

**ELSTEAD PARISH COUNCIL**  
**Minutes of Meeting**

**Monday 20th January 2020 at 7.30 pm**  
**The Youth Centre, Thursley Road, Elstead**

<b>Attendees:</b>	<b>Cllr P. Murphy (Chair)</b>	<b>Cllr J. Jacobs</b>	<b>Cllr J. Mathisen</b>
	<b>Cllr J. Webster</b>	<b>Cllr S. Reynolds</b>	<b>Cllr D. Snape</b>
	<b>Mrs J. Williams (Clerk)</b>		

**PUBLIC QUESTION TIME**

5902 A resident explained that he was about to submit a planning application and asked what the process was. It was explained that a planning meeting would be held to discuss the application (once it was live on the WBC planning website) and that the resident would be welcome to attend. The clerk to advise the resident when his application is due to be discussed. **(01/20). Minute to be removed next month.**

5903 A resident raised the issue of parking on the verges in Springfield. This issue had been previously raised by a few residents and The Clerk had reported this to Cllr Else. A letter has subsequently been sent out from WBC asking residents not to park on verges which has then resulted in a number of residents complaining that they cannot park on the verges. The issue of parking in Springfield to be added to the February agenda. **(01/20) Minute to be removed as will covered as an item on the February agenda.**

**1.0 APOLOGIES FOR ABSENCE**

5904 Apologies were received from Cllr P. Murphy who was not able to attend for business reasons. His apologies were accepted by the Council. **(01/20). Minute to be removed next month.**

**2.0 DECLARATIONS OF INTEREST**

5905 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. **(01/20). Minute to be removed next month.**

**3.0 APPROVAL OF MINUTES OF PC MEETING HELD 9th DECEMBER 2020**

5906 The minutes of the Parish Council meeting held on 9th December 2019 were agreed and signed by the Chairman. **(01/20). Minute to be removed next month.**

**4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 9th DECEMBER 2020**

5907 The minutes of the Planning meeting held on 9th December 2019 were agreed and signed by the Chairman. **(01/20). Minute to be removed next month.**

## 5.0 MATTERS ARISING

- 5908 FP64: The Chairman and The Clerk met with SCC Countryside on 4<sup>th</sup> 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 – the consultation closed on 25<sup>th</sup> October 2019. The Clerk advised councillors that the FP64 has been cut back and is now accessible. SCC advised that they have received some objections to the planned diversion as a result of the consultation. 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 agreed a course of action and will write to the landowner accordingly. Once the letter has been sent SCC will advise the PC of the next steps. The Clerk to update the Ramblers. **(01/20)**
- 5909 Environmental PIC Monies: The Clerk advised that WBC PIC officers are happy to support the application for the recycling waste container at Woolfords Lane Cemetery and the application has been approved by the relevant portfolio holders. **(01/20). Minute to be removed next month.**
- 5910 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 from Nexus Planning. For NHP who are allocating affordable housing there is a further £10,000 available. Nexus do not believe there are any categories under which we can apply for funding. **(01/20) Minute to be removed next month.**
- 5911 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. **(01/20).**
- 5912 Damaged railing opposite Fulbrook Lane. Having followed this matter up on numerous occasions for the past year the clerk can confirm that the railing has been replaced on 23<sup>rd</sup> December. The Clerk has written to thank SCC who were pleased to receive the letter. **(01/20). Minute to be removed next month.**
- 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 playpark 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)**
- 5914 Memorial Bench: The Clerk confirmed that councillors were happy with the proposed bench and specified which colour would be appropriate. The Clerk has spoken to the resident and the bench was installed on 23<sup>rd</sup> December 2019. **(01/20). Minute to be removed next month.**

