



# 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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## Minutes of the MEETING held Wed 8<sup>th</sup> March 2017 at 8.00pm at the Village Hall

Present: Terence Patrick (Chairman), Christopher Dean, Jonathan Murphy, Rob MacDonald, John Stone (Clerk)

### 1. **Apologies for Absence.**

Apologies were received from Stephen Meredith.

Guildford Borough Councillors Jenny Wicks, Matthew Sarti and David Reeve were unable to be in attendance.

### 2. **Declaration of Interests.**

Terence Patrick declared that he was an honorary alderman in the Borough of Guildford and a governor at Clandon School. Christopher Dean declared that he was Chairman of the Clandon Society. Jonathan Murphy declared an interest in a planning application for April Cottage referred to in the papers for the meeting.

### 3. **Confirmation of the Minutes of the February meeting.**

These were agreed as a correct record and signed by the Chairman.

### 4. **Matters arising from those minutes.**

8. Safe Routes to School. It was noted that the School Governors were pursuing alternative options, including the use of a minibus to transport children through the village.

9. Possible Section 106 opportunity. The Clerk reported that he had spoken with Councillor David Reeve on the matter but that no further details were available as yet.

### 5. **Village Hall**

The Clerk reported that a handover meeting with John Vickers had taken place. The issues with the Bank Accounts were still not resolved. Village Hall Trustees had met to agree a response to questions posed by Metro Bank.

### 6. **RBL Rent**

Councillors discussed the forthcoming rent review for the West Clandon Branch of the Royal British Legion. They resolved that in principle the annual rent should be increased in line with inflation. The Clerk was asked to provide figures and circulate them to members. **(JS)**

### 7. **A247 Meeting**

The Chairman reported on the meeting with a Surrey County Council Highways official. A plan was being drawn up and should be available for consultation this summer.

8. **Recreation Ground and Playground**

A complaint had been received from a member of the public reporting the poor condition of the gate to the play area. This had been repaired as a matter of urgency at the cost of £155.

9. **Footpaths**

Rob MacDonald reported on progress with the improvement of the Green Lane extension. Additional works were to be considered within the project budget. **(RMD)**

10. **Planning Matters**

Councillors considered the planning applications listed in the papers for the meeting and agreed that no comment be made.

It was noted that the application to increase the term of the temporary accommodation at the School from 3 to 7 years was a reflection of the fact that no alternative site was in prospect at present.

Councillors noted the new timescales adopted for the submission of the local plan.

11. **Note Council Correspondence sent and received**

Councillors noted the schedule of correspondence included in the papers of the meeting. In particular they were disappointed that their objections to the installation of pay and display meters at Newlands Corner had been overruled by the Planning Inspectorate. They would keep a close eye on any future development proposals for the area and make further representations as appropriate.

They also considered a request from Air Ambulance to provide funding support. They resolved that this request should be considered alongside other Section 137 requests later in the year.

12. **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.

13. **Financial Matters and the signing of cheques.**

The Council agreed to renew its membership to the Surrey Playing Fields Association.

The following cheques were signed at the meeting:

Date	Payee	Chq No	Ref	VAT reclaimed	£
04/03/17	Gavin Jones	1897	16.79	£40.57	243.42
08/03/17	HMRC	1898	16.80		192.8
08/03/17	HMRC	1900	16.81		192.4
08/03/17	HMRC	1901	16.82		192.8
08/03/17	MJStone	1903	16.83		992.32
08/03/17	K Tigwell	1904	16.84	£25.83	155
08/03/17	SCPFA	1905	16.85		10

14. **Any Other Business**

The Chairman reported that potholes in the Car Park were becoming a problem. He undertook to contact a contractor to enable repairs to be made. It was noted that this was a joint responsibility with the Village Hall and the Royal British Legion. **(TP)**

He also reported on the poor condition of manhole covers on sections of The Street. A resident drew attention to the build up of earth which was obstructing the footway at the Railway Bridge. The Clerk was asked to write to the Highways Department **(JS)**

Councillors gave their permission to an event on the Recreation Ground organised by MP Cars on behalf of the School on 8<sup>th</sup> July 2017.

It was suggested that guidelines for users of the Recreation Ground be drawn up. The Clerk undertook to draft proposals for consideration. **(JS)**

The continuing clash of the Parish Council meeting with Guildford Borough Planning Committee meeting was discussed. The Chairman undertook to explore alternatives. **(TP)**

15. **Date of Next Meeting- Wednesday 12<sup>th</sup> April 2017 at 8.00pm in the Village Hall**