

BURSTOW PARISH COUNCIL

Minutes of the **Annual Meeting of Burstow Parish Council held** on Tuesday 9th May 2023
2023 at 7.00pm in the Centenary Hall, Smallfield

OPEN FORUM: No members of the public were present.

Attendance: Chairman Bob Locke, Cllr Ashleigh Bolton, Cat Dodman, Debbie Hale, Eddie Lord, and Linda Herwig, Cllr Morris attended via Zoom

01 Election of Chairman

Nomination received for Cllr Locke from Cllr Herwig and seconded by Cllr Morris. No further nominations received. Carried unanimously.

02 Cllr Locke signed his declaration of office as Chairman

03 Election of Vice-Chairman – Nomination received from Cllr Bolton from Cllr Locke and seconded by Cllr Dodman. No further nominations. Carried unanimously.

04 All declaration of acceptance of office, Register of Interests and consent to receive summons electronically were received by Council

05 Apologies received from Cllrs Carney, Gilbert and Bush for reasons accepted by Council. Apologies also received from District Cllrs Farr and Gillman and C Councillor Steeds.

06 Council reviewed the of delegation arrangements and terms of reference to committees, sub-committees and employees (previously circulated) and agreed that each committee would consider the arrangements at the first meeting and make recommendation to Council at the July meeting Finance & General Purposes, Planning, Properties & Projects, Neighbourhood Plan Sub-Committee, Flood Action Group

07 Receipt of Nominations to existing committees and representation on external bodies; Finance & General Purposes, Planning, Properties & Projects, Neighbourhood Plan Sub-Committee, Flood Action Group

(i) Finance & General Purposes - That the Council appoint the following representatives to the Finance & General Purposes committee with full delegated powers for: All aspects of finance including preparing budgets for Full Council; Administration; Staff & Recruitment including staff appraisals; Legal matters including leases etc;

Cllr Lock proposed that Cllrs Ashleigh Bolton, Andrew Gilbert, Eddie Lord, John Carney and Cat Dodman be elected to the F&GP Committee, seconded by Cllr Bolton and carried unanimously

(ii) Planning - That the Council appoint the following representatives to the Planning committee with full delegated powers for all aspects of planning

Cllr Lord proposed that Cllrs Debbie Hale, Cat Dodman, Linda Herwig, Donna Morris and Nick Bush be appointed to the Planning Committee. Seconded by Cllr Dodman and carried unanimously

(iii) Properties & Projects - full delegated powers to cover the following areas:

Allotments – Plough Road, Burstow Gardens, Keepers Corner and the land at Keepers Corner, Car Parks – both at Centenary Hall & Keepers Corner; Surgery grounds; Centenary Hall – all aspects including maintenance; Community Café; All aspects of Youth including recreation and the playgrounds; Street furniture and the VAS; Parish gardens; Highways, new projects

Cllr Locke proposed that Cllrs Andrew Gilbert, Debbie Hale, Ashleigh Bolton, Linda Herwig, Donna Morris be elected to the Properties & Projects Committee. Seconded by Cllr Hale and carried unanimously

(iv) Neighbourhood Plan Sub-Committee – Debbie Hale and the Clerk

(v) Flood Action Group – Ashleigh Bolton

(vi) GatCom – Nomination received for Mr Alan Jones, Eddie Lord will be his deputy

(vii) Redehall Car Park – Mr Wates and the Clerk will work together to manage the project.

(viii) School Liaison – Donna Morris and Linda Herwig as deputy

The Chairman and Vice-Chairman are ex officio on all Committee's, sub-committees and working parties.

08 Council delegated a review standing orders and financial regulations to sub-committee consisting of Cllrs Lord and the Clerk. They will report back at the July 2023 meeting.

09 Council delegated review the following

- Inventory of land and assets
- Insurance cover
- Membership of other bodies
- Councils' complaints procedure and policy documents

To Cllrs Bolton and Gilbert; who will report back at the July 2023 meeting.

10 Meeting list to be circulated by Clerk

11 No declaration of Interest made

12 Chairman's Announcements – Cllr Locke thanks all for his election. He then thanked the Coronation working party for their successful event, he thanked all Councillors and volunteers for helping with the event and thanked the event sponsors and the individuals and shops who donated raffle prizes.

13 Matters arising –

The Clerk continues to monitor the situation regarding unpaid nursery fees. One parent has completed their agreed three stage plan, one is three months into a nine-month payment plan though has needed to be chased for payment and the third has not responded. The Clerk will send one final letter advising that court action will be taken if they fail to pay.

Tandridge DC advised that parking enforcement has been taken back 'in house' and will be carried out by Surrey CC

- 14 Letters received – Council received an email from St Catherine's Hospice thanking the Council for it's jubilee grant of £400. Forget Me Not's hand delivered a thank you card for the Council's grant award of £500.
- 15 Council accepted minutes from the committee meetings for the following dates
Finance 11/4
Planning 11 & 25/4
- 16 The Council affirmed its intent to exercise the Power of General Competence. All members have been elected to serve office and the Clerk has successfully completed the training. The Clerk will email all with a brief explanation regarding the Power and what it entails. The Council has a training budget for Councillors and the Clerk will email a link to the website. Chairman training is open to all, not just current Chairmen. Council has asked the Clerk to investigate Planning training for all. Cllr Bolton said she would be attending speedwatch training and going to the conference.
- 17 Annual return – the end of year accounts is not yet completed. An extraordinary meeting will be convened once they are to approve the accounts.
- 18 No payments listed
- 19 Other items
Cllr Bolton commented that on more than one occasion fairly recently she has observed shoplifting in local shops and wondered if there was anything the Council could do. A general discussion took place and the Clerk advised she helps the local shops out with getting CCTV images and vehicle registration numbers. Unfortunately, the police do not readily respond to reports of shoplifting.

There being no further business, the meeting closed at 7.45pm. The next scheduled Full Council meeting is due to take place at 7.00pm on Tuesday 11th July 2023. All Councillors attending via Zoom do not vote.

Signed..... Dated.....