

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 17th June 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr L. Davidesen	Cllr J. Mathisen
	Cllr R. Rees	Cllr D. Snape	Cllr J. Webster
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

5479 There were no public questions this month. **(06/19). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5480 Apologies have been received from: Cllr J. Jacobs, Cllr R. Gardner and Cllr S. Reynolds who were not able to attend for business reasons. Their apologies were accepted by the Council. **(06/19). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5481 No 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. **(06/19). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th MAY 2019

5482 The minutes of the Parish Council meeting held on 20th May 2019 were agreed and signed by the Chairman. **(06/19). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 20th MAY 2019

5483 The minutes of the planning meeting held on 20th May 2019 were agreed and signed by the Chairman. **(06/19). Minute to be removed next month.**

5.0 COUNCILLOR ROLES AND RESPONSIBILITIES

5484 The Clerk had circulated a form detailing councillors' roles and responsibilities prior to the meeting. The appointment of members to committees and areas of responsibilities were discussed and amended as agreed. **(06/19). Minute to be removed next month.**

6.0 MATTERS ARISING

5485 Jubilee Rec Train: The Clerk has confirmed that the train has been installed and this has generated a lot of excitement from residents. Year 2 pupils from St James School have

- proposed a selection of names and a shortlist was sent to the Clerk. Councillors selected 'The Elstead Express' as the winning name. **(06/19) Minute to be removed next month.**
- 5486 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has drawn up a new plan for the proposed diversion of Footpath 64. SCC met with the landowner who was not happy with the proposals. SCC are planning to contact the landowner soon and will ask again if the landowner will meet with the PC. The PC has sent a further email to SCC Countryside but there has been no response. Cllrs agreed that Cllr P Murphy should contact the landowner and propose to meet with them. **(06/19)**
- 5487 Western Villages VAS: The VAS requires 2 people to fit it and it is suggested that RK and the maintenance person at Thursley join together to locate the VAS. Padlocks are required for the VAS which RK will source. Police to survey proposed VAS locations and once signed off Elstead can join the VAS rota. The Clerk has added the VAS to the insurance policy and there is no additional charge for this year. **(06/19).**
- 5432 Environmental PIC Monies: The Clerk has resubmitted the PIC application. **(05/19).**
- 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)**
- 5433 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(05/19).**
- 5434 Sharks floodlights and semi permanent storage: The Sharks have received funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. Planning has been resubmitted and has subsequently been approved. PIC Monies have been paid into EPC's bank account and the Clerk has raised a cheque for the Sharks. The Sharks have had to resubmit the football foundation funding now that planning has been approved. No purchase can be made before the funding is approved as it accounts for 50%. **(05/19)**
- 5488 Village Green Registration: The PC has discovered that 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. WBC have forwarded a proposed Heads of Terms Agreement which WBC states is non-negotiable. Councillors have studied the Heads of Terms and have concluded that the proposal is inappropriate for the land concerned. The Clerk to draft a letter of response to WBC. **(06/19)**
- 5489 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 showed an option that a resident has proposed for a memorial bench which councillors were happy with. The Clerk to obtain comparable quotes. **(06/19)**
- 5435 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. The consultant said she would forward information. The Clerk has completed the annual return for the Smith's Charity. **(02/19).**
- 5490 Deregistration of Commonland at Weyburn Site: The Clerk has sent three letters to the Inspector opposing Clarions' Housing application for the deregistration of common land. The Inspector will visit the site on 2nd July at 2pm. The Clerk and Mrs Davidsen will attend. **(06/19).**
- 5491 Ramp at Hope Street / The Fleece: Richard Knight has installed the ramp and will complete the hand rail when he is mobile. There is a safety notice on the ramp. **(06/19).**
- 5286 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 on paper. The online format was reviewed at the Planning meeting on 18.03.19 and Councillors agreed that The Clerk should feedback the need to view existing and proposed views side by side as well as ensuring that online documents are clearly labelled so that when downloaded in meetings that can be accessed more easily. **(03/19).**
- 5492 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The Clerk has contacted SCC Safer Schools and the safety site assessment is now complete so the speed watch program can proceed. The Clerk has advised the school who need to liaise directly with the Safer Schools Team. The Clerk has followed up but there is no progress to report **(06/19)**
- 5493 Damaged railing opposite Fulbrook Lane. SCC advised that they are perusing a claim for the damage and repairs are being programmed by the Follow Up Team. The PC notes that this section of railing still remains unrepaired despite The Clerk reporting the railing yet again. **(06/19).**
- 5494 Rec Signage: - Increasing numbers of dogs (and horses) have been spotted on the recs. The Clerk also showed cllrs some revised signage which cllrs approved for Thursley Road, Burford Lodge and The Croft recs. The new signage also details that no horses are to be allowed on the recs. The Clerk has received a reduced quote from Farnham Signs £380 and a comparative quote from Magic Signs at more than £576. The PC has agreed to select Farnham Signs to make the signs. Expenditure is made under the PC's powers to issue notices under dog control orders, The Clean Neighbourhoods and Environment Act 2005 s.19, s.30, Part 6. **(06/19)**
- 5440 Mini Tree Survey: Chalice have completed the survey and The Clerk is awaiting the report findings. **(05/19) Minute to be removed next month as covered under agenda item 18.**
- 5313 The Clerk highlighted a disparity between the advice given on trees. NALC suggest that trees should be surveyed every 2 years whereas SCC only survey trees on school land every three years. The Clerk to investigate further. **(03/19).**
- 5441 A resident asked the PC if there was any update to the path improvement by Back Lane. The Clerk to follow up with Cllr J Else who has been liaising with WBC on this matter. Cllr J. Else asked for the footpath number - Cllrs advised Cllr J Else in the meeting that it is FP62. **(05/19)**

