

ASH PARISH COUNCIL

Minutes of the Annual Meeting of the Council held in the Ash Centre, Ash Hill Road, Ash on Monday 12 June 2017 which commenced at 7.03pm

Chairman of the Council:	Cllr Nigel Manning	✓
Vice Chairman	Cllr John Tonks	✓
	Cllr Laurence Armes	✓
	Cllr Martin Burgess	A
	Cllr Bill Cole	A
	Cllr Andrew Gomm	✓
	Cllr Mrs Jayne Hewlett	✓
	Cllr Nigel Kearse	✓
	Cllr Mrs Marsha Moseley	✓
	Cllr Mrs Jo Randall	✓
	Cllr Mrs Pat Scott	✓
	Cllr Paul Spooner	✓

✓ Present

x Not Present

A Apology for Absence

Part I – Public Session

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

Apologies for absence were received from Cllr Bill Cole and Cllr Martin Burgess

21. To receive Declarations of Interest (*agenda item 2*)

22. The Local Code of Conduct – Disclosure of Interests for Committee Meetings held during May 2017 as indicated at Agenda Appendix A were noted. There were no disclosures of interest declared for this meeting (*agenda item 3*)

23. Chairman’s Announcements. (*agenda item 4*)

To receive the Chairman’s announcements.

- Cllr Manning advised that there had been a traveller incursion of approximately ten caravans. The caravans arrived on Heathcote Field on the evening of Sunday 11 June. Guildford Borough Council who own the land have started proceedings to move them on.
- Cllr Manning advised that the tow path by The Swan Pub at Heath Vale Bridge Road is still shut because of a collapsed towpath. The Basingstoke Canal Society are looking for ways of repairing it without draining The Canal.

- The Ash Parish Council Village Fete takes place on Saturday 15 July 2017 between 12 midday and 4:00 pm. The Parish Council are to run a couple of their own stalls again this year. Eagle Radio will be attending the event, with the Love Crew making live broadcasts from the Recreation Ground. Thanks go to the Dover Garage and Vale Furnishers for sponsoring Eagle Radio's attendance. Radio Frimley Park will once again be in attendance throughout the event.

24. Adjournment. (*agenda item 5*)

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).

25. Reports of Committees. (*agenda item 6*)

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

Planning	8 May 2017	Minute Number	189 to 196
Planning	22 May 2017	Minute Number	1 to 9
Amenities Finance & Administration	22 May 2017	Minute Number	1 to 18

26. Monthly Financial Statement. (*agenda item 7*)

A summary of the monthly Financial Statements giving details of May 2017 payments as at Agenda Appendix B was presented to the Council by the Chairman of the Finance and Administration Committee and authorised.

27. Year End Accounts 2016/2017. (*agenda item 8*)

Members considered and agreed the accounts for the year ending 31 March 2017.

28. Transfers to Ear Marked Reserves. (*agenda item 9*)

Members considered the transfer of the 2016/17 surplus funds to ear marked capital reserves.

and it was

Resolved upon consideration to agree to the transfer of £75,000 to the Rolling Capital Programme Ear Marked Reserve.

29. Internal Audit Report 2016/2017 Final Update (*agenda item 10*)

Members considered the Internal Audit Report Final Update 2016/2017 and noted there were no formal recommendations for action.

Item noted

The Chairman thanked the Clerk Carole Olive for her work that resulted in a successful audit

30. External Audit 2016/2017 (agenda item 11 a)**a) Annual Return:**

Members considered the Annual Return for the ending 31 March 2017:

- i) Annual Return Section 1: Annual Governance Statement 2016/2017
- ii) Annual Return Section 2: Accounting Statements 2016/2017
- iii) Annual Return Page 5: The Annual Internal Audit Report 2016/2017

and it was:

Resolved upon consideration that Section 1 Annual Governance Statement 2016/2017, Section 2 Accounting Statement 2016/2017 and Page 5 the Annual Internal Audit Report 2016/2017 of the Annual Return 2016/2017 be agreed

b) Intermediate Audit Questionnaire (agenda item 11 b)

Members considered the completed Intermediate Audit Questionnaire and supporting documents for submission to the external auditor BDO LLP and it was:

Resolved upon consideration that the completed Intermediate Audit Questionnaire and supporting documents for submission to the external auditor BDO LLP be agreed

31. Ash Parish Council Policy Documents (agenda item 12)

Members noted that following the merger of the Amenities Committee and the Finance and Administration Committee the following policy documents have been amended to reference the Amenities, Finance and Administration Committee:

- Standing Orders
- Financial Regulations
- Administrative Risk Management Policy and Risk Assessment
- Statement on Internal Control

Item noted**32. Correspondence (agenda item 13)**

There was no correspondence to report

33. Next Meeting (agenda item 14)

The date of the next meeting is Monday 10 July 2017 commencing at 7pm or following the close of the Planning Meeting if this is later.

