

Item 4 114

**MINUTES OF THE MEETING OF BISLEY PARISH COUNCIL  
HELD ON MONDAY 9<sup>th</sup> MAY 2022 STARTING AT 7.04PM IN THE VILLAGE HALL**

**PRESENT:** Cllrs S. Moore (Chairman), A. Price (Vice Chair) M. Coltart, T James, H. Kendall. BPC RFO Jill Biden.  
20 members of the public

The meeting commenced at 19.04

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN.**

- a. **CHAIRMAN:** nominations for the post of Chairman were invited from members of the Council. Cllr Moore was **PROPOSED** by Cllr Colthart and **SECONDED** by Cllr Kendall, no other nominations were made. Cllr Moore was **ELECTED** with 4 votes.
- b. **VICE-CHAIRMAN:** nominations for the post of Vice-Chairman were invited from members of the Council. Cllr Price was **PROPOSED** by Cllr Kendall and **SECONDED** by Cllr. Colthart. no other nominations were made. Cllr Price was **ELECTED** with 4 votes.

**2. APOLOGIES FOR ABSENCE AND ANNOUNCEMENTS**

- a. No apologies for absence were received.
- b. **APPOINTMENT OF INTERIM CLERK.** Cllr Moore proposed Cllr Kendall to act as minute taker for the meeting. Cllr Kendall agreed to take the minutes for this meeting. The proposal was **APPROVED** by all attending Councillors.

**3. DECLARATION OF INTERESTS**

- a. A non-pecuniary interest was declared by Cllr Kendall for item 10a, the request for permission to install a memorial bench is in memory of a personal friend.
- b. During the course of the meeting, Cllr Moore declared a pecuniary interest in item 9c To Do List for the Village, by virtue of the fact that the Parish Council wished to consider his company to carry out some of the urgent repair work that required immediate action prior to the Platinum Jubilee celebrations and in item 10f, Payments of Accounts as a cheque was to be approved and signed for work carried out by his company (previously agreed by BPC)

**4. AGREE MINUTES OF PREVIOUS MEETINGS**

- a. Minutes of the meeting held 11th April 2022: The minutes of the meeting held 11th April 2022 were unanimously **APPROVED** as an accurate record by Cllrs Moore, Price, Coulthard and Kendall who were present at the meeting, and signed by Cllr Moore as a true record of the meeting.

**5. APPOINTMENT TO COMMITTEES**

- a. **HR COMMITTEE:** Cllr Price was willing to remain on the HR Committee and will remain as **CHAIR** until the next HR Committee meeting. Cllr Moore stood down as Vice Chair leaving 2 positions vacant.
- b. Cllr Kendall and Cllr Coltart were willing to stand for the HR Committee. No other nominations were put forward. Cllr Kendall and Cllr Coltart were **APPOINTED UNANIMOUSLY**.
- c. Cllr Price will notify all members when the next HR Committee will take place.

**6. APPOINTMENTS TO ORGANISATIONS/BODIES.**

- a. Councillors **CONSIDERED** which of the organisations they were willing to stand on and **APPOINTMENTS** to organisations Here **AGREED UNANIMOUSLY** as below.

b.

ORGANISATION	2022/23
Surrey ALC	Cllr Price Cllr Kendall
HMP Coldingley Prison	Cllr James
SCC Surrey Heath Local Committee (pre meeting)	Appointment to be made if required
Parish Tree Warden	Cllr Moore Cllr Price Cllr Kendall
Miles Green	Cllr Price Cllr Coltart

*Price*

## 7. DATES OF MEETINGS FOR 2022/23

- a. The dates and venue **PROPOSED** for meetings in 2022/23 were **CONFIRMED** by all Councillors.

## 8. PLANNING HIGHWAYS AND ENVIRONMENT.

- a. **Planning Applications** - the following applications were considered:

- i. 22/0354 Chaseley, 99 Queens Road - Erection of 2 separate dwellings with associated landscaping and car parking following demolition of existing dwelling and outbuildings. It was **RESOLVED** that the Parish Council had **NO OBJECTION** and **NOTED** the development was outside the SPA.
- ii. 22/0360 LAnd at the rear of 309-315 Guildford Road - Redevelopment of the site to provide three residential unit, provision of associated access, landscaping, car and cycle parking and bin storage. It was **RESOLVED** that **OBJECTION** be made for the following reasons **PROPOSED** by Cllr Price and **SECONDED** by Cllr Moore.
  1. Overdevelopment;
  2. Size, Position and Height of proposed houses;
  3. Dangers associated with proposed access to A322;
  4. Not in keeping with the street scene.

- b. **Scout and Guide HQ.**

- i. To **CONSIDER** any actions to be taken in regard to the deterioration of the Scout and Guide HQ Building. Cllr Moore **PROPOSED** that Bisley Parish Council go back to McAlpine who undertook the original visual survey to obtain costs for a full structural survey of the work required to repair the building as a matter of urgency. Cllr Coulthard **SECONDED** and all Cllrs were in **AGREEMENT**.
  1. Bisley Scouts will provide a copy of a drainage survey undertaken to the BPC,
  2. BPC and Bisley Scout and Guide organisations will investigate funding and grants available for regeneration of such community buildings.
  3. BPC indicated that some funding from its reserves would be available to support the repairs required.

- c. **Bus Shelters.**

- i. The Council **RECEIVED** a written report compiled by the RFO and Cllr Moore summarised the activity to date. The Council expressed its **DISSATISFACTION** with Surrey County Council and Cllr Moore **PROPOSED** that BPC writes to SCC expressing this dissatisfaction with the actions taken demolishing BPC assets and replacing these with shelters not in keeping with the local street scene. BPC will state that no further shelters are to be erected and BPC will undertake to bring its remaining shelters up to standard and provide the ongoing maintenance required. Cllr Coulthard **SECONDED**. The action was **APPROVED UNANIMOUSLY**.

## 9. RECREATION

- a. **Platinum Jubilee:** the BPC **RECEIVED** an update on arrangements for the Jubilee from the working group.
  - i. The BPC **APPROVED** payment for the souvenir products agreed at the April BPC meeting.
  - ii. The BPC **AGREED** to fund a display on the Recreation Field grass to be undertaken by C Comer.
- b. **Pavilion:** the BPC **CONSIDERED** the list of tasks identified by the Teas on the Rec Team required prior to the Jubilee celebrations.
  - i. The BPC **APPROVED** a deep clean of the Pavillion to be carried out by SCB Services Ltd before the Jubilee.
  - ii. Disabled access improvements required for the second door to the Pavillion were added to the 'Village To Do List'. To include resolving issues with the raised drain.
  - iii. The BPC **APPROVED** undertaking the remaining exterior tasks required at the Pavillion.
  - iv. Cllr Moore declared a pecuniary interest in the tasks debated in 9a above and left the meeting room. Cllr Price took the chair. Cllr Coltart **PROPOSED** and Cllr Price **SECONDED** that Steve Moore (Contractor) be **AUTHORISED** to complete the tasks identified at an estimated cost of £930. A budget of £1K was allocated. Councillor Moore returned to the meeting room and resumed chairing the meeting.

- c. **To Do List for the Village.**

- i. Further items from enclosure 6B 11.4.22 were **CONSIDERED** and it was **AGREED** by all councillors to action further outstanding items required including those needed prior to the Jubilee celebrations following the meeting.
  1. Cllr Moore will contact Phil Lamy to undertake the two painting tasks identified and contact the tree surgeon in regard to pruning tasks.
  2. Cllr Price will investigate replacement of the Basketball hoop.
  3. Cllr Kendall reported back that the Veterans bench in West End has no plaque attached. It was **AGREED** to go ahead with obtaining the bench without a plaque. Installation of a concrete footing will be considered at a later meeting..
  4. The BPC **NOTED** that a letter of resignation had been received from the BPC Handyman.

## Recreation Ground

Entrance Barrier Pavilion – no action	Dog Waste – defer	Pavilion picnic table - £200	Perimeter post – allocate to Handyman
Pond Bench x £200	Pond Signage - £200	Bridleway Signage - £50	Entrance Barrier Ford Rd – no action
BPC Football goals repair/replace - £1000	Basketball hoop - £200	Sports enclosure Bench - £200	SE Lamp post Part of Enclosure lights replacement task.
Artificial grass cricket crease repair £5,000	Teenage Shelter repair/repaint £500	Picnic table between shelter/pavilion repair £200	Pavilion paint refresh £300

## Village Green / Other Areas

Pond Picnic Table/Chairs overhaul £200	Pond Older Bench repair £200	Pond Bench tree pruning £150	Replacement Memorial Trees – defer to separate meeting.
War Memorial Veteran Bench – Purchase previously agreed in 2021 through Dr David Olgavie.	Permanent Christmas Tree – no action	Missing perimeter post – already completed by handyman	Rec entrance Bollards No action
Moat cages at tree bases To be left for protection	BBQ pit on Green/Rec £2500	Hen & Chicks Roundabout planting £1500	Pavilion Driveway Signage - £100 Pruning - £100

- d. The hire of the pavilion on 15th July 2022 between 7 and 10pm by a Walk Fit/Keep Fit Group for a social evening and hog roast was **NOTED**.

## 10. ADMINISTRATION / FINANCE

- a. **Bench in remembrance of a Bisley Resident.** The Council **CONSIDERED** and **AGREED** the request from a resident to install a memorial bench in the vicinity of the Bisley War Memorial. Cllr Kendall will liaise to discuss the location, avoiding the location for the veterans bench already agreed in an earlier meeting.
- b. **Parish Assembly.** BPC **CONSIDERED** the available dates for the Parish Assembly and **AGREED** to it taking place on Monday 30th May in the Village Hall.
- c. **Standing Orders and Financial Regulations.** It was **NOTED** that NALCs standing orders have been updated and Standing Orders and Financial Regulations will be on the Agenda for the 13th June meeting.
- d. **Grounds Maintenance Contract 2022/23.** The revised charges for the contract for 2022/23 were **NOTED**.
- e. **Insurance Renewal.** The RFO's report on insurance cover was considered. Cllr Coltart **PROPOSED** and Cllr Kendall **SECONDED** that the 5 year LTA option be taken and was unanimously **APPROVED**.
- f. **Payments of Accounts and Financial Statement.** The financial position as at 30th April 2022 was **NOTED**. All payments presented to the BPC were **APPROVED** and signing of cheques **AUTHORISED** as in enclosed documents. Cllr Moore left the meeting room and c
- g. Cllr Price took the chair while the cheque for Steve Moore Builder and Contractor was approved and signed. Cllr Moore returned to the meeting room and continued to chair the meeting to its conclusion.
  - i. Additional cheques were **APPROVED**, written and signed for:
    1. £1249.20 to Nigel Jefferies Landscapes Ltd - grounds maintenance April 2022
    2. £246.90 to R Colvin - Platinum Jubilee memorabilia.

The meeting was closed at 22-06pm

