

Puttenham Parish Council

MEETING MINUTES of Puttenham Parish Council Meeting held on Monday 7th September 2026 at Marwick Village Hall, School Lane, Puttenham

Attendees: Councillor Mike Blundell Jones – Chair
Councillor Rob Creer
Councillor Debbie Mitchell
Mrs B Weddell - Clerk

Cllr Matt Furniss, Helen Barnsley, Guildford Borough Council Emergency Planning and Resilience Manager representatives of the Ahmadiyya Muslim Community and two members of the public were in attendance.

Apologies: Apologies for absence had been received from Cllr Will Yule and Cllr Sallie Barker

		Action
26/73	Co-option to fill a casual vacancy This item was deferred to the next meeting.	
26/74	Representations from members of the public Representatives of the Ahmadiyya Muslim Community attended to present their plans for the National Itjema, to be held in Puttenham over two weekends: 18 th -20 th September and 25 th to 27 th September. The current site is temporary and the community is seeking a permanent, larger site with direct access to a main road. Some improvements to traffic management would be put in place for this year's event. Lighting would also be modified to lessen impact on neighbours. Solar lighting will also be trialled, to reduce the noise from generators. Helen Barnsley, Emergency Planning and Resilience Manager for Guildford and Waverley addressed the meeting. Helen chairs the Safety Advisory Group, which she advised does not have power to permit or refuse an event, but that regulatory authorities can act if needed. Helen advised that a representative from the SAG attended the site last year and that last year's issues had been taken on board. A member of the team will visit on the Saturday of the first weekend and Helen would be attending on Friday. The Chair would have an out-of-hours contact number for Guildford Borough Council in the event of any issues.	
26/75	Declarations of Interest There were no declarations of interest pertaining to agenda items.	
26/76	Reports from Borough and County Councillors Cllr Furniss reported that he and Cllr Barker would be holding their residents' surgery in Puttenham that Saturday. Cllr Furniss advised that line painting was due to be carried out in the village shortly.	
26/77	Minutes The minutes of the meeting held on 13 th July 2026 were approved as a correct record of the meeting and signed by the Chairman.	

26/78	Chair's report The Chair advised that a large tree trunk had been dumped by contractors working for the school, and he would contact the head to arrange for it to be removed. The Chair reported that there had been a mugging in the car park. It was hoped that the additional CCTV, which was up and running, would act as a deterrent against any further incidents.	M Blundell-Jones
26/79	Recreation Ground and Play Areas a) Cllr Creer advised that the wet pour surface had yet to be repaired as the playground had been busy during the school holidays, the area would need to be cordoned off to allow the surface to dry, which would be done shortly. b) The second CCTV camera had been installed. It was agreed that a third camera would be set up to cover the area in front of the pavilion. The Clerk would review data usage and reduce the monthly data plan for the second and third SIMs. c) The ride on mower was yet to be serviced which Cllr Creer would chase. d) Some trees needed to be cut back around the football field. The Chair would speak to Hamptons about an overhanging branch near the car park. e) The Clerk would order further CCTV signs and a sign for the pond. f) It was agreed to purchase watering equipment to be used by the tree wardens.	R Creer/W Yule Clerk R Creer M Blundell-Jones Clerk Clerk
26/80	Pavilion Hire Booking conditions, as circulated, were approved. The Clerk would put them on the website. Cllr Creer had discovered that the immersion heater had been left on, which would explain a jump in electricity usage. Signs reminding hirers to turn off the immersion heater and lights would be put up.	Clerk Clerk/R Creer
26/81	Health and safety There was nothing to report. The Clerk would apply for a grant from Cllr Furniss to provide a defibrillator to be installed in the bus shelter at Mundays Boro.	Clerk
26/82	Highways and Public Rights of Way There was nothing to report.	
26/83	Puttenham Down Most of the tree that had fallen over a few months ago had been removed. The cut and collect would be arranged. Cllr Mitchell would ask Hamptons whether they could top up the small dew pond. It was agreed to go ahead to install protection around the top of the pond to prevent the edges eroding. The Chair would arrange for Hogs Back Paddock Services to cut the field at the top of the Down.	D Mitchell M Blundell-Jones
26/84	School Lane Pond Cllr Mitchell advised that the work was complete.	
26/85	Cemetery The increased fees for the forthcoming year, as circulated, were approved.	
26/86	Accounts a) The updated accounts, as circulated were noted. (Copy appended) b) Payments were confirmed and receipts noted. (Copy appended).	

	c) The Chair would ask Go Zero detailed statements relating to payments.	M Blundell-Jones
26/87	Planning 26/P/00389 an appeal had been submitted against refusal of the application for change of use of parking to garden at 1 Hops End. The Clerk would draft a further response to the Planning Inspectorate.	Clerk
26/88	Items of business for information The Guildford Beekeepers' Association had written to the parish council enquiring about the possibility of purchasing land for apiaries and a classroom building. There was no suitable land for a building, however, it may be possible for apiaries to be located, possibly on Puttenham Down. The Clerk would respond and arrange a site visit with the Chair if there was interest.	Clerk
26/89	Next meeting 16 th November	
There being no further business, the Chairman closed the meeting at 21:10.		

