

**ELSTEAD PARISH COUNCIL**  
**Minutes of Meeting**

**Monday 10th December 2018 at 7.40 pm**  
**The Youth Centre, Thursley Road, Elstead**

**Attendees:** Cllr L. Davidsen (Chair)                      Cllr J. Holroyd                      Cllr J. Mathisen  
Cllr R. Rees    Cllr K. Brooke                      Cllr J. Jacobs  
Cllr R. Holroyd  
Mrs J. Williams (Clerk)

**PUBLIC QUESTION TIME**

5111 A resident raised the issue of the pavement/surface in front of The Spar to the Forge and from Back Lane to Staceys Farm Road. The Clerk to contact SCC Highways. **(12/18)**.

**1.0 APOLOGIES FOR ABSENCE**

5112 Apologies have been received from: Cllr P. Murphy and Cllr R. Gardner who were not able to attend for business reasons. Their apologies were accepted by the Council. **(12/18)**.

**2.0 DECLARATIONS OF INTEREST**

5113 Cllr L. Davidsen declared an interest in agenda item No 19. Cllr L. Davidsen sat in the public area for this matter and did not participate in the discussion. No other members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007. **(12/18)**.

**3.0 APPROVAL OF PREVIOUS MINUTES HELD 19<sup>th</sup> NOVEMBER 2018**

5114 The minutes of the Parish Council meeting held on 19th November 2018 were agreed and signed by the Chairman. **(12/18)**.

**4.0 APPROVAL OF ANNUAL SMITHS CHARITY MEETING MINUTES HELD 28th NOVEMBER 2018**

5115 The minutes of the meeting have been deferred and will be presented for signing next month. **(12/18)**.

**5.0 MATTERS ARISING**

5060 Jubilee Rec Train: The play area sub-committee has started to research a suitable replacement for the train. The train has significantly deteriorated and The Clerk has asked for it to be removed with immediate effect following safety concerns. Fundraising options are being investigated and it has been added to the 19/20 budget. **(11/18)**

5116 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has staked out the definitive line and have met the landowner. The PC

- offered to attend but the landowner preferred to meet SCC alone at this stage. Further follow up required by SCC. There is no progress to report and the Clerk to forward a strong letter asking for progress. **(12/18)**
- 5062 Cemetery Space Assessment: If more space is required trees will need to be felled and the land must settle for 10 years before burials can happen on the cleared site. Cllr Davidsen is working up a cemetery plan. The Clerk, Richard Knight and Cllr Davidsen to meet this first week in January to review this. **(11/18)**
- 5117 Traffic/speed/parking around the school: The PC would like more notices placed near the pavilion to warn drivers of the school. There is an unused school sign in Thursley. The Clerk to ask Adrian Selby if Elstead may have it and site it near to the Pavilion. The Clerk has spoken to the school who are happy to run a speedwatch campaign in Spring 2019. The Clerk and Cllr Murphy to meet with the school in January 2019. There is agreement in principle for a mobile VAS for Hindhead which could be shared with other western villages and which Elstead would be able to borrow periodically. The Clerk has sent VAS locations to the Western Parish Clerk collating the information and RK has agreed to be trained. The clerk to ask Cllr Harmer for an update on this. **(12/18).**
- 5118 PIC Monies available. WBC disagreed that the two applications (one for vermin control bordering the EVAA and one for green waste at Woolfords Lane Cemetery) met the PIC funding criteria. The Clerk to go back to WBC as the PC believes that the Woolfords Lane project should be allowed. The Clerk to follow up. **(12/18).**
- 4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5119 Seale Road: Some resurfacing works were completed in August. However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. The Clerk has emailed Stuart Copping on a number of occasions to investigate but there has been no response. The Clerk to follow up. **(12/18).**
- 5120 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(12/18)**
- 5121 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Sharks submitted planning permission to WBC at the beginning of November. The Clerk has asked for more information and quotes in order to support PIC application. The Clerk is waiting on the quotes to forward to WBC. The Clerk explained that EVTC were not happy with the original location of the container. It is proposed to go parallel with Ham Lane at the edge of the rec which cllrs approved. **(12/18)**
- 5122 Tennis court floodlights: EVTC have confirmed that these have been structurally tested and have forwarded the documentation to The Clerk. **(12/18) Minute to be removed next month.**
- 5123 The Clerk reported seeing horses on Burford Lodge Rec. One had escaped and was careering out of control around the rec frightening younger children. The horses were

later observed giving rides. The Clerk has contacted the PC's lawyers who have said that horses may be impounded. The Clerk to contact its' lawyers for the exact wording and then to make 3 signs regarding this. Signs to be placed in all three PC owned play areas. The Clerk asked the PC lawyers for the exact wording and is waiting for this. The Clerk has chased several times. **(12/18)**.

5124 BT phonebox by the zebra crossing: BT had informed the Clerk that the phonebox had been repaired but there is still broken glass. The Clerk has reported this as has a resident. The damaged panels have been boarded up and will be repaired within a few days according to the BT Helpdesk. **(12/18)**.

5125 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has secured documents from WBC to say that The Green is owned by WBC and that the lease expired in 1998. WBC believes that the lease just carries over however The Clerk has asked if the lease can be renewed. Once this is renewed Elstead PC can then proceed with registration. The Clerk has asked WBC but has not had a response. **(12/18)**

5071 Wooden post on Church Green: Following a site meeting, Rob Fairbanks has agreed that the RoW finger post on the Church Green should be removed and the RoW logo located on the cycle route post. The post is still in situ and Cllr Murphy has contacted Mr Fairbanks regarding its uplift. If the post has not been removed by the New Year, Elstead PC will remove it. **(11/18)**

5022 Draft policies on data storage etc complete and councillors to review. Cllr Rees to circulate before the November meeting. **(10/18)**

The clerk was contacted by a service provider who said that the PC website was not compliant. The website to be reviewed in the October meeting. **(09/18)**

The Clerk to ask Angela Koch if we need to keep paper copied of the various NHP surveys. **(05/18)**

The Clerk to ask the Clerks for Farnham TC and Witley PC regarding their GDPR policies. **(05/18)**

4983 WBC will no longer supply paper copies of planning applications. The plans are not easy to review online. All councillors to review plans prior to the meeting. The Clerk to download plans for the meeting and these to be projected onto the wall. Councillors to review how this is working at the end of the year. **(12/18)**. **Minute to be removed next month as covered in agenda item 11.**

4992 A resident wrote complaining about parking outside the school. The Clerk to respond. **(09/18)**

4933 Complaints have been received regarding the overgrown nature of the closed cemetery in Elstead next to the village Hall. The cemetery is managed by WBC. The Clerk to obtain a schedule as to the frequency that the cemetery is attended by WBC and monitor this work on-going. **(07/18)**

- 5073 A resident has asked if it is possible to have access to the rear of their property from Burford Lodge approach road for occasional garden deliveries. The PC has discussed this and agreed that occasional access could be granted on a case-by-case basis. The Clerk advised the resident who is deciding how they would like to proceed. If the residents decide that case-by-case access is sufficient The Clerk to send a formal letter. If the resident decides to ask for permanent access a financial consideration would be required. The Clerk to contact David Rumsey in the meantime to ask if he can advise the PC in this matter. **(11/18)**
- 5126 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. The external cabinet has arrived but an alternative electrician is required. The Clerk to contact another electrician. **(12/18)**.
- 5127 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. The Clerk is looking at more bench options. **(12/18)**
- 5084 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. If The Smiths Chairty sub committee does require a policy then Councillors have agreed this can be adopted. **(11/18)**.
- 5086 The Clerk had circulated the minutes and the proposed budget in advance of the November PC meeting. Councillors are proposing an increase of 50% in the precept to cover finalising the NHP, replacing the train and on-going tree works. Councillors accepted this proposed increase and suggested that this be communicated to residents via an article in the Elstead Village News. **(11/18)**.
- 5128 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. There has been no further update on this. **(12/18)**.
- 5089 Footpath ramp Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail. The PC has agreed to support this cost. **(11/18)**.
- 5092 Village Green Bench: Councillors are in agreement that the concrete base of the existing seat must be removed and a replacement seat installed. Richard Knight has made a similar rustic-style seat at Thursley Recreational ground of which The Clerk showed councillors a photo. The Clerk to ask Richard for a quote and to get 2 cross quotes. The existing seat to stay in place until a replacement is found. **(11/18)**.

5093 Elstead PC website needs updating. A sub-committee has been set up with The Clerk, Cllr Jacobs and Dawn Davidsen and it will investigate options. The sub committee will meet in January 2019. **(11/18)**.

5094 SCC Consultations: there are 5 consultations currently running for which feedback is required by 4<sup>th</sup> January. An drop in session will be held on 12<sup>th</sup> December in the morning at the Wilfred Noyce Centre for anyone wishing to talk to SCC directly about these consultations. The consultations cover areas such as libraries, bus travel and amenity points. The Clerk will advertise in the village. All councillors to read the consultations before the December meeting where they will be discussed and the Clerk will respond on behalf of the PC accordingly. **(12/18)**. **Minute to be removed next month as covered under agenda item 10.**

5129 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is and whether Thakeham are building to the agreed planning conditions i.e the land looks as if it has been raised. **(12/18)**.

