

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 17th February 2020 at 7.30pm
The Youth Centre, Thursley Road, Elstead

| | | | |
|-------------------|--------------------------------|-----------------------|-------------------------|
| Attendees: | Cllr P. Murphy (Chair) | Cllr J. Jacobs | Cllr J. Mathisen |
| | Cllr J. Webster | Cllr R. Rees | Cllr D. Snape |
| | Cllr R. Gardmer | Mr L. Davidsen | |
| | Mrs J. Williams (Clerk) | | |

PUBLIC QUESTION TIME

5971 A resident raised the issue of severe flooding in Springfield and prior to the meeting had sent the clerk some photographs which the clerk had circulated. The resident explained that it was in part due to a blocked drainage chamber in the middle of his drive. SCC do not have a record of the drain and the resident felt that the only way to resolve this issue would be to use money from a housing development or via s106 monies. The PC then discussed the other flooding issues in the village with a focus on Water Meadow Close. Cllr Murphy reminded councillors that the PC had advised WBC and the developers at the planning stage with regards to the water levels which peaked in this area in 2014. The PC felt it had a duty of care to uphold and wanted prospective purchasers to be aware of the flood risks before they bought one of the dwellings sited within the flood zone. The PC to discuss this with Clarion. **(02/20)**

1.0 APOLOGIES FOR ABSENCE

5972 Apologies were received from Cllr S. Reynolds who was not able to attend for business reasons. His apologies were accepted by the Council. **(02/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

5973 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. **(02/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 21st JANUARY 2020

5974 The minutes of the Parish Council meeting held on 21st January 2020 were agreed and signed by the Chairman. **(02/20). Minute to be removed next month.**

4.0 MATTERS ARISING

5975 FP64: The Chairman and The Clerk met with SCC Countryside on 4th July 2019 at FP64. SCC and Elstead Parish Council (EPC) walked along the footpath which is quite overgrown. SCC shared a new proposal for the diverted route which follows more of the river before it

- doglegs back to join FP65. Stakeholders were consulted on this proposal in Autumn 2019. The Clerk has contacted SCC on a monthly basis to follow up on what the next stages are now that the consultation is complete. The Officer has confirmed that SCC has asked for the proposals to be discussed at a Waverley Local Committee meeting to be held on 13th March 2020 in order for the Local Committee to make a decision whether or not the FP 64 and FP65 can be diverted. The Clerk has forwarded a letter outlining the PC's objections and Cllr P Murphy will speak at the meeting. The Clerk to update the Ramblers. **(02/20)**
- 5976 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. The floodlights have been purchased and the storage unit is waiting to be installed. EVTC have asked to see the agreement prior to it being ratified so that they can be sure it will not impact their players. The clerk to attend if available when the storage unit is installed – the ground is still too waterlogged at the moment. **(02/20)**.
- 5913 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. No progress reported and councillors to look at this over the Autumn. There is little immediate hazard as the cricket season has now closed. Councillors have also noted that the picket fencing surrounding the play park will need some remedial work but this will be actioned once the need for safety fencing has been determined. It was agreed this should be added to the February agenda so that an agreement can be reached before the start of the cricket season. **(01/20)**
- 5977 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. The clerk has received the following response from SCC Highways saying that the chevron will be reinstated once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way. **(02/20)**.
- 5851 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. Cllr Murphy has written to MoD asking for the gully to be assessed and cleared out. RK and Cllr Murphy have visited the gully again and there is a clear depression in the road indicating that the gully is either blocked or broken. Cllr Harmer has advised that this section belongs to SCC. **(12/19)**.
- 5915 Website Admin: It was agreed that The Clerk, Cllr Reynolds and Cllr Davidsen would have access to the web in addition to Mrs Davidsen. The Clerk has been trained on how to update the website. Cllr Reynolds to be trained within the next month. The Clerk to arrange a training session for councillors with Mrs Davidsen. **(01/20)**
- 5978 Honeypot House development: Cllr D. Else has alerted enforcement who have requested the developer submits a planning application. Cllrs reviewed the planning application in August and The Clerk noted that the application was subsequently withdrawn. A revised application has been considered and objected to by the planning sub committee at the meeting held in October. WBC have passed the retrospective planning application despite objections being raised by the Parish Council as well as by some residents. Cllr D. Else is

following up the use of the retail space part of the development with WBC Enforcement. The retail space is now selling plastic windows. **(02/20). Minute to be removed next month.**

