

THURSLEY PARISH COUNCIL
Minutes of Meeting

Tuesday 7th January 2020 at 7.00 pm
Thursley Village Hall, Thursley

Attendees: Cllr J. Mendelsohn (Chair) Cllr S. Edwards Cllr H. Flavell
Cllr P. Hunter Cllr J. Luff Cllr R. Owen
Cllr J. Swift Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC)

1.0 WELCOME AND APOLOGIES

Apologies had been received from Cllr David Else and Cllr Jenny Else who were not able to attend due to personal commitments. These apologies were accepted.

2.0 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.

3.0 APPROVAL OF PREVIOUS MINUTES

The minutes of the Parish Council meeting held on 3rd December 2019 were approved by the Council and signed by the Chairman.

4.0 ACTIONS FROM PREVIOUS MINUTES

(4.1) It was noted that the communication received from Highways England following a request to meet with them had not provided the update that had been requested. **PH agreed to call them so that a meeting could be arranged.**

(4.2) JS confirmed that he had supplied the additional flight path information to RO and DH and that it was available to others if required.

(4.3) **PH advised that he would revisit the issue of arranging for the crash debris to be removed** following a number of unsuccessful telephone calls before the Christmas break.

(4.4) **PH confirmed that he hoped to prepare a letter shortly to accompany the speeding notices so that they could be delivered.**

(4.5) JM confirmed that he had met with the Site Manager for the building work taking place by the Clump and that notices had been erected to alert contractors to the parking arrangements. It was noted that the work was due to continue for several months.

(4.6) JL confirmed that he had drafted a letter which had been sent to SCC regarding the egress/access arrangements for Warren Park. DH advised that this should be sent to Highways England. **The Clerk was asked to send a letter requesting an update asap.**

(4.7) **Following discussion, JM agreed to check to see if a marker on the slip road off of the A3 northbound to Thursley was still missing.**

(4.8) SE confirmed that he had written a letter to HUG regarding the car park at Pitch Place and that he was awaiting a response.

(4.9) JM advised that following discussion, a quote had been prepared for works to repair the potholes that had appeared opposite the recreation ground.

(4.10) JS confirmed that the salt bins had been ordered but had not yet been received. He advised that that salt was being stored under cover in a barn of a property in Bowlhead Green.

He advised that he had provided a location plan to Steve Lindsey-Clark (SCC) to get approval for the sites. It was noted that, following approval from SCC, some help would be needed to position the bins in the agreed locations.

(4.11) It was noted that DH had not been able to speak to the person who may be able to help identify suitable trees for planting under the planting scheme which JS was coordinating. **DH agreed to provide the Clerk with the contact details.** SE suggested that there was a resident expert within the village who may also be able to help.

JM advised that following the December Parish Council meeting, he had arranged an exploratory meeting to discuss climate emergency on 14th January 2020 from 6.00 pm to which 6-7 people were planning to attend. It was agreed that the tree planting matter be discussed further at that time.

(4.12) It was noted that JM had contacted the relevant person at WBC to discuss the filming licence arrangements which could be put in place but he had not yet received a response.

5.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

(5.1) DH provided an update on discussions at County Hall regarding Central Government funding and budgeting. It was noted that Adult Social Care, Children's Services and Highways were the main areas for consideration. Discussion took place regarding the costs incurred by placing children in places out of county and the level of traffic on Surrey roads.

It was noted that a meeting was due to take place at County Hall on 8th January 2020 to discuss the budgets and priority areas. He asked Councillors to contact him if they had any specific questions or concerns as he would be attending a further meeting at County Hall on 10th January 2020.

PUBLIC QUESTION TIME

No members of the public were present.

6.0 PLANNING ISSUES AND COMMUNICATIONS

(6.1) It was noted that an appeal for the Haybarn site was due to take place on 4th February 2020. It was confirmed that all comments received for the original planning applications are passed to the Inspectorate for consideration as part of the appeal process.

JM advised that he planned to attend the meeting. HF advised that she was also hoping to attend. PH advised that he could attend in her place if necessary. It was noted those present are only allowed to speak at the discretion of the Inspectorate. Discussion took place regarding the setting of a precedent and systematic breaches of the planning process.

(6.2) JM provided an overview of the communications with the homeowner of Forge Cottage in Bowlhead Green regarding the power supply to the defibrillator. He advised that the most recent communication advised that an electrician was due to visit the site next week to investigate the problem.

It was noted that the unit had been removed from the Secamb register so was not currently available to residents for use in the event of an emergency. It was agreed that if the power supply cannot be restored next week, then a letter be sent to Bowlhead Green residents advising them of the issue.

Discussion took place regarding alternative sites for the unit in Bowlhead Green if this was necessary and the costs associated with such work. It was stressed that it was an unfortunate situation which needed to be remedied as soon as possible to ensure that the life-saving device is available to parishioners.

Discussion took place about previous work that had taken place at the property by the homeowner's own electrician and the need for the Parish Council to ensure that this work had been undertaken by a qualified person as they were ultimately responsible.

HF agreed to draft a licence document outlining the arrangements for the power supply provided by properties to the defibrillator units so that both the homeowner and Parish Council were aware of the conditions.

