

## ASH PARISH COUNCIL

### Minutes of the Meeting of the Council held in the Ash Centre, Ash Hill Road, Ash on Monday 12 March 2018 which commenced at 7.25pm

Chairman of the Council:	Cllr Nigel Manning	✓
Vice Chairman	Cllr John Tonks	✓
	Cllr Laurence Armes	A
	Cllr Martin Burgess	✓
	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	A

✓ Present

x Not Present

A Apology for Absence

### Part I – Public Session

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

Apologies for absence were received from Cllr Laurence Armes, Cllr Andrew Gomm, Cllr Mrs Jayne Hewlett, Cllr Nigel Kearse and Cllr Paul Spooner.

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

The Local Code of Conduct – Disclosure of Interests for Committee Meetings held during February 2018 as indicated at Agenda Appendix A were noted. There were no disclosures of interest declared for this meeting.

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

The minutes of the Meeting of the Parish Council held on Monday 12 February 2018, copies of which have been circulated to members, were confirmed as a true record and signed by the Chairman of the Council.

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

Surrey County Council – Public Footpath Closure - Footpath 351 (Ash)

The closure will prohibit all traffic on foot or by any other means from entering or proceeding along the length of Public Footpath 351 from its junction with Footpath 349 in a general north easterly direction for approx. 222metres. The closure is for safety reasons during construction works from 15 March 2018 to 15 September 2018.

Cllr Manning advised this footpath is off of Ash Green Lane West.

Details of the closure and the plan will be placed on the Parish website.

A Navigation Update has been received from the Basingstoke Canal Authority, advising all lock flights will be open from 12.03.2018. The winter works programme continues for the next couple of weeks but with nothing that obstructs navigation.

Ash in Bloom 2018. Nominations should be made by the end of June 2018.

A Friary Guildford Brass Band has been arranged for Saturday 17 November 2018. Further details to be announced.

**131. 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).***

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

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

<b>Planning</b>	<b>12 February 2018 Minute Number 151-158</b>
<b>Planning</b>	<b>26 February 2018 Minute Number 159-167</b>
<b>Amenities, Finance and Administration</b>	<b>26 February 2018 Minute Number 138-154</b>

**133. Grants of Cemetery Rights** (*agenda item 7*)

To authorise the issue of Grants of Exclusive Rights in respect of Burials as at Appendix B.

**134. Monthly Financial Statement.** (*agenda item 8*)

A summary of the monthly Financial Statements giving details of February 2018 payments as at Agenda Appendix C were presented to the Council by the Chairman of the Finance and Administration Committee and authorised.

**135. Ash Parish Council Policy Documents.** (*agenda item 9*)

Members noted the following policy documents have been reviewed:

- a) Standing Orders: no amendments required at this time
- b) Financial Regulations: no amendments required at this time.
- c) Investment Strategy: no amendments required at this time
- d) Chairmanship: no amendments required at this time.
- e) Code of Conduct: no amendments required at this time
- f) Administrative Risk Management Policy: no amendments required at this time
- g) Governance and Management Risk Register: no amendments required at this time.
- h) Statement on Internal Control: no amendments required at this time

- i) Complaints Procedure: no amendments required at this time.
- j) Freedom of Information Policy: no amendments required at this time.
- k) Health and Safety Policy: Document under regular review and amended as necessary.

Risk Assessments (including Fire Risk Assessment): All Risk Assessments reviewed and amended as necessary by the Clerk and the Grounds Charge Hand.

COSHH Assessments: All assessments renewed in 2017/18.  
All assessments are under regular review and amended as necessary.

All documents available for viewing at Parish Office

**136. Internal Audit Programme. (agenda item 10)**

Members considered the effectiveness of the Internal Audit Programme as issued by Auditing Solutions Ltd and it was:

***Resolved upon consideration that the effectiveness of the Internal Audit Programme be agreed.***

**137. Fidelity Guarantee. (agenda item 11)**

Members noted that the policy in force with Zurich Insurance plc automatically gives Fidelity Guarantee cover of £2,000,000.00

**138. Ash Parish Council – Street Lighting Contact. (agenda item 12)**

The current Street Lighting Contact with Prime One Maintenance Ltd was agreed in 2017 for a period of four years with a cost per light of £3.57 per light per month. This contract gave an option to extend for a further two years.

Members considered a report from Graham Bidwell regarding an offer from Prime One for a fixed rate contract for twelve years at the same rate of £3.57 per light per month with an option to extend for a further two years.

The new contract can either replace the existing contract or take effect when the existing contract expires in 2021 and it was:

***Resolved upon consideration that the twelve year contract at the rate of £3.57 per light per month with an option to extend for a further two years be agreed with immediate effect.***

**139. Guildford Borough Council Committee on Standards in Public Life – consultation of the review of ethical standards in local government. (agenda item 13)**

Members considered the consultation on the review of ethical standards in local government and it was:

***Resolved upon consideration that the Clerk to the Council will circulate the details of the consultation and that members could either respond individually or forward their comments to the Clerk for a collated response.***

**140. Guildford Borough Council  
Corporate Plan Consultation.** *(agenda item 14)*

Members considered the Guildford Borough Council Corporate Plan consultation which runs from 1 March 2018 to 29 March 2018 and it was:

***Resolved upon consideration that the Clerk to the Council will circulate the details of the consultation and that members should respond individually.***

**141. Correspondence** *(agenda item 12)*

There was no correspondence to report.

