

## ASH PARISH COUNCIL

### Minutes of the Annual Meeting of the Council held in the Ash Centre, Ash Hill Road, Ash on Monday 11 September 2017 which commenced at 7.00pm

Chairman of the Council:	Cllr Nigel Manning	✓
Vice Chairman	Cllr John Tonks	A
	Cllr Laurence Armes	✓
	Cllr Martin Burgess	A
	Cllr Bill Cole	✓
	Cllr Andrew Gomm	A
	Cllr Mrs Jayne Hewlett	A
	Cllr Nigel Kearse	A
	Cllr Mrs Marsha Moseley	✓
	Cllr Mrs Jo Randall	✓
	Cllr Mrs Pat Scott	✓
	Cllr Paul Spooner	✓

✓ Present

x Not Present

A Apology for Absence

### Part I – Public Session

#### **47. To receive Apologies for Absence** (*agenda item 1*)

Apologies for absence were received from Cllr Mrs Jayne Hewlett, Cllr Martin Burgess, Cllr Andrew Gomm, Cllr Nigel Kearse and Cllr John Tonks,

#### **48. To receive Declarations of Interest** (*agenda item 2*)

The Local Code of Conduct – Disclosure of Interests for Committee Meetings held during July 2017 as indicated at Agenda Appendix A were noted. There were no disclosures of interest declared for this meeting

#### **49. Confirmation of the Minutes** (*agenda item 3*)

The minutes of the Meeting of the Parish Council held on Monday 10 July 2017, copies of which have been circulated to members, were confirmed as a true record and signed by the Chairman of the Council.

#### **50. Chairman's Announcements** (*agenda item 4*)

To receive the Chairman's announcements.

- That works on the Canal Towpath were to be undertaken during September at Ash Wharf and under the Heath Vale Road Bridge.

- A further road closure notice had been issued for Shawfield Road coming into effect on 11 September for 5 days.
- A second weed spraying within the Parish was to commence at the beginning of September.
- Following submission of a complaint to Guildford Borough Council Planning enforcement have advised that the fencing at White Rose, Guildford Road, Ash does not require planning permission.
- A further Parking Review is to be undertaken early next year and that the Parish Office will collate any parking concerns raised by residents.

**51. Adjournment.** (*agenda item 5*)

At this point in the proceedings it was moved by the Chairman of the Council, duly seconded and:

***Resolved that the meeting be adjourned for a maximum period of twenty five minutes to enable a public question period to be held (as at Minute Appendix A).***

**52. Reports of Committees.** (*agenda item 6*)

To receive the following committee reports, copies of which have been circulated:

Planning	10 July 2017	Minute Number 31 to 39
Planning	24 July 2017	Minute Number 40 to 49
Amenities, Finance and Administration	24 July 2017	Minute Number 30 to 52
Planning	14 August 2017	Minute Number 50 to 57
Planning	29 August 2017	Minute Number 58 to 67

**53. Monthly Financial Statement.** (*agenda item 7*)

A summary of the monthly Financial Statements giving details of July 2017 payments as at Agenda Appendix B and August 2017 payments as at Agenda C were presented to the Council by the Chairman of the Finance and Administration Committee and authorised.

**54. Concurrent Function Grant Aid 2018/2019** (*agenda item 8*)

Members considered and agreed the following projects for submission to Guildford Borough Council for inclusion in the CFGA scheme for 2018/2019:

- Play Equipment – ash Recreation Ground  
Project Cost £10,000.00. Grant to be applied for £5,000.00.
- Shredder – Grounds Work/Composting  
Project Cost £2,800.00. Grant to be applied for £1,400.00
- Street Lighting – Phase XI  
Project Cost £25,000.00. Grant to be applied for £8,000.00
- Cemetery Toilet  
Project Cost £10,000.00. Grant to be applied for £5,000.00

and it was:

***Resolved upon consideration that the projects as listed be submitted to Guildford Borough Council for inclusion in the CFGA scheme for 2018/19.***

**55. Grants of Cemetery Rights** (*agenda item 9*)

Members authorised the Grants of Exclusive Rights in respect of burial as indicated at Agenda Appendix D

**56. Correspondence** (*agenda item 10*)

There was no correspondence to report

**57. Next Meeting** (*agenda item 11*)

The date of the next meeting is Monday 9 October 2017 commencing at 7pm or following the close of the Planning Meeting if this is later.

