



SEND PARISH COUNCIL ANNUAL COUNCIL MEETING

HELD ON MONDAY 15TH MAY 2023 AT 7.15PM
IN THE UPPER ROOM OF THE LANCASTER HALL

*Cllr Julia Osborn (Chairman)
*Cllr Debbie Hurdle (Vice Chairman)

*Cllr Margaret Bruton
*Cllr Janet Manktelow
*Cllr Mark Shields
*Cllr Carolin Goehler
*Present
oApologies for absence

Officer Present:

Nichola Mair (Parish Clerk)

Also present: County Cllr Bob Hughes and 2 members of the public

Cllr Manktelow opened the meeting, as Vice chairman of the previous Council.

SPC
001/23

ELECTION OF CHAIRMAN

Cllr Julia Osborn was proposed by Cllr Hurdle and seconded by Cllr Goehler to be Chairman of Send Parish Council for 2023-24. There were no other nominations. Cllr Julia Osborn was elected Chairman of Send Parish Council for 2023-24.

RESOLVED: Cllr Julia Osborn to be Chairman of Send Parish Council for the year 2023-24

SPC
002/23

ELECTION OF VICE-CHAIRMAN

Cllr Debbie Hurdle was proposed by Cllr Julia Osborn and seconded by Cllr Carolin Goehler to be Vice-Chairman of Send Parish Council for 2023-24. There were no other nominations. Cllr Debbie Hurdle was elected Vice-Chairman of Send Parish Council for 2023-24.

RESOLVED: Cllr Debbie Hurdle to be Vice-Chairman of Send Parish Council for the year 2023-24.

SPC
003/23

DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman of Send Parish Council, Cllr Julia Osborn, and the Vice-Chairman of Send Parish Council, Cllr Debbie Hurdle made their Declarations of Acceptance of Office

PUBLIC SESSION

The public were invited to express a view or ask any questions of the Council for 15 minutes of the meeting: Send Parish Council were addressed by a member of Ockham Parish Council regarding the Wisley Airfield Development and a traffic survey to consider the impact on this proposed development on the local road network.

A member of the public asked about Section 106 contributions from developments within the Parish and about planting at the Blacksmith sculpture.

SPC **APOLOGIES FOR ABSENCE**

004/23 An apology for absence was received from Borough Cllr Patrick Oven.

SPC **REGISTER OF INTERESTS**

005/23 Members were requested to update their Register of Interests in accordance with the Council's Code of Conduct to include non-pecuniary interests. It was noted that the registers would be updated on the Council's website.

SPC **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

006/23 Members were reminded to declare Disclosable Pecuniary Interests (DPIs) on any of the agenda items in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and any Non-pecuniary Interests in accordance with the Parish Council's Code of Conduct.

SPC **COUNCIL MEETING MINUTES**

007/23 The minutes of the Council meeting held on 17th April 2022 were held over as not yet available.

RESOLVED: That the minutes of the Council meeting held on Monday 17th April 2023 would be approved At the next meeting.

SPC **APPOINTMENT OF PLANNING COMMITTEE**

008/23 Cllr Debbie Hurdle was proposed by Cllr Julia Osborn and seconded by Cllr Margaret Bruton to be Chairman of Send Parish Council Planning Committee for 2023-24. There were no other nominations. Cllr Debbie Hurdle was elected Chairman of Send Parish Council Planning Committee for 2023-24.

RESOLVED: Cllr Debbie Hurdle to be Chairman of Send Parish Council Planning Committee for 2023-24

Cllr Margaret Bruton was proposed by Cllr Janet Manktelow and seconded by Cllr Debbie Hurdle to be Vice-Chairman of Send Parish Council Planning Committee for 2023-24. There were no other nominations. Cllr Margaret Bruton was elected Vice-Chairman of Send Parish Council Planning Committee for 2023-24.

RESOLVED: Cllr Margaret Bruton to be Vice-Chairman of Send Parish Council Planning Committee for 2023-24

Members of the Council were nominated to be Members of the Planning Committee for 2023-24.

RESOLVED: To appoint Cllr Janet Manktelow and Cllr Mark Shields as Members of the Planning Committee for 2023-24. Cllr Osborn Ex-Officio.

The Terms of Reference for the Planning Committee were considered and approved.

