



SEND PARISH COUNCIL COUNCIL MEETING

HELD ON MONDAY 20TH SEPTEMBER 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

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

SPC
046/21 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr A Beames, Cllr C Goehler, Cllr J Manktelow and Cllr J Osborn. It was noted that Borough Cllrs G Esteves and S Parker were unable to attend the meeting.

SPC
047/21 **DECLARATION OF INTEREST**

There were no declarations of interest at the meeting.

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048/21 **COUNCIL MEETING MINUTES**

The Minutes of the Extraordinary Council Meeting held on 26th July 2021 were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Extraordinary Council Meeting on 26th July 2021 be signed as an accurate record of the meeting

SPC
049/21 **CHAIRMAN AND CLERK'S REPORT**

The Chairman reported on the following items:

- Civic Service - The Chairman and Clerk had attended the Civic Service and Mayor's Reception at Holy Trinity Church Guildford on 12th September.
- Churt Parish Council – The Chairman and Clerk had visited Churt to view their pavilion and had

obtained some useful information on managing a project as a Charity.

- Litter issues in Send – The Chairman had been concerned about the litter issues over the summer and was keen to find solutions to improve the situation.
- Council meetings – The Chairman hoped everyone had a good summer break. He encouraged Members to be involved in the projects coming up and the importance of attending the meetings.

The Clerk reported on the following items:

- Staff working – It had been a busy month as the meetings were starting up again after the summer break. The staff were working more together at the Parish Office now and receiving visitors.
- Office equipment - There had been some IT issues recently and one printer was out of action. Repairs and replacements were being organised.
- New bus shelter – The new bus shelter had been installed at Burnt Common.
- Public toilet – The new toilet door had been installed and the toilet was now operational.
- Lamp columns - The lamp columns had been painted and the LED lanterns were due to be installed.
- Parish Liaison meeting - The Clerk had attended the meeting on 17th September. Topics discussed were the Electoral Review, Remembrance Sunday, the Covid Champions Briefing and Guildford Joint Committee. It was noted that there had been complaints about residents not being able to contact GBC on the telephone due to staff issues. A query had been made about whether the service to remove green waste was to be continued by GBC and this was being confirmed.

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BOROUGH COUNCILLOR/COUNTY COUNCILLOR REPORTS

County Cllr B Hughes reported on following

- Parking restrictions at Tannery Lane/ Send Road – SCC had decided not to install double yellow lines in the area and that the pedestrian refuge would be removed. *Cllr Hughes would email the formal decision to the Clerk and confirm that SCC's proposals for the area were in accordance with the planning conditions for the Clockbarn estate. This could then be reported to the residents.*
- HGV and trailer testing in Send – Cllr Hughes advised that he was investigating the issues.
- AONB - Consultants had been appointed and proposals were being made on extended the AONB.

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PLANNING

PLANNING APPLICATIONS

Cllr P Oven, Chairman of Send PC Planning and Environment Committee reported on the details of the objections which had been submitted since July 2021 regarding the following planning applications:

- **21/P/01581 Waterside Farm Cottage, Wharf Lane (8 dwellings)**
- **21/P/01658 Pine Cottage, Send Hill (5 dwellings)**
- **21/P/01582 Land at Wisley Airfield (new roundabout, stub road and priority junction access)**

It was noted that the following appeals had also been received:-

- **20/P/01216 Land off Field Way (9 dwellings)**
- **20/P/01414 Send Barns Stables, Woodhill (7 dwellings and 1 office unit)**
- **20/P/01011 Land to the north of Heath Drive (29 dwellings)**
- **20/P/00482 Land at 92 & 94 Potters Lane (29 dwellings)** *It was noted that Cllr Oven may attend the Hearing for this application in November 2021*

PLANNING AND ENVIRONMENT COMMITTEE MINUTES

The minutes from the Planning and Environment Committee meetings in July and August 2021 were viewed.

RESOLVED: To move Agenda item 7 Amenities and Leisure Services to the end of the meeting

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FINANCIAL AND OTHER COUNCIL MATTERS

AUDIT 2020-21

The end of the 2020-21 audit was noted and that there were no matters arising in the External Auditor's review. The Notice for Conclusion of Audit had been published on 15th September 2021.

MONTHLY EXPENDITURE LIST AND BANK RECONCILIATION

The monthly expenditure list for August (totalling £10,943.94+VAT) was considered:

Tn no	Ref	Gross	Vat	Net	Details	Payment total
4009	AUGBACS 01	£1,010.40	£168.40	£842.00	Nigel Jeffries Landscapes - Grounds maintenance July 2021	£1,010.40
4010	AUGBACS 02	£7,050.00	£1,175.00	£5,875.00	Cemetery Development Services Limited - installation groundwater monitoring wells cemetery	£7,050.00
4011	AUGBACS 03	£235.65	£0.00	£235.65	D.C. - Pavilion and public toilet cleaning Aug 21	£235.65
4012	AUGBACS 04	£45.00	£0.00	£45.00	Lancaster Hall - Donation for hall hire First Aid training	£45.00
		£3,946.29	£0.00	£3,946.29		
Total		£12,287.34	£1,343.40	£10,943.94		

The monthly expenditure for September 2021 (totalling £9,507.64+VAT) was considered:

Tn no	Ref	Gross	Vat	Net	Details	Payment total
4024	SPBACS01	£1,010.40	£168.40	£842.00	Nigel Jeffries Landscapes - Grounds maintenance Aug 21	£1,010.40
4025	SPBACS02	£2,520.00	£420.00	£2,100.00	CDS Ltd - Cemetery groundwater sampling and training	£2,520.00
4026	SPBACS03	£352.75	£0.00	£352.75	D.C. - Pavilion and public toilet cleaning Sept 21	£352.75
4027	SPBACS04	£132.00	£22.00	£110.00	Cloud Next Ltd - Website domain service renewal	£132.00
4028	SPBACS05	£78.00	£13.00	£65.00	Surrey Electrical & Security Ltd - Electric disconnection public toilet door	£78.00
4029	SPBACS06	£90.00	£0.00	£90.00	Completely PC - Office IT support	£90.00
4030	SPBACS07	£975.00	£0.00	£975.00	Weller - Replace public toilet door	£975.00
4031	SPBACS08	£55.52	£0.00	£55.52	CH - Chairman expenses (travel/gift)	£55.52
4032	SPBACS09	£160.00	£0.00	£160.00	CS - Contribution vehicle tyre repair	£160.00
4033	SPBACS10	£160.00	£0.00	£160.00	Weller - Repair bus shelter	£160.00
4034	SPBACS11	£480.00	£80.00	£400.00	PKF LittleJohn LLP - External audit fee 2020-21	£480.00
4035	SPBACS12	£32.04	£5.34	£26.70	Hss Hire Services – Caretaker supplies (weed spray)	£32.04
		£4,170.6	£0.00	£4,170.67		
Total		£10,216.38	£708.74	£9,507.64		

RESOLVED: That the Monthly Expenditure lists for August and September 2021 be approved

FINANCE AND GENERAL PURPOSES COMMITTEE (FGPC)

The dates of the FGPC meetings on 4th October (to discuss staff resources) and 11th October (to discuss the budget plans) were noted.

REVIEW OF COUNCIL POLICIES

Members reviewed the following policies – Retention and Disposal of Documents and 2 Staff policies.

RESOLVED: To approve the review of 3 Council policies

REMEMBRANCE DAY

Members considered the proposed arrangements for Remembrance Day. It was agreed to go ahead with the parade, service and wreath-laying as in previous years but subject to any Government restrictions at the time.

RESOLVED: To approve the arrangements for Remembrance Day 2021

YOUTH OUTREACH/WELL-BEING

The Chairman reminded Members of a previous project for a community outreach worker which the PC had supported to help engage with the youth. He hoped that a new project could be started and welcomed suggestions to be provided at a future meeting.

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COMMUNICATIONS

1ST SEND ST MARYS SCOUTS

There was a request from the Scouts to use Send Marsh Green for the annual bonfire. It was reported that Ripley bonfire had been cancelled again this year and concern that additional attendees would need to be managed at the Send Marsh event. It was agreed to advise the Scouts of the concern and request that they included this in the risk assessment for the event.

RESOLVED: To give permission to 1st Send St Marys Scout Group to hold the annual bonfire on Send Marsh Green on 6th November 2021

QUEENS JUBILEE 2022

The Rotary Club had enquired whether Send PC and Ripley PC were planning any events for the Queen's Jubilee in June 2022. A suggestion was provided to link community events in Send and Ripley via the Wey Navigation. This could involve both Councils working together with the Rotary Club and Send Business Centre. It was agreed to discuss at a future meeting.

OTHER COMMUNICATIONS

The following communication had been received after the agenda had been issued:
Surrey Association of Local Councils (SALC) AGM - There was an invitation to the SALC AGM on 12th October. It was agreed that Cllrs P Beddoes and C Heath would attend and Cllr J Osborn if available.

RESOLVED: To attend the SALC AGM on 12th October 2021

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OTHER REPORTS

LANCASTER HALL

Cllr J Munn reported that the Committee had met on 3rd August. Matters discussed included making a key inventory, upgrading the fire alarm system and purchasing a new clock to commemorate the centenary of the hall. There was a concern about the number of unauthorised vehicles parking in the carpark and notices were being displayed to stop this. Members reported a number of issues to pass to the Committee.

ALLOTMENTS

It was noted that an Allotment Liaison meeting was being arranged for October.

CEMETERY

The Clerk reported that the Cemetery had been busy lately with many enquires. The financial report would be provided at the next Finance and General Purposes Committee meeting where the budget would be discussed.

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AMENITIES AND LEISURE SERVICES

COMMITTEE MEETING

The minutes and recommendations of the Amenities and Leisure Services Committee held on 13th September 2021 were considered.

Planting new trees and wildflowers at the cemetery – A quote was provided to plant a new tree on the cemetery roundabout with a wildflower surround as a feature when visitors entered the cemetery.

RESOLVED: To plant a 3m Prunus Kansas (cherry) tree on the cemetery roundabout (£99.95 incl. VAT) with a wildflower surround (£300)

Planting memorial trees and plaques on Send Marsh Green – It was noted that the memorial trees for P Sheard and L Bowerman had not been received due to supply issues. Quotes for 2 trees which had been sourced from 'bare root' stock and for 2 memorial plaques were provided.

RESOLVED: To purchase 2 memorial trees for Send Marsh Green – a 3m Prunus Kansas (cherry) tree (£99.95 incl. VAT) and a White Walnut (£129.95 incl. VAT) and 2 memorial plaques (£150+VAT each)

Commissioning survey Bush Lane Woodland – A proposal and costs for a survey of the woodland by Surrey Wildlife Trust to help the Council manage the area in the future was considered. There was a reminder that the Rotary Club had provided a donation of £250 towards the survey as part of an environmental project.

RESOLVED: To commission a survey of Bush Lane Woodland by Surrey Wildlife Trust (£455)

CHRISTMAS LIGHTS

It was noted that the project to switch on the Christmas lights in Send had been cancelled in 2020 due to Covid-19 restrictions. It was agreed to support an event to switch on the 2021 lights.

RESOLVED: To support an event to switch on the 2021 Christmas lights in Send

PAVILION REDEVELOPMENT

An update was provided on the project. It was noted that a meeting of the Pavilion Redevelopment Sub-committee would be held once the recreation ground household survey had been analysed.

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DATE OF THE NEXT MEETING

The date of the next monthly Council Meeting was noted: Monday 18th October 2021 at the Lancaster Hall

The Chairman closed the meeting at 8.55pm

Signed: Cllr P Beddoes (Elected Chairman of the meeting)

Date: 18.10.21