



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 Wednesday 11th December 2019 at 8.00pm

Present: Terence Patrick (Chairman), Paul Edwards, Eric Palmer, Jenny Wicks, Stephen Meredith, Chris Dean, Ann Dickinson, Jonathan Murphy and John Stone (Clerk)
Councillors Chris Barrass and Tim Anderson with 1 resident were in attendance.

1. Apologies for Absence:

Councillors Keith Taylor and Catherine Anne Young were unable to be in attendance.

2. Declaration of Interests:

Each Councillor declared their/their spouse's pecuniary interest in their home in Clandon and accordingly in the setting of the precept. Terence Patrick declared that he was an honorary alderman in the Borough of Guildford and member of the Village Hall Management Committee. Chris Dean is a member of the Village Hall Management Committee. Eric Palmer is Chairman of the Clandon Society. Jonathan Murphy is an associate governor of Clandon School and trustee of Friends of West Clandon Church. His wife is a Church Warden.

3. Confirmation of the Minutes of the November 2019 meeting:

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

4. Matters arising from November 2019 minutes:

Letters to Guildford Planners concerning planning policy on house extensions and to Surrey Highways on possible mitigation measure on the A247 had been sent.

Work on repairs to the Bus Shelter at Meadowlands had been completed.

The section 137 payment to the Friends of West Clandon Church approved at the November meeting had been paid.

Counsellors also agreed that Clandon School's suggested project for improvement to the Early Years Playground was suitable use of funds and the Clerk was authorised to make the £1000 payment. (JS)

It was noted that the damaged manhole cover on The Street had been reported and acknowledged but as yet no action had been taken. Further correspondence had also been received from a resident concerned about the built up of water on the Road following utility works on the Street. The Chairman was asked to follow these up (TP).

5. The Council agreed to appoint Anne Tait, currently Clerk to St Martha's Parish Council, to role of Clerk to West Clandon Parish Council from 1st January to the 31st March at a rate equivalent to £15 per hour up to 8 hours per week to be paid monthly through the Council's payroll. (JS) Duties would not include the role of Responsible Financial Officer which would be covered by Stephen Meredith. Chris Dean would write the monthly report for the Parish Magazine. It was noted that Anne would not be available for the meeting on February 12th but Ann Dickinson offered to take the minutes on this occasion. (AD)
- Specific Duties would be undertaken as follows

Anne Tait

Computer and Files, Clerk Email (inc farming out correspondence, bills etc)

- Registered Address for correspondence
- Monitoring/Hosting PC Telephone
- Contact with GBC/SCC
- Agendas and Minutes
- Village email/Next Door
- Contact for Website Changes.

Stephen Meredith

- Keeping the Accounts/Int and Ext Audit/Nominated contact with PKF
- Responsible Financial Officer
- Bank Administration (all accounts – inc setting up payments for bills)
- Pension Scheme Contact (Nil return or setting up scheme)
- Contact for Recreation Ground Charity/January Return to Charity Commission
- VAT Payments/HMRC Contact

Chris Dean

Report for Parish Magazine

The search for a permanent appointment would continue. The Clerk was asked to investigate the possibility of advertising through SALC, SLCC and Send Matters (JS)

It was agreed that the Council's Talk-Talk Phone line should be discontinued and replaced with a pay as you go mobile number. (JS)

6. Financial Matters and Approvals.

The Budget for 2020/21 (v Final 111219) was approved noting that payments would be made from reserves as necessary at year end. The precept application for 20/21 was accordingly set at £33.63 an increase of 1.4% on the previous year.

Councillors approved continuing membership of the SLCC for 2020 at a cost of £126 (JS)

Councillors noted the financial transactions since the last meeting as follows:

Date	Beneficiary	Ref	VAT	
24/11/2019	MJStone	19.71		£506.33
24/11/2019	HMRC	19.72		£252.00
24/11/2019	KTigwell	19.73		£65.00
26/11/2019	Nurture	19.74	£44.93	£269.59

7. Planning Matters:

Councillors noted the planning application included in the papers for the meeting and agreed with the recommendation that no comment be made.

8. Local Plan Update:

It was noted that the three judicial reviews into the Guildford Local Plan had been turned down. A copy of the written judgement would be circulated to members. (CB/JS)

9. Neighbourhood Plan Report:

The Clerk reported that the substantive Neighbourhood Plan circulated to councillors ahead of the meeting had been recommended by the Neighbourhood Planning Group for Section 14 consultation. This was approved by the Council.

It was agreed that the consultation should take place in February to allow for promotion in the Parish Magazine. (JS)

Councillors accepted an offer from the current Clerk to continue to support this process on a voluntary basis and that he should continue to have access to the necessary files and data to undertake this task. (JS)

10. Recreation Ground, Playground and Car Park:

Eric Palmer outlined the remedial work necessary at the playground following the annual Health and Safety inspection. Councillors approved the expenditure estimated at £630. The soft surfacing was being monitored and work kept under review while the search for cost effective options continued (EP)

Eric Palmer undertook to enter into discussions with Nurture over the contract for the maintenance of the Recreation Ground and the Clandon Dragon.

It was noted that the CFGA bid for grant support for new toddler play equipment had been successful and bid had been made to i-gas for further support.

The Chairmen raised the problem of parking for commercial events at the recreation ground and suggested a fee of £500 be instituted. Eric Palmer undertook to write a paragraph for inclusion in the Recreation Ground Rules. (EP)

11. Footpaths:

Paul Edwards reported no new incidents and undertook to monitor blocked culverts where localised flooding had become a problem and take action where necessary. (PE)

12. A247 Matters:

Contacts with SCC Highways over the damaged Drain and Streetscape over excessive surface water on the Street would be followed up. (TP)

13. Council Correspondence sent and received:

Councillors noted correspondence received included in the schedule of papers for the meeting. They agreed to support the bid by Send Parish Council to secure a priority speaking slot for Parish Councils at GBC Planning Committee. (JS)

They also noted an email from a resident concerned about unauthorised bike usage on footpath 568.

14. Questions from the Public.

Councillor Chris Barrass noted the Parish Council's letter concerning planning decisions involving plot division and residential extension had provided timely support for initiatives proposed by Guildford Borough Councillors.

The Chairman thanked the Clerk for his service over the past 7 years.

15. Date of Next Meeting- Wednesday 8th January 2019 at 8.00pm.

There being no other business the meeting closed at 10.00pm