- 5495 Members Allocations: Neither the Jubilee Train nor the Peter Pan fence are eligible for this funding as the train has already been purchased and there are still PIC monies outstanding from the Weyburn agreement for Peter Pan improvements. The PC to formally write to SCC to understand what they plan to do with the PIC monies. **(05/18). Minute to be removed as covered in agenda item 12.**
- 5496 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. The Clerk to look at retractable options. Cllrs to look at fencing examples at Chiddingfold and Shackleford. **(05/19)**
- 5497 The external AED cabinet at the Spar was damaged and the cost to replace it is £567.60. The cabinet has been replaced (using the external cabinet bought for the Pavilion) and a new cabinet has arrived for installation at the Pavilion. The Clerk has been given a code and will try and reclaim some of the amount via the PC insurance. Mrs Holroyd to chase DJK Electric regarding the installation. **(06/19).**
- 5498 Cllrs confirmed that they were happy for Cllr J Jacobs, Cllr R Rees and The Clerk to read through the consultation on their behalf. Action complete and feedback sent. **(06/19). Minute to be removed next month.**
- 5499 The annual report for 2018/19 has been published on the PC website. **(06/19). Minute to be removed next month.**
- 5500 Annual Assembly: The Annual Assembly took place on 22nd May. It is hoped that the new format of the meeting that will be adopted in 2020 will encourage more residents to attend. **(06/19). Minute to be removed next month.**
- 5501 Memorial Bench: The resident is happy to erect the bench at the junction of Silver Birches Way/Hookley Lane. Councillors approved the picture of the bench which is made of recyclable materials. The bench to be dark brown in colour and The Clerk to advise that the bench will need to be 2000mm in length and fixed to the ground. **(06/19).**
- 5414 The Clerk to write to The Bilmeir Trust asking for Our Elstead projects to be considered for financial support. **(04/19).**
- 5502 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. The Clerk contacted SCC. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. Cllr Davidsen has forward an image of the bend with the chevrons intact which the Clerk will forward to SCC **(06/19).**
- 5503 Blocked Gully: It is noted that the culvert under Guinea Common is blocked. Cllr Harmer asked for The Clerk to send a plan of the gully so that he can confirm if it is SCC responsibility. **(06/19).**
- 5504 There have been further complaints regarding Veolia not uplifting rubbish as per the PC's contract with them. The Clerk has contacted them and is still trying to arrange a meeting with the manager(s) on site. Cllrs agreed that payment should still be withheld until the problems are fixed. **(06/19).**

5470 The Clerk has received further correspondence with a resident with regards speeding in the village. The Clerk and Cllr P Murphy to discuss in more detail. The village facebook site highlighted a car that frequently overtakes others on the Milford Road. **(05/19).**

7.0 WBC UPDATE

5374 Honeypot House development: Cllr D. Else has checked and the house is not being built in accordance with the agreed planning consent in that the layout and roofline have been altered without permission. Cllr D. Else has alerted enforcement. **(04/19).**

5375 Pangs Lodge: Cllr J. Else reported that it is has been laid out as a restaurant on the ground floor and a coffee shop has now opened. **(06/19). Minute to be removed next month.**

5376 Fence by field by Triangle: Cllr J. Else reported that enforcement are investigating whether the fence is fronting a highway. It might take longer to look into as staffing levels are low at WBC. **(04/19).**