- 5648 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 to follow up again and has written directly to SCC Highways. **(01/20)**.
- 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)**
- 5916 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 in spite of 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. There was no further update on this at the January meeting. **(01/20)**.
- 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)**.
- 5918 The PC is 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. The PC has issued a press release which has received some coverage in the local press. There has been no further progress on this although residents did observe people in hi-viz jackets measuring the width of the road prior to the October PC Meeting. The PC is still waiting for a statement from SCC. The temporary traffic prohibition order has been removed and there has been no further information from SCC. **(01/20)**. **Minute to be removed as covered under agenda item 7.**
- 5919 Broadband: a resident has highlighted problems with their broadband. There is no action that the PC can take on this matter. **(01/20)**. **Minute to be removed next month.**
- 5920 Show home visit: Cllr Jacobs, Mrs Davidsen and The Clerk visited the show home at Weyburn. Mrs Davidsen questioned where the LAP / LEAP was going to be sited. Clarion advised that they have checked the planning consent and they believe there is no requirement for a LAP / LEAP to be provided. Elstead PC and Peper Harow Parish are concerned as there is already an under provision of play equipment in Elstead and none in Peper Harow. The Clerk and Cllr Jacobs looked at the planning consent online and condition

39 clearly stated that one should be provided. Cllr Murphy has contacted WBC asking to see the plan that was submitted for condition 39. The Clerk and Cllr Murphy visited the site and looked at the proposed play area. The proposed area is very small and sits on a steep slope at the bottom of which is a deep culvert. The proposed area is considerably smaller than guidelines state. The Clerk to ask Clr D. Else for support with this matter and Cllr P Murphy has written to planning officers seeking a meeting to resolve this issue. **(01/20). Minute to be removed as covered under agenda item 8.**

5921 St James Primary School consultation: a letter was sent to St James Primary School following the last PC meeting but there has been no response or acknowledgment. The Clerk invited the school to attend the December PC meeting to present their findings following the consultation however the school declined. The school has written a formal response to the PC's letter explaining that they will be holding a stakeholder event on Tuesday 21st January 2020 where the school will invite all their stakeholders to provide their views on how they can work better together to implement their strategic aims, which have been developed directly from the survey responses. The school will hold two sessions from 2.30 to 4pm and 6.30 to 8pm and it was agreed that The Clerk would attend the first session and the Clrs Snape and Mathisen would attend the second session. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**

5922 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 and to obtain the cost of the insurance and the replacement battery. **(01/20).**

5923 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. **(01/20).**

5924 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 drafted a letter and has now received some supporting information from the school and is waiting on details from Andrew Smith (WBC) to include in the letter. The clerk to follow up. **(01/20).**

