

ASH PARISH COUNCIL

Dennis Wheeler
Clerk to the Council

Tel: 01252 328287

Fax: 01252 319338

E-mail: office@ashpcsurrey.gov.uk

Website: www.ashpcsurrey.gov.uk

Council Offices
Ash Centre
Ash Hill Road
Ash, Surrey
GU12 5DP

16 May 2023

To Members of Ash Parish Council

Councillors are hereby summoned, and members of the public are invited and have a right to be present at The Annual Meeting of the Parish Council **on Monday 22 May 2023** commencing at **6:30pm**.

Provision will be made for Public Question Time.



Dennis Wheeler
Clerk to the Council

AGENDA

Part I – Public Session

1. To elect the Chairman of the Council for the ensuing year.

2. To receive the Chairman’s Declaration of Office.

3. To receive Apologies for Absence.

4. To receive Declarations of Interest.

Declarations of Interest relating to Committee Meetings as at Appendix A.

5. To elect the Vice–Chairman of the Council for the ensuing year.

6. To elect Chairman and Vice-Chairman of the following Committees:

- A. Amenities, Finance and Administration Committee
- B. Planning Committee
- C. Human Resources

7. To elect Councillors to serve upon the following Committees:

- A. Amenities, Finance and Administration Committee
- B. Planning Committee
- C. Human Resources

8. To elect Chairman for the following Working Groups:

- A. Events
- B. Ash Matters

9. To elect Councillors to serve upon the following Working Groups:

- A. Events
- B. Ash Matters

10. To nominate Members of the Council or a representative to serve as the Council’s representative on the following bodies:

| |
|---|
| The Charity of Henry Smith and Others |
| Citizens Advice Ash Management Committee |
| Farnborough Aerodrome Consultative Panel |
| Surrey Association of Local Councils (1 or 2 representatives) |
| Victoria Hall Management Committee |
| Ash and District Local History Museum Society |
| Blackwater Valley Countryside Partnership |

11. To consider the payment of Annual Subscriptions (Excl. VAT) to:

| | |
|--|------------------|
| Information Commissioners Office | £35.00 |
| Institute of Cemetery and Crematorium 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 |
| TOTAL | £3,983.03 |
| BUDGET FOR SUBSCRIPTIONS | £6,000.00 |

12. To consider and approve the payment of the following accounts by variable direct debit:

| |
|--|
| E-On (Gas Supply) |
| Octopus (Electricity Supply) |
| Southern Electric (Street Lighting Electricity Supply) |
| Franco Postalia (Franking Postage & Lease) |
| British Telecom (Fax & Broadband Usage) |
| BNP Paribas (Photocopier Lease) |
| Land Registry (Searches) |
| Sage 50 Cloud Payroll |
| Krystal Hosting Ltd (Parish Website) |
| TV Licence |

13. To confirm the Minutes of the previous meeting held on Monday 17 April 2023.**14. Chairman's Announcements.****15. Adjournment.**

To consider adjourning the meeting for a maximum period of 25 minutes, to enable members of the public to raise questions.

16. Reports of Committees.

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

| | | |
|--|----------------------|-------------------|
| Planning | 24 April 2023 | 181 to 189 |
| Amenities, Finance & Administration | 24 April 2023 | 217 to 224 |

17. Monthly Payment List.

To receive and approve the monthly payments list giving details of April 2023 payments as attached at Appendix B.

18. Ash Parish Council Policy Reviews.

Members to consider and accept the following Council policy:

| Policy | Last Reviewed | Review Date |
|------------------------|---------------|-------------|
| Health & Safety Policy | 09 May 2022 | 08 May 23 |

19. Parish Meetings.

Members to consider the dates, times and how all Council Committee meetings should be held.

20. Next Meeting.

The next meeting is the Meeting of the Council on Monday 12 June 2023 commencing at 18.30pm.

AGENDA APPENDIX A

ASH PARISH COUNCIL

LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS

April 2023

| DATE OF MEETING | MEMBER | MINUTE REF & PAGE NO. | TYPE AND NATURE OF INTEREST |
|---|---------------|----------------------------------|------------------------------------|
| PLANNING 24 April 2023 | | | None. |
| AMENITIES, FINANCE AND ADMINISTRATION 24 April 2023 | | | None. |

