

## ASH PARISH COUNCIL

### Minutes of the Meeting of the Council held in the Ash Centre, Ash Hill Road, Ash on Monday 11 November 2019 which commenced at 7pm

Chairman of the Council:	Cllr Nigel Manning	✓
Vice Chairman	Cllr John Tonks	✓
	Cllr Martin Burgess	✓
	Cllr Graham Eyre	✓
	Cllr Andrew Gomm	✓
	Cllr Helen Gorham	✓
	Cllr Tony Gorham	✓
	Cllr Nigel Kearse	A
	Cllr Mrs Marsha Moseley	✓
	Cllr Mrs Jo Randall	✓
	Cllr Ed Schofield	A
	Cllr Paul Spooner	✓

✓ Present

x Not Present

A Apology for Absence

#### Part I – Public Session

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

Apologies for absence were received from Cllr Ed Schofield and Cllr Nigel Kearse.

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

The Local Code of Conduct – Disclosure of Interests for Committee Meetings held during October 2019 as indicated at Agenda Appendix A were noted.

#### 89. Confirmation of the Minutes. (agenda item 3)

The minutes of the Parish Council held on Monday 14 October 2019, copies of which have been circulated to members, were confirmed as a true record and signed by the Chairman of the Council.

#### 90. Chairman's Announcements. (agenda item 4)

All matters that were raised by the public at the last meeting of the Council have been reported to the relevant authority. The Chairman thanked those attending the Remembrance Day Service. Network Rail have announced a number of overnight road closure for repairs to Ash Station. Christmas Fantasia is on 30 November 2019.

#### 91. Surrey Clubs for Young People Consultation. (agenda item 5)

A report was received from Joyce Quinell of Surrey Clubs for Young People regarding the ideas and initiatives being worked on to provide something for the youth in the area to get involved in rather than anti-social behaviour.

**92. Adjournment. (agenda item 6)**

At this point in the proceedings it was moved by the Chairman of the Council, duly seconded 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).***

**93. Reports of Committees. (agenda item 7)**

The following committee reports, copies of which have been circulated were received, considered and the recommendations therein were adopted:

<b>Planning</b>	<b>14 October 2019</b>	<b>Minute Number 72 to 78</b>
<b>Planning</b>	<b>28 October 2019</b>	<b>Minute Number 79 to 87</b>
<b>Amenities, Finance and Administration</b>	<b>28 October 2019</b>	<b>Minute Number 68 to 92</b>

**94. Monthly Payments List. (agenda item 8)**

Members received and approved the monthly payments list giving details of the October/November 2019 expenditure as attached at Agenda Appendix B.

**95. First Internal Audit Report 2019/20. (agenda item 9)**

Members considered a report from the internal auditor following their visit on 25 September 2019 and it was:

***Resolved upon consideration that the recommendations in the report from the internal auditor, following their visit on 25 September 2019, be agreed.***

**96. Second Draft Budget 2020/2021. (agenda item 10)**

Members considered the second draft budget for 2020/2021 and it was:

***Resolved upon consideration that the second draft budget for 2020/2021 be agreed.***

**97. Debtor and Creditor Management Policy. (agenda item 11)**

Members considered adopting a new policy on managing the Council's debtors and creditors and it was:

***Resolved upon consideration that the new policy on managing the Council's debtors and creditors be agreed.***

**98. Policy for Dealing With Unauthorised Encampments. (agenda item 12)**

Members considered adopting a new policy on dealing with unauthorised encampments on Council land and it was:

***Resolved upon consideration that new policy on dealing with unauthorised encampments on Council land be agreed.***

**99. Shawfield Allotments – Requests for Shed. (agenda item 13)**

Members considered an application for a greenhouse on Plot 30 at Shawfield Allotments (the dimensions are within the permitted sizes) and it was:

***Resolved upon consideration that the application for a greenhouse on Plot 30 at Shawfield Allotments be agreed.***

**100. Surrey County Council Consultation On Proposed Changes To Admission Arrangements For Community And Voluntary Controlled Schools For September 2021. (agenda item 14)**

