

Puttenham Parish Council

MEETING MINUTES of Puttenham Parish Council Meeting held on Monday 16th March 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

Cllr Matt Furniss, Cllr Sallie Barker and Anna de Filippis were in attendance.

Apologies: There were no apologies for absence.

		Action
26/18	Representations from members of the public None.	
26/19	Declarations of Interest There were no declarations of interest pertaining to agenda items.	
26/20	Reports from Borough and County Councillors Cllr Barker reported that the government order establishing the new East and West Councils had been published. Guildford Borough Council had a meeting that evening to make a decision about having a parish council for Guildford town centre. As the government order had been made, their decision would be a recommendation to the new Shadow Authority. The Borough Council had a balanced budget for this year coming up. Cllr Furniss reported that the councils had been invited to support the setting up of a new Strategic Authority which could be established in April 2027. The Strategic Authority would have responsibility for strategic planning, transport, economic growth, and skills. It was possible there would be a Mayor for Surrey and Sussex. Cllr Furniss advised that he would have some more grant funding available in the new financial year. He also reported that Highways would be putting in anti-skid safety surfacing at the B3000/A31 junction. He had asked for a meeting for the parish councils with transport planners regarding the potential traffic impact from the Taylor Wimpey housing proposals for Normandy.	
26/21	Report from Puttenham School Head Anna de Filippis reported that a decision was still awaited from the Department for Education re setting up a nursery at the school, and the required fencing. She asked whether there was any update regarding opening up the land between the car park and the school rear gate.	

26/22	<p>Minutes The minutes of the meeting held on 26th January 2026 were approved as a correct record of the meeting and signed by the Chairman.</p>	
26/23	<p>Chair's Report The Chair advised that the new Speed Watch group had been set up, two sites had been approved and a rota would be set up for sessions to start shortly.</p>	
26/24	<p>Recreation Ground and Play Areas Cllr Creer reported that the new drinking water fountain was almost installed. There was an new outdoor tap fitting with detachable head. The new benches had arrived and would be assembled and installed as soon as possible.</p> <p>The Skedda platform renewal had been cancelled and Cllr Yule would speak to Parish Online about setting up a new booking platform on the website.</p> <p>Cllrs Creer and Yule would tidy up the brambles along the path to the car park opposite playground and would also add some woodchip to the path. The foliage behind the tennis court would also be cut back.</p> <p>The rate for regular grass cutting of the recreation ground for the forthcoming year was agreed.</p>	<p>R Creer</p> <p>W Yule</p> <p>R Creer/ W Yule</p>
26/25	<p>Health and Safety The parish council was awaiting advice from the insurance company about whether access across the land between the car park and school could be opened up. The school was looking at alternative options for safe access.</p> <p>There were no health or safety concerns to report.</p>	
26/26	<p>Highways and Public Rights of Way There was nothing to report.</p>	
26/27	<p>Puttenham Down Cllr Mitchell reported that a new survey had been carried out and had found some smooth newts. Surrey Council had agreed to treat the Japanese Knotweed.</p>	
26/28	<p>School Pond It had been observed that the water level had been dropping since the pond was weeded at the beginning of the year, which appeared that the pond liner had been damaged. Cllr Mitchell had been seeking quotes to reline the pond and two were still awaited. A licence would be required to carry out the work during the summer, so the work would likely need to wait until winter. It was agreed to set aside up to £5,000 from reserves to the fund the work.</p>	<p>D Mitchell</p>
26/29	<p>Community Transport Hub Cllr Yule would chase log-ins for the Go-Zero platform. The Chairman would contact a company re adding markings to the speed humps.</p> <p>Installation of WiFi and CCTV was underway. It was hoped that it would be up and running by the end of June.</p>	<p>W Yule M Blundell- Jones</p>

26/30	Cemetery Cllr Creer advised that he would mulch with leaves with the ride on mower. He reported that the hedging whips were growing well.	
26/31	Risk Register The Risk Register, as circulated, was reviewed. It was agreed that no amendments or updates were required.	
26/32	External Audit The External Audit report, as circulated, was reviewed. It was agreed that the highlighted issues related to the previous year's annual return and that all issues had been addressed going forward. It was agreed that no further action was required	
26/33	Proposals for tidying up the village Cllr Perowne was hoping to get some volunteers for a village litter pick to be held 1 April. She would contact GBC about a supply of litter picking equipment.	J Perowne
26/34	Finance 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 Cllr Perowne. b) Receipts were noted and payment confirmation approved (payment schedule appended).	
26/35	Planning There were no new planning applications for consideration. The parish council had submitted a letter of objection regarding the Taylor Wimpey application for Normandy.	
26/36	Items of business for information or inclusion on a future agenda Cllr Perowne advised that she wished to stand down from the parish council. The Clerk would let Guildford Borough Council know that there would be a vacancy. .	Clerk
26/37	Next meeting 18 th May	

There being no further business, the Chairman closed the meeting at 20:40.

Puttenham Parish Council

Bank account: Lloyds Current Account

Date range: 27/01/2026 to 16/03/2026

Date	Supplier / Customer	Description	Receipt	Payment
	Opening balance b/fwd			4,304.06
27/01/2026	B Weddell	January salary		287.35
02/02/2026	Harvest Wood Products	Fencing and woodchip		362.40
03/02/2026	PKF Littlejohn	External audit		756.00
04/02/2026	British Gas Business	Electricity		35.83
10/02/2026	HM Revenue and Customs	Income tax return		71.80
11/02/2026	Amazon	Safety equipment		7.99
11/02/2026	Amazon	Strimmer line		32.19
11/02/2026	Amazon	Safety equipment		13.99
13/02/2026	British Gas Business	Bonfire Field electricity		14.64
13/02/2026	Lloyds Bank	Service charge		8.50
23/02/2026	Edge IT Systems Ltd	Software annual fee		327.60
23/02/2026	Richard Thorpe Fire Safety Services	Fire extinguisher service		71.40
25/02/2026	Puttenham Football Club	Annual subscription	800.00	
27/02/2026	B Weddell	February salary		287.35
28/02/2026	Amazon	Safety equipment		43.95
03/03/2026		Bank transfer	1,000.00	
03/03/2026	Altron	Pole and fittings for CCTV		1,282.00
03/03/2026	Mulberry Local Authority Services Ltd	Internal audit		399.00
09/03/2026	British Gas Business	Electricity		24.15
09/03/2026	HM Revenue and Customs	Income tax return		71.80
10/03/2026	Amazon	Fittings for CCTV/Wifi		23.49
10/03/2026	Amazon	Fittings for CCTV/Wifi CCTV camera and		15.45
10/03/2026	Anker Technology	recorder		629.09
10/03/2026	Amazon	Fittings for CCTV/WiFi		11.98
13/03/2026	Lloyds Bank	Service charge		8.50

Puttenham Parish Council

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

All reserves

Payments

		Period	
	Budget	Actual	Variance
Other Payments			
Salaries	4,650.00	3,801.15	848.85
Staff Expenses	420.00	187.80	232.20
Councillor Expenses	0.00	0.00	0.00
Payroll administration	0.00	0.00	0.00
Cemetery	2,500.00	1,264.80	1,235.20
Puttenham Down	2,000.00	1,907.15	92.85
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Recreation Areas	3,000.00	5,627.59	2,627.59
Pavilion	2,000.00	2,148.90	-148.90
Insurance	2,057.53	2,057.53	0.00
Website and email	400.00	798.00	-398.00
Subscriptions	280.00	204.62	75.38
Miscellaneous Payments	300.00	0.00	300.00
Waste Collection	685.00	685.00	0.00
Chair's Allowance	100.00	0.00	100.00
Defibrillator maintenance	200.00	0.00	200.00
War Memorial	200.00	41.98	158.02
Ride-on Mower	0.00	0.00	0.00
Community Transport			
Hub	31,881.54	26,848.66	5,032.88
Audit	700.00	962.50	-262.50
Councillor Training	200.00	0.00	200.00
Staff Training	300.00	450.00	-150.00
Election costs	0.00	0.00	0.00
Hall hire	150.00	0.00	150.00
Bank fees and interest	102.00	102.00	0.00
Grants and donations	0.00	0.00	0.00
Stationery	40.00	0.00	40.00
Street Furniture	0.00	0.00	0.00
Total Other Payments	52,166.07	47,087.68	5,078.39
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Receipts

		Period	
	Budget	Actual	Variance
Other Receipts			
Precept	18,000.00	18,000.00	0.00
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	0.00	40.00	40.00
Tennis Club fees	800.00	1,333.68	533.68
Football Club fees	750.00	800.00	50.00
Grants and donations	0.00	1,300.00	1,300.00

Miscellaneous Receipts	0.00	0.00	0.00
Puttenham Down Lease	0.00	0.00	0.00
EV Charging	0.00	25.12	25.12
Total Other Receipts	<u>19,730.00</u>	<u>21,498.80</u>	<u>1,768.80</u>
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