

THURSLEY PARISH COUNCIL
Minutes of Annual Meeting

Tuesday 1st May 2018 at 7.30 pm
Thursley Village Hall, Thursley

Attendees: Cllr J. Mendelssohn (Chair) Cllr S. Edwards Cllr T. Horwood
Cllr P. Hunter Cllr J. Luff Cllr J. Malton
Cllr J. Swift Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Mrs N. Bates Mr A. Langdale

1.0 ELECTION OF CHAIRMAN

Following a nomination and voting process, it was declared that Cllr Mendelssohn be re-elected as Chairman.

2.0 ELECTION OF VICE CHAIRMAN

Following a nomination process, it was declared that Cllr Hunter be elected as Vice Chairman.

3.0 DECLARATIONS OF ACCEPTANCE OF OFFICE

Cllr Mendelssohn signed his Declaration of Acceptance of Office form following his appointment as Chairman. The Clerk countersigned the declaration.

4.0 WELCOME AND APOLOGIES

The Clerk reported that all Parish Councillors were present, and no other apologies had been received.

5.0 DECLARATIONS OF INTEREST

No members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007.

6.0 APPOINTMENT OF MEMBERS TO COMMITTEES AND OTHER BODIES

Prior to discussing the 'Appointments of Members to Committee and Other Bodies' list, Cllr Mendelssohn reported that Cllr Horwood had indicated that she wished to resign as a Parish Councillor due to her other commitments, once a replacement had been found. It was noted that a parishioner had expressed an interest previously in the role. **The Clerk was asked to review the process of election/co-option so that a suitable replacement could be sought to allow Cllr Horwood to stand down from the role before the summer period.**

Following review of the 'Appointment of Member to Committees and Other Bodies' list for 2017-18, amendments for 2018-19 were agreed. **The Clerk was asked to amend the list, but it was agreed that the list be reviewed again once a new Councillor is in place.**

7.0 RESOLUTION TO CONFIRM ELIGIBILITY FOR GENERAL POWER OF COMPETENCE

Councillors resolved that the Parish Council continues to meet the criteria for eligibility to use of the General Power of Competence. It was confirmed that the Parish Council had reviewed the expenditure incurred.

8.0 ANNUAL REVIEW OF STANDING ORDERS

It was noted that an updated version of the Standing Orders had been prepared in April 2018. **It was agreed to postpone the annual review of the document until the June meeting to allow Councillors to review the changes.**

9.0 RESOLUTION TO EXCLUDE THE PUBLIC FOR AGENDA ITEM23)

A resolution was passed to exclude the public from the meeting when Councillors discuss agenda item 23) – Clerks Pay 2018-19 due to the confidential nature of the discussions.

10.0 APPROVAL OF PREVIOUS MINUTES

The minutes of the Parish Council meeting on 3rd April 2018 were approved by the Council and signed by the Chairman.

11.0 ACTIONS FROM PREVIOUS MINUTES

(11.1) Cllr Hunter advised that he had spoken to Steve Lindsey-Clark (SCC) regarding the flooding issues experienced on Sailors Lane but had not received a response. **He agreed to contact Steve Copping (SCC) regarding the problem.** Cllr Harmer asked that he be copied into all communications.

(11.2) Cllr Hunter confirmed that he had sent a communication and map to Highways England regarding the suggestion for an alternative site to Hindhead Hill Farm for vehicular access.

(11.3) It was noted that the post on the recreation ground had been reduced in height.

(11.4) Cllr Swift reported that he had spoken to the farming community in Bowlhead Green regarding snow clearance and they had advised that they did have the necessary equipment.

(11.5) Cllr Swift agreed to provide the Clerk with pictures of the work required to be undertaken in Bowlhead Green under the Lengths man scheme.

(11.6) It was reported that there had been good feedback regarding the recent Assembly meeting.

PUBLIC QUESTION TIME

Cllr Mendelssohn proposed that agenda item 19) – ‘WWI Silent Soldiers’ be moved forward to this point in the meeting to allow Mr Anthony Langdale to contribute to the discussions. This was agreed by Councillors.

Mr Langdale, as Chairman of the Thursley History Society, advised that he had received details of the WWI commemorative arrangements which Elstead Parish were arranging and that this included the purchase of Silent Soldiers. He explained that the History Society do not have funds to support the purchase. **Cllr Malton agreed to share details of the website where silent soldiers can be purchased with Councillors.**

Mr Langdale explained that there were plans to hold a WWI exhibition and reception in the village hall during the weekend of 10/11th November. **Cllr Horwood agreed to include a 'Save the date' note in the parish magazine in the next issue and an article to provide more detail of the events in the September/October issue.**

Cllr Mendelssohn agreed to speak to Mrs C. Beechey (VHMC) regarding the planned commemorative events.

It was agreed that the Parish Council should consider whether they should purchase a silent soldier to commemorate the parishioners involved in WWI. **Cllr Malton agreed to provide details of the different options and costs at the June Parish Council meeting so that plans for the Parish Council to mark the centenary of the end of WWI could be agreed.**

Mr Langdale was thanked for his input.

