

BURSTOW PARISH COUNCIL

Minutes of the **Meeting of Burstow Parish Council held** on Tuesday 11th May 2021 at 7.00pm in the Centenary Hall, Smallfield

OPEN FORUM: No members of the public attended

Attendance: Chairman Ian Wates, Vice-Chairman Bob Locke, Cllr Ray Holdsworth, John Carney, Trevor Brock, Eddie Lord, Fern Warwick-Ching, Andrew Gilbert, Ashleigh Bolton, Linda Herwig and Debbie Hale

Clerk to Council, County Cllr Lesley Steeds Dist Cllr Kevin Bourne, Dist Cllr Colin White and Dist Cllr Mick Gillman

The Chairman welcomed all to the meeting. He offered the Council's congratulations to County Cllr Lesley Steeds on her re-election to office. Cllr Wates commented that Cllr Steeds has always worked hard on the community's behalf.

Cllr Wates then offered commiserations to Harry FitzGerald, our former District Councillor. Mr FitzGerald has always supported our residents and worked hard on their behalf over the last 5 years, while in office. Mr FitzGerald was not successful in retaining his seat in the most recent election.

The Chairman then extended a welcome from the Council to Cllr Mike Gillman, who recently won the election. He said that the Parish Council is looking forward to working with him.

01 Election of Chairman

Nomination received for Ian Wates from Bob Locke and seconded by Cllr Bolton. Carried unanimously

02 Cllr Wates signed his declaration of office as Chairman.

03 Election of Vice-Chairman

Nomination received for Bob Locke from Ian Wates and seconded by Cllr Gilbert. Carried unanimously

04 Succession – a proposal by Cllr Wates to outline the Council's future

Cllr Wates announced that he would not be seeking re-election to office at the 2022 parish council elections. He believes that it is time for a change of Chairman and that it could be restrictive for a new chairman to have the former still a member of the council. Cllr Wates stated it has been a privilege to work with all the members and thanked all for their support during his time in office and especially over the past year, when decisions have had to be made under delegated authority, without redress to Council. Cllr Wates said he will continue to work on behalf of the community until next year and hopes to continue to help as a 'lay' person. Cllr Wates said that it is important to look to the future of the council to ensure a strong and experienced team continues. By tradition the vice-chairman usually steps up to become Chair when the incumbent steps down and Cllr Locke, if re-elected, has indicated he is willing. Cllrs Wates and Locke, having discussed at length ways to ensure continuity believe it is prudent to appoint a 'vice vice chair'. With her consent, Cllr Wates proposed the Cllr Bolton be appointed, seconded by Cllr Carney and carried unanimously.

05 Apologies for absence – None required

- 06 The minutes of the Full Council Meeting of Tuesday 6th October 2020 were signed as a true record of the meeting.
- 07 Review of delegation arrangements and terms of reference to committees, sub-committees and employees (previously circulated)
Finance & General Purposes, Planning, Properties & Projects, Neighbourhood Plan Sub-Committee, Flood Action Group
- Council agreed not to change the delegation arrangements to committee
- 08 Receipt of Nominations to existing committees and representation on external bodies; other nominations may take place on the night
- (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 Ian Wates, Andrew Gilbert, Eddie Lord, John Carney, Fern Warwick-Ching be elected to the F&GP Committee, seconded by Cllr Hale 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 Gilbert proposed that Cllrs Debbie Hale, Ashleigh Bolton, Trevor Brock, Linda Herwig, Bob Locke Be appointed to the Planning Committee. Seconded by Cllr Locke 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 Herwig proposed that Cllrs Andrew Gilbert, Debbie Hale, Ashleigh Bolton, Fern Warwick-Ching, Trevor Brock and Ray Holdsworth be elected to the Properties & Projects Committee. Seconded by Cllr Bolton and carried unanimously
- (iv) Neighbourhood Plan Sub-Committee – Debbie Hale,
- (v) Flood Action Group – Ashleigh Bolton
- (vi) GatCom – Nomination received for Mr Alan Jones
- 09 Council delegated a review standing orders and financial regulations to sub-committee consisting of Cllrs Lord and Carney and the Clerk. Councillors will report back at the July 2020 meeting.
- 010 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 2020 meeting.
- 011 To accept meeting dates for the forthcoming year (previously circulated) – The Clerk advised Council that flexibility would be needed around meeting dates as if the hall is in use as a vaccine centre on a meeting night Council may have to swap to either a Monday, Wednesday or Thursday. There is

