

# COMPTON PARISH COUNCIL

## **PARISH OF COMPTON** **NOTICE OF PARISH COUNCIL MEETING** **Local Government Act 1972**

Minutes of a meeting of Compton Parish Council held on  
**Wednesday 20<sup>th</sup> July at 7.00pm**  
In the **Village Hall** for the transaction of the under mentioned business.

**Present:** Cllr F Curtis (in the chair), Cllrs M Bills, D Haskins, J Parsons, K Patel and M Williams.  
County Cllr Gimson  
Borough Cllr J Palmer  
Mr K Miller  
Ms Alexa Chiltern  
**In attendance:** The Clerk, Mrs J Cadman

47/11 **Apologies for Absence:** all members were present.

48/11 **Declarations of interest:** none were made.

49/11 **Minutes of Meeting held 18<sup>th</sup> May:** were agreed as a correct record of the meeting and signed by the Chairman.

### 50/11 **Matters Arising**

**9230: Charges for on-street parking:** Cllr Curtis reported that there had been concern in the parish regarding Surrey County Council's (SCC) intention to charge for on-street parking and that she had written accordingly. She had now received confirmation that there were no plans for on-street parking in Compton, but that it was under consideration for Farncombe, which could affect commuters.

**9239: Councillor Training:** The Clerk tabled a list of training dates for the Surrey Association of Parish and Town Council's Councillor and Clerk training for the remainder of the year and asked members to let her know if they wished to attend all or part of the course. This is the only training available at present.

### 51/11 **Chairman's Report:**

**Dropbox:** All Parish Councillors have been invited to join DROPBOX. All important docs will be there, including legal documents, rules & regulations, title deeds etc. This should be used this as a remote Parish Council Library by all members, who should send documents to the Clerk for adding. Members noted that this will not be the definitive legal archive and that will remain with the Clerk. Consideration will be given to changing all documents to PDFs, so that they cannot be altered.

**Audit:** Internal, External, Finances. The Chairman posed the question: is the Council operating in a way that is appropriate, fair, honest, open, transparent, and legal, and how do we know whether we are acting correctly when much of what we do is 'learned' / passed down? The answer lies in the Council's operation mandate – the **STANDING ORDERS** and **FINANCIAL REGULATIONS**

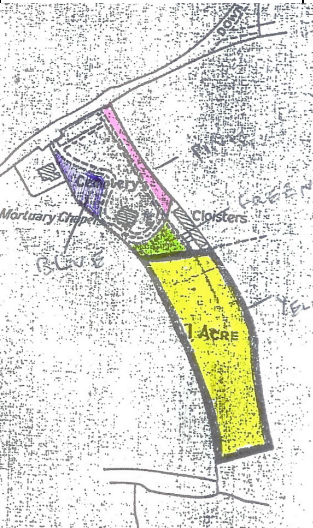
**Standing Orders** were last updated in 1953, before computers, emails, on-line banking etc and needed up-dating. The Clerk and Chairman have agreed a version for now, which is a 'working document' and can be changed subject to approval. It is the framework, the skeleton around which the council operates, and the Chairman suggested that everyone reads it.

**Financial Regulations** will be next. These are generally up to date, although clarification is needed about on-line procedures, amounts that Committees / staff can spend without approval, levels of approval needed and clear guide lines about where VAT can be claimed and where not

Previous audits stated that clarification and evidence of land ownership and registration was needed for cemetery (this is highly complex due to parcels of land being gained at different times by different means and all without formality). Latterly the 1934 Village Hall Conveyance added to the complexity of Compton Parish Council asset management. Paperwork (deeds / land registration) should be in place by June 2012 and all procedural docs should be **REVIEWED** and fully up-to-date. Finances **MUST** be set aside for legal fees for items shown below. £900 has already been paid to Richard Hutson of Beverly Morris & Co. for looking into and confirming our VAT claims meet guidelines although both Richard and Roger Musson (Internal Auditor) stressed the need for a financial review. **The Clerk and Chairman will review this once the NEW standing Orders are approved, and present for approval once completed.**

