

Abinger Parish Council

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

Minutes of Annual Council Meeting held on 24th May 2021 at 7:01pm

Venue	Forest Green Village Hall
Councillors	Paul Cleaver (PC), Deardre Cunningham (DC), Maria Belcher (MB) Sam Lucking (SL) Henry Barnard (HB) Johan Ingles-Le Nobel (JIN) Ed Bigland (EB)
Clerk	Beccy Anderson (BA)
Attending	1 member of the public
Item	
1	Election of Chair – PC was nominated by HB and seconded by MB . PC was duly elected as Chair.
2	Election of Vice Chair – PC requested nominations for Vice Chair. MB was nominated by PC and seconded HB. MB was duly elected as Vice Chair.
3	Attendance and Apologies for Absence - DC
4	Public Question Time - One member of the public Di Cuthbert (DC) attended. DC requested that a tree be planted on FG to commemorate Queen Elizabeth’s 70 th Jubilee to replace a Horse Chestnut tree previously planted on the green outside the Forge. Councillors agreed to discuss further and gain advice from Andy Fulbrook as the ecological report for FG recommended no trees to be planted on FG village green.
5	Declarations of Interest – All councillors are the trustee for APRGC
6	Approval of the Minutes of the ordinary meeting of the Parish Council held on 26th April 2021 The Minutes of the meeting having previously circulated were taken as read. They were agreed and signed by the Chair.
7	Matters Arising from previous Minutes (For information only) <ul style="list-style-type: none"> • Abinger Common BT Phone box adoption – The Clerk advised that a group headed up by PR wanted to adopt the phone box. The Clerk had informed MVDC that the parish council wished to purchase the box
8	Councillor resignations/Councillor vacancies – The Clerk informed councillors of the resignation of Cllr CJ and JS is no longer a councillor after not attending meetings for 6 months due to family commitments. Councillors discussed the need to reach out to more residents to recruit new councillors by getting the vacancy notice out to local schools, pubs as well as social media and village magazines. MB agreed to help the Clerk to update the advert.
9	Review appointment of members to Committees, representatives on outside organisations and elect Chair of the Complaints Committee <ul style="list-style-type: none"> • To review nominations to outside bodies Councillors nominated as below <ul style="list-style-type: none"> • Planning Committee –MB/DC/EB/SL • SALC – Chair • Representative for the Green at Forest Green – DC • Representative for the Green at Abinger Hammer - PC • Representative for the Green at Abinger Common - EB • Representative for the Green at Walliswood - SL • Walliswood Village Hall Committee - SL • Okewood Hill Village Hall Committee - SL • Forest Green Village Hall Committee - DC

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	<ul style="list-style-type: none"> Abinger Hammer Village Hall Committee - HB Abinger Common Village Hall Committee - EB WASP Community Bus –TBA (Cllrs unsure if needed) To nominate the Chair of the Parish Council to be the Chair of the Complaints Committee – PC was nominated and accepted the position. 																														
10 Action Clerk	<p>Planning (a) Cllrs reviewed the minutes from Planning Committee Meeting of 10/05/2021 & letter to MVDC for application MO/2021/0322/PLA (for info purposes only) (b) Cllrs discussed the need for a housing needs survey following the presentation from Louise Williams (LW) from Surrey Community Action & Alison Wilkes (AW) from MVDC . Cllrs asked the Clerk to forward them the sample survey from LW for consideration.</p>																														
11 Action Clerk	<ul style="list-style-type: none"> To receive Clerk's financial report and to authorise issue of cheques Approve bank reconciliation – The April 2021 bank reconciliation was approved. Approve payments – The payments for May 2021 were approved. <table border="1"> <thead> <tr> <th></th> <th>May 2021 PAYMENTS</th> <th></th> </tr> </thead> <tbody> <tr> <td>Jake Burley (Clovers)</td> <td>April 2021 GM (inv re-issued in J Burley's name)</td> <td>1,117.80</td> </tr> <tr> <td>Jake Burley (Clovers)</td> <td>May 2021 GM</td> <td>1,117.80</td> </tr> <tr> <td>Came & Co</td> <td>APC Insurance June21 May22</td> <td>992.17</td> </tr> <tr> <td>CILCA</td> <td>CILCA referral fee for CILCA qualification</td> <td>30.00</td> </tr> <tr> <td>Conservation & Access</td> <td>Install bollards at AC</td> <td>744.00</td> </tr> <tr> <td>AH Village Hall</td> <td>Hall Hire for June 2021 meeting</td> <td>38.25</td> </tr> <tr> <td>HMRC</td> <td>Clerks Paye & NI May 2021</td> <td>366.54</td> </tr> <tr> <td>Rebecca Anderson</td> <td>Clerks Expenses April 2021</td> <td>165.28</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td>4,571.84</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Bank Mandate – The Clerk needed a bank mandate signed by 2 signatories to remove CJ. Cllr SL agreed to be a bank signatory and the Clerk was instructed to forward the bank mandate to SL for completion. 		May 2021 PAYMENTS		Jake Burley (Clovers)	April 2021 GM (inv re-issued in J Burley's name)	1,117.80	Jake Burley (Clovers)	May 2021 GM	1,117.80	Came & Co	APC Insurance June21 May22	992.17	CILCA	CILCA referral fee for CILCA qualification	30.00	Conservation & Access	Install bollards at AC	744.00	AH Village Hall	Hall Hire for June 2021 meeting	38.25	HMRC	Clerks Paye & NI May 2021	366.54	Rebecca Anderson	Clerks Expenses April 2021	165.28	TOTAL		4,571.84
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12	<p>Reserves – The Clerk presented the report, circulated previously, and explained the current reserve position which was approved by councillors</p>																														
13	<p>Audit and Annual Governance Statement – Councillors reviewed and approved the Audit report and the Annual Governance Statement for 31/03/2021</p>																														
14	<p>Annual Return 01/04/2020 to 31/03/2021 – to consider the approval of the Annual Governance and Accountability Return (AGAR) – Councillors approved the AGAR for 2020/2021.</p>																														
15	<p>Playgrounds –</p> <ul style="list-style-type: none"> Councillors EB and PC agreed to inspect the playgrounds at AH & AC to review the inspection report from Playsafe. 																														

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	<ul style="list-style-type: none">Councillors reviewed and agreed the quote from Playsafe for WW playground baby swing replacement & groundworks needed after the Clerk explained she was unable to gain any other quotes.
16	Chair's announcements – none
17	Date of next Meeting – 21 st June 2021 , Abinger Hammer Village Hall commencing 7pm.
18	To consider excluding the public - no matters to discuss

The meeting closed at 20.15