

## ASH PARISH COUNCIL

### Minutes of the Meeting of the Council held in the Ash Centre, Ash Hill Road, Ash on Monday 11 June 2018 which commenced at 7.00pm

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

✓ Present

x Not Present

A Apology for Absence

#### **Part I – Public Session**

#### **25. To accept Apologies for Absence. (agenda item 1)**

Apologies for absence were received from Cllr John Tonks, Cllr Paul Spooner, Cllr Jayne Hewlett and Cllr Pat Scott.

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

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

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

The minutes of the Annual Parish Council Annual held on Monday 14 May 2018, copies of which have been circulated to members, were confirmed as a true record and signed by the Chairman of the Council.

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

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

At the last meeting road surface issues were raised regarding Shawfield Road and Vale Road near junction with Wentworth Crescent. Surrey County Council have responded to say there are no "actionable defects at this time" although they will be closely monitored,.

The flooding under the Railway Bridge on Lakeside Road was reported on 16 May and SCC reported that the drains will be cleared and rodded when it is next wet.

The Ash Village Fete is to be held on Saturday 14 July 2018 from 12-4pm.

**29. 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).***

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

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

Planning	14 May 2018	Minute Number 207 – 217
Planning	29 May 2018	Minute Number 1 - 9
Amenities, Finance and Administration	29 May 2018	Minute Number 1 – 19

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

A summary of the monthly Financial Statement giving details of May 2018 payments as at Agenda Appendix B were presented to the Council by the Vice Chairman of the Amenities, Finance and Administration Committee and authorised.

**32. Internal Audit Report 2017/2018 Final Update.** (*agenda item 8*)

Members considered the Internal Audit Report Final Update for 2017/2018 and the response to the one recommendation raised and it was:

***Resolved upon consideration that the Audit Report Final Update for 2017/2018 and the one recommendation raised be agreed.***

**33. Year End Accounts 2017/18.** (*agenda item 9*)

Members considered the accounts for the year ending 31 March 2018 and it was:

***Resolved upon consideration that the accounts for the year ending 31 March 2018 be agreed.***

**34. Transfers to Ear Marked Reserves.** (*agenda item 10*)

Members considered the transfer of the 2017/18 surplus funds to ear marked reserves and it was:

***Resolved upon consideration to agree to:***

***Transfer the Ear Marked Reserve (EMR) Asset Renewal Fund amount of £13,710 shown on the balance sheet, to the Administration Cost Centre (901) under 4912 (EMR Asset Renewal Fund);***

***Transfer the Ear Marked Reserve Capital Rolling Fund from the balance sheet of £75,000, to the Administration Cost Centre (901) under 4900 (EMR Rolling Capital Programme); and***

***Transfer £5,000 from the General Reserve into Sundry Income (401 1089) to cover the costs of the new IT equipment from the Administration Cost Centre (401 4046).***

**35. Annual Governance and Accountability Return 2017/2018. (agenda item 11)**

Members considered the Annual Governance and Accountability Return for the year ending 31 March 2018 containing:

- i) Section 1: Annual Governance Statement 2017/2018
- ii) Section 2: Accounting Statements 2017/2018
- iii) The Annual Internal Audit Report 2017/2018

***Resolved upon consideration that the Annual Governance and Accountability Return for the year ending 31 March 2018 be agreed.***

**36. Ash Parish Council Investments. (agenda item 12)**

In accordance with Minute 184 and Minute 8 of the Amenities, Finance and Administration Committee meetings held on 23 April 2018 and 29 May 2018 respectively, Members considered the best way forward for the Close Brothers Investments. The investments matured on 23 May 2018 and a renewal rate of 1.65% AER was initially agreed with Close Brothers which they have since reneged on. Their new rate offered is a competitive 1.1% AER. The investments were being held over with Close Brothers until 12 June 2018 in order that a review of alternative market rates could be considered and a decision on the way forward made at this meeting. It was:

***Resolved upon consideration for Cllr Manning to make enquiries of Virgin Money Banking who suggest on-line that they are offering 1.6% and if this was the case to invest the 2 x £100,000 with them for a fixed 1 year term.***

**37. Correspondence. (agenda item 13)**

Correspondence was received from The Mayor of Guildford Cllr Mike Parsons who is looking for Parish events to be invited to. Cllr Nigel Manning suggested that he be invited to the Village Fete to be held on 14 July 2018.

A card was received from Carole Olive thanking all councillors and residents for the evening reception held for her on 14 May 2018 and for all the gifts and flowers she received on her retirement as Clerk to Ash Parish Council.

**38. Next Meeting. (agenda item 14)**

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

*The meeting closed at 7.30pm*

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

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

**AGENDA APPENDIX A****ASH PARISH COUNCIL****LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS****May 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 14 May 2018</b>			No declarations of interest.
<b>PLANNING 29 May 2018</b>			No declarations of interest.
<b>AMENITIES, FINANCE &amp; ADMINISTRATION 29 May 2018</b>			No declarations of interest.