## **6.0 WBC UPDATE**

5130 The following written update was supplied by Cllr J. Else prior to the December meeting:

- New tenders invited for grass cutting in the borough
- Looking forward to enabling a new visitor centre at Frensham Ponds
- Farnham Memorial Hall – works now completed
- £3.2m allocated to Farnham and Godalming Leisure Centres
- Consultation to start in 2019 on new leisure centre for Cranleigh est cost £12m
- New legislation to control dog fouling and WBC working with East Hants Council on this
- Cllr J Else conferring with Surrey Heartlands on any possible future changes
- Community meals on wheels continues to be successful and provided 25,000 meals from April 2017 to March 2018. **(12/18)**. **Minute to be removed next month.**

## **7.0 SCC UPDATE**

4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18)**.

5131 Real time bus information: as part of the s106 agreement with Weyburn £15,000 was allocated towards real time bus information. Cllr Harmer to ascertain if this can go on the bus stops by Milford Road / Hookley Lane. The Clerk to follow up with Cllr Harmer. **(12/18)**.

## **8.0 REPORT FOLLOWING JOINT PARISH AND TOWN MEETING HELD 3rd DECEMBER 2018**

5132 Cllrs P. Murphy and J. Mathisen attended this meeting along with The Clerk. WBC explained that there will probably be no restrictions to council tax changes for parishes and towns but that this will be confirmed by the government on 6.12.18. WBC explained that Compensatory grant and local support grant would be reduced before being terminated within the next couple of years. Elstead PC raised several points about this during the meeting. WBC advised EPC to send a letter to the WBC Executive when the FY19/20 budget is submitted explaining the effect of losing this money. WBC also

discussed the SCC Consultations. WBC is liaising with SCC over this because if SCC cuts monies in one area WBC may end up having to pay for it. Both sides are discussing whether they can benefit from shared customer services etc and other areas as a way of saving revenue. **(12/18) Minute to be removed next month**

## **9.0 NEIGHBOURHOOD PLAN UPDATE**

5133 There is no further action to report on the NHP this month as EPC and the NHP SG are waiting to attend a meeting with The Leader of WBC in the new year, the outcome of which, will determine the direction for the NHP. **(12/18)**

5085 Members of the Steering Group met with WBC planners. The objective of the meeting was to go through WBC's response to our Article 14 as well as understand conflicting information in a recent letter sent by Mrs Sims which implied that E&W SG could take back the task of site allocations. During the meeting it was evident that there is still division between what E&W SG and WBC wish to do regarding the Settlement Boundary. It is unclear if E&W SG would be legally allowed to take back site allocations. WBC suggested that E&W NHP take legal advice on this matter which E&W SG does not think is affordable (given our small precept) or appropriate (WBC is our advisory body and should provide this information). The SG has emailed Cllr D Else and he is following up this matter with WBC. Also in the meeting WBC explained that LPP2 has been deferred to summer 2019 and a series of workshops with different parishes has been proposed. **(11/18).**

## **10.0 SCC CONSULTATIONS**

5134 SCC needs to save £85m from April 2019. It is currently consulting on 5 different areas as a way of cost saving. The consultation runs until 4<sup>th</sup> January 2019. SCC are consulting on the following; Children's centres, SEND, reduced cost bus travel for disabled people, library strategy and refuse and CRC's. Cllrs discussed at length the five areas. In summary councillors did not feel qualified to comment extensively on the 5 topics however it was agreed that The Clerk would send a generic statement highlighting the danger of having isolated strategies and to avoid disproportionately and negatively affecting rural and remote villages. **(12/18). Minute to be removed next month.**

## **11.0 REVIEW OF ON-LINE PLANNING MEETING FORMAT**

5135 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans still on paper. The online format to be reviewed again in six months time. **(12/18).**

## **12.0 ELSTEAD SOCIETY - AGREEMENT TO SET UP A SUB COMMITTEE & FINANCE CERTAIN PROJECTS**

5136 Cllr J Mathisen proposed the establishment of a sub committee with the objective of improving the appearance of the village. Cllr J. Mathisen and Cllr K. Brooke were co-opted onto the sub-committee. The Clerk to attend meetings occasionally when it is required for formal minutes to be taken. Councillors agreed to the formation of this sub-committee. **(12/18). Minute to be removed next month.**

5137 Elstead Society: Cllr J. Mathisen to write an article for the January issue of the EVN explaining the purpose of the Elstead Society and to set up a meeting in early January where the terms of reference would be discussed. The Clerk to attend. **(12/18)**

5138 Cllr J. Mathisen proposed that the first Elstead Society project would be the erection of a Christmas tree on the Village Green. The tree would be supplied free and cllrs agreed that The Elstead Society could spend £150 to buy some battery operated Christmas lights which the PC would finance. **(12/18). Minute to be removed next month.**

