

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 20th May 2019 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr J. Jacobs	Cllr R. Gardner
	Cllr J. Mathisen	Cllr R. Rees	Cllr S. Reynolds
	Cllr J. Webster		
	Mrs J. Williams (Clerk)		

1.0 ELECTION OF CHAIR

5417 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman. **(05/19). Minute to be removed next month.**

2.0 COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS

5418 The Declaration and Acceptance of office forms were completed and passed to The Clerk. **(05/19). Minute to be removed next month.**

3.0 COMPLETION OF REGISTER OF MEMBERS INTEREST FORMS

5419 The Members Interest Forms were completed and passed to The Clerk. **(05/19). Minute to be removed next month.**

4.0 ELECTION OF VICE CHAIR

5420 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice Chairman. **(05/19). Minute to be removed next month.**

5.0 CO-OPTION PROCESS

5421 Following a voting process, Diane Snape was co-opted onto the Parish Council by a unanimous vote. Diane was not present for the meeting but had submitted her resume via email to The Clerk beforehand. Diane will join the next PC meeting to be held on June 17th. **(05/19). Minute to be removed next month.**

6.0 ROLES AND RESPONSIBILITIES

5422 A List of current roles and responsibilities was shared with councilors. Cllr P. Murphy explained the requirement of some of the roles. It was resolved that roles and responsibilities would be discussed at the June meeting when Cllr Snape would be present. However it was agreed that all councilors except the Chairman would be members of the Planning Sub Committee. **(05/19). Minute to be removed next month.**

PUBLIC QUESTION TIME

5423 A resident asked the PC if there was any update to the path improvement by Back Lane. The footpath number has been given to Cllr J Else who is following this up. **(05/19). Minute to be removed next month as covered in minute 5441.**

7.0 APOLOGIES FOR ABSENCE

5424 Apologies have been received from: Cllr L. Davidsen who was not able to attend for business reasons. His apologies were accepted by the Council. **(05/19). Minute to be removed next month.**

8.0 DECLARATIONS OF INTEREST

5425 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. **(05/19). Minute to be removed next month.**

9.0 APPROVAL OF MINUTES OF PC MEETING HELD 15th APRIL 2019

5426 The minutes of the Parish Council meeting held on 15th April 2019 were agreed and signed by the Chairman. **(05/19). Minute to be removed next month.**

10.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 15th APRIL 2019

5427 The minutes of the planning meeting held on 15th April 2019 were agreed and signed by the Chairman. **(05/19). Minute to be removed next month.**

11.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 2nd MAY 2019

5428 The minutes of the planning meeting held on 2nd May 2019 were agreed and signed by the Chairman. **(05/19). Minute to be removed next month.**

12.0 MATTERS ARISING

5429 Jubilee Rec Train: The Clerk confirmed that the train is ready for installation on or just after half term and will contact the school with regards selecting the name for the train. **(05/19)**

5430 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. Councillors have asked Cllr Harmer if he can liaise with SCC Countryside on this matter as there has been no progress with this issue for more than 4 years. **(05/19)**

5431 Western Villages VAS: The Clerk has sent VAS locations to the Western Parish Clerk collating the information (by the Pavilion Thursley Road and on the 30mph part entering the village from Thursley direction). RK has been trained. 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 camera rota. The Clerk to check if theft and damage insurance for 6 weeks / year is required. RK explained that a new VAS cost £3k and wondered whether it was worth EPC buying one and then hiring it out. **(05/19)**.
- 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)**
- 5358 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. Cllr J. Else and The Clerk have chased WBC as no response has been received since the January meeting. Papers are apparently being drawn up and will be forwarded soon. **(04/19)**
- 5359 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 has met with a second electrician to obtain a comparative quote. A third electrician has declined to quote. **(04/19)**. **Minute to be removed as item covered in agenda 18.**
- 5178 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. **(01/19)**
- 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)**.

- 5180 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 but in the light of the forthcoming election and the advice from the Clerk in minute 5221 above it was agreed that this should be delayed until after 2 May. **(01/19). Minute to be removed next month.**
- 5360 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. The Clerk has sent a third objection letter on behalf of EPC within the time constraints. **(04/19).**
- 5436 Ramp at 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. RK will complete this after his operation. **(05/19).**
- 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).**
- 5437 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 and Cllr P. Murphy met with SCC Highways who suggested that it might be able to be resurfaced using slurry seal. This has been passed on to Highways. **(05/19). Minute to be removed.**
- 5438 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. **(05/19)**
- 5364 The Clerk followed up the damaged railing opposite Fulbrook Lane with SCC. SCC said 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 PC reporting the railing again. **(04/19).**
- 5439 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 will secure a comparative quote from Magic Signs. **(05/19)**
- 5440 Mini Tree Survey: Chalice have completed the survey and The Clerk is awaiting the report findings. **(05/19)**
- 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).**

