

ELSTEAD ANNUAL PARISH COUNCIL
Minutes of Meeting

Tuesday 21st July 2015 at 7.30 pm
United Reform Church Hall, Elstead

Attendees: Cllr P. Murphy (Chairman) Cllr K. Brooke Cllr R. Gardner
Cllr R. Holroyd Cllr J. Jacobs Cllr. R. Rees
Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Mr M. Organe Mr R. Knight
Mr M. Barrett (SFRS) Mr A. Dayman (SFRS)
Mr & Mrs Kiddier (from 8.20 pm)

1.0 WILDFIRE PRESENTATION – SF&RS

3126 Mr Mark Barrett and Mr Andy Dayman explained their role as community resilience with the Surrey Fire & Rescue Service and provided an overview of the Firewise Adapted Community Scheme which they would like to introduce to the village. They explained that the project supports communities most at danger of common fires etc. to ensure that fire risks in and around their properties are minimised. This may involve visits and checks by Fire Service personnel.

Following discussion it was agreed that the Parish Council supported the project and the following actions were agreed:

- Preparation of a priority list of properties most at risk of common fires
- Marketing to raise awareness of the scheme (village magazine, websites etc.)
- Attendance by Fire Service representatives at local events e.g. Beer Festival

It was suggested that it would be beneficial if there were guidelines available to home owners and walkers about what they should do to minimise risks in the area.

PUBLIC QUESTION TIME

3127 Cllr Harmer reminded Councillors about the annual Highways Task Group meeting for the Western Villages which will take place in October. This meeting gives Parish Councils the opportunity to raise suggestions for highways projects for budgetary consideration. He advised that there would be an extra agenda item to discuss the Governance and issues affecting Rights of Way at the end of the meeting. It was agreed to include as an agenda item at the August Parish Council meeting and Councillors were asked to consider any suitable projects.

3128 Cllr Harmer advised that there was a proposal to form a cycling forum with nominated representatives to discuss issues affecting the cycling community. This was likely to take place in September.

3129 Mr Organe asked when the Parish Council Emergency Plan would be available. It was confirmed that this had been revised and was in the process of final checking and should be available shortly.

2.0 APOLOGIES FOR ABSENCE

3130 Apologies had been received from Cllr Leif Davidsen, Cllr John Mathisen and Cllr Joan Holroyd who were not able to attend due to personal commitments. These apologies were accepted by the Council. Apologies had also been received from Cllr David Else (WBC) and Cllr Jenny Else (WBC) who were not able to attend due to business commitments.

3.0 DECLARATIONS OF INTEREST

3131 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.

4.0 APPROVAL OF PREVIOUS MINUTES

3132 The minutes of the Parish Council meeting held on 15th June 2015 were agreed and signed by the Chairman.

5.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3133 The minutes of the Planning Committee meeting held on 15th June 2015 were agreed and signed by the Chairman.

6.0 MATTERS ARISING

2639 Local Committee (Waverley) – Cllr Harmer had provided a copy of the feasibility study for improved parking arrangements in Springfield. See minute reference 3136 below. (07/15)
Item to be removed as matter outstanding.

2715 Post Office relocation – **It was confirmed that the Post Office is due to open at the Spar on 22nd July.** (07/15)

2746 Review of street maintenance – (see appendix A for full list of works) Flooding issues discussed at recent Western Villages Highways meeting – see 3108 below. (06/15)

2779 Parking in Springfield – **The Clerk reported on behalf of Cllr Else had advised that work to improve the parking arrangements for tenants at no. 14-22 Springfield was planned to start in January 2016.** (07/15)

2805 TAG Farnborough Consultation – **The Clerk reported that correspondence had been received to advise that Part B of the consultation feedback report was available online. Councillors were asked to review so that further action could be considered if necessary.** (07/15)

2882 Emergency Group Update – **Cllr Rees and Cllr Joan Holroyd are in the process of finalising the Emergency Plan.** (07/15)

2918 Tracys Development site –**It was reported the recent planning application had been refused and that enforcement action would be taken as appropriate.** (07/15)

- 2929 Seating Request – **It was agreed that Cllr Murphy meet with Richard Knight to agree the siting of the new seat by the electricity station opposite the Green. Cllr Murphy reported that the Parish Council had received a request for a dedication plaque to be placed on the seat. This was agreed and the Clerk was asked to make arrangements.** (07/15)
- 2930 Defibrillators – **It was reported that unfortunately the defibrillator unit on the wall of the Spar had been damaged by a delivery vehicle shortly after it had been installed and that an insurance claim for a replacement unit was in process.** (07/15)
- 2957 Tanshire – **It was noted that a planning application for parking opposite the site had been registered with WBC and that the Weyburn Working Group had prepared a letter objecting to the application. It was agreed that the Clerk prepare a letter on behalf of the Parish Council to support the objection.** (07/15)
- 2972 Change of Use Applications – **The Clerk reported that the Pangs Lodge planning application had been withdrawn and the restaurant was now operating again.** (07/15)
- 2984 Linden Homes –Cllr Davidsen advised that there was an analysis of needs being undertaken as part of the NH Plan working group which would inform the decision making process. (02/15)
- 3020 Cemetery – It was confirmed that work had taken place to improve the access into the cemetery but that the footpath still needed to be moved. Removal of a tree was approved. (05/15)
- 3025 Footpath at the end of Red House Lane onto the common – Cllr Murphy confirmed that the MOD had accepted the offer of a contribution towards the fittleworth stone on BW92 and they had advised that they intended to improve BW504 at their cost. (05/15)
- 3206 Closure of Footpath 64 – Needs to remain closed at present due to undercutting of the path. SCC to consider options to reopen. (04/15)
- 3057 Backland Field – **The Clerk was asked to request that the agent remove the ‘To Let’ sign and a copy of the tenancy agreement.** (07/15)
- 3060 Thursley Road Recreation Ground – Cllr Murphy advised that the first spraying had taken place and the second spraying would take place at the appropriate time. (06/15)
- 3078 Speeding – **The Clerk reported that another communication had been received regarding the ongoing problem of speeding on the Milford Road and that details had been passed to the NH Plan Transport Group.** (07/15)
- 3079 Weyburn Works – **The Clerk reported that she had just received a letter addressed to the URC Hall from an agent of Linden Homes regarding their plans to install a pavement on the triangle at the Milford Road/Shackleford junction. The Clerk was asked to respond to them advising them of the late receipt due to wrong address details and to make reference to the comments in the letter sent by the Weyburn Working Group on the subject.** (07/15)

- 3081 Local Allocations Grant – **Cllr Murphy asked that members consider whether they are aware of any appropriate projects which could benefit from an application to the fund but reminded them that it needed to be match funded. (07/15)**
- 3094 Village Green Posts – **It was reported that details of the party responsible for damage to posts around the village green had been received and an insurance claim for costs was in process. (07/15)**
- 3100 Bus Service – **The Clerk advised that a request for an additional bus service/stop on the Thursley Road was being considered by SCC. (07/15)**
- 3101 Superfast Broadband Communication– *Item to be removed as matter outstanding. (07/15)*
- 3108 Highways Task Group meeting – Cllr Mathisen reported that works for the majority of the flooding issues highlighted at the meeting would take place. (06/15)
- 3109 Springfields Flooding - **Cllr Brooke highlighted a problem with damage to a sunken tank due to large vehicles driving over it. The Clerk advised that Cllr Else had some information and maps available. It was agreed that the subject to an agenda item for the next meeting. (07/15)**
- 3122 Footpaths - **Cllr Brooke reported that work to improve the condition of the footpaths had taken place. It was confirmed that urgent works to clear footpaths could be undertaken by Richard Knight if necessary. (07/15)**
- 3123 Village Hall AGM - Cllr Joan Holroyd advised that she was due to attend the Village Hall AGM on 22nd June as the Parish Council representative and that she would report back. (06/15)
- 3125 Village Banner/logo - Cllr Mathisen advised that he was hoping that the appropriate Neighbourhood Plan groups would consider whether an internet hub was needed for the village and whether a new village banner/logo was appropriate. (06/15)

7.0 NEIGHBOURHOOD PLAN

- 3133 It was confirmed that the Public Meeting event on 6th July had been well attended and that the working group presentations had been excellent. Cllr Jacobs advised that a Steering Group meeting would be arranged for early September.

Discussion took place regarding the need to provide information and updates to those residents not always able to attend such events due to timing or childcare needs. It was suggested that the information could be made available at local events such as the Beer Festival on August bank holiday weekend. Cllr Jacobs agreed to consider whether this would be possible.

Cllr Gardner advised that a meeting of the Environment and Heritage working group had taken place the previous day and their priority actions had been agreed but that further progress would be informed by the outcome of the housing survey.

8.0 LOCAL PLAN UPDATE

- 3134 Cllr Brooke provided an update on the status of the Waverley Local Plan following her attendance at a recent meeting. She advised that WBC were undertaking extensive investigations in order to ensure that there was sufficient evidence to support their anticipated housing numbers and that infrastructure was one of their main concerns. It was suggested that some of the data collated by the NH Plan working groups may assist them with this. Cllr Jacobs agreed to speak with Cllr Else to offer to provide such data.

In response to a question regarding the timescale, it was confirmed that WBC hoped to obtain Council approval for the plan in April 2016 with site allocations known in October/November 2015.

The Clerk was asked to distribute a copy of the Local Plan presentation to Councillors.

9.0 FRAMPTONS SUBMISSION TO WBC (WESTHILL/HILLCREST)

- 3135 Cllr Murphy reported that Framptons had submitted documents to support their case for development on Bonfire Hill to WBC Planning department for inclusion in the SHLAA. Discussion took place regarding the elevated position of the land and how the visibility of any development would change the character of the village. Discussion also took place regarding covenants on the land and ridge line height restrictions. The Clerk reported that Cllr Jenny Else had advised that WBC Planning department were not aware of the documents.

It was agreed that Councillors wait until advice is received from WBC before commenting but it may be appropriate to endorse the previous comment by the Parish Council that it would be the least preferred option for development in the village.

10.0 SPRINGFIELD PARKING

- 3136 Discussion took place regarding the feasibility report prepared by SCC to improve parking arrangements in Springfield close to the surgery (a copy of which had been distributed in advance of the meeting). Cllr Murphy confirmed that he had spoken to the Practice Manager at the surgery who confirmed that they were not considering moving location and that their preferred option to improve the parking arrangements was option 3 of the report to provide additional parking spaces.

Councillors agreed that option 3 was the preferred option of the Parish Council and the Clerk was asked to inform Cllr Harmer and John Hilder of their preference along with a request that they approach neighbouring properties regarding the proposal.

11.0 FUNDING REQUEST (BEACON VIEW ROAD)

- 3137 The Clerk advised that a request for a funding contribution had been received from residents of Beacon View Road to help improve the poor condition of the road. A query was raised about whether it was appropriate for Parish Council funds to be used for improvement of an unadopted road. Following discussion it was agreed that the Parish Council did have an interest in the planned improvements as they owned the adjacent land forming the frontage for a large section of the road and any drainage issues could possibly affect the recreation ground.

It was agreed that, in principle, the Parish Council may consider a modest contribution towards the drainage works upon sight of formal plans and tenders from reputable contractors. The Clerk was asked to inform the residents of the decision and request further information.

12.0 FOOTBALL CLUB STORAGE REQUEST

3138 Cllr Murphy reported that he had received a request from the Sharks Football Club to ask for permission to securely affix portable goal posts to the old Burford Lodge pavilion. This was approved by Councillors.

13.0 PEST CONTROL CONTRACT

3139 The Clerk advised that a letter had been received from the pest control contract company to inform the Council of increased charges for the treatment for the control of moles for the next contract year. Following discussion it was agreed not to continue with a contract for 2015-16. Richard Knight agreed to make arrangements for the treatment of any future mole outbreaks at his normal rate.

14.0 REPORTS AND CORRESPONDENCE

3140 The Clerk advised that a communication had been received from Defra requesting that the Parish Council give permission for them to take soil samples on the Burford Lodge recreation ground as part of a monitoring programme. This was agreed.

15.0 ACCOUNTS FOR PAYMENT

3141 The following accounts for July were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Elite Electrical	3387	Defibrillator installation	£396.00
Defibshop	3388	Defibrillator and cabinet	£1,517.94
Maxwell & co	3389	Salary preparation	£72.00
St. James School	3390	Room hire	£74.03
Veolia	3391	Bin emptying	£46.80
A.L. Binfield	3392	Village green seat repair	£415.00
Grasstex Ltd	3393	Grass cutting contract	£5,094.36
Richard Knight	3394	Maintenance	£174.63
Michael Organe	3395	NHP expenses	£103.56
Jane Jacobs	3396	NHP expenses	£140.00
Elaine Felton	3397	Salary and expenses	£394.66

Post office	3398	HMRC	£208.80
Total			£8,637.78

16.0 BUDGET REVIEW

3142 The Budget Review document for 2015-16 showing actual receipts and expenditure for the first three months of the financial year was discussed by members. It was agreed that there were no items of concern at this early point in the year. The Clerk confirmed that further funding from an external agency had been approved for the Neighbourhood Plan process and was due to be received during July.

17.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

3143 A question was raised about whether the Parish Council were aware of the presence of Weil's disease in the Moat. The Clerk was asked to make enquiries regarding the possibility with WBC Environmental Services.

3144 Discussion took place regarding the use of consultants for the policy writing element of the Neighbourhood Plan process. It was agreed that a consistent approach to consultants was preferred. Cllr Jacobs agreed to raise the matter with the Steering Group.

3145 Cllr Brooke raised concerns regarding the problem of poor parking and traffic volumes around the village green impacting the ability of pedestrians being able to safely cross the road. Councillors were asked to give consideration to possible resolutions to the problems.

3146 A concern was raised regarding the erection of a shed and vehicles on Bonfire Hill and the possible land ownership repercussions if they remain on site for a set period of time. It was suggested that previous Adverse Possession rules governing this possibility no longer applied.

3147 Reference was made to the problem of untaxed vehicles in the village. It was agreed that these should be reported to WBC so that they be removed.

3148 Cllr Gardner raised a concern regarding the poor state of repair of the road in Hookley Lane. It was agreed that it may be appropriate for this to be included on the list of works to be discussed at the Highways Task Group meeting (as mentioned by Cllr Harmer above) and should be included as a an agenda item at the August meeting.

3149 Cllr Murphy informed members that he had written to Jeremy Hunt MP regarding the need for Councillors to complete a nil return for electoral expenses and that Mr Hunt had written to the Secretary of State to raise it as an issue.

3150 Cllr Murphy proposed a vote of thanks for Richard Terry in recognition of his commitment to the Parish Council as a Councillor for approx. 40 years. This was wholeheartedly supported by members.

Meeting closed at 21.40 hrs

REVIEW OF STREET MAINTENANCE

Jetting

- Drain opposite the Woolpack - This floods during heavy rain, but clears slowly afterwards. It needs further jetting to establish if there is a fractured pipe under The Green.
- Drain in Red House Lane – blocked.
- Drain outside former Chinese restaurant – partially cleared, but still causes flooding in heavy rain.

Tree cutting

- North side of Milford Road, past Burford Lodge – the trees obscuring the streetlights need cutting back
- The tree behind the old bus shelter site on the corner of Springfield and Milford Road needs taking down (overhanging pavement).

Other flooding

- Layby near the bus stop on Milford Road - Needs patching to realign the surface in order to get water to flow into the adjacent drain.
- Flooding in Springfield – SCC are to check if the drainage pipe broken by WBC has been repaired - Heavy flooding was reported here over the Christmas period.
- Thundry Farm/Fulbrook Lane - Not clear what can be done to solve this problem, as in times of flood the road is lower than the river into which the road ditches drain, so the river then starts to flood the road. Some works have been undertaken to try and improve the situation.
- Hookley Lane/Milford Road - The stream draining this area has not been cleaned out by the riparian owners, causing flooding along its length. SCC has taken over enforcement authority for such cases from the land drainage authority (WBC) where the problems affect the highway. Mr Fowler is trying to get the owners to co-operate to clean out the stream, but without success so far. Enforcement action may be necessary.
- Truxford Corner - The works carried out on the south side of the bend are satisfactory, but there is some ponding on the right of the first bend travelling south. The road surface probably needs realignment.

ELSTEAD Parish Council		RECEIPTS/EXPENDITURE REVIEW BY MONTH 2015-16													FORECAST		FORECAST	
Activity	April	May	June	July	August	September	Apr - Sep 2015	October	November	December	January	February	March	Oct - Mar 2016	Forecast 2015-16	Original Budget 2015-16		
Grant Aid							£0.00							£0.00	£0.00	£0.00		
Interest/Dividends						£2.50	£2.50						£2.50		£5.00	£5.00		
Precept	£37,000.00						£37,000.00							£0.00	£37,000.00	£37,000.00		
Thursley Road Trust Ground				£987.75			£987.75		£942.50					£942.50	£1,930.25	£1,885.00		
EVAA							£0.00		£475.00					£475.00	£475.00	£475.00		
Compensatory Grant	£2,070.00						£2,070.00			£2,070.00				£2,070.00	£4,140.00	£4,140.00		
Local Support Grant	£930.00						£930.00							£0.00	£930.00	£930.00		
Refunds							£0.00							£0.00	£0.00	£0.00		
VAT Reimbursement	£3,295.94						£3,295.94							£0.00	£3,295.94	£3,296.00		
Cemetery payments	£536.00		£1,191.00	£300.00	£300.00	£300.00	£2,627.00		£300.00	£300.00	£300.00	£300.00	£300.00	£1,500.00	£4,127.00	£3,000.00		
Rents				£1,900.00			£1,900.00							£0.00	£1,900.00	£2,400.00		
Smiths Charity							£0.00		£2,000.00					£2,000.00	£2,000.00	£2,000.00		
Neighbourhood Plan (NHP)							£0.00				£6,925.00			£6,925.00	£0.00	£0.00		
Total Receipts	£43,831.94	£0.00	£1,191.00	£3,187.75	£300.00	£302.50	£48,813.19	£0.00	£3,717.50	£2,370.00	£7,225.00	£300.00	£302.50	£13,915.00	£55,803.19	£55,131.00		
Salaries and expenses	£328.44	£328.44	£339.70	£416.00	£416.00	£416.00	£2,244.58	£416.00	£416.00	£416.00	£416.00	£416.00	£424.00	£2,504.00	£4,748.58	£5,000.00		
H/WRC	£208.80	£208.80	£208.80	£166.00	£166.00	£166.00	£1,124.40	£166.00	£166.00	£166.00	£166.00	£166.00	£174.00	£1,004.00	£2,128.40	£2,000.00		
Salary preparation	£130.00				£50.00		£180.00	£50.00			£50.00			£100.00	£280.00	£200.00		
Fees - SCAPTC	£777.50						£777.50							£0.00	£777.50	£850.00		
Grants/Payments						£500.00	£500.00						£2,500.00	£2,500.00	£3,000.00	£3,000.00		
Insurance Premiums	£105.74			£300.00			£405.74					£2,700.00		£2,700.00	£3,105.74	£3,000.00		
Playground inspection fee							£0.00					£1,250.00		£1,250.00	£1,250.00	£1,250.00		
Playground equipment							£0.00							£0.00	£0.00	£0.00		
Playground maintenance		£18.75				£750.00	£768.75						£750.00	£750.00	£1,518.75	£1,500.00		
Admin Expenses			£100.00			£500.00	£600.00						£500.00	£500.00	£1,100.00	£1,000.00		
Website							£0.00							£700.00	£700.00	£700.00		
Hire of Hall			£59.00			£100.00	£159.00			£75.00				£175.00	£334.00	£350.00		
Audit Fees			£480.00	£220.00			£700.00	£500.00						£500.00	£1,200.00	£1,200.00		
Loan repayment		£987.75					£987.75		£1,000.00					£1,000.00	£1,987.75	£2,000.00		
Signs						£100.00	£100.00							£100.00	£200.00	£200.00		
Burial attendance		£90.00	£30.00	£30.00	£30.00	£30.00	£210.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£180.00	£390.00	£360.00		
Special projects (b/w ays, cycle track)							£0.00						£5,000.00	£5,000.00	£5,000.00			
Special projects (bonfire hill/parking)							£0.00							£0.00	£0.00	£0.00		
Defibrillator	£21.99					£250.00	£271.99							£250.00	£521.99	£500.00		
Election costs							£0.00							£0.00	£0.00	£2,000.00		
Contingency							£0.00						£1,500.00	£1,500.00	£1,500.00			
Chairmans allowance					£225.00		£225.00							£225.00	£450.00	£450.00		
Members allowance							£0.00							£450.00	£450.00	£450.00		
Neighbourhood Plan	£587.35					£2,900.00	£3,487.35							£3,500.00	£6,987.35	£7,000.00		
Pavilion Maintenance (Burford Lodge)	£337.50		£85.55			£160.00	£583.05							£500.00	£1,083.05	£1,000.00		
Grounds/maintenance		£671.19	£398.73			£100.00	£1,169.92							£750.00	£1,919.92	£1,500.00		
General maintenance/handyman	£9.37		£432.05	£250.00	£250.00	£250.00	£1,191.42	£250.00	£250.00	£250.00	£250.00	£250.00	£250.00	£1,500.00	£2,691.42	£3,000.00		
Replacement seat - village green							£0.00							£0.00	£0.00	£0.00		
War memorial (inc. repairs)							£0.00	£100.00						£100.00	£100.00	£100.00		
Burial grounds & buildings maintenance	£28.13	£140.62	£239.05			£600.00	£1,007.80							£750.00	£1,757.80	£1,500.00		
Fencing	£100.50						£100.50							£0.00	£100.50	£0.00		
Donations							£0.00							£0.00	£0.00	£0.00		
Grass Cutting				£3,500.00		£3,500.00	£7,000.00		£2,500.00					£2,500.00	£9,500.00	£9,500.00		
Tree surgery						£750.00	£750.00							£750.00	£1,500.00	£1,500.00		
Water		£142.37	£90.26	£125.00			£357.63			£225.00				£225.00	£582.63	£450.00		
Electricity			£37.57		£50.00		£87.57			£50.00				£100.00	£187.57	£200.00		
Business Rates							£0.00							£0.00	£0.00	£0.00		
s137 payments							£0.00							£0.00	£0.00	£0.00		
Vat on payments	£1,009.18	£60.00	£181.00			£1,000.00	£2,250.18							£2,350.00	£4,600.18	£4,350.00		
Smiths Charity							£0.00			£2,000.00				£2,000.00	£2,000.00	£2,000.00		
Total Payments	£3,644.50	£2,647.92	£2,681.71	£5,007.00	£1,187.00	£12,072.00	£27,240.13	£1,512.00	£4,362.00	£3,212.00	£1,612.00	£4,812.00	£20,903.00	£36,413.00	£63,653.13	£64,610.00		
NHP Payments	£5,083.80	£300.00																
NHP Balance (ring fenced)	300.00																	
Opening Bank Balance	£46,704.14																	
Bank Balance at month end	£81,807.78	£78,859.86	£77,369.15	£75,549.90	£74,662.90	£62,893.40	£62,893.40	£61,381.40	£60,736.90	£59,894.90	£65,507.90	£60,995.90	£40,395.40	£40,395.40	£40,395.40	£40,395.40		
Deposit Account	£10,610.00	£10,611.00	£10,611.00	£10,611.00	£10,611.00	£10,611.00		£10,611.00	£10,611.00	£10,611.00	£10,611.00	£10,611.00	£10,611.00	£10,611.00	£10,611.00	£10,611.00		
Bank balance	£92,417.78	£89,470.86	£87,980.15	£86,160.90	£85,273.90	£73,504.40		£71,992.40	£71,347.90	£70,505.90	£76,118.90	£71,606.90	£51,006.40	£51,006.40	£51,006.40	£51,006.40		