- 5925 Cllr J Else had asked for police support to control the traffic on Bonfire Night but they had refused to attend saying that it was not their responsibility. Cllr J. Else has sent a formal letter of complaint to the Police and will seek to arrange a meeting with Inspector Gary Smith. Cllr J. Else has subsequently spoken to Inspector Smith and he accepts that there should have been a response on that evening. With regards to Cllr Else's formal letter of complaint concerning the fallen tree outside Weyfield in Autumn no disciplinary action was felt to be necessary although a call for attendance should have been made. **(01/20). Minute to be removed next month.**
- 5926 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 will follow this up. **(01/20).**
- 5927 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. **(01/20).**
- 5861 Tree survey: the quote for the tree is slightly cheaper versus the survey conducted in 2017 and is £2,475 ex vat (versus £2,730 ex VAT). Councillors approved this expenditure which the PC is allowed under its powers of Highways Act 1980, s.96 and the clerk has instructed Chalice to undertake the works. **(01/20). Minute to be removed next month as covered by agenda item 14.**
- 5928 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. **(01/20).**
- 5929 Councillor Snape raised the issue of problematic parking around St James Primary School. The Clerk invited the school to attend the December PC Meeting to discuss this. The school have responded suggesting a meeting with relevant councillors in order to progress speed awareness initiatives. The Clerk discussed this matter with the chair of governors and it was agreed that this would be arranged following the school's stakeholder event. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**
- 5930 At the meeting MoD have agreed to repair the potholes on the road leading to the DZ and the work is still outstanding. 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. The Clerk and Cllr Murphy to discuss and draft a letter. **(01/20).**
- 5931 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. **(01/20).**
- 5932 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. **(01/20).**
- 5933 The Clerk circulated the EER rota for 20/21 to councillors. Cllr Rees to provide details on what councillors will need to do. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**
- 5934 Councillor Rees to liaise with the village hall with regards EER. This item has been deferred until further review of the EER plan has been conducted. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**
- 5935 EER to be included in the January meeting at which point the EER plan will be checked and if necessary, revised. This item has been deferred to the February meeting. It was agreed that the full plan would be circulated to councillors beforehand. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**
- 5936 A consultation document from WBC on behalf of BT was received asking if the BT phone boxes in the village should be retained. BT had ear marked both for decommission. The phonebox on the corner of Beacon View Road and Thursley Road had recorded zero calls from it whereas the phonebox on the Milford Road near to Broomfield had recorded 73 calls. Councillors were in agreement that the Milford phone box should be retained and the Beacon View Road (BVR) phonebox decommissioned and The Clerk advised WBC accordingly. A revised list has been issued and both phoneboxes will be kept (someone had noted that the BVR phone box was adjacent to a sports ground so should be retained). **(01/20). Minute to be removed next month.**
- 5937 The up to date playground report has been received. The report highlights that the slide at Burford Lodge rec is slightly buckled. The clerk to seek advice as to whether the slide can be repaired. **(01/20). Minute to be removed net month as covered under agenda item 15.**
- 5887 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. Clr Harmer advised that he would be happy to help scan the older articles for which he was thanked. **(12/19).**
- 5938 The clerk advised that the fence at the cemetery needed some reparation which Councillors agreed to. The Clerk has advised RK and the work will be completed once he is available. **(01/20). Minute to be removed next month.**
- 5939 The clerk advised that due to the additional rows having been added in the cemetery it would be nice to add a further bench. Councilors 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).**

5940 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. **(01/20).**

5843 A resident asked if there was progress on the surface improvement to Back Lane. The Clerk to liaise with Cllr J. Else. **(12/19).**

## **6.0 REPORT FOLLOWING THE MEETING WITH WBC HELD 16<sup>TH</sup> DECEMBER 2019**

5941 Member of the NHP steering group met with Matthew Ellis (WBC) to review the redrafted NHP. The redraft NHP copy had been circulated to Mr Ellis prior to the meeting. On the whole Mr Ellis was very supportive of the redrafted plan and provide some useful feedback that the NHP SG have taken into consideration. **(01/20). Minute to be removed next month.**

## **7.0 REPORT FOLLOWING THE MEETING WITH SCC HIGHWAYS HELD 14<sup>TH</sup> JANUARY 2020**

5942 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 20<sup>th</sup> 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 Clr 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).**

## **8.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING ENFORCEMENT HELD 16<sup>TH</sup> JANUARY 2020**

5943 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. Clr 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 20<sup>th</sup> January 2020. **(01/20)**

## **9.0 WBC UPDATE**

5944 There was no update as both councillors were unable to attend the meeting for business reasons. **(01/20). Minute to be removed next month.**

## **10.0 SCC UPDATE**

5945 Cllr Harmer reported that the draft budget is now available to view on the SCC website and that it is the first expansionist budget for ten years. There is a general principle that some services have not changed for a long time and the proposition is that SCC modify their services and provide better services at lower costs. All aspects of council are being looked at a) highways - the objective should be to fix roads rather than fill in potholes and to do this quickly whilst interest rates are still low and whilst SCC can borrow money b) SEND – one of SCC's largest expenses – SEND support is scattered around the county and SCC spends up to £50m transporting children with SEND requirements around the county. The proposal would be to build 2-3 specialist facilities in mainstream schools to reduce the transportation costs and c) adult social care – the government has suggested that SCC should apply a 2% increase in council tax on top of what SCC were going to apply and ring fence monies to create a protected living environment. **(01/20). Minute to be removed next month.**

#### **11.0 NEIGHBOURHOOD PLAN UPDATE**

5946 NHP Redraft: The redrafted NHP has been received and checked. The Clerk forwarded the amended draft to all councillors for their comments and all comments were sent to Nexus. The redrafted version complete with graphics is due in February 2020. There has been a slight delay due to the questions coming out of the SEA. **(01/20).**