Mr Langdale left the meeting at 8.10 pm.

Mrs Nicki Bates advised that there were several artistic parishioners who may want to support plans to commemorate WWI. **Cllr Hunter agreed to investigate further.**

Mrs Bates thanked the Parish Council for the painting which had been presented to her at the Assembly meeting to mark her long-term contributions to the village. She advised that she still offered her support and was available to help.

Mrs Bates raised a question with Cllr Harmer regarding whether SCC had considered the reprocessing of plastic bottles. Cllr Harmer advised that previous discussions had taken place but that plans had not progressed as anticipated.

12.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

(12.1) Cllr Harmer advised that discussions would take place at the Western Villages Highways meeting due to take place on Thursday 3rd May regarding highways improvements. It was noted that there was no funding for Rights of Way improvements. He advised that SCC planned to include B and C class roads in their Horizon programme and that discussions were taking place to consider whether Town and Parish Councils should be allowed to fix some highways issues themselves.

(12.2) Cllr Harmer reported that a new CEO had started at SCC. It was noted that her previous experience would support the work required to resolve an issue with Children's Services.

(12.3) Discussion took place regarding a recent article in the Surrey Advertiser regarding SCC not acting on the finance warning signs.

13.0 PLANNING

(13.1) WA/2018/0561 – Milhanger Barn, Portsmouth Road, GU8 6NT
Change of Use of Ancillary Residential Barn and Alterations to form a residential dwelling (Use Class C3) along with garage and amenity space.

Following review of the plans and documents, it was resolved that the Parish Council had NO COMMENT regarding the proposal.

(13.2) WA/2018/0626 & 0627 – Old Hall, The Lane, Thursley
Erection of single storey extension, porch and extension to existing basement and listed building consent for the same proposal.

Following review of the plans and documents, it was resolved that the Parish Council had NO COMMENT regarding the proposal.

(13.3) Following discussion, **the Clerk was asked to contact WBC Planning Services to request an update regarding the retrospective planning application for Haybarn.**

(13.4) Discussion took place regarding representation at the appeal hearing on 15th May when the inspector will consider whether WBC were correct in refusing to set aside the S106 agreements in place for Uplands Stud. **It was agreed that Councillor Mendelssohn and Cllr Swift would meet to agree the strategy for speaking at the hearing to represent the views of Thursley Parish Council.**

(13.5) It was noted that if WBC Planning Officers are minded to approve the recent planning application for a new development of houses at Uplands Stud, Cllr David Else intended to call the application in for consideration at Committee level. It was suggested that the Parish Council may wish to take legal advice if this should be the case. After some discussion, it was agreed that this would not be an appropriate use of PC resources, particularly bearing in mind the other current planning applications for the Uplands Stud site.

(13.6) Cllr Hunter advised that he had met with residents local to Hindhead Hill Farm prior to sending his communication to Highways England with a suggestion for alternative use of the site.

14.0 FINANCE

(14.1) Discussion took place regarding the status of Councillors as authorised signatories for online banking on the Parish Council account. It was noted that only two Councillors were currently able to access the online account and others were awaiting their card readers and cards to allow them access. It was agreed that the Clerk should continue to prepare cheques at present until more than two Councillors can access the account to ensure that payments are not unnecessarily delayed if only one signatory was available.

It was noted that two test payments had taken place for the Clerks' salary and HMRC payment in April and that the new arrangements had worked well.

(14.2) The following list of payments for April and May was presented, duly authorised and the cheques for payment were approved and signed:

APRIL/MAY PAYMENTS			
Payee		Amount	Cheque no.
E. Felton	April salary	£259.70	Online
HMRC	April payment	£172.80	Online
J. Swift	Purchase of strimmer accessories	£13.00	1023
CANCELLED			1024
Surrey ALC	Subscription	£201.11	1025
Grillo Surveyors	Professional services	£216.00	1026
E. Felton	May salary & expenses	£306.20	1021
HMRC	May payment	£173.20	1022
TOTAL		£1,342.01	

(14.3) The Clerk reported that the internal audit of accounts for 2017-18 had been completed (*copies of the Annual Internal Audit Report had been distributed to members in advance of the meeting*). The recommended actions on the audit report were noted and agreed actions as follows:

(14.3.1) Cllr Swift to review and sign the bank reconciliations on a quarterly basis and undertake a data entry accuracy check at the same time.

(14.3.2) Annual review of Standing Orders to take place (see 8.0 above – deferred to June meeting).

(14.3.3) Wording for recording resolution for use of General Power of Competence noted.

(14.3.4) Equal Opportunities Policy has been prepared and included on the agenda for approval at the meeting.

(14.3.5) Risk Assessment updated to include current issues as recommended and included on the agenda for approval at the meeting.

(14.3.6) Statement of Internal Controls has been prepared and included on the agenda for approval at the meeting.

(14.3.7) The re-appointment of the internal auditor is an agenda item for the meeting.

(14.3.8) The need for accurate recording in the minutes of the effectiveness of the internal audit was noted.