The meeting closed at 7:33pm

Chairman: _____

Date: _____

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

DATE OF MEETING	MEMBER	MINUTE REF & PAGE NO.	TYPE AND NATURE OF INTEREST
PLANNING 8 May 2017			No declarations of interest recorded
PLANNING 22 May 2017			No declarations of interest recorded
AMENITIES FINANCE & ADMINISTRATION 22 MAY 2017			No declarations of interest recorded

AGENDA APPENDIX B

Accounts received May 2017

Payments May/June 2017

<u>Chq No.</u>	<u>Payee</u>	<u>Service</u>	<u>Net</u>	<u>V.A.T</u>	<u>Total</u>
203144	CANX	CANX	0.00	0.00	0.00
203145	Guildford Borough Council	Electricity Cards	190.00	0.00	190.00
203146	South East Water	Carrington Recreation Ground 6 monthly water bill	28.86	5.77	34.63
203147	Southern Electric	Replacement chq for 203144	406.88	81.38	488.26
203148	Accordial Limited	Service of movable doors Ash Centre	410.00	82.00	492.00
203149	Apple Enviromental	Carrington Recreation Ground gas monitoring quarterly bill	250.00	50.00	300.00
203150	Auditing Solutions	Internal final audit 2016-17	420.00	84.00	504.00
203151	FTH Hire Group	Hire of pressure washer for 2 days	103.89	20.78	124.67
203152	GLS Educational Supplies	Stationery/Cleaning equipment	148.77	29.75	178.52
203153	Honey Brothers	Strimmer cutting line	77.52	15.50	93.02
203154	T Hopkins Tree Services	Priority tree works Coronation Gardens & Grounds	2,540.00	0.00	2,540.00
203155	Get Mapping	Parish Online Annual Fee	252.00	50.40	302.40
203156	Prime one maintenance limited	Routine maintenance street lights	2,224.11	444.82	2,668.93
203157	WJ Fire	Serve and replacement lights/bulheads emergency lights Ash Centre	545.00	109.00	654.00
203158	Deborah Newman	Hire hall deposit cheque refund	230.00	0.00	230.00
203159	Interserve FS (UK) Ltd	Watersafe contract quarterly Ash Centre	87.42	17.48	104.90
203160	Southern Electric	Street lighting April	5.99	1.20	7.19
203161	Swalec	Electricity Accs April AC/CAR/PTS/FC	1,076.52	170.45	1,246.97
203162	Frontier Agriculture Ltd	Pro -Forma Invoice Stem Master Injection Tool	305.00	61.00	366.00
203163	FTH Hire Group	Work Boots /Tape Measure	57.76	2.99	60.75
203164	Guildford Borough Council	Electricity Cards	495.00	0.00	495.00
203165	Guildford Borough Council	Electricity Cards	275.00	0.00	275.00
203166	South East Water	Public Toilets Ash Centre Apr- May	16.34	0.00	16.34
203167	The Bishops Guildford Registry	Exhumation Application Fee	242.84	48.56	291.40
203168	A J Signs	Banner amendments for Village Fete 2017	118.98	23.79	142.75
203169	Gavin Jones Maintenance	Grass cutting Ash Cemetery May 2017	1,064.28	212.86	1,277.14
203170	Graham Greaves - Hurd	Installation of 3 hand dryers Ash Centre toilets	90.00	0.00	90.00
203171	Guildford Borough Council	Electricity Cards	290.00	0.00	290.00
203172	Honey Brothers	Hedge Trimmer	208.00	41.60	249.60
203173	JP & S Services Ltd	Petrol and Oil May 2017	137.08	27.40	164.48
203174	Kebur	Postmix/screws/drill bit/deck joist/posts/saw	209.32	41.85	251.17
203175	Mirage Cleaning Services	Ash Centre cleaning May 2017	481.00	96.20	577.20
203176	Neil Curtis and Sons	Grave digging K 676	230.00	0.00	230.00
203177	ZCaroleB	Petty Cash May 2017	103.73	13.82	117.56
203178	Office Team Ltd	Ink cartridge/ photo copier paper	105.46	21.09	126.55
203179	PSK Limited	External security May 2017	210.00	42.00	252.00
203180	S. A. Lunn	Kitchen waste bottle trap for office sink	5.05	1.01	6.06
203181	Session Music	Deposit for outdoor sound system	1,666.67	333.33	2,000.00
203182	Southern Electric	Street lighting May 2017	420.70	84.14	504.84
203183	Treasured Memories	2 temporary memorials Whattam and Green	73.50	14.70	88.20
203184	HMRC	PAYE/NIC - May 2017	3,242.03	0.00	3,242.03
203185	Surrey Pension Fund	Pension Contributions May 2017	2,633.19	0.00	2,633.19
203186	WJ Fire	Annual Fire Extinguisher Service	78.00	15.60	93.60
203187	Prime one maintenance limited	2 invs Tracking cameras/software/Air time 8 cameras 2017/2018	4,929.20	985.84	5,915.04
DD	Franco Postalia Ltd	Franking Machine rental Feb to May 2017	58.36	11.67	70.02
DD	Franco Postalia Ltd	Postage download May 2017	100.00	0.00	100.00
DD	BNP Paribas	Rental of photocopier Ash Centre Office Jun to Sept 2017	625.00	125.00	750.00
DD	British Gas	Gas Harpers Scout Hut Feb to May 2017	154.42	7.72	162.14
DD	British Gas	Gas Ash Centre Apr to May 2017	153.69	7.68	161.37
DD	Land Registry	Land search NM Balmoral Road	6.00	0.00	6.00
BACS	ZCaroleB	Drop screen for Ash Centre	66.16	10.83	76.99
BACS	Salaries	Staff Salaries May 2017	12,474.23	0.00	12,474.23
			40,322.92	3,393.22	43,716.14