**142. Next Meeting** *(agenda item 13)*

The date of the next meeting is Monday 9 April 2018 at 7pm or following the close of the Planning Committee meeting if this is later.

*The meeting closed at 7:40pm*

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

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

**AGENDA APPENDIX A**

**ASH PARISH COUNCIL**  
**LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS**  
**February 2018**

<b>DATE OF MEETING</b>	<b>MEMBER</b>	<b>MINUTE REF &amp; PAGE NO.</b>	<b>TYPE AND NATURE OF INTEREST</b>
<b>PLANNING</b> 12 February 2018			
<b>PLANNING</b> 26 February 2018			
<b>AMENITIES, FINANCE &amp; ADMINISTRATION</b>  26 February 2018	Cllr Paul Spooner  Cllr Mrs Pat Scott	Page 80 Minute 147  Page 80 Minute 146	Personal Cllr Spooner is the secretary of Mytchett Athletic FC  Personal Cllr Mrs Pat Scott is an active member of the Scout Association

**AGENDA APPENDIX B****ASH PARISH COUNCIL**  
**GRANTS OF CEMETERY RIGHTS****Exclusive Rights in respect of Burials**

			<b>Grave Space</b>
1602	Danielle Jane Pullen	35 Ewins Close Ash Surrey GU12 6RZ	P 23
1603	Stephen Patrick Barnett	10 Farm Walk Ash Green Surrey GU12 6HX	H 438

Meeting of the Council

Agenda

Monday 12 March 2018

## Appendix C

## Accounts received February 2018

## Payments February/March 2018

Chq No	Payer	Service	Net	V.A.T	Total
3521	Electric Center	Light Bulbs - Ash Centre	9.00	1.82	10.91
3522	Joel Baker	IT Upgrades and Instalation	570.00	114.00	684.00
3523	SE Water	1/2 year Water Rates - Harpers Scout hut	50.22	0.00	50.22
3524	Stopgap Dance Co	Deposit Refund following booking	230.00	0.00	230.00
3525	Longacres Nursery	Renewal of Hanging Basket Brackets	925.98	185.20	1,111.18
3526	Amberof	30 x Replacement Hanging Baskets	846.15	169.23	1,015.38
3527	AJ Signs	Salt Bin Signage	98.80	19.78	118.58
3528	Fix-a-Door	Workshop Roller Door Maintenance/Service	536.20	107.24	643.44
3529	Graham Graeves Hurd	Light Replacement - Workshop (H&S matter)	600.00	0.00	600.00
3530	GLS Educational Supplies	Cleaning Materials/Stationery Items	71.58	14.31	85.87
3531	GLS Educational Supplies	Replacement Office Chair	109.99	22.00	131.99
3532	PTH Hire Group	Cutting Discs/PPE - Clearance Carrington Compound	66.34	11.27	67.61
3533	Joel Baker	Office 365 Security Upgrade (GDPR compliance)	1,521.60	304.32	1,826.92
3534	Swiftest (Aldershot) Ltd	Service/Repairs NJ10ZXH	276.84	55.77	334.61
3535	SWALEC	1/4ly Electricity Accounts x 4 sites	806.02	146.85	855.87
3536	C Jenkins	Deposit Refund following booking	65.00	0.00	65.00
3537	AJ Signs	Banding and Buckles - hanging Basket Installation	246.58	49.31	295.87
3538	Chambers Waste Management	Skip Hire - Clearance carrington Compound	297.00	69.40	356.40
3539	Delta Point (Cups Direct)	Hot Water and Cold Water Plastic Cups - Ash Centre	69.68	11.99	71.86
3540	GLS Educational Supplies	Cleaning Materials/Stationery Items	137.31	27.46	164.77
3541	T Hopkins Tree Services	Priority 1 and 2 works ref Tree Survey	570.00	0.00	570.00
3542	IDEA	Local Government Association Subscription 2018/2019	450.00	90.00	540.00
3543	Insiight Systems Ltd	Photocopier Maintenance	106.62	21.70	130.22
3544	JP&S Services	Petrol/Oil February 2018	183.72	36.74	220.46
3545	Mirage Cleaning Services	Ash Centre Cleaning - February 2018	481.00	96.20	577.20
3546	Prime One Maintenance Ltd	Street Lighting Monthly Maintenance + Emergency Call Out	2,483.79	496.78	2,980.55
3547	SE Water	Monthly Water Charges - Public Toilets	12.56	0.00	12.56
3548	Southern Electric (SSE)	Streetlighting Power February 2018	393.01	78.60	471.61
3549	Treasured Memories	Temporary Memorial	38.75	7.76	46.50
3550	WJ Fire Lid	Fire Alarm and Emergency Lighting Maintenance	240.00	48.00	288.00
3551	CANX	CANX	0.00	0.00	0.00
3552	HMRC	PAYE/NIC February 2018	3,364.82	0.00	3,364.82
3554	Surrey Pension Fund	Pension Contributions - February 2018	2,696.80	0.00	2,696.80
BACS	Staff	Salaries - February 2018	12,484.84	0.00	12,484.84
DD	British Gas	1/4ly Gas Account - Harpers Scout Hut	263.36	13.16	276.52
DD	British Gas	Monthly Gas Account - Ash Centre	280.43	14.52	304.95
			<b>31,680.94</b>	<b>2,203.35</b>	<b>33,784.29</b>

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

12.03.2018

**MINUTE APPENDIX A**

A resident advised that following a recent burglary at his home the Police had not attended but simply issued a crime number over the phone.