

## ASH PARISH COUNCIL

### Minutes of the Annual Meeting of the Council held in the Ash Centre, Ash Hill Road, Ash on Monday 9 May 2022 which commenced at 6:30pm

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	A
	Cllr Jo Randall	✓
	Cllr Martin Burgess	A
	Cllr Bill Cole	✓
	Cllr Carla Morson	✓
	Cllr Pat Scott	✓

✓ Present

x Not Present

A Apology for Absence

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 John Tonks, 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. To receive Apologies for Absence. (agenda item 3)**

Apologies for absence were received from Cllr Marsha Moseley, Cllr Helen Gorham, Cllr Tony Gorham and Cllr Martin Burgess.

**4. To receive Declarations of Interest. (agenda item 4)**

The Local Code of Conduct – Disclosure of Interests for Committee Meetings held during April 2022 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 Jo Randall, and there being no other nominations, **Cllr John Tonks** was elected to serve as **Vice-Chairman of the Council** for the ensuing year.

**6. To elect Councillors to serve upon the following Committees. (agenda item 6)**

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 Bill Cole  
Cllr Andrew Gomm  
Cllr Nigel Manning will be an ex officio  
Cllr Carla Morson  
Cllr John Tonks

**Substitutes:**

All councillors not committee members

**Planning Committee:**

Cllr Bill Cole  
Cllr Nigel Kearse  
Cllr Nigel Manning will be an ex officio  
Cllr Marsha Moseley  
Cllr Jo Randall  
Cllr John Tonks

**Substitutes:**

All councillors not committee members

**Human Resources Committee:**

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

**7. To elect Chairman and Vice Chairman of each Committee. (agenda item 7)**

On the nomination of Cllr Nigel Manning seconded by Cllr Bill Cole, 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 Andrew Gomm, 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 Bill Cole 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 Bill Cole 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.

**8. To nominate Members of the Council or a representative to serve as the Council's representative on the following bodies. (agenda item 8)**

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 Pat Scott
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

**9. To consider the payment of Annual Subscriptions (Excl. VAT). (agenda item 9)**

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	£1029.43
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>£3,983.03</b>
<b>BUDGET FOR SUBSCRIPTIONS</b>	<b>£6,000.00</b>

and it was:

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

**10. To consider and approve the payment of the following accounts by variable direct debit. (agenda item 10)**

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

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

and it was:

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

**11. Confirmation of the Minutes. (agenda item 11)**

The minutes of the Meeting of the Parish Council held on Monday 11 April 2022 copies of which have been circulated to members, were confirmed as a true record and signed by the Chairman of the Council.

**12. Chairman's Announcements. (agenda item 12)**

Some very sad news, that the fire in Ash yesterday has tragically resulted in the death of an elderly lady. The Chairman would like to pass on his condolences to the family at this difficult time.

Lakeside Road, Ash, road works with 2-way traffic lights and limited access at certain times while works are completed till 10/06/22.

Heathvale Bridge Road, Ash Vale, emergency water works.

APC Fun Day is on 9 July 2022 from 12 o'clock till 4pm. Please can as many councillors as possible attend this event.

**13. Adjournment. (agenda item 13)**

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).***

**14. Reports of Committees. (agenda item 14)**

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>25 April 2022</b>	<b>82 to 90</b>
<b>Amenities, Finance &amp; Administration</b>	<b>25 April 2022</b>	<b>103 to 113</b>

**15. Monthly Payment List. (agenda item 15)**

The monthly payments list giving details of March 2022 payments as attached at Appendix B was presented to the Council by the Chairman of the Finance and Administration Committee and authorised.

**16. Ash Parish Council Policy Reviews. (agenda item 16)**

Members to consider and accept the following Council policies:

Health and Safety - next revision date to be May 2023

Standing Orders - next revision date to be May 2024

and it was:

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

**17. New Energy Contract For Street Lights. (agenda item 17)**

Members considered the new energy quotes and agreed to proceed with a 4 year fixed tariff with SSE Green Energy.

**18. Discuss The Monitoring Officers Comment On The Non Attendance Of Public Meetings For Two Councillors. (agenda item 18)**

The Chairman explained there was three options available :

1. Accept the monitoring officer's opinion and disqualify the councillors.
2. Get estimates to seek further legal advice.
3. Continue with current status.

It was agreed that the names of the councillors and how they voted would not be minuted.

Members voted as following :

Two councillors voted for the option one  
Three councillors voted for the option two  
Two councillors voted for the option three  
One councillor abstained from voting

and it was:

***Resolved upon consideration that the council would seek estimates for further legal advice.***

Before moving onto the final item on the agenda. Cllr Bill Cole wanted to congratulate Pat Scott on her appointment as a returning councillor, thank Cllr Pat Scott and her husband for all their work at the war memorial for Remembrance, thank everyone for their good wishes whilst he was ill and finally apologise for a comment that he had made to another councillor that a member of the public had overheard and was offended by.