usually between 7 and 10 days' notice so any changes will be advertised at the same time as the agenda is posted. Council unanimously supported this requirement.

012 No Declarations of Interest

- 013 Chairman's Announcements- Cllr Wates informed Council that the application to change the current account from Lloyds to Unity Trust.
The Gingerbread nursery is progressing, the number of children on the register has increased and we hope that it will cover staffing costs by the end of the year.
A reminder that the Clerk will be on holiday next week.
The memorial bench for Peter hart's family has been installed. There will be a more official opening after the 21st June but his family were keen for it to be in place before his birthday.
Gingerbread Nursery – the number of children on the register continues to increase and we hope that it will cover its costs by the end of the year.
Covid clinics – Currently due to finish towards the end of September. But if necessary we will continue to support the programme in some way, even if this involves transferring the clinic to the meeting/café area.

014 No matters arising from those minutes

Standing Orders Suspended

- 015 Cllr Steeds expressed he delight at being re-elected to office and thanked everyone involved for their support. She said that, despite having been involved in politics for over thirty years (including the selection process as a potential MP), the most recent election campaign has been the most difficult; with a large number of personal attacks on contestants and dirty tricks such as defacing or removing election materials. However, she intends to move on and represent her electorate to the best of her abilities. To that end she has asked Council to help her by drawing attention to the main areas that need prioritising. One current issue is HGV traffic in Burstow and Horne. Cllr Steeds would like to work with district councillors to try addressing this and will continue to lobby our MP and gain her support and attention. One county officer has told Cllr Steeds that the Council do not get official notification from the Office of the Traffic Commissioner and instead are required to search through local newspapers looking for announcement of licences issued. Cllr Steeds is keen to arrive at a situation where local objections based on knowledge of the area are accepted by the Traffic Commissioner.
Road improvements – the proposed road safety improvements in Smallfield are scheduled to begin later this year. Cllr Steeds congratulated the Parish Council on its effort to create a car park for the community and how it strives to serve local need.
The main County Council office has changed from Kingston to the Cannon building I Redhill and this is far more convenient to access for the east part of the county.
Cllr Steeds said she is hoping to continue her participation in the County Childcare Committee and will update at the next Full Council meeting.
The 'Transformation Programme' at SCC is progressing well though children's mental health and wellbeing is of concern and addition funding is needed to help support this.
Cllr Locke asked Cllr Steeds if Surrey could look to introducing an 'emission charge' to help address the proliferation of HGVs I the area. Cllr Steeds suggested he contact the cabinet member for highways and propose this.
- 016 Update by Tandridge District Councillors
Dist Cllr White said he had nothing of note to report until after the 27th May when the district committees are formed

- 017 Dist Cllr Mick Gillman introduced himself to all and said he agreed with Cllr Wates earlier statement regarding former Dist Cllr Harry FitzGerald. He thanked all who voted him into office and promised to support his local community as best he can. Cllr Gillman reiterated earlier concerns about the number of HGV's operating in the area and said he looked forward to working with Cllr Steeds to help address the problems they cause.
- He mentioned that, while campaigning, he spoke to various SpeedWatch groups and they had mentioned they regularly receive abuse from speeding drivers. Cllr Wates interjected to inform Cllr Gillman that Surrey Police are now working with the Sussex police as part of 'Operation Crackdown' – a nationwide scheme that not only allows groups to report speeding but also enables them to report other incidents such as abusive behaviour and mobile phone use. If any three incidents are reported, throughout the country, this will result in the offender receiving a visit from the police.
- 018 Dist Cllr Kevin Bourne had nothing council related to add to the two previous reports. He said that the Clerks proposal regarding the car park lease between the Parish Council and the School was acceptable to both parties and the Dept for Education and that hopefully the School Board of Governors would approve the draft lease at their July meeting. The lease could then be signed and a proper timetable set out for the car park construction.

