

**Minutes of a Meeting of Puttenham Parish Council held in Marwick Hall,  
School Lane, Puttenham, on Monday 2 September 2019,  
commencing at 1930 hours.**

**Present:**

Councillor M Blundell Jones	Chairman
Councillor P Adlam	Vice Chairman
Councillor L Hirst	
Councillor J Perowne	
Councillor W Yule	

**In Attendance:**

Councillor T Rooth	GBC
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<b>Lieutenant Colonel Leslie G A Clarke</b>	<b>Parish Clerk</b>
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**2 Members of the public were present.**

<b>1</b>	<b>OPEN FORUM FOR MEMBERS OF THE PUBLIC</b>
<b>a</b>	<u>Members of the public</u> No issues were raised under this agenda heading.
<b>b</b>	<u>SCC Councillor</u> In the absence of Cllr Furniss the Chairman reported that he had had a walk around the Village with Cllr Furniss and a representative of SCC Highways Dept who had agreed to refresh road markings and investigate 20 mph road tables. <u>GBC Councillor</u>
<b>c</b>	Cllr Rooth reported that that the problem of indiscriminate parking in Munday's Boro Road had been instigated and hopefully resolved. Concern was expressed that although GBC had responded quickly to the problem of rats in the same road they had not followed the issue through and the lady concerned had engaged the services of private contractor. Cllr Rooth agreed to investigate the issue. Cllr Rooth also reported that the Borough Council were conducting a review of staffing levels at GBC and that there is likely to be a 15% reduction in the number of staff. <u>Head of Puttenham School</u>
<b>d</b>	In the absence of Ms de Filippis Cllr Hirst read a report which advised that: <ul style="list-style-type: none"> <li>• 32 children are starting in the school this year which will make a school roll of 108 children.</li> <li>• The allotment area will be tidied on Ground force Day.</li> <li>• The Repletion classroom and fences had been repainted during the summer break.</li> <li>• .</li> </ul>
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies for non attendance were received in respect of Cllr Furniss and Miss de Filippis, Puttenham School.
<b>3</b>	<b>DECLARATION OF PECUNIARY INTERESTS</b> No Member declared any pecuniary Interest in any agenda item.

4	<p><b>MINUTES OF THE MEETING HELD ON 1 JULY 2019</b>  Members <b>RESOLVED</b> that the minutes of the meeting held on 1 Jul 19 were true record and they were duly signed by the Chairman.</p>
5	<p><b>MATTERS ARISING</b></p> <p><b>a</b> <u>Coloured Tennis Courts</u>  Cllr Yule reported that he had received quotes for the phased renovation of the tennis courts as follows:</p> <ul style="list-style-type: none"> <li>• Nov - Surface clearance £395.00.</li> <li>• Binding Spray £500.00</li> <li>• Colouring £1,400.00</li> <li>• Final Respray £150.00.</li> <li>• He also advised that a total resurfacing would cost £10K.</li> <li>• Members <b>RESOLVED</b> to proceed with the four first items.</li> </ul> <p><b>b</b> <u>Football Pitch- Foliage and General Face Lift</u>  Cllr Yule reported that he was still waiting for a quote for the required work. The Clerk advised Members that it was possible to obtain the free services of Community Service Workers (CSWs) to clear foliage etc. Cllr Hurst agreed to provide the Clerk with suitable dates when it would be possible to host the CSWs to enable the Clerk to ascertain their availability.</p> <p><b>c</b> <u>Storage Container</u>  It was noted that no further action had been taken in regard to the container.</p>
6	<p><b>HEALTH AND SAFETY</b></p> <p><b>a</b> <u>Puttenham to Shackleford Footpath</u>  It was noted that the footpath is blocked by a fallen tree and is badly overgrown. The Clerk was asked to bring the issue to the attention of SCC Highways Dept.</p> <p><u>Butts Lane</u></p> <p><b>b</b> It was also noted that Butts Lane is also very badly over grown. The Clerk was asked to bring the matter to the attention of SCC Highways Dept.</p>
7	<p><b>CEMETERY AND WAR MEMORIAL</b>  The Chairman reported that the War Memorial had recently been cleaned by volunteers and was in good order. He also reported that the cemetery was also in a good condition.</p>
8	<p><b>TRAFFIC AND FOOTPATHS</b>  It was reported that one of the VAS in the Village could not be seen as it was covered with bracken. Cllr Hirst agreed to confirm the location to the Clerk in order for it to be reported to SCC Highways Dept.</p>
9	<p><b>PLANNING</b>  No issues were raised under this agenda heading.</p>
10	<p><b>FINANCE</b></p> <p><b>a</b> <u>Invoices Paid</u>  Members noted the schedule of invoices that had been paid and approved the same subject to audit.</p> <p><b>b</b> <u>Bank Reconciliation</u>  The Clerk reported that despite the best efforts of the Chairman and himself</p>