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

The next meeting is on Monday 13 June 2022 commencing at 18.30pm.

*The meeting closed at 19:42 pm.*

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

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

**AGENDA APPENDIX A****ASH PARISH COUNCIL****LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS****April 2022**

<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> <b>25 April 2022</b>			<b>None.</b>
<b>AMENITIES, FINANCE AND ADMINISTRATION</b> <b>25 April 2022</b>			<b>None.</b>

Date: 07/04/2022

## Ash Parish Council

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Time: 12:05

## Co-op Community Directplus Acc

## List of Payments made between 01/03/2022 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2022	EDF ENERGY	D/D 1	8.00		ELECTRIC AT CARRINGTON
01/03/2022	EDF ENERGY	D/D 2	9.00		ELECTRIC AT HARPERS
01/03/2022	EDF ENERGY	D/D 3	13.00		ELECTRIC AT CARRINGTON PTS
01/03/2022	EDF ENERGY	D/D 4	24.00		ELECTRIC AT ASH REC FIELD
01/03/2022	EDF ENERGY	D/D 5	58.00		ELECTRIC AT HARPERS SCOUT HUT
01/03/2022	EDF ENERGY	D/D 6	96.00		ELECTRIC AT ASH REC PTS
01/03/2022	EDF ENERGY	D/D 7	201.00		ELECTRIC AT ASH CENTRE
01/03/2022	HAMPSHIRE FLAG COMPANY	BACS 1	58.13		Ukrainian Flag
03/03/2022	G Tomkins Window Cleaning	BACS 3	20.00		Window Cleaning
03/03/2022	Lockrite Security	BACS 4	46.73		Combination padlock
03/03/2022	Treasured Memories Limited	BACS 5	49.86		Temp Memorial - McBain
03/03/2022	Columbaria (Odlings Ltd)	BACS 6	99.60		Tablet for Sanctum ii - South
03/03/2022	T/A HART UPVC	BACS 7	135.00		Reparis to window handles
03/03/2022	WJ Fire Protection Services	BACS 8	192.00		Six months service - Alarm
03/03/2022	GB Sports & Leisure	BACS 9	252.96		Barrier Clamps For Husson
03/03/2022	Joseph Ash Medway	BACS 10	300.00		Mono Hinges repair
03/03/2022	Littoralis Ltd	BACS 11	306.00		Disc Licence for 3 months
03/03/2022	Swiftest Ltd	BACS 12	339.79		Repairs to VAN ND57NSF
03/03/2022	Amelia's Maids	BACS 13	360.80		Office Clean - Feb 2022
03/03/2022	WJ Fire Protection Services	BACS 14	552.00		Replace Emergency Lights
03/03/2022	Auditing Solutions Limited	BACS 15	552.00		2nd Interim Internal Audit
03/03/2022	T Hopkins Tree Services	BACS 16	655.00		Tree Surgery Culverlands
03/03/2022	Neil Curtis & Sons	BACS 17	960.00		Grave Digs Brown/Sharp/McBain
03/03/2022	Castle Water Ltd	BACS 18	1,768.87		Water for Jan - Jun
03/03/2022	Castle Water Ltd	BACS 19	1,965.29		Water for Jul 21 to 31 May
03/03/2022	T Hopkins Tree Services	BACS 20	2,795.00		Cemetery Work Yew Trees
03/03/2022	HMRC	DD	3,150.00		PAYE & NI
03/03/2022	SURREY PENSIONS	DD	3,164.36		PENSION FOR FEB SALARIES
03/03/2022	HMRC	DD	0.05		PAYE & NI
04/03/2022	COOP Bank	DD	26.40		Bank Charges
10/03/2022	SUM UP	PID139888	19.00		BANK CHARGES ON INVOICE 11342
15/03/2022	SLCC	BACS 21	144.00		Qualification Fee - AW
16/03/2022	E-ON	BACS 23	305.62		Gas for Harpers Scout Hut
16/03/2022	Scottish and Southern Energy	BACS 24	1,590.24		Unmetered Street Lights
16/03/2022	E-ON	BACS 25	727.40		Gas for The Ash Centre
16/03/2022	GLS Educational Supplies Limit	BACS 26	22.79		Toilet Duck Cleaner
16/03/2022	Insight Systems Ltd	BACS 27	25.63		Printing Copy Charge
16/03/2022	GLS Educational Supplies Limit	BACS 28	27.59		Heavy Duty Sacks
16/03/2022	Shield Security Services Ltd	BACS 29	42.00		Emergency Call Out Fee
16/03/2022	Session Music	BACS 31	66.00		Repairs to Chaiyo Units
16/03/2022	Wild About Water (UK) Ltd	BACS 32	130.78		WEEE Chargeq
16/03/2022	D. J. Squire & Co Ltd	BACS 33	150.00		Garden Voucher for Prizes
17/03/2022	SUMUP	CORRECTION	-19.00		BANK CHARGES
17/03/2022	Joel Baker	BACS 34	160.16		Azure Plan for Jan 22
17/03/2022	Joel Baker	BACS 37	300.00		Support Meetings
17/03/2022	Joel Baker	BACS 38	323.46		Microsoft 365 Subscriptions
17/03/2022	PDW Contracting Services Ltd	BACS 35	180.00		Mirrow Windows in Office