5372 Rec Signs: Previously signs costs £60 each however Farnham Signs have confirmed they will only charge £380. The Clerk to obtain another quote. **(04/19). Minute to be removed next month as covered in minute xxxx**

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)**

5442 Members Allocations: Jubilee Park Train - SCC cannot provide a small amount of funding towards this as the order has already been placed. Cllrs asked if replacing the fence at Peter Pan would be eligible for funding. Cllr Harmer advised that requests need to be submitted as soon as possible however the issue of monies owed from the S106 agreement would need to be resolved first and suggested that the PC formally write to SCC to understand what they plan to do with the s106 monies. **(05/18).**

13.0 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 still laid out as a restaurant on the ground floor and is getting ready to open as a coffee shop. **(04/19).**

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).**

5443 Cllrs J and D Else advised that following the local election the Conservatives are the largest party but do not have enough cllrs to make a majority. 15 x Farnham Residents have been elected and there is concern that WBC will become towncentric. The new mayor will be announced on 21st May 2019 and the first Full Council meeting will also be on 21st May 2019. **(05/19). Minute to be removed next month.**

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. **(05/19).**

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 to ask RK to sand back the seat. **(05/19).**

14.0 SCC UPDATE

5446 SCC are undergoing a transformation process and a new Children's Service Director has been brought in. SCC spends a lot of money on SEN as pupils have to attend schools outside of the county. SCC looking to support more SEN pupils in mainstream schools in Surrey which will reduce expenditure on travel. The Joint Committee of SCC and WBC

comprises half Conservatives and half other parties. Farnham has driven highway measures as they generate the most revenue via parking money. However this approach has been softened and it is anticipated that more of this money will come back to the Western Villages. The SCC Annual meeting will be held on 21st May. **(05/18). Minute to be removed next month.**

15.0 NEIGHBOURHOOD PLAN UPDATE

5447 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 but The Clerk to ask JES to push it back due to the on-going road works and is schedule for 3.6.19. **(05/19)**

5448 AECOM Support:
SEA – Cllr P. Murphy and The Clekr have had a conference call with Aecom and Aecom are drafting a report which should be ready within three months.

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)**

5449 NHP Redraft: The NHP SG met on 29.04.19. Some work had been completed on the draft however the SG clarified that they would be happy with a more thorough rewrite which Nexus will do. The redraft should be complete by the first week in June and the next SG meeting is on 10th June. **(05/19).**

5450 Housing Needs Survey: the final report of the survey has been received and the SG need to approve it so it can be published. The report highlights the fact that sufficient affordable housing needs are covered by the Weyburn allocation and that the most marked need is for quality properties for people to downsize to. It is also interesting to note that a number of self build sites were requested. **(05/19)**

16.0 OUR ELSTEAD

5451 Litter Pick: A second litter pick has been planned for 22nd June a week before the Elstead Marathon. **(05/19).**

5452 Planters: and litter. Three planters are In situ and the Our Elstead would like to thank DSN Landscapes, Mr and Mrs Holroyd and Vantage Publishing for their support in sponsoring the planters. Planters will be looked after on a rota basis. There is a very small gap between expenditure and donations for the planters and the PC has agreed to spend £42.03 on the difference. The Clerk to ask if the PC insurance covers the planters. **(05/19)**

5453 St James Summer Fair: Our Elstead to have a stall at the summer fair as an awareness exercise. The stall will run a competition – guess the number of beans in a jar and they might also run a competition to design a village emblem. **(05/19).**

5454 GDPR: Cllr Rees and Cllr Mathisen to check offline that the Sub Committee is GDPR compliant. **(05/19).**

5455 The PC expressed its' sincere thanks to Cllr Mathisen for the success of the project. There has been a lot of very positive feedback . **(05/19). Minute to be removed next month.**

17.0 FENCING AT THE JUBILEE PLAY AREA

5456 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray balls. The Clerk and Cllr P. Murphy to look at alternative, safer fencing options and all councillors were invited to look at other grounds where similar problems arise eg Rowledge and Chiddingfold. **(05/19)**

18.0 DEFIBRILLATOR INSTALLATION COST APPROVAL

5457 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 will be ordered for the Pavilion. Councillors agreed to this expenditure and the subsequent cost of additional installation. The Clerk to see if any costs can be reclaimed via the PC insurance. **(05/19).**

5458 24 residents attended the free AED training run by Joan Holroyd on 11th May. The Clerk has received a number of emails saying how good the training session was. The PC would like to offer its sincere thanks to Joan Holroyd for her on-going support and management of the defibrillators. **(05/19). Minute to be removed next month.**

19.0 AGREEMENT REGARDING BACKLAND TENANCY

5459 Cllrs have agreed that the current tenant should remain and that the rent will not be increased for this year. **(05/19). Minute to be removed next month.**