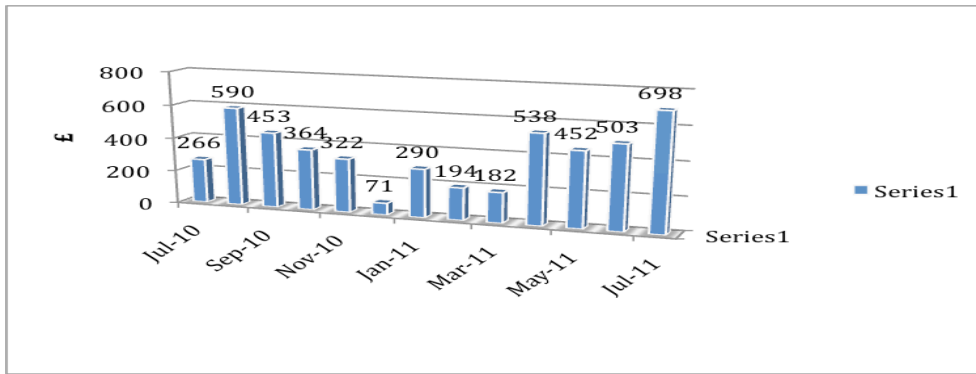
### **LEGAL FEES / CLARIFICATION**

Land / Property	Confirmation Docs	To Do	
Village Hall	SY752223 Title Absolute ✓	Solicitor to review 1934 Conveyance with CPC & VH	⌘ FC, <b>Solicitor</b> , V H

		Management Committee with a view to updating the working agreement between both parties	Committee
Allotments	Title Absolute SY392640✓ SY75 4501 Allotments - Poplar Cottage	Complete including agreement between CPC and Allotment Society. Get copy of SY754501 if not found⌘	✓
Recreation Ground	Title Deed SY254475✓	Ensure protective base complies with ROSPA / H&S Recommended - Not absolutely essential this summer.	⌘ KP & JC
Cemetery Cottage	NO DEEDS⌘ Minutes from 1929 Burial Committee meeting demonstrate Mrs Watts bequeathed to Parish Council without caveats.	To seek Title Absolute on grounds of minutes / affidavits.  Possibly look into what is required for a name change?	JC <b>Solicitor</b> ⌘
Old Cemetery grounds in front of Chapel, Cloisters & Chapel	Chapel & Grey & Cloisters  Blue Conveyed 1897 Consecrated 1898  Pink Conveyed 1897 Consecrated 1975 by JF	Area represented by Grey, Blue, Pink & Cloisters & CHAPEL, Title Absolute SY779687	Q Re Consecration of central grey part? ⌘ JC
			
Cemetery	Green Conveyed 1907 Consecrated 1908  Yellow Conveyed 1949 Consecrated 1975	NO DEEDS⌘	Needs registering. As does Zone 5 which also needs clarification over boundaries. ⌘

Chapel Donations: Average figures before Watts Gallery closed were approximately £4k a year, this halved to approx. £2k after it closed but went up to this again, after increased marketing by the Parish Council and Watts Gallery, to, almost the same figure. Since the lead up and eventual opening of Watts Gallery we have seen an increase in donations. The conservative estimate of £5k in the 2011-2012 budget could reach £8k or higher, depending on sustainability of current numbers. Cllr Bills pointed out that Watts Gallery market the cemetery through guides and tours and this helps considerably towards the increase in donations.

Jane Turner's figures demonstrate that £4,229 was collected from the box between July 2010 and July 2011. Additional £274 was donated in cheques (mostly for Mark's book) and £3,845 was banked after costs were deducted for printing, and purchase of books. Now, ALL monies are now banked and Jane invoices separately for overheads. Thanks were recorded to Jane for collecting and recording the donations with such regularity.



Bus-Stop at bottom of Down Lane does not appear to be on a bus route? The Parish Council is trying to establish procedure and use, as it is in need of internal repair work. Some bus-routes are historic ie linked to school runs, etc and a review may mean losing stops / routes but could also be positive if the Parish Council is allowed to participate as it could provide 'much needed' services ie commuter / tourist etc.

Cemetery Data: There have been a few funerals and the Chairman is currently recording information sent to her. Now that we no longer have a 'caretaker' The Cemetery Committee will produce operational guide lines to ensure that all information is correctly communicated and recorded by nominated people. These will be tabled in due course.

