



SEND PARISH COUNCIL COUNCIL MEETING

HELD ON MONDAY 20TH JUNE AT 7.45PM
IN THE UPPER ROOM OF THE LANCASTER HALL

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

- * Present
- o Apologies for absence

Officer Present:

SPC **APOLOGIES FOR ABSENCE**
020/22 There was an apology for absence from Cllr A Beames.

SPC **DECLARATION OF INTEREST**
021/22 There were no declarations of interest at the meeting.

SPC **COUNCIL MEETING MINUTES**
022/22 The Minutes of the Annual Council Meeting held on 16th May 2022 were approved by Members and signed by the Chairman as a correct record.
RESOLVED: That the Minutes of the Council Meeting on 16th May 2022 be signed as an accurate record of the meeting

SPC **CHAIRMAN AND CLERK'S REPORT**
023/22

The Chairman and Clerk reported on the following items:

- Jubilee Fair – This was well attended. Good weather, lots of people in attendance and a great atmosphere. Chairman to thank the Scouts and Rotary Club for organising a wonderful event.
- Village Clean up – Chairman thanked all councillors who helped on the day, which contributed to the area looking so good prior to the Jubilee Holiday weekend.
- Send Help Party.- On 21st June (tomorrow) Clerk to “pop in,”
- Email system – To change office email system, clerk to set out plan.
- Clerk Training- The Clerk has completed all New Clerk training modules. ILCA training will be commenced shortly, and cemetery training. This will lead well into CILCA next year.
- Locum Support- The clerk will be taught the new finance system RIALTUS this Friday by Locum clerk J Cadman. To enable ongoing support for clerk and deputy clerk in the use of the system, it was agreed to keep Ms Cadman until the end of July.

RESOLVED: To extend contract of Locum Clerk for a month

SPC
024/22

BOROUGH COUNCILLOR/COUNTY COUNCILLOR REPORTS

County Cllr B Hughes reported on following

- Consultation regarding Pelican crossing outside Send School – The consultation is ongoing. The Borough Council recently gave money to the school for a BUG House which has been enormously beneficial to the children.
- Speeding on the Main A247 road – is an ongoing issue and being looked into.
- Electric Car Charging Points – there is currently a proposal to put electric car charging points into street lampstands

The Chairman thanked the Councillors for their reports

SPC
025/22

PLANNING

PLANNING APPLICATIONS

20/P/00816 Burnt Common Nurseries, London Road, Send

Notification of Approval of this application by Guildford Borough Council was noted as it was long and detailed. Cllr Manktelow to make public aware via facebook page.

RESOLVED: To Raise public awareness of this decision.

PLANNING MINUTES

The Planning Minutes from the Committee meetings held in May and June 2022 were viewed and noted

SPC
026/22

FINANCIAL AND OTHER COUNCIL MATTERS

INTERNAL AUDIT

Members considered the Internal Auditor's report for the end of year Audit which had been carried out on 27th May 2022 and recommendations for action. The following response to the audit was approved:

- To note that the outstanding VAT reclaims for the last quarter of 2021-22 were being submitted
- February Minutes to be corrected – to make sure all bank reconciliations accurate
- To make sure spends of over £500 be advertised on the website and to make sure donations/grants to other organisations be advertised
- Look Into alternative backup systems for the accounts
- Train staff in new accounting system and support new clerk with year end

RESOLVED: To note the internal Audit Report 2021-22 and to approve the response

The end of year 2020-21 accounts were viewed and the details were explained by the Clerk.

ANNUAL GOVERNANCE STATEMENT 2021-22

Members acknowledged their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements for Send Parish Council. They confirmed, to the best of their knowledge and belief with respect to the accounting statements for the year ending 31 March 2022 that the Annual Governance Statement 2021-22 be approved.

RESOLVED: That the Annual Governance Statement for 2021-22 be approved and signed

ACCOUNTING STATEMENTS 2021-22

Members acknowledged that for the year ending 31 March 2022 the Accounting Statements on the Annual Return presented the financial position of Send Parish Council and its income and expenditure and therefore the Accounting Statements 2021-22 be approved.

RESOLVED: That the Accounting Statements for 2021-22 be approved and signed

END OF YEAR 2021-22 BUDGET REPORT

The End of Year (2021-22) Budget Report was presented to the Council and the details were explained by the Clerk.

RESOLVED: To approve the Budget Report

ASSET LIST

The review of Council assets was carried out.

RESOLVED: To approve the review of Council Assets 2022-23

MONTHLY EXPENDITURE LIST

The monthly expenditure list for June 2022 (totalling £21302.84+VAT) was approved.

RESOLVED: That the Monthly Expenditure list for June 2022 be approved

SPC
027/22

COUNCIL MEETINGS, POLICIES AND PROCEDURES

Approve the setting up of a staffing/human resources Committee following advice from SALC – terms of reference will be agreed at the next Council meeting

RESOLVED: To set up a new Staffing committee

Review of Council Policies: Grants and Donations and Lone Worker

Grants and Donations: change title to Awarding Grants and Donations, as title currently ambiguous.

