



WEST CLANDON PARISH COUNCIL

Chairman: Mr Terence Patrick , Stoney Royd, Woodstock, West Clandon, Guildford, GU4 7UJ

Clerk: Mr John Stone, Hunters End, Lime Grove, West Clandon, Guildford GU4 7UT
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PARISH COUNCIL MEETING

Minutes of the meeting held 8.00pm Wednesday 9th March 2016 at the Village Hall

Present: Terence Patrick (Chairman), Christopher Dean, Rob MacDonald, Carol Roberts, Stephen Meredith, John Stone (Clerk).

Councillor Keith Taylor was in attendance and two residents.

1. Apologies for Absence.	
Jonathan Murphy. Councillors Jenny Wicks, David Reeves and Matthew Sarti were unable to be in attendance.	
2. Declaration of Interests.	
The Chairman declared that he was a Governor of Clandon School and an Alderman of the Borough of Guildford. Christopher Dean declared that he was Chairman of the Clandon Society.	
3. Confirmation of the Minutes of the February meeting.	
These were approved as a correct record of the meeting and signed by the Chairman.	
4. Matters arising from those minutes.	
4. Village speed limit The Clerk confirmed that he had written to Councillor Keith Taylor on the matter as agreed at the last meeting. The Chairman reported that he had spoken to Surrey County Council outlining the Council's view on the recent petition requesting the 20mph speed limit. Members noted that the action proposed on the Variable Message Sign (VMS) was a practical step and other actions taken were well documented. It was noted that there were restrictions on where the VMS could be placed and the planned installation was sited on the advice of the Highways Department. It was noted that the post would be erected next month. Following further discussion it was agreed that the Clerk should write again to Councillor Keith Taylor supporting the extension of the existing 30mph limit to Green Lane. It was noted that Surrey Highways have confirmed that the Highways Agency are reviewing the A3 junction with Clandon Rd as part of a current study into options for the A3.	JS

<p>6. Grant aided projects</p> <p>The Clerk reported that he had written to Guildford Borough Council asking for an extension to the Grant funding approved for the erection of the VAS as the work was not now expected to be completed until the next financial year. A response was awaited. He also reported advice from GBC on the offering additional support for the urgent replacement of windows in the Village Hall. He had written to the Chairman of the Village Hall Management Committee and awaited a response. The Chairman agreed to contact Noni Cordingly to discuss the issues raised.</p> <p>Carol Roberts reported that she had met with local contractors and requested a quote for the work to extend the Village Hall car park. Additional quotes would be sought from other contractors before a final decision was made.</p>	<p>JS</p> <p>TP</p>
<p>5. Accounting Policy and Procedures</p>	
<p>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.</p> <p>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 tabled at the meeting for discussion, review and updating.</p> <p>After consideration and discussion the Council:</p> <ul style="list-style-type: none"> (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 tabled Internal Audit Effectiveness Review document and reviewed and updated in the meeting. 	
<p>6. Review of Council Policies</p>	
<p>The Council reviewed its policies for Reserves and Code of Conduct and determined that no amendments were necessary at present. No further policies were required to be developed at this time.</p>	
<p>7. Planning Matters (JM).</p>	
<p>The Clerk reported comments from Jonathan Murphy on planning applications received since the last meeting. The Council agreed with his recommendation that no comment should be made on the applications from Brownlow Cottage and Haven House.</p> <p>Councillors noted that there had been a further application from Tithebarns Farm regarding an application for a certificate of lawfulness to use farm buildings for storage. The only possible basis for comment would be if the facts were in dispute. As this was not the case it was</p>	

agreed that no comment should be made.

8. Footpaths (RMD).

Rob MacDonald reported that footpath 74 is in good conditions with new kissing gates installed. He had raised the state of footpath 68 with East Clandon with a view to agreeing a collaborative approach. Footpath 568 had benefited from recent work on hedges. Some ground clearance had also been undertaken.
The Forestry Commission are currently undertaking a survey on possible infestation by Oak Processionary Moth in the area. So far no cases had been reported.

9. Recreation Ground (CR)

Carol Roberts updated members on a quote received from the Council's contractor for the recreation ground. It was agreed that this continued to represent good value for money and it was agreed to renew the contract for the forthcoming year.

Members also agreed that the outstanding low risk Health and Safety issues identified during the annual survey of the Village Playground should be progressed and a quote should be sought for the work.

It was noted that the maintenance work on the Recreation Ground Laurel trees had been completed satisfactorily.

JS

CR

10. Note Council Correspondence sent and received.

Members noted the schedule of correspondence included in the papers for the meeting. The Clerk was authorised to support the proposal from the SLCC to separate trade union activities from the advice service provided to Councils.

Councillor Keith Taylor updated members on Surrey County Council policy on 20mph limits and the circumstances in which such a proposal was likely to be successful.

11. Financial matters and signing of cheques.

Councillors agreed to renew membership subscriptions to the Surrey Playing Fields Association and the CPRD.

The following cheques were signed in the meeting:

Date	Payee	Chq No	Ref	£
09/03/2016	SurrPlay Flds Ass	1819	15.76	10
09/03/2016	CPRE	1824	15.77	36
09/03/2016	Sawscapes	1820	15.78	540
09/03/2016	Cormak Tree Care	1821	15.79	900
09/03/2016	Gavin Jones	1823	15.80	243.42

09/03/2016	HMRC	1818	15.81	216.9	
09/03/2016	HMRC	1816	15.82	216.9	
09/03/2016	HMRC	1817	15.83	215.45	
09/03/2016	MJStone	1815	15.84	877.47	
12. Any Other Business.					
A resident reported on difficulties in using a wheelchair on village footpaths and the need for dropped curves to allow access to the railway station. The Clerk was asked to contact Surrey Highways to ascertain what might be possible.					JS
13. Date of Next Meeting- Wednesday 13 th April 2016 following the Annual Parish Assembly. It was also agreed that the date of the May Meeting should be rescheduled to Monday 16 th May.					

There being no other business the meeting closed at 9.50pm