Monkshatch Garden Farm: Following the meeting several months ago between GBC planning Dept, legal dept and the Parish Council (Fiona Curtis, David Haskins, Jane Turner & John Hewitson) Compton Parish Council wrote to the CEO of GBC to thank the Department for their time and their apologies and to ask in what circumstances disciplinary action might actually be considered if the severity and volume of mistakes made in this case were insufficient? The Chairman will inform Cllr Parsons of the details and both will meet with James Palmer, Borough Councillor to discuss further.

52/11

#### Reports from Borough and County Cllrs:

*Borough Cllr: Cllr J Palmer reported as follows:*

- On-Street Parking: SCC Local Committee had met on the 22<sup>nd</sup> June and had thrown out all proposals for on street parking charges on the basis that in certain areas they would cost more to administer than they raised in revenue. However, the Leader of SCC had indicated that he would call in this decision and might overrule it. GBC councillors had made representations to Dr Povey and a Borough Cllr is planning to attend a meeting of the Cabinet, in the hope of persuading them that their proposals are unworkable.
- Neighbourhood Planning Seminar: The seminar, held by GBC, had concentrated on this element of the forthcoming Localism Act. Parish Councils are to be encouraged to drive the process, but the cost to adopt a local plan has been estimated to be between £15,000 and £50,000.
- Spectrum: GBC has decided to transfer the management to a not-for-profit charitable company called Freedom Leisure, which operates other leisure centres in the south of England. GBC will retain ownership and will receive increased revenue, as the management company, having charitable status, will not have the same overheads.

*County Cllr: S Gimson reported as follows:*

- Highways: Cllr Gimson considered that the repairs done by the new contractor to the B3000 through Compton are an improvement on the work done by the previous company. He asked that all highways faults and potholes are reported through the website and advised that the contractor's contact provides that payment is only made once the pothole is repaired, and payment is made only once, not each time they return to the same pothole to remedy a faulty repair, as was previously the case. He regretted that, whereas before the road had been finished with a quieter surface, it was now finished with gravel and so was no longer a quiet road. The Chairman advised that she had received a number of complaints about this and pointed out that the Parish Council had not been consulted about the road repairs. The road took 1 million vehicle movements a year, and is lined with listed buildings, which is why a quieter surface was originally laid. Mr Miller said that it had taken years to get to the top of the priority list for a quieter surface, but understood that the County Council has a legal obligation to keep the road safe and that the current surface would have been a great deal cheaper to install. Cllr Gimson undertook to speak to the Highways Manager at SCC.
- Snow and Ice and Grit Bins: Cllr Gimson advised that there had been no change in plans for gritting this coming winter. A review of County Council grit bins was currently taking place and he had asked that he be informed of the decision, so that he can inform the Parish Council. Council agreed to await the outcome of the review before purchasing grit bins to ensure that money wasn't wasted.
- Surrey Pride: A new tranche of money has been awarded from the County Council for Guildford, to be spent on highways: whether on hedge trimming or cutting back trees, or other minor repairs. Cllr Gimson asked that the Parish Council consider any small items before its next meeting. The Clerk advised that GBC had

recently asked Parish Councils for small items of work, under its 'Community Clean Up' scheme, and that the Parish Council had asked for work to be done to the pavement running through the village and some surrounding areas.

It was noted that the drains through the village are blocked, as a result of the recent road works.

- d) Councillors Allowance: Cllr Gimson advised that he would be happy to allocate a part of his allowance to help with a project, and preferred to part fund a project in order to make it possible rather than to completely fund one. He welcomed any bids within the next three months.
- e) Surrey Minerals Plan: This had been formally adopted by Council.
- f) Mr Podger?? The recent enforcement notice had only referred to one piece of land, where it should have referred to both. A further enforcement notice is being drafted.
- g) Monks Hatch Garden Farm: Cllr Gimson advised that they have until the end of July to comply with the enforcement notice. .

53/11 **Report from the Police:** no report had been received.

#### 54/11 **Public Forum**

- a) *B3000*: Mr Miller expressed his disappointment in the white lining which had been installed. He was aware that it can be argued that where there is no white lining, traffic travels more cautiously. Cllr. Gimson pointed out that the Hogs Back may benefit from quiet surfacing. Council expressed further disappointment at being excluded from criteria permitting a quiet surface. [Cllr Curtis subsequently expressed these concerns to Highways]

55/11 **Standing orders:** Members **received and approved** the revised Standing Orders, dated July 2011. Thanks were recorded to the Chairman and Clerk for revising and updating these.

56/11 **Members Report: Highways:** The Chairman advised that John Dobson, chairman of the Community Speedwatch committee was not well at the moment and will not chair or attend meetings. For the time being, Mr Miller will stand in for Mr Dobson on the committee and John Maslin will act as coordinator. Thanks were recorded to Mr Dobson for all he has done in this respect.

Mr Miller reported as follows:

- a) *VAS system*: the two systems have been ordered, one to advise motorists to slow down, the other to show the actual speed that a vehicle is going. The Clerk advised that these were due for delivery in mid-August.
- b) *Down Lane*: this is experiencing extra traffic from the re-opening of Watts Gallery. There is also a safety concern for pedestrians walking from the gallery to the chapel and a footpath is needed.
- c) *Down Lane and the B3000*: The tunnel at Hindhead will move traffic from Hindhead to Guildford more quickly, which is likely to cause queues approaching Guildford, with the result that traffic will divert onto the B3000 and Down Lane. The committee will review this once the tunnel has been open for a few months, but it was acknowledged that there would be no easy solution.
- d) *Piece of land next to the cottage*: It had been suggested that this might be used as an overflow for people visiting the chapel. Historically however, the lady who owned the land was not interested in selling it.
- e) *Traffic speed and volume*: The initial report from Down Lane revealed low average speeds, a second check will be carried out later in the year.

57/11 **Members Report: Allotments and Environmental Projects:** Cllr Haskins advised that there were no problems at the allotments. He was considering environmental projects and would report further at the next meeting. Cllr Haskins advised that the stream next to the track to Loseley is blocked and that all the area around the Withies is in need of maintenance. This would allow more water to the pond, which also needed to be cleared. He planned to approach the Probation Service, who had done some work in the parish a few years ago. That had not been particularly successful, but he understood that they now sent trusted and competent people out in pairs, which might be more effective.

Cllr Haskins advised that some fly tipping of grass cuttings was taking place, by the allotment gate in Polsted Lane. The Clerk would advised GBC, Cllr Palmer offered to assist.

58/11 **Members Report: Recreation ground and playground:** Cllr Patel requested that a notice regarding litter be erected in the playground, somewhere near the gate. Paul Monks would be consulted about the suggestion that the litter bin be moved nearer the gate.

#### 59/11 **Members Report: Watts Gallery and Cemetery**

- a) *Zone 5*: members viewed the map showing the route of the intended new path. Half of it would be put in this year with current funding and grant aid applied for from GBC to complete the path next year. Cllr Haskins undertook to work with Jonathan Mackie to make a working document out of the two existing plans.
- b) *City and Guilds: repair to War Memorial*: Cllr Bills intended to ask the City and Guilds people to assess the situation and submit a tender for repairs to the well head at the same time as tendering for the work to the War Memorial. The work to the cross had been done with a tutor's supervision, but this work is more complex and will be more costly. He hoped that this would be able to be undertaken in the next few months. It was noted that the concrete base appears to be crumbling.
- c) *New leaflet*: As the Chapel was receiving more visitors since the re-opening of the Gallery, the leaflets had

run out and more would be printed for the time being until it was possible to agree a new leaflet.

d) *Chapel events:*

Concert 9<sup>th</sup> July: a concert and dinner had been held in the Cloister and it had been a very good evening. The acoustics are very good for that sort of event. It had not been a sell out and the reasons for this were being investigated. Information needs to go out earlier and it was a costly event, mainly because the cloister can only hold a small number of people.

Heritage Day 10<sup>th</sup> September: The Gallery is organising this but support would be welcomed. This would be advertised in the Compton newsletter.

e) *Donations to chapel:* these have increased significantly.

f) *Compost:* Members discussed the possibility of taking the grass cuttings from the playground to the cemetery compost bin

Stephen Byrne is due to take 2 weeks leave in August for his wedding and honeymoon. It was **agreed** to ask Paul Monks to take over the mowing of the cemetery for this period, at a cost of £15.00 per hour. Cllr Bills would lock and unlock the chapel during the week, and would cover the first weekend. Cllr Haskins will cover the second weekend.