20.0 CONSULTATION ON SCC REVISED STATEMENT OF COMMUNITY INVOLVEMENT

5460 Cllrs confirmed that they were happy for Cllr J Jacobs, Cllr R Rees and The Clerk to read through the consultation on their behalf. **(05/19).**

21.0 ANNUAL REPORT

5461 A draft of the revised annual report had been circulated in advance of the meeting. The Clerk to check one of the figures supplied. The annual report for 2018/19 is approved by the PC. The Clerk to publish it. **(05/19). Minute to be removed next month.**

22.0 ANNUAL ASSEMBLY

5462 Annual Assembly: the date of the meeting has been changed to 22nd May as the Assembly must take place within certain dates. The new format for the meeting will be adopted for 2020. **(05/19).**

23.0 ANNUAL REVIEW OF STANDING ORDERS

5463 Cllrs approved the annual standing orders. **(05/19). Minute to be removed next month.**

24.0 ANNUAL REVIEW OF FINANCIAL REGULATIONS

5464 Cllrs approved the review of financial regulations **(05/19)**. **Minute to be removed next month.**

25.0 REPORTS AND CORRESPONDENCE

5465 An email was received regarding vehicles being 'stored' on Bonfire Hill. The Clerk wrote to the agents who were going to look into the issue. The Clerk visited Bonfire Hill before the May PC meeting and saw that the number of vehicles was reduced. **(05/19)**. **Minute to be removed next month.**

5466 An email has been received regarding a cycling race that is happening on 23.06.19. The YC is being used as a registration point and the organisers have been advised to ensure that competitors do not park on Church Green or obstruct access to the Church. **(05/19)**. **Minute to be removed next month.**

5467 A resident asked if the bench that had been damaged and subsequently uplifted at Silver Birches Way was to be replaced. Cllrs said that they would be happy for a bench to be sited there however it does not appear to have been a PC bench originally. A second resident has asked if he may erect a bench in memory of a relative and councillors suggested The Clerk propose the spot at Silver Birches Way. Cllrs also asked if the bench could be made of recyclable materials. **(05/19)**.

5468 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 trying to arrange a meeting with the manager(s) on site. **(05/19)**.

5469 The Clerk received two complaints regarding the Jubilee playpark and asked RK to make safe both the areas. **(05/19)**. **Minute to be removed next month.**

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)**.

5471 The Clerk received three enquiries regarding the Cemetery. **(05/19)**. **Minute to be removed next month.**

5472 Press releases: fly tipping campaign. **(05/19)**. **Minute to be removed next month.**

26.0 ACCOUNTS FOR PAYMENT MAY 2019

5473 The following accounts for May were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - May 2019

Payee	Cheque no	Purpose	Amount
Juliet Williams	3918	Working from home and travel expenses	£26.25

Juliet Williams	3918	salary	£764.15
Juliet Williams	3919	Admininstration expenses	£121.75
Richard Knight	3920	Cemetery grave marking and moving	£170.00
Richard Knight	3922	Mowing Milford Road	£72.00
Plantscape Ltd	3921	Planters for Village Green	£406.80
John Mathisen	3922	Squires and Hazel bank for planters	£109.99
Stefan Reynolds	3923	sponsors plaques for planters	£54.00
Surrey Community Action	3924	Housing Needs Survey	£1,352.96
Active Grounds Maintenance	3925	Verti draining and over seeding	£4,350.00
Maxwell and Co	3926	Final year end payroll submission	£90.00
Elstead Sharks	3927	PIC Monies for floodlights	£788.00
Elstead Village Halls	3928	Youth centre for Aecom Meeting 20.5.19	£14.00
Imagine Places	3929	Review and amendment of reg 14 drafts	£2,424.00
Veolia - PAYMENT HELD	HELD	Bin empties 18.05 - 09.08.19	£224.64
Imperative Training Ltd	3930	AED External cabinet	£567.60
			£11,536.14

28.0 MATTERS RAISED BY MEMBERS

- 5414 The Clerk to write to The Bilmeir Trust asking for Our Elstead projects to be considered for financial support. **(04/19)**.
- 5475 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. **(05/19)**.
- 5476 Cllr Gardner expressed his thanks for the recent works undertaken at the end of Hookley Lane improving the accessibility to the common. It is noted that the culvert under Guinea Common is blocked. MoD have been contacted to clear this and if this is not done quickly The Clerk to ask RK. **(05/19)**.
- 5477 Cllr Gardner asked about the telephone box at Beacon View Road and whether anything could be done. The Clerk reminded cllrs what had been learnt about telephone boxes being turned into libraries. The Clerk highlighted a good example of a telephone box in Compton which is decorated to reflect different events during the year. Cllr P Murphy suggested that this be investigated via Our Elstead Committee. **(05/19)**. **Minute to be removed next month.**
- 5478 Cllr J. Jacobs announced that work on the website has started. **(05/19)**. **Minute to be removed next month.**

Meeting closed at 9.50 pm