**58. Public Bodies (admission to Meetings) Act, 1960** (*agenda item 12*)

To consider and if deemed necessary, pass the following resolution in accordance with the provision of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960: "That the Press and Public be excluded from this meeting during the discussion of any matters arising in connection with the remaining items in the Agenda, on the grounds that by reason of the confidential nature of the business to be transacted publicity would be prejudicial to the public interest

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**Part II – Private Session**

**59. Ash Cemetery** (*agenda item 13*)

**60. Planning Matters** (*agenda item 14*)

*The meeting closed at 7:45pm*

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

## Agenda Appendix A

## ASH PARISH COUNCIL

## LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS

July/August 2017

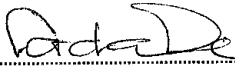
DATE OF MEETING	MEMBER	MINUTE REF & PAGE NO.	TYPE AND NATURE OF INTEREST
Planning Committee 10 July 2017			No Declarations of Interest
Planning Committee 24 July 2017			No Declarations of Interest
Amenities, Finance and Administration Committee 24 July 2017			No Declarations of Interest
Planning Committee 14 August 2017			No Declarations of Interest
Planning Committee 29 August 2017			No Declarations of Interest


## Agenda Appendix B

## Accounts received July

## Payments July/Aug 2017

Chq No.	Payee	Service	Net	V.A.T	Total
3222	GLS Ltd	Stationery/Cleaning items	52.38	10.48	62.86
3223	Cathedral Leasing	Hygiene/Waste Services	1,430.04	286.01	1,716.05
3224	Guildford Borough Council	Electricity Cards	250.00	0.00	250.00
3225	Neil Curtis	Grave Digging	240.00	0.00	240.00
3226	Colwend Hygiene Service	Deep Cleaning Public Toilets - Ash Recreation Ground	150.00	0.00	150.00
3227	CANX	CANX	0.00	0.00	0.00
3228	Kebur Garden Services	Fencing Pins - Village Fete Arena	17.73	3.55	21.28
3229	Lockrite Security	Padlock - Harpers Car Park Barrier	29.43	5.89	35.31
3230	Office Team	Ink Cartridges	53.16	10.63	63.79
3231	Pipeline Services	Foul Drainage Repairs Ash Centre	1,775.00	355.00	2,130.00
3232	Prime One Maintenance	Routine Maintenance and Repairs - July 2017	2,224.11	444.82	2,668.93
3233	South East Water	Quarterly Water Shawfield Allot/Ash Centre/Cemetery	1,055.18	0.00	1,055.18
3234	South East Water	Quarterly Water Harpers Allot	47.19	0.00	47.19
3235	WJ Fire	Emergency Lighting Ash Centre	40.00	8.00	48.00
3236	Zurich Insurance PLC	Insurance Renewal 2017/2018	9,272.40	40.80	9,313.20
3237	Joel Baker	Server Updates/Hard Disks/Website Adjustments/CCTV	725.00	145.00	870.00
3238	Mrs Hamer	Deposit Refund following Booking	225.00	0.00	225.00
3239	Guildford Borough Council	Electricity Cards	510.00	0.00	510.00
3240	SSE	Harpers Scout Hut 1/4ly Electricity	114.78	5.73	120.51
3241	Farol Ltd	John Deere - Tractor Repair	396.13	79.23	475.35
3242	Dale Valley	Chain Saw Training Course x 2	731.67	146.33	878.00
