

**Minutes of a Meeting of Puttenham Parish Council held on line (Zoom)
on Monday 7 September 2020, commencing at 1930 hours.**

Present:

Councillor M Blundell Jones
Councillor P Adlam
Councillor W Yule

Chairman
Vice Chairman

In Attendance

Councillor T Rooth
Ms De Filippis

GBC
Head of Puttenham School

No Members of the public were present.

1	OPEN FORUM FOR MEMBERS OF THE PUBLIC
a	<p><u>Head of Puttenham, School</u> Miss De Filippis advised that the School is now fully opened with staggered start and finish times. 36 new children have started this term and there are now 106 pupils in the School A new cabin has been built in the grounds and three trees have been felled. Forest School re-starts on 14 Sep 20</p>
b	<p><u>SCC Councillor</u> In the absence of Cllr Furniss, SCC, no report was received.</p>
c	<p><u>GBC Councillor</u> Cllr Rooth, GBC reported that:</p> <ul style="list-style-type: none"> • <u>Rat Infestation – Munday's Boro Road</u> Cllr Rooth advised that despite further meetings with GBC Rodent Control contractors a few residents are still having problems with rat infestation. Cllr Rooth agreed to arrange a further site visit with the GBC contractor to resolve the ongoing problem. • <u>Car Parking – Munday's Boro Road</u> It has been agreed that further car parking space will be provided and work will be completed before Christmas 2020.
2	APOLOGIES FOR ABSENCE Apologies for non attendance were received and accepted in respect of Cllrs Hirst and Perowne, and Cllr Furniss, SCC.
3	DECLARATION OF PECUNIARY INTERESTS No Member declared any pecuniary Interest in any agenda item.
4	MINUTES OF THE MEETING HELD ON 6 JULY 2020 Members RESOLVED that the minutes of the meeting held on 6 Jul 20 were a true record and they were duly signed by the Chairman.
5	MATTERS ARISING
a	<u>The Street/B300 Repairs</u>

	Cllr Furniss reported that the necessary repairs had been agreed by the Highways Dept and that they will be completed later this year.
6	HEALTH AND SAFETY It was reported that the trees in the area of the football field have been felled.
7	CEMETERY AND WAR MEMORIAL Members noted that the Clerk is investigating the prospect of obtaining a grant to renovate the War Memorial.
8	TRAFFIC AND FOOTPATHS Members RESOLVED that a letter be sent to all owners of industrial units in Highfield Lane, to ask them to have their deliveries made in smaller lorries/vans if possible.
9	PLANNING Members noted and RESOLVED to approve the observations submitted on Planning Applications during the period Jul Sep 20.
10	<u>FINANCE</u> a <u>Invoices Paid</u> Members RESOLVED to approve the payments made between Jul – Sep 20. b <u>Playground Funding</u> Members RESOLVED to apply to extend the present bank overdraft to meet anticipated expenditure on the new playground. c <u>PWLB – Loan</u> Members noted that no response has yet been received in relation to the application. d <u>Internal Audit Report – Financial Year Ending 31 March 2020</u> Members noted the Internal Audit Report for the year ending 31 Mar 20 and RESOLVED to approve the same for submission to the External Auditor.
11	WEBSITE Members noted that further development and programming had taken place to allow more clarity and user friendly access, but they observed, that there is still a need to complete the new sections which are being created.
12	PUTTENHAM DOWN Members noted that the six trees planted in Mar 20 are growing and doing well. It is, they also noted, the intention to plant a further six trees in the autumn.
13	RECREATION GROUND AND PLAY AREAS Members noted that the old tin shed has been removed and replaced with a wooden one which will enable the Youth Club and bonfire equipment to be stored therein. They also noted, that the Tennis Club now has 22 members and that tree roots had been removed. Members notes that the safety surface contractor had not yet laid the surface and that it is hoped work will commence on 14 Sep 20 They further noted that the Football Team had started playing again but that they are not using the pavilion.

14	YOUTH CLUB The Youth Club, it was noted, is not meeting currently due to the Covid 19 Pandemic.
15	CORRESPONDENCE
a	<u>Normandy Shop and Cafe</u> Members noted correspondence from Mr G Phillips who advised that a Shop and Cafe is to open on Manor Fruit Farm, Glaziers Lane, Normandy which it is hoped residents of Puttenham will use.
b	<u>Neighbourhood Plan</u> The Chairman reported that the Puttenham Neighbourhood Plan had passed its Examination stage by the External Examiner by Andrew Head and will go out for Referendum in June 2021
16	REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT Members noted and RESOLVED to approve the document which was duly signed by the Chairman.
17	ADJOURNMENT FOR PUBLIC DEBATE
a	<u>Surrey Tree Planting Initiative</u> Members RESOLVED that the PC should plant a row of trees round the fence line above the skate park, round to the Lane.
18	STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL Members noted and RESOLVED to approve the above document which was duly signed by the Chairman.
19	DATE OF NEXT MEETING The next meeting is scheduled to be held on 2 Nov 20 .

The Chairman proposed that:

THAT PURSUANT TO SECTION 100A(4) OF THE LGA, THE PRESS AND PUBLIC BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF ANY MATTER ON THE GROUNDS THAT IT IS LIKELY, IN VIEW OF THE BUSINESS TO BE TRANSACTED OR THE NATURE OF THE PROCEEDINGS, THAT IF MEMBERS OF THE PUBLIC WERE PRESENT DURING THE ITEM(S), THERE WOULD BE DISCLOSURE TO THEM OF EXEMPT INFORMATION IE STAFFING MATTERS, LEGAL MATTERS ETC (AS DEFINED BY SECTION 1001 OF THE ACT) OF THE DESCRIPTION SPECIFIED IN THE APPROPRIATE PARAGRAPH(S) OF THE REVISED PART 1 OF SCHEDULE 12A OF THE LGA ACT 72.

20 STAFFING MATTERS

See attached **CONFIDENTIAL** Report.

STRICTLY CONFIDENTIAL

20 STAFFING MATTERS - LOCAL GOVERNMENT EMPLOYEES SALARY INCREASE

Members noted that NALC, the LGA and the SLCC have agreed salary increases for Parish Clerks for the year 2020/2021 effective from 1 Apr 20 .

The increase they noted will raise the hourly rate of salary for the incumbent Parish Clerk from £10.14 per hour to £10.65 per hour.

Members **RESOLVED** to agree to the payment of the new nationally agreed salary increase to the Parish Clerk with effect from 1 Apr 20.

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