60/11 **Members Report: Planning:** Cllr Parsons reported that, since the last meeting, 3 planning applications had been approved, 4 withdrawn and 3 were pending a decision.

*Priors Field:* had been approved. There is to be no lighting or provision for lighting and no use after 6pm. There had been 100 letters of support for this application and 26 against. Officers' recommendations had been very clear and entirely within guidelines.

*Brooklea:* On New Pond Road, this application had been for a major extension to make more office space. There had been letters of complaints from neighbours and the application had been withdrawn.

*Compton Village Hall:* an application to pollard a tree had been approved.

61/11 **Members Report: Village Hall:** A recent meeting had been cancelled, as there was nothing of note to discuss.

62/11 **Finance**

- a) Approval of Schedule of Income and Expenditure to 1/7/11 was PROPOSED by Cllr Williams, SECONDED by Cllr Haskins, with all in favour.
- b) Annual Return and VAT status: this item had been covered in the Chairman's report.
- c) Accounts package: members were asked to consider the purchase of a licence at £99 per annum to use the RBS Alpha system of accounts for Parish Councils, and a one-off payment of between £100 and £150 to Albury Parish Council for shared use of the software purchased by them. Approval was PROPOSED by Cllr Curtis, SECONDED by Cllr Bills, with all in favour.

63/11

**Cemetery Lodge:**

- a) *Change of name:* members considered and approved a change of name to Chapel Lodge.
- b) *Status and financial update:* The Chairman reported that an outlay of £15,000 had been budgeted for (before grant aid), hoping it would cost less. Fees due / paid to date are as follows:

£4,672.72	To Paul Monks for clearing, cleaning, prepping, painting, filling in holes, making good damage, floors, replacing 2 double glazed units, tidying garden skip hire, supply of wood & paint and 1 skip. This also includes a fee of £800 for fitting a new kitchen, with oven and extractor fan.
£997.10	New Carpets, underlay and Vinyl flooring throughout
£1,587.79	New Kitchen, oven, extractor, sink, worktop. (value £4k)

**Total inc VAT is £7,257.61** plus a bit extra for another skip and then a reduction for VAT on goods. Likely costs will therefore be less than £7k after VAT is removed. Grant Aid can be claimed for 50% up to £10k resulting in a grant of approximately £3,500, making the **cost of the project around £3,500 for Compton Parish Council.**

The cottage has been transformed, well within budget with a partial refurbishment [full refurbishment would likely include replacement bathroom, front door, shed clearance, new boiler and possibly new heating]. The rental post-refurbishment has yet to be ascertained. The previous estimates for a partial refurbishment were in £750 region. Paul Monks, the builder who lives there has a 6 month tenancy at £650 a month. He also covers the village caretakers job (2 hrs every week mowing the recreation area) in lieu of the reduced rental. He has also carried out a number of jobs free of charge.

The rental we receive and money saved from village caretaker work means that the Parish Council will make £4,500 by end of this year (6 months rental + £600 money saved) less the medium level refurbishment cost of only £3,500 after grant aid. All income thereafter is surplus and will help fund the work at the cemetery.

- c) *Tenancy agreement:* Paul Monks had been given a shorthold tenancy for 6 months from the beginning of July. A decision will need to be made by the beginning of October on whether to extend this tenancy, as two months' notice will need to be given to Mr Monks under the tenancy agreement.
- d) *Meetings:* it was **agreed** that members should meet to discuss the future management and financial status of the Lodge. A preliminary meeting would take place on the 15<sup>th</sup> August followed by a meeting on the 22<sup>nd</sup> August.

64/11

**Councillors Business:** *any further business arising from the meeting, to be noted or dealt with on a future agenda*

- a) *Jubilee Grit Bins:* to be considered at a future meeting.
- b) *Pond:* It was proposed that Natural England be involved in the clearing of the pond, together with Surrey Wildlife Trust, who are already familiar with the area.

65/11

**Compton News**

The Parish Council's submission to Compton News will include Heritage Weekend

66/11

**Dates of meetings:**

21<sup>st</sup> September, 7pm  
16<sup>th</sup> November, 7pm