3243	D. P. Brookes	Cistern Repairs Public Toilet Ash Recreation Ground	125.00	0.00	125.00
3244	Erno Oil	Packed Gas Oil	471.50	23.58	495.08
3245	Gavin Jones Ltd	Grass Cutting Ash Cemetery/Churchyard	1,064.28	212.86	1,277.14
3246	GLS Ltd	Stationery/Cleaning Items	106.52	21.30	127.82
3247	FTH Hire Group	2 day Digger Hire for Lighting Power Cable Trench	181.70	34.92	216.62
3248	Imprint Colour Limited	Ash Matters Printing - Issue 3	1,087.00	0.00	1,087.00
3249	JPS & S Services Ltd	Petrol and Oil	226.48	45.30	271.78
3250	Lister Wilder	Replacement Petrol Cap for Tractor	14.64	2.93	17.57
3251	Mirage Cleaning Services Ltd	Cleaning Services Ash Centre	481.00	96.20	577.20
3252	Neil Curtis	Grave Digging x 4	960.00	0.00	960.00
3253	Petty Cash	Various Purchases - July 2017	72.29	9.35	81.64
3254	Office Team	Replacement Fax Machine	69.46	13.89	83.35
3255	Prime One Maintenance	Maintenance and Repairs - August 2017			
		Power Installation and Connection - 6 x Lights Ash Road			
		Pole Bracket Installation	7,326.63	1,465.33	8,791.95
3256	PSK Limited	External Security/Keyholders	189.00	37.80	226.80
3257	Treasured Memories	Temporary Memorial Kathleen Hogan	36.75	7.35	44.10
3258	Swiftest	New Brake Pads NJ10ZXH and ND57NSF	365.75	73.15	438.90
3259	South East Water	1/2yr Water Harpers Rec/Monthly Water Public Toilets Ash Rec	73.41	0.00	73.41
3260	SSE Southern Electric	Street Lighting July 2017	406.88	81.38	488.25
3261	SSE SWALEC	1/4ly Electricity Carrington	16.31	3.26	19.57
3262	Session Music	Balance - Outdoor Sound System	4,329.32	865.86	5,195.18
3263	WJ Fire	Annual Extinguisher Service - Harpers Scout Hut	30.40	6.08	36.48
3264	T Hopkins	Tree Works - Carrington Recreation Ground	380.00	0.00	380.00
3265	Radio Frimley Park	Fun Day Outside Broadcast	125.00	0.00	125.00
3266	Surrey Pension Fund	Pension Contributions - July 2017	2,634.47	0.00	2,634.47
3267	HMRC	PAYE/NIC - July 2017	3,242.21	0.00	3,242.21
3268	Ash Music Festival	Deposit Refund following Event	285.00	0.00	285.00
3269	Courtland Property Management	Deposit Refund following Booking	65.00	0.00	65.00
3270	GLS Ltd	Cleaning Products/Stationery	30.34	6.07	36.41
3271	Interserve	Watersafe Contract 06.08.17 to 05.11.17	87.42	17.48	104.90
3272	Prime One Maintenance	CCTV Installation Ash Centre Workshop + Ancillary Items	1,423.54	284.71	1,708.25
DD	Franco Postalia Ltd	Lease - Franking Machine	58.35	11.67	70.02
DD	Franco Postalia Ltd	Franking Machine Credit Download	100.00	0.00	100.00
DD	Land Registry	Land Searches	24.00	0.00	24.00
DD	British Gas	Gas - Ash Centre - July 2017	72.04	3.60	75.64
BACS	GBC	Rates 1/2 yr Ash Centre and Cemetery	4,227.25	0.00	4,227.25
BACS	Carole Olive	Payment of Insight Invoice for Photocopier (DD not taken)	28.15	5.63	33.78
BACS	Carole Olive	Rubber Matting for Grave Marking Template	37.92	7.58	45.50
BACS	Staff	Salaries - July 2017	12,322.14	0.00	12,322.14
			<b>62,116.33</b>	<b>4,878.73</b>	<b>66,995.06</b>