5444 Cllr P. Murphy again raised the issue of the reduction of compensatory grant and the fact that Elstead residents are in effect paying twice for recreational facilities. Cllr J. Else advised that the PC should write to the new council highlighting these concerns. Cllr P. Murphy to draft a letter. **(06/19). Minute to be removed next month as covered under agenda item 12.**

5445 Cllr J. Else advised that she had received complaints regarding the closed Thursley Road Cemetery as the gate had been sticking and complaints about the new seat around the oak tree being too rough. The Clerk has asked RK to sand back the seat. **(06/19). Minute to be removed next month.**

8.0 SCC UPDATE

5505 Works are starting at Tilford East Bridge. A footbridge is being constructed prior to the bridge improvement work starts and it is anticipated that the vehicular bridge will close in c. 3 weeks time. Works are expected to take 6-12 months. Councillors raised concern at the increase in traffic that would be coming through the village especially in the area around the school. The Clerk to write to the school and post a facebook message and EVN article regarding this. In addition to the bridge closing, Sheephatch Lane will also close as it cannot accommodate all vehicle sizes. The works proposed for Thursley Road will now not happen until after the bridge has been repaired. **(06/19).**

5506 Members Allocation: a second round of applications for Members Allocation has opened and Clr Harmer would welcome any proposals for projects that could benefit from some funding. **(06/19)**

9.0 NEIGHBOURHOOD PLAN UPDATE

5507 Traffic Survey: The Steering group agreed that it would be advisable to conduct a traffic survey. The traffic survey was scheduled for 26.4.19 and subsequently 3.6.19 but The Clerk asked JES to push it back due to the on-going road works and is now rescheduled for 1.7.19. **(06/19)**

5508 AECOM Support:

(i) SEA – the first draft of the scoping report has just been sent through for review by the NHP SG. **(06/19)**

(ii) Design codes/Masterplanning support – Cllr P Murphy, Cllr J Jacobs, Mrs D Davidsen and The Clerk met two consultants from AECOM. Aecom spent four hours visiting the three named sites in Elstead and listened to background information that the team supplied. Aecom to research this further and produce a report within c. three months. Aecom expressed some concern about the current access to the Croft 2 site. **(05/19)**

5509 NHP Redraft: The NHP SG met on 10.06 and reviewed the first draft of the restructured plan. Overall the NHP SG felt that the document was better structured and clearer to follow. The Clerk to forward the draft to all councillors and anyone may make suggestions direct to Dominick Vessey. **(06/19)**.

5510 Housing Needs Survey: the final report of the survey has been received and was circulated to councillors in advance of the meeting. Councillors are happy with the report and have formally adopted it. The Clerk to upload to the PC's website. **(06/19) Minute to be removed next month.**

5511 Settlement Boundary: Cllrs Jacobs and Mathisen have agreed to conduct a proper analysis of the Settlement Boundary which will be documented for discussion. **(06/19)**

5512 Kingsmead: The PC has received an application for Kingsmead to be removed from the Settlement Boundary along with two plots of surrounding land. The owners of the surrounding land have not been informed of this proposal. If successful the owner of Kingsmead would like to further extend the Kingsmead housing park. The Clerk has written to the agents of Kingsmead advising that the PC cannot consider removing land from the Settlement Boundary without the knowledge of the other landowners. **(06/19). Minute to be removed next month.**

10.0 OUR ELSTEAD

5513 Litter Pick: A second litter pick has been planned for 22nd June at 10.30am. The focus will be to clear drains and gullies and tidy the picnic area by the river. **(06/19). Minute to be removed next month.**

5514 Planters: The Clerk asked if the PC required insurance to cover the planters and the insurance company said that this was not required as the PC's public liability covered this. **(06/19)**

5515 St James Summer Fair: Our Elstead attended the school fair. The winner of the 'Guess the Jellybean' donated their winnings back to the Our Elstead Society. Three new members joined the group at the fair. **(06/19). Minute to be removed next month.**

5516 GDPR: Cllr Rees and Cllr Mathisen have confirmed that the Sub Committee is GDPR compliant. **(05/19). Minute to be removed next month.**

