



SEND PARISH COUNCIL

EXTRAORDINARY COUNCIL MEETING

HELD ON MONDAY 26TH JULY 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
- o Cllr James Brooker
- * Cllr Phil Beddoes
- * Cllr Janet Manktelow
- * Cllr Julia Osborn
- o 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 9) 2 members of the public (2 left after Agenda item 5 and 1 after Agenda item 6)

The Chairman, Cllr C Heath welcomed everyone to the meeting and explained the emergency procedures.

PUBLIC SESSION

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

GREAT BIG GREEN WEEK

A resident informed the Council about the details of a national initiative for climate change called 'Great Big Green Week' which was running from 18th – 26th September. It was noted that the Council was already participating in the 'Queen's Green Canopy' project to plant 70 trees for the Jubilee and were considering planting wildflowers at Send Marsh Green. Some suggestions were made for the Council to also participate in Get Creative on 26th September.

LORRY TESTING SEND ROAD

A resident explained the issues with the HGV and trailer-towing training and tests on the Send Road. He had been involved recently in an accident due to a towing vehicle parked in the road causing a 'hazard'. It was noted that a number of other residents had advised the Council of similar concerns. It was agreed to discuss at the next Planning and Environment Committee on 2nd August and forward the emails to the County Cllr, Surrey Highways and Police.

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APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr A Beames, Cllr J Brooker and Cllr P Oven.

New Member - In the papers for the Council meeting it was noted that the newly co-opted Member, Cllr C Goehler had signed her Declaration of Acceptance of Office and had already attended a Committee meeting.

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DECLARATION OF INTEREST

There were no declarations of interest at the meeting.

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COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held on 21st June 2021 were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council Meeting on 21st June 2021 be signed as an accurate record of the meeting

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035/21

CHAIRMAN AND CLERK'S REPORT

The Chairman reported on the following items:

- Microphone system – The microphone was being trialled at this meeting to help those hard of hearing.
- Survey for pavilion – The Chairman was pleased that the recreation ground and pavilion survey had now been circulated to households. Due to a concern that the envelope looked like junk mail everyone was being advised to look out for it and encouraged to complete it.

The Clerk reported on the following items:

- Government lifting of Covid -19 restrictions – As some people were still uncomfortable about attending meetings in person, the social distancing and safety precautions would be continued.
- Staff working – The Staff continued to work separately but the office would be covered during August.
- Recreation ground – Recent activities included the following:
 - The boys continuing to litter pick for their Duke of Edinburgh award
 - The ROSPA annual playground inspection of the play equipment
 - The maintenance to the security bollards at the gate
 - A number of events taking place or postponed due to the weather
 - Guildford Borough Council engineers investigating the drainage on the perimeter
 - An insurance claim had been made by the property owners regarding damage by the fallen tree
- Noticeboards – The village caretaker had been carrying out maintenance to the Parish noticeboards. The old map in the cemetery noticeboard had been replaced with a new one.

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BOROUGH COUNCILLOR/COUNTY COUNCILLOR REPORTS

Borough Cllr G Esteves reported on following:

- Planning applications:
 - 92-94 Potters Lane – There had been a notification regarding a delay for the appeal date
 - Wharf Lane Cottages variation of deed – This had been subject to a court decision where the documents were not available in time
- Guildford and Waverley – The two Borough Councils were proposing to merge services to save funds
- 'My Guildford' – A new on-line service had been launched by Guildford BC with some interesting information about the local area. The vaccination centre at G-live was being relocated.
- Review of ward boundaries – The options being considered included combining Send and Lovelace.
- New war memorial – There was an invitation to provide names of those who had died in conflicts since WW2 to add to the memorial.
- A3 high nitro oxide rates – Guildford BC was working with Highways England following a report.

County Cllr B Hughes reported on following

- Double Yellow lines (Send Road/Tannery Lane) – Surrey CC was working on reducing the restrictions but there was no formal update as yet.

- Consultation on transport policy – There had been a number of updates supported by SCC Members.
- Cycle races – There was concern about disturbing wildlife due to the use of bridleways and footpaths.
- Expansion of the Surrey Hills – Cllr Hughes was attending the forum on this and supported it.