Standing Orders re-instated

- 019 No letter of note received
- 020 The Planning Committee minutes of 15/9/20, 6/10/20, 27/10/20, 24/11/20, 26/1/21, 23/2/21, 23/3/21 and 20/4/21 were accepted by Council
- 021 The Parish Council affirmed its intention to exercise the Power of General Competence, noting that all eligibility criteria had been met.
- 022 Centenary Hall vaccination centre update and future plans – as stated in item 013.
- 023 Website update – Cllr Lord reported that preliminary work commenced a couple of years ago when the Government announced new accessibility requirements for all local government websites. It remained fairly low priority until, unexpected, earlier this year our current website ceased. Cllrs Lord and Bolton, along with the Clerk, were appointed as a working group, with a fixed budget, to create a new website. The working group met and agreed to work with Stephen Plank of SP Web and a .gov site has now been registered for the parish council. Using a 'wayback' machine, some of the earlier website information has been retrieved and Cllr Bolton has compiled a list of web pages needed. A clean design, reflecting all government accessibility requirements has been chosen and a developmental site is available for councillors to review. Unfortunately, we are not permitted to use the 'Gov' web font. Councillors can help by reviewing content, proofreading documents and offering comments to the working group. The aim is to have the site 'go live' around the end of June. A separate nursery website will be made for the Gingerbread House with links between both sites. The final cost for the council site will be £6,700 and the nursery a further £3,400. Councillors were shown a preview of the site and all supported the clear layout and design.

Grant and Funding Applications

- 024 Tandridge Befriending Scheme – Council agreed that, in light of the big decrease in income from hall hire, it would not be able to agree to the Befriending Schemes request for £850 per annum. The Clerk was asked to re-list for the next F&GP meeting to see if there were other ways to support the scheme.
- 025 Burstow News – Council unanimously agreed to give the parish magazine a grant award of £250, to be paid out on the next payment run.

- 026 Annual Return – The Clerk reported that both the account software company and our internal auditor said, because of their nature, the Council and Nursery accounts could not be merged. A separate account package will be needed for the nursery. Council asked the Clerk to ask RBS for a price for a second account package. RBS stripped all nursery accounts from the package and finalised the year-end. The Clerk will need to re-enter all nursery data when a new account package is put in place. No further issues were reported.
- 027 Cllr Lock proposed that Council authorise the Chairman and Clerk to sign the end of year accounts and annual return, following a positive report from the internal auditor the accounts will then be submitted to PKF Littlejohn for inspection. Seconded by Cllr Gilbert and carried unanimously.
- 028 Finance
To ratify change in current account banking to Unity Trust – Cllr Lord proposed that Council ratify the decision to change our current account banking from Lloyds to Unity Trust. Seconded by Cllr Herwig and carried unanimously.
- 029 To receive Schedule of Payments to be ratified and authorised, list as laid before all Councillors. Cllrs Wates and Locke will authorise the bank transfers tomorrow.
Payments ratified £
Payments authorised £
Direct debits £
Unanimously authorised by Council
- To receive Schedule of Payments to be ratified and authorised, list as laid before all Councillors
- 030 Matters brought to Councils attention for inclusion on a future agenda
a) The Clerk was asked to report the Weatherhill VAS as not-working to Surrey CC
b) The Clerk was asked to see if Tandridge DC can supply additional dog waste bins and signage for the east of Wheelers Lane .
c) Cllr Herwig asked if Council was proposing to have a post-Covid celebration and informed the intention was there, circumstance allowing.

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