

Puttenham Parish Council

MEETING MINUTES of Puttenham Parish Council Meeting held on Monday 26th January 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 Jane Perowne
Mrs B Weddell - Clerk

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

Apologies: Apologies for absence had been received from Cllr Matt Furniss and Cllr Sallie Barker

		Action
26/01	Representations from members of the public Mike Aaronson from Normandy Action Group addressed the meeting regarding the forthcoming planning application from Taylor Wimpey for 950 dwellings, which would double the size of Normandy. Due to it's location, the proposed development would have an impact on the B3000. The parish council agreed to help distribute leaflets and information to Puttenham residents.	
26/02	Declarations of Interest There were no declarations of interest pertaining to agenda items.	
26/03	Reports from Borough and County Councillors Nothing to report.	
26/05	Report from Puttenham School Head Anna de Filippis reported that the school was going through the process of getting nursery school provision. New fencing would be installed to comply with Ofsted.	
26/06	Minutes The minutes of the meeting held on 10 th November 2025 were approved as a correct record of the meeting and signed by the Chairman.	
26/07	Chair's Report The Chair had nothing to report that wasn't covered elsewhere on the agenda.	
26/08	Recreation Ground and Play Areas The annual fees for the tennis court and football had remained the same for a number of years. In order to help cover the cost of upkeep, it was resolved that the tennis court annual subscription would be increased to £100 for non-residents and £60 for Puttenham residents. The annual football subscription would increase to £800 total. Cllr Yule would arrange for the tennis court to be cleaned in early spring.	W Yule

	The water fountain would be installed imminently, plus a tap with detachable handle.	R Creer
26/09	<p>Health and Safety</p> <p>The parish council had been notified that a member of the public had slipped and fallen over walking from the car park to the school across the grassed area between that was parish council land. It was agreed that the parish council's insurance company would be advised. Cllr Creer would fence off the area to prevent access and the school was asked to close the rear gate, until the area has dried out.</p> <p>Regarding Speedwatch, the Chair advised that they were waiting for the Police to approve two proposed sites before Speedwatch sessions could start.</p>	R Creer
26/10	<p>Highways and Public Rights of Way</p> <p>There was nothing to report.</p>	
26/11	<p>Puttenham Down</p> <p>Cllr Mitchell reported that Buglife had been to carry out their habitat management plan. They had made some suggestions, which would be considered at the next meeting. There is some dogwood that needs cutting back and Cllr Mitchell would continue to chase Guildford Borough Council regarding treating the knotweed.</p> <p>The ash tree near power lines reported by Surrey County Council had been reported to SSEN who had advised they would inspect the tree with a view to felling.</p> <p>Volunteers had removed excess pond weed from the school pond.</p>	D Mitchell
26/12	<p>Community Transport Hub</p> <p>Cllr Yule would chase log-ins for the Go-Zero platform.</p> <p>It was agreed that the path from the car park to the recreation ground would be upgraded and include the addition of an additional path along the bottom to the school gate, to deter people from walking across the grass.</p> <p>The cost of CCTV set up using Starlink would come to £2500 plus the cost of a Starlink subscription @ £39 per month. This set up would help provide a stable internet connection for the EV chargers.</p> <p>It was agreed that both projects would proceed subject to not exceeding the budget/balance of Your Fund Surrey reserve.</p>	W Yule R Creer
26/13	<p>Cemetery</p> <p>Cllr Mitchell reported that the Cemetery was looking good and that spring bulbs were coming up. It was agreed that the grass in the lower part of the Cemetery would be left to grow during the summer and cut back once a year. It was confirmed that Cllr Creer would continue with grass cutting and maintenance at the cemetery for the next year.</p>	R Creer
26/14	<p>Finance</p> <p>a) The up to date accounts and budget report were presented and noted. The Clerk presented the Bank Reconciliation which was checked and signed by the Chair.</p>	

- b) Receipts were noted and payment confirmation approved (payment schedule appended).
- c) Taking into consideration planned expenditure and reserves held, it was agreed that the Precept on Guildford Borough Council for the year ending 31/3/2027 would be £19,700, which would mean an annual charge of £60.73, which represented a 5% increase.

Clerk

26/15 Planning

There were no new planning applications for consideration. It was agreed the Clerk would draft a response to the Normandy Taylor Wimpey application once validated by GBC.

Clerk

26/16 Items of business for information or inclusion on a future agenda

The Risk Register would be reviewed at the next meeting.

Clerk

Cllr Perowne had walked around the village with Sally Macilroy, who had put together some recommendations for tidying up the village. This would be included on the agenda for the next meeting.

Clerk

26/16 Next meeting

16th March

There being no further business, the Chairman closed the meeting at 20:35.

