

## **ASH PARISH COUNCIL**

**Minutes of the Annual Meeting of the Council  
held in the Ash Centre, Ash Hill Road, Ash  
on Wednesday 12 May 2021 which commenced at 7pm**

Chairman of the Council:	Cllr Nigel Manning	✓
Vice Chairman	Cllr John Tonks	✓
	Cllr Andrew Gomm	✓
	Cllr Helen Gorham	A
	Cllr Tony Gorham	A
	Cllr Nigel Kearse	✓
	Cllr Marsha Moseley	✓
	Cllr Jo Randall	✓
	Cllr Ed Schofield	✓
	Cllr Martin Burgess	✓
	Cllr Bill Cole	✓
	Cllr Carla Morson	✓

✓ Present

x Not Present

A Apology for Absence

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**The Clerk to the Council confirmed that all Councillors present had completed and signed the Declaration of Acceptance of Office.**

### **Part I – Public Session**

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

On the nomination of Cllr Jo Randall, seconded by Cllr Andrew Gomm 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. Chairman of the Council to welcome newly elected Councillor for Ash South Ward, following the by-election on 6<sup>th</sup> May 2021. (agenda item 3)**

Cllr Carla Morson was welcomed as the new councillor for Ash South Ward.

**4. To receive Apologies for Absence. (agenda item 4)**

Apologies for absence were received from Cllr Helen Gorham and Cllr Tony Gorham.

**5. To receive Declarations of Interest. (agenda item 5)**

The Local Code of Conduct – Disclosure of Interests for Committee Meetings held during April 2019 as indicated at Agenda Appendix A were noted. There were no disclosures of interest declared for this meeting.

**6. To elect the Vice-Chairman of the Council for the ensuing year. (agenda item 6)**

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

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

The list of nominees put forward for the two 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 below:***

**Amenities Finance and Administration Committee:**

Cllr Martin Burgess  
Cllr Tony Gorham  
Cllr Andrew Gomm  
Cllr Ed Schofield  
Cllr Carla Morson  
Cllr John Tonks  
Cllr Nigel Manning

**Substitutes:**

All councillors not committee members

**Planning Committee:**

Cllr Marsha Moseley  
Cllr Jo Randall  
Cllr Nigel Kearse  
Cllr Bill Cole  
Cllr John Tonks  
Cllr Nigel Manning

**Substitutes:**

All councillors not committee members

**Human Resources Committee:**

Cllr Andrew Gomm  
Cllr Bill Cole  
Cllr Marsha Moseley  
Cllr Jo Randall  
Cllr Nigel Manning will be an ex officio

**8. To elect Chairman and Vice Chairman of each Committee. (agenda item 8)**

On the nomination of Cllr Nigel Manning seconded by Cllr Ed Schofield, and there being no other nominations, **Cllr John Tonks** was elected to serve as **Chairman of the Amenities Finance and Administration Committee** for the ensuing year.

On the nomination of Cllr John Tonks, seconded by Cllr Ed Schofield, and there being no other nominations, **Cllr Nigel Manning** was elected to serve as **Vice-Chairman of the Amenities Finance and Administration Committee** for the ensuing year.

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

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

On the nomination of Cllr Jo Randall, seconded by Cllr Bill Cole, and there being no other nominations, **Cllr Marsha Moseley** was elected to serve as **Chairman of the Human Resources Committee** for the ensuing year.

On the nomination of Cllr Marsha Moseley seconded by Cllr Andrew Gomm, and there being no other nominations, **Cllr Jo Randall** was elected to serve as **Vice-Chairman of the Human Resources 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)**

A list of nominees was read out by the Chairman of the Council and it was:

***Resolved upon consideration that the following Members be elected to serve on the following bodies as follows:***

Body	Councillor Elected
The Charity of Henry Smith and Others	Cllr Nigel Manning
Citizens Advice Ash Management Committee	Cllr John Tonks
Farnborough Aerodrome Consultative Panel	Cllr Bill Cole
Surrey Association of Local Councils	Cllr John Tonks and Cllr Nigel Manning
Victoria Hall Management Committee	Cllr Nigel Manning
Ash and District Local History Museum Society	Cllr Marsha Moseley
Blackwater Valley Countryside Partnership	Cllr Jo Randall

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

Members considered the payment of Annual Subscriptions to:

Information Commissioners Office	35.00
Institute of Cemetery and Crematoria Management	95.00
National Association of Local Councils	958.61
Surrey Association of Local Councils	1750.00
Society of Local Council Clerks	262.00
South East Employers	250.00
Improvement and Development Agency for Local Government - Employers Link	561.60
<b>TOTAL</b>	<b>3,912.21</b>
<b>BUDGET FOR SUBSCRIPTIONS</b>	<b>6,000.00</b>

***Resolved upon consideration that the payments of Annual Subscriptions as listed be made.***

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

Members considered the payment of the following accounts by variable direct debit:

Public Works Loan Board  
E-on (Gas Supply)  
EDF (Electricity Supply)  
Southern Electric (Street Lighting Electricity Supply)  
Corporate Asset (Franking Machine Lease)  
Franco Postalia (Franking Postage)  
Shire Leasing (Phone System)  
British Telecom (Telephone/Fax/Broadband Usage)  
BNP Paribas (Photocopier Lease)  
Land Registry (Searches)  
Suez Waste Transfer Station

and it was:

