

ASH PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held in the Ash Centre, Ash Hill Road, Ash on Monday 14 May 2018 which commenced at 7:10pm

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

✓ Present

x Not Present

A Apology for Absence

Part I – Public Session

1. To elect the Chairman of the Council for the ensuing year (agenda item 1)

On the nomination of Cllr John Tonks seconded by Cllr Jo Randall and there being no other nominations, **Cllr Nigel Manning** was elected to serve as **Chairman of the Council** for the ensuing year.

2. To receive the Chairman's Declaration of Office (agenda item 2)

In accordance with the statutory requirement, Cllr Nigel Manning took the Oath of Office and signed the Declaration of Acceptance of Office as Chairman of the Council for the ensuing year.

3. To receive Apologies for Absence (agenda item 3)

Apologies for absence were received from Cllr Jayne Hewlett, Cllr Marsha Moseley, Cllr Paul Spooner, Cllr Bill Cole and Cllr Martin Burgess.

4. To receive Disclosures of Interest (agenda item 4)

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

5. To elect the Vice-Chairman of the Council for the ensuing year (agenda item 5)

On the nomination of Cllr Nigel Manning, seconded by Cllr Andrew Gomm and there being no other nominations, **Cllr John Tonks** was elected to serve as **Vice-Chairman of the Council** for the ensuing year.

6. Ash Parish Council Committees (agenda item 6)

Members considered the twelve month trial merger of the Amenities Committee and the Finance and Administration Committee and it was:

Resolved upon consideration to continue with the merged Amenities, Finance and Administration Committee.

7. To elect Councillors to serve upon the following Committees (agenda item 7)

The list of nominees put forward for the Amenities, Finance and Administration Committee and the Planning and committees were read out by the Chairman of the Council and it was:

Resolved upon consideration that members be elected to serve on the council committees as follows:

Amenities, Finance and Administration Committee:

Cllr Laurence Armes
Cllr Martin Burgess
Cllr Bill Cole
Cllr Andrew Gomm
Cllr Nigel Manning
Cllr Pat Scott
Cllr Paul Spooner

Substitutes:

Cllr Jayne Hewlett
Cllr Nigel Kearse
Cllr Marsha Moseley
Cllr Jo Randall
Cllr John Tonks

Planning Committee:

Cllr Laurence Armes
Cllr Nigel Kearse
Cllr Nigel Manning
Cllr Mrs Marsha Moseley
Cllr Jo Randall
Cllr John Tonks

Substitutes:

Cllr Andrew Gomm
Cllr Mrs Pat Scott

8. To elect Chairman and Vice-Chairman of the following committees (agenda item 8)**Planning Committee:**

On the nomination by Cllr Mrs Jo Randall, seconded by Cllr Nigel Manning, and there being no other nominations, **Cllr Mrs Marsha Moseley** was elected to serve as **Chairman of the Planning Committee** for the ensuing year.

On the nomination by Cllr Nigel Manning, seconded by Cllr Nigel Kears, and there being no other nominations, **Cllr Mrs Jo Randall** was elected to serve as **Vice-Chairman of the Planning Committee** for the ensuing year.

Amenities, Finance and Administration Committee:

On the nomination by Cllr Nigel Manning, seconded by Cllr Laurence Armes, and there being no other nominations, **Cllr Paul Spooner** was elected to serve as **Chairman of the Amenities, Finance and Administration Committee** for the ensuing year.

On the nomination by Cllr Andrew Gomm, seconded by Cllr Pat Scott, and there being no other nominations, **Cllr Laurence Armes** was elected to serve as **Vice-Chairman of the Amenities, Finance and Administration Committee** for the ensuing year.