Signature of Certification

Chairman of Finance & Administration

Chairman of the Council.....

12.06.17

MINUTE APPENDIX A

During the public adjournment the following points were raised:

Concerns were raised about the parking in Prospect Road which has got worse since the yellow lines were installed.

Cllr Manning advised that the Parking Officer from Guildford Borough Council has been to Prospect Road on more than one occasion and is monitoring the situation. Graham Bidwell will send photos taken in Prospect Road, by a resident from Gorselands Close, to the Parking Officer at Guildford Borough Council.

A street light near number 12 Winchester Road, close to Shawfield School is hidden by trees.

The Parish Office will report this to Surrey Highways.

Concerns were raised about the state of Love Lane where there is large amounts of rubbish and dog mess.

The Parish Office will report this to Surrey County Council

The foot path along the bottom of the bottom of the Cemetery is very over grown with weeds and nettles.

Cllr Manning advised that the Parish Ground Staff would clear the path.

A rusty sign outside Foreman Park has had a works notice on from 21 March 2017. This has not yet been removed.

Cllr Manning advised that the Parish Ground Staff would take a photo of the number on the telegraph pole then the Parish Office chase BT about the matter.

Concerns were raised about the different size caravans that come on and off the land at White Rose, Guildford Road.

Cllr Manning advised that permission was given to site two caravans per pitch. One permanent and one temporary, the size of the caravans does not need planning permission.

A Willow tree has fallen down across the foot bridge that crosses the stream at Chester Close blocking the access on the field side of the ditch.

The Parish office will do a Land Registry search to find out who the field belongs to and then report it once ownership is established

The drains from the Dover Garage to Ash Station are blocked and need jetting.

The Parish Office will report this to Guildford Borough Council.

A question was raised about a telephone box in Chester Road which is in a bad state of repair. Is this to be removed?

The Parish Office will report this to BT and find out whether it is one that is to be removed by them.

Cllr Paul Spooner advised that a Planning Consultation will take place between 1:00pm and 8:00pm on 15 June 2017 at Tongham Parish Council where the plans for the proposed bridge at Ash Station will be available to view.