- 5917 Fence by field by Triangle: Cllr D. Else has alerted enforcement who have confirmed that planning application is not required as it falls under permitted development. The parts of the fence that were over 2 metres have been cut to just under 2 metres. Cllr D Else and Mrs Davidsen to follow this up with the enforcement department. There was no further update on this at the January meeting. **(01/20).**
- 5979 VAS: SCC have also now confirmed that the written procedures do not need to be rewritten and so the project may be restarted as per the original agreement. The Clerk has received an email from the Frensham Clerk explaining that SCC have some spare VAS machines that come with brackets and battery that they are happy for each village to have on a long term loan and SCC will install them and move them on the parish's behalf. Each Parish must have insurance cover, a point of contact and purchase two padlocks for SCC to be able to attach to each machine. SCC will then look to schedule a regular day to swap all VAS positions with the respective villages. Councillors approved this and the clerk to advise Frensham PC. The cost of a replacement battery is £35 and the uplift on the PC's insurance is c £20. The Clerk to follow the rota of the VAS **(02/20).**
- 5980 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in it's opinion) excluded from consultation involving S106 agreements. SCC responded by saying that *"SCC note your concern regarding the lack of consultation with local councils on the terms of S106 agreements and S278 agreements. The purpose of these agreements is to secure the necessary obligations to mitigate new development proposals, which are assessed at the planning application stage by our officers.....It should be noted that it is at this planning application stage that local councils have the ability to comment on the fundamental detail of any transport or education schemes, and the county council's officers do take into consideration such representations. Going forward, the County Council's officers are very happy to receive any views you may have regarding any proposed development or indeed the mitigation works that might have been put forward by a developer. If we are given sufficient notice of any shortcomings in the mitigation that has been proposed, then of course we can re-consider the mitigation package ahead of any determination by the Local Planning Authority.* Cllrs agreed that the PC should write a follow-up letter as the letter from Mr Oliver did not answer the points that the PC made. Cllr Murphy to draft the letter and copy Cllr Harmer. **(02/20).**
- 5981 The Smiths Charity has contacted the PC and suggested that groups may apply for a little more money. Councillors agreed that The Clerk should apply for a further £2,000. The clerk has submitted the application and a response is due within 6 weeks. **(02/20).**
- 5982 Village Green and Church Green Lease: the Heads of Terms as well as the maps of the area were circulated to councillors who agreed that the PC should proceed and renew its lease of these two areas. The Clerk has contacted WBC and started the process. There is nothing further to report and the clerk has followed this up on several occasions. WBC have confirmed that they will ensure that it is progressed but are unable to give a definite timescale at the moment. **(02/20).**
- 5983 Burford Lodge Rec Signage: The Sharks had asked if the PC can improve the directional signage to Burford Lodge Rec. The current sign is sited too high and away from the slip road. The Clerk to liaise with the tennis club and to arrange to install a sign above the current

- tennis club sign. The Clerk has written to the chair of EVTC asking to meet to discuss the position of the proposed directional sign in relation to the EVTC sign. The EVTC have responded 'unenthusiastically' to the siting of a sign. The clerk to discuss further with EVTC when the storage container is delivered for the floodlights. **(02/20)**.
- 5984 Milford Road Telephone Box: BT are unable to prioritise painting the phone box but have offered to provide the paint free of charge. Ian Jeffery has quoted £280 to paint the telephone box in Spring 2020. The council approved this expenditure under its powers of Local Government (miscellaneous provision) Act 1953, s.4. The clerk to contact BT and arrange for the free paint to be delivered. The Clerk advised councillors that due to the weather the phone box would not be painted until Spring at the earliest. **(02/20)**.
- 5985 At the meeting MoD have agreed to repair the potholes on the road leading to the DZ and the work has been completed. MoD have also agreed to notify the PC earlier regarding planning permission for filming. The PC is mainly concerned with the issue of traffic passing through the village and will write to the MoD proposing times of the day for companies to travel through the village. Cllr Murphy has drafted a letter which he circulated to Cllr Mathisen and the clerk. **(02/20)**.
- 5986 Councillors discussed whether or not to install CCTV at Burford Rec following the recent spate of anti social behaviour. The Clerk provided details on a number of cameras that The Clerk had sourced. Cllr Davidsen has offered to lend the PC a camera as a trial in order to determine whether this should be progressed. Trial to be undertaken once RK is available. Councillors highlighted that it must be mounted in a safe and secure place. **(02/20)**.
- 5987 Councillors approved the cost of £180 plus VAT for RK to attend a Highways Accreditation course which will allow him to complete vegetation clearance safely. Vegetation clearance has been included in the 20/21 budget. The clerk to liaise with RK and book the course once he is available. The Clerk to write to SCC Highways to ensure that RK will be able to do vegetation clearance once he has attended the course. **(02/20)**.
- 5988 The Clerk advised that she had discovered some scrap books with old articles and photographs in them. The Clerk advised that she will discuss with Mrs Davidsen regarding the addition of a history section on the website where such items can be stored. Any councillors seeing articles about Elstead should cut them out and pass them to the Clerk who will scan them. Cllr Harmer advised that he would be happy to help scan the older articles for which he was thanked. Cllr Harmer has started to scan the books. **(02/02)**.
- 5989 The clerk advised that due to the additional rows having been added in the cemetery it would be nice to add a further bench. Councillors agreed to this. The clerk advised that a member of the public had asked whether a tree in memory of a former resident could be planted. The clerk had said that for safety and maintenance reasons a bench would be preferable. The family to discuss whether they would like to install a bench. The clerk will wait for a decision from the family before ordering the new bench for the cemetery. **(01/20)**.
- 5990 The Thursley Road Rec does not appear to be registered. The Clerk has contacted the PC's legal advisers to seek advice on how to register it and is waiting for a response. The PC's legal advisers have asked for the Clerk to forward title deeds etc which the clerk does not have. Councillors advised that we can lay claim to this land as the PC has been responsible

for its upkeep for a number of years. The clerk to discuss with the PC's legal representatives. **(02/20)**.

- 5991 A resident asked if there was progress on the surface improvement to Back Lane. The Clerk to liaise with Cllr J. Else. This was discussed in the meeting. It was then clarified that the resident was requesting the removal of the metal barriers. Cllr J Else advised that this would not be something that WBC would allow. **(02/20)**. **Minute to be removed next month.**
- 5941 Footpath across Marcus's Triangle: The PC been waiting to hear back from SCC with a definitive statement relating to the commonland status of the land to be taken for the proposed footway by Marcus's triangle. Notices were seen advertising that works were due to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr Cooper SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and SCC said that they would support this option on the condition that WBC enforcement provided written support. If written support was granted Mr Cooper would defer the works until a formal decision was made. **(01/20)**.
- 5992 LAP at Water Meadow Place: The Clerk and Cllr Murphy had visited the proposed site for the LAP. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The LAP is considerably smaller than guidelines state. Cllr Jacobs, The Clerk, Mrs Davidsen and Cllrs J and D Else met with planning enforcement officers to discuss the proposed LAP as well as The SANGS (specifically the boardwalk following the recent flooding) and the fact that some properties appeared to be inhabited prior to the January hand over date. Planning officers listened to concerns and agreed to look into whether there have been any breaches. The issue of the footpath around the triangle was discussed and it was agreed that WBC would liaise with SCC over the deferment of the proposed works due to begin on 20th January 2020. **(01/20)**
- 5993 The clerk followed up the remedial repairs to BW69 that had been agreed by SCC Countryside. The clerk was advised that it was still due to be completed before the end of March 2020 and that SCC Countryside were waiting on SSI consent. There has been no further progress but the clerk has followed this up. **(02/20)**.

5.0 REPORT FOLLOWING ST JAMES PRIMARY SCHOOL STAKEHOLDER MEETING HELD 21ST JANUARY 2020

- 5994 The Clerk and Cllr Snape attended the stakeholder meetings. The school wanted attendees to feed back to them on their objectives. The Head and Deputy Head are keen to work with the PC but it is unclear how this can be achieved. The school has three objectives: (a) financial and environmental sustainability (car parking, car share schemes, 'lollipop lady'), (b) integration with the community and (c) wellness. It was thought that Our Elstead could connect with the school under objective (b) by encouraging school involvement with its seasonal sweeps and planter projects. EGC could interface with the school under objective (c) by helping with the school's wildlife hub and providing gardening expertise for the schools' poly tunnels. The school emphasised that it has no plans to open a pre school. The PC to develop a strategy to engage with the school. Cllrs Snape and Rees to be the PC interface for the school. The clerk to advise the school. **(02/20)**. **Minute to be removed next month.**