AGENDA APPENDIX B

Payments List

Date: 16/05/2023

Ash Parish Council

Page 1

Time: 09:39

Co-op Community Directplus Acc

List of Payments made between 01/04/2023 and 30/04/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 03/04/2023 | Francotyp Postalia Ltd | BACS 1 | 100.80 | | Quarterley Rental on Franking |
| 05/04/2023 | Co-Op Bank | DD | 29.50 | | Bank Charges |
| 11/04/2023 | Octopus Energy | BACS 2 | 10.35 | | Electric at Carrington Rec |
| 11/04/2023 | Octopus Energy | BACS 3 | 10.36 | | Electric for Harpers Rec |
| 11/04/2023 | Octopus Energy | BACS 4 | 14.87 | | Electric for Toilet Carrington |
| 11/04/2023 | Octopus Energy | BACS 5 | 48.92 | | Electric for Ash Rec |
| 11/04/2023 | Octopus Energy | BACS 6 | 134.47 | | Electric for Harpers Scout Hut |
| 11/04/2023 | Octopus Energy | BACS 7 | 153.78 | | Electric at Toilets APC Rec |
| 11/04/2023 | Octopus Energy | BACS 8 | 611.47 | | Electric at APC Offices |
| 12/04/2023 | LAND REGISTRY | BACS | 6.00 | | 8271869 - Avondale |
| 12/04/2023 | British Telecommunications plc | bacs 10 | 321.18 | | Broadband / telephone |
| 12/04/2023 | Doors 4 Security | bacs 11 | 546.00 | | Security Door for Workshop |
| 18/04/2023 | Celia Hall | CASH | 20.00 | | Allotment Deposit Refund |
| 18/04/2023 | Alan Taylor | BACS | 50.00 | | Allotment Deposit Refund |
| 18/04/2023 | E-ON | bacs 12 | 330.61 | | Gas for Harpers Scout Hut |
| 18/04/2023 | E-ON | bacs 13 | 448.96 | | Gas for APC Offices/Centre |
| 18/04/2023 | Ash & District History Museum | BACS 14 | 88.37 | | Electric at Cem Toilets |
| 18/04/2023 | Guildford Borough Council | BACS 15 | 4,232.15 | | APC Centre Business Rates |
| 18/04/2023 | Magic signs | BACS 16 | 50.00 | | A4 Correx Panels |
| 18/04/2023 | Institute of Cemetery and Crem | BACS 17 | 95.00 | | Corporate Membership |
| 18/04/2023 | Joel Baker | BACS 18 | 148.37 | | Azure plan Feb 2022 |
| 18/04/2023 | Joel Baker | bacs 19 | 160.93 | | Azure Plan 2023 |
| 18/04/2023 | Guildford Borough Council | bacs 20 | 209.92 | | Business Rates on Harpers Hut |
| 18/04/2023 | Guildford Borough Council | BACS 21 | 220.99 | | Business Rates Harpers Hut |
| 18/04/2023 | Joel Baker | BACS 22 | 288.00 | | SAS Disc for Server |
| 18/04/2023 | Joel Baker | BACS 33 | 300.00 | | Set Up Acct/Install Discs |
| 18/04/2023 | Joel Baker | BACS 24 | 323.46 | | Microsoft Office Licences |
| 18/04/2023 | Joel Baker | BACS 25 | 428.04 | | Microsoft Office 365 |
| 18/04/2023 | Safe I S Fire Safety and Train | BACS 26 | 478.80 | | Fire Marshall Training |
| 18/04/2023 | HERBERTS MUSIC BAND | BACS 27 | 500.00 | | Fete Day Band 2022 |
| 18/04/2023 | The Recruitment Lab | BACS 28 | 646.67 | | Temporary Reception Staff |
| 18/04/2023 | The Recruitment Lab | BACS 29 | 656.47 | | Temporary Reception Staff |
| 18/04/2023 | Ellack Cleaning CoOntractors L | BACS 30 | 775.37 | | Office Cleaning March |
| 18/04/2023 | Shield Security Services Ltd | BACS 31 | 930.00 | | External Security Patrols |
| 18/04/2023 | Dans Garden Services | BACS 32 | 1,212.00 | | March Grass Cutting Cemetery |
| 18/04/2023 | Guildford Borough Council | BACS 23 | 1,297.40 | | Business Rates Cemetery |
| 18/04/2023 | Neil Curtis & Sons | BACS 34 | 1,340.00 | | Four Grave Digs in March |
| 18/04/2023 | Prime One Maintenance Ltd | BACS 35 | 2,668.93 | | Monthly Street Light Mnt |
| 18/04/2023 | Prime One Maintenance Ltd | BACS 37 | 2,919.16 | | CCTV Monthly Maintenance |
| 18/04/2023 | Surrey Assoc of Local Councils | BACS 36 | 2,840.43 | | Scaptc & Nalc Subscriptions |
| 18/04/2023 | Screwfix | BACS 37 | 20.78 | | Sealant and Trousers |
| 18/04/2023 | J P and S Services | BACS 38 | 453.71 | | Fuel for Vans |
| 18/04/2023 | Guildford Borough Council | BACS 39 | 298.50 | | Refuse Collection - Cemetery |
| 18/04/2023 | Viking Direct | BACS 40 | 167.34 | | Office Refreshments |
| 18/04/2023 | Kebur garden materials | BACS 41 | 139.25 | | Plot Markers for Allotments |
| 18/04/2023 | AA Fencing UK Ltd | BACS 42 | 4,386.53 | | Fencing for Harpers Allots |
| 18/04/2023 | Hampshire County Council | BACS 43 | 500.00 | | BVCP Annual Contribution |

Continued on Page 2

Payments List Cont

Date: 16/05/2023

Ash Parish Council

Page 2

Time: 09:39

Co-op Community Directplus Acc

List of Payments made between 01/04/2023 and 30/04/2023

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|----------------------------|
| 19/04/2023 | Wild About Water (UK) Ltd | BACS 44 | 136.50 | | WEEE Charge |
| 19/04/2023 | Stocksignes Ltd | BACS 45 | 102.96 | | Internal door signs |
| 21/04/2023 | Scottish and Southern Energy | BACS 46 | 1,700.29 | | Streellights March |
| 27/04/2023 | APRIL SALARIES | BACS | 13,464.30 | | STAFF WAGES APRIL 2023 |
| 27/04/2023 | EVAQ8 CO | BACS 47 | 333.60 | | Emergency Grab Bags |
| 27/04/2023 | The Royal British Legion Poppy | BACS 48 | 115.59 | | Coronation Lamp Post Signs |
| Total Payments | | | 47,467.08 | | |