<p><b>c</b></p> <p><b>d</b></p> <p><b>e</b></p>	<p>bank statements had not been received in sufficient time for a bank reconciliation to be produced.</p> <p><u>Cash Book</u> No cash book was produced for examination.</p> <p><u>Banking Arrangements</u> The Clerk reported that he had now set up “On Line Banking” and was in a position to pay invoices by DD and BACS. The Clerk explained that at present he could make all payments on his now but wished a system to be introduced whereby he set up payments which are then authorised by one of two nominated Cllrs. Members <b>RESOLVED</b> that Cllrs Blundell-Jones and Perowne should be the two nominated Cllrs to authorise BACS payments.</p> <p><u>Playground Funding</u> Cllr Yule outlined the current financial situation in relation to funding for the playground and Members <b>RESOLVED</b> that the Clerk should submit an application for Grant Funding in respect of the fencing of the playground.</p>
<p><b>11</b></p>	<p><b>WEBSITE</b> It was noted that the new website was now up and running and looking very good. Members <b>RESOLOVED</b> that:</p> <ul style="list-style-type: none"> <li>• Suitable adverts should be accepted on the site at a cost of £50.00 per annum.</li> <li>• Traffic notices issued by SCC Highways Dept should be placed on the website.</li> <li>• Parish Council agendas and approved minutes should be placed on the website.</li> <li>• Notices issued by the Trading Standards Dept should be placed on the website.</li> </ul>
<p><b>12</b></p>	<p><b>PUTTENHAM DOWN</b> Members received a report on the Down and <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• Ash trees should be felled.</li> <li>• 6 ancient apple trees should be planted in the Paddock area.</li> <li>• Tree line near path should be cleared in late September.</li> </ul>
<p><b>13</b></p>	<p><b>RECREATION GROUND AND PLAY AREAS</b> It was noted that the total cost would be £69,000 of which £8,000.00 would be for fencing. Members <b>RESOLVED</b> that a Grant Aid application towards the cost of the fencing should be submitted. The Clerk reminded Cllrs that such bids had to be submitted to GBC by close of play on 6 Sep 19. It was noted that 50% of the cost was required up front and that the remainder would be required in phases of £31,000.00, £15,000.00 and £13,000.00 Members <b>RESOLVED</b> that the Clerk should prepare a bid for a PWLB loan of £20,000.00.</p>
<p><b>14</b></p>	<p><b>YOUTH CLUB</b> It was noted that the Youth Club is in summer recess and would re-open on 10 Sep 19.</p>
<p><b>15</b></p>	<p><b>CORRESPONDENCE</b></p>

	No matters were raised under this agenda heading.
<b>16</b>	<b>NEIGHBOURHOOD PLAN</b> The Chairman advised Members that he and Cllr Adlam would be attending the next meeting of the Neighbourhood Plan on 4 Sep 19.
<b>17</b>	<b>FINANCIAL REGULATIONS</b> Members noted that NALC had issued new guide lines for Parish Council Financial Regulations and <b>RESOLVED</b> to approve the new Financial Regulations produced by the Clerk in accordance with the NALC guidelines.
<b>18</b>	<b>SURREY HILLS ASSOCIATION</b> Members noted that the Clerk held the membership card for the Association which is available for use by all Cllrs.
<b>19</b>	<b>GBC CONCURRENT FUNCTION GRANT AID – 2020/2021</b> Members noted that a bid had been submitted towards the cost of a laptop computer for use by the Clerk. They further noted that any further bids had to be submitted by close of play 6 Sep 19.
<b>20</b>	<b>CPRE ANNUAL GENERAL MEETING</b> Members noted that the AGM is to held on Sat 14 Sep 19 and <b>RESOLVED</b> that Cllr Hirst should represent the Council.
<b>21</b>	<b>TREE CHARTER</b> Members noted that NALC have recommended that all PCs become members of the Tree Council. Members <b>RESOLVED</b> that the PC should accept the free membership.
<b>22</b>	<b>ADJOURNMENT FOR PUBLIC DEBATE</b> <b>a</b> <u>Liability Insurance Certificate</u> The Clerk advised Members that a copy of the Council's certificate should be displayed in all buildings owned by the Council <b>b</b> <u>Marwick Hall Trust</u> Cllr Perowne advised the Council that as the Trust members held full liability in respect of the Trust's activities she had reluctantly not accepted a Trusteeship. <b>c</b> <u>Old Council Minute Books</u> The Chairman advised Members that the Clerk had deposited all the Council's old minute books in the Surrey Museum in Woking for storage. <b>d</b> <u>Bonfire Field</u> The Chairman advised Members that the Field was being used as staging post as part of a 50KM run on 28 Sep 19 and that a fee of £300.00 had been paid with a £200.00 deposit.
<b>23</b>	<b>DATE OF NEXT MEETING</b> The next meeting is scheduled to be held on 4 Nov 19.

