

# ASH PARISH COUNCIL

Carole Olive  
Clerk of the Council

Tel: 01252 328287  
Fax: 01252 319338  
E-mail: [office@ashpcsurrey.gov.uk](mailto:office@ashpcsurrey.gov.uk)  
Website: [www.ashpcsurrey.gov.uk](http://www.ashpcsurrey.gov.uk)

Council Offices  
Ash Hill Road  
Ash, Surrey  
GU12 5DP

7 March 2017

To Members of Ash Parish Council

Councillors are hereby summoned, and members of the public are invited and have a right to attend the monthly meeting of the Parish Council to be held in the Ash Centre, Ash Hill Road, Ash, on Monday 13 March 2017 following the close of The Annual Parish Meeting which commences at **7.00pm**.

Provision will be made for Public Question Time.



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Photographing, recording and broadcasting or transmitting by social media of any kind, is now allowed during the proceedings of the public session of the Council meeting or its Committee's meetings, providing there is no disruption to Council meeting procedures in relation to this initiative. Any recording must cease if the Council resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. Recording equipment may not be left in the meeting room where the confidential session is being held.

## AGENDA

### Part I – Public Session

1. **To accept Apologies for Absence.**
2. **To receive Declarations of Interest.**

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

3. **Confirmation of the Minutes.**

To confirm the minutes of the Parish Council Meeting held on Monday 13 February 2017.

4. **Chairman's Announcements.**

To receive the Chairman's announcements.

**5. Adjournment**

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

**6. Reports of Committees.**

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

<b>Planning</b>	<b>13 February 2017</b>	<b>Minute Number</b>	<b>139 to 147</b>
<b>Amenities</b>	<b>20 February 2017</b>	<b>Minute Number</b>	<b>82 to 95</b>
<b>Planning</b>	<b>27 February 2017</b>	<b>Minute Number</b>	<b>148 to 155</b>
<b>Finance and Administration</b>	<b>27 February 2017</b>	<b>Minute Number</b>	<b>89 to 105</b>

**7. Grants of Cemetery Rights**

To authorise the issue of Grants of Exclusive Rights in respect of Burials as at Appendix B

**8. Monthly Financial Statement.**

To receive and approve the monthly financial statement giving details of February 2017 payments as attached at Appendix C

**9. Internal Audit Report 2015/2016 Interim Update**

Members to consider the Internal Audit Report 2016/2017 Interim Update and to note that there are no formal recommendations for action

**10. Ash Parish Council Policy Documents.**

Members to note the following policy documents have been reviewed and to agree the amendments as required:

- a) Standing Orders: No amendments required at this time
- b) Financial Regulations: Document amended to reflect:
  - the closure of the Bank of Scotland account and the transfer of funds to a Nationwide Business Saver Account
  - Automatic Enrolment Pensions (staging date 01.08.2016)
- c) Chairmanship: no amendments required at this time.
- d) Code of Conduct: no amendments required at this time
- e) Administrative Risk Management Policy: Document amended to reflect:
  - the closure of the Bank of Scotland account and the transfer of funds to a Nationwide Business Saver Account
  - Automatic Enrolment Pensions (staging date 01.08.2016)
  - Change of Insurers to Zurich Insurance plc
  - The completed repayment of a Public Works Loan Board loan

- f) Governance and Management Risk Register: Document amended to reflect:
- the closure of the Bank of Scotland account and the transfer of funds to a Nationwide Business Saver Account
- g) Statement on Internal Control: no amendments required at this time
- h) Complaints Procedure: no amendments required at this time.
- i) Freedom of Information Policy: no amendments required at this time.
- j) Health and Safety Policy: Document under regular review and amended as necessary.
- Risk Assessments (including Fire Risk Assessment): All Risk Assessments reviewed and amended as necessary by the Clerk and the Grounds Charge Hand.
- COSHH Assessments: All assessments renewed in 2016/17.  
All assessments are under regular review and amended as necessary.

All documents available for viewing at Parish Office

**11. Internal Audit Programme.**

Members to consider the effectiveness of the Internal Audit Programme as issued by Auditing Solutions Ltd.

**12. Fidelity Guarantee.**

Members to note that the policy in force with Zurich Insurance plc automatically gives Fidelity Guarantee cover of £2,000,000.00

**13. Determination of Surrey's Admission Arrangements for Community and Voluntary Controlled Schools and Co-ordinated Schemes – 2018.**

Members to note that the admission arrangements for Walsh C of E Junior School Ash were determined by Surrey County Council and the following change has been applied:

Decrease in the Junior PAN (Published Admission Number) from 75 to 64

**14. Correspondence.**

To receive any correspondence.

**15. Next Meeting.**

The date of the next meeting is Monday 10 April 2017 following the close of the Planning Committee Meeting.

