



# WEST CLANDON PARISH COUNCIL

Chairman: Terence Patrick, Stoney Royd, Woodstock, West Clandon Surrey GU4 7UJ  
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Clerk: Rebecca Pluthero, Tudor Lodge, Clandon Road, West Clandon. GU4 7UU  
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## Minutes of the Meeting held on Wednesday 13<sup>th</sup> January 2021 at 8.00pm via Zoom Call

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Present:

Terence Patrick ("Chairman"/ "TP"), Jonathan Murphy (Vice-Chairman) ("JM"), Chris Dean ("CD"), Paul Edwards ("PE"), Eric Palmer ("EP"), Jenny Wicks ("JW"), Stephen Meredith ("SM"), Chris Barrass ("CB")  
Keith Taylor ("KT") Catherine Ann Young ("CAY"), Tim Anderson ("TA")

Rebecca Pluthero, Parish Clerk ("RP")

### 21/1 Apologies for absence

None

### 21/2 Declarations of interest

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. Jonathan Murphy is an Associate Governor of Clandon School and a Trustee of the Friends of West Clandon Church. Eric Palmer is the Chairman of the East and West Clandon Residents Association (EWCRA).

### 21/3 Confirmation of the Minutes of the meeting held on December 9<sup>th</sup> 2020

One typo: "erred" should read; "preferred".  
Otherwise, CONFIRMED.

### 21/4 Matters arising from the meeting on December 9<sup>th</sup> 2020

- (a) Precepts: RP AGREED to sign the Precept Form and send to GBC once received from SM and/or the GBC contact she reached out to prior to this meeting.

(b) New Laptop: This is now with the Clerk

(c) Email System: TP spoke with Mark Bridger on 12 January 2021 regarding the email accounts issues. Mark Bridger will call each Parish Councilor separately and advise what everyone needs to do to their machine, to bring everything up to date with regards to emails. Mark Bridger will address the email system first (updating the current system) and then look at the Website once that is sorted. The price is as quoted, prior to Christmas 2020.

CD objects to retaining Chris Harlow with respect to IT services (particularly email). JS confirmed that Chris Harlow leases the domain name, and the email comes with this. To transfer everything over, it would require negotiation with Chris Harlow. AD seconded this comment and confirmed that Chris Harlow is not physically hosting, he is maintaining.

**RESOLVED:** TP to contact Mark Bridger to see if he can host the Email and Website, not just update it. We require someone to maintain the current email system. RP to speak with Mark Bridger when he contacts her about archiving the emails and documents.

(d) Annual Statement: TP raised approval of the annual statement. SM confirmed that he is waiting for the internal auditor to return the forms.

**RESOLVED:** SM will send the forms (once signed by TP) via email. RP will upload to website once all resolved.

(e) Historical Book on 'The Clandons': It was discussed whether or not to upload this to the Website. TP suggested it could be scanned to the Website and some photos added. We should consider this as and when there is an updated Website to work on. JS confirmed that the book has already been scanned to the East Clandon Parish website so we may be able to use that or provide a link.

## **21/5 Planning Matters**

JM outlined that there were three new planning applications noting there were no issues with any of them.

## **21/6 Financial Matters and Approvals**

- a. to note and approve financial transactions since the previous meeting**
- b. Annual Governance and Accountability Return Y/E 31 March 2020**

SM reported on recent transactions and commented that he awaited some documentation from the audit. It has been difficult to hand over the Finance to RP during COVID but will seek to do this now.

**RESOLVED:** SM to contact RP via Teams for session to train/ handover finance and budget matters. Budget to be added to the Agenda for the next Parish Council Meeting.

## **21/7 Local Plan update**

CD: No material update or information on the Site since the previous Meeting. However, CD noted that he will be making representations to the WSP on behalf of the Parish Council, which has also been reviewed by TP. **RESOLVED:** CD will send the document with representations to WSP to RP to issue.

CY noted that she does not have confidence in Taylor Wimpy's team considering transport with regards to the development. At the meeting CD recently attended on Transport, there was no invite, it was last minute, and this is a concern.

CY suggested that CD work with East Clandon on these things as they are keen to collaborate. David Alexander who works for the RHS and lives in West Horsley is happy to represent the Parish Councils and prepare a report as what came out of the meeting last week, Parish Councils are required to comment on the proposed slip roads. The next meeting is the Community Liaison Group which is in the coming weeks where they will start focusing on Transport. Apart from that, the only thing that has happened is that they have been through the second design panel and the report has just come out. Taylor Wimpy will then put this report on their Website.

CD commented that his concern is that in the examination of the Local Plan, although the slip roads were connected to the Wisley Development, he suspects that GBC don't want Ockham slip roads either.

### **21/8 Neighborhood Plan update**

The documents have now been submitted to Kate Lines at GBC, GBC has now asked that the Basic Conditions Statement. JS is happy to do this. **RESOLVED:** JS will update the documentation and be submitted by RP.

### **21/9 Recreation Ground, Playground and Car Park**

EP reported that the Tennis Courts are closed due to COVID restrictions but the playground and football ground is permitted to remain open and is being used responsibly. EP will be reviewing the current contractors' engagement contract (which is reassessed on an Annual basis). EP requested that provided that any price increase does not rise above 2%, is the Parish Council happy for him to proceed with this. The Parish Council **AGREED** to EP taking this forward.

EP would also like to replace the roundabout in the playground. The cost is £3,600 for the roundabout and £3,800 for the surrounding soft area. It needs to be booked in now for April 2021. **RESOLVED:** The Parish Council agreed to proceed with instructing contractors to repair the roundabout and soft area. EP will proceed.

### **21/10 Footpaths**

PE outlined that there are no major updates. PE is monitoring the condition of the footpaths with regards to flooding. PE reported that there are still a number of issues reported on Footpath 568: (a) Dog Mess has gotten worse; (b) Cyclists. PE suspects this is due to increased use during the current Lockdown. The County Council has now put signs up (which the Parish Council requested). PE **AGREED** to keep monitoring the footpath and suspects that after lockdown the issues should ease with the use. PE raised another item on historic footpaths which is continues to look at. PE also thanked TP's suggestion to obtain the maps from Robyn Cormack and he will be looking at those too.

### **21/11 A247 Matters**

JW asked whether there is an update with regards to when the bollard is going to be replaced. KT confirmed that it is still pending.

## **21/12 Council Correspondence sent and received**

Noted.

**21/13 Date of next meeting** – Wednesday, February 10<sup>th</sup> 2021 at 8pm

## **21/14 AOB**

JW raised the concern that she cannot find on the Guildford website a West Clandon conservation area appraised. TP asked JS whether it might be included within the Neighbourhood Plan. JS confirmed that he has never seen or heard of that document and it was not included within the Neighbourhood Plan. CY clarified that the Conservation Team has severely low capacity so there will be a long wait to adopt, but it is worth including something in the Neighbourhood Plan if West Clandon wishes to submit a Conservation Area Character Appraisal for review and potential adoption. CY **AGREED** to query the waitlist internally.

## **CLOSING**

There being no other business to discuss, the Chairman closed the Parish Council Meeting at 21.30pm.