Puttenham Parish Council

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

All reserves @7.9.2026

Payments

	Budget	Period Actual	Variance
Other Payments			
Salaries	4,650.00	1,795.75	2,854.25
Staff Expenses	0.00	0.00	0.00
Councillor Expenses	0.00	0.00	0.00
Payroll administration	0.00	0.00	0.00
Cemetery	2,000.00	838.40	1,161.60
Puttenham Down	2,500.00	235.00	2,265.00
Recreation Areas	3,000.00	4,698.97	-1,698.97
Pavilion	400.00	85.22	314.78
Insurance	2,136.22	2,136.22	0.00
Website and email	350.00	0.00	350.00
Subscriptions	214.12	214.12	0.00
Miscellaneous Payments	0.00	0.00	0.00
Street Furniture	0.00	0.00	0.00
Waste Collection	685.00	685.00	0.00
Chair's Allowance	100.00	0.00	100.00
Defibrillator maintenance	400.00	294.00	106.00
War Memorial	200.00	0.00	200.00
Ride-on Mower	0.00	0.00	0.00
Community Transport			
Hub	4,952.44	1,292.86	3,659.58
Audit	700.00	682.50	17.50
Councillor Training	200.00	0.00	200.00
Staff Training	0.00	0.00	0.00
Election costs	0.00	0.00	0.00
Hall hire	150.00	0.00	150.00
Bank fees and interest	102.00	42.50	59.50
Grants and donations	0.00	0.00	0.00
Stationery	80.00	60.12	19.88
Utilities	1,700.00	860.10	839.90
Total Other Payments	24,519.78	13,920.76	10,599.02
Total Payments	24,519.78	13,920.76	10,599.02

Receipts

	Budget	Period Actual	Variance
Other Receipts			
Precept	19,700.00	9,850.00	-9,850.00
LCTSS	0.00	0.00	0.00
VAT Repayments	0.00	0.00	0.00
Interest	180.00	0.00	-180.00
Cemetery fees	0.00	0.00	0.00

Pavilion Hire fees	250.00	525.00	275.00
Tennis Club fees	800.00	743.52	-56.48
Football Club fees	800.00	0.00	-800.00
Grants and donations	6,085.00	200.00	-5,885.00
Miscellaneous Receipts	0.00	0.00	0.00
Puttenham Down Lease	0.00	0.00	0.00
EV Charging	0.00	100.04	100.04
			-
Total Other Receipts	27,815.00	11,418.56	16,396.44
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Puttenham Parish Council

Listing of transactions dated between 14/07/2026 and 07/09/2026

No.	Date	Description	Type	Supplier / customer	Account name	Net	VAT	Total
75	15/07/202							
3	6	Line painter	Receipt	Surrey County Council	Grants and donations	200.00	0.00	200.00
75	15/07/202							
4	6	Tennis membership	Receipt	Stripe Customer	Tennis Club fees	38.64	0.00	38.64
75	16/07/202							
5	6		Receipt	Stripe Customer	Tennis Club fees	39.20	0.00	39.20
75	20/07/202							
6	6	Pavilion hire	Receipt	L Rogers Yoga	Pavilion Hire fees	60.00	0.00	60.00
75	21/07/202							
7	6	Pavilion hire	Receipt	Individual	Pavilion Hire fees	60.00	0.00	60.00
75	27/07/202							
8	6	Tennis membership	Receipt	Stripe Customer	Tennis Club fees	38.92	0.00	38.92
75	27/07/202							
9	6	Pavilion hire	Receipt	L Rogers Yoga	Pavilion Hire fees	30.00	0.00	30.00
76	27/07/202							
0	6	Bank transfer	Transfer			-2,000.00	0.00	-2,000.00
76	27/07/202							
1	6	Bank transfer	Transfer			2,000.00	0.00	2,000.00
76	15/07/202		Paymen					
2	6	Bonfire field electricity	t	British Gas Business	Utilities	-13.94	-0.70	-14.64
76	16/07/202		Paymen					
3	6	Water	t	Everflow Ltd	Utilities	-120.84	0.00	-120.84
76	17/07/202		Paymen					
4	6	Service charge	t	Lloyds Bank	Bank fees and interest	-8.50	0.00	-8.50
76	17/07/202		Paymen					
5	6	Wifi	t	Smarty	Utilities	-8.00	0.00	-8.00
76	21/07/202		Paymen					
6	6	CCTV camera	t	Anker Technology	Recreation Areas	-140.83	-28.17	-169.00