- 5517 Spring bulbs: Cllr Mathisen has written to WBC asking that if there are any spare bulbs Elstead may have some. These will be planted around the entrances to the village. **(06/19). Minute to be removed next month.**
- 5518 Phone Box: Avril Gardner will look into different options for the Beacon View Phonebox. The Clerk has offered to share the knowledge that was gained the last time this was investigated. **(06/19). Minute to be removed next month.**
- 5519 Village Wide Fete: Following comments on the village facebook Cllr Mathisen has spoken to The PTA Chair with regards a village wide event. The Chair to speak with the rest of the PTA for their thoughts. **(06/19).**
- 5520 Christmas 2019: Work has already started in turning the “switching on of the Christmas tree lights” into more of an event. Cllr J. Else is organising carol singers and mulled wine. Cllr Webster will perform along with other musicians. **(06/19).**
- 5521 Village sign: There was much discussion regarding the village sign. Councillors agreed that it should be the same as the new PC logo that is being created for the new village website. **(06/19).**

11.0 WEBSITE

- 5522 Councillors were sent a link to the website prior to the meeting. There was a lengthy discussion around whether businesses should be advertised and the use of some community sounding words. The Clerk advised that the priority was to get the PC page up and running asap as the domain hosting service expires in August 2019. Councillors were asked to forward suggestions directly to the website designer. Cllr Davidsen asked how much of the documentation on the current website would be needed for the new website and Cllr Murphy requested that all documents were copied over. **(06/19).**

12.0 APPROVAL OF CORRESPONDENCE: PIC FUNDING & COMPENSATORY GRANT

- 5523 Copies of the proposed letters were sent to councillors in advance of the meeting. Councillors accepted the letters and Cllr Murphy was thanked for writing them. The Clerk to forward the letters to the addressees. The Clerk to forward the compensatory Grant letter to Chairs of Western Villages. **(06/19). Minute to be removed next month.**

13.0 PETER PAN REQUEST FOR FINANCIAL SUPPORT TOWARDS REPAIRS TO THE SURROUNDING FENCE

- 5524 Peter Pan have requested a small financial contribution to help towards the cost of repairing the fence surrounding the outside play area damage in part caused by recreational ground use. The total cost of the repairs is £400 and Councillors have agreed to fund £200 of the total cost under its powers of maintaining land for public recreation, Public Health Act 1875.

14. ANNUAL REVIEW OF FINANCIAL REGULATIONS (re sign)

- 5525 Councillors reviewed and adopted the amended Financial Regulations which had been circulated before the meeting. The Clerk to upload the Financial Regulations onto the PC website. **(06/19). Minute to be removed next month.**

15. ELSTEAD PC CODE OF CONDUCT (review and sign)

5526 Councillors reviewed and adopted the amended Code of Conduct which had been circulated before the meeting. The Clerk advised that it is inline with the WBC Code of Conduct. Present members signed the Code of Conduct and non present members to sign the document before the next meeting. The Clerk to upload the Code of Conduct onto the PC website. **(06/19). Minute to be removed next month.**

16. ELSTEAD GDPR POLICY (review and sign)

5527 Councillors reviewed and adopted the GDPR policy which had been circulated before the meeting. The Clerk to upload the GDPR Policy onto the PC website. **(06/19). Minute to be removed next month.**

17. FINANCE (all paperwork was circulated to councillors prior to the meeting).

5528 Revised asset register to be signed: Cllrs agreed and signed the revised asset register.

5529 Internal Audit Report 2018-19: The following actions were agreed:

- Clerk to manage unrepresented cheques within six months from cheque's issue – *Clerk will undertake this*
- ensure bank statements are signed at the same time as the reconciliations are checked: *Cllr Jacobs to sign these when invoices and reconciliations are reviewed*
- financial regulations document to be updated with square brackets removed – *completed this month*
- record in the minutes the precise power under which expenditure has been approved – *Clerk will undertake this*
- ensure AGAR signed in correct order – *Clerk will undertake this*
- document action plan following internal audit report – *completed for 18/19*
- PC to review internal controls of the council for effectiveness and AIAR – *PC has undertaken this*
- monthly review spreadsheet to have quarterly sub totals – *Clerk will undertake this*
- ensure that the figure for compensatory grant is split out from precept figure in internal spreadsheets – *Clerk will undertake this*
- adopt equal opportunities policy – *PC felt this was covered in its' Code of Conduct*

5530 Statement of Internal Control: this was approved and adopted by councillors.

5531 Review of Effectiveness of Internal Audit document: this was reviewed and discussed by Councillors. The document was approved by Councillors and signed by the Clerk and Chairman.

5532 Agree re-appointment of internal auditors for 2019-20: it was agreed that the internal auditors, Maxwell & Co Ltd, be re-appointed for 2019-2020 reporting period.

