

## PUTTENHAM PARISH COUNCIL

### Minutes of the Meeting of Puttenham Parish Council held in the Marwick Hall on Monday 30<sup>th</sup> April 2018

PRESENT:	Mr J Green (Chairman)	Mr M Blundell-Jones (Councillor)
	Mr R Griggs (Councillor)	Mr P Adlam (Councillor)
	Mr D Williams (Councillor)	Mrs W Hazzard (Clerk)
	Mr T Rooth (GBC Councillor)	Miss A De Filippis (Headteacher)
	Mr R Perkins (Resident)	

Mr R Perkins addressed the meeting with his concerns in regard to the planning application 18/P/00740 Little Close. He also gave a background of previous applications for the site. The chairman thanked him for attending and commented that the application would be discussed further on this agenda

1. **APOLOGIES:** None
2. **MINUTES OF THE MEETING HELD ON MONDAY 5<sup>TH</sup> MARCH 2018**
  - 2.1 The minutes circulated prior to the meeting were agreed and signed
3. **MATTERS ARISING FROM THE MINUTES OF MONDAY 5<sup>TH</sup> MARCH 2018**
  - 3.1 There had been no further development regarding GBC emptying the bins in the recreation ground.
  - 3.2 Mr Furniss (SCC councillor) has still to respond on the following. The clerk to contact him
    - Reflectors on the pedestrian refuge
    - Flooding at B3000 and Hook Lane junction
    - Cemetery guidelines
  - 3.3 Sourcing wood shavings is ongoing
  - 3.4 2 benches have been replaced at the cemetery
4. **REGISTRATION OF INTERESTS**
  - 4.1 Mr Green declared that he is related to Mr N Green who does work for the parish council
5. **ELECTION OF CHAIRMAN**
  - 5.1 The chairman stood down. Mr Blundell-Jones proposed Mr Green as chairman. Mr Williams seconded
6. **ELECTION OF VICE CHAIRMAN**
  - 6.1 The vice chair stood down. Mr Griggs proposed Mr Blundell-Jones as vice chairman. Mr Adlam seconded
7. **ALLOCATION OF DUTIES**
  - 7.1 All councillors agreed to continue with their current duties
8. **SCHOOL REPORT**
  - 8.1 Miss De Filippis thanked the parish council for inviting her to lunch with the mayor. The children also enjoyed his visit to the school. She also reported the following
    - The school has taken delivery of a 'Silent Soldier' to commemorate the end of WW1.
    - A health and safety audit has been undertaken of the school. There were no major concerns raised. An electrical audit is due to take place soon
    - There are currently 106 children on role.
9. **GUILDFORD BOROUGH & SURREY COUNTY COUNCILLOR REPORTS**
  - 9.1 Mr Rooth reported
    - The discussions regarding the future of Puttenham Barns seem to be positive
    - Some fencing has been erected on the fields at Wanborough. They currently have a planning enforcement on them
  - 9.2 No report from SCC
10. **HEALTH & SAFETY**
  - 10.1 The trees on Puttenham Down still need to be inspected
  - 10.2 The grave stones at the cemetery have been inspected. Nothing to report
11. **GENERAL DATA PROTECTION REGULATIONS (GDPR)**
  - 11.1 The clerk reported the following
    - All tennis members have been contacted regarding their personal data
    - GBC are researching the possibility of providing parish councils with a Data Protection Officer (DPO). This will obviously come at a cost
    - A lockable box has been purchased for hard copies of personal data
    - Currently uses own laptop for parish council business and thought this should not be the case. It was agreed to purchase another at the cost up to £750.00

- Data protection and privacy policies have to be written
- Each councillor to have a new email address for parish council business.

## 12. FINANCE

12.1 The annual governance and accountability return was completed and signed by the chairman and the clerk

12.2 The clerk presented the end of year accounts. It was suggested that New Playground was renamed Playground Fund and added further down on summary sheet. No other comments raised

12.3 The current insurance cover expires at the end of May. Current provider no longer insuring parish councils. The clerk is awaiting quote from Zurich.

12.4 It was agreed that the chairman be awarded £475.00 expenses for the year

## 13. PLANNING

13.1 Applications from previous meetings

**18/T/00049** – Lawn Cottage, Suffield Lane. T2 Blue Atlas Cedar - crown lift removing the 4 lowest branches overhanging footpath and Elmfield's driveway - Approved

**18/T/00044** - Street Farm, 104 The Street. Remove and replace small Silver Birch - 4m. Approved

**18/T/00007** - 143 The Street. Ash trees x 2 - fell, B Fir trees x 3 & Mountain Ash - reduce by 30%, C Fir tree - reduce by 30%, D Ash - remove lowest branch, E Mountain Ash - fell, F Mountain Ash - reduce by 30%. Approved

**18/P/00008** - Heritage, 154 The Street. Full and Listed Building Consent for two-storey rear extension following removal of existing garden structure and minor internal alterations to first floor bedroom - Withdrawn

13.2 New applications

**18/P/00740** - Little Close, School Lane. Proposed erection of a two storey detached dwelling with integral garage, with associated parking and amenity area following demolition of existing dwelling. Objection to be made

**18/P/00729** - Glen Eyre, Seale Lane. Second storey rear extension. No objection

**18/P/00511** - 2 Cut Corner Cottages, Suffield Lane. Proposed two storey side extension to east elevation and changes to fenestration. No objection

## 14. NEIGHBOURHOOD PLAN

14.1 Mr Griggs reported

- There is a committee meeting this week, followed by a Q & A session at the parish assembly on Friday 11<sup>th</sup> May
- The transport report had been sent to SCC and good comments had been received

## 15. PUTTENHAM DOWN

15.1 Nothing to report

## 16. RECREATION GROUND & PLAY AREAS

16.1 Following the resignation of Paul Atkinson it was agreed to review the agreement with the football club and obtain a new maintenance contract. The clerk had received a quote from Hogs Back Paddock Services for the next year. It was decided to ask them to cut the recreation ground every 3 weeks for the next 3 months until negotiations with the football club had been determined. The clerk to produce a financial breakdown for the last year

16.2 Mr Blundell-Jones is awaiting a final quote for the new playground

## 17. TRAFFIC & FOOTPATHS

17.1 Nothing to report

## 18. CEMETERY

18.1 There has been one burial since the last meeting

18.2 The chairman has cleared the track leading to the cemetery

18.3 The chairman has purchased some Flanders poppies for the war memorial

## 19. YOUTH CLUB

19.1 Nothing to report

## 20. DATES OF FUTURE MEETINGS

20.1 The clerk to email the councillors with dates for the coming year

## 21. CORRESPONDENCE

21.1 None

The meeting closed at 9.35pm

Signed.....

B J Green (Chairman)

2<sup>nd</sup> July 2018