76	24/07/202		Paymen		Community Transport			
7	6	VAT re first CCTV set up	t	Altron	Hub	0.00	-256.40	-256.40
76	24/07/202		Paymen					
8	6	Playground inspection	t	Playsafety Ltd	Recreation Areas	-273.00	-54.60	-327.60
76	27/07/202		Paymen					
9	6	July salary	t	B Weddell	Salaries	-287.35	0.00	-287.35
77	27/07/202		Paymen					
0	6	Grass cutting	t	Rob Creer	Cemetery	-150.00	0.00	-150.00
77	27/07/202		Paymen					
1	6	Grass cutting	t	Rob Creer	Recreation Areas	-173.11	0.00	-173.11
77	30/07/202							
2	6	Tennis	Receipt	Stripe Customer	Tennis Club fees	38.64	0.00	38.64
77	31/07/202							
3	6	Tennis	Receipt	Stripe Customer	Tennis Club fees	39.20	0.00	39.20
77	13/08/202							
4	6	Tennis	Receipt	Stripe Customer	Tennis Club fees	38.92	0.00	38.92
77	17/08/202							
5	6	Hire	Receipt	L Rogers Yoga	Pavilion Hire fees	30.00	0.00	30.00
77	21/08/202							
6	6	EV charging	Receipt	Go Zero Limited	EV Charging	100.04	0.00	100.04
77	03/08/202							
7	6	Bank transfer	Transfer			-2,000.00	0.00	-2,000.00
77	03/08/202							
8	6	Bank transfer	Transfer			2,000.00	0.00	2,000.00
77	17/08/202						1,255.7	
9	6	VAT refund from HMRC	Receipt		VAT Repayments	0.00	2	1,255.72
78	03/08/202		Paymen					
0	6	Grass cutting tree management	t	Copse CIC	Puttenham Down	-235.00	0.00	-235.00
78	03/08/202		Paymen					
1	6	School Lane Pond work deposit	t	Steepwater	Recreation Areas	-2,500.00	0.00	-2,500.00
78	04/08/202		Paymen					
2	6	Pavilion electricity	t	British Gas Business	Utilities	-172.86	-8.64	-181.50

78	10/08/202		Paymen	HM Revenue and				
3	6	Income tax return	t	Customs	Salaries	-71.80	0.00	-71.80
78	14/08/202		Paymen					
4	6	Bonfire field electricity	t	British Gas Business	Utilities	-13.50	-0.67	-14.17
78	14/08/202		Paymen					
5	6	Service charge	t	Lloyds Bank	Bank fees and interest	-8.50	0.00	-8.50
78	17/08/202		Paymen					
6	6	Water	t	Everflow Ltd	Utilities	-21.29	0.00	-21.29
78	21/08/202		Paymen					
7	6	Grass cutting	t	Rob Creer	Cemetery	-150.00	0.00	-150.00
78	21/08/202		Paymen					
8	6	Grass cutting	t	Rob Creer	Recreation Areas	-120.00	0.00	-120.00
78	21/08/202		Paymen					
9	6	School lane pond tree work	t	Will of Iron	Recreation Areas	-200.00	0.00	-200.00
79	21/08/202		Paymen					
0	6	Wifi for CCTV	t	Smarty	Recreation Areas	-8.00	0.00	-8.00
79	21/08/202		Paymen					
1	6		t	Smarty	Recreation Areas	-8.10	0.00	-8.10
79	27/08/202		Paymen					
2	6	August salary	t	B Weddell	Salaries	-287.35	0.00	-287.35
79	27/08/202		Paymen					
3	6	Ecologist re school lane pond	t	GPM Ecology	Recreation Areas	-312.50	0.00	-312.50
79	07/09/202		Paymen					
4	6	External audit	t	PKF Littlejohn	Audit	-315.00	-63.00	-378.00
79	07/09/202		Paymen					
5	6	Pavilion electricity	t	British Gas Business	Utilities	-137.77	-6.89	-144.66
79	05/08/202							
6	6	refund via stripe	Receipt	Stripe Customer	Tennis Club fees	-40.00	0.00	-40.00