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PLANNING

PLANNING APPLICATION

Members considered the response to the following planning application as recommended by the Planning and Environment Committee: **21/P/01297 Elmsleigh House, 8, Send Barns Lane – Demolition of existing dwelling and erection of 9 dwellings with associated access, landscaping, associated works (including flood compensation) and parking**

RESOLVED: To approve the response to 21/P/01297 Elmsleigh House, 8, Send Barns Lane

THE SURREY HILLS PROPOSED EXPANSION

There was an invitation to an online community forum to discuss the proposals to expand the Surrey Hills.

RESOLVED: For Cllr J Osborn and Cllr C Goehler to attend the Surrey Hills Community Forum

PLANNING AND ENVIRONMENT COMMITTEE MINUTES

The minutes from the Planning and Environment Committee meetings in June and July were viewed. It was noted that the meeting on 19th July had to be cancelled due to lack of a quorum.

HIGHWAYS MATTERS

The following highways matters were reported for information only or to be discussed at the next Planning and Environment Committee (PEC) meeting:

- Wisley – a newsletter on the Wisley Airfield development from Highways England
- London Road – an extract from the minutes of the Joint Action Group meeting held on 6th July confirming that the unauthorised encampments had left and the area had been cleared and was looking much better. As there were no open actions and due to the recent improvements to the situation the decision was to remove the item off the agenda, However, work would continue on a long-term plan for the area.
- Trailer testing Send Road – a number of residents had emailed their concerns about the use of Send Road as a testing area for HGVs and trailers. It had caused some traffic issues, including a serious accident. It was agreed to discuss the issues at the next PEC meeting.
- Parking and traffic issues – a number of residents had emailed their concerns about parking and traffic issues in Lower Sandfields and at Send Parade. It was agreed to discuss the matters at the next PEC and forward the emails to the relevant authorities and to the County Councillor.
- BT works – it was noted that due to BT works there was a diversion planned.

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COUNCIL MEETINGS, POLICIES AND PROCEDURES

COUNCIL GOVERNANCE

Members considered a report and recommendations for further changes to the governance of the Council. An updated diary was provided It was agreed to hold the Amenities and Leisure Services Committee every month.

RESOLVED: To approve further changes to the governance of the Council and updated diary for the year

FINANCE AND GENERAL PURPOSES COMMITTEE

The Council approved the appointment of a Finance and General Purposes Committee, the Chairman and Vice-Chairman of the Committee, the Terms of Reference and membership.

RESOLVED: To approve the appointment of the Finance and General Purposes Committee 2021-22

RESOLVED: To approve the Terms of Reference for the Finance and General Purposes Committee 2021-22

Cllr Chris Heath was proposed by Cllr James Brooker and seconded by Cllr Janet Manktelow to be Chairman of the Finance and General Purposes Committee 2021. There were no other nominations.

RESOLVED: Cllr Chris Heath to be Chairman of the Finance and General Purposes Committee 2021-22

Cllr Julie Munn was proposed by Cllr Janet Manktelow and seconded by Cllr Chris Heath to be Vice-Chairman of the Finance and General Purposes Committee 2021. There were no other nominations.

RESOLVED: Cllr Julie Munn to be Vice-Chairman of the Finance and General Purposes Committee 2021-22

All other Members of the Council were appointed as Members of the Committee.

RESOLVED: To appoint all Members of the Council as Members of the Committee

STAFFING SUB-COMMITTEE

Members discussed a proposal to appoint a Staffing Sub-committee. It was agreed however that it was preferable to include staffing matters at the Finance and General Purposes Committee (FGPC) under confidential if necessary. An item on the FGPC would be added to the Terms of Reference relating to staff. It was noted that a Sub-committee could be appointed if needed to discuss staffing matters in more detail.

RESOLVED: To approve the inclusion of staffing matters at the Finance and General Purposes Committee

REVIEW OF COUNCIL'S POLICIES

A timetable for a review of Council policies relating to staff was provided. It was suggested that in future the policies were reviewed throughout the year as an alternative to reviewing them all at one or two meetings.

ZOOM LINK TO MEETINGS

It was noted that a microphone system had been set up at this meeting to help Councillors and public who were hard of hearing to participate fully in the meeting. The use of a 'hybrid system' using Zoom was explained and it was reported that this was still being investigated.

FINANCIAL AND OTHER COUNCIL MATTERS

MONTHLY EXPENDITURE LIST AND BANK RECONCILIATION

The monthly expenditure list for July 2021 (totalling £7,307.66+VAT) was approved.