6.0 REPORT FOLLOWING THE MEETING WITH WBC HELD 12TH FEBRUARY 2020

5995 Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) and walked FP64 and surveyed the proposed LAP at Water Meadow Place. WBC need to check the legal situation regarding the obligations of the developer to build a footpath and whether there is the possibility of the developer improving FP64 as a link to the village rather than the proposed footpath around Marcus's Triangle. WBC to also investigate the legal obligations relating to the provision of a LAP at Water Meadow Place as this condition has been discharged. **(02/20)**

7.0 WBC UPDATE

5996 There was much facebook coverage on the horse in the field opposite the Mill. The horses were moved for a couple of nights but have been returned to the field. **(02/20). Minute to be removed next month.**

5997 The recent spate of fly-tipping at Marcus's Triangle will be removed by WBC. **(02/20). Minute to be removed next month.**

5998 WBC's full council will meet tomorrow to approve the 20/21 budget. **(02/20). Minute to be removed next month.**

5999 Tree fell on a house in Blinscombe - WBC is providing support to the owners. **(02/20). Minute to be removed next month.**

6000 Milford by-election was won by an Independent, Maxine Gale. **(02/20). Minute to be removed next month.**

8.0 SCC UPDATE

6001 Cllr Harmer advised that FP61 could be dealt with in the usual way and had asked SCC to look at it to see what would be required in order for the surface to be improved. **(02/20)**

6002 Stuart Copping has been looking at flooding issues in Elstead. Oxenford Farm has also been assessed (water runs off the field opposite). Cllr Harmer to discuss with Witley PC as it falls within their parish. **(02/10).**

6003 There have been further discussion regarding the the blocked drain opposite Hunters Farm on Seale Lane. There is a lot of water in the road and SCC are returning to investigate on 22nd January 2020. **(02/20)**

6004 Cllr Mathisen raised the issue of Fubrook Lane – the side of the road near to Thundry Farm

6005 The C thanked SCC for repairing he pothole on Thursley Road which seemed to have happened overnight. **(02/20). Minute to be removed next month.**

9.0 NEIGHBOURHOOD PLAN UPDATE

6006 NHP Redraft: the final draft is expected and a meeting to be arranged to agree next steps and a target date for consultation. **(02/20).**

6007 Settlement Boundary: Cllrs Jacobs and Mathisen have conducted an analysis of the Settlement Boundary. Members of the NHP SG met on 25.10.19 and there is now a coherent plan. Minor amendments that are being made to the Settlement Boundary will be listed as an appendix at the end of the NHP. JLW and DV (Nexus) to complete this. Once complete it will form an appendix to the draft NHP. **(02/20)**

6008 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has instructed Aecom who have just forwarded their HRA report. Nexus Consulting are liaising with Aecom and the HRA will be ready for inclusion as a supporting document for the NHP regulation 14. **(02/20)**

6009 Local Green Space Assessment Paper: JW and JJ to complete with Nexus. **(02/20)**.

6010 NHP SG Meeting: it was agreed that an NHP SG meeting should be arranged for w/c 24th February once the final draft was available. **(02/20)**

6011 The Clerk to draw up a leaflet advertising the NHP Regulation 14. Cllr Jacobs asked if all councillors could be available to help with the leaflet drop. **(02/20)**

10.0 OUR ELSTEAD UPDATE (OE)

6012 Village Wide Fete: Discussion have been held and the current theme idea is a 'carrot festival' which would tap into Elstead's past as an important carrot producer. **(02/20)**.

5947 Village sign: Councillors agreed that it should be based on the PC logo that was created for the new village website. The Clerk drafted a funding application letter to the Bilmeir Trust and has just been advised that the funding application has been successful and that the Bilmeir Trust are kindly donating £5,000 to this project. The Clerk to write to thank the Bilmeir Trust. The clerk and Cllr Mathisen have found a variety of companies who make signs - the approximate cost is £5k. Cllr Mathisen has met with Mr Williams to discuss the design and they along with Cllr Reynolds will visit Shere Forge. **(01/20)**.

6013 Litter pick: Date 4.4.20. OE to ask youth groups to take on an area at a time that suits them. **(02/20)**.

6014 Planters: three planters in the same location as last year but with more adventurous planting. **(02/20)**. **Minute to be removed next month.**

6015 Pancake Race: OE have been asked to provide marshalls for this event on 29.02.2020. **(02/20)**. **Minute to be removed next month.**

11.0 EER

6016 It was agreed that a sub committee be formed to discuss this offline and present feedback to the PC. Cllr Rees to chair the sub committee. Cllr Snape has agreed to join the committee and Cllr Rees to ask if Mrs Holroyd would also help as she was instrumental in creating the first version. Cllr J Else has also offered to help. **(02/20)**

12.0 TREES

6017 The tree survey that had been commissioned by the clerk was conducted in December and the clerk has just received the report. Following the extensive tree works which had been undertaken over the past year the report showed that a lot less remedial work is required. Recommended work is grouped in priorities with priority 1 (p1) works needing to be carried out within 2 months, Priority 2 (p2) works to be carried out in 6 months and priority 3 (p3) works to be carried out in 6-12 months. Of the Parish trees assessed 1 x tree = p1, 9 x trees = p2 and 19 x trees = p3 and 79 trees require no further action. Councillors agreed that all remedial work should be carried out immediately even if p3. The clerk contacted 1st Call to arrange a quotation for the works however 1st Call noticed discrepancies in the survey at Woolfords Lane Cemetery. The Clerk contacted the surveyor who has sent through the correct report for the cemetery but there were still questions over the rest of the survey. The clerk to arrange a meeting with the surveyor and tree surgeon to ensure that the survey is accurate. A quotation for the works will be presented in the March meeting. The invoice for the company who conducted the survey to be held until the PC is confident that the survey has been conducted thoroughly. **(02/20)**

13.0 PLAYGROUNDS

6018 The up to date playground report has been received. The report highlights that the slide at Burford Lodge rec is slightly buckled. The clerk liaised with the playground report author who was unable to provide contact details for the 'hirst' slide manufacturer and there are no details for the company online. The clerk advised that the cost of a replacement slide is £12k. Cllrs agreed that if the slide is buckled and cannot be repaired it should be removed until the PC can organise a replacement. The clerk to contact other playground manufacturers to see if they can repair the slide and if this is not possible the clerk to ask RK if he can remove the slide. Cllrs approved for 4 x flat swings to be replaced at £256.93. NB installation charge will increase as this is based on the seats being replaced at the same time as the slide. **(02/20).**

6019 The clerk to forward a template visit report to cllrs. Cllrs with rec responsibility were reminded that the playgrounds must be checked monthly ideally just before the PC meeting. **(02/20). Minute to be removed next month.**

14.0 INSURANCE PREMIUM

6020 The proposal from Zurich for the PC's insurance premium is £100 higher versus last year. The clerk contacted Came & Co for a comparative quote and their quote is c£500 cheaper however a separate play inspection contract will need to be obtained. The PC has confirmed it is happy to go with Came & Co as they have the lower quote subject to the policy being like for like. **(02/20).**

15.0 DEFIBRILLATORS

6021 Defibrillators: following the lengthy discussion at the last PC meeting it was agreed that the clerk would take advice on the defibrillators via professional bodies. Four people from different medical groups were asked and all agreed that there is no legal height restriction for an AED, the height is dependent on a number of factors and accessibility. The cabinet that professionals recommend is the Defib Safe 2 by Wel Medical. The PC had agreed in the January meeting that it would install signage next to the three defibrillators explaining what to do plus include the location address and postcode. The PC had also agreed to install PIR lighting above the defibrillators at Burford Lodge Rec and Thursley Road Pavilion. The

clerk had obtained the the following costs: PIR lighting at £120 plus vat per location, signage at c£50 per sign and a replacement cabinet Defib Safe 2 from Wel medical at £500 plus VAT per cabinet which the PC approved in accordance with the 'Availability of Debrillators Bill' (2019). It was agreed that the clerk should order a new cabinet for Thursley Road Rec. The Clerk and Mrs Holroyd to draft some wording for the signs. The clerk advised councillors that the cabinets are lit so it may not be necessary now to install PIR lighting. **(02/20)**

6022 The Clerk advised councillors that the locking motor needs to be replaced on the defibrillator cabinet at Burford Lodge Rec. The clerk had received a quote of £90 plus the cost of returning the cabinet with an estimated repair time of two weeks. The clerk had asked how long the replacement motor would last but the manufacturer would not confirm. It was agreed that the cabinet should be replaced with the new model agreed in minute 6021. The clerk to order and arrange for installation. A resident has offered to fund this cabinet and the PC thanked the resident for their generosity. **(02/20)**.

16.0 BONFIRE HILL

6023 Leaflets have been circulated to all villagers regarding proposals for the development of Bonfire Hill. The proposal is for 30 x 2/3 bedroomed affordable homes to be built on the lower slopes. The leaflet invited feedback and comments. Councillors agreed that it would not be appropriate to respond at this time and instead The PC will give it due consideration at the planning meeting when the application is formally presented for discussion. **(02/20)**
Minute to be removed next month.

17.0 PARKING IN SPRINGFIELD

6024 The Clerk explained that she had received correspondence from residents in Springfield complaining of issues with people parking on verges. The Clerk had shared this with Cllrs Elses who in turn took it up with WBC. A letter was sent to residents asking them not to park on verges. The Clerk has been contacted by residents who are unhappy at being told not to park on the verges. Councillors agreed that nothing more can be done in this instance. **(02/20)** **Minute to be removed next month.**

18.0 FLOODING, DRAINAGE AND DITCHES

6025 The issues in Elstead associated with flooding, fluvial, pluvial and groundwater are well documented. Many ditches need attention but there is a lack of finance to undertake such work and a lot of drainage is either inadequate or broken. It was clarified that the responsible bodies are: The Environmental Agency (responsible for Sandford Brook), WBC (land drainage), SCC (local lead for flood authority). It was agreed that this topic would be discussed further at the March meeting. **(02/20)**

19.0 DIRECTIONAL SIGN ON THE VILLAGE GREEN

6026 The directional sign on the village green is damaged and beyond repair. The Clerk advised councillors that it is the responsibility of the Parish Council to replace it. The Clerk showed examples of signs to councillors. One was a more basic 'bus stop' style which would cost £621. The alternative was a sturdier metal design at a cost of £1,600. The Clerk advised that the metal one would be more durable and smarter especially as OE would like to make more of a feature of The Green with a village sign and flower tubs. Councillors agreed a

budget of £1,600 maximum and asked the clerk to course some more samples to approve at the March meeting. **(02/20)**

20.0 PARISH ASSEMBLY

6027 Councillors discussed the Parish Assembly which is scheduled to take place on 29th April. It was agreed that the following groups would be invited to give an informal presentation: Help in Elstead, St James Primary School, EVAA and The Sharks. The clerk to confirm what type of refreshments may be served in the URC hall. **(02/20)**

21.0 REPORTS AND CORRESPONDENCE

6028 Standards Committee – councilors agreed that they would give both their votes to support Cllr Reynolds to be elected onto the stands panel. The clerk to advise WBC. **(02/20)**.
Minute to be removed next month.

6029 The St James PTA will not allow the pancake race to use their insurance. The clerk has checked the c insurance which would cover the event at no extra charge as long as the PC is one of the organisers. Councillors agreed to this. The poster artwork to be amended to reflect this. **(02/20)**. **Minute to be removed next month.**

6030 There have been a number of cemetery enquiries which have taken a lot of the clerk's time to deal with. **(02/20)** **Minute to be removed next month.**

6031 A resident has raised the issue of the height of some properties at Water Meadow Place which Cllr Else is looking in to. **(02/20)**

22.0 ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT - FEBRUARY 2020

| Payee | Cheque no | Purpose | Amount |
|-----------------|-----------|--------------------------------|---------|
| HMRC | 4038 | PAYE | £388.24 |
| Juliet Williams | 4039 | Salary | £499.00 |
| Juliet Williams | 4040 | Salary | £445.23 |
| Juliet Williams | 4041 | Expenses and working from home | £19.50 |
| HMRC | 4042 | PAYE | £102.00 |
| SSE | 4043 | Burford Lodge Rec | £70.15 |
| Patrick Murphy | 4044 | Chairman's Allowance | £225.00 |
| Leif Davidsen | 4045 | Councillors Allowance | £30.00 |
| Jane Jacobs | 4046 | Councillors Allowance | £30.00 |
| Roger Gardner | 4047 | Councillors Allowance | £30.00 |
| John Mathisen | 4048 | Councillors Allowance | £30.00 |
| Richard Rees | 4049 | Councillors Allowance | £30.00 |
| Diane Snape | 4050 | Councillors Allowance | £30.00 |
| Jessica Webster | 4051 | Councillors Allowance | £30.00 |
| Stefan Reynolds | 4052 | Councillors Allowance | £30.00 |

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| | | | | £1,600.88 |
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22.0 MATTERS RAISED BY MEMBERS

6035 There were no matters raised by councillors. **(02/20). Minute to be removed next month.**

Meeting closed at 10.15 pm