

ASH PARISH COUNCIL

Minutes of the Meeting of the Council held in the Ash Centre, Ash Hill Road, Ash on Monday 14 November 2022 which commenced at 6:30pm

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

✓ Present

x Not Present

A Apology for Absence

Part I – Public Session

72. Apologies for Absence. (agenda item 1)

Apologies for absence were received from Cllr Andrew Gomm, Cllr Helen Gorham, Cllr Tony Gorham, Cllr Jo Randall and Cllr Martin Burgess.

73. Declarations of Interest. (agenda item 2)

There were no declarations of interest for this meeting.

74. Confirmation of the Minutes. (agenda item 3)

The minutes of the Meeting of the Parish Council held on Monday 10 October 2022, copies of which have been circulated to members, were confirmed as a true record, and will be signed by the Chairman of the Council.

75. Chairman's Announcements. (agenda item 4)

The pedestrian crossing on Ash Hill Road is being completed and is scheduled to finish by 28 November 2022.

The Chairman has received a reply to the letter that was sent to King Charles III expressing deepest sympathy on the death of Her Majesty the Queen, which was sent on behalf of the residents of Ash.

The teen shelter has been installed in Ash Recreation Ground and is being used.

Our Remembrance Sunday parade took place on Sunday 13 November and was well attended. Thanks to all those that attended and to the poppy collectors. The amount raised will be communicated once it is known.

The minutes of previous meetings, which show Cllr Helen Gorham as not attending since April. Investigations have been made and no formal records show any discrepancies on attendance however, the Chairman's recollections are that she did attend more recently than April. Therefore, an extraordinary meeting will be arranged to discuss this matter. The date of this meeting will be circulated, once councillor's availability is determined, but it would not take place any later than the first week of December. All will be made aware, and the public will be able to attend, subject to the Clerk's confirmation.

A public consultation is currently underway regarding a new piece of play equipment at Harpers Recreation Ground.

76. Adjournment. (*agenda item 5*)

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).

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

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

Planning	October	24	2022	Minute Number	134 to 140
AFA	October	24	2022	Minute Number	162 to 172

78. Monthly Payments List. (*agenda item 7*)

Members received and approved the monthly payments list giving details of the September 2022 expenditure as attached at Agenda Appendix B.

79. Third Draft Budget 2023/24. (*agenda item 8*)

Members noted the third draft of the 2023/2024 budget.

80. Annual Governance & Accountability return year ended March 2022. (*agenda item 9*)

Members noted the details from the external Auditor's report.

81. Council Policy Updates. (*agenda item 10*)

Members approved the revised Council policy's:

Adopted Date	Policy	Next Renewal Date
2021	Data Protection Policy	2024
2019	Debtor and Creditor Management Policy	2024
2021	Governance and Risk Register	2023
2019	Pension Discretion Policy	2024
2019	Policy for Dealing with Unauthorised Encampments	2024
2021	Finance Regulations	2023
2019	Statement of Internal Control	2023

82. Administration of the Control of the Ash Centre Car Park. (agenda item 11)

Members approved the signage for the Ash Centre car park but due to insufficient information being available, the decision to approve the contractor to manage the administration of the control of the Ash Centre car park will be decided at a later date.

83. Open Spaces Projects. (agenda item 12)

Members agreed to the following projects in the Parish's open spaces which is hoped will be part funded:

- A) The continuation of the footpath at Carrington Recreation Ground where the current footpath falls short of the rear entrance to Holly Lodge School. Estimated cost of £1700.00 + VAT.
- B) The installation of a new Seesaw at Ash Recreation Ground where the old seesaw has low to medium risk faults. Estimated cost £4500.00 + VAT.

84. Staff Training. (agenda item 13)

Members noted that the Chairman and the Clerk used their delegated powers to approve Playground Inspection Training for appropriate staff at a cost of £1,780.00 ex VAT.

85. Correspondence. (agenda item 14)

There was no correspondence to report.

86. Next Meeting. (agenda item 15)

The next meeting is on Monday 12 December 2022 at 18:30.

The meeting closed at 19:30pm.

Chairman: _____

Date: _____

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

DATE OF MEETING	MEMBER	MINUTE REF & PAGE NO.	TYPE AND NATURE OF INTEREST
PLANNING 10 October 2022			None.
AMENITIES, FINANCE AND ADMINISTRATION 24 October 2022			None.

