Puttenham Parish Council

MEETING MINUTES of Puttenham Parish Council Meeting held on Monday 16th November 2026 at Marwick Village Hall, School Lane, Puttenham

Attendees: Councillor Mike Blundell Jones – Chair
Councillor Will Yule – Vice Chair
Councillor Rob Creer
Councillor Debbie Mitchell
Councillor Christine Pryce
Mrs B Weddell - Clerk

Anna de Filippis and one member of the public were in attendance.

Apologies: Apologies for absence had been received from Matt and Sallie

		Action
26/90	**Co-option to fill a casual vacancy** It was RESOLVED that Mrs Christine Pryce. Mrs Pryce signed the Declaration of Acceptance of Office. It was agreed that Mrs Pryce would become the members responsible for liaison with the school.	
26/91	**Representations from members of the public** None	
26/92	**Declarations of Interest** There were no declarations of interest pertaining to agenda items.	
26/93	**Reports Puttenham School Head** Mrs de Filippis reported that the new fence was completed. She confirmed that the new nursery should be opening in April next year, with approximately 20 children, which would take the total number of up 110 children overall. As the nursery needed to be self-funded, the school was fundraising. There would be a village meeting about the nursery shortly.	
26/94	**Minutes** The minutes of the meeting held on 7th September were approved as a correct record of the meeting and signed by the Chairman.	
26/95	**Chair's report** The Chair reported that speeding through the middle of the village seems to have worsened recently rather than improved. Speedwatch is being done, once a month depending on availability. The Chair advised that he was still trying to liaise with Hamptons about trees overhanging the car park.	M Blundell-Jones
26/96	**Recreation Ground and Play Areas** Cllr Yule reported that a member of the public is helping out with ad hoc cleaning of the tennis court by users, but he would be getting in touch with Colour Courts to get the main clean done before spring. Cllr Creer reported that one of the circuit breakers in the pavilion keeps	W Yule

	tripping. He would ask Chris Reader to investigate possible causes and report back.	R Creer
	Cllr Mitchell would ask Lawrence about getting the ride-on mower serviced asap.	D Mitchell
	It was agreed that one more CCTV camera would be purchased to cover the front of the pavilion.	Clerk
	The wet pour would be put down in the spring, as it required certain weather conditions. The play area would need to be taped off to allow the surface to set.	R Creer
26/97	**Puttenham Barns** Guildford Borough Council had advised they that would be seeking a purchaser for the Puttenham Barns. The Chair and Cllr Yule had attended a meeting with the Guildford Borough Council officer responsible. It was noted that the Bunkhouse currently had 3 or 4 years remaining on their lease, and had an automatic right to renew. Guildford Borough Council were due to carry out a survey, which the parish council would request sight of.	Clerk
26/98	**Health and safety** The new defibrillator has been installed in the Munday's Boro bus shelter, with thanks to Cllr Furniss for providing the grant. It was resolved that the access code would be put on the cabinet.	
	One set of new adult pads was required for the defibrillator in the other bus stop.	Clerk
26/99	**Highways and Public Rights of Way .** Cllr Furniss had advised that all the line painting had been completed. He had advised that there would be no funding available for any additional 20mph speed roundels. It was thought that one of the planned roundels was missing and the Clerk would check.	Clerk
26/100	**Puttenham Down** Cllr Mitchell reported that the cut and collect had been done at the end of September by Hamptons. The cost would be funded by the remaining Nature Recovery grant, as agreed with Surrey County Council. . The field below the tree line had also been cut.	
26/101	**Cemetery** There had been one burial in October. Cllr Creer would get a stake or spray paint for marking future graves. Cllr Creer would do one more cut and then stop cutting in December, weather dependent.	R Creer
26/102	**Accounts** a) The updated accounts, as circulated were noted. (Copy appended) b) The bank reconciliation was approved and signed by Cllr Yule. c) Payments were confirmed and receipts noted. (Copy appended). d) The External Auditor's report was noted. The Auditor had identified that Assertion 10 had not been fully complied with and that the 2024/25 Notice of Conclusion of Audit had not been published. The Clerk confirmed that this had been rectified for the current year.	

26/103 **Standing Orders and Financial Regulations**
The Standing Orders and Financial Regulations, as circulated, were re-adopted unamended.

26/104 **Planning**
There were no new planning applications for consideration. Just appeal re golf club.

26/106 **Next meeting**
18th January 2027

There being no further business, the Chairman closed the meeting at 20:25.

