



SEND PARISH COUNCIL COUNCIL MEETING

HELD ON MONDAY 16th January 2023 AT 7.45PM
IN THE UPPER ROOM OF THE LANCASTER HALL

- * Cllr Phil Beddoes (Chairman)
- * Cllr Janet Manktelow (Vice Chairman)
- * Cllr Trevor Deacon
- o Cllr Julia Osborn
- * Cllr Arthur Thomas
- * Cllr Carolin Goehler
- o Cllr Alex Beames
- o Cllr Pat Oven

- * Present
- o Apologies for absence

Officer Present: Nichola Mair

SPC **APOLOGIES FOR ABSENCE**

97/22 There was an apology for absence from Cllr A Beames, Cllr P Oven & Cllr J Osborn

SPC **DECLARATION OF INTEREST**

98/22 No declarations of interest were submitted.

SPC **COUNCIL MEETING MINUTES**

99/22 The Minutes of the Council Meeting held on 21st November 2022 were approved by Members and signed by the Chairman as a correct record.

RESOLVED: That the Minutes of the Council Meeting on 21st November 2022 be signed as an accurate record of the meeting

SPC **CO-OPTION OF COUNCILLOR AND APPOINTMENT TO COMMITTEES**

100/22 **Standing orders section three checked**

A Chairman is expected to keep council at full capacity for efficient and effective Functioning. M Bruton appointed incorrectly at November meeting. To be co-opted at this meeting. Proposed by Cllr Manktelow and Seconded by Cllr Deacon. To be appointed to Amenities and Leisure Services Committee.

SPC **CHAIRMAN AND CLERK'S REPORT**

101/22

The Chairman and Clerk reported on the following items:

- Need for laptop for the clerk – to allow home working – It was agreed to purchase a laptop which will be able to sync with current office software.

RESOLVED: For a laptop to be purchased to allow homeworking at a budget of £600.

- Discussed need to continue to employ Locum Clerk Joanna Cadman, as required by the clerk for

assistance and on-going support. Will be required in particular at year end and for assistance with cemetery work.

RESOLVED: Continue employment of Locum Clerk until year end 2022-2023

SPC **BOROUGH COUNCILLOR/COUNTY COUNCILLOR REPORTS**

102/22 Cllr Bob Hughes reported on a number of matters with regards to floods and roads. There are a number of pot holes. Potter's Lane is a concern, has a permanent sauc of water affecting the Vicarage Lane Junction. The road laboratory Surrey is looking into the subsoils.

SPC **FINANCIAL MATTERS**

- 103/22 a) Budget 2023-2024: Members were presented with the final budget, put forward for approval
RESOLVED: To approve the budget for 2023-2024
A proposed precept request of £85,233 was put forward. This allows the Parish Council's part of the council tax for Send to remain the same as last year.
RESOLVED: To put a precept request to Guildford for £85,233
- b) To approve the monthly expenditure list for December and January and Bank Reconciliation for October November and December.
RESOLVED: to approve the monthly expenditure lists for December and January and Bank reconciliations for November and December.

SPC **Other Council Matters**

- 104/22 a) May elections have been arranged for May 4th 2023. SALC will be running an information session on January 26th. Guildford Borough Council will run information sessions in the coming weeks. Anne Bott has agreed to help run a session to recruit new councillors. Cllr Goehler has agreed to write a piece to help recruit young councillors.
- b) Appointment of Admin Assistant. A report was given by Cllr Deacon with reference to the recruitment process. Salary level was discussed. Agreed to LC2 23 – this is the top of the salary range (£26446, pro rata) Start date 1st February.
RESOLVED: to appoint Iris Angelica to start on the 1st February 2023 as Administrative assistant to the Clerk on a salary of £26446, salary point LC2 23 pro rata, working 16 hours per week.
- c) Meeting Arrangements. To try to reduce the number of meetings. There are no Finance and General purposes meetings arranged. The next Amenities and Leisure Services meeting will be in March.

SPC **AMENITIES AND LEISURE SERVICES COMMITTEE**

- 105/22 a) Jubilee Trees – the council received 70 trees from Surrey County Council on January 16th. Discussions have been commenced with treescape with regards to tree species. A tree planting date was agreed as well as the need for volunteers and input from contractors.
RESOLVED: to arrange a community planting morning on 28th January.
RESOLVED: to get help from contractors, moving compost and trees.
- b) i Cemetery Drainage – Because of the specialist nature of the service provided, following assessments carried out by Ground Water Dynamics and their report, agreed to allow them to attempt to create a 15m² Dry Zone at a cost of £16000 not including VAT.
RESOLVED: To appoint Ground Water Dynamics to create a dry zone in the new cemetery, paying them 40% cost up front, which is within the budget.
- ii Cemetery Pillar – cemetery pillar work to resume shortly. Bricks have now been matched.

c) Additional safety Checks on Playground Equipment. Nigel Jeffries our current grounds maintenance contractors, have been approached to provide this service The Village caretaker has counted the number of play equipment pieces. Awaiting a quote.

d) Pavilion Flood. Timeline. 18.12 – Flood discovered by D Carter, cleaner. Retired Clerk alerted, Chairman and Clerk alerted and attend. Water turned off. Electrician called to make building safe. Football club informed.

19.12. – Insurers informed. Further photographs taken by Cllr Deacon. Water has receded.

20.12 – Burst pipe fixed by Send Plumbing & Heating

22.12 – Humidifying company assess the damage.

22.12- Further photographs sent to insurers.

9.1 – Sedgewick Loss Adjustor assesses pavilion

12.1 – Insurers contacted. We do not to take any further action unless requested to. Awaiting further instruction.

Football team are using the pavilion and turning off electricity and water between uses.

SPC **PLANNING AND ENVIRONMENT COMMITTEE**

106/22

- a) To note the minutes from the meeting on the 5th & 19th December 2022 and 11th January 2023.
- b) Discussion with Surrey Highways regarding highways issues in the village – Cllr Bob Hughes has offered to chase Soe Hein to see where we are with the ongoing issues.

SPC **COMMUNICATIONS**

107/22

No Communications were received

SPC **OTHER REPORTS**

108/22

Lancaster Hall - Committee meeting scheduled for later this month.

- a) Heating in the office – The boiler was broken for a month, during most of December and early January. Repairs carried out just prior to council meeting, all costs covered by Lancaster Hall.
- b) Redecoration – Lancaster Hall Caretaker has carried out some redecoration in the Parish Office. This is due to be finished in the coming week.

SPC **ACTION LIST**

109/22

Updated Action list was viewed. It continues to act as a good tool for ensuring council decisions are carried out.

SPC **DATE OF THE NEXT MEETING**

110/22

It was noted that the date of the next monthly Council Meeting is Monday 20th February 2023

The Chairman closed the meeting at 9:00pm

Signed:

Date: