

**MINUTES OF A MEETING OF BUSBRIDGE PARISH COUNCIL HELD  
AT CLOCK BARN HALL, HAMBLEDON ROAD, GODALMING GU8 4AY  
ON THURSDAY 16<sup>th</sup> May 2019 at 7pm**

**[www.busbridgeparishcouncil.org.uk](http://www.busbridgeparishcouncil.org.uk)**

The meeting opened at 5.30pm

**Present:**

Alison Martin, Chairman  
Philippa English Vice-Chairman and Acting Clerk  
John Graves  
Maxine Long

**1-1. Public Debate**

Paul Osborne was invited to attend by the parish council to discuss his work on traffic movements in the area especially Salt Lane and Station Lane.

During the discussions Mr Osborne offered to assist where necessary to WBC and others regarding HGV and Commercial traffic affecting Salt Lane and Station Lane.

It was also agreed to consult with Richard Seaborne about the work of the Dunsfold Liason Committee.

**1-2. Apologies**

Apologies were received from Hilary Westwood and the parish clerk Michael Dennett.

In addition to Councillor Richard Seaborne, it was agreed to invite the new WBC Councillor Martin Darcy to each parish council meeting.

**1-3. Disclosure of pecuniary and personal interests.**

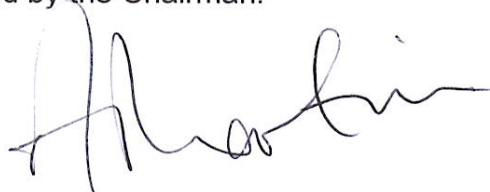
John Graves and Alison Martin declared an interest in the restored telephone box and the supply of a defibrillator respectively.

**1-4. Minutes of previous meeting**

Minutes of the Council Meeting held on Thursday 28<sup>th</sup> March 2019 were approved and signed by the Chairman.

**1-5. Finance report**

The Acting Clerk read out a Finance report written by the Clerk and this is attached to these minutes and was signed by the Chairman:



A bank reconciliation as at 3rd May 2019 was approved and signed by the Chairman

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

The following cheques were approved and signed during the meeting:

30-4-19 Clerk's Salary April £270.40 chq 412  
30-4-19 SSALC £309.15 chq 413  
30-4-19 Harry Stebbing Workshop £2.64 chq 414  
30-4-19 Maxwell & Co £216.00 chq 415  
30-4-19 Godalming Joint Burial Committee £1639.50 chq 416  
30-4-19 BHIB Insurance cover 230.43 chq 417  
7-5-19 Clockbarn Hall Venue hire 28/3/19 £36 chq 418  
9-5-19 Joanna Cadman , internal auditor fees £85 9-5-19

All invoices were available for inspection and Councillors' queries were resolved. Cheques were approved , proposed by Alison Martin and seconded by Maxine Long.

#### **1-6 Internal Audit Report**

The internal audit report was discussed and it was agreed to ask SSALC whether the council are required to have a meeting for parishioners. It was further agreed to ask the Clerk to carry out a risk assessment on his own office space and sequentially number the minutes from May. Proposed by Alison Martin and seconded by all Councillors.

#### **1-7 Annual Governance and Accountability Return 2018/19 (AGAR)**

a) The Annual Governance statement was discussed and approved by the Council. Approval was proposed by John Graves and seconded by Philippa English and passed unanimously.

b) The Accounting Statements for the year 2018/19 were presented to the Council and approved. Proposed by Philippa English and seconded by Maxine Long and passed unanimously.

c) The Certificate of Exemption was approved and signed by the Chairman, having been signed by the Clerk on 1/5/19. This means that the AGAR does not have to be submitted to the external auditors for review as the Council's income and expenditure was less than £25,000 during the year. The AGAR will be displayed on all noticeboards and the parish's website.

#### **1-8 Members' revised Code of conduct**

A revised Members' code of conduct was approved and adopted by the parish council. Proposed by Alison Martin and seconded by John Graves.



## **1-9 Planning Applications**

The planning applications noted below and the parish council's comments were discussed and approved.

WA/2019/0547

WA/2019/0510

WA/2019/0323

Parish Council comments regarding these planning applications can be found on the Council's website and have been submitted to Waverley Borough Council.

## **1-10. Milford Hospital Update**

Alison Martin attended the League of Friends AGM and was pleased to report that the X-ray department is to remain open. Special thanks to John Graves for liaising with Milford Hospital.

## **1-11 Leithfield Park Meeting Update**

Alison Martin and Hilary Westwood will be attending a Leithfield Park Residents' meeting on 22<sup>nd</sup> May 2019 and hope to find a new Parish Councillor and Clerk from the residents who attend. Failing that a vacancy poster will be displayed on all parish noticeboards.

## **1-12. Tuesley Farm Update**

The Council needs to chase WBC for a response to Tuesley Farm leaving legs and hoops up all year

The hedges are at the maximum height allowed, and higher, as have not been topped this year and when they have been in the past are only topped to the maximum height supposedly permitted.

It would appear that spring and summer tunnels are up together in some fields and so the farm is exceeding its permitted tunnelage.

## **1-13. Purchase of a Defibrillator**

It was agreed to purchase the Zoll AED 3 Defibrillator by the managed solution, cost £2075 plus installation charge. Once fitted, Clerk to inform Ambulance Service. Whilst training is available from Community Heartbeat, the suppliers training can also be provided through Barts City Life Saver at £20 per person.

Purchase was proposed by Alison Martin and seconded by Maxine Long.  
Clerk to action

**1-14. Councillors Reports**

Nothing to report

**1-15 Date of next meeting**

Thursday 4<sup>th</sup> July 2019 at 5.30pm