AGENDA APPENDIX B

Payments List

Date: 07/10/2022

Ash Parish Council

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Time: 09:31

Co-op Community Directplus Acc

List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/09/2022	CO-OP Bank	BACS	27.50		Bank Charges
05/09/2022	Insight Systems Ltd	BACS 1	27.37		Printing cost
05/09/2022	Magic signs	BACS 2	30.00		Blank Correx Panels
05/09/2022	Kebur garden materials	BACS 3	62.60		Post Mix Bags x 10
05/09/2022	Brand Pest Control	BACS 4	102.00		Removal Wasp Nest Shawfield Al
05/09/2022	Edmundson Ekelectrical Ltd	BACS 5	122.04		Disposable Gloves
05/09/2022	Screwfix	BACS 6	147.96		Toilet Seats
05/09/2022	Lister Wilder Limited	BACS 7	169.03		Parts for Tractor
05/09/2022	Viking Direct	BACS 8	186.65		Stationary and Supplies
05/09/2022	Lister Wilder Limited	BACS 9	263.94		Air Compressor
05/09/2022	TIO Group Event Medical Specia	BACS 10	300.00		First Aid Cover Remembrance
05/09/2022	Littoralis Ltd	BACS 11	306.00		3 Months Disc Licence
05/09/2022	Amelia's Maids	BACS 12	342.00		Cleaning for August
05/09/2022	TIO Group Event Medical Specia	BACS 13	496.00		First Aid Cover for Brass Band
05/09/2022	TIO Group Event Medical Specia	BACS 14	496.00		First Aid cover for Fantasia
05/09/2022	Castle Water Ltd	BACS 15	2,144.46		Water for Ash Centre
05/09/2022	Quick Shopfront Ltd	BACS 16	6,791.08		Security Shutters for Workshop
05/09/2022	Ellack Cleaning CoOntractors L	BACS 17	300.12		Ash Centre Cleaning
06/09/2022	The Lion Brewery	BACS 18	405.00		Refund on Event Deposit
06/09/2022	Fairway Paving	BACS 19	1,440.00		Footpath Works at Carrington
06/09/2022	Fairway Paving	BACS 20	1,440.00		Playground Path Repair Ash Rec
06/09/2022	Fairway Paving	BACS 21	1,680.00		Footpath Repairs Shawfields Pk
06/09/2022	Fairway Paving	BACS 22	6,000.00		Road Works Coronation Car Park
06/09/2022	SLCC	BACS 23	141.80		13th Edition Book Local Gov
06/09/2022	Christmas Tree World	BACS 24	377.99		Artificial Christmas Tree
09/09/2022	Octopus Energy	BACS 25	10.46		Electric at Harpers Portacabin
09/09/2022	Octopus Energy	BACS 26	15.00		Electric at Carrington Toilet
09/09/2022	Octopus Energy	BACS 27	20.64		Electric at Harpers Scout Hut
09/09/2022	Octopus Energy	BACS 28	112.14		Electric at Public Toilets APC
09/09/2022	Octopus Energy	BACS 29	382.58		Electric at APC Offices
13/09/2022	Octopus Energy	BACS 48	12.36		Electric at Carrington Rec
13/09/2022	The Royal British Legion Poppy	BACS 72	100.00		2 Wreaths for Remebrance
14/09/2022	FrancoTyp Postalia Ltd	BACS 31	50.00		Postage
14/09/2022	Viking Direct	BACS 32	4.79		Stationary
14/09/2022	G Tomkins Window Cleaning	BACS 33	20.00		September Window Clean
14/09/2022	Brand Pest Control	BACS 35	66.00		Treatment for Homet Nest
14/09/2022	Shield Security Services Ltd	BACS 34	42.00		Emergency Call Out
14/09/2022	Homebase Ltd	BACS 36	70.00		Round Up Weed Killer
14/09/2022	Kebur garden materials	BACS 37	98.00		Paving Slabs
14/09/2022	Kebur garden materials	BACS 38	98.00		Paving Slabs
14/09/2022	Screwfix	BACS 39	120.24		Access cover and Frame
14/09/2022	Wild About Water (UK) Ltd	BACS 40	130.78		Rental on Water Machine
14/09/2022	Aquavent Ltd	BACS 41	133.00		Monthly Water Testing
14/09/2022	Viking Direct	BACS 42	134.57		Stationary/Cleaning Supplies
14/09/2022	RBS Software Solutions	BACS 43	145.20		Annual Support Maintenance
14/09/2022	Viking Direct	BACS 45	154.00		Cleaning Materials
14/09/2022	Magic signs	BACS 44	186.00		Staff Uniforms embroidery