9. To nominate Members of the Council or a representative to serve as the Council's representative on the following bodies (agenda item 9)

The list of nominees put forward for the position as the Council's representative on the following bodies was read out by the Chairman of the Council and it was:

Resolved upon consideration that the following Members are nominated to serve as the Council's representative on the following bodies:

Body	Representative(s)
The Charity of Henry Smith and Others	Cllr Mrs Pat Scott
Ash Citizens Advice Bureau Management Committee	Cllr Mrs Pat Scott
Farnborough Aerodrome Consultative Panel	Cllr Bill Cole
Surrey Association of Local Councils	Cllr John Tonks
Victoria Hall Management Committee	Cllr Mrs Jayne Hewlett
Ash and District Local History Museum Society	Cllr Mrs Marsha Moseley substitute Cllr Andrew Gomm
Blackwater Valley Countryside Partnership	Cllr Mrs Jo Randall
Ash Network (previously Joining In)	Cllr Mrs Pat Scott

10. To consider the payment of Annual Subscriptions (agenda item 10)

The list of annual subscriptions as shown below was received:

ICCM (Institute of Cemetery and Crematorium Management)	£ 90.00
Local Council Review	£ 17.00
National Association of Local Councils	£ 939.96
Society of Local Council Clerks	£ 233.00
South East Employers	£ 203.00
Surrey Association of Local Councils	£1650.00
IDEA (Local Government Association)	£ 540.00
TOTAL	£3672.96

and it was:

Resolved upon consideration that the payments of Annual Subscriptions as listed above are made.

11. To consider and approve the payment of the following accounts by variable direct debit (agenda item 11)

Public Works Loan Board
British Gas (Ash Centre + Harpers Scout Hut)
Francotype Postalia (Franking Machine Credit)
Land Registry (Land Searches as required)
British Telecom (Telephone/Fax/Broadband)
Shire Leasing (Telephone System)
BNP Paribas (Copier/Printer Maintenance)
Information Commissioners Office (Annual Registration)
Sage Payroll and HR Software and Support
Surrey County Council (DBS Checks)
TV Licensing
NEST Pension Scheme

and it was:

Resolved upon consideration that the above listed accounts are paid by variable direct debit.

12. To confirm the Minutes of the previous meeting (agenda item 12)

The minutes of the meeting of the Parish Council held on Monday 9 April 2017, copies of which have been circulated to members, were confirmed as a true record and signed by the Chairman of the Council.

13. Chairman's Announcements (agenda item 13)

All matters raised at the April 2018 meeting of the Council have been reported to the relevant authority.

The issues with four faulty Inspection covers raised at the March meeting were reported to Surrey County Council on 13 March 2018 and chased again on 23 April. The inspection cover outside the paper shop had been repaired but was rattling again.

The loose drain cover on the Guildford Road was reported to Thames Water who have the work in hand (reference number 1015939841).

The damaged street name plate for Foreman Road / Grange Road was reported to Guildford Borough Council and the work was completed by 10 April 2018.

The flooding at Ash Station Level Crossing was reported to Network Rail and the following response from their Community Relations Team was received on 16 April:

Thank you for contacting Network Rail with regards to flooding at Ash Station Level Crossing. This issue has recently been addressed by our Engineers in response to an email from Surrey County Council Highways. Further to investigations on site, it was found that the Network Rail culvert under the tracks, next to the level crossing, had been blocked by a third party land owner. Historic records indicate this landowner has backfilled the receiving watercourse draining our culvert. We currently understand this issue now rests with Surrey County Council acting as the Lead Local Flood Authority to speak with the landowner to restore the watercourse to a suitable standard as defined within the Flood and Water Management Act 2010. The Chairman advised it was likely that Guildford Borough Council was actually the lead local Flood Authority.

SCC have notified us of a Temporary Prohibition of Traffic Order for Lynchford Road (D4045) Ash Vale. The order comprises the level crossing and 10 metres either side, a total distance of 30 metres during the hours of 10pm to 6am. The work is expected to take 2 nights although the Order extends for 3 months commencing on 20 May 2018.

