

ASH PARISH COUNCIL**Minutes of the Meeting of the Amenities, Finance and Administration Committee
held via Microsoft Teams
on Monday 26 February 2024 which commenced at 19:00**

Chairman:	Cllr Phil Bellamy	✓
Vice Chairman:	Cllr Richard Lucas	A
	Cllr Carla Morson	A
	Cllr Carl Cookson	✓
	Cllr John Tonks	✓
	Cllr Sara Badger	A
	Cllr Paul Golding	✓

Substitutes: Cllr Carl Cookson for Cllr Carla Morson

✓ Present x Not Present A Apology for Absence

Part I – Public Session**311. Accept Apologies for Absence. (agenda item 1)**

Apologies for absence were received from Cllr Carla Morson, Cllr Richard Lucas & Cllr Sara Badger.

312. To Receive Declarations of Interest. (agenda item 2)

There were no declarations of interest.

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

Members agreed the minutes of the Amenities, Finance and Administration Committee meeting held on Monday 22 January 2024. The minutes have been before the full Council at which they were duly considered, approved, and adopted, and will be signed by the Chairman, Cllr Phil Bellamy.

314. Adjournment. (agenda item 4)

This meeting was **not** held in public. Any members of the public wishing to join the meeting were advised to click the following link;

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDM5MzRkNjgtMDQyNC00ZmUyLWE0NzltM2Y4NTU3ZWFjYmJm%40thread.v2/0?context=%7b%22Tid%22%3a%22655dc6d2-cc35-4837-9012-8b3f621f8869%22%2c%22Oid%22%3a%2252a651d8-60cc-4ef0-b8b8-8585a26a9914%22%7d

Full details on how to access the meeting are available on the Parish Council website; <https://www.ashpcsurrey.gov.uk/public-access-to-virtual-meetings-during-covid-19-pandemic/>

There was one member of the public present.

315. Monthly Accounts. (agenda item 5)

Members considered and noted the monthly accounts ending 31 January 2024.

316. Bank Reconciliation. (agenda item 6)

Members considered and noted the bank reconciliations ending 31 January 2024.

317. Outstanding Invoice. (agenda item 7)

There is an outstanding invoice of £88.00 (INV No : 11882) for Mr M Barney dated 31/07/2023. Mr Barney has been chased on numerous occasions. The Finance Officer and the Clerk have both emailed and spoken to Mr Barney twice.

Mr Barney has not responded to any communication regarding the debt.

Members to consider to:

- A. Write off this debt.
- B. Employ a debt collection agency to recover this debt
- C. Approve another course of action.

Resolved upon consideration to agree to writing off this debt and blacklist the individual from hiring halls in the future.

318. Grants of Exclusive Rights in Respect of Burials. (agenda item 8)

Authorisation was given to the issue of Grants of Exclusive Rights in respect of Burials:

Deed Number	Purchaser	Plot Number
1683	M O'Grady	L134
1684	L Bennett	L129
1685	N Carey	K591
1686	Loveridge	H453,H458 & H442

319. Replacement Ride on Mower. (agenda item 9)

Members to consider purchasing a replacement ride on mower as the current Kubota mower is beyond economical repair.

The current Kubota Mowing Machine - RX59 FRP has been in service with the parish since 2009 and has done 875 hours of work to date. The normal machine life of this machine 10 years depending on number of hours worked.

The cost of maintaining and repairing the Kubota mower each year has risen. The current cost to make the mower ready for the forthcoming season is £2,283.36.

The Asset Renewal Reserve has £10,000 put aside to replace this mower. Various mowers are available from our regular suppliers and quotations have been sought.

The Clerk to the Council recommends purchasing either John Deer X940 or John Deer X 950R either new or used. Prices are volatile and the prices given are quotations only. The current Kubota Machine would have low residual value if part exchanged.

Machine	Age	Cost	Vat	Total
John Deere X940	New	£15,093.51	£3,018.70	£18,112.21
John Deere X940	Used	£12,000.00	£2,400.00	£14,400.00
John Deere X950R	New	£19,118.65	£3,823.73	£22,942.38
John Deere X950R	Used	£13,950.00	£2,790.00	£16,740.00

A new machine will have 12 Month manufacturers warrantee. Used will be fit for purpose when delivered to the Council.

Resolved upon consideration to agree to purchase a New John Deere X940 for £15,093.51 + £3018.70 VAT = £18,112.21 and for the Clerk to update the asset renewal reserve.

320. Shawfield Allotment – Request for a Greenhouse. (agenda item 10)

Members approved the application for a greenhouse on Plot SR059A Shawfield Allotment. The dimensions are within permitted size.

321. Events Working Group. (agenda item 11)

Members noted the minutes of the Events Working Group Meetings held on 6 December 2023 as at Appendix A.

322. Ash Matters Working Group. (agenda item 12)

Members noted the minutes of the Ash Matters Working Group Meetings held on 31 January 2024 as at Appendix B.

323. Correspondence. (agenda item 13)

There was no correspondence.

324. Date of Next Meeting. (agenda item 14)

The date of the next meeting is **Monday 25 March 2024** commencing at 19:00 or following the close of the Planning Committee meeting.

The meeting closed at 19:20

Chairman: _____ Date: _____

APPENDIX A

ASH PARISH COUNCIL

**Minutes of the Events Working Group
held on 6 December 2023 Face to Face and via Microsoft Teams
commencing at 14:30**

Present:	Cllr John Tonks	✓
	Cllr Paul Golding	✓
	Cllr Carl Cookson	A
	Ali Watmore	✓
	Dennis Wheeler	A
	Graham Bidwell	✓
	Jo Packman (Guest)	A
	Richard Tolley (Guest)	✓
	Pat Scott (Guest)	✓

Also Present :	Len Scott (Guest)	✓
	Cllr Michael Moriarty	✓

1. Apologies for Absence. (agenda item 1)

Apologies for absence were received from Cllr Carl Cookson and Dennis Wheeler.

2. Declarations of Interest. (agenda item 2)

There were no declarations of interest to report.

3. Confirmation of Minutes. (agenda item 3)

The minutes of the Events Working Group Meeting held on Wednesday 18th October 2023, copies of which have been circulated to members, were confirmed as a true record.

4. Round Up From 2023. (agenda item 4)

Fantasia

Another successful event that was very well attended with the highest number of people enjoying the Christmas tree light switch on.

Road Closure :

Worked well and will continue using this format as long as Surrey County Council (SCC) agree to the closure.

Only one issue which was from a resident in the flats by Co-Op they hadn't seen the letter that was posted through the letter box until the day and therefore, hadn't moved their vehicle to a different location before the road closure came into action. The resident came into the centre on the day to complain and was advised to speak to Ali who was manning the car park at the time as Santa had arrived at the Christmas tree.

Ali apologised to the resident and advised that it was not possible to authorise movement of their vehicle during the official road closure due to the Health & Safety of the public attending the event.

The resident has since written to the Parish Council asking for additional advance warning notices to be placed out before the event.

It was agreed that an additional warning sign could be purchased and would be placed beside the flowerbed outside the Co-Op.

Sound :

Due to the number of people present the sound was very quiet beside the Christmas tree. It was agreed that the speaker had been placed in the wrong position and that additional speakers will be used in future.

Contact the Churches to ask if any choir members would like to participate.

The Chairman's introductions to the Ash Vale Ensemble band, Santa's arrival, and the count down to the Christmas tree light switch on worked well and this format will be repeated next year.

Communications During Event :

It was agreed that a WhatsApp Group needs to be set up for all Staff, Councillors, and helpers to enable communication between everyone during the event.

Notes For Next Year :

A volunteer helper should be teamed up with a Councillor.

Could a stage be set up in front of the Christmas tree for the Chairman and Santa to stand on which would make them more visible?

Check which Staff, Councillors and volunteers would like to dress up?

Check with all the local Churches as to whether any members of their choirs would like to lead the carol singing?

Chairman Of Events discussing with regular stall holders as to whether a change in the start and finish time would work (1pm-4.30pm).

Change wording on booking form to state "Only one table per booking."

Keep Ash Museum the small hall.

Remembrance

Another successful event that was very well attended and the sound was the best it's ever been.

Road Closure :

Worked well and will continue using this format (placement of a vehicle opposite the Ash Centre blocking movement up and down Ash Hill but allowing vehicles to go up and down Grove Road) providing Surrey County Council (SCC) agree to the closure.

Actions For Next Year :

A volunteer helper should be teamed up with a Councillor.

Keep information packs.

Quakers to be invited to meeting with Churches Together so that they can be included in the service.

5. Charity 2024. (agenda item 5)

It was agreed that St Mary's Church – In support of the Food Parcels Project will be our charity for 2024.

APPENDIX B

ASH PARISH COUNCIL

**Minutes of the Ash Matters Working Group
held on 31 January 2024 via Microsoft Teams
commencing at 14:00**

Present:	Cllr John Tonks	✓
	Cllr Carla Morson	A
	Cllr Philip Bellamy	A
	Ali Watmore	✓
	Dennis Wheeler	✓

2. Apologies for Absence. *(agenda item 1)*

Apologies for absence were received from Cllr Carla Morson and Cllr Philip Bellamy.

2. Declarations of Interest. *(agenda item 2)*

There were no declarations of interest to report.

3. Ash Matters 2024. *(agenda item 3)*

The working group agreed that we would look to include the following in the next edition :

- Change of Parish Clerk
- Donation to Royal Surrey Charity
- Hedgehog Project
- Electric vehicle
- Events – Ash In Bloom, Fete, Fantasia

Draft to be produced by 23 February 2024 and sent to printers for a quote.

Draft to be issued to councillors on 26 February 2024 and if no comments have been received back from the councillors, then we would proceed to print at the start of March 2024.

Royal Mail delivery to be started on 22 April 2024.

Increase quantity to 9000 for printing (8400 delivered to Royal Mail & 600 delivered to APC).

5. Date of Next Meeting *(agenda item 5)*

The date of the next meeting will be in August/September 2024, date to be confirmed at 14:00 via Microsoft Teams.

The meeting closed at 14:58.

Signed Date