## AGENDA APPENDIX B

## Accounts received May

## Agenda Appendix B

## Payments May/June 2018

<u>Chq No.</u>	<u>Payee</u>	<u>Service</u>	<u>Net</u>	<u>V.A.T</u>	<u>Total</u>
3633	W J. Fire Ltd	Replacement Fire alarm panel	485.00	97.00	582.00
3634	Homestart Guildford	Final payment (Donation)	115.60	0.00	115.60
3635	Joel Baker Computers	5 x Dell Optiplex PCS/screens and sound bars	4,363.65	872.73	5,236.38
3636	Water Choice	Carrington Rec water Nov 17 to May 18	38.38	0.00	38.38
3637	SSE	Toilet block electricity Carrington/Scouts hut Jan 18 to April 18	31.44	1.57	33.01
3638	Cranleigh Parish Council	Memorial Management Training Course x 2	160.00	32.00	192.00
3639	Guildford Borough Council	Temporary Events Notice for Village Fete	21.00	0.00	21.00
3640	Guildford Borough Council	Street Trading Consent for Village Fete	17.00	0.00	17.00
3641	GLS Educational Supplies	Stationery/ cleaning products	95.30	37.82	133.12
3642	Emo Oil	Packed gas Oil 205 Ltrs x 2	471.50	23.58	495.08
3643	Water Choice	PTS Ash Centre	115.65	0.00	115.65
3644	Auditing Solutions Ltd	Internal Audit final visit 8 May 2018	420.00	84.00	504.00
3645	Accordial Limited	Service Maintenance of movable doors	510.00	102.00	612.00
3646	GLS Educational Supplies	Bin liners and refuse sacks	56.97	11.39	68.36
3647	HHGL (homebase)	Weed killer/knee pads/descaler/various equipment for PTS/grout/sei	139.02	27.70	166.72
3648	Joel Baker Computers	IT issues May/GDPR 365 Office set up April	3,153.60	630.72	3,784.32
3649	Kebur Garden Materials	10 bags of multi compost	43.17	8.63	51.80
3650	Mirage Cleaning Services	Ash Centre cleaning May 2018	481.00	96.20	577.20
3651	Nature in Balance	Mole traps and clearance Harpers Recreation Ground	420.00	0.00	420.00
3652	Office Team	Copier paper	64.90	12.98	77.88
3653	Prime One Maintenance	Routine lighting maintenance May 2018	2,224.11	444.82	2,668.93
3654	PSK Ltd	External security May 2018	341.25	68.25	409.50
3655	Swiftest Aldershot Ltd	Crankshaft Pulley/Crank Damper Pulley/Aux Drive Belt ND57NSF	317.36	63.47	380.83
3656	CANX	CANX	0.00	0.00	0.00
3657	Trade UK (screwfix)	Cable ties and bungee cords and hooks	24.93	4.99	29.92
3658	HMRC	PAYE/NIC Contributions - May 2018	4,460.75	0.00	4,460.75
3659	Surrey Pension Fund	Pension Contributions - May 2018	2,959.22	0.00	2,959.22
3660	Amanda Doe	Allotment Shaw 14 deposit refund	25.00	0.00	25.00
3661	David Best	Allotment Shaw 36b deposit refund	25.00	0.00	25.00
3662	SSE	Street Lighting May 2018	436.18	87.23	523.41
3663	JP & S	Petrol & Oil May 2018	245.39	49.07	294.46
BACS	Staff Salaries	Staff Salaries May 2018	14,221.42	0.00	14,221.42
DD	Nest Pension	Contribution April 2018	65.16	0.00	65.16
DD	BNP Paribas	Rental photocopier May 18 to Aug 18	955.00	191.00	1,146.00
DD	British Gas	Harpers Scout Hut gas Feb 18 to May 18	195.75	9.78	205.53
DD	British Gas	Ash Centre gas March 18 to May 18	274.75	13.73	288.48
			<b>37,974.45</b>	<b>2,970.66</b>	<b>40,945.11</b>

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

11.06.2018

**MINUTE APPENDIX A**

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

- 1. The speed bumps and cushions in Vale Road (north) have disintegrated on both sides.**

This item was noted as it had previously been reported to Surrey County Council. Whilst it did not yet meet their safety matrix standard they were monitoring them.

- 2. There was a large pothole on the Guildford Road by Ash Station.**

Cllr Randall advised that these holes have been marked orange so have already been reported.

- 3. A question was raised as to whether there have been any further updates on a post office in Ash.**

Cllr Manning advised that there have been no further updates recently and there has been no interest from any local shops taking on a Post Office in the past. The Christmas Bakery building will be empty as the business is moving to The Wharf from Ash Hill Road. It was suggested by Cllr Manning that this building could be an option for a Post Office in the future if there was any interest shown on taking it on.

- 4. Concerns were raised about The Car Park in Foreman Road and who is responsible for it.**

Cllr Manning advised that the Car Park could be the responsibility of the residents or the developers as it is private land.

- 5. There appears to be an abandoned vehicle in the bottom car park in Foreman Road.**

Cllr Manning suggested the resident should check whether the vehicle is taxed and MOT'd on line and if it is not, to report it to Guildford Borough Council.

- 6. There is a shed in the back garden behind no 5 and 7 Foreman Road which is blocking the public footpath.**

Cllr Manning advised that the Parish Office will report this to Surrey County Council.

- 7. Grass cuttings from No. 5 and 7 Foreman Road are being dumped in a hedge in Foreman Road**

Cllr Manning advised that the Parish Office will report this as a fly-tip to Guildford Borough Council.