Puttenham Parish Council

Budget report from 1-Apr-2026 to 31-Mar-2027 (figures exclude VAT) @ 30.10.2026

All reserves

Payments

	Full year Budget	Period Actual	Year to date Actual	
Other Payments				
Salaries	4,650.00	2,514.05	2,514.05	
Staff Expenses	0.00	375.60	375.60	
Cemetery	2,000.00	1,421.40	1,421.40	
Puttenham Down	2,500.00	1,550.00	1,550.00	
Recreation Areas	3,000.00	9,301.17	9,301.17	See separate breakdown. Overspend items cov
Pavilion	400.00	85.22	85.22	
Insurance	2,136.22	2,136.22	2,136.22	
Website and email	350.00	0.00	0.00	
Subscriptions	214.12	214.12	214.12	
Miscellaneous Payments	0.00	1,340.38	1,340.38	This was the defibrillator
Waste Collection	685.00	685.00	685.00	
Chair's Allowance	100.00	0.00	0.00	
Defibrillator maintenance	400.00	294.00	294.00	
War Memorial	200.00	0.00	0.00	
Community Transport Hub	4,952.44	1,292.86	1,292.86	
Audit	700.00	682.50	682.50	
Councillor Training	200.00	0.00	0.00	
Hall hire	150.00	0.00	0.00	
Bank fees and interest	102.00	62.50	62.50	
Stationery	80.00	60.12	60.12	
Utilities	1,700.00	1,771.31	1,771.31	
Total Other Payments	**24,519.78**	**23,786.45**	**23,786.45**	

Receipts

	Full year Budget	Period Actual	Year to date Actual
Other Receipts			
Precept	19,700.00	19,700.00	19,700.00
Interest	180.00	0.00	0.00
Cemetery fees	0.00	85.00	85.00
Pavilion Hire fees	250.00	525.00	525.00
Tennis Club fees	800.00	743.52	743.52
Football Club fees	800.00	0.00	0.00
Grants and donations	6,085.00	9,482.50	9,482.50
EV Charging	0.00	100.04	100.04
Total Other Receipts	**27,815.00**	**30,636.06**	**30,636.06**

Date range: 08/09/2026 to 16/11/2026

Date	Supplier / Customer	Description	Receipt	Payment
08/09/2026	Opening balance b/fwd			
08/09/2026	Dignity	Bodenham inscription	85.00	
08/09/2026	Steepwater	New pond liner (balance)		3,850.00
08/09/2026		Bank transfer	4,000.00	
09/09/2026	Amazon	Watering cans		16.58
09/09/2026	Amazon	Water containers		19.99
10/09/2026	HM Revenue and Customs	Income tax return		71.80
11/09/2026	Lloyds Bank	Service charge		10.00
15/09/2026	British Gas Business	Bonfire electricity		14.64
16/09/2026	Everflow Ltd	Water		798.36
18/09/2026	Surrey Wildlife Trust	Grant for pond lining	5,000.00	
18/09/2026	Surrey County Council	CNRG26_04 Nature grant re pond	2,942.50	
21/09/2026	Smarty	Wifi		7.20
22/09/2026	Toolstation	Water trolley		53.99
23/09/2026	The Grass People	Grass seed		108.50
24/09/2026	Guildford Borough Council	Precept 2nd payment	9,850.00	
24/09/2026	Steepwater	Repair pond liner edges		835.00
28/09/2026	Smarty	Wifi		8.10
28/09/2026	B Weddell	September salary		287.35
29/09/2026	Rob Creer	Grass cutting		150.00
29/09/2026	Rob Creer	Grass cutting		215.59
29/09/2026	Fenland Leisure Products	Wetpour for playground repairs		161.60
06/10/2026	Pixart Printing	CCTV and pond signs		68.15
06/10/2026	British Gas Business	Pavilion electricity		65.59
08/10/2026	D Mitchell	Gifts for tree wardens		37.50
08/10/2026	B Weddell	Expenses		375.60
09/10/2026	Lloyds Bank	Service charge		10.00
12/10/2026	HM Revenue and Customs	Income tax return		71.80
13/10/2026	Surrey County Council	Defibrillator Grant	1,340.00	

13/10/2026	Amazon	Bolts	4.99
15/10/2026	British Gas Business	Bonfire field electricity	14.64
15/10/2026		Bank transfer	12,000.00
21/10/2026	Smarty	Wifi	7.20
21/10/2026	Amazon	Bin bags	11.40
21/10/2026	Edge IT Systems Ltd	Cemetery software and mapping	339.60
26/10/2026	Smarty	Wifi	8.10
27/10/2026	B Weddell	October salary	287.35
29/10/2026	Rob Creer	Grass cutting	120.00
29/10/2026	Rob Creer	Grass cutting	150.00
29/10/2026	Imperative Training Ltd	Defibrillator	1,608.46
29/10/2026	Copse CIC	Tree maintenance	480.00
04/11/2026	British Gas Business	Pavilion electricity	62.38
09/11/2026	Hogs Back Paddock Services	Grass cutting	198.00
10/11/2026	HM Revenue and Customs	Income tax return	71.80
10/11/2026	Amazon	Dog waste bags	17.48
13/11/2026	British Gas Business	Bonfire electricity	13.63