

**MINUTES OF A MEETING OF BUSBRIDGE PARISH COUNCIL  
HELD  
AT CLOCK BARN HALL, HAMBLEDON ROAD, GODALMING  
GU8 4AY  
ON TUESDAY 23<sup>rd</sup> May 2017 at 6pm**

The meeting opened at 6pm

**Present:**

John Graves , Chairman  
Philippa English, Vice Chair  
Dr Alison Martin  
Hilary Westwood

Richard Seaborne, WBC Councillor

Michael Dennett , Parish Clerk

**1. Public Debate**

Members of the public were present and their concerns were dealt with as agenda items.

**2. Apologies**

Apologies were received from Councillor Maxine Long

**3. Minutes of previous meeting**

Minutes of the Council Meeting held on Tuesday 18 April 2017 2017 were approved and signed by the Chairman.

**4. Disclosure of pecuniary and personal interests in any agenda items**

No pecuniary or personal interests were declared.

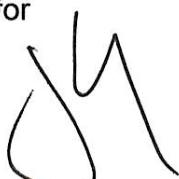
**5. Finance report**

The Clerk updated the meeting on the current cash position, the anticipated spending in the period to 31 March 2018. This showed that the bank balance on that date should be around £4700.

A bank reconciliation as at 9<sup>th</sup> May 2017 was approved and signed by the Chairman

Copies of the cash book and bank statements were available for inspection

The following online payments were approved:



2-5-17 Clerks April expenses 69.82 voucher C  
2-5-17 Clerks April salary 312.00 voucher B  
Vouchers and bank statements were available for inspection and all vouchers were signed by two Councillors.

The following cheque payments were approved and the cheques signed by two Councillors during the meeting:

Python Online 63.00 cheque 327  
Maxwells Payroll services 132.00 cheque 328  
Clockbarn Hall , venue hire 72.00 cheque 329  
AON Insurance 238.34 cheque 330

All invoices and supporting documents were available for inspection and signed by the two councilors as cheque signatories.

## **6. Approval of the Annual Return**

- a. The Clerk went through the Annual Governance Statement ( section 1 of the Annual Return) with Councillors and it was duly approved. Approval was proposed by Philippa English and seconded by Alison Martin.
- b. The Accounting Statements contained within the Annual Return ( section 2) were discussed and it was resolved that the accounting statements reflected accurately the transactions in the year 2016/17. Proposed by Alison Martin and seconded Philippa English.

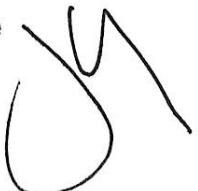
### **Internal Audit**

The matters arising from the internal audit were discussed. The internal auditor raised the point that the system of control for paying invoices by online banking was not robust enough and was open to abuse.

It was resolved that the system of online payment of invoices should be suspended immediately and cheque payments used until an appropriate system of control can be introduced with regard to online payments. The Clerk to speak to Lloyds Bank plc.

## **7. Dunsfold Park Public Inquiry**

The Chair reported back to the Council regarding Dunsfold. The inquiry commences in July 2017 and legal representation has been appointed.

A handwritten signature in black ink, appearing to read 'J. J.' or 'John'.

## **8. Neighbourhood Plan**

John Graves provided a summary of the position regarding the NP for the benefit of the public who were present at the meeting.

## **9. Tuesley Farm / HGV traffic in Station Lane**

There was a general discussion about the condition of Station Lane and the effect of HGV traffic movements on the lane edges. Members of the public present expressed concern about the extent of HGV traffic going to and from Tuesley Farm at unsocial hours of the day.

The Chairman read out draft letters to Surrey County Council, WBC Councillors and Victoria Young, SCC Councillor for the Waverley. It was agreed that these letters covered the issues which concerned the public.

After further discussion **it was resolved that :**

1. Richard Seaborne should be asked to set up a face to face meeting with senior planners at WBC concerning the Tuesley Farm HGV traffic.
2. The Clerk to send a letter to Tuesley Farm to seek clarification as to why there is so much HGV traffic movement at the Fruit Farm throughout the year.

It was further resolved that the letters to Surrey County Council and Victoria Young are approved – Clerk to action.

## **10. Letter from Enforcement re: issues at Tuesley Farm**

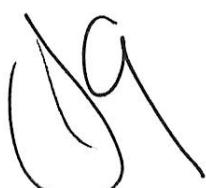
It was agreed to deal with these issues as part of the meeting with WBC Planners as mentioned in Minute 9 (1) above.

## **11. Planning Applications**

**WA/2017/0774  
Woodhatch, Hascombe Road, Godalming GU8 4AA**

Erection of a private equestrian stable building and associated facilities together with demolition of a dutch barn and field shelter.

The Council had no objection to this planning application.



**WA/2017/0756**

**Sundown, Hascombe Court Godalming, GU8 4AF**

Change of use of wood store and alterations to provide ancillary habitable accommodation to serve the Sundown Estate ( revision of WA/2016/2091)

**The Council agreed to object** to this revised planning application. Clerk to draft the Council's comments, circulate to councillors for approval and deliver to WBC planning.

## **12. Councillors' reports**

### **Philippa English: Footpaths**

BW163 bridleway was discussed – the repairs have not started to date but action is considered imminent.

### **Hilary Westwood : Leithfield Park**

Hilary to look into the supply of a noticeboard for Leithfield Park

### **Alison Martin : Winkworth Arboretum**

Alison to draft a letter to Winkworth regarding cars backing up on the B2130 before the 10am opening time.

## **13. Date of next meeting**

Tuesday 12<sup>th</sup> September 2017

Meeting closed at 8.00pm

A handwritten signature in black ink, appearing to read "John".