RESOLVED: That the Terms of Reference for the Planning Committee 2023-24 be approved

To receive and consider the following application.

23/P/00417: Land adjacent to Ockham Lane

Agreed Response: **Objection**

The response to this planning application by Send Parish Council is **Objection** for the following reasons:-

Send Parish Council considers application 23/P/00417, Land adjacent to Ockham Lane, to be premature as it is entirely reliant on the Taylor Wimpey application 22/P/01175 which is yet to be determined.

The site is not sustainable, as this proposal does not provide day-to-day amenities (e.g. health, education, retail provision) and existing services can only be reached by going off-site. There is no public transport locally other than a twice daily term time only bus service for school students. Reliance on private motor vehicles is inevitable and there is no transport sustainability when it comes to this site.

Send Parish Council is concerned that the lack of infrastructure will place unacceptable pressure on surrounding villages, their existing road networks, and harm to the rural character of Ockham Lane & surrounding areas.

SPC
009/23

APPOINTMENT OF AMENITIES AND LEISURE SERVICES COMMITTEE

Cllr Margaret Bruton was proposed by Cllr Debbie Hurdle and seconded by Cllr Janet Manktelow to be Chairman of Send Parish Council Amenities and Leisure Services Committee for 2023-24. There were no other nominations. Cllr Margaret Bruton was elected Chairman of Send Parish Council Amenities and Leisure Services Committee for 2023-24.

RESOLVED: Cllr Margaret Bruton to be Chairman of Send Parish Council Amenities and Leisure services Committee for 2023-24

Cllr Mark Shields was proposed by Cllr Janet Manktelow and seconded by Cllr Margaret Bruton to be Vice-Chairman of Send Parish Council Amenities and Leisure Services Committee for 2023-24. There were no other nominations. Cllr Mark Shields was elected Vice-Chairman of Send Parish Council Amenities and Leisure Services Committee for 2023-24.

RESOLVED: Cllr Mark Shields to be Vice-Chairman of Send Parish Council Amenities and Leisure Services Committee for 2023-24

Three other Members of the Council were nominated to be Members of the Amenities and Leisure services Committee for 2023-24.

RESOLVED: To appoint Cllr Janet Manktelow, Cllr Carolin Goehler and Cllr Debbie Hurdle as Members of the Amenities and Leisure Services Committee for 2023-24

The Terms of Reference for the Amenities and Leisure Services Committee were considered and approved.

RESOLVED: That the Terms of Reference for the Amenities and Leisure Services Committee 2023-24 be approved

SPC
010/23

APPOINTMENT OF PAVILION REDEVELOPMENT COMMITTEE

Cllr Carolin Goehler was proposed by Cllr Julia Osborn and seconded by Cllr Debbie Hurdle to be Chairman of Send Parish Council Pavilion Redevelopment Committee for 2023-24. There were no other nominations. Cllr Carolin Goehler was elected Chairman of Send Parish Council Pavilion Redevelopment Committee for 2023-24.

RESOLVED: Cllr Carolin Goehler to be Chairman of Send Parish Council Pavilion Redevelopment Committee for 2023-24

Cllr Debbie Hurdle was proposed by Cllr Carolin Goehler and seconded by Cllr Margaret Bruton to be Vice-Chairman of Send Parish Council Pavilion Redevelopment Committee for 2023-24. There were no other nominations. Cllr Debbie Hurdle was elected Vice-Chairman of Send Parish Council Pavilion Redevelopment Committee for 2023-24.

RESOLVED: Cllr Debbie Hurdle to be Vice-Chairman of Send Parish Council Pavilion Redevelopment Committee for 2023-24

Two other Members of the Council were nominated to be Members of the Pavilion Redevelopment Committee for 2023-24.

RESOLVED: To appoint Cllr Mark Shields and Cllr Margaret Bruton, as Members of the Pavilion Redevelopment Committee for 2023-24.

The Terms of Reference for the Pavilion Redevelopment Committee were considered and approved.