Tn no	Ref	Gross	Vat	Net	Details
3984	JYBACS01	£1,010.40	£168.40	£842.00	Nigel Jeffries Landscapes Grounds maintenance June 2021
3985	JYBACS02	£100.00	£0.00	£100.00	Eyelid Productions Ltd - Annual website support
3986	JYBACS03	£79.80	£13.30	£66.50	Hugh Harris t/a Fresh Air Fitness - Repair fitness equipment
3987	JYBACS04	£360.00	£60.00	£300.00	Playsafety Ltd., - Annual ROSPA playground inspection
3988	JYBACS05	£172.15	£28.69	£143.46	Lyreco Uk Limited - Office stationery/printer ink
3989	JYBACS06	£89.57	£14.93	£74.64	Proludic Limited - Play equipment repairs
3990	JYBACS07	£890.28	£148.38	£741.90	Edge IT Systems Limited - IT hosting services Finance/cemetery
3991	JYBACS08	£675.00	£0.00	£675.00	Lancaster Hall - Office rent July-Sept 21
3992	JYBACS09	£352.75	£0.00	£352.75	D.C. - Pavilion and public toilet cleaning July 2021
3993	JYBACS10	£13.58	£2.26	£11.32	Hss Hire Services - noticeboard repairs
3995	JYBACS11	£3.47	£0.00	£3.47	B & Q - Noticeboard – staples (DS)
3994	JYBACS11	£74.51	£12.43	£62.08	Wickes - Noticeboard repairs (DS)
		£3,943.54	£9.00	£3,934.54	
Total		£7,765.05	£457.39	£7,307.66	

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

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

QUARTERLY BUDGET REPORT

A budget report for the first quarter 2021-22 was considered. The cashbook and reserve levels were also provided for Members to view and the Clerk explained some of the details.

INTERNAL AUDITOR

It was recommended that the current internal auditor be appointed for 2021-22.

RESOLVED: To appoint M Platten of Farsight Consulting Ltd as the internal auditor for Send PC for 2021-22

COUNCILLOR TRAINING

Members considered an invitation from the Surrey Association of Local Councils for bespoke training on the subjects of Planning and Council Governance. It was noted that the Council had allocated a budget for training and agreed that these were important subjects to be updated on.

RESOLVED: To approve the Councillor training by SALC on Planning and Council Governance

GRANT AID

The criteria for a grant aid application to Guildford Borough Council was provided and a proposal for 2022-23.

It was agreed to submit an application to replace two of the old bus shelters in Send Marsh Road which were in a poor state of repair (the third was to be funded by a S106 contribution from the Oldlands Development). The estimates provided were for wooden bus shelters although it was explained that it depended on the site suitability and an aluminium one might be the best choice at the time of the project.

**RESOLVED: To apply for grant aid 2022-23 for 2 bus shelters in Send Marsh Road
2 wooden bus shelters £14,280 - grant aid of £5,856 = total cost £8,424**

RIPLEY AND SEND MATTERS

Members considered articles and photos to include in the next edition of Ripley and Send Matters magazine.

RESOLVED: To approve articles and photos to submit for the next edition of Ripley and Send Matters

AMENITIES AND LEISURE SERVICES

COMMITTEE MEETING

The draft minutes from the meeting on 28th June were viewed and an update on the actions was provided.

STREET LIGHTING

It was noted that the borrowing approval had been received from the Secretary of State for the project to upgrade the street lights to LEDs. It was agreed to proceed to the next stage to install the lights.

RESOLVED: To proceed to the next stage of the upgrade of street lights to LEDs and install the new lights

CHRISTMAS LIGHTS 2021

Members considered a proposal to extend the Christmas light display with trees at Burnt Common and Send Marsh and additional light wraps on the lampposts (to increase the brightness of the display in Send Road). A number of details had to be confirmed regarding the locations, electricity supply and sponsorship.

RESOLVED: To approve the extension of the Christmas light display with 2 additional trees and lamppost wraps (£5,215 – to fund from reserves and to invite sponsorship)

THE QUEEN'S GREEN CANOPY

There was a proposal to participate in a project to celebrate the Queen's Platinum Jubilee in 2022. The commitment was to plant 70 new trees in the Parish. The public would be invited to participate to achieve the number. There was an invitation to apply for a free tree pack from the Woodland Trust.

