

# Abinger Parish Council

Abinger Common, Abinger Hammer, Forest Green, Oakwood Hill & Walliswood

## Minutes of Annual Council Meeting held on 28th May 2019 at 8:01pm

<b>Venue</b>	Abinger Hammer Village Hall																																																	
<b>Councillors</b>	Richard Frost (RF- as existing Chair), Paul Cleaver (PC), Deardre Cunningham (DC), Carla Jones (CJ)																																																	
<b>Clerk</b>	Beccy Anderson (BA) with Paul Richards – locum Clerk (PR)																																																	
<b>Attending</b>	6 members of the public																																																	
<b>Item</b>																																																		
1	<b>Election of Chair</b> – Outgoing Chair (RF) opened the meeting and requested nominations for Chair. PC was nominated by CJ and seconded by DC. PC was duly elected as Chair.																																																	
2	<b>Election of Vice Chair</b> – PC requested nominations for Vice Chair. CJ was nominated by PC and seconded by DC. CJ was duly elected as Vice Chair.																																																	
3	<b>Attendance and Apologies for Absence</b> - none																																																	
4	<p><b>Co-option</b> – PC invited applications for the vacant posts of Parish Councillor. Five applications were received. PC then asked members of the public to leave to allow Members to review the applications.</p> <p><i>20:09 – meeting adjourned</i></p> <p><i>20:12 – meeting recommenced</i></p> <p>Members voted to co-opt all five applicants. Henry Barnard, Maria Belcher, Johan Ingles-Le Nobel signed their Acceptance of Office forms and took their seats as Parish Councillors. Ed Bigland and Jerry Strzebrakowski were not present but were also co-opted in their absence.</p> <p>PC welcomed the new Councillors and thanked the outgoing Chair and Vice Chair for the service to the communities and Parish of Abinger.</p>																																																	
5	<p><b>To receive the Clerk’s financial report and to authorise issue of cheques</b></p> <ul style="list-style-type: none"> <li>• <b>Approve bank reconciliation</b> – PR presented the April 2019 bank reconciliation which was approved.</li> <li>• <b>Approve payments</b> – PR presented the payments which were approved.</li> </ul> <table border="1" data-bbox="373 1317 1254 2018"> <thead> <tr> <th>To Pay after this Meeting</th> <th>Invoiced Services</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>HMRC</td> <td>Quarter ending 5/4/19</td> <td>£ 14.70</td> </tr> <tr> <td>SSALC</td> <td>Recruitment</td> <td>£ 500.00</td> </tr> <tr> <td>ICO</td> <td>Data Protection Fee</td> <td>£ 40.00</td> </tr> <tr> <td>Oakwood Hill VH</td> <td>19/8 and 15/4 hires</td> <td>£ 103.00</td> </tr> <tr> <td>Surrey Hills Solicitors</td> <td>Advice - Danesmead</td> <td>£ 300.00</td> </tr> <tr> <td>Came and Company</td> <td>Insurance 1/6/19-31/5/20</td> <td>£ 925.84</td> </tr> <tr> <td>Paul Richards</td> <td>Clerks expenses</td> <td>£ 544.60</td> </tr> <tr> <td>Surrey Hills Society</td> <td>Subscription</td> <td>£ 25.00</td> </tr> <tr> <td>Burleys</td> <td>Grounds Maint - April 2019</td> <td>£ 465.52</td> </tr> <tr> <td>Surrey Hills Solicitors</td> <td>Advice - APRGC</td> <td>£ 330.00</td> </tr> <tr> <td>E.J. Barnard</td> <td>Install posts at FG</td> <td>£ 210.00</td> </tr> <tr> <td>Paul Richards</td> <td>Locum - March/April/May</td> <td>£ 3,077.90</td> </tr> <tr> <td>SSALC</td> <td>Subscriptions</td> <td>£ 576.45</td> </tr> <tr> <td>E.J. Barnard</td> <td>Strimming FG and AH</td> <td>£ 100.00</td> </tr> <tr> <td></td> <td></td> <td><b>£ 7,213.01</b></td> </tr> </tbody> </table>		To Pay after this Meeting	Invoiced Services	Amount	HMRC	Quarter ending 5/4/19	£ 14.70	SSALC	Recruitment	£ 500.00	ICO	Data Protection Fee	£ 40.00	Oakwood Hill VH	19/8 and 15/4 hires	£ 103.00	Surrey Hills Solicitors	Advice - Danesmead	£ 300.00	Came and Company	Insurance 1/6/19-31/5/20	£ 925.84	Paul Richards	Clerks expenses	£ 544.60	Surrey Hills Society	Subscription	£ 25.00	Burleys	Grounds Maint - April 2019	£ 465.52	Surrey Hills Solicitors	Advice - APRGC	£ 330.00	E.J. Barnard	Install posts at FG	£ 210.00	Paul Richards	Locum - March/April/May	£ 3,077.90	SSALC	Subscriptions	£ 576.45	E.J. Barnard	Strimming FG and AH	£ 100.00			<b>£ 7,213.01</b>
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	<ul style="list-style-type: none"> <li>• <b>Approve Section 37 Grants</b> – no grant applications were received.</li> </ul>
6	<p><b>Public Question Time</b> A member of the public requested a raffle prize for an upcoming event. CJ agreed to consider this matter.</p>
7	<p><b>Declarations of Interest</b> – none received.</p>
8	<p><b>Approval of the Minutes of the ordinary meeting of the Parish Council held on 18th March 2019</b> The Minutes of the meeting having previously circulated were taken as read. They were agreed and signed by the Chair.</p>
9 <b>Action</b> PR/BA	<p><b>Matters Arising from previous Minutes (For information only)</b></p> <ul style="list-style-type: none"> <li>• <b>Planning applications to pollard trees</b> – PR advised that the Planning Application would be dealt with in conjunction with BA.</li> </ul>
10	<p><b>Review appointment of members to Committees, representatives on outside organisations and elect Chair of the Complaints Committee</b></p> <ul style="list-style-type: none"> <li>• <b>To review nominations to outside bodies</b> <ul style="list-style-type: none"> <li>• Planning –DC/JIN/CJ/MB</li> <li>• SALC – PC</li> <li>• Representative for the Green at Forest Green – currently DC and JIN</li> <li>• Representative for the Green at Abinger Hammer - PC</li> <li>• Representative for the Green at Abinger Common - EB</li> <li>• Representative for the Green at Walliswood - CJ</li> <li>• Walliswood Village Hall Committee - TBA</li> <li>• Okewood Hill Village Hall Committee - TBA</li> <li>• Forest Green Village Hall Committee - DC</li> <li>• Abinger Hammer Village Hall Committee - HB</li> <li>• Abinger Common Village Hall Committee - EB</li> <li>• Transport Representative – JIN and MB</li> <li>• Brickworks – RF will report back to APC</li> <li>• WASP Community Bus – Peter Farley will report back to APC</li> </ul> </li> <li>• <b>To nominate the Chair of the Parish Council to be the Chair of the Complaints Committee</b> – PC was nominated and accepted the position.</li> </ul>
11  <b>Action</b> PR/BA	<p><b>Reserves</b> – PR presented the report, circulated previously, and explained the current reserve position. He advised that is best practice for local councils to keep general reserves at between 30% and 50% of expenditure. Currently, APC is in excess of these guidelines as earmarked reserves have not been allocated fully. Members asked PR and BA to prepare a report with suggested earmarked categories to be reviewed at the next meeting.</p>
12	<p><b>Audit and Annual Governance Statement</b> – PR advised that the final report had only been received at 3:30pm that day leaving Members no time to adequately review findings. Members agreed to review this at the next meeting.</p>
13	<p><b>Annual Return 10/04/2018 to 31/03/2019 – to consider the approval of the Annual Governance and Accountability Return (AGAR)</b> - PR advised that the final report had</p>

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14	<b>Planning</b> <ul style="list-style-type: none"><li>• <b>To approve the report from Cllr Cunningham</b> – Members noted the report.</li><li>• <b>Review response to MO/2019/0495 - (Erection of a barn to provide indoor area for sports and games, training and meetings at The Mill, Mill Lane, Forest Green</b> – Members noted and approved the response.</li></ul>
15	<b>Chair's announcements</b> – PC advised Members of a letter received by SCC relating to the proposed speed reduction on the A25.
16 <b>Action</b> PR/BA	<b>Donation Request</b> – Members considered a donation request from Lifecentre. After discussion and review Members decided to not grant a donation as the area of operation did not include Abinger Parish. PC asked PR/BA to write to the applicant.
17	<b>Date of next Meeting</b> – 22 <sup>nd</sup> July 2019 at the Evelyn Hall, Abinger Common commencing 8pm.
18	<b>To consider excluding the public</b> – in accordance with The Public Bodies (admission to Meetings) Act 1960, PC moved that, having regard to the nature of the business to be discussed, that the public would be excluded. This was agreed by Members.
	<b>PART 2</b>
1	<b>New Clerk Support arrangements</b> – PR presented the report, circulate previously. Recommendations one two and three were approved. Recommendation 4 relating to ongoing support for the new Clerk was reviewed and then approved by Members.

**The meeting closed at 21:46**