Puttenham Parish Council

Bank account: Lloyds Current Account

Date range: 10/11/2025 to 26/01/2026

Date	Supplier / Customer	Description	Receipt	Payment
	Opening balance b/fwd			7,392.03
12/11/2025	HM Revenue and Customs	Income tax return		69.60
24/11/2025	Rob Creer	Grass cutting		150.00
24/11/2025	Rob Creer	Grass cutting		132.27
24/11/2025	M Blundell Jones	Remembrance wreath		20.00
		Donation for war memorial		
27/11/2025	Puttenham Bonfire	upkeep	200.00	
27/11/2025	Copse CIC	Tree care		382.50
27/11/2025	B Weddell	November salary		287.35
01/12/2025	Guildford Borough Council	Bin emptying		685.00
05/12/2025	British Gas Business	Electricity		33.73
	Benchmark (Redwood Products			
08/12/2025	Ltd)	2 x table benches		624.00
15/12/2025	British Gas Business	Electricity		1.37
15/12/2025	HM Revenue and Customs	Income tax return		71.80
19/12/2025	Lloyds Bank	Service charge		8.50
22/12/2025	Go Zero Limited	EV usage	5.46	
29/12/2025	B Weddell	December salary		287.35
06/01/2026	Farol Ltd	Mower service (parts)		30.73
09/01/2026	British Gas Business	Electricity		35.36
16/01/2026	British Gas Business	Electricity (bonfire)		14.64
16/01/2026	Lloyds Bank	Service charge		8.50
20/01/2026	Farol Ltd	Mower service (parts)		30.73
20/01/2026	Parish Online	New website and email addresses		420.00

Puttenham Parish Council

Budget report from 1-Apr-2025 to 31-Mar-2026 (figures exclude VAT)

All reserves

Payments

	Year to date			Projected	2026/27
	Budget	Actual	Variance	YE	
Other Payments					
Salaries	4,650.00	2,795.50	1,854.50	4,232.10	4,360.00
Staff Expenses	420.00	187.80	232.20	375.60	400.00
Cemetery	2,500.00	991.80	1,508.20	1,150.00	2,000.00
Puttenham Down	2,000.00	1,524.65	475.35	2,000.00	2,000.00
Recreation Areas	3,000.00	5,173.43	-2,173.43	5,500.00	3,000.00
Pavilion	2,000.00	1,984.66	15.34	2,200.00	2,200.00
Insurance	2,057.53	2,057.53	0.00	2,057.53	2,200.00
Website and email	400.00	448.00	-48.00	448.00	350.00
Subscriptions	280.00	204.62	75.38	204.62	214.13
Miscellaneous Payments	300.00	0.00	300.00	300.00	300.00
Waste Collection	685.00	685.00	0.00	685.00	685.00
Chair's Allowance	100.00	0.00	100.00	0.00	100.00
Defibrillator maintenance	200.00	0.00	200.00	200.00	200.00
War Memorial	200.00	41.98	158.02	100.00	100.00
Community Transport Hub	31,881.54	25,000.00	6,881.54	25,000.00	6,881.54
Audit	700.00	0.00	700.00	700.00	700.00
Councillor Training	200.00	0.00	200.00	0.00	200.00
Staff Training	300.00	450.00	-150.00	300.00	100.00
Election costs	0.00	0.00	0.00	0.00	1,000.00
Hall hire	150.00	0.00	150.00	150.00	150.00
Bank fees and interest	102.00	68.00	34.00	102.00	102.00
Grants and donations	0.00	0.00	0.00	0.00	0.00
Stationery	40.00	0.00	40.00	0.00	40.00
Street Furniture	0.00	0.00	0.00	0.00	0.00
Total Payments	52,166.07	41,612.97	10,553.10	45,704.85	27,282.67

Receipts

	Year to date			Projected	2026/27
	Budget	Actual	Variance	YE	
Other Receipts					
Precept	18,000.00	18,000.00	0.00	18,000.00	19,700.00
Interest	180.00	0.00	-180.00	430.00	180.00
Cemetery fees	0.00	0.00	0.00	0.00	0.00
Pavilion Hire fees	0.00	40.00	40.00	40.00	0.00
Tennis Club fees	800.00	1,333.68	533.68	1,333.68	800.00
Football Club fees	750.00	0.00	-750.00	750.00	750.00
Grants and donations	0.00	1,100.00	1,100.00	1,100.00	0.00
Miscellaneous Receipts	0.00	0.00	0.00	0.00	0.00
Puttenham Down Lease	0.00	0.00	0.00	0.00	0.00
EV Charging	0.00	19.66	19.66	19.66	0.00
Total Receipts	19,730.00	20,493.34	763.34	21,673.34	21,430.00