SCC have notified us of an extension to the Temporary Prohibition of Traffic Order for Public Footpath No. 355 (Ash). The order was made on 1 May 2017 on the grounds of the likelihood of danger to the public due to redevelopment of land. The Order was due to expire on 1 November 2017 and was extended to 1 May 2018 and has now been continued in force by the Secretary of State for Transport until 1 May 2019 or until the completion of the works.

Traffic was disrupted during the Southern Gas Networks utility works that were due to be completed from 3 April to 25 May 2018. The work involved laying the mains connection in Mytchett Road, Mytchett and multi-way signals were in use. The work had been completed.

14. **Adjournment** (*agenda item 14*)

Members gave consideration to adjourning the meeting for a maximum period of 25 minutes, to enable members of the public to raise questions and it was:

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).

Mr Richard Tolley, on behalf of local residents, asked that their thanks be officially recorded for the service and dedication given by the Clerk to the Council, Carole Olive upon her retirement.

15. **Reports of Committees** (*agenda item 15*)

It was resolved that the reports of the following committees, copies of which have already been circulated to all members of the Council, be approved and that the recommendations therein be adopted:

Planning	9 April 2018	Minute Number 185 to 193
Planning	23 April 2018	Minute Number 194 to 206
Amenities, Finance and Administration	23 April 2018	Minute Number 178 to 193

16. **Monthly Financial Statement** (*agenda item 16*)

A summary of the monthly Financial Statements giving details of April 2018 payments as at Agenda Appendix C was presented to the Council by the Vice Chairman of the Amenities, Finance and Administration Committee and authorised.

17. **Ash Parish Council – Financial Regulations** (*agenda item 17*)

(a) Members noted that due to the three month hand over period for the Clerk to the Council/RFO role, the monthly BACS figure for salaries has exceeded the upper limit of £14,000 as stated in Regulation 5.3 of the Financial Regulations.

(b) Members considered whether to raise the upper limit and it was:

Resolved upon consideration that the upper limit for the payment of the payroll by BACS is raised by £1,000 to £15,000.

18. Ash Parish Council Standing Orders (agenda item 18)

Members considered adopting the new Model Standing Orders as issued by NALC which refer to legislation introduced since the last model standing orders were published, including the General Data Protection Regulations and it was:

Resolved upon consideration that the new Model Standing Orders be adopted.

19. General Data Protection Regulations (agenda item 19)

Members considered adopting the following policies in order to comply with the new General Data Protection Regulations that come into effect from 25 May 2018:

- i. Data Protection Policy May 2018
- ii. Retention and Disposal Policy May 2018

and it was:

Resolved upon consideration that the Data Protection Policy May 2018 and the Retention and Disposal Policy May 2018 be adopted.

20. Ash Parish Council – Desktop PC's (agenda item 20)

Members considered a report from JB Computers regarding a necessary upgrade of the Parish Office Desktop PC's. The new units will contain a Trusted Platform Module to enable encryption of all data and will give 8GB memory. The cost of replacing the five desktop PC's will be approx. £4,500 + VAT plus £900 installation + VAT. It was:

Resolved upon consideration that the necessary upgrade be agreed at a cost of approx. £4,500 + VAT, plus £900 installation + VAT.

21. Investment Strategy (agenda item 21)

Members considered a revised investment strategy following the issue of Statutory Guidance on Local Government Investments (3rd Edition) effective for financial years commencing on or after 1 April 2018 and it was:

Resolved upon consideration that the revised investment strategy be adopted.

22. CCTV (agenda item 22)

(a) Members considered a report on the CCTV system covering the Ash Centre and the recommendations of Prime One Maintenance Ltd for the replacement of 8 cameras and ancillary equipment at a total cost of £7,716.98 + VAT and it was:

Resolved upon consideration that the replacement of eight closed circuit television cameras and ancillary equipment at a total cost of £7,716.98 + VAT be agreed.