(14.3.9) The requirements for publication of the annual accounts statement, public rights, annual government statement and auditors report was noted and will be actioned for the 2017-18 period.

(14.4) The Statement of Internal Control document was approved and adopted by Councillors.

(14.5) The Review Effectiveness of Internal Audit document was reviewed and discussed by Councillors. The document was approved by Councillors and signed by the Clerk.

(14.6) It was agreed that the internal auditors be re-appointed for the 2018-19 reporting period.

(14.7) The Annual Governance Statement 2017-18 was considered by members. It was resolved that the Annual Governance Statement 2017-18 be approved.

(14.8) The Accounting Statement 2017-18 was considered by members. It was resolved that the Accounting Statement 2017-18 be approved.

(14.9) The Fixed Assets register for 2018-19 was discussed. **The Clerk was asked to increase the current value of the Pitch Place defibrillator and ensure that the insurance value for the telephone box is adequate.** Discussion took place regarding the current value and insurance value for the Pavilion. **The Clerk was asked to discuss the variance with the insurance company.**

15.0 RISK ASSESSMENT

(15.1) The Risk Assessment document was reviewed and agreed as an accurate assessment of current arrangements to minimise risks. It was agreed that Councillors were responsible for ensuring that the necessary checks took place.

(15.2) It was agreed that the Parish Field and the new gardening maintenance arrangements in Bowlhead Green should be included on the risk assessment. **The Clerk was asked to amend the document to include the new items.**

(15.3) **The Clerk was asked to enquire whether it was necessary to erect a sign on the Parish Field advising users that they do so at their own risk.**

16.0 EQUAL OPPORTUNITIES POLICY

As recommended by the internal auditor's report, an Equal Opportunities Policy had been prepared. The policy was reviewed, approved and adopted by Councillors.

17.0 HIGHWAYS

(17.1) It was noted that the Lengths man Scheme list had been prepared based on previous years works but with the inclusion of additional works in Bowlhead Green. **The Clerk was asked to provide Cllr Hunter with a copy of the list as he would be attending the Western Villages Highways meeting on Thursday 3rd May to represent Thursley Parish Council, when the work would be discussed and prioritised.**

(17.2) Cllr Mendelssohn advised that although he had communicated with Mr Adrian Selby (SCC) on several occasions and had seen communications from Mr Selby to the contractors, the white lines by the Clump had still not been painted. **Cllr Harmer agreed to investigate further.**

(17.3) Cllr Hunter advised that he had attended the recent Surrey ALC/SCC meeting to discuss HGV's on rural roads.

(17.4) Cllr Hunter advised that there was a SCC initiative for de-cluttering of unnecessary signs. **It was agreed that if Councillors were aware of signs that could be removed, they provide Cllr Hunter with a photo and location so that he could prepare a consolidated list for submission to SCC.**

(17.5) Cllr Harmer highlighted the consultation currently taking place regarding dog-fouling. The Clerk advised that the Parish Council had responded to the consultation and that Cllr Edwards had provided maps of the areas which the Council wanted included in the policy.

(17.6) Cllr Luff advised that during tunnel closures, diversion signs had been located on the exit of Warren Park in an unsuitable position as they restricted the view of vehicles. It was suggested that the sign needed to be moved to the left of the exit road.

18.0 GDPR

(18.1) **Cllr Mendelsohn asked that all Councillors ensured that their dedicated Parish Council email address was provided to the Clerk prior to 25th May. The Clerk was asked to make a new list of contact details once all emails were in place.**

(18.2) Councillors agreed that the appointment of an external DPO would be good practice. **It was agreed that the Clerk work with Satswana to ensure compliance before the deadline.**

(18.3) The Clerk confirmed that she would be contacting all parishioners who had previously asked to be included on the Parish Council email list. Cllr Hunter advised that the Pitch Place email contact list should also be contacted.

20.0 DEMENTIA FRIENDLY EVENT

Following discussion, it was agreed that a session be arranged to take place during September/October on a Saturday morning with refreshments to be provided. **The Clerk was asked to contact Cllr Jenny Else to obtain a convenient date for the session to take place.**

21.0 CORRESPONDENCE

The Clerk reported that correspondence had been received regarding the removal of the recently installed barrier on Byway 92a. It was noted that SCC had revisited the site and erected new notices and reinstalled the fencing.

22.0 MATTERS FOR CONSIDERATION AT NEXT MEETING

- Items carried forward from above.

Cllr Harmer and Mrs N. Bates left the meeting – 9.55 pm.

23.0 CLERKS PAY 2018-19

Following receipt of the Clerk pay scales 2018-19 the Clerks' remuneration was discussed. It was agreed to increase the Clerks' hourly rate in line with the proposed scale and that **Cllr Mendelsohn consider increasing her grade. It was agreed that Cllr Mendelsohn and the Clerk should agree the increased number of hours being worked during busy periods.**

The meeting closed at 10.10 pm

Date of next meeting is Tuesday 5th June 2018 at 7.30 pm.

Signed

5th June 2018