### **13.0 CITIZENS ADVICE WAVERLEY – FUNDING REQUEST**

5139 A letter was received from Citizens Advice Waverley requesting funding support. EPC agreed to fund CAW £500 as it supports residents. **(12/18) Minute to be removed.**

### **14.0 HOUSING NEEDS SURVEY REQUEST**

5140 Cllr J Jacobs explained that it would be helpful to undertake an updated Housing Needs Survey. The last such survey was conducted in 2012. It would be helpful to see how many affordable homes would be needed. Elstead and Weyburn already have the numbers of houses to be sited on the Weyburn Site and other developers are proposing affordable housing so it would be useful to understand the number actually required. Cllrs agreed to this. The survey results should be back by the middle to end of March 2019. The estimated cost is £2,000 (to include printing and postage) which cllrs accepted. The Clerk to arrange. **(12/18)**

### **15.0 EXTERNAL AUDIT COMPLETION - REPORT**

5141 The Clerk reported that the annual return for 2017/18 is complete and has been signed off by the external auditor. There were no issues raised by the external auditor. The Notice of Conclusion of Audit (and prior to this the notice of the public rights of exercise) were published on the PC noticeboard on the Green and on the PC's website in line with The Accounts and Audit regulations 2015 (SI 2015/234). The Notice of Conclusion was posted on 19<sup>th</sup> October as the external auditors were late completing the audit (the letter from PFK Littlejohn was dated 16.10.18). **(12/18). Minute to be removed next month.**

### **16.0 REPORTS AND CORRESPONDENCE**

5142 A resident emailed to explain that the bus (route 46) was cancelled in December on two occasions. **(12/18) Minute to be removed next month.**

5143 A resident called to complain that vehicles are parking on verges opposite their property and this is affecting the verges. The PC discussed this but there is nothing it can do about this matter. **(12/18) Minute to be removed next month.**

5144 An email was received from Team Leader for Local Plans and Planning Policy asking for projects for the Infrastructure Delivery plan. Cllrs discussed this prior to the meeting and agreed the following: a new Sports pavilion at Burford Lodge (cost approx £200k), Elstead - Milford cycle route (cost unknown at present), extension of The Thursley Road carparking layby (cost at £50k). The Clerk to submit to WBC **(12/18). Minute to be removed next month.**

- 5145 WBC Directors advised that the government were late sending through any confirmation on council tax restrictions. This information had been due on 6.12.18. **(12/18). Minute to be removed.**
- 5146 An acknowledgement was received from Cllr Julia Potts to the letter sent by The Clerk on behalf of the PC. The letter stated that a meeting would be set up with The Leader and Cllr. P Murphy early 2019. **(12/18). Minute to be removed next month.**
- 5147 Richrd Knight agreed to attend a tree inspection course so that he can regularly check the PC's trees. The PC will still undertake a formal survey bi-annually with a certified arborculturist. **(18/12). Minute to be removed next month.**
- 5148 The Clerk received information on vacant allotments in Witley which was shared with the EVAA. **(18/12). Minute to be removed next month.**

#### **17.0 ACCOUNTS FOR PAYMENT DECEMBER 2018**

- 5149 The following accounts for December were presented for payment, duly authorised and cheques signed:

#### **ACCOUNTS FOR PAYMENT - December 2018**

<b>Payee</b>	<b>Cheque no</b>	<b>Purpose</b>	<b>Amount</b>
Smiths Charity various	<b>3841-3864</b>	Smiths Charity	<b>£2,845.00</b>
Juliet Williams	3865	Salary and working from home	£765.20
Juliet Williams	3866	admin expenses	£24.12
HMRC	3867	PAYE	£42.57
Elstead Village Hall	3868	room hire 10.12.18 for parish meeting	£17.00
Dale valley Training Ltd	3869	tree inspection course	£186.00
Citizens Advice Waverley	3870	Donation	£750.00
Smiths Charity	3871	Smiths Charity	£155.00
			£155.00
			<b>£4,939.89</b>

#### **18.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS**

#### **19.0 MATTERS RAISED BY MEMBERS**

- 5151 Cllr J. Holroyd advised that she would like to do another public defibrillator training session one Saturday at the village hall. The Clerk and Cllr Holroyd to liaise over dates – there is no date as of yet. **(12/18).**
- 5152 The overgrown vegetation by Truxford Corner was raised again as this is dangerous for horses and cyclists. The Clerk to record at SCC online. **(12/18). Minute to be removed next month.**



- 5153 Damaged railing were highlighted on the Farnham Road. The Clerk to record at SCC online. **(12/18). Minute to be removed next month.**
- 5154 Broken up road on the Thursley Road. The Clerk to record at SCC online. **(12/18). Minute to be removed next month.**

**Meeting closed at 10.30 pm**