Members considered the Surrey County Council consultation on proposed changes to admission arrangements for community and voluntary controlled schools and it was:

***Resolved upon consideration that Members respond individually to the Surrey County Council consultation on proposed changes to admission arrangements for community and voluntary controlled schools for September 2021, before the deadline of 22 November 2019.***

**101. Youth Shelter - Parsons Nose. (agenda item 15)**

Members considered a report on the future of the teen shelter at the Parsons Nose site and it was:

***Resolved upon consideration that the teen shelter at the Parsons Nose site be repaired and an insurance claim be made.***

**102. Correspondence. (agenda item 16)**

There was no correspondence.

**103. Next Meeting. (agenda item 17)**

The date of the next meeting is **Monday 9 December 2019 at 7pm** or following the close of the Planning Committee if this is later.

**Public Bodies (Admission to Meetings) Act 1960**

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****104. Ash Centre Lease Renewal – Citizens Advice Bureau. (agenda item 18)**

Members considered the final details of the Lease renewal with Ash Citizens Advice Bureau, for 1 April 2020 and it was:

***Resolved upon consideration that the final details of the Lease renewal with Ash Citizens Advice Bureau, starting 1 April 2020, be agreed.***

**105. Staff Matters. (agenda item 19)**

Members considered a verbal report from the Chairman on staff matters and it was:

***Resolved upon consideration that HR Services Partnership be appointed to provide HR support to the Council.***

*The meeting closed at 8.22 pm.*

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

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

**AGENDA APPENDIX A****ASH PARISH COUNCIL****LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS****October 2019**

<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 October 2019</b>			<b>None.</b>
<b>PLANNING 28 October 2019</b>			<b>None.</b>
<b>AMENITIES, FINANCE AND ADMINISTRATION 28 October 2019</b>			<b>None.</b>