Lone Worker: Ensure Office panic alarms are working. Ensure Village caretaker has emergency numbers he can call if required. Review Lone Worker Policy at a future council meeting.

RESOLVED: To approve Awarding Grants and Donations and review Lone worker Policy further

CO-OPTION OF PARISH COUNCILLOR

Members were advised that following the resignation of James Brooker as a Parish Councillor, a Casual Vacancy Notice had been posted as required by Guildford Borough Council Electoral Services. As there had not been a call for an election by any electors for the Vacancy the Council could now co-opt a new Member.

The Council considered 2 candidates who had applied for the Vacancy. It was commented that they were both excellent candidates and it was encouraging to see their enthusiasm. It was agreed to co-opt Mr Arthur Thomas, who has previously served as a councillor and had a great deal of experience following a secret ballot of the Councillors.

RESOLVED: To co-opt Mr Arthur Thomas to fill the Casual Vacancy on Send Parish Council

SPC
028/22

PAVILION REDEVELOPMENT COMMITTEE

The Minutes from the Committee meeting held in May 2022 were viewed and noted. June minutes to be noted at next meeting. Agreed to reschedule next month's meeting as chairman not available.

SPC
029/22

AMENITIES AND LEISURE SERVICES COMMITTEE

Cemetery Drainage:- Cllr Deacon reported that a meeting had been held with CDS. The water levels in the cemetery continue to be high and increasing in some areas. CDS have given a quotation of approximately £10,000 for further investigations. This is being considered. Cllr Deacon has emailed and will be writing to Affinity water to see if they will investigate a water leak in the cemetery area.

Cllr Heath continues to be involved in the cemetery tree scheme

The minutes from the meetings in May and June were noted.

RESOLVED: to send a letter to Affinity Water to investigate potential water leak in the area.

SPC
030/22

COMMUNICATIONS

SCOUTS

There was a request from the Scout Troop Treasurer asking for support from the Parish Council to Sponsor Scouts wishing to attend The World Jamboree in South Korea. It was agreed to give our maximum donation of £200 to support them. The Parish Council has requested that many photographs are taken of the event.

RESOLVED: To approve a donation of £200 to the Scouts towards the cost of youngsters attending next Years's World Scout's Jamboree in South Korea

ST MARY'S CHURCH SUNDAY CLUB PICNIC

St Mary's Church Sunday Club have requested the use of the recreation ground and pavilion for their picnic on 10th July 2022.

RESOLVED: To approve the request from St Mary's Sunday Club to use the recreation ground facilities on 10th July 2022

GET CREATIVE

A Request to weatherproof the Kiosk and pass on responsibility for it's management.

RESOLVED: The Council will consider weatherproofing of the Kiosk and refer to Amenities Committee.

ROTARY CLUB

The Rotary Club have made a request from the Council for sponsorship to allow them to provide free First aid sessions in the Village. They are requesting that the council agrees to pay for the hiring of Lancaster hall to enable the courses to take place.

RESOLVED: To donate up to £100 towards the hiring of the Lancaster Hall for free village first aid Sessions.

OTHER COMMUNICATIONS

The following communications were received after the agenda had been issued :

- An allotment holder has asked for special permission to use a hose pipe temporarily while they deal with a health issue. During this time all lifting, including heavy full watering cans is strictly prohibited. The permission will be time-limited as set out in the allotment policy.

RESOLVED: To allow an allotment holder special permission for a time-limited period, to use a hosepipe, until the end of August.

SPC
031/22

OTHER REPORTS **LANCASTER HALL**

Cllr J Osborn reported that P.A.T testing for the Hall had been completed. Health and Safety checks are up to date. Investigations are underway to attend to the chimneys. Replacement of the box hedging at the front of the Hall is being considered. Suggestions for replacements should be emailed. The Parish Council's caretaker had helped them to measure the clock so that it could be replaced.

SPC
032/22

CONFIDENTIAL

RESOLVED: In view of the confidential nature of the business to be transacted at item 14 of the agenda, the press and public are to be excluded from this part of the agenda

SPC **CONFIDENTIAL ITEM: STAFFING**

033/22 The meeting was advised by the Chairman that the clerk had completed her 3 month probation period. The performance of the clerk was discussed and the movement to a permanent position considered.

RESOLVED: It was unanimously agreed that Nichola Mair be appointed as permanent clerk to Send Parish Council.

SPC **DATE OF THE NEXT MEETING**

034/22

It was noted that the date of the next monthly Council Meeting is Monday 18th July 2021

The chairman closed the meeting at 9:15pm.

The Chairman closed the meeting at 9.15pm

Signed:

Date: