

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 18th April 2016 at 7.30 pm
United Reform Church Hall, Elstead

Attendees: Cllr P. Murphy (Chairman) Cllr R. Holroyd Cllr J. Holroyd
Cllr L. Davidsen Cllr J. Mathisen Cllr K. Brooke
Cllr J. Jacobs
Mrs J. Williams (Clerk)

Also attending were: 4 parishioners

PUBLIC QUESTION TIME

Mrs Sandra Cheeseman thanked Elstead Parish Council for the kind donation towards the Queen's 90th birthday firework celebration and for organising the advertising.

3357 Mrs Cheeseman advised the Council that the road surface outside the Royal British Legion is severely deteriorating. **The Clerk to log with Surrey CC. (04/16).**

3358 Mrs Cheeseman advised the Council that there is an abandoned car at Burford Lodge access road. PCSO Francis has reported it to Waverley. **Mrs Cheeseman to advise The Clerk if the car is still there and for the Clerk to report. (04/16).**

2.0 APOLOGIES FOR ABSENCE

3359 Apologies had been received from Cllr R. Rees and Cllr R. Gardner who were not able to attend due to business reasons. Their apologies were accepted by the Council.

3.0 DECLARATIONS OF INTEREST

3360 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

3361 The minutes of the Parish Council meeting held on 21st March 2016 were agreed and signed by the Chairman.

5.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3362 The minutes of the Planning Committee meeting held on 21st March 2016 were agreed and signed by the Chairman.

6.0 MATTERS ARISING

- 3363 Tracys Development site. This is now being dealt with the Acting Head of Enforcement who is working to resolve this issue this year. **Cllr Brook to follow up. (04/16)**
- 3364 Footpath at the end of Red House Lane onto the common. There has been no work on the footpath. **Cllr Mathisen to follow up with MoD. (04/16)**
- 3026 Closure of Footpath 64 – Needs to remain closed at present due to undercutting of the path. SCC to consider options to reopen. (04/15)
- 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)
- 3153 Cycling Strategy meeting – Cllr Mathisen advised that he had raised the subject of the proposed cycle route with the MOD. Cllr Murphy explained about a previous offer of the Parish Council to fund materials for small section of the route in Red House Lane. (11/15)
- 3290 Flooding in Springfield –**Cllr Rees to pass drainage maps onto The Clerk to upload onto the website. (01/16) There is some progress in establishing what is the issue with the drainage/flooding but there is still further investigation to be done (04/16).**
- 3324 New post box – **The clerk still pursuing as there are issues with getting an answer from Royal Mail (04/16).**
- 3206 Framptons Proposal – All quiet and no further news currently with this development. A copy of the survey was sent to Framptons (02/16).
- 3325 Green Belt Review – Parish Council still waiting for information from Mr Parrott which is due. **Cllr Murphy to chase (04/16).**
- 3322 EER –The Clerk has formalised the EER cover rota and presented it in the February meeting. The Clerk sent out to Cllrs. **Further guidance needed from EER team regarding who should have access to rota and what it means. See Agenda Item 10.0 (04/16)**
- 3326 Highways update (see point 6.0)
- 3324 Weyburn Works Gate Proposal. **The Clerk has bought a gate which is due 6.5.16. (04/16)**
- 3275 Annual Parish Meeting - Wednesday 4th May. Topics to be discussed are The Neighbourhood Plan, EER (10 minutes each) plus present Annual Report and Accounts. **The Clerk to advertise the meeting. The Clerk confirmed that the URC hall had been reserved. (04/16)**
- 3327 A letter was received from Robin Pellows at Waverley Borough Council asking if anyone is interested in filling a vacancy on Waverley Standards Panel. **Cllr J Holroyd waiting to hear if she has been successful. (04/16)**
- 3365 Cllr Mathisen questioned why there is a sign for Westbrook Lane in the middle of Church Green pointing towards Westbrook Hill. **The Clerk to notify WBC. (04/16).**
- 3366 Following the meeting with Cllr J. Else on 7th March regarding issues with planning.

- Cllr Else has confirmed that the New Head of Planning will meet with Cllrs. **An agenda to be agreed at the next planning meeting. The Clerk to assess Cllrs availability for proposed meeting dates (04/16).**
- The Clerk has contacted SSALC for advice on what is available for Cllrs by means of documentation / training in planning. SSALC have confirmed there are no manuals but that they can provide training sessions. **The Clerk to forward training options and costs. (04/16).**

3296 Surrey County Council is currently undertaking a bus review. **Although requested the Transport Team did not feed back into this process. (04/16). Minute to be removed next month.**

3367 Inspector Bridge attended the March PC Meeting. **Item to be removed.**

- The new Neighbourhood Officer is PC 2881 Will Davies
- 101 Call Centre Efficiency. A new phone system was installed in November so there are no statistics to report on the effectiveness of the system. The time to deal with 101 has reduced. 80 officers are in the process of being trained this year to deal with 101 calls. If police receive a high volume of 999 calls then they will be prioritised over 101 calls.

Need to educate public as to what is a 101 / 999 call and the difference between a crime (something that has actually happened) and an incident (something suspicious that is reported). Also ensure the public contact the right agency as many 101 calls are regarding noise / ASB (anti social behaviour) which should be dealt with by WBC.

Police centre deal with 101 calls, 999 calls plus monitor social media such as facebook and twitter. Switchboard works 7am-8pm Monday to Friday and 9am – 6pm Saturday. This times are determined by demand profiles so there are staggered start times for the operatives. The switchboard splits the calls into crime or incident calls with crime calls taking longer to report. Currently looking at Sussex police who have a queue busting system which means that people hold their position in the queue and the police are able to call them back.

3298 Elstead CC sent an email thanking the Parish Council for the outstanding £224 to fund new nets. **The Clerk is waiting for the invoice. (04/16). Minute to be removed next month.**

3368 The Clerk forwarded details for the Queens Birthday plans to the RBL. The RBL have confirmed that they will arrange a celebration on Saturday 23rd April. **The Clerk to forward details to Cllr Davidsen to put on facebook. The Clerk to do more advertising via school database. (04,16). Minute to be removed next month.**

3369 An email was received regarding a litter picking initiative and the possible loan of litter collecting equipment. **The Clerk to ask Scouting Organisations if they would be interested in participating in this initiative. (04/16)**

3308 The issue of tankers passing by Hankley Farm was raised. **Despite assurances to the contrary the work was not carried out. The Clerk waiting for a response as to when this will be actioned. (04/16).**

- 3331 Defibrillator Awareness – Cllr J. Holroyd is to run a series of public awareness session regarding how to use the defibrillators on 7th May at the YC. Advertising in the Village news has been done and posters put up and to advise Cllr Holroyd how many are booked on the course so that she can arrange sufficient handouts. **The Clerk to remind school, clubs and associations. (03/16)**
- 3332 Foot path 61 has been largely cleared of debris however there is still an area where path is damaged due to a blocked culvert. **The landowners have been advised. (04/16)**
- 3370 Rubbish is being dumped on Bonfire Hill. **The path is still churned up and is impassable because of truck ruts. Waste is being deposited on the land. The Clerk to write to the landowner (04/16).**
- 3334 The issue of parking in Hazeldene/Broomfield – **PSCO Francis will investigate. The Clerk to forward this problem to the NHP Transport Group (04/16)**
- 3338** Elstead Parish Council Document storage. **There are currently no places for documentation to be stored but item to be left in minutes as a reminder in case something becomes available. (04/16).**
- 3371 Beacon View Funding Request (Cllr Mathisen declared a prejudicial interest in this matter). **The Clerk has responded to their request. There is a residents meeting planned for 22.4.16 (04/16).**
- 3351 Blocked drain in front of Cleveland. **R. Knight unblocked the drain and Cllr Murphy has advised Adrian Selby that this is an adopted road. (04/16) Minute to be removed.**
- 3352 School Fruit Trees – The Clerk confirmed the Parish Council would take three trees. **The Clerk is waiting for details as to when the trees will become available. (04/16)**
- 3353 Hate Moss advertising board. **The Clerk advised it is to be removed by 23.4.16. (04/16)**
- 3355 **Annual Report – see point 9.0**
- 3256** Abandoned car at the end of the metalled section of Westbrook. The car has been removed. **(04/16). Remove minute next month.**

6.0 HIGHWAYS UPDATE – NEW VAS SITUATION

- 3372 Cllr Murphy reported back on a meeting with Adrain Selby where the positioning of an additional VAS was discussed.
- Adrian recommended that both the 30mph limit and the proposed VAS sign should be moved eastwards and located in between the two road forks to Peper Harow. Cllr Murphy has written to the Chair of Peper Harow as it will then sit in their parish. **All Elstead Cllrs approved the move as long as no street lighting or pavement extension was needed. The Clerk to advise Adrain Selby. Cllr Jacobs asked whether a VAS could be considered for Thursley Road just outside of the village as traffic is very fast along the straight. (04/16).**

- A decision regarding the feasibility study for the installation of a new parking lay by on Thursley Road is due to be heard at the Local Committee meeting later in the week.

7.0 FUTURE OF FORMER WEYBURN WORKS SITE

3373 Cllr Murphy has forwarded written summaries of his recent meeting and correspondence with MMC as summarised below:

- **Waste:** issues of waste being dumped have been partially resolved. The culvert remains blocked. The owners are dealing with this. Cllr Davidsen to keep an eye on the route. (04/16)
- **Planning Appeal:** The revised plan was shared with Cllr Murphy for 60 houses with no development in the flood line. Housing to be reconfigured, less 5 beds and more 3-4 beds. Currently deciding whether to have starter or affordable housing. Government now favours starter homes. Cllr Murphy explained that there is a need for businesses. MMC responded positively to the deficiencies that the council had highlighted in their primary application. MMC have dropped the idea of a footpath along the road and are positive to a walking/ cycling track through Parish Council land to Burford Rec / Ham Lane.
- **Tanshire Park:** The Owners of Tanshire is interested to have discussions with MMC however there have been communication issues between the two sides. Tanshire Park is considering running a shuttle bus service to stations. Cllr Murphy indicated that there was strong demand for a shuttle bus service from parishioners too.

8.0 2015/16 ANNUAL REPORT

3374 Cllrs received a draft copy of the FY 15/16 Annual Report. **Some information missing and to be forwarded by cllrs to Cllr Murphy by 24th April. (04/16).**

9.0 NEIGHBOURHOOD PLAN

3375 All sub committees meeting and going through raw data. The environmental group were slightly delayed as there was some confusion as to who was the group chair so they did not receive the raw data as quickly as the other groups.

10.0 EER

3335 Cllr Rees was not available so EER to be discussed next month. **Strategy will be ready by the end of April. (04/16).**

11.0 PLANNING COMMITTEE MEETINGS: LENGTH/PREFERRED DATE

3376 Meetings to remain half an hour before the main monthly Parish Council meeting. Cllrs to ensure they have looked at the proposals before attending the meeting. If more than 6-8 plans to consider the Clerk to flag up before the meeting. (04/16) **Item to be removed next month.**

12.0 REPORTS AND CORRESPONDENCE

- 3377 Letter received from Mr Cook regarding gaining ad hoc access to his property via council land. The Clerk explained that advice had been sought from a legal team saying that a permissive right is acceptable. **Cllr Murphy to draw up letter and the clerk to obtain solicitors approval to the wording and forward to the grazier's. (04/16).**
- 3378 An email received from Sports England requesting details so that a sporting fixture database can be maintained. **The Clerk to respond. (04/16).**
- 3379 Stronger Communities questionnaire received from SSALC. **Cllr Murphy to complete. (04/16).**
- 3380 A letter was received from Director of Finance for WBC outlining the level of financial support that Elstead PC will receive from WBC in the immediate future.
- The compensatory grant for FY16/17 is £3,730 versus £4,140 FY15/16. It is likely that Elstead will still receive this grant in FY 17/18 although we should consider that this might further be reduced.
 - The FY 16/17 council tax support grant will be £790 versus £930 for FY 15/16. This grant will not be received after end of FY 16/17.
- 3381 WBC are reviewing their Safer Waverley Partnership Plan and Cllr Murphy fed back our three top thematic priorities: traffic congestion, anti-social behaviour and fly tipping.
- 3382 David Beaman copied the PC into a letter he has sent to Surrey CC discussing the legitimacy of changing times to bus service 46 before the results of the consultation have been published.
- 3383 A request to use The Green by the Scouts for the Annual Marathon was received and approved.
- 3384 Email received regarding bins in the middle of Burford Rec overflowing. The clerk has contacted Veolia.
- 3385 A fence panel was bought down in the Croft playground in the end of March storms. R Knight was advised and has fixed them.
- 3386 A train wheel has come off the train in the Jubilee playground. R Knight has been advised. The Council to consider a replacement at the next meeting.
- 3387 An invitation to attend 'Changes to the Local Police Briefing' on 31st May was received. Cllr Mathisen to attend.
- 3388 Rural Services Network – weekly newsletter contained some article on planning. Cllr Jacobs asked for copies.
- 3389 Who can you trust magazine received – no cllrs required a copy.

13.0 Budget Review 2015-16 YTD

3390 The budget review document year to end of March was discussed and agreed. **Cllr Mathison suggested that an explanation should be given as to the under spend. (04/16).**

14.0 ACCOUNTS FOR PAYMENT

3391 The following accounts for March were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Zurich Insurance	3508	Insurance	£2,471.00
J Williams	3509	Expenses	£62.77
J Williams	3510	Expenses	£373.20
J Williams	3511	salary	£484.90
Maxwells	3512	salary prepartion to March 2016	£72.00
Maxwells	3513	completion of final payroll	£84.00
Sandra Cheeseman	3514	RBL event for Queens 90th bday	£200.00
Total			£3,747.87

15.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

3392 The drain outside the chiropractor is blocked. **The clerk to notify SCC (04/16).**

3393 Feedback was received re the oak posts on The Green being too utilitarian. The PC agreed that the current posts were acceptable. **Item to be removed next month.**

3394 Cllr Mathisen shared with Cllrs that the southern perimeter of Hankley Common had been improved and that there was now a permissive route around the periphery that had been smoothed. **Item to be removed next month.**

3395 Footpath 113 needs to be addressed as part of the mapped route does not exist. **Cllr Brooke to follow up. (04/16).**

3396 The Village Halls Committee have asked Cllr J Holroyd if they can apply to the PC for funds to help with the roof repairs which will cost in the region of £10,000. **Cllr Holroyd to ask the VH committee to write to the council. (04/16).**

3397 Thursley Common horse-riders are not sticking to bridlepaths but using other paths as well. **Item to be added to the May meeting agenda. (04/16).**

- 3398 A number of Barrow Hills Open Day posters have been attached to speed limit signs and street lighting in Elstead causing an obstruction. The clerk to notify SCC (04/16).
- 3399 The Clerk advised the council that Mrs Tann, Headteacher at St James Primary School is retiring at the end of July and wondered whether the council should mark her retirement.
Item to be added to the May meeting agenda. (04/16).
- 3400 The clerk to follow up if a formal request for help towards Good Companions celebration to mark the Queen's 90th birthday is still needed **(04/16)**

Meeting closed at 9.35 pm