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

**12. Confirmation of the Minutes (agenda item 12)**

The minutes of the Meeting of the Parish Council held on Monday 12 April 2021 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)**

Due to the increase in anti-social behaviour (ASB) in the parish, the chairman confirmed that he had written to Surrey Police Chief Constable, Borough Inspector and local police officers requesting an urgent meeting. During this meeting it was agreed that Surrey Police would provide permanent additional resources and increased response resources Ash. Ash Parish Council (APC) would do whatever it could to help and was already in the process of upgrading CCTV and improving lighting. As a direct request from the Chairman of APC, the police have put a dispersal order in place through parts of Ash until 14 June 2021. This area was defined by Surrey Police based on data they hold via reported issues.

The Chairman has written to the incoming PCC Lisa Townsend and invited her to visit Ash and to attend a Parish meeting so as to highlight these issues.

Cllr Bill Cole stated that APC used to have regular meetings with Surrey Police and that it would be a good idea to have these re-instated. The Chairman stated that this had been brought up earlier today at a meeting with the police, who would look to see if resources allowed some attendance.

Aldershot Road, Ash, bridge repair works which would lead to some road closures while works are completed scheduled during the period 03/05/2021 to 05/06/2021.

Warwick Road, Ash, pavement repair works would lead to some lane closures while works are completed scheduled during the period 10/05/2021 to 28/05/2021.

APC Fun Day is scheduled for 10<sup>th</sup> July 2021 which should proceed as long as the governments road map out of lockdown continues as planned. A meeting of the events working committee is arranged for 18/05/2021 to discuss the next steps which is after the next announcement from the government on 17/05/21

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

Members considered 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).***

**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:

<b>Planning</b>	<b>12 April 2021</b>	<b>Minute Number 172 to 179</b>
<b>Planning</b>	<b>26 April 2021</b>	<b>Minute Number 180 to 187</b>
<b>AFA</b>	<b>26 April 2021</b>	<b>Minute Number 73 to 87</b>

**16. Monthly Payment List.** (*agenda item 16*)

The monthly payments list giving details of April/May 2021 payments as attached at Appendix B was presented to the Council by the Chairman of the Finance and Administration Committee and authorised.

**17. Ash Parish Council Policy Reviews.** (*agenda item 17*)

Members to consider and accept the following Council policies:

Data Protection Policy  
Retention and Disposal Policy  
Code of Conduct Policy – next revision date to be May 2024  
Health and Safety - next revision date to be July 2022  
Investment Strategy – next revision date to be May 2024  
Standing Orders - – next revision date to be May 2022

and it was:

***Agreed that the Data Protection Policy and the Retention and Disposal Policy would be considered at the next meeting after Cllr Ed Schofield has completed some research into the period of revision.***

***Resolved upon consideration that the other policies of the council as listed above be accepted.***

**18. Planning Committee Meetings.**

Members considered and agreed for a trial period of six months to changing the Planning Committee meetings to once a month to coincide with Amenities, Finance & Administration Committee (A,F&A) on the fourth Monday of the Month prior to A,F&A.

**19. Next Meeting.** (*agenda item 18*)

The next meeting is on Wednesday 16 June 2021 commencing at 7.00pm.

The meeting closed at 8:10 pm.

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

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

## AGENDA APPENDIX A

### ASH PARISH COUNCIL

#### LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS

April 2021

DATE OF MEETING	MEMBER	MINUTE REF & PAGE NO.	TYPE AND NATURE OF INTEREST
PLANNING 12 April 2021	Cllr Nigel Manning	Minute 173 Page 94 Ref 21/P/00543	No Declarations of Interest.
PLANNING 26 April 2021			No Declarations of Interest
AMENITIES, FINANCE & ADMINISTRATION 26 April 2021			No Declarations of Interest.

## PAYMENTS LIST

Apr-21

AGENDA APPENDIX B

Inv No.	Chq No.	Payee	Service	Net	V.A.T	Total
120804	BACS	Accurate	Repairs to boiler Ash Centre	287.57	57.51	345.08
1208368	BACS	Accurate	Service of Mechanical Unit for Air Con	3,188.70	637.74	3,826.44
21/014	BACS	Amelias Maids	Cleaning done in March	360.80	0.00	360.80
QU56M2	DD	BT	Phone and Broadband Dec 20 to Mar 21	982.11	196.42	1,178.53
31032021	BACS	C Olive	Book keeping services Jan/Feb 2021	106.50	0.00	106.50
5337149	BACS	Castle Water	Harpers Rec Water	28.24	0.00	28.24
5331976	BACS	Castle Water	Harpers Allotments Water	35.11	0.00	35.11
5313610	BACS	Castle Water	Shawfields Allotments Water	774.87	0.00	774.87
5311424	BACS	Castle Water	Ash Centre Water	1,200.38	0.00	1,200.38
5281829	BACS	Castle Water	WC at Ash Centre Water	3,270.78	0.00	3,270.78
1355	BACS	Colwend	Deep Clean of toilets pre reopening	840.00	0.00	840.00
960	BACS	D P Brookes	Repairs to Gents Toilets	140.00	0.00	140.00
186679	BACS	Edmundson Electrical	Gloves	101.70	20.34	122.04
4C529B54-0003	DD	E-On	Gas to Scout Hut at Harpers	190.34	38.07	228.41
87ADFD44-0002	DD	E-On	Gas to Ash Centre	278.42	55.68	334.10
367878	BACS	Farnborough Tool Hire	High Rise Ladder for A/C service	77.40	15.48	92.88
22453170	BACS	FP LTD	Postage download March	50.00	0.00	50.00
16042021	BACS	G Tomkins	Window cleaning Ash Centre	20.00	0.00	20.00
2025373	BACS	GBC	Trade Refuse - Ash Cemetery	260.75	4.70	265.45
2025151	BACS	GBC	Trade Refuse - Ash Centre	474.50	0.00	474.50
50289411	BACS	Homebase	Wire Mesh and Staples	4.16	0.84	5.00
50289412	BACS	Homebase	Soil and Manure	7.45	1.50	8.95
50289410	BACS	Homebase	Bulb Planters	13.16	2.64	15.80
4106/2021/22	BACS	ICCM	Membership	95.00	0.00	95.00
202110033	BACS	JP & S Wells (Car Sales)	Petrol & Oil March 2021	218.10	43.61	261.71
243671	BACS	Kebur	1 Tonne Shingle	39.97	7.99	47.96
22818	BACS	lockrite	Radio Link for Alarm to workshop	259.41	51.88	311.29
5346	BACS	Lockrite Security Ltd	5 Yale Keys	25.00	5.00	30.00
INV-0682	BACS	Neil Curtis & Sons	Grave Digging for Hurrell and Downs	570.00	0.00	570.00
PRM/1101	BACS	Prime	Installation of lamp posts and repair damage	1,873.11	374.62	2,247.73
PRM/1099	BACS	Prime	CCTV monthly maintenance	2,173.28	434.65	2,607.93
PRM/1100	BACS	PRIME	Monthly maintenance on lights	2,224.11	444.82	2,668.93
44350	BACS	Shield	Calls for April	736.00	147.20	883.20
24925	BACS	Squires	Gift Cards for Ash In Bloom	150.00	0.00	150.00
60420021	DD	SSE	Street Lights	4,040.72	808.14	4,848.86
SI-144445	BACS	Start traffic	Cones x 50	381.50	76.30	457.80
169572	BACS	Start traffic	Road Cones for work on Roundabouts	428.18	85.64	513.82
Surrey ALC Ltd	BACS	Surrey ALC Ltd	SALC & NALC Subscriptions 2021/2022	2,758.38	0.00	2,758.38
DN23297	BACS	Treasured Memories	White Tablet Memorial T/L M Downs	40.75	8.15	48.90
SO0075632	BACS	Turdor Enviromental	Watering & Irrigation Lances	160.00	32.00	192.00
158945	BACS	Viking	Laminitor and Pouches	102.96	20.59	123.55
86520	BACS	Willber Associated Ltd	Training Course for Groundstaff on Lighting and Guarding	914.20	182.84	1,097.04
				29,883.61	3,754.35	33,637.96

Signature of Certification .....

Chairman of Council .....

10.06.21

**MINUTE APPENDIX A****PUBLIC ADJOURNMENT.****New Surrey County Council (SCC) LED lights on the Aldershot Road A331 roundabout are remaining on during the day. Are they not timed?**

They are automatically timed and this will be reported to SCC.

**Overflowing cardboard at Coronation Gardens recycling point.**

The Chairman confirmed that Guildford Borough Council (GBC) empty these bins regularly and that APC have requested that GBC install a second bin. You can also flat pack cardboard to be collected beside your green recycling wheeled bin.

**Issues with the recently replaced speed humps and blocked drains (flooding) on Shawfield Road.**

SCC have been contacted about this and have conducted a measurement of these newly replaced speed humps and a reply is pending.

Cllr Carla Morson confirmed it is something that she is looking into, following several messages asking what can be done about them.

Cllr Marsha Mosley reflected the reason for the installation of the speed humps in the first place as being requested by the residents of Shawfield Road following a number of fatalities and injuries caused by speeding traffic. Since their installation there have been no recorded deaths or accidents caused by speeding.

APC will update following any reply from SCC regarding its investigation into the matter of the height of the speed hump.

The Chairman confirmed that the flooding at the junction of Longacre and Shawfield Road has been reported several times to SCC and that SCC were looking into installing a new gully.

**The copping stones have been removed and smashed from the wall at Ash library.**

APC have stored the damaged copping stones and will contact SCC about them being replaced.

**Two trees are growing out of the bridge at Old Farm Place.**

This will be reported to Network Rail.

**GBC have apparently missed emptying the bins of the flats above the Wharf Road shops which is causing rats.**

Cllr Jo Randall was aware that the bins by the Co-Op hadn't been emptied and had reported this to GBC and will now report this to them as well.