

ASH PARISH COUNCIL

**Minutes of the Meeting of the Council
held in the Ash Centre, Ash Hill Road, Ash
on Monday 8 September 2014 which commenced at 7.00pm**

Chairman of the Council:	Cllr Nigel Manning	✓
Vice Chairman	Cllr Paul Spooner	✓
	Cllr Laurence Armes	✓
	Cllr Bob Bonilla	✓
	Cllr Bill Cole	A
	Cllr Mrs Ann Graham	✓
	Cllr Mrs Jayne Hewlett	✓
	Cllr Mrs Marsha Moseley	✓
	Cllr Mrs Annie Norgrove	A
	Cllr Mrs Jo Randall	A
	Cllr Doug Richards	A
	Cllr Mrs Pat Scott	✓

✓ Present

x Not Present

A Apology for Absence

Part I – Public Session

45. Suspension of Standing Order 3 (1) (agenda item 1)

46. To receive Apologies for Absence (agenda item 2)

Apologies for absence were received from Cllr Bill Cole, Cllr Annie Norgrove, Cllr Jo Randall and Cllr Doug Richards

47. To receive Declarations of Interest (agenda item 3)

The Local Code of Conduct – Disclosure of Interests for Committee Meetings held during July and August 2014 as indicated at Agenda Appendix A were noted. There were no disclosures of interest declared for this meeting.

48. Confirmation of the Minutes (agenda item 4)

The minutes of the Meeting of the Parish Council held on Monday 14 July 2014, copies of which have been circulated to members, were confirmed as a true record and signed by the Chairman of the Council.

48. Chairman's Announcements (agenda item 5)

The Chairman gave the following announcements:

- The Re-dedication Service went very well and letters of appreciation have been received by Ash Parish Council from people who attended the service
- The Brass Band Concert is to be held on Saturday 13 December 2014 the proceeds from the concert will go to The Shooting Star Chase Children's Hospice.
- Due to The Tour Of Britain Cycle Race there will be rolling road closures within The Parish from approximately 10 am on Saturday 13 September 2014
- Ash Level Crossing will be closed for maintenance work from midnight on Saturday 13 September 2014 until 4.00 pm on Sunday 14 September 2014

49. Adjournment (agenda item 6)**(a) Police Report**

At this point in the proceedings it was moved by the Chairman of the Council, duly seconded and:

Resolved: That the meeting be adjourned for a maximum period of ten minutes to receive a report from the Surrey Police and to allow for any questions arising.

As no members of the Police were present and no statistics had been received, the Chairman deferred this item until a member of the Police attended before the end of the meeting

(b) Public Adjournment

At this point in the proceedings it was moved by the Chairman of the Council, duly seconded and:

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).

50. Reports of Committees (agenda item 7)

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:

Planning	14 July 2014	Minute Number	30 to 38
Amenities	21 July 2014	Minute Number	22 to 33
Planning	28 July 2014	Minute Number	39 to 46
Finance and Administration	28 July 2014	Minute Number	27 to 43
Planning	11 August 2014	Minute Number	47 to 56
Planning	26 August 2014	Minute Number	57 to 67

51. Monthly Financial Statement (agenda item 8)

A summary of the monthly Financial Statements giving details of July and August 2014 payments as at Agenda Appendix B and C was presented to the Council by the Chairman of the Finance and Administration Committee and authorised.

52. Grants of Cemetery Rights (agenda item 9)

To authorise the issue of grants of exclusive rights in respect of burial as indicated at Appendix D.

53. Concurrent Function Grant Aid 2015/2016 (agenda item 10)

Members considered and agreed the following project for submission to Guildford Borough Council for inclusion in the CFGA scheme for 2015/2016:

- **Additional CCTV Cameras at a project cost of £20,000.00**
- **Street Lighting – Phase IX at a project cost of £40,000.00**

Members considered and agreed the following further project for submission to Guildford Borough Council in the CFGA scheme for 2015/2016

- **Replacement Play Equipment at Shawfield Recreation Ground at a project cost of £14,000.00**

54. Internal Audits 2014/2015 (agenda item 11)

a) Members noted an increase in the fees charged by Auditing Solutions Ltd from 1 August 2014 to £410.00 + VAT per visit (currently £400.00). Fees were not increased for the year 2013/2014 and there are no mileage charges made.

b) Members considered the appointment of Auditing Solutions Ltd as the internal auditors for the financial year 2015/2016 and it was:

Resolved upon consideration the appointment of Auditing Solutions Ltd as the internal auditors for the financial year 2015.2016 be agreed.

55. Correspondence (agenda item 12)

56. Next Meeting (agenda item 13)

The date of the next meeting is Monday 13 October at 7.00pm or following the close of the Planning Committee meeting, if this is later.

57. Public Bodies (admission to Meetings) Act, 1960 (agenda item 14)

To consider and if deemed necessary, pass the following resolution in accordance with the provision of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960: "That the Press and Public be excluded from this meeting during the discussion of any matters arising in connection with the remaining items in the Agenda, on the grounds that by reason of the confidential nature of the business to be transacted publicity would be prejudicial to the public interest."

Part II – Private Session

58. Planning Matters (agenda item 15)

The meeting closed at 7.40 pm

Chairman: _____

Date: _____

AGENDA APPENDIX A**ASH PARISH COUNCIL****LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS****July and August 2014**

DATE OF MEETING	MEMBER	MINUTE REF & PAGE NO.	TYPE AND NATURE OF INTEREST
PLANNING 14 July 2014			No declarations of interest recorded
AMENITIES 21 July 2014			No declarations of interest recorded
PLANNING 28 July 2014			No declarations of interest recorded
FINANCE & ADMINISTRATION 28 July 2014			No declarations of interest recorded
PLANNING 11 August 2014			No declarations of interest recorded
PLANNING 26 August 2014			No declarations of interest recorded

AGENDA APPENDIX B

ACCOUNTS RECEIVED JULY 2014

Payments August 2014

<u>Cheq No.</u>	<u>Payee</u>	<u>Service</u>	<u>Net</u>	<u>V.A.T</u>	<u>Total</u>
201727	Henfold Birds of Prey	Fun Day Displays	280.00	0.00	280.00
201728	CANX	CANX	0.00	0.00	0.00
201729	Colwend	Deep Clean - Public Toilets Ash Rec	150.00	0.00	150.00
201730	Carole Olive	Fun day/SE in Bloom purchases	96.85	19.37	116.22
201731	Radar Key Company	Key Supply for Sale - Disabled Toilets	27.70	5.54	33.24
201732	Phase Office Supplies	Stationery Items	38.98	7.80	46.78
201733	Barlow Robbins	Legal Fees	9,314.97	1,862.99	11,177.96
201734	Fresh Acres Nursery	Summer Bedding / Hanging Baskets	4,154.70	830.94	4,985.64
201735	SE Water	Shawfield Allotments 1/2yr Water Rates	133.15	0.00	133.15
201736	Came and Co	Vehicle Insurance - Annual Premium	1,166.00	0.00	1,166.00
201737	Guildford Borough Council	Electricity Card Sales	3,820.00	0.00	3,820.00
201738	T Hopkins	Priority 2 & 3 Tree Works	1,270.00	0.00	1,270.00
201739	JEM Cleaning Service	Ash Centre Cleaning/Caretaker Duties	527.08	0.00	527.08
201740	Phoenix H&S Services	Independent H&S Risk Assessment	595.00	119.00	714.00
201741	SE Water	1/2 yr Water Rates x 4 sites	1,479.69	0.00	1,479.69
201742	L Lawrence	Deposit Refund Following Booking	220.00	0.00	220.00
201743	Lion Brewery	Deposit Refund Following Booking	285.00	0.00	285.00
201744	Accordial	Service of movable walls	555.00	111.00	666.00
201745	Came & Company	Motor Breakdown Cover	160.00	0.00	160.00
201746	Neil Curtis	Grave Digging	420.00	0.00	420.00
201747	Duffy's Budgens	Fun Day Drinks	63.17	12.64	75.81
201748	Emo Oil	Drum packed oil	248.69	12.43	261.12
201749	Fleet Line Markers	Line Markers	161.13	32.23	193.36
201750	FTH Hire Group	Digger Hire	165.00	33.00	198.00
201751	Guildford Borough Council	Electricity Card Invoice	725.00	0.00	725.00
201752	Honey Brothers	Grounds Equipment Maintenance	269.94	53.99	323.93
201753	T Hopkins	Hazardous tree works Carrington Recreation Group	230.00	0.00	230.00
201754	Imprint Colour Ltd	Newsletter Distribution	1,087.00	0.00	1,087.00
201755	CANX	CANX	0.00	0.00	0.00
201756	Joel Baker Computers	IT Maintenance	450.00	90.00	540.00
201757	Fenland Leisure Products Ltd	Playground Equipment Maintenance	170.00	34.00	204.00
201758	Phillips Solicitors	Correspondence Staff Fixed Term Contracts	345.00	69.00	414.00
201759	Phase Office Supplies	Copier Paper and Cartridges	113.74	22.74	136.48
201760	Misa Associates	Petty Cash	200.74	0.00	200.74
201761	PHS	Washroom Supplies	1,790.37	358.07	2,148.44
201762	JP&S Services	Petrol and Oil July 2014	299.78	59.94	359.72
201763	CANX	CANX	0.00	0.00	0.00
201764	Prime One Maintenance	Street Lighting Repairs & Maintenance	2,899.20	579.84	3,479.04
201765	PSK Ltd	External Security	201.60	40.32	241.92
201766	South East Water	Water Public Toilets	47.10	0.00	47.10
201767	South & South East In Bloom	3 x places at 2014 Awards	54.00	0.00	54.00
201768	Stonecrest	Victoria Hall Stones	702.00	140.40	842.40
201769	St John	First Aid & Medical Cover for Fun Day	198.00	39.60	237.60
201770	Interserve FS (UK) Ltd	Watersafe Contract	73.51	14.70	88.21
201771	Southern Electric	Street Lighting	432.65	86.53	519.18
201772	Swalec	Electricity Supply Carrington Rec	2.79	0.56	3.35
201773	Grace Choto	Deposit Refund Following Booking	135.30	0.00	135.30
201774	P.Kelsey	Deposit Refund Following Booking	64.00	0.00	64.00
201775	CANX	CANX	0.00	0.00	0.00
201776	HMRC	July PAYE & NIC Contribution	2,762.71	0.00	2,762.71
201777	Surrey Pension Fund	July Pension Fund	3,110.77	0.00	3,110.77
201778	NEHASO	Fun Day - Japanese Drummers - Donation	150.00	0.00	150.00
BACS	Staff Salaries July	July Salaries	11,099.57	0.00	11,099.57
DD	Insight Systems Ltd	1/4 Year Service/ Maintenance Photocopier	688.32	137.67	825.99
			53,635.20	4,774.30	58,409.50

Signature of Certification Chairman of Finance & Administration Chairman of the Council 

11/08/2014

AGENDA APPENDIX C

ACCOUNTS RECEIVED AUGUST 2014

Payments September 2014

<u>Cheq No.</u>	<u>Payee</u>	<u>Service</u>	<u>Net</u>	<u>V.A.T</u>	<u>Total</u>
1779	Godfreys Golf and Turf	New Tractor/Cutting Deck/Loader/Accessories	11,374.00	2,274.80	13,648.80
1780	Guildford Borough Council	Road Closure Application - Christmas Fantasa 2014	123.00	0.00	123.00
1781	Barlow Robbins	Legal Advice	800.00	0.00	800.00
1782	Guildford Borough Council	Electricity Card Sales	450.00	0.00	450.00
1783	Radio Frimley Park	Fun Day 2014 Attendance	125.00	0.00	125.00
1784	The Post Office	DVLA - 6 Months Road Tax NA55 XDW	123.75	0.00	123.75
1785	CANX	CANX	0.00	0.00	0.00
1786	St Edmunds Developments	Deposit Refund following booking	63.00	0.00	63.00
1787	Guildford Borough Council	Second 1/2 year Rates - Ash Centre/Ash Cemetery	4,191.89	0.00	4,191.89
1788	JEM Cleaning Services	Ash Centre Cleaning/Caretaker duties	420.31	0.00	420.31
1789	Trinity Mirror	Staff Vacancy Advertisement	948.00	189.60	1,137.60
1790	Accurate Mechanical Services	CAB Bolier repair	77.24	15.45	92.69
1791	Joel Baker Computers	Replacement hard disc for server	280.00	56.00	336.00
1792	CANX	CANX	0.00	0.00	0.00
1793	Chubb Fire Security Ltd	Fire Equipment Service	128.93	25.79	154.71
1794	CANX	CANX	0.00	0.00	0.00
1795	FP Executive Agency Ltd	Quarterly rental of Mymail franking machine	60.00	12.00	72.00
1796	FTH Hire Group	Work Boots and Small Tools	140.89	28.18	169.07
1797	GLS Educational Suplies Ltd	Cleaning item	21.95	4.39	26.34
1798	GLS Educational Suplies Ltd	Cleaning and Stationery items	137.96	27.59	165.55
1799	Honey Brothers	Strimmer part and labour	139.09	27.82	166.91
1800	Interserve FS (UK) Ltd	Water Training E Learning course	95.00	19.00	114.00
1801	Ocom	Interference investigation	92.14	18.43	110.57
1802	JP&S Services	Petrol and Oil August	215.44	43.09	258.53
1803	Misa Associates	Petty Cash August	44.54	8.91	53.45
1804	Phase Office Supplies	Stationery and Cartridge	68.89	13.78	82.67
1805	PHS Group	Annual Duty Care	69.95	13.99	83.94
1806	PSK Limited	External Security	222.60	44.52	267.12
1807	Prime One Maintenance Ltd	Street Lighting repairs and maintenance	2,966.40	593.28	3,559.68
1808	Southern Electric	Street Lighting August	432.65	86.53	519.18
1809	South East Water	Water Public Toilets	45.18	0.00	45.18
1810	Shareplan Leaflet Distribution	Newsletter Distribution	534.00	106.80	640.80
1811	CANX	CANX	0.00	0.00	0.00
1812	Surpol Keyholders	Annual Registration	42.00	0.00	42.00
1813	Tracts Vehicle Repairs Ltd	Vehicle parts and repairs	714.75	142.95	857.70
1814	Uny Systems Limited	Maintenance of Fire Detection and Alarm System	117.18	23.44	140.62
1815	L. Lawrence	Replacement Cheque for 1742	220.00	0.00	220.00
1816	Guildford Borough Council	Deposit Refund following booking	64.00	0.00	64.00
1817	The Surrey Pension Fund	August Pension Fund	3,229.74	0.00	3,229.74
1818	HMRC	August PAYE & NIC Contribution	2,800.31	0.00	2,800.31
1819	E Anscombe	Deposit Refund following booking	220.00	0.00	220.00
1820	M Chapple	Deposit Refund following booking	220.00	0.00	220.00
1821	Came & Company	Play equipment Carrington Rec	50.46	3.03	53.49
BACS	Staff	Salaries - August 2014	11,233.86	0.00	11,233.86
DD	British Gas	Ash Centre Quarterly Gas Supply	1,364.79	68.23	1,433.02
DD	Francotyp Postalia Ltd	Teleset Postage download	100.00	0.00	100.00
DD	Sage	User upgrade package	1,063.00	212.60	1,275.60
			<u>45,831.90</u>	<u>4,060.18</u>	<u>48,516.48</u>