(b) In addition Members considered a CCTV Routine Maintenance Contract offered by Prime One Maintenance Ltd in respect of all CCTV cameras and ancillary equipment owned and operated by Ash Parish Council as at 02.05.2018, at a cost of £1,876.96 + VAT per month. The contract is offered for 5 years with an option to extend for a further 2 years and it was:

Resolved upon consideration that a five year routine maintenance contract, with the option to extend for a further two years, in respect of all CCTV cameras and ancillary equipment owned and operated by Ash Parish Council as at 02.05.2018, at a cost of £1,876.96 + VAT per month be agreed.

23. Correspondence (agenda item 23)

There was no correspondence.

24. Next Meeting (agenda item 24)

The Chairman of the Council Cllr Nigel Manning gave his formal thanks for the long service, excellent working relationship and dedication to overcoming challenges given by the retiring Clerk to the Council, Carole Olive.

The next meeting is on Monday 11 June 2018 commencing at 7.00pm or following the close of the Planning Committee Meeting if this is later.

The meeting closed at 7.45pm

Chairman: _____

Date: _____

AGENDA APPENDIX A**ASH PARISH COUNCIL****LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS****April 2018**

DATE OF MEETING	MEMBER	MINUTE REF & PAGE NO.	TYPE AND NATURE OF INTEREST
PLANNING 9 April 2018			No Declarations of Interest recorded
PLANNING 23 April 2018			No Declarations of Interest recorded
AMENITIES, FINANCE & ADMINISTRATION 23 April 2018			No Declarations of Interest recorded