Signature of Certification .....  14.08.2017

Chairman of Finance & Administration .....  14.08.2017

Chairman of the Council.....  11.09.2017

## Agenda Appendix C

## Accounts received August 2017

## Payments Aug/Sept

Chq No.	Payee	Service	Net	V.A.T	Total
203273	FTH Hire	Thermal grip gloves/Moulded cup respirator pack	43.03	8.61	51.64
203274	Magic signs	Height Barrier sign	80.27	16.05	96.32
203275	CANX	CANX	0.00	0.00	0.00
203276	Castle Water	3x sites for waste water	1,212.06	0.00	1,212.06
203277	A J Signs	Banding strapping for hanging baskets	77.02	15.40	92.42
203278	Apple Environmental	Quarterly ground gas monitoring August Carrington	250.00	50.00	300.00
203279	Castle Water	Waste water Carrington/Public Toilets	175.97	0.00	175.97
203280	Electric Centre	8 Lamps for Ash Centre/Workshop	23.60	4.72	28.32
203281	FTH Hire	Heavy duty cleaning wipes	8.00	1.60	9.60
203282	G.Greaves- Hurd	Replace light fitting CAB/Change switch&wiring disabled PTS	175.00	0.00	175.00
203283	Hampshire County Council	Annual BVCP Contribution 2017-18	500.00	100.00	600.00
203284	Homebase	Replacement hanging basket bracket/washers	11.45	2.29	13.74
203285	Kebur Garden Materials	Gravelboard/timber/fixing spike	98.09	19.62	117.71
203286	Phase	A5 & A3 copier paper	36.63	7.33	43.96
203287	South East Water	Scout Hut 1/2 yr water	57.32	0.00	57.32
203288	The Co-op Funeral Care	Coffin/Four Pall Bearers re- Derek Lumley Hewlett	374.17	50.83	425.00
203289	SSE	Electricity x 5 sites	724.71	112.84	837.55
203290	WJ Fire	Fire Alarm Maintenanac - Ash Centre/Workshop	160.00	32.00	192.00
203291	Came & Co	Motor Breakdown Schedule x 2 vehicles	260.00	0.00	260.00
203292	CANX	CANX	0.00	0.00	0.00
203293	Hampshire Metalcrafts Ltd	Height Barrier at Harpers Rec	1,735.00	347.00	2,082.00
203294	Lockrite Security Ltd	Padlock for Harpers car park	32.08	6.42	38.50
203295	Castle Water	Ash Centre x 4 invoices	878.51	0.00	878.51
203296	Accurate Mechanical Services	Inspection and repair of AC system at Ash Centre	659.50	131.90	791.40
203297	Fardl Ltd	Annual service of John Deer tractor and Kubota	780.98	156.20	937.18
203298	Gavin Jones Ltd	Grass cutting Ash Cemetery	1,064.28	212.86	1,277.14
203299	Homebase	Padlock and weed killer	40.63	8.12	48.75
203300	Joel Baker	Cable and set up for eagle Radio Village Fun Day	240.00	48.00	288.00
203301	Mirage Cleaning Services	Cleaning services Ash Centre August	481.00	96.20	577.20
203302	Phase	Ink cartridge	19.32	3.86	23.18
203303	St John Ambulance	First Aid cover for Christmas Fantasia 2017	207.00	41.40	248.40
203304	CANX	CANX	0.00	0.00	0.00
203305	PSK	External security August 2017	197.40	39.49	236.88
203306	SSALC Ltd	C Olive G Bidwell GDPR Training - 5 September	96.00	19.20	115.20
203307	South East Water	Ash Centre Public Toilets water Jul- Aug	23.90	0.00	23.90
203308	SSE	Street lighting August	434.53	86.90	521.43
203309	Carole Olive	Petty Cash August	56.73	5.24	61.97
203310	Guildford Borough Council	Road Closure for Fantasia	136.00	0.00	136.00
203311	Imran Tariq	Deposit refund for hall hire	225.00	0.00	225.00
203312	JP & S Services	Petrol and Oil August	203.29	40.65	243.94
203313	HMRC	PAYE/NIC contributions August	3,350.07	0.00	3,350.07
203314	The Surrey Pension Fund	PAYE/NIC contributions August	2,661.37	0.00	2,661.37
203315	Prime One Maintenance	Supply & install 55 products	15,206.18	3,041.24	18,247.42
203316	Prime One Maintenance	Routine maintenance	2,224.11	444.82	2,668.93
	DD Land Registry	Land search	6.00	0.00	6.00
	DD Land Registry	Land search	18.00	0.00	18.00
	DD British Gas	Harpers Scout Hut gas May to August	45.76	2.28	48.04
	DD British Gas	Ash Centre gas July to August	90.05	4.50	94.55
	DD Franco Postalia Ltd	Postage download	100.00	0.00	100.00
	DD Insight Systems Ltd	Photo copying June to September	45.59	9.12	54.71
	DD Land Registry	Ash Manor/ Ash Green searches	78.00	0.00	78.00
	BACS Staff	Salaries August	12,815.22	0.00	12,815.22
	BACS ZCAROLEB	Flouresesent lamps	91.92	18.38	110.30
			48,510.73	5,185.07	53,695.80

