



SEND PARISH COUNCIL COUNCIL MEETING

HELD ON MONDAY 18th OCTOBER 2021 AT 7.45PM
IN THE UPPER ROOM OF THE LANCASTER HALL

- o Cllr Chris Heath (Chairman)
- o Cllr Julie Munn (Vice Chairman)
- o Cllr Alex Beames
- * Cllr James Brooker
- * Cllr Phil Beddoes
- o Cllr Carolin Gohler
- * 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 3 members of the public (left after public session)

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ELECTION OF CHAIRMAN OF MEETING

In accordance with Standing Order 3p as the Chairman and Vice-Chairman were absent from the meeting, a Councillor was chosen by the Councillors present to preside at the meeting.

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

RESOLVED: That Cllr P Beddoes would be the Chairman for the meeting

Cllr P Beddoes welcomed everyone and invited Members of the public to speak.

PUBLIC SESSION

Lighting on the recreation ground – There was a request for the floodlights to be turned on for 3 families who were meeting on Tuesdays and Thursdays to play rounders in the evenings. They wanted to carry on for a few more weeks before the nights drew in. It was agreed to turn the pavilion lights on and to investigate whether the floodlights were still functioning (they were under repair pre-Covid-19).

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APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr A Beames, Cllr C Goehler, Cllr Chris Heath and Cllr Julie Munn. It was noted that Borough Cllrs G Esteves and S Parker were unable to attend the 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 20th September 2021 were approved by Members and signed by the Chairman of the meeting as a correct record.

RESOLVED: That the Minutes of the Council Meeting on 20th September 2021 be signed as an accurate record of the meeting

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CHAIRMAN AND CLERK'S REPORT

The Chairman of the Council's report was read out:

- SALC AGM – The Chairman and Cllr J Osborn had attended the AGM. There had been an item on Climate Change which would be discussed at the next Council meeting:
- Clerk's job – The recruitment documents for the new Clerk were being prepared.

The Clerk reported on the following items:

- Staff working – It been busy month at the parish office. Although Government restrictions had been eased there were still issues contacting contractors etc. which slowed the progress of projects.
- Memorial trees – There had been a delay in the order for the trees but a new supplier had been found. The plaques were being processed. The families of P Sheard and L Bowerman would be invited to attend the planting – a date would be confirmed.
- The Pound – The dead willow tree had been felled. The history of the area was being researched so that the Council could make a plan for the site in the future.
- Fallen tree at recreation ground – The insurance claim was still ongoing.
- Interim Audit – The audit was due in November.
- Send Help AGM – The Clerk was attending the AGM on 23rd October on behalf of the Council.

Chairman thanked the Clerk and Deputy Clerk for all their work.

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BOROUGH COUNCILLOR/COUNTY COUNCILLOR REPORTS

County Cllr B Hughes reported on following

- Parking restrictions at Tannery Lane/ Send Road – It had been confirmed that the road island was to remain on Send Road for safety reasons but the plans for yellow lines would not be implemented now.
- Patching Send Road – There had been complaints about the work being carried out during the night and disturbing residents. Cllr Hughes was investigating the matter further.
- Your-fund Surrey – There was a Surrey CC fund available to help build up organisations (GASP project).
- Albury Environment Group – This group had been set up to enable PCs to discuss Climate Change.

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PLANNING

PLANNING & ENVIRONMENT COMMITTEE

Members considered a proposal recommended by the Committee to extend the membership from 5 to 6. This would give more flexibility due to a lack of quorum at a number of recent meetings.

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

RESOLVED: To increase the membership of the Planning and Environment Committee from 5 to 6 members

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

RESOLVED: To appoint Cllr C Heath as a member of the Planning and Environment Committee

SURREY HILLS

Cllr J Osborn reported on the Surrey Hills Forum which she had attended on 29th July 2021. Information was provided on the review of the boundaries of the Area of Outstanding Beauty. (A power point presentation had also been provided to the Council). The conclusion was that it was unlikely that Send would be incorporated into the revision of the boundaries as it was a long way from the AONB area and the land closest was not suitable for designation. However, it was noted that the River Wey corridor in Send met the Natural England criteria and a case could be made in the future. Members agreed that the Planning and Environment Committee would keep a watching brief on the subject and bring any updates to the attention of the Council.

PLANNING AND ENVIRONMENT COMMITTEE MINUTES

The minutes from the Planning and Environment Committee in September and October 2021 were viewed.

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FINANCIAL AND OTHER COUNCIL MATTERS

MONTHLY EXPENDITURE LIST

The monthly expenditure list for October 2021 (totalling £11,846.78+VAT) was considered:

Tn no	Ref	Gross	Vat	Net	Details	Payment
4050	OCTBACS01	£1,010.40	£168.40	£842.00	Nigel Jeffries Landscapes - Grounds maintenance Sept 21	£1,010.40
4051	OCTBACS02	£40.00	£0.00	£40.00	Information Commissioner - Data Protection registration fee 21	£40.00
4052	OCTBACS03	£211.70	£0.00	£211.70	D.C. - Pavilion and public toilet cleaning Oct 21	£211.70
4053	OCTBACS04	£675.00	£0.00	£675.00	Lancaster Hall - Office rent and electricity Oct-Dec 21	£675.00
4054	OCTBACS05	£72.00	£12.00	£60.00	Pear Technology Services Ltd - Hosting cemetery searcher	£72.00
4055	OCTBACS06	£60.00	£0.00	£60.00	Completely PC - Office IT support	£60.00
4056	OCTBACS07	£1,440.00	£240.00	£1,200.00	Cormack Tree Care Limited - Tree surgery the Pound	£1,440.00
4057	OCTBACS08	£90.00	£15.00	£75.00	ADT Fire & Security - Pavilion alarm annual maintenance	£90.00
4058	OCTBACS09	£24.36	£4.06	£20.30	GMS Fire Protection - Pavilion fire extinguisher maintenance	£24.36
4059	OCTBACS10	£3,871.20	£645.20	£3,226.00	Guildford Borough Council - Installation bus shelter Burnt Common	£3,871.20
4060	OCTBACS11	£8.10	£0.00	£8.10	CD - Staff mileage to Clerks meeting	£8.10
4061	OCTBACS12	£815.05	£135.84	£679.21	Wicksteed Leisure – play equipment repair - Hurricane swing	£815.05
4062	OCTBACS13	£180.00	£30.00	£150.00	City and Country Security Ltd - Service security bollards recreation ground	£180.00