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Date: 07/10/2022

Ash Parish Council

Page 2

Time: 09:31

Co-op Community Directplus Acc

List of Payments made between 01/09/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/09/2022	WJ Fire Protection Services	BACS 46	288.00		Six Monthly Alarm Mnt
14/09/2022	Farnborough Tool Hire	BACS 47	382.25		Equipment Hire Strimmer/Blower
15/09/2022	J P and S Services	BACS 48	414.91		Fuel for Vans
15/09/2022	Hampshire Metalcraft Ltd	BACS 49	750.00		Barrier Repairs Corronation Gd
15/09/2022	Shield Security Services Ltd	BACS 50	1,095.00		Monthly Security Patrols
15/09/2022	Dans Garden Services	BACS 51	1,152.00		Grass Cutting in August
15/09/2022	PDW Contracting Services Ltd	BACS 52	2,607.93		Monthly CCTV Maintenance
15/09/2022	PDW Contracting Services Ltd	BACS 53	2,668.93		Monthly Street Light Maintenanc
16/09/2022	E-ON	BACS 54	528.70		Gas at the Ash Centre
16/09/2022	Scottish and Southern Energy	BACS 55	1,702.20		Street Lights for August
16/09/2022	Digger Dave	BACS 56	300.00		Trench for Speaker - Memorial
16/09/2022	PDW Contracting Services Ltd	BACS 57	20,263.87		Car Park Renovations
20/09/2022	Driver & Vehicle Licensing Age	BACS 58	290.00		Road Tax
20/09/2022	Ash Road Service Centre Ltd	BACS 59	50.00		MOT on Van ND57NSF
20/09/2022	Blachere Illumination Uk Ltd	BACS 60	2,528.40		8 New Christmas Lights
20/09/2022	PUBLIC WORKS LOAN	DD	2,000.00		REPAYMENT OF LOAN
20/09/2022	PUBLIC WORKS LOAN	DD	86.40		INTEREST REPAYMENT
27/09/2022	Homebase Ltd	BACS 61	23.80		Cable Ties
27/09/2022	Joel Baker	BACS 62	60.00		Broadband Failure Response
27/09/2022	Brand Pest Control	BACS 63	66.00		Wasp Nest removal
27/09/2022	Joel Baker	BACS 64	177.02		Azure Plan for July
27/09/2022	Guildford Borough Council	BACS 65	247.00		Trade Refuse APC Cemetery
27/09/2022	Joel Baker	BACS 66	428.04		Microsoft 365 Subscriptions
27/09/2022	Light Angels Ltd	BACS 67	2,678.40		Christmas Motif Installation
27/09/2022	Guildford Borough Council	BACS 68	5,651.18		Buisness Rates APC & Cemetary
27/09/2022	PDW Contracting Services Ltd	BACS 69	9,919.75		Car Park Renovation
27/09/2022	Surrey Pensions	BACS	3,378.52		Pensions on Sept Salary
27/09/2022	HMRC	BACS	3,601.43		PAYE and NI on Sept Salarie
29/09/2022	APC STAFF	DD	12,619.73		WAGES FOR SEPTEMBER
30/09/2022	Francotyp Postalia Ltd	BACS 70	50.00		Purchase Ledger Payment
30/09/2022	G-Force Economy Van Hire	BACS 71	100.00		Purchase Ledger Payment
Total Payments			102,014.76		

Clerk

Chairman *N. Manning*Date *14 November 22*

APPENDIX A

PUBLIC ADJOURNMENT.

Will the extraordinary meeting be announced as a public meeting and will the public be able to have a say at that meeting?

Yes, the meeting will be open to the public but the legal position with regards to public interaction needs to be checked.

With regards to the absentee councillors, if the minutes of the meeting are not accurate for the last six months, should we forget everything that happen in all those meetings?

This will be discussed and dealt with at the extraordinary meeting.