Signature of Certification

Chairman of Finance & Administration

Chairman of the Council.....

08.09.2014

AGENDA APPENDIX D

ASH PARISH COUNCIL
GRANTS OF CEMETERY RIGHTS

Exclusive Rights in respect of Burials

Deed No.	Deed Applicant	Deed Applicant Address	Grave Space
1559	Rita Pitty	C/O Jennifer Margrave Solicitors The Old Post Office 130 Epsom Road Guildford Surrey GU12 2PX	K 651

MINUTE APPENDIX A

DURING THE PUBLIC ADJOURNMENT THE FOLLOWING POINTS WERE RAISED:

A query was raised regarding Ash Ranges and possible redundancies of Ash Ranges Wardens could lead to Ash Ranges being developed on

Cllr Marsha Moseley advised that Ash Ranges is a Special Protection Area (SPA) so is protected from development

Concerns were raised regarding for temporary storage of vehicles by The Dover Garage near to Ash Station.

Cllr Nigel Manning advised that this situation has been investigated by an Enforcement Officer and Planning Enforcement issued and the Vehicles should be removed within the next 14 days

Concerns were raised about weeds within The Parish especially in Youngs Drive and Shawfield Road

**Cllr Nigel Manning advised the Winter weed spraying is due to place in early October and Ash Parish Ground Staff would check the to see how successful the spraying is after this work has been carried out
Some over growing vegetation can be cut back by Ash Parish Council under The Lengthsman Scheme.**

Concerns were raised regarding the footpath tunnel at Lakeside Road that it is very dirty and the lights are not working.

Cllr Manning advised that Ash Parish Council would report this to Paul Stacey at Guildford Borough Council

A query was raised as to when the grass is due to be cut at Foreman Park and Grange Road

Cllr Nigel Manning advised that Ash Parish Council would check this with Paul Stacey and Dennis Weaver at Guildford Borough Council

Concerns were raised regarding over growing brambles onto the pavement at Ash Church Road.

Cllr Nigel Manning advised that this has already been reported to Guildford Borough Council

A query was raised as to who is responsible for the alley way in Church Path as it has become overgrown with weeds and detritus, some vegetation has been cut back but not cleared

Cllr Nigel Manning advised that Ash Parish Council would find if this is the responsibility of Surrey County Council.

Concerns were raised regarding the state of the benches at The Ash War Memorial.

Cllr Nigel Manning advised the damaged benches are to be replaced

Concerns were raised over the trial street lights in Grange Road

Cllr Nigel Manning advised that this was only a trial and an alternative type of LED lights are to be tried at another location.