

Abinger Parish Council

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

Minutes of APC Council Meeting held on 19th August 2019 at 8:01pm

Venue	Okewood Hill Village Hall
Councillors	Paul Cleaver (PC) Carla Jones (CJ) Deardre Cunningham (DC) Henry Barnard (HB) Maria Belcher (MB) Ed Bigland (EB) Johan Ingles-Le Nobel (JIN)
Clerk	Beccy Anderson (BA)
Attending	
Item	
1	Attendance and Apologies for Absence – apologies from Deardre Cunningham & Johan Ingles-Le Nobel
2	To receive any declarations of interests in respect of any agenda items – PC reported he had become member of Abinger Cricket Club.
3	PUBLIC QUESTION TIME - none
4	Approval of the Minutes of the Annual Council Meeting of the Parish Council held on July 22nd 2019 The Minutes of the meeting having previously circulated were taken as read. They were agreed and signed by the Chair.
5 Action BA	Planning. <ul style="list-style-type: none"> The planning report from DC was agreed and the Clerk reported the letter re MO/2019/1291 was sent to MVDC. Planning Meetings -The Clerk reported that she taken advice regarding the councillors’ decision to continue with current arrangement and asking residents to attend APC meetings on the APC website. The Clerk wanted it noted that this didn’t fully meet transparency requirements. The Chair reported that councillors were not able to schedule more meetings and were grateful for the contribution made by DC.
6 Action BA	Matters Arising from previous Minutes (For information only) - Recommendation: To note the information. <ul style="list-style-type: none"> Planning applications to pollard trees – The Clerk updated the councillors that Tony Kenward had quoted £590 for the work. The Clerk had contacted another contractor to quote and HB gave the Clerk another contractor’s details to obtain a third quote. The Clerk will report back next month with 3 quotes. Foothpath Obstruction at Hammerfield Drive. The Clerk reported the issue to The Rights of Way department at Surrey CC. and emailed the resident with an update and the details of the Surrey CC officer dealing with Mole Valley area.
7 Action BA	To receive Clerk’s financial report and to authorise issue of cheques <ul style="list-style-type: none"> The clerk presented the bank reconciliations for July 2019 which were approved and signed. The clerk presented the payments which were approved The Clerk reported CIL Income of £294.62 for period up to April 2019. No Section 37 applications have been received

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		Payments for August 2019			
		19/08/2019	Surrey Hills Solicitors	Easement Fees - Danesmead	50.00
		19/08/2019	The Evelyn Hall	Hire of Hall 26/7/19	24.00
		19/08/2019	Burleys	Grounds Maint July 19	465.52
		19/08/2019	HM Revenue & Customs	Clerks' Tax/NI & Employers NI	301.87
		19/08/2019	Rebecca Anderson	Clerk's expenses July/August 2019	105.19
				TOTAL	£ 896.58
8 Action BA	<p>APC Bank signatories.</p> <ul style="list-style-type: none"> The Clerk reported that NatWest had texted twice to say signatories had been updated. The councillors authorised a letter to NatWest giving the Clerk to have 'delegate access' to the bank account. The Clerk will then confirm signatories in place before deleting RF and RD as signatories. 				
9 Action HB/BA	<p>Playgrounds Inspection.</p> <ul style="list-style-type: none"> An update of the councillor inspections of the playground was circulated. Walliswood – HB reported that EJ will be strimming this week and will also look at minor repairs can be completed for the bench and gate. Abinger Hammer – HB to arrange EJ to strim playground. The Clerk was asked to contact landowners of land behind playground to liaise re hazel overgrowth Abinger Common – HB to ask EJ to strim playground and check safety chain and also quote to install new fence with concrete posts. Signage – The councillors agreed to replace signage for all three playgrounds. HB will look into using volunteers to make three identical signs to include updated clerks details. 				
10 Action BA	<p>Parrot Pub</p> <ul style="list-style-type: none"> The councillors discussed and agreed the letter to the Parrot Pub tenant for the clerk to send on behalf of APC The councillors discussed taking legal advice regarding the matter of the use of APRGC land by the Parrot to gain resolution with the owner of the Parrot. The Clerk to speak to Ian Davidson. 				
11 Action BA	<ul style="list-style-type: none"> The councillors resolved to adopt the previously circulated list of APC policies wef 19th August 2019. <ol style="list-style-type: none"> Code of Conduct for Employees Code of Members Conduct Complaints Procedure Data Protection Policy Financial Regulations FOI Adoption and Information General Privacy Notice – public 				

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	<ol style="list-style-type: none">8. General Privacy Notice – staff and councillors9. GDPR Policy10. IT Email and Internet Policy11. Press and Media Policy12. Social Media Policy13. Staff Discipline Policy14. Staff Grievance Policy15. Standing Orders16. Subject Access Request Policy
12	Speed Survey <ul style="list-style-type: none">• The clerk reported that the Speed Survey will commence w/c 15/9/19, 2 in Abinger Lane and 1 in Sutton Lane. The councillors agreed there wasn't any need to inform residents.
13	Notices/Agendas <ul style="list-style-type: none">• The Clerk distributed laminated notices with details of councillors and clerk contact details for APC noticeboards.
14 Action PC	Chair's announcements <ul style="list-style-type: none">• Abinger Cricket Club – EB reported that the cricket club was now in the position to fund the legal expense of renewing the lease of the grounds. PC will wait to hear from ACC.• Election of Chair – The Chair announced he was standing down and requested nominations for Chair. HB was nominated by CJ and seconded by EB. HB was duly elected as Chair. The Chair will return completed acceptance of office form asap.
15	Date of next meeting Next Parish Council meetings: 16th September 2019
16	To consider excluding the public - none

The meeting closed at 21:47

Signed.....

Date.....