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Date: 07/04/2022

Ash Parish Council

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Time: 12:05

Co-op Community Directplus Acc

## List of Payments made between 01/03/2022 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
17/03/2022	PDW Contracting Services Ltd	BACS 43	2,607.93		Monthly CCTV Maintenance
17/03/2022	PDW Contracting Services Ltd	BACS 44	2,668.93		Monthly Light Maintenance
17/03/2022	PDW Contracting Services Ltd	BACS 45	3,431.58		Supply/Fit New Column
17/03/2022	J P and S Services	BACS 36	192.62		Fuel for Vans
17/03/2022	No 5 Barristers Chambers	BACS 39	540.00		Ash Manor GBC Appeal
17/03/2022	Shield Security Services Ltd	BACS 41	759.00		March Security Fees
17/03/2022	Imprint Colour Limited	BACS 42	761.00		Newletter 1 2022 Ash Matters
17/03/2022	WJ Fire Protection Services	BACS 46	6,132.00		Alarm & Emergency Lights
17/03/2022	G-Force Economy Van Hire	BACS 47	95.00		Replacement Tyre
17/03/2022	Cups Direct	BACS 30	61.08		Compostable Cups
17/03/2022	Improvment & Development Agenc	BACS 40	561.60		Emp Link Subscription 22/23
24/03/2022	E-ON	BACS 48b	174.83		GAS FOR ASH CENTRE
31/03/2022	GREEN FLAG BREAKDOWN	BACS 2	195.00		Breakdown & Recovery
31/03/2022	WAGES	DD	14,595.27		MARCH SALARIES
31/03/2022	SURREY PENSIONS	DD	3,820.64		FEB SALARY CONTRIBUTIONS
31/03/2022	HMRC	DD	4,474.65		PAYE AND NI FEB SALARIES
31/03/2022	WAGES	DD	197.47		BACK PAY FOR LW AND SP
31/03/2022	Cups Direct	BACS 49	38.28		White Plastic Cups
31/03/2022	Treasured Memories Limited	BACS 50	49.86		Temp Memorial - Bettsworth
31/03/2022	S. A. Lunn Limited	BACS 51	75.57		water but connectors
31/03/2022	WJ Fire Protection Services	BACS 52	96.00		6 Month Service Centre Alarm
31/03/2022	Viking Direct	BACS 53	108.42		First Aid Kits Top Up
31/03/2022	Lockrite Security	BACS 54	114.00		Repairs to door at Harpers
31/03/2022	Lockrite Security	BACS 55	138.00		Workshop Alarm Service
31/03/2022	Hampshire Metalcraft Ltd	BACS 56	138.00		Repairs to Chair Trolley
31/03/2022	G Greaves Hurd	BACS 58	550.00		Supply Fit LED to Ladies
31/03/2022	G Greaves Hurd	BACS 60	1,200.00		Supply Insall LED Light Hallwa
31/03/2022	Royal Mail	BACS 59	609.39		Ash Matters Delivery
31/03/2022	Surrey Assoc of Local Councils	BACS 61	2,779.43		SCAPTC & NALC Subscriptions
31/03/2022	HAMPSHIRE FLAG COMPANY	BACS 62	500.00		BVCP Annual Contribution 21/2
31/03/2022	Moor & Co Solicitors	BACS 63	3,600.00		CAB - New Lease
31/03/2022	Amelia's Maids	BACS 57	342.76		Credit for two days not worked
31/03/2022	PWLB	DD	2,000.00		Loan Repayment
31/03/2022	PWLB	DD	129.60		Loan Repayment
31/03/2022	E-ON	BACS 48a	152.53		GAS FOR ASH CENTRE

Total Payments      76,244.95

Clerk.....

Chairman.....

Date.....9 May 2022.



**MINUTE APPENDIX A****PUBLIC ADJOURNMENT.****The Clerk read out the following correspondence from a resident :**

“As I am unable to attend the Ash Parish Council meeting on Monday 9th May, can I please register my feelings regarding item 18 on the Agenda.

‘18. Discuss The Monitoring Officers Comment On The Non Attendance Of Public Meetings For Two Councillors.