Can the extraordinary meeting announced earlier be arranged sooner than the first week in December?

A letter/email will go out tomorrow to all councillors asking for availability and will try to do the meeting as soon as possible as it needs to be resolved.

When checking the minutes and agenda online, the payments list was uploaded as an image file and therefore couldn't be searched. Could it be uploaded as a text file instead?

Appendix B shows the payments report produced by the APC accounting software, which is created as a PDF. The PDF report produced by the accounting software is not text searchable. This accounting PDF report is transposed into the Agenda as an image.

The recycling area of Coronation Gardens is a disgrace. How many prosecutions for fly-tipping have there been in the last two years and what the results of these prosecutions and, if there were no prosecutions, why not?

Not aware of any prosecutions in the last two years. Approximately three years ago, the footage from our CCTV cameras was sent to the team at Guildford Borough Council, who then prosecuted and issued six fixed-penalty fines were issued and paid. We continued to send footage to Guildford Borough Council but have recently discovered upon chasing that the team at Guildford Borough Council dealing with fly-tipping has been disbanded without us being told. We have been informed the parish council has the ability to take its own action, so we are looking into how we go about that.

Guildford Borough Council do come round to clear more often than they used to but it difficult to keep up with as it is the second busiest recycling centre in the borough. We have asked Guildford Borough Council for more bins and we have put in an extra cupboard bin to try to cut down on the amount being left at times.

We have found that at certain times of day, the CCTV cameras could not pick up licence plate numbers so APC is investigating upgrading the camera to APNR to match the same type of cameras that have been installed at Carrington Recreation Ground.

Just over a year ago, a meeting regarding Phase 2 of the Ash Ranges corridor with Michael Gove, Jeremy Quinn and Nigel Manning was held and a letter from the MOD stated that the path would be created. What steps has Ash Parish Council taken to press for that path to be put in place?

We have been keeping in contact with the MOD. The first phase was completed within a few months of that announcement being made. The second phase is split into three and is an avenue joining the exterior path to the Range Danger Area. As this avenue goes through woodland, it had to be ecological and environmental tested and once this was done, the bird-nesting season had started. Having spoken to the DOI, the contract has been awarded but, whilst unsure if work has yet started, it will be done by the end of the financial year, as per their commitment.

The third part of phase two joining the exterior path at top of Chandlers Road to the exterior path by the main entrance is the most difficult due to the need for the fences to go on previously used ground and it is taking the MOD time to plot the route.

There has also been a new Commandant of the Ranges that we are trying to set up a meeting with to ensure their commitments are met.

To clarify, the outer path to allow you to not go past Ivanhoe will not be completed this financial year?

We are not aware of any work due to be completed by the end of the year.

Cllr John Tonks confirmed that the letter stated that Habitats Regulation Assessment would be completed by the Summer of 2022 and that Cllr Manning had confirmed this had taken place. The Chairman will continue to talk to the MOD and hopefully have another meeting with them. I will share further updates when they are available.

Can the meeting with the Commandant be minuted and made public?

It will be an informal meeting so, apart from the generality of what is being looked at, it will not be minuted or made public.

The streetlights in Chester Close appear to not to set at the correct times.

The office staff will report this to the contractors.

David Brown has sent a message to say that a contract has been signed for the clock at Victoria Hall to be put right.

Love Lane is overgrown with tree roots.

The Surrey County Council representative will look into this further.

Old School Lane footpath, as you go in from College Road, has two streetlights out, the first and middle ones and the one by the bridge is missing its cover. The path is covered in leaves. There is also a light out on the other side by Parsons Nose.

The office staff will report this to the contractors.

During the heavy rain, the water from the new estate is going passed the first drain and is crossing the road to the next drain outside Grange House which is blocked.

Cllr Morson to chase Surrey County Council regarding this issue as there are several areas where this is occurring.

There is a streetlight on the rail footbridge at Parsons Nose that has never been connected. Can it be connected?

It was not connected as it was discovered that the next-to-last streetlight was the end of the spur and the wire could not take any more load. We will contact our contractor to see if we can put in a solar lamp or whether the new LED lamps would have reduced the load sufficiently to allow it to be connected.

On the payment list, it is still showing PDW rather than Prime One. Can this be changed?

We have already changed the name on the account but will contact the software provider to see if how it appears on the report can be changed.