services (Southern) Ltd	Village caretaker equipment
BACS 4	95.00		95.00	ICCM	Annual membership
BACS 5	294.20		294.20	DC	Pavilion and public toilet cleaning
BACS 6	33.15	5.53	27.62	Cluskeys CCP	Cleaning supplies for public toilet
BACS 7	95.98	15.99	79.99	Cloud Next	Hosting for website
BACS 8	5.00		5.00	Allotment refund	Overpayment (Plot 32)
BACS 9	5.00		5.00	Allotment refund	Overpayment (Plot 19A)
BACS10	199.21	33.20	166.01	ADT	Rental/maintenance alarm pavilion
BACS11	134.64	22.44	112.20	Online Playgrounds	Toddler seat & chains for Rec
BACS 12	300.00		300.00	GBC	New bin at Maple Road & emptying
BACS 13	2,094.60	349.10	1,745.50	Streetlights	Street lighting Maintenance contract - 1st payment
BACS 14	2,220.00	370.00	1,850.00	CDS	Trial pitting at cemetery & assessment
	3,947.90		3,947.90		
Total	12,287.99	967.80	11,270.19		

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

COUNCIL ASSET LIST

It was noted that the inventory of land and Council assets would be reviewed at the next meeting.

COUNCIL INSURANCE

Members noted the renewal cost for the second year of the three year insurance agreement (£1,592.94).

SUBSCRIPTIONS

In accordance with Standing Order 5j xv the Council reviewed its Council and Staff subscriptions for 2021-22.

RESOLVED: That the list of Council and Staff subscriptions for 2021-22 be approved

COUNCILLORS TRAINING

Members received an invitation by the Surrey Association of Local Councils (SALC) to sign up for online training on planning matters. It was agreed to circulate the details and to sign up for the training sessions.

RESOLVED: To attend on-line training sessions on planning matters by SALC

ANNUAL PARISH MEETING

Members agreed that the date for the Annual Parish Meeting would be 28th June at the Lancaster Hall (all Covid-19 restrictions were due to be lifted by this date). The public and village groups would be invited.

RESOLVED: To hold the Annual Parish Meeting on Monday 28th June 2021 at the Lancaster Hall

SPC
013/21

AMENITIES AND LEISURE SERVICES WORKING GROUP (ALSWG)

Members considered the minutes and recommendations from the ALSWG meeting on 29th April 2021

STREET LIGHTING UPGRADE TO LEDs

Members received a report on the application for the public works loan which had been sent to the Surrey Association of Local Council's to assess before submitting to the Secretary of State for Housing, Community and Local Government. A number of queries had been resolved and the application had now been submitted.

COUNCIL CONTRACTS

One year extensions to the contracts for street lighting maintenance and cemetery pest control were considered. There was no increase in the cost. It was agreed to re-tender in the autumn for long term contracts for 2022-25.

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

RESOLVED: To approve a one-year contract extension for streetlighting maintenance and cemetery pest control

CEMETERY DRAINAGE

Members considered a report on the cemetery drainage issues. The first stage of trial pitting to assess the levels of ground water had now been carried out and a recommendation received to carry out the next stage to monitor the water levels. The budget costs were provided. It was agreed however to ask the Environment Agency for advice first on the proposed plans before progressing to the next stage and to suspend burials in the new cemetery until the matters had been resolved.

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

RESOLVED: To ask the Environment Agency for advice on the cemetery drainage plans and to suspend burials in the new cemetery until further notice

SPC
014/21

PAVILION REDEVELOPMENT PROJECT

HOUSEHOLD CONSULTATION SURVEY

Members considered the draft survey to be distributed to households in Send. It had been prepared by the consultant and the Pavilion Redevelopment Working Group. It was noted that the previous 'high-level' survey had covered some of the aspects of the project but the second one intended to draw more views from the public.

There was a concern that there were not sufficient questions on the provision of parking facilities in the survey. Cllr J Osborn proposed and it was seconded by Cllr P Oven that the following questions be added to the survey:

- How do you rate existing car parking provision for the recreation ground and Send shopping parade?