(6.3) JS advised that he had circulated a link to the works that were planned to take place at Witley Park Estate. This prompted DH to query the electoral register for some of High Button and properties on Park Lane. JS confirmed that the boundaries had not changed.

7.0 FINANCE

(7.1) The following list of payments for December/January was presented, duly authorised and approved for payment:

Payee		Amount
Gritbins.net	Purchase of grit bins	£666.48
Imperative Training	Defibrillator pads	£158.40
e-mango	Website hosting/support	£576.00
John Swift	Expenses	£6.00
E. Felton	Salary & expenses	£585.08
HMRC	January payment	£93.00
TOTAL		£2,084.96

(7.2) It was noted that a quote had been received for an annual service of the defibrillator units at a cost £165 per unit. **PH agreed to prepare a checklist and instigate a weekly check of the units so that a record could be maintained.** JS suggested that sections 6.2 and 8.2 of the operating manual would help with this. PH, JS, SE and JL agreed to undertake the checks.

(7.3) The updated Fixed Assets Register to include the new bench in the play area and the five grit bins was approved. It was confirmed that these had been added to the insurance at no additional cost for cover. It was confirmed that the insurance value was index linked.

Discussion took place regarding the 'Current Value' heading. It was suggested that this should read 'Purchase Cost' instead. PH suggested that the 'Bike' shown on the list be amended to show 'SFRS'. This was agreed.

Discussion took place regarding the pavilion and the agreement that the ownership revert back to the Parish Council if the facility is not used for its intended purpose for a set period of time.

SE highlighted the ambiguity of the wording on the notice of the play area regarding use of the facility for children under twelve years of age. It was agreed to resolve the matter should there be a need to prepare new signage.

8.0 HIGHWAYS – there were no further matters for discussion.

9.0 VAS

JS confirmed that the Parish Council would now receive their own VAS unit rather than having to share one with the Western Villages. It was noted although that this would make it easier as the unit would be moved by someone external to the village, it would require additional manpower to charge and change the battery continually on a weekly basis rather than on the original three-week rota basis with the other villages.

Discussion took place regarding the logistics of moving/storing the ladder and charging and storing the batteries. PH agreed to investigate whether it would be possible to store them in the same place as the SFRS bike. **JS agreed to send PH a link to the ladder so that he could check whether this was possible.**

It was noted that additional volunteers would be required to be involved in changing the battery etc. **JM suggested that Councillors look at recruiting volunteers so that a rota could be prepared.**

10.0 MEETING WITH WBC LEADER AND DEPUTY LEADER

Following discussion about the email received from WBC with an offer for the Leader and Deputy Leader of the Council to meet with Parish and Town Councillors, **it was agreed that the Clerk should respond and invite them to attend the Annual Assembly meeting.**

11.0 VE CELEBRATION GRANT

JS reported that he had not yet received a response to the funding grant application **but that he would continue to chase** as the History Society were keen to know in advance of their next meeting.

12.0 ANNUAL ASSEMBLY 2020

Following discussion about whether an external speaker should be invited, it was agreed that PH should contact the Site Manager for the filming that takes place on the common to see if he would be available to provide a short presentation.

The Clerk was asked to communicate with the Clerks from the other Western Villages parishes regarding dates for the Annual Assembly meetings.

13.0 ANNUAL RISK ASSESSMENT

The risk assessment document prompted discussion about whether the Parish Council or SFRS own the bike that was purchased from the fire fund. It was noted that currently it appears as an asset of the Parish Council and is covered by the insurance. **HF agreed to speak to Ben Alexander (SFRS) to discuss whether it should be gifted to them.**

In response to a question about ownership and insurance of the VAS unit, JS confirmed that the Parish Council did not own it but it would be covered under the insurance policy.

Following discussion it was agreed that the bike storage and VAS should be included on the risk assessment in order to show the mitigating actions in place. **JS agreed to draft relevant sections for inclusion on the document. It was also agreed that JS should prepare a section for generic grass cutting as only the recreation ground is currently shown.**

JS advised that he would be preparing notices to be attached to the salt bins showing that they can only be used by authorised operatives. It was noted that only authorised people would have a key to the bins. JL offered to help with preparation of the notices.

14.0 CORRESPONDENCE/COMMUNICATIONS

(14.1) Following discussion it was agreed that Parish Councillors would not be voting in the election for Town and Parish Councillors to the WBC Standards Committee.

(14.2) Discussion took place regarding a communication requesting information on the definitive map. JS advised that he had spoken to the person making the enquiry and understood that he was interested due to an issue he had experienced with regards motorcycles close to his property. **JS agreed to ask him to contact HF with details of the incident as she was due to meet with interested parties in the near future.**

DH suggested that JS advise him that he should contact Debbie Prismall at SCC to obtain the information that he requires.

15.0 MATTERS FOR CONSIDERATION AT NEXT MEETING

- Items carried forward from above

- It was confirmed that representatives from Natural England would be attending the February Parish Council meeting to provide an update on the works at Hammer Pond. JM agreed to let interested parties know so that they can attend.

It was agreed that their presentation be the first agenda item from 7.00 pm.

The meeting closed at 8.45 pm.

The date of the next meeting is Tuesday 4th February 2020 at 7.00 pm.

Signed

4th February 2020

