

BURSTOW PARISH COUNCIL

Minutes of the **Annual Meeting of Burstow Parish Council held** on Tuesday 10th May 2022 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 Cat Codman, Debbie Hale and Eddie Lord,

Also in attendance was the Clerk to Council and Dist Cllsr Mick Gillman and Sue Farr

The Chairman welcomed all to the meeting. Cllr Wates congratulated Dist Cllr Farr on her election victory and said that the Parish Council is looking forward to working with her. Cllr Wates then thanked Mr Bourne for all the help and support he had given the Parish Council during his time as a district councillor. .

01 Election of Chairman

Nomination received for Cllr Wates from Cllr Locke and seconded by Cllr Lord. Carried unanimously

02 Cllr Wates signed his declaration of office as Chairman.

03 Election of Vice-Chairman

Nomination received for Cllr Locke from Cllr Lord and seconded by Cllr Dodman. Carried unanimously

04 Apologies received from Cllrs Bolton, Brock, Carney, Gilbert and Herwig for reasons accepted by Council

05 The minutes of the Full Council Meeting of Tuesday 8th March 2022 were signed as a true record of the meeting.

06 Council reviewed the of delegation arrangements and terms of reference to committees, sub-committees and employees (previously circulated) and agreed no alterations were required 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; 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 and Cat Dodman 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 Lord proposed that Cllrs Debbie Hale, Ashleigh Bolton, Cat Dodman, Linda Herwig, Bob Locke 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 Wates proposed that Cllrs Andrew Gilbert, Debbie Hale, Ashleigh Bolton, Linda Herwig be elected to the Properties & Projects Committee. Seconded by Cllr Halen and carried unanimously
(iv) Neighbourhood Plan Sub-Committee – Debbie Hale,
(v) Flood Action Group – Ashleigh Bolton
(vi) GatCom – Nomination received for Mr Alan Jones

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 2022 meeting.

00 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 2022 meeting.

010 To accept meeting dates for the forthcoming year (previously circulated)

011 No Declarations of Interest

012 Chairman's Announcements- As the Chairman had been away there was nothing of note to report

013 No matters arising from those minutes

Standing Orders Suspended

014 Update by Cllr Hale on behalf of County Councillor Steeds –

015 Tandridge District Councillors

Dist Cllr Farr explained that she had nothing to report as she had not yet attended a meeting at Tandridge DC

016 The Clerk informed Council that both she and Cllr Gillman had spoken with residents on the Thursday polling day. These residents had informed us about unauthorised burning of waste on a site along Redehall Road, Gunyah Farm. The contractor has no waste licence, no HGV operator's licence and the site is unauthorised. The waste was usually burnt over night, releasing noxious fumes and accompanied by exploding aerosols. The fire brigade have attended on at least one occasions. This has now been reported to all the relevant authorities and pressure will be maintained to shut the site down.

Standing Orders reinstated

017 Letters received. The Clerk informed Council that requests for financial support have been received from the Air Ambulance and the Safe Drive, Stay Alive campaign to inform young drivers of the dangers. Council resolved to donate £250 to each in support of both

018 Minuets from the following meetings were received by Council

- 019 The Parish Council affirmed its intention to exercise the Power of General Competence, noting that all eligibility criteria had been met.
- 020 Annual Return – The Clerk informed Council the accounts were due to be sent to the Internal Auditor once the last few invoices for the nursery had been completed. Councillors received a copy of the accounts. Council resolved that the Chairman and Clerk to sign once the Internal Auditor's report was complete.
Council agreed to continue with the system of internal controls in place are sound
- 021 Finance
Cllr Wates proposed that Council authorise expenditure up to £6,000 to commission a road traffic survey for the Parish and a consultant to interpret the results and produce a report for the Neighbourhood Plan sub-committee.
- 022 To receive Schedule of Payments to be ratified and authorised, list as laid before all Councillors.
Payments ratified £
Payments authorised £
Direct debits £
Unanimously authorised by Council
- 023 No matters brought to Councils attention for inclusion on a future agenda

There being no further business the meeting closed at 19.30. The next scheduled Council meeting is on Tuesday 12th July 2022

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