RESOLVED: That the Terms of Reference for the Pavilion Redevelopment Committee 2023-24 be approved

SPC
011/23

APPOINTMENT OF FINANCES AND GENERAL PURPOSES COMMITTEE

Cllr Debbie Hurdle was proposed by Cllr Julia Osborn and seconded by Cllr Janet Manktelow to be Chairman of Send Parish Council Finances and General Purposes Committee for 2023-24. There were no other nominations. Cllr Debbie Hurdle was elected Chairman of Send Parish Council Finances and General Purposes Committee for 2023-24.

RESOLVED: Cllr Debbie Hurdle to be Chairman of Send Parish Council Finances and General Purposes Committee 2023-24

It was decided not to appoint a vice Chairman at this time but wait until the first Committee meeting in October.

RESOLVED: To wait until the first Finance and General Purposes Committee meeting in October to appoint a new vice chairman for 2023-24

Three other Members of the Council were nominated to be Members of the Finance and General Purposes Committee for 2023-24.

RESOLVED: To appoint Cllr Janet Manktelow, Cllr Margaret Bruton and Cllr Carolin Goehler as Members of the Finances and general Purposes Committee for 2023-24. Cllr Osborn Ex-Officio.

SPC
012/23

APPOINTMENT OF THE STAFFING COMMITTEE

Cllr Debbie Hurdle was proposed by Cllr Julia Osborn and seconded by Cllr Margaret Bruton to be Chairman of Send Parish Council Staffing Committee for 2023-24. There were no other nominations. Cllr Debbie Hurdle was elected Chairman of Send Parish Council Staffing Committee for 2023-24.

RESOLVED: Cllr Debbie Hurdle to be Chairman of Send Parish Council Staffing Committee 2023-24

Cllr Margaret Bruton was proposed by Cllr Debbie Hurdle and seconded by Cllr Janet Manktelow to be Vice-Chairman of Send Parish Council Staffing Committee for 2023-24. There were no other nominations. Cllr Margaret Bruton was elected Vice-Chairman of Send Parish Council Staffing Committee for 2023-24.

RESOLVED: Cllr Margaret Bruton to be Vice-Chairman of Send Parish Council Staffing Committee for 2023-24.

One other Member of the Council was nominated to be a Members of the Staffing Committee for 2023-24.

RESOLVED: To appoint Cllr Mark Shields as a Member of the Staffing Committee for 2023-24

The Terms of Reference for the Staffing Committee were considered and approved.

RESOLVED: That the Terms of Reference for the Staffing Committee 2023-24 be approved

SPC
013/23

APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The appointments of representatives to outside bodies were considered.

RESOLVED: To appoint the following Representatives to Outside Bodies 2023-24:

Ripley and Send Matters – Cllr Janet Manktelow

Surrey Association of Local Councils – Cllr Julia Osborn, Cllr Debbie Hurdle.

Ann Haynes Charity & Henry Smith Charity - Mr Arthur Thomas

Lancaster Hall – Cllr Julia Osborn

Climate Change Parish Liaison Group – Cllr Julia Osborn, Cllr Carolin Goehler

Eight Parishes Group – Cllr Julia Osborn, Cllr Debbie Hurdle

It was noted that Cllr J Osborn is also a Parish Representative on Guildford Borough Council Corporate and Governance Committee.

SPC
014/23

COUNCIL MEETINGS, POLICIES & PROCEDURES

STANDING ORDERS AND FINANCIAL REGULATIONS – Review 2023-2024

It was agreed to adopt the reviewed Standing Orders and Financial Regulations. Standing orders to be amended to allow three councillors in attendance at a Council meeting for the meeting to be considered quorate.

REVIEW OF COUNCIL POLICIES 2023-24

It was agreed to review Council Policies in future meetings.

DIARY FOR MEETINGS

Members received a timetable for Council and Committee meetings for 2023-24.

COUNCILLOR TRAINING

Members have received dates for training, via zoom from GBC. Awaiting availability from Anne Bott to arrange a bespoke training evening.

RESOLVED: That the Timetable for Council and Committee meetings for 2023-24 be approved, Financial Regulations and Standing Orders be Approved. To note training dates from GBC.

SPC
015/23

CO-OPTION OF COUNCILLORS TO CASUAL VACANCIES

Co-option of potential Councillors was discussed. It will be possible to do this at the June Council meeting without advertising.

SPC
016/23

FINANCE AND OTHER COUNCIL MATTERS

ANNUAL RETURN AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

It was noted that the accounts for the year 2022-23 and approval of the Annual Return would be at the Council meeting on 19th June 2023.