Accounts received April 2018

Agenda Appendix B

Payments April/May 2018

Chq No.	Payee	Service	Net	V.A.T	Total
3592	A&P Services (Surrey) Ltd	Parts and Labour to HRH536- MZBU	76.68	15.33	92.01
3593	D.P. Brookes	Removal and replacement of disabled toilet - Damp Proofing	650.00	0.00	650.00
3594	Hampshire Metal Crafts	Repair to Transit Tipper NJ10 ZXH	487.00	97.40	584.40
3595	Honey Brothers	Blades/Cutting Line/ Stihl Fuel Filling System	122.47	30.42	152.89
3596	Homebase	Gate Fixtures/Paint	51.21	10.26	61.47
3597	Joel Baker	Set up 2 x New Users/Reinstall Server Connector	100.00	20.00	120.00
3599	GLS Educational Supplies	Cleaning Products Ash Centre/PTS	39.97	7.99	47.96
3600	Carole Olive	Petty Cash March 2018	68.07	12.07	80.14
3601	SSALC Limited	2018/19 LCR Magazine Subscription	17.00	0.00	17.00
3602	South East Employers	Associate Membership April 2018	203.00	40.60	243.60
3603	SSE	1/4ly Electricity Ash Centre/Public toilets/Library,Fairs	1,002.45	169.72	1,163.17
3604	W.J. Fire Limited	Replacement Emergency Lighting/Replacement Lamps.	90.00	18.00	108.00
3605	C D Green	Refund of Allotment Deposit following surrender of tenancy	25.00	0.00	25.00
3606	Francotyp Postalia Ltd	Postage Rate Change credit shortfall	36.00	7.20	43.20
3607	LexisNexis	Arnold Baker Local Administrator Manual	59.99	0.00	59.99
3608	C Down	Deposit Refund following Hall Hire	230.00	0.00	230.00
3609	K Hollands	Deposit Refund following Hall Hire	67.50	0.00	67.50
3610	Royal British Legion	Replacement Chq for 203490 Silent Soldiers x 5	500.00	0.00	500.00
3490	Royal British Legion	Stopped Cheque following non receipt	-500.00	0.00	-500.00
3611	Accurate Mechanical Services Ltd	Install Access Panel to Boiler Flue - Ash Centre	211.60	42.32	253.92
3612	A & P Services (Surrey) Ltd	Parts for Kubota Mower	81.52	16.30	97.82
3613	Insight Systems Ltd	Photo Copying Feb - Apr 2018	265.98	53.20	319.18
3614	Lockrite Security Systems Ltd	Replacement Panic Bar to Small Hall Fire Exit	220.00	44.00	264.00
3615	Office Team Ltd	Office Items/Ink Cartridges	105.43	10.22	115.65
3616	Mirage Cleaning Services Ltd	Cleaning Service - Ash Centre	481.00	96.20	577.20
3617	JP & S	Petrol & Oil April 2018	137.24	27.45	164.69
3618	Phoenix HSC (UK) Ltd	IOSH Safety On Line Training Course - Kevin Graham-Willson	195.00	39.00	234.00
3619	PSK Limited	External Security April	193.20	38.64	231.84
3620	Prime One Maintenance Ltd	Routine Maintenance April 2018	2,224.11	444.82	2,668.93
3621	Rialtas Business Solutions	Year End Close Down 2017/2018	551.00	110.20	661.20
3622	Trade U.K. (Screwfix)	PPE - Work Boots and Work Trousers	101.64	3.33	104.97
3623	Shareplan Leaflet Distribution	Ash Matters Distribution	642.00	128.40	770.40
3624	South East Water	Water Charge Public Toilets Mar to Apr 2018	50.35	0.00	50.35
3625	SSE	Electricity Street Lights / Harpers Scouts Hut	509.28	84.63	593.91
3626	Lockrite Security Systems Ltd	2 Dead Locks & Mortice Keys	93.31	18.66	111.97
3627	Surrey ALC Limited	Subscriptions SALC and NALC 2018-19	2,589.96	0.00	2,589.96
3628	Swiftest (Aldershot) Ltd	Brake Replacements NJ10 ZXH	379.43	75.89	455.32
3629	Surrey Pension Fund	Pension Contributions - March 2018	3,126.26	0.00	3,126.26
3630	HMRC	PAYE/NIC Contributions April 2018	4,503.12	0.00	4,503.12
3631	Interserve	Watersafe Contract May to Aug 2018	95.29	19.06	114.35
3623	Getmapping plc	Parish Online Annual Fee May 2018 to May 2019	265.00	53.00	318.00
BACS	Staff	Staff Salaries April 2018	14,285.28	0.00	14,285.28
BACS	Neil Bidwell	Creation of New APC Website	378.84	0.00	378.84
DD	Land Registry	Land Searches	36.00	0.00	36.00
DD	FP Mailing	Franking Machine Rental 15/05/2018 to 14/08/2018	58.35	11.67	70.02
DD	FPLTD	Franked Postage Download	100.00	0.00	100.00
			35,206.53	1,736.98	36,943.51

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

14.05.18

MINUTE APPENDIX A

During the public adjournment the following points were raised:

It was reported that the culvert under Chester Road has been blocked with rubble. Could Surrey County Council or Guildford Brough Council ensure the offender takes the rubbish away. The Chairman asked that this be reported.

It was reported that the white wooden posts on Guildford Brough Council land outside the Dover Garage are loose. The Chairman asked that this be reported to Surrey County Council and permission for Ash Parish Council to rectify the work be requested.

The new street lights that had been replaced were very effective. The Chairman explained that they are also able to be dimmed.

A vehicle has been parked on the grass under the windows of properties near a gas box in Chester Road. The properties are believed to be owned by Vivid Housing Association.

A complaint was made that Shawfield Road speed humps/cushions were breaking up. The Chairman advised that the road had been put forward for resurfacing. Harpers Road had been suggested but Shawfield Road was felt to be more urgent.

Under the rail bridge at Lakeside Road/Vale Road a two foot puddle appears when it rains and pedestrians are at risk of getting soaked by passing traffic. The Chairman asked that this be reported.

It was reported that a speed hump in Vale Road near Wentworth Crescent needed attention. The Chairman asked that this be reported.