



WEST CLANDON PARISH COUNCIL

Minutes of the meeting held Wednesday 13th February 2019
at 8.00pm in the Village Hall

Present: Terence Patrick (Chairman), Chris Dean, Eric Palmer, Jonathan Murphy, Stephen Meredith, Paul Edwards and John Stone (Clerk)

Councillors Keith Taylor, Jenny Wicks and David Reeve were in attendance.

1. Apologies for Absence.
Councillor Matthew Sarti was unable to be in attendance.
2. Declaration of Interests.
Terence Patrick declared that he was an honorary alderman in the Borough of Guildford and member of the Village Hall Management Committee. Eric Palmer declared that he was Chairman of the Clandon Society. Jonathan Murphy declared that he was an associate governor at Clandon School and Trustee of the Friends of West Clandon Church. Chris Dean declared that he was a member of the Village Hall Management Committee.
3. Confirmation of the Minutes of the December meeting.
It was noted that Terence Patrick was a member and not Chairman of the Village Hall Management Committee.
With this amendment the minutes were agreed as a correct record and signed by the Chairman.
4. Matters arising from those minutes.
4.12 – It was noted that there had been no response from Clandon School on the offer of Section137 support (JS).
4.13 – The launch of the Clandon Dragon had been undertaken successfully and was likely to be underbudget (JS).
10 The Clerk had written to Guildford Planning Department setting out the Council's views on proposed development at Glengarden.
5. A247 Matters.
Councillor Keith Taylor reported the changes in personnel at Surrey Highways Department and the offer of the 'Vegetation Gang' for road side clearance work. A number of suggestions were made to be reported to the department concerned (JS).
Assurances had been received that the safety works on the A247/Lime Grove would start in March.
Councillor Taylor had made enquiries about Street Lighting for the junction with the A247 at the A3 slip. He had been informed that there was no statutory requirement and Highways do not think it is necessary. Councillors commented the junctions was confusing and this was exacerbated by the poor lighting.
6. Local Plan.
Councillor David Reeve reported on the resumed enquiry hearing on the Local Plan which had now concluded. Verbal comments made by the Inspector appeared to indicate that Guildford's reduced housing requirement has been accepted with the annual number of housing starts reduced from 630 to 562 although the overall total in the Plan had not changed. As a result a number of green field sites were no longer needed. These included Aldertons Farm in Send.

7. Neighbourhood Plans.
Jonathan Murphy updated councillors on the work of the Neighbourhood Planning Group and councillors approved expenditure on the proposed Neighbourhood Planning Website and Questionnaire within the agreed budget (JS).
8. Recreation Ground, Playground and Car Park.
Eric Palmer reported that a hole was developing in the sponge surface within the play area. This would be kept under review.
Work on the Recreation Ground Car Park was underway and expected to take 2-3 weeks to complete. The Village Hall and RBL had been informed and would be approached for possible contributions when the work was more advanced.
Following a negative response from the Council's Tree Contractor the Clerk was asked to explore alternatives for the risk-based tree assessments (JS).
The Chairman agreed to approach a contractor to arrange to repair a pothole in the Recreation Ground Car Park (TP).
9. Footpaths.
Councillors approved a proposal from Paul Edwards for targeted signage work to footpaths at a cost of £330 per day for up to two days (PE).
It was noted that footpath 75 over the ornamental lake in Clandon Park has been closed due to an unsafe bridge. Alternative routes would be investigated (PE).
Surrey CC personnel would be approached to explore options for reopening footpath 69 north into Ripley.
10. Planning Matters.
Councillors discussed the planning applications included in the papers for the meeting and agreed with the recommendation that no comment be made.
11. Council Correspondence sent and received.
Councillors noted the schedule of correspondence included in the papers for the meeting.
12. Financial Matters and Approvals:
Councillors supported the recommendation to:
- Move £10k from the Business Reserve Account to the Nat West Current Account should cash be needed to settle the invoice for Car Park Extension.
 - Open a 35 day notice account with Natwest and move £10k into it in the first instance (JS).

Following the above transfers the Clerk was asked to arrange for the Reserve Account to become two signature (JS).

Councillors agreed to renew membership with the Surrey Playing Fields Association (JS).

Councillors noted the following financial transactions made during the previous month.

Date	Beneficiary	Ref	VAT	
21/12/2018	CT Harlow	18.86		162.09
31/12/2018	Service Charge	18.87		18
16/01/2019	MJStone	18.88		354.45
16/01/2019	HMRC	18.89		208.4

15/01/2019	GBC	18.80		
16/01/2019	WClandn VH	18.81		2122.2
04/02/2019	Gavin Jones	18.82	44.93	269.59

The Council accepted the offer of £685 from the Clandon Horticultural Society to be held for Environmental and Horticultural purposes (JS).

13. Accounting Procedures and Requirements:
Internal Control System: The Council reminded itself of and considered the effectiveness of the system of internal controls in place which took into account the limited functions, activities and resources of the Council as part of this a Review of Areas of Potential Risk was tabled for discussion, review and updating.

Internal Audit: the Council reminded itself of and considered the effectiveness of the system of internal audit, noting that this needed to be considered as part of the wider review of internal review of internal control referred to above. In this regard it considered the internal audit terms of reference and the Internal Effectiveness Review both of which were circulated before the meeting for discussion, review and updating.

After consideration and discussion the Council:

- (i) approved the Review of Areas of Potential Risk as tabled;
- (ii) considered and noted the review of the effectiveness of the system of internal control which had taken place earlier in the meeting;
- (iii) re-approved the Internal Audit terms of Reference; and
- (iv) considered and noted the review of the effectiveness of internal audit which had taken place earlier in the meeting based on the Internal Audit Effectiveness Review document and reviewed and updated in the meeting.

14. Review of Council Policies and Procedures:
The Council reviewed the Policies and Procedures including its arrangements for GDPR as published at http://www.westclandon.org.uk/parish_council.html and agreed that no substantive amendments were required.
15. Comments from the Public
Councillor Keith Taylor reported that Surrey CC has introduced Electric Buses on the Park and Ride supported by Government Funding.
16. Date of Next Meeting- Wednesday 13th March 2019 at 8.00pm in the Village Hall.