**16. Public Bodies (admission to Meetings) Act, 1960**

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

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**Part II – Private Session**

**17. Ash Cemetery**

**AGENDA APPENDIX A****ASH PARISH COUNCIL****LOCAL CODE OF CONDUCT – DISCLOSURE OF INTERESTS****February 2017**

<b>DATE OF MEETING</b>	<b>MEMBER</b>	<b>MINUTE REF &amp; PAGE NO.</b>	<b>TYPE AND NATURE OF INTEREST</b>
<b>PLANNING 13 February 2017</b>	Cllr John Tonks	Minute No. 140 Page No. 93	A declaration of a pecuniary interest in respect of planning item 17/P/00181 as he lives next door to 71 Vale Road.
<b>AMENITIES 20 February 2017</b>			
<b>PLANNING 27 February 2017</b>			
<b>FINANCE &amp; ADMINISTRATION 27 February 2017</b>			

## Appendix B

**ASH PARISH COUNCIL**  
**GRANTS OF CEMETERY RIGHTS**

**Exclusive Rights in respect of Burials**

<b>Deed No.</b>	<b>Deed Applicant</b>	<b>Deed Applicant Address</b>	<b>Grave Space</b>
1582	Mr J and Mrs S Whattam	'Peep In' Frimley Road Ash Vale Surrey GU12	K 676
1584	Mrs S. J. Barter	Briar Cottage Beeton's Avenue Ash Surrey GU12 5DH	P 21

## Appendix C

## Accounts received February 2017

## Payments February/March 2017

<u>Chq No.</u>	<u>Payee</u>	<u>Service</u>	<u>Net</u>	<u>V.A.T</u>	<u>Total</u>
2531	Guildford Borough Council	Electricity Card Sales	1,400.00	0.00	1,400.00
2532	Grove & Millican	Initial reports/drawings re Harpers Pavilion/Carrington Toilet	3,835.16	767.03	4,602.19
2533	Accurater Mechanical Services	Investigations - Control Panel Ash Centre Heating System	418.00	83.60	501.60
2534	Auditing Solutions	Interim Internal Audit Feb 2017	420.00	84.00	504.00
2535	Carole Olive	Purchase of a Megaphone (Events H&S requirement)	16.45	3.29	19.74
2536	Guildford Borough Council	Electricity Card Sales	345.00	0.00	345.00
2537	Smith of Derby	Call out to the Victoria Hall Clock	75.00	15.00	90.00
2538	CANX	CANX	0.00	0.00	0.00
2539	South East Water	Monthly Water Charges Public Toilets	21.13	0.00	21.13
2540	CANX	CANX	0.00	0.00	0.00
2541	SSE	1/4ly Electricity Accounts x 7 sites	949.00	160.73	1,109.73
2542	Guildford Borough Council	Electricity Card Sales	235.00	0.00	235.00
2543	Accurater Mechanical Services	Remedial Works - Control Panel Ash Centre Heating	998.20	199.64	1,197.84
2544	AJ Signs	CCTV Signage	172.25	34.45	206.70
2545	Deltapoint (Cups Direct)	Water Cooler Cups	24.03	4.81	28.84
2546	Electric Center	Replacement Lighting Strips - Ash Centre/Disabled PTS	80.64	16.13	96.77
2547	Farnborough Tool Hire	Cutting Discs	42.66	8.53	51.19
2548	GLS Ltd	Stationery/Cleaning Items/H&S Items	187.11	37.42	224.53
2549	Honey Brothers	Replacement Hedge/trimmer/Workwear	365.62	73.12	438.74
2550	Homebase	Tools/Equipment/Tap Repairs	162.05	32.40	194.45
3051	JP&S Ltd	Petro/Oil - February 2017	130.40	26.08	156.48
3052	Kebur Garden Materials	Groundwork/Bollard Installation - Carrington	359.34	71.87	431.21
3053	IDA for Local Government	Local Governmet Association Subscription 2017/18	450.00	90.00	540.00
3054	Lockrite Security Ltd	Additional Security Measures - Ash Centre Workshop			
		Padlocks and Keys/ Intruder Alarm Issues and Reset	790.17	158.03	948.20
3055	Mirage Cleaning Services	Ash Centre Cleaning	468.00	93.60	561.60
3056	Petty Cash	Various Purchases	116.17	7.91	124.08
3057	Prime One Maintenance	Street Lighting Maintenance - March 2017	2,224.11	444.82	2,668.93
3058	PSK Ltd	External Security less roundabout sponsorship	1.60	0.00	1.60
3059	Southern Electric	Street Lighting Power - February 2017	392.12	78.42	470.54
3060	W J Fire	Ash Centre/Workshop Fire Alarm Reset	40.00	8.00	48.00
3061	The Welcome Club, Ash	Donation of funds raised at Christmas Fantasia 2016	300.00	0.00	300.00
3062	Kent Surrey and Sussex Air Ambulance Trust	Donation	250.00	0.00	250.00
3063	HMRC	PAYE/NIC - February 2017	2,826.46	0.00	2,826.46
3064	Surrey Pension Fund	Pension Contributions - February 2017	4,291.06	0.00	4,291.06
DD	British Gas	Monthly Gas Charges - Ash Centre	296.41	14.82	311.23
DD	British Gas	Quarterly Gas Charges - Harpers Scout Hut	262.43	13.12	275.55
DD	Surrey County Council	DBS Charges	212.00	7.20	219.20
DD	BNP Paribas	Copier/Printer Quarterly Maintenance	665.00	133.00	798.00
DD	Land Registry	Land Search	6.00	0.00	6.00
BACS	Staff	Salaries February 2017	11,972.49	0.00	11,972.49
			<b>35,801.05</b>	<b>2,667.03</b>	<b>38,468.08</b>

Signature of Certification .....

Chairman of Finance &amp; Administration .....

Chairman of the Council.....

13.03.2017