MONTHLY PAYMENT LIST

RESOLVED: Members approved the payment list for May 2023

COUNCIL ASSET LIST

Council Asset list and Land was reviewed and approved.

RESOLVED: That the updated asset list be approved

COUNCIL INSURANCE

Members noted the renewal cost for the insurance agreement (£2032.28).

SUBSCRIPTIONS

In accordance with Standing Order 5j xv the Council reviewed its Council and Staff subscriptions for 2022-23.

RESOLVED: That the list of Council and Staff subscriptions for 2023-24 be approved

ANNUAL PARISH MEETING

Members agreed that the date for the Annual Parish Meeting 2023 would be 22nd May at the Lancaster Hall.

RESOLVED: To hold the Annual Parish Meeting on Monday 22nd May 2023 at the Lancaster Hall Upper Room. Light refreshments to be served and a presentation given by Cave Architects.

SPC
017/23

AMENITIES AND LEISURE SERVICES

COUNCIL CONTRACTS

One-year extensions to the contracts for cemetery pest control were considered & agreed. It was agreed to re-tender in the autumn for long term contracts for 2023-25.

Lights maintenance contract will need to be retained as there are legal implications if repairs cannot be carried out quickly when required.

CEMETERY DRAINAGE

A brief discussion about the ongoing drainage problems. Analysis of some of the borehole results could be showing positive results of the recent dry zone.

RESOLVED: To Renew Contracts for cemetery pest control.

RESOLVED: To remain engaged with retired Councillor with expert knowledge of Cemetery Drainage.

SPC
018/23

PAVILION REDEVELOPMENT COMMITTEE

The Council were updated on the appointment of CAVE Architects for the Pavilion Redevelopment Project, by Chairman of the Pavilion Redevelopment Committee, Cllr Gohler.

The Minutes from the Pavilion Redevelopment Committee held on 24th April 2023 were not yet available. To be received at the next Council Meeting.

SPC
019/23

COMMUNICATIONS

A complaint was received by a resident, upset at the rejection of an article put forward to Send and Ripley Matters.

RESOLVED: to signpost the resident back to Send and Ripley Matters for a response.

A request was received to place plant pots around the Blacksmith sculpture in time for Send Open Gardens.

RESOLVED: To allow flowerpots to be placed around the blacksmith sculpture.

Any other Communications:

Cllr Julia Osborn reported that the 8 Parishes group wish to commission a traffic report using micro simulation of the local road networks. A Parish Council may need to lead the study. Send Parish Council were supportive of the proposals and agreed would request that the study include the junctions of Papercourt Lane, Polesden Lane and Tannery Lane with Send Road; and the Potters Lane junction with the A3. A full costing for the study would also be required.

RESOLVED: To request further information about the study to include a full costings proposal for the study and to request the inclusion of additional local roads in Send.

SPC
020/23

OTHER REPORTS

CHAIRMAN'S REPORT

The Chairman, Cllr Julia Osborn reported the following items:

- An encouraging turn out at the May Fair. The Council stall was busy.
- The Council has three vacancies. Any suggestions for potential councillors would be gratefully received.
- SADS put on a good production which was well attended.

COUNTY COUNCILLOR

County Cllr Bob Hughes reported on the following: -

-Advised that he is also the Borough Councillor for Tillingbourne.

-There have been ongoing communications with Network Power about the digging up of the verges and will keep us informed of any further developments.

-Condition 39 for Garlick's Arch is not a minor condition. Cllr Hughes will argue that any advisory changes should be sent straight to the Parish council.

SPC
021/23

Action List Remains a valuable tool.

SPC
022/23 **Confidential:** To pass a resolution; in view of the confidential nature of the business at item 23 on the agenda, the press and public to be excluded from this part of the meeting.
RESOLVED: Press and Public to be excluded from the next part of the meeting about a staffing issue.

SPC
023/23 **Confidential Item**
Discussion around a staffing issue.

SPC
024/23 **DATE OF THE NEXT MEETING**
The date of the next monthly Council Meeting was noted: Monday 19th June 2023.

The Chairman closed the meeting at 9:15pm

Signed: Cllr Julia Osborn

Date: 19th June 2023