RESOLVED: To participate in the Queen's Green Canopy project and apply for a Woodland Trust tree pack

PAVILION REDEVELOPMENT

Members received and considered the draft minutes from the Sub-committee meeting on 5th July. It was noted that the household survey was being mailed to all households, that 2 posters were being displayed around the recreation ground, on noticeboards and being distributed to community groups. The school had included the details in their end of term newsletter and encouraged the children to provide ideas. Cllr C Goehler was thanked for all her work on the survey.

COMMUNICATIONS

SEND UNITED

There was a request to use the recreation ground for some football training courses for Send United in August. Members agreed to give permission provided the dates did not conflict with the picnic events. Members of Send United would also be encouraged to complete the survey for the recreation ground.

RESOLVED: To give permission for Send United to hold training courses on the recreation ground in August

SEND MARSH GREEN

There was a request from a resident to have wildflower areas around the perimeter of Send Marsh Green. Surrey Highways would be advised of the plans to check that there would not be any vehicle visibility issues.

RESOLVED: To approve a plan to have wildflower areas around the perimeter of Send Marsh Green

CPR SESSIONS

There was a request to support the Rotary Club's project to provide further CPR training at the Lancaster Hall for Send and Ripley residents. Members agreed to donate funds to hire the hall.

RESOLVED: To support the Rotary Club's CPR training at the Lancaster Hall by donating funds for hire of hall

SURREY ASSOCIATION OF LOCAL COUNCILS (SALC)

There was an invitation to complete a member's satisfaction survey. So that they could improve their services. It was agreed that the Chairman and Clerk would complete the survey on behalf of the Council.

RESOLVED: For the Chairman and Clerk to complete the members' satisfaction survey for SALC

MAPLE ROAD PLAYGROUND

A resident had advised the Council of their concerns regarding the number of private children's parties being held in the Maple Road playground. Members were happy for the parties to take place provided it did not become a problem for other users of the playground.

DISABLED PARKING AT THE SHOPS

A number of disabled residents were concerned about the misuse of the disabled parking bay at the shop parade. They had not been able to access the shops as the bay was always occupied. It was agreed to ask Surrey Highways to repaint the bay and to ask the shops to display notices asking people to be considerate.

RESOLVED: To ask Surrey Highways to repaint the disabled bay and the shops to display notices asking people to be considerate and not misuse the disabled bay at the shop parade

OTHER COMMUNICATIONS

The following communication received after the agenda had been issued was for information only:

- A resident was concerned about the 'camp' which had been constructed at Bush Lane Woodland. The Parish Council had previously decided to leave it alone as there was no evidence of illegal activities or litter. As it had become untidy now, it had been dismantled and the debris had been removed by GBC.

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OTHER REPORTS

LANCASTER HALL

Cllr J Munn reported on the Lancaster Hall Committee meeting on 29th July, The large clock on the front of the hall was due to be replaced soon. The fire alarm system was to be upgraded and a key audit was being organised. The current Chairman, Mr M Clover had stepped down and a replacement was being sought.

ALLOTMENTS

A number of allotment tenants had not renewed their tenancies in April however all but one were now taken. Those not maintaining theirs had been advised of their commitment in the regulations The vacant plot had become untidy and overgrown and one suggestion had been to make it into a community allotment. This would be considered by the Amenities and Leisure Services Committee at a future meeting. It would be cleared by the village caretaker or contractor until a decision was made.

CEMETERY

There had been a number of new ashes plots purchased in the past month.

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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

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CONFIDENTIAL ITEM

Members considered a number of communications relating to the cemetery.

RESOLVED: To approve the following responses:

- **To write to the family who had queries about a family member's grave to continue to address their concerns to the funeral director and grave digger. To reassure them that no other graves will be sold until the works in the area were completed and then they could reserve further graves in the line at the relevant cost.**
- **Actions relating to baby graves (memorials/reclaims for expenses) etc.**
- **A bench replacement at the cemetery**
- **To note the communications with the Muslim community**

A matter regarding the Council Staff was discussed.

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045/21

DATE OF THE NEXT MEETING

The date of the next monthly Council Meeting was noted: Monday 20th September 2021 (no meeting in August) at the Lancaster Hall

The Chairman closed the meeting at 9.50pm

Signed: C Heath

Date: 20.09.21