## AGENDA APPENDIX B

## PAYMENTS LIST

Oct/Nov 2019

Agenda Appendix B

Chq No.	Payee	Service	Net	V.A.T	Total
204242	Auditing Solutions	Internal Audit	445.00	89.00	534.00
204243	CANX	CANX	0.00	0.00	0.00
204244	Castle Water	Water Ash Centre September	484.31	0.00	484.31
204245	Castle Water	Public Toilets	23.89	0.00	23.89
204246	Cups Direct	Hot water cups	47.90	9.58	57.48
204247	Francotyp Postalia	Franking machine ink	83.50	16.70	100.20
204248	Imprint Colour	Newsletter printing	598.00	0.00	598.00
204249	CANX	CANX	0.00	0.00	0.00
204250	Prime One Maintenance	Lighting and CCTV contract October	3,920.03	784.00	4,704.03
204251	Russell Play	Rospa insoection of play equipment at Carrington	500.00	100.00	600.00
204252	Screwfix	Work boots/ trousers /hand truck	179.47	26.48	205.95
204253	Swiftest (Aldershot) Ltd	Mot failure works to NJ10 ZXH	618.12	111.91	730.03
204254	SSE	Final bill electricity Mar to Apr Carrington Rec	5.73	0.28	6.06
204255	B Worswick Ash Ridge Roofin	Roof repairs to CAB office	110.00	0.00	110.00
204256	Castle Water	Ash Centre water August	265.84	0.00	265.84
204257	FTH Hire Group	Work boots	52.99	0.00	52.99
204258	Kebur Garden Materials	1 fence post	14.06	2.81	16.87
204259	Honey Brothers Ltd	Micro chain	12.83	2.57	15.40
204260	Kebur Garden Materials	2 fence posts	28.12	5.62	33.74
204261	Rialtas Business Solutions	Annual support fee per company	59.00	11.80	70.80
204262	SSE	Street lighting unmetered supply June to Sept 2019	1,128.45	225.69	1,354.14
204263	Royal Mail Group	Newsletter delivery	529.19	105.84	635.03
204264	Value Products	Emergency exit signs	45.60	9.12	54.72
204265	Bernie Worswick	Re-issue of 204215 Incorrectly Named Ash Ridge R	270.00	0.00	270.00
204266	Deltapoint Ltd	Re-issue of 204246 Incorrectly Named Cups Direct	47.90	9.58	57.48
204267	D P Brookes Plumbing	Ash Centre Ball Valves and Overflow Repairs	165.00	0.00	165.00
204268	Electric Centre	Lamps for Ash Centre	112.19	0.00	112.19
204269	Fresh Acre Nurseries Ltd	Winter Bedding Plants	964.10	192.81	1,156.91
204270	GLS Educational Supplies	Cleaning Products	60.96	12.19	73.15
204271	Homebase	Compost Bags	14.13	2.82	16.95
204272	Lockrite Security Ltd	Keys Cut	27.50	5.50	33.00
204273	Mirage Cleaning Services	October Monthly Cleaning Ash Centre	497.47	99.49	596.96
204274	Nurture Landscapes Ltd	Cemetery Grass Cutting	1,110.00	222.00	1,332.00
204275	Sarah Groom	Petty Cash Sept/October 2019	100.72	12.01	112.75
204276	Play Inspection Company	Play Area Operational Inspections	315.00	63.00	378.00
204277	Rialtus Business Solutions	Annual Support and Maintenance Fee	661.00	132.20	793.20
204278	Shield Security Services	Monthly Mobile Security Patrols	270.90	54.18	325.08
204279	Viking By Office Depot	Stationary	40.75	8.15	48.90
204280	Mr Surtees	Surrender of Grave Space	3,000.00	0.00	3,000.00
204281	HMRC	October NI Contributions	3,847.20	0.00	3,847.20
204282	Surrey Pension Fund	October Contributions	2,802.26	0.00	2,802.26
204283	Mr McDermott	Lone Piper Donation	200.00	0.00	200.00
DD	SSE	Street lighting August final bill	104.75	20.95	125.70
DD	SSE	Street lighting September to October	939.25	187.85	1,127.10
DD	Npower	Gas Ash Centre July to August	244.39	48.88	293.27
DD	Npower	Gas Ash Centre September to October	249.71	49.94	299.65
DD	Npower	Gas Harpers Scout Hut July to August	17.37	0.87	18.24
DD	BNP Paribas	Photocopier rental Nov 2019 to Feb 2020	862.03	172.41	1,034.44
DD	Francotyp Postalia Ltd	Postage Download for Franking Machine	100.00	0.00	100.00
BACS	Nigel Manning	Chain of Office Base Metal Changed to Silver Gilt	1,950.00	0.00	1,950.00
BACS	Nigel Manning	Purchase of Paper Cups	6.33	1.27	7.60
BACS	Staff	October 2019 Salaries	12,687.43	0.00	12,687.43
			40,820.37	2,797.50	43,617.94

Signature of Certification .....

Chairman of Finance &amp; Administration .....

Chairman of the Council.....

11.11.19

**MINUTE APPENDIX A**

**PUBLIC ADJOURNMENT**

**The following items were raised by members of the public:**

- 1 Winchester Road Road-Signs Still Not Re-installed.**  
This will be reported again to Guildford Borough Council.
- 2 Ash Station Level Crossing Works Still Not Repaired.**  
Hopefully this will form part of the works taking place during the closures announced.
- 3 Can Network Rail Address the Ash Station Flood Issues At the Same Time.**  
This will be put to Network Rail.
- 4 Waiting Restrictions Still Not Marked on Foreman Road.**  
This work is expected soon.
- 5 Field Opposite Dover Garage Surveying Works.**  
Contractors on site to be more considerate.
- 6 Newlands Crescent Speed Hump Still Not Repaired.**  
The Chairman will report this again.
- 7 Foreman Road Carriage Obstructed by Trees.**  
Surrey County Council will need to take action on private land-owners either side.
- 8 Vale Furnishers Car Park Temporarily Closed.**  
Vale Furnisher close close the car park occasionally when they are holding a Sale.