Excellent, Good, Neutral, Poor, Very bad

- Do you believe that the provision of some car parking on Send recreation ground will be required to accommodate the new Pavilion and community facility? Yes it will be required. No it will not be required

Members discussed the details and Cllr P Beddoes proposed and it was seconded by Cllr G Esteves an amendment to Cllr Osborn's proposal to change to the following questions:

- Do you think the recreation ground should be provided with a car park for recreation ground users?
- Do you think that we should enhance sustainable routes to the recreation ground by improving cycling and pedestrian routes

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

Cllr P Beddoes proposed and Cllr G Esteves seconded and it was

RESOLVED: To approve the additional two questions (as amended) regarding parking to the consultation survey for the pavilion and recreation ground redevelopment project

In favour: Cllr Beddoes, Cllr Esteves, Cllr Brooker, Cllr Heath, Cllr Munn Abstained: Cllr Manktelow, Cllr Osborn, Cllr Owen

Members agreed that parking issues were continuing to increase in Send and a parking strategy was important. It was therefore agreed to review the parking issues in Send under the remit of the Planning Committee.

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

RESOLVED: To carry out a review of parking issues in Send under the remit of the Planning Committee

SPC
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COMMUNICATIONS

EVENTS AT THE RECREATION GROUND

There were two requests to hold summer events on the recreation ground:

- A picnic for the volunteers and their families of Send Community Aid, Send Scrubs Hub and Send Help (17th July 2021 or alternative date if weather was poor)
- A tea party for the Send Evening WI celebrations for the NHS Day (5th July 2021) with other organisations in Send invited

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

RESOLVED: To give permission for 2 events to take place on Send Recreation Ground in July 2021

PHONE AND BROADBAND

The responses to the Parish Council's letter regarding mobile coverage in the area from the Leader of Guildford Borough Council, Cllr J Bigmore and the MP Sir P Beresford were noted.

SPC
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OTHER REPORTS

CHAIRMAN'S REPORT

The outgoing Chairman, Cllr Julie Munn reported the following items:

- The Staff appraisals were to be completed in the next few weeks
- The next Chairman's article had been submitted to Ripley and Send Matters (Cllr Munn had enjoyed writing them in her year as Chairman).

- The Lancaster Hall had its next committee meeting on 25th May.
- Cllr Munn thanked everyone for all the help and support during a difficult year. She reminded Members that they were all volunteers who give up their time with a common aim to help the village. A lot had been achieved in the past year and she was looking forward to the next year under the direction of the new Chairman.

CLERKS REPORT

The following items were reported:

- Police – The PCSO had advised that although he could not attend this meeting he hoped to attend the next monthly meeting. The Police were regularly patrolling the area near the recreation ground due to recent issues involving youths congregating and playing loud music and smoking cannabis. It was suggested that the pavilion lights could be turned off as a deterrent.
- Community Clean up – The clean-up was on 22nd May and the public, village groups and the school had been invited. Members were also encouraged to attend.

COUNTY COUNCILLOR

The newly elected County Cllr Bob Hughes advised that he was delighted to be at the meeting. He was aware that he was following the footsteps of Keith Taylor who had given many years of service and he would do his best to carry out the role. He had noted the views regarding the no waiting restrictions consultation, the London Road situation and phone and broadband issues and would try to move these matters forward.

RESIGNATION OF PARISH COUNCILLOR

The Chairman advised that Cllr Guida Esteves had given her resignation from the Parish Council and would be stepping down at the end of the meeting. Cllr Esteves had been newly elected as the Borough Councillor for Send to replace the sad passing of Patrick Sheard last year. It had been a joy working with her – she had been a fundamental corner stone of the Parish Council over the past six years and put a tremendous amount of effort into the Planning Committee and the Send Neighbourhood Development Plan. Cllr Esteves was wished every success over the coming years.

Cllr G Esteves thanked the Chairman for his kind words and advised that she was confident that Cllr Pat Owen would carry out his new role well as the Chairman of the Planning Committee.

SPC
017/21

DATE OF THE NEXT MEETING

The date of the next monthly Council Meeting was noted: Monday 21st June 2021.

The Chairman closed the meeting at 9.52pm

Signed: Cllr Chris Heath

Date: 21st June 2021