BURSTOW PARISH COUNCIL

Minutes of the Annual Meeting of Burstow Parish Council held on Tuesday 12th May 2026 at 7.00pm in the Centenary Hall, Smallfield

OPEN FORUM: No members of the public attended.

Cllr Linda Herwig announced that, effective immediately, she would be retiring from Council

Attendance: Cllr Ashleigh Bolton, Alison Lewis, Cat Dodman, Debbie Hale, Eddie Lord and Nick Bush

01 Election of Chairman

Nomination received for Cllr Locke from Cllr Bolton and seconded by Cllr Lewis. No further nominations received. Carried unanimously.

02 Cllr Locke will sign his declaration in the near future.

03 Election of Vice-Chairman – Nomination received from Cllr Bolton from Cllr Hale and seconded by Cllr Carney. No further nominations. Carried unanimously.

04 Apologies received from Cllr Locke and Gilbert for reasons accepted by Council. Apologies also received from Dist Cllr Farr and Smith

05 The minutes of Full Council dated Tuesday 11th March 2024 were signed as a true record of the meeting.

06 Council reviewed the of delegation arrangements and terms of reference to committees, sub-committees and employees (previously circulated) and agreed that each committee would remain as is.

07 Receipt of Nominations to existing committees and representation on external bodies; Finance & General Purposes, Planning, Properties & Projects, Neighbourhood Plan Sub-Committee, Flood Action Group

(i)Finance & General Purposes - That the Council appoint the following representatives to the Finance& General Purposes committee with full delegated powers for: All aspects of finance including preparing budgets for Full Council; Administration; Staff & Recruitment including staff appraisals; Legal matters including leases etc;
Cllr Lewis proposed that Cllrs Bob Locke, Ashleigh Bolton, Andrew Gilbert, Eddie Lord, John Carney and Cat Dodman be elected to the F&GP Committee, seconded by Cllr Herwig and carried unanimously
(ii) Planning - That the Council appoint the following representatives to the Planning committee with full delegated powers for all aspects of planning
Cllr Hale proposed that Cllrs Debbie Hale, Cat Dodman, Donna Morris, Eddie Lord and Nick Bush be appointed to the Planning Committee. Seconded by Cllr Lewis and carried unanimously

(iii) Properties & Projects - full delegated powers to cover the following areas: Allotments – Plough Road, Burstow Gardens, Keepers Corner and the land at Keepers Corner, Car Parks – both at Centenary Hall & Keepers Corner; Surgery grounds; Centenary Hall – all aspects including maintenance; Community Café; All aspects of Youth including recreation and the playgrounds; Street furniture and the VAS; Parish gardens; Highways, new projects

Cllr Locke proposed that Cllrs Andrew Gilbert, Cat Dodman, Debbie Hale, Alison Lewis and Donna Morris be elected to the Properties & Projects Committee. Seconded by Cllr Herwig and carried unanimously

(iv) Neighbourhood Plan Sub-Committee – Cllr Debbie Hale, the Clerk and Mr Peter Bond

(v) Flood Action Group – Ashleigh Bolton

(vi) GatCom – Nomination received for Mr Alan Jones, Eddie Lord will be his deputy

(viii) Social Media – Nick Bush. Cllr Codman suggested the Council ask a marketing consultant to advise on how to have a 'social media plan'. Cllr Bush has received some training through SALC and will attend a specific training session.

(Viii) School Liaison – Donna Morris and Linda Herwig as deputy

The Chairman and Vice-Chairman are ex officio on all Committee's, sub-committees and working parties.

08 Council delegated a review standing orders and financial regulations to sub-committee consisting of Cllrs Lord and the Clerk. Cllr Lord has reviewed the recommendations and will present at the July meeting.

09 Council delegated review the following

- Inventory of land and assets
- Insurance cover
- Membership of other bodies
- Councils complaints procedure and policy documents

To Cllrs Bush and Gilbert; who will report back at the July 2025 meeting.

10 Meeting list to be circulated by Clerk

11 No declaration of Interest made

12 Chairman's Announcements – None as Cllr Bolton stepped in to Chair the meeting at short notice.

13 No matters arising

14 Update by County Councillor – Cllr Steeds informed Council that Traffic Enforcement at the Council has deemed Burstow/Smallfield a low priority and probably no more than an annual visit should be expected. Cllr Steeds asked that the Clerk contact her if there are problems. Local Government Reform applications have now closed and the Government is expected to decide later in the autumn whether Surrey will be split into 2, 3 or 4 unitary authorities. She does not know whether 2 or 3 councillors will be appointed per division.

The authorities want Town & Parish councils to remain and become part of 'Community Boards'. Community Boards won't have the power to precept but towns and parishes will so more detail is required about how they will work. The expectation is that a far greater workload will be placed on parish councillors. It is not known if councillors will receive and allowance to help with the increase. Woking Council has £2B of debts and Spethrone has £1B. Runneymead also carries significant debts. The Government does not plan to write the debts off but unitary authorities will not work if they start off with so much debt.

15 Letters received – Nothing of note

16 The Council affirmed its intent to exercise the Power of General Competence. Sufficient members have been elected to serve office and the Clerk has successfully completed the training. The Council has a training budget for Councillors and the Clerk will email a link to the website. Chairman training is open to all, not just current Chairmen.

17 Cllr Bolton proposed that BPC resolve to submit a request to Surrey County Council for a Traffic Regulation Order prohibiting vehicles over 7.5 tonnes 'passing through' Smallfield. There will be no restriction on the size/weight of vehicles conducting business in the TRO zone such as deliveries to the shop. Seconded by Cllr Hale and carried unanimously. The Clerk was asked to write to the County councillor requesting she submit the application.

18 No other items

There being no further business, the meeting closed at 19.40.

Signed …… Dated ……