



SEND PARISH COUNCIL

COUNCIL MEETING

HELD ON MONDAY 11th April 2022 AT 7.00PM
IN THE UPPER ROOM OF THE LANCASTER HALL

- * Cllr Phil Beddoes (Chairman)
- * Cllr Janet Manktelow (Vice Chairman)
- o Cllr Alex Beames
- * Cllr Trevor Deacon
- * Cllr Carolin Goehler
- o Cllr Chris Heath
- * Cllr Julia Osborn
- * Cllr Pat Oven
- o County Cllr R Hughes

- * Present
- o Apologies for absence

Officer Present:
Mrs Nichola Mair, Clerk;

The Chairman, Cllr Phil Beddoes, welcomed everyone to the meeting.

SPC **APOLOGIES FOR ABSENCE**

127/21 Apologies were received from Cllr Chris Heath, Cllr Alex Beames and County Cllr R Hughes

SPC **DECLARATION OF INTEREST**

128/21 There were no declarations of interest at the meeting

SPC **COUNCIL MEETING MINUTES**

129/21 The Minutes of the Council Meeting held on 28th March 2022 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 28th March 2022 be signed as an accurate record of the meeting.

SPC **CHAIRMAN'S REPORT**

- 130/21
- Cllr Beddoes reported that the advert for a new councillor is now on Parish Notice Boards.
 - Councillors were reminded about the Send clean up, taking place 28th May – clerk to send reminder to Councillors.
 - Councillor Volunteers will be required to man the stall/ stand at the Jubilee Fair on a rota basis – clerk to produce rota.
 - Parish Offices are in desperate need of redecoration. Clerk to get quotes for redecoration. Cllr Manktelow suggested good quality second hand furniture can be obtained locally from Papercourt Farm, Tannery Lane (for meeting room).

SPC **CLERK'S REPORT**

131/21 The Clerk reported: the Annual Parish Meeting has been advertised. At least two organisations are attending, The Creatives and Send help, who both wish to give a short report about their organisation. Cllr Beddoes suggested that committee chairmen should give a short report on their activities in addition to the

Chairman's report. Cllr Manktelow has agreed to give a report on behalf of the Planning Committee as Cllr Oven is away. Cllr Goehler will give a report on behalf of the Pavilion Redevelopment Committee.

SPC
132/21 **BOROUGH COUNCILLOR/COUNTY COUNCILLOR REPORTS**

County Cllr Bob Hughes was unable to attend. Cllr Beddoes read out a synopsis of his report:-
Tannery Road double yellow lines – still awaiting information as to where exactly they will be.
Portsmouth Road – Road changes there will require a site visit by Highways as are complicated.
Send Hill – dates for road closure are 25th April – 6th May.

SPC
133/21 **AMENITIES AND LEISURE SERVICES COMMITTEE (ALSC)**

Members received and considered the minutes and recommendations from the Amenities and Leisure Services Committee meeting on 4th April 2022.

Cemetery

Cllr Beddoes referred to the email from CDS from Darryl Kelly. Environmental Agency have allowed burials/reopens in pre purchased plots when statutory Guidance isn't met, but to avoid standing water. This will allow all pre purchased plot funerals to go ahead.

RESOLVED: To allow internments in Pre purchased plots in new cemetery, including the meadow area, but not to sell any further plots until this water issue is resolved.

SPC
134/21 **FINANCIAL AND OTHER COUNCIL MATTERS**

Clerk read out following statement:- **(Annex 4)**

Finance: End of Year

Timetable for audit was set out by clerk and detailed below:-

- The clerk, assisted by the retired clerk and Edge to finalise 2021/22 by **mid-May** in time for internal audit.
- Internal audit **27 May 2022**
- Clerk and Locum to finalise all documentation for internal audit and for presentation to Council in June
- AGAR to be approved by Council at its meeting on the **20th June 2022**
- **AGAR to be approved by Council by 30 June 2022**
- AGAR (Annual Governance and Annual Return) to be received by External auditor by **1 July 2022**.

Cllr Beddoes talked about the complications of the existing financial system, moving over to the new system, and the need to have Locum Joanna Cadman for a further 2 months to aid the transition. Cllr Goehler expressed the desire to further extend if required. Cllr Beddoes proposed to extend Locum Cadman's contract until the end of June. Seconded by Cllr Osborn.

RESOLVED: To extend Joanna Cadman's Contract with Send Parish Council until end of June 2022.

NALC pay increase for clerical staff – back dated to April 2021

NALC confirmed the pay increase for staff for 21/22 was calculated as 1.8%. This would include the new clerk, the assistant clerk and the retired clerk for the year 2021 to 2022. A pay increase for the village caretaker of 1.8% pa going forward was also agreed.

RESOLVED: to pay all staff agreed pay increase, including retired clerk and village caretaker.

SPC
135/21 **PLANNING**

PLANNING AND ENVIRONMENT COMMITTEE

The minutes from the Planning and Environment Committee on April 4th 2022 were noted.

SPC
136/21

COMMUNICATIONS

Open Gardens' weekend 18th & 19th June

Linda Picken Parker submitted a request for someone to be present at the cemetery to interact with visitors, who may visit the cemetery over that weekend. Unfortunately there are no councillors available that weekend.

The council will officially thank Linda for all her efforts in this.

Response from Guildford Borough Council re waterside farm Cottages and the disposal of Wharf Lane Garages.

A great deal of discussion about whether the garages could be considered an asset of social value, with comparisons to a similar case in Durham and how does an asset become defined as having social asset value? There followed further discussion about the suitability of the garages as a community asset. It was suggested to look at the council's current community assets and agreed to take the issue back to the planning Committee. Cllr Owen suggested asking for an extension of time to respond to the matter, given the Easter holiday period, while we seek legal advice.

RESOLVED – Clerk to send a Response to Guildford Borough Council asking for more time to consider the matter. Circulate Cllr Osborn's draft response. Also for the matter to be discussed again at the next Planning Meeting.

SPC
137/21

OTHER REPORTS

LANCASTER HALL

Cllr Osborn attended her first committee meeting. There is a strong and determined committee in place at the Hall, seeking to continue to improve this important asset. An extensive refurbishment has already been carried out, with further plans to mend the clock, fix roofing problems and tackle the "stuck window," in the Parish Office. The Hall is now financially sound.

SPC
138/21

ACTION LIST

To put actions arising from Council Meetings and Committee Meetings on an action list and update accordingly.

RESOLVED – To continue to use action lists to monitor progress of Council Decisions/Actions

SPC
139/21

DATE OF THE NEXT MEETING

The date of the next monthly Council meeting was noted: Monday 16th May 2022.

The Chairman closed the meeting at 7.42pm

Signed:

Date: