

## ASH PARISH COUNCIL

### **Minutes of the Meeting of the Council held in the Ash Centre, Ash Hill Road, Ash on Monday 11 November 2024 which commenced at 18:30**

Chairman of the Council:	Cllr Fiona White	✓
Vice Chairman	Cllr Carla Morson	A
	Cllr Sara Badger	✓
	Cllr Philip Bellamy	A
	Cllr Carl Cookson	✓
	Cllr Mohammad Faisal	✓
	Cllr Paul Golding	✓
	Cllr Richard Lucas	✓
	Cllr Nigel Manning	✓
	Cllr Michael Moriarty	✓
	Cllr Marsha Moseley	A
	Cllr John Tonks	A

✓ Present    x Not Present    A Apology for Absence

### **Part I – Public Session**

**87. To receive Apologies for Absence. (*agenda item 1*)**

Apologies for absence were received from Cllr Carla Morson, Cllr Philip Bellamy, Cllr Marsha Moseley and Cllr John Tonks.

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

There were no declarations of interest for this meeting.

**89. Confirmation of the Minutes. (*agenda item 3*)**

The minutes of the Meeting of the Parish Council held on Monday 14 October 2024 copies of which have been circulated to members, were confirmed as a true record and will be signed by the Chairman of the Council.

**90. Chairman's Announcements. (*agenda item 4*)**

Thank you to the Events Working Group for organising the Remembrance Service and Parade and thank you to everyone that participated and attended yesterday.

Thank you to Cllr Philip Bellamy for standing in and laying the wreath at short notice.

Our next event is Fantasia on 30<sup>th</sup> November, everyone is welcome. It is worth attending if you can as it's great fun, many local business's selling items, Father Christmas turning on the Christmas Tree lights and there may even be some snow.

**91. 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).**

**92. 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:

<b>Planning</b>	<b>October</b>	<b>23</b>	<b>2024</b>	<b>Minute Number</b>	<b>42 to 50</b>
<b>A,F&amp; A</b>	<b>October</b>	<b>23</b>	<b>2024</b>	<b>Minute Number</b>	<b>47 to 56</b>

**93. Monthly Payment List. (agenda item 7)**

Members received and approved the monthly payments list giving details of the October 2024 payments as at Appendix B.

**94. Third Draft Budget 2025/26. (agenda item 8)**

Members considered the second draft of the 2025/2026 budget.

The Chairman and Cllr Sara Badger thanked Jeanette Mckernan for all the hours of work she has spent working on the budget since the budget meeting we held on Friday.

Put the draft budget onto the next AFA meeting so that the finer details can be looked at closely.

Transparency is important on the funds the Council have and what they should be used for.

Cllr Richard Lucas said if we copy him on the next email to Guildford regarding how many Band D properties we have he can ensure that we get a response.

**95. Ash Parish Council Policy Reviews. (agenda item 9)**

Members to consider and accept the following Council policies :

<b>Policy</b>	<b>Adopted Date</b>	<b>Review Date</b>
Publication	6 November 2023	11 November 2024
Community Grants	6 November 2023	11 November 2024
Data Protection	6 November 2023	11 November 2024
Governance & Risk Register	6 November 2023	11 November 2024
Financial Regulations	14 November 2022	11 November 2024

**and it was agreed that members accepted the following Council policies :**

<b>Policy</b>	<b>Adopted Date</b>	<b>Review Date</b>
Publication	11 November 2024	10 November 2025
Community Grants	11 November 2024	10 November 2025
Data Protection	11 November 2024	10 November 2025
Governance & Risk Register	11 November 2024	10 November 2025
Financial Regulations	11 November 2024	10 November 2026

**96. Traffic Management For Events. (agenda item 10)**

Members noted the Chairman and the Clerk used delegated powers to book a traffic management company for Remembrance and Fantasia at a cost of £1610.90 + £587.50 + £439.68 VAT = £2638.08.

**97. Oak Moth Nests Harpers Recreation Ground. (agenda item 11)**

Members noted the Chairman and the Clerk used delegated powers to have the Oak Moth Nests removed from the oak trees at Harpers Recreation Ground at a cost of £1050.00 + £210.00 VAT = £1260.00.

Note : Following the removal a maintenance plan will need to be put in place and quotes will be obtained. We have 29 oak trees on our land in this area.

**98. Electric Replacement At Harpers Scout Hut. (agenda item 12)**

Members noted the Chairman and the Clerk used delegated powers to have the electrics replaced at the Harpers Scout Hut at a cost of £10,500.00 No VAT = £10,500.00.

Note : This will be paid for out of the EMR for Asset Renawal.

**99. Points Noted From The Meeting With Scouts & Guides Following Changes To Totterdown Lease. (agenda item 13)**

Members noted the points from this meeting :

The Scouts and Guides must be able to hire the hall for the same amount of days they use it for at the moment.

Any outside fire must be contained within a fire pit – Council to obtain details on specifications for fire pit.

Totterdown are responsible for maintaining all the outside area and storage they use, Ash Parish Council will maintain the area that the Scouts/Guides use as the Scouts/Guides will just keep the area tidy and will be responsible for the storage shed that has been gifted to them by Ash Parish Council.

These points will now be forwarded to the solicitor, Phillips Law for inclusion in the draft lease.

**100. Flat Roof, Guttering Replacement (plus Fascia's & Soffits If Required) At Harpers Scout Hut. (agenda item 14)**

Members to consider the replacement of the flat roof, guttering, plus fascia's & soffits (if required) at Harpers Scout Hut as the current ones are beyond economical repair.

Contractor	Cost For Flat Roof & Guttering	Vat	Total	+ Fascia's & Soffits
A	£3614.00	£722.80	£4336.80	+ TBC Approx £1250
B	£4286.00	£857.20	£5143.20	+ TBC Approx £1250
C	£2600.00	£520.00	£3120.00	+ TBC Approx £1250

and it was:

***Resolved upon consideration to replacing the flat roof, guttering and fascia's & soffits at Harpers Scout using contractor C at a cost of £2600.00 plus VAT £520.00 and £1095.00 plus VAT £219.00 = Total £4434.00 and will be paid for out of the EMR for Asset Renawal.***

**101. Public Consultation Remote Meetings & Proxy Voting. (agenda item 15)**

At the moment all local councillors are required by law to attend Parish and Town Council meetings in person. The Government is now consulting on introducing powers for Parish and Town Councils to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances. Your council can agree to submit an agreed response on behalf of the Council to this consultation. Equally all Councillors can also submit a response individually.

- i) Members to consider whether they want to submit
  - a. One agreed response for the whole Council
  - b. Councillors each submit their response individually.
  
- ii) If members agree to (a) then the response needs to be discussed, agreed, noted and logged at this meeting.

and it was:

***Resolved upon consideration to Councillors each submitting their response individually.***

**102. Correspondence. (agenda item 16)**

We have received correspondence from GBC regarding a small amount of S106 funds which are awaiting allocation for a parish council project in the Lysons Avenue area.

Cllr Nigel Manning suggested clearing out the beds that are along Lysons Avenue and replanting them so that they are more colourful.

The Clerk suggested legend on the bench

The Clerk will obtain further details for both projects and report back to council at the next available meeting.

**103. Next Meeting. (agenda item 17) for a project**

The next meeting is on Monday 9 December 2024.

*The meeting closed at 20:10.*

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

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

**Part II – Private Session****104. Streetlights. (agenda item 18)**

Members to discuss the best way forward with the issues the Council are having with the current contractor.

and it was:

***Agreed that the Clerk will contact the solicitors, Phillips Law to get the letter issued immediately to the contractor.***

***A plan of action was agreed by for the next steps :***

- 1) Ask the solicitors, Phillips Law to draft the next letter so that it can be ready to be issued at the correct time.***
- 2) The Chairman and Clerk will use delegated powers to appoint a contractor to be put in place if emergency measures are required.***

**105. SALC Advice.**

Members to note the advice received from SALC.

and it was:

***Agreed that the decision the Council has made to reduce the rent by 50% for this year stands and in a years' time the Council can review whether a revaluation is required.***

Cllr Nigel Manning asked for his objection to be noted against the decision made by the Council for the football club.

**AGENDA APPENDIX A****ASH PARISH COUNCIL****LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS****October 2024**

<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>28 October 2024</b>			<b>None.</b>
<b>Administration, Finance &amp; Amenities (A, F&amp;A)</b> <b>28 October 2024</b>			<b>None.</b>
<b>Neighbourhood Planning</b> <b>4 September 2024</b>			<b>None.</b>

## AGENDA APPENDIX B

Date: 06/11/2024

Ash Parish Council

Page 1

Time: 10:44

Co-op Community Directplus Acc

## List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2024	Taylor Investments Ltd	BACS 1	489.99		Shed for Harpers Scouts
01/10/2024	Scottish and Southern Energy	BACS 2	1,468.91		Street Light Electric
01/10/2024	CF Corporate Finance Ltd	BACS 3	1,422.00		P/Ledger Electronic Payment
03/10/2024	CO-OP STORES	BACS 4	6.05		Mold removal for Tiles
03/10/2024	G-Force Economy Van Hire	BACS 5	92.00		New Tyre for van YO66EFB
03/10/2024	Francotyp Postalia Ltd	BACS 6	100.80		Rental on Franking Machine
04/10/2024	Timpson Limited	BACS 7	52.00		Keys for Roller Shutter
04/10/2024	COOP BANK	DD	30.45		BANK CHARGES
08/10/2024	Amazon UK	BACS 8	29.97		P/Ledger Electronic Payment
09/10/2024	Octopus Energy	BACS 9	60.34		Electric at Ash Rec
09/10/2024	Octopus Energy	BACS 10	165.00		Electric at Public Toilets
10/10/2024	Octopus Energy	BACS 11	19.89		Electric at Carrington Block
10/10/2024	Octopus Energy	BACS 12	156.23		Electric at Harpers Scout Hut
10/10/2024	Octopus Energy	BACS 13	617.32		Electric at Council Offices
11/10/2024	Screwfix	BACS 14	23.85		Safety gloves and ear defender
11/10/2024	G Greaves Hurd	BACS 15	60.00		Repairs to wall socket
11/10/2024	Surrey Assoc of Local Councils	BACS 16	72.00		2 Person Attendance SALC AGM
11/10/2024	Quartix Ltd	BACS 17	74.59		Tracker for Vans 6 months
11/10/2024	Lockrite Security	BACS 18	176.18		Bullet Keys
11/10/2024	Kebur garden materials	BACS 19	189.33		Ballast/Cement Gravel Board
11/10/2024	Brand Pest Control	BACS 20	198.00		Wasp Nest Removal Carrington
11/10/2024	WJ Fire Protection Services	BACS 21	216.00		Emergency Light Call Out
11/10/2024	Ash & District History Museum	BACS 22	218.81		Electric at Cemetery Toilet
11/10/2024	J P and S Services	BACS 23	311.02		Fuel for vans
11/10/2024	FAROL LTD	BACS 24	323.99		Gater Battery Service
11/10/2024	Neil Curtis & Sons	BACS 25	400.00		Grave Dig - Ayres
11/10/2024	Aquavent Ltd	BACS 26	528.00		Annual Water Check
11/10/2024	The Play Inspection Company	BACS 27	563.40		Playground Inspections
11/10/2024	John B McKernan	BACS 28	670.88		Temporary Ground Staff
11/10/2024	Joel Baker	BACS 29	738.78		Microsoft 365 & Teams Licence
11/10/2024	Ellack Cleaning Contractors Lt	BACS 30	873.40		Monthly Office Cleaning
11/10/2024	Shield Security Services Ltd	BACS 31	904.20		Security Patrols August
11/10/2024	Dans Garden Services	BACS 32	1,200.00		Cemetery Grass Cutting Sept
11/10/2024	Bluetown	BACS 33	1,317.60		Recruitment Advert Vouchers
11/10/2024	A F Jones Stonemasons Ltd	BACS 34	1,856.34		Repairs to the Chapel Wall
11/10/2024	Camberley Glass & Windows	BACS 35	10,140.00		New Fire Doors APC Offices
11/10/2024	Castle Water Ltd	BACS 36	51.81		Water at Harpers Scout Hut
11/10/2024	Castle Water Ltd	BACS 37	124.59		Water at Public Toilets
11/10/2024	Castle Water Ltd	BACS 38	201.91		Water at Ash Centre
11/10/2024	Castle Water Ltd	BACS 39	6.06		Water at Ash Cemetery
11/10/2024	Castle Water Ltd	BACS 40	51.14		Water at Shawfield Allots
11/10/2024	KENT AIR AMBULANCE	BACS	500.00		DONATION
11/10/2024	HMRC	BACS	4,507.89		NI AND PAYE ON SALARIES
11/10/2024	J P and S Services	BACS 23C	-24.75		Credit for overcharge
11/10/2024	Castle Water Ltd	BACS 41	4.44		Water at Harpers Rec
11/10/2024	Castle Water Ltd	BACS 42	7.28		Water at Harpers Allots
11/10/2024	British Telecommunications plc	BACS 43	1,350.93		Broadband and Phone line

Continued on Page 2

Date: 06/11/2024

Ash Parish Council

Page 2

Time: 10:44

Co-op Community Directplus Acc

List of Payments made between 01/10/2024 and 31/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
11/10/2024	Sage (UK) Ltd	BACS 44	2,851.20		Annual Subscription
14/10/2024	Petty Cash	2520LINK	200.00		Petty Cash Top Up
15/10/2024	SURREY PENSIONS	BACS	4,433.69		Pension Contributions
23/10/2024	Brandon Hire Station	BACS 45	101.82		Hire of Scaffolding Tower
23/10/2024	Brandon Hire Station	BACS 46	51.19		Hire of scaffold tower
30/10/2024	Amir Hameed	BACS CRE	200.00		Hall Deposit Partial Refund
30/10/2024	Farnborough Tool Hire	BACS 52	280.80		Hire of Digger fro Ditch
30/10/2024	Quick Shopfront Ltd	BACS 53	588.00		Service of Shutters
30/10/2024	Lockrite Security	BACS 54	603.60		Removal and Reinstall of Alarm
30/10/2024	John B McKernan	BACS 55	826.62		Maintenance Work at APC Rec
30/10/2024	J & G Drain Services	bacs 56	864.30		Install of water tanks
30/10/2024	Graftin Gardeners	bacs 57	1,260.00		OPM Nest Removal
30/10/2024	Total Event Solutions	BACS 58	2,638.08		Road Closure Remebrance Day
30/10/2024	Accurate Mechanical Services	BACS 59	2,831.90		Repairs to Heating System
30/10/2024	Scottish and Southern Energy	BACS 60	1,421.52		Street Light Electric
31/10/2024	SCC	BACS	1,379.89		Correction to entry
31/10/2024	VARIOUS	BACS	21,086.37		Wages For October
31/10/2024	Beachcroft	BACS	50.73		VAT ONLY
31/10/2024	Brand Pest Control	BACS 61	-24.00		P/Ledger Electronic Payment
31/10/2024	Brandon Hire Station	BACS 61	-24.00		Hire of Scaffolding Tower
31/10/2024	E-ON	BACS 47	151.39		Gas at The Ash Centre
31/10/2024	ADF Tree Surgeons	BACS 48	10,935.60		Stage 3 Tree Work Cemetery
31/10/2024	G Tomkins Window Cleaning	BACS 49	20.00		Ash Centre Window Cleaning
31/10/2024	Screwfix	BACS 50	20.76		Barrier Tape - KEEP OUT
31/10/2024	Jeanette McKernan Expenses	BACS 51	59.40		Cargo Net/Leaf Grabber/Mileage

Total Payments 85,357.48

Chairman *Y. Kenyon*

Clerk *[Signature]*

Date 12/11/24



**MINUTE APPENDIX A****PUBLIC ADJOURNMENT.**

***Are the dates correct on the signs for Fantasia?***

*The Clerk will check.*

***Network Rail works on Shawfield Road that start in January 2025 are for repairs to the bridge over the canal. The aqueduct is going to be drained and the footpath along the canal will be closed whilst the works are completed. However, the contractor the resident spoke to wasn't sure if anything was happening to the pedestrian tunnel.***

*The RFO confirmed details can be found on Network Rail and Surrey County Council (SCC) website for these works and we did speak to Network Rail and they said they would call us back with further details but to date haven't heard from them. Will chase them again.*

***Toob who are no longer working in the area have cleared most of the rubbish, topsoiled and seeded the area however, they are still using the area as a dropping off point and drive over the area they have repaired.***

*Cllr Michael Moriarty confirmed the Causeway website have until the end of November to use this area.*

***Many streetlights not working correctly but can see this is something the Council are dealing with.***

***Many hedges are overgrown in the village and especially the one that runs alongside the footpath from the train station upto the church on the side of Foreman Park.***

*The Chairman will speak to SCC to see what they can do to resolve the issue..*

***The opening of the new road bridge will be delayed as works are ongoing due to issues with flooding.***

***The ditch at the side of Ash Meadows still needs cleaning out.***

*APC staff will report to the relevant authority.*