Signature of Certification ..... Chairman of Finance & Administration ..... Chairman of the Council..... 

11.09.2017

## Agenda Appendix D

**ASH PARISH COUNCIL**  
**GRANTS OF CEMETERY RIGHTS**

**Exclusive Rights in respect of Burials**

<b>Deed No.</b>	<b>Deed Applicant</b>	<b>Deed Applicant Address</b>	<b>Grave Space</b>
1586	Caroline Turner	8 Queen Elizabeth Way Woking Surrey GU22 9AQ	L 114
1583	Christopher Green	Manor Bungalow Layer Breton Heath Layer Breton Colchester CO2 0PW	M 264

**MINUTE APPENDIX A**

**During the public adjournment the following points were raised:**

A query was raised in connection with the re surfacing work being undertaken along Shawfield Road and as to whether this was a full resurface.

**Cllr Nigel Manning advised that is was only patching taking place.**

It was asked if the Council knew anything with regard to the cameras that had appeared on steel poles at the following locations, near the Railway Bridge in Harpers Road, near the Lion Brewery, Harpers Road, Ash Hill Road and Wyke Lane.

**It was agreed that the Council would contact Surrey County Council to ascertain the purpose of these cameras.**

A new lighting tube has been installed in the Shawfield Road Pedestrian Tunnel but the fittings had not been cleaned at the same time and there is a light angled downwards.

**The Parish Office will contact Guildford Borough Council**

Concerns were raised in connection with work being undertaken on the land opposite Foreman Park.

**Cllr Paul Spooner advised that Guildford Borough Council had issued an Enforcement notice to stop the work.**

Concerns were raised re trees being chopped down on private land behind Foreman Manor.

**Cllr Nigel Manning advised as the land concerned was private property so long as the trees did not have Tree Protection Orders then there was no problem. However Cllr Mrs Jo Randall would follow this up.**

Concerns were raised in connection with the amount of gravel that was left in the road following the pothole filling in Foreman Park.

**The Council Office will advise Surrey County Council of the poor quality of the work.**

It was reported that there was a loose manhole cover in the road outside number 18 Ash Hill Road.

**The Parish Office will report to the appropriate utility company.**

It was reported that there was a wheel rim and tyre on the pavement near to the pathway next to the Dover Garage.

**The Parish Office will report this to Guildford Borough Council.**

It was reported that a grey wheelie bin has been left on the pavement in Guildford Road between the level crossing and the Dover Garage which is full of rubbish.

**The Parish Office will report to Guildford Borough Council.**



Concerns were raised in connection with a large Holly Hedge overhanging the pavement near to the bus shelter outside the flats in Guildford Road and a hedge that needs cutting back by the bus shelter in Guildford Road just past the roundabout.

**The Parish Office will check ownership of both areas and advise the appropriate party.**

A query was raised as to whether the Local Plan was official yet.

**Cllr Paul Spooner advised that the consultation period had finished and is continuing through the local process. It was anticipated that it would go before the Inspector in about 1 years time.**

A query was raised as to whether the new railway franchise holder, South Western Railways, would support the proposed bridge on the Ash Level Crossing.

**Cllr Paul Spooner advised that the bridge was the responsibility of Network Rail but that South Western Railways did support the construction of a bridge.**

It was reported that a tree branch is banging onto a street light in Ash Church Road, opposite Foreman Park.

**The Parish Office will report to Surrey County Council.**

It was reported that a telegraph pole is being held by one strand of wire, a works order has been place on the pole.

**The Parish Office will ascertain the works order number and chase accordingly.**

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