

ASH PARISH COUNCIL

**Minutes of the Meeting of the Council
held in the Ash Centre, Ash Hill Road, Ash
on Monday 13 March 2017 which commenced at 7.50pm following the close of the
Annual Parish Meeting**

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

✓ Present

x Not Present

A Apology for Absence

Part I – Public Session

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

Apologies for absence were received from Cllr Mrs Marsha Moseley, Cllr Nigel Kearse and Cllr Bill Cole

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

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

Members noted Declarations of Interest relating to Committee Meetings as at Agenda Appendix A. There were no Declarations of Interest for this meeting.

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

The minutes of the Meeting of the Parish Council held on Monday 13 March 2017, copies of which have been circulated to members, were confirmed as a true record and signed by the Chairman of the Council.

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

The Chairman gave the following announcements:

All matters raised at the meeting held on 13 February 2017 had been reported.

Surrey County Council have issued an advance notice of a scheme for safety improvement works on Guildford Road Ash, commencing on 20 March 2017 for a period of approx 5 weeks.

South East Water is to carry out a flushing process from 13 March 2017 for 4 weeks which may result in sediment in the water

109. 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).

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

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 there in be adopted:

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

111. Grants of Cemetery Rights (*agenda item 7*)

Authorization was given to the issue of Grants of Exclusive Rights in respect of Burials as at Appendix B

112. Monthly Financial Statement (*agenda item 8*)

Members received and approved the monthly financial statement giving details of February 2017 payments at Agenda Appendix C

113. Internal Audit Report 2015/2016 Interim Update (*agenda item 9*)

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

Item noted. The Chairman thanked the Clerk.

114. Ash Parish Council Policy Documents. (agenda item 10)

Members noted the following policy documents have been reviewed and agreed the amendments made 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 and it was

Resolved that the amendments to Ash Parish Council Policy Documents be agreed.

115 Internal Audit Programme (agenda item 11)

Members considered the effectiveness of the Internal Audit Programme as issued by Auditing Solutions Ltd and it was.

Resolved upon consideration that the effectiveness of the Internal Audit Programme be agreed.

116. Fidelity Guarantee (agenda item 12)

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

Item noted

117. Determination of Surrey's Admission Arrangements for Community and Voluntary Controlled Schools and Co-ordinated Schemes – 2018. (agenda item 13)

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

Item noted

118. Correspondence (agenda item 14)

Correspondence was received from a resident complimenting Ash Parish Council on the raised beds on the parade.

119. Next Meeting. (agenda item 15)

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

The meeting closed at 8:12 pm

Chairman: _____

Date: _____

120. 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

Part II – Private Session

121. Ash Cemetery

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

February 2017

DATE OF MEETING	MEMBER	MINUTE REF & PAGE NO.	TYPE AND NATURE OF INTEREST
PLANNING 13 February 2017	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.
AMENITIES 20 February 2017			
PLANNING 27 February 2017			
FINANCE & ADMINISTRATION 27 February 2017			

Appendix B**ASH PARISH COUNCIL****GRANTS OF CEMETERY RIGHTS****Exclusive Rights in respect of Burials**

Deed No.	Deed Applicant	Deed Applicant Address	Grave Space
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	80.84	16.13	96.77
2547	Farnborough Tool Hire	Cutting Discs	42.86	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	365.82	73.12	438.74
2550	Homebase	Tools/Equipment/Tap Repairs	162.05	32.40	194.45
3051	JP&S Ltd	Petrol/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 Governmnet 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
			35,801.05	2,667.03	38,468.08

Signature of Certification

Chairman of Finance & Administration

Chairman of the Council.....

13.03.2017

MINUTE APPENDIX A**During the public adjournment the following points were raised:**

There are ongoing parking issues on double yellow lines in Richards Close

Cllr Nigel Manning advised that during a site visit from a Parking Manager at Guildford Borough Council a refuse truck drove through the gap between parked cars. Guildford Borough Council are aware of resident's issues will continue to monitor.

A question was raised as to whether all the CCTV cameras in the village are active including the one on Ash Wharf as there have been incidences of Anti-Social Behaviour recently

Cllr Nigel Manning advised that the CCTV camera at the Wharf belongs to the Police. An application to the Police with the specific date and time of any incident may enable a search of footage. Ash Parish Council can assist with deployment of CCTV cameras to assist the Police but no request has been received to date.

It was reported that the street lights in Heathcote Road at the bridge across the railway are not working.

Cllr Manning advised that these lights had already been reported and the Parish office would follow this up.

Church Path at the Parsons Nose at the back of Winchester Road has been tarmacked.

The section of Love Lane footpath in the vicinity of College Road/Heathcote Road is very muddy and needs sweeping and cleaning

Cllr Nigel Manning advised that this would be put forward to Surrey County Council via the Lengthsmans scheme.