5533 Annual Governance Statement 2018-2019: this was considered by Members and it was resolved that the Annual Governance Statement 2018-2019 be approved.

5534 Accounting Statement 2018-2019: this was considered by Members and it was resolved that the Accounting Statement 2018-2019 be approved.

18.0 APPROVAL OF TREE WORKS TO: PC LAND ADJACENT TO WEYFIELD AND TREES BY THURSLEY ROAD REC

5535 Tree Works: the cost for the tree works at Weyfield as determined by the formal Tree Survey are £1,980 excluding VAT. Works to two trees overhanging the carriageway on land adjacent to the Thursley Road Rec will cost £380 excluding VAT. Councillors agreed to this expenditure under its powers of planting trees/shrubs and maintaining roadside verges : Highways Act 1980 s.96.

19.0 REPORTS AND CORRESPONDENCE

5536 A resident reported damage to wire fencing caused by the grass cutting contractor. The Clerk to forward to Grasstex **(06/19). Minute to be removed next month.**

5537 A resident reported a temporarily blocked Highway outside Elm Cottage. The blockage was caused by a van parking opposite a skip and has subsequently moved. **(06/19). Minute to be removed next month.**

5538 The Clerk has received an online planning survery. Councillors have asked Cllr Jaocbs and The Clerk to complete on their behalf. **(06/19). Minute to be removed next month.**

5539 The Clerk reported that items had been stolen from vehicle parked on the Clerks driveway. The police have taken a statement as this has happened to over 90 people in Milford, Witley and Elstead. The police are aware of who is committing these crimes and expect to apprehend them. **(06/19). Minute to be removed next month.**

5540 The Clerk has received an invitation for all councillors to attend the Mubarak Mosque opening at the Ahmadhiyya Community in Tilford on Saturday 29th June 5:15-8:15pm. The Clerk to forward to councillors. **(06/19). Minute to be removed next month.**

5541 The Clerk has responded to three cemetery enquiries. **(06/19). Minute to be removed next month.**

5542 The Clerk has responded to a query from another Clerk regarding online banking. **(06/19). Minute to be removed next month.**

5543 The Clerk has received information regarding a group of travellers at Frimley Park Hospital. **(06/19). Minute to be removed next month.**

5544 Press releases / information: Waverley Borough Council appoints new Mayor, Leader and Executive, 'Fair Play' to Team Waverley!, Live streaming of High Court Appeal of WBC's Local Plan. **(06/19). Minute to be removed next month.**

20.0 ACCOUNTS FOR PAYMENT JUNE 2019

5545 The following accounts for June were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - June 2019

Payee	Cheque no	Purpose	Amount
Juliet Williams	3931	Working from home and travel expenses	£28.50
Juliet Williams	3931	salary	£764.15
Juliet Williams	3932	Administration expenses	£13.65
Richard Knight	3933	Jubilee maintenance and ramp	£441.10
HMRC	3934	PAYE	£52.57
Chalice Consulting Ltd	3935	Survey of Woodland adjacent to Weyfield	£576.00
DJK Electrical Contractors Ltd	3936	Installation of damaged AED cabinet	£135.00
Maxwell & Co Ltd	3937	Internal Audit	£600.00
Post Office Ltd	3938	SSE Burford Lodge Pavilion	£29.18
Grasstex	3939	Mowing services	£4,301.16
Peter Pan Pre School	3940	Fence repairs - matched funding	£200.00
			£7,141.31
Veolia	TO HOLD	Bin empties 18.05 - 09.08.19	£224.64
			£7,365.95

22.0 MATTERS RAISED BY MEMBERS

- 5547 A rubbish bin situated at the junction of Woolfords Lane / Thursley Road has been knocked over. This is a WBC managed bin. The Clerk to contact WBC to ask for it to be reinstated. **(06/19) Minute to be removed next month.**
- 5548 Overgrown vegetation was reported outside No 2 The Firs: The Clerk to write to the resident. **(06/19). Minute to be removed next month.**
- 5549 A raised manhole cover was reported on the pavement outside Hollies. The Clerk to report to SCC. **(06/19) Minute to be removed next month.**
- 5550 A councillor reported considerable army activity on Sunday 16th at Hankley Common but there had been no prior notification from the MoD. Cllr Mathisen will write to the MoD. **(06/19). Minute to be removed next month.**
- 5551 A councillor raised concern over the impact of the potential increase in traffic following the closure of Tilford Bridge East. The Clerk will notify residents via the EVN, facebook and liaise with the school. **(06/19). Minute to be removed next month.**

Meeting closed at 10.10 pm