4063OCTBACS14	£84.00	£14.00	£70.00	Surrey ALC Limited - Fee - Surrey ALC conference	£84.00
4070OCTBACS15	£344.04	£57.34	£286.70	Brunel Engraving Company Ltd Memorial plaques Send Marsh Green	£344.04
4071OCTBACS16	£180.12	£0.00	£180.12	Send Help - Donation insurance 21-22	£180.12
4072OCTBACS17	£16.60	£0.00	£16.60	JO - Travel expenses SALC conference	£16.60
	£4,055.05	£9.00	£4,046.05		
Total	£13,177.62	£1,330.84	£11,846.78		

RESOLVED: That the Monthly Expenditure lists for October 2021 be approved

FINANCE AND GENERAL PURPOSES COMMITTEE (FGPC)

The minutes and recommendations of the FGPC meeting on 11th October were noted.

NEW PRINTER

It was reported that one of the Council's two office printers was old and needed replacing. A number of options for new printers and a lease contract for a remanufactured printer were considered. It was agreed to approve the lease contract provided there was a break clause confirmed and references were provided.

RESOLVED: To approve the lease of a remanufactured printer from Key Digital (Cost £61.02 a quarter)

RECRUITMENT SERVICES

A new Clerk's recruitment package from Surrey Association of Local Councils was considered.

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

RESOLVED: To approve the purchase of a New Clerk's Recruitment Package (£450) and training (£150)

QUARTERLY BUDGET REPORT 2021-22

The budget report for the second quarter 2021-22 was provided.

REVIEW OF COUNCIL POLICIES

Members carried out the final review of the Council policies in 2021.

RESOLVED: To approve the review of Council policies 2021.

REMEMBRANCE DAY

Members considered a new plan for Remembrance Day. This would involve a parade along Send Road and a short open air service and wreath laying at the war memorial.

RESOLVED: To approve the plans for Remembrance Day 2021

DIARY DATES

The updated diary dates for Council meetings were provided.

COMMUNICATIONS

QUEENS JUBILEE 2022

The Rotary Club of Ripley and Send wished to participate in the organisation of both villages' celebrations of the Queen's Jubilee next year and to work with both parish councils. A meeting was being arranged on 1st November to discuss ideas and Members from both Councils were invited. It was agreed to arrange a meeting first with Mrs G Colbeck to discuss the plans for Send. Cllr P Beddoes and Cllr C Heath would attend.

RESOLVED: To meet with the Rotary Club to discuss ideas for the Queen's Jubilee in 2022

USE OF PAVILION

There was a request from Send Evangelical Church to use the pavilion for a Light event on 31st October 2021.

RESOLVED: To give permission to Send Evangelical Church to hold their Light Event at the pavilion

STAIRLIFT

There was a request from the Lancaster Hall Committee from a potential hirer of the hall to use the stairlift at an event (the upper hall was advertised as not being accessible for those with mobility issues and the Council had been given sole responsibility for the chair to give access to everyone to its meetings). It was agreed to approve the request but to strongly advise the Committee to take legal advice to make them comfortable in their decision not to offer facilities to the disabled upstairs when historically it had been available.

RESOLVED: To agree to the one-off use of the stairlift for a hirer of the Lancaster Hall at an event

OTHER COMMUNICATIONS

The following other communication had been received:

City Status for Guildford - The leader of GBC had written to PCs asking for support for an application for City Status for Guildford. Members discussed the details and it was agreed to ask GBC what the advantages were for having city status and why they were spending time and resources on this project when they appeared to be so short staffed in other areas including dealing with planning applications on time.

RESOLVED: To approve a response to Guildford BC regarding applying for City Status for Guildford

OTHER REPORTS

COUNCIL PROJECTS

There was an update on the following projects:

- Pavilion redevelopment – The draft report on the household survey had been received and would be considered at the Pavilion Redevelopment Sub-committee meeting on 25th October 2021.
- Streetlighting upgrade to LEDs – The columns had been repainted. Due to delays in the supply of the new LED lanterns the project had been postponed until December.

CEMETERY

There was a report on the following cemetery matters:

- Drainage project – The report had been received from the consultants and would be presented at the

next Amenities and Leisure Services Committee meeting on 8th November 2021.

- Cemetery clean up – The cemetery had been tidied up as part of the maintenance work. A number of positive comments had been received but also there had been some complaints from grave owners. There had been a FOI asking for details of previous cemetery regulations.

LANCASTER HALL

The Lancaster Hall had sent their updated regulations (which had been circulated to Members). There was a new Chairman of the Committee, Nicole Rose.

There was a concern about a late-night event which had over-run and disturbed neighbours. It had been reported to the Committee.

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DATE OF THE NEXT MEETING

The date of the next monthly Council Meeting was noted: Monday 15th November 2021.

The Chairman closed the meeting at 8.55pm

Signed: Cllr Chris Heath

Date: 15.11.21