Members to consider whether they agree with the monitoring officer’s opinion or whether they want to seek further legal advice.’

Surely this is a farce!

What should be discussed is the REMOVAL of any councillors who not only have lived in a different area for a few years but also have not physically attended meetings in person. To even consider using our tax payers money to seek further advice is an insult to our community and not acceptable practice.

I am not alone in feeling disgust at this state of affairs and would be grateful if my comments could be read out during the discussion! “

**There is not a footpath that runs along the whole of Foreman Road which means it is a health and safety issue. Are there any plans to have one installed along the whole of this road?**

The Chairman confirmed he was not sure if there were any plans to have a footpath installed along the whole length of this road. He would expect one to be installed when the Ash Bridge works have been completed. He will check with Planning at Guildford Borough Council (GBC) to see whether any plans are in place.

**Can the opinion from GBC’s monitoring officer be read out?**

The Chairman confirmed he did not have this correspondence with him. However, Mr Cookson might be able to confirm the details? Mr Cookson read out the opinion from GBC’s monitoring officer.

**Why do Councillors that live outside of the area still want to be Councillors?**

The Chairman confirmed that once you have been elected as a Councillor there was no law against you moving out of the area during the term of office. He is happy the Councillors are active as they comment on items on agendas.

**Have the council obtained estimates for legal advice yet?**

The Chairman confirmed these hadn’t been obtained yet as the Council hadn’t agreed which way they would proceed. However, SALC had confirmed that three estimates from three different firms would be required.

**Can residents have a say on what happens over the Councillors?**

The Chairman confirmed that residents do not have the right to vote, this is for Councillors only. Residents get to have their say during the open session and Councillors listen to what the residents have to say and could take their views into account when casting their vote.

**I would ask the Chairman and every member of the committee to consider very carefully whether it is appropriate to spend public money on item 18 before making their decision.**

The Chairman confirmed it was just the GBC’s monitoring officer’s own personal opinion and that the previous GBC’s monitoring officer hadn’t given their own opinion. The Parish is an entity, in its own right and not a principal authority, like borough or county so can work slightly differently.

**Can the other opinion the Council received from NALC be published?**

The Chairman confirmed it couldn't be published as it was only received verbally over the telephone in April.

The committee would have three options to consider; Accept the monitoring officer's opinion and disqualify the councillors, get estimates to seek further legal advice or continue with current status.

The Chairman wanted to point out that, APC are not the only Council to be in this position.

**GBC's monitoring officer is fully qualified to make an opinion. He has been a lawyer for 20 years, worked for several different councils and is the senior legal advisor for GBC. Can the Chairman explain why the advice in April is different from the statements issued in May?**

The Chairman explained that the previous monitoring office at GBC had asked a room of 20 officers the question about whether virtual meetings counted as attendance; a 3rd said it wasn't, a 3rd said it was and a 3rd wouldn't comment.

**What active participation will The Gorham's now have in the Council as they are not on any committees?**

The Chairman confirmed that Councillors do not have to be on a committee to be active. Being a committee member only gave you the power to vote during a meeting and that all Councillors do make comments about items on agendas.

**Can the active participation from Councillors be made visible? If not visible, then how do residents know what Councillors are doing and how active they are?**

The Chairman confirmed that in 2019 12 Councillors were elected uncontested. Only 2 from this 12, now live outside of the Parish. The Chairman pointed out that Councillors do not get paid and therefore, do not cost the taxpayer anything.

**During APC Planning Meetings the committee members mainly vote against the applications. However, when you attend GBC Planning Meetings the Councillor present from APC always votes for the applications. Why?**

The Chairman explained that APC are consultees only and it is different when members sit on GBC Planning Meetings. At GBC Planning Meetings, they follow the GBC Planning Policy and have been supplied with more information and supplementary reports.

**Is there anyway Planning applications can be seen sooner?**

The Chairman explained that unfortunately there was no way of making applications available sooner. All Planning applications are available online to view on GBC's website and the APC Planning agenda is made available 5 working days before the meeting is held.

**Can a mandate not be presented for Planning applications to express the impact on the infrastructure of the Parish? Section 106 is designed to improve infrastructure. However, it doesn't seem to be working as the majority of recent applications in the Parish are causing issues.**

The Chairman explained that most of the recent applications for the Parish were approved before the current Local Plan was in place. This is known as a cumulative effect. If the Local Plan states an area can be developed, then the Parish can object to a development but it is Surrey County Council (SCC) who have the final say, especially if it is something to do with transportation.

**Footpath 356 is a health and safety issue as halfway along it where the harris fencing is only on one side, there are tree stumps and other items sticking out of the ground for people to trip over.**

The Chairman confirmed that Cllr Jo Randall has a contact and will report this.