



# WEST CLANDON PARISH COUNCIL

Chairman: Terence Patrick, Stoney Royd, Woodstock, West Clandon Surrey GU4 7UJ  
Tel. 01483 222 534

Clerk: Paul Edwards, Amberleaf, Clandon Road, West Clandon. GU4 7TL  
[clerk@westclandon.org.uk](mailto:clerk@westclandon.org.uk) Tel: 07597 156153

## Minutes of the Meeting held on Wednesday 8<sup>th</sup> June 2022 at 8.00pm in the Village Hall

### Present:

Parish Councillors: Terence Patrick ("Chairman"/ "TP"), Chris Dean ("CD"), Eric Palmer ("EP"), Jonathan Murphy ("JM") and Jenny Wicks ("JW")

Parish Clerk: Paul Edwards ("Clerk"/"PE").

GBC Councillors: Chris Barrass ("CB") and Catherine Young ("CY")

No residents were in attendance.

### 22/086 Apologies for absence

Apologies were received from Councillors Ann Dickinson ("AD") and Steve Meredith ("SM"), SCC Councillor Bob Hughes ("BH") and GBC Councillor Tim Anderson ("TA").

### 22/087 Declarations of interest

The Chairman declared that he was an Honorary Alderman of the Borough of Guildford and member of the Village Hall Management Committee. CD is a member of the Village Hall Management Committee. EP is the Chairman of the East and West Clandon Residents Association (EWCRA). JW is an Honorary Alderman of the Borough of Guildford.

### 22/088 Confirmation of the Minutes of the meeting held on May 11<sup>th</sup> 2022

CD requested a change to item 22/079 stating that there had been no intention to contact GBC about the A3 sliproads and this was agreed. The Clerk will update the draft minutes accordingly.

### 22/089 Matters arising from the meeting on May 11th 2022

The following items from the last meeting we discussed:

- 22/072 – Glebe bus shelter – the Clerk talked through the repair and replacement quotes received and the insurance position and referred to the emails received from a Glebe resident and from GBC; the meeting agreed that the overturned shelter was an eyesore and needed to be urgently addressed; however, JW suggested we canvas views from the Glebe residents via a door-to-door letter delivery before finalizing the solution option and the Clerk agreed to undertake that and feedback the results to the Council before end-Jun.

- 22/072 – Road safety scheme - CD referred to a quote received from a road traffic consultancy for updating the scheme, but felt it was not worth the money as would not tell us much we do not already know; the Clerk queried whether obtaining an independent evidence base would strengthen our case for improvements with the authorities but the meeting felt it was questionable.
- 22/074 – the Clerk noted that BH had now sent us clarification of the Surrey Highways proposals following the A247 site visit on 11<sup>th</sup> May. JM questioned whether the Parish Council would support the proposal that there should be a no right turn from the A247 northbound onto the A3 slip road, thus requiring traffic to continue north over the A3 to the roundabout before returning southbound on the A247. In discussion it was noted the roundabout is often congested and the change would likely be unpopular in the village.

## **22/090 Council Correspondence Sent and Received**

The following topics relating to items of correspondence were discussed:

- 20mph speed limits on The Street – the Clerk noted that a response had been received from Surrey Highways suggesting that such a limit was not feasible; however, the response is considered inadequate and BH is pursuing further within SCC.
- Air pollution – the GBC Environment team had confirmed that their monitoring of the A247 showed pollutant levels within acceptable limits and that an Air Quality Management area for the village was not required.
- CPRE (The Countryside Charity) – the Clerk noted that our membership lapsed last year during the interregnum of Clerks; the meeting agreed that it should be renewed.

## **22/091 Policies and Procedures**

CD noted that he had issued a draft Risk Register template by email for full review at the next meeting. In the meantime, it was agreed that a working party be set up (to include CD, the Clerk and one other councillor tba) to populate the register with our main risks and their risk rating scores and controls.

## **22/092 Planning Matters**

JM provided the meeting with his comments on the latest planning applications and rulings. The meeting agreed with JM's view that none needed action from the Council at this point in time.

## **22/093 Financial Matters and Approvals**

The Clerk referred to Annex C in the meeting papers relating to the payments made during May totaling £2384.28 and the meeting approved these.

On behalf of SM, the Clerk presented the annual accounts. The meeting approved the Annual Governance Statement and the Accounting Statements for the year ended 31<sup>st</sup> March 2022. JW queried the amount of reserves and whether we should have some earmarked for specific items going forward.

The Chairman noted that he and SD had both been having discussions with Guildford accountants AJ Bennewith and proposed that we adopt them as our internal auditors which was approved by the meeting.

The Clerk reported that he has now completed a review of the asset list and has also renewed the annual insurance for one more year.

He also noted that HMRC's new VAT 'Making Tax Digital' environment now requires us to buy accounting software and proposed that we take this opportunity to move away from spreadsheets for all of our core management and financial accounting processes. He presented a case for purchase of the Rialtas Alpha package, which is specific to smaller parish councils and recommended by many of our local peers. This also has a VAT 'MTD' compliant module built in. CY commented that West Horsley had indeed benefited from introduction of this package.

**Resolved:** The meeting approved the purchase of the Alpha accounting package.

## **22/094 Garlick's Arch and other Local Plan updates**

CD noted that junction 10 has now received approval and, from looking at the plans, suspects that extra A3 sliproads at the Ockham junction are now unlikely. The likely next stage for the Wisley development is a planning application for the required road infrastructure.

In contrast, there is now activity relating to the A3/A247 slip roads and CD noted that BH had forwarded on an email to us from National Highways to advise that preparatory site inspections would be commencing shortly with public consultations later on this year.

## **22/094 Recreation Ground, Playground and Car Park**

EP talked through the 2 quotes received for the replacement of the toddlers cradle swing and the Sawscapes quote was approved by the meeting.

He also reported that the strimming of the grass bank between the recreation ground and the A247 had been completed and recommended that a strim twice a year should be included in the maintenance quotation for next year; this was also approved.

The Clerk reported that he had filled in the 2 holes left by the metal posts removal at the car park entrance but had left the electric cable above ground. He has had a quote from an electrician to ensure it is safe, though, before progressing, is first checking with RBL and the Village Hall Management Committee to understand its ownership and past usage

## **22/095 Footpaths**

The Clerk reported that SCC's first vegetation cuts of the year had all been undertaken as scheduled.

## **22/096 A247 Matters**

CD made the meeting aware of a hole in the A247 pavement outside of Clandon Regis caused by a fallen tree. The Clerk agreed to register a fault with Surrey Highways.

## **22/097 AOB**

JW queried the status of the village phone box and the Clerk responded that BT had advised that it was due for removal but was still awaiting confirmation of a timescale.

## **22/098 Date of next meeting**

Wednesday, July 13<sup>th</sup> 2022 at 8pm in the Village Hall.

**CLOSING**

There being no other business to discuss, the Chairman closed the Parish Council Meeting at 21.54.