5810 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. **(11/19)**

5947 HRA: WBC have confirmed in writing that a HRA is needed. The Clerk has instructed Aecom who have just forwarded their HRA report. The SG will review the draft and take guidance from Nexus if there are any details that need questioning. HRA is part of a free technical support package that the PC has secured. **(01/20)**

5948 NHP SG Meeting: it was agreed that an NHP SG meeting should be arranged once the final draft was available. **(01/20)**

#### **12.0 OUR ELSTEAD UPDATE (OE)**

5519 Village Wide Fete: Following comments on the village facebook Cllr Mathisen has spoken to The PTA Chair with regards a village wide event. The Chair to speak with the rest of the PTA for their thoughts. **(06/19).**

5949 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).**

5950 Spring bulbs: spring bulb have been planted and the pc offered its thanks to Cllr Snape, Cllr Webster and Mr Webster for undertaking this. **(01/20). Minute to be removed next month.**

### **13.0 EER**

5951 It was agreed that the EER report as well as actions that councillors might need to do whilst on the EER rota would be discussed at the February meeting in more detail. **(01/20). Minute to be removed next month as will be covered as an agenda item in February meeting.**

### **14.0 TREES**

5952 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. The clerk to obtain a quote from the tree surgeons and councillors agreed that all remedial work should be carried out immediately even if p3. **(01/20)**

### **15.0 PLAYGROUNDS**

5953 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. 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. **(01/20).**

### **16.0 INSURANCE PREMIUM**

5954 The proposal for the PC's insurance premium has been received and it is £100 higher than last year. The clerk contacted Zurich prior to the January PC meeting but no response had been received prior to the meeting. The clerk also advised councillors that an alternative broker had contacted the clerk and councillors agreed that the clerk should seek a comparative quote. **(01/20).**

### **17.0 DEFIBRILLATORS**

5955 There was a lengthy discussion regarding the three defibrillators in the village with specific reference to the defibrillator at The Thursley Road Rec. Residents explained that the defibrillator was difficult to access due to its location and difficult to see to open in the dark. Residents also said that it would be helpful to have the address on signage next to the defibrillator so that the location could be easily communicated to SECAmb. The PC explained that it took advice from professional bodies as to the management and location of its defibrillators. The PC explained that the defibrillators are kept in locked cabinets as locally there have been reports of defibrillators being stolen and also by calling SECAmb to gain the access code it enables paramedics to be deployed. Councillors explained that they would take advice on the defibrillators via professional bodies and agreed in principle (and subject to the feedback it receives) that the PC would install signage next to the three defibrillators explaining what to do plus include the location address and postcode as well

as install PIR lighting above the defibrillators at Burford Lodge Rec and Thursley Road Pavilion. The clerk had obtained the cost of PIR lighting at £120 plus vat per location which the PC approved in accordance with the 'Availability of Debrillators Bill' (2019). **(01/20)**

5956 Following a suggestion by residents, The PC has agreed to place more advertising around the village and in the EVN/ village facebook / village website with regards location of defibrillators. The clerk to action. **(01/20). Minute to be removed next month.**

5957 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 and the clerk showed councillors different models that are now available. Councillors suggested that the clerk seek professional advice and present councillors with samples and associated pricing at the February meeting for approval. **(01/20).**

## **18.0 FINANCE UPDATE**

5958 The Clerk had shared the updated financial situation with councillors before the meeting. Overall the accounts are reasonable positive with currently £68k in both accounts combined. The clerk estimated that there would be likely £18k of expenditure (including a new defibrillator cabinet and £9.5k of income due in the fourth quarter. This would mean that the PC would still finish the year in a healthy situation and just under the recommended years worth of reserves. **(01/20). Minute to be removed next month.**

5959 The clerk has confirmed that the proposed precept for Elstead Parish Council for 20/21 has been submitted. **(01/20). Minute to be removed next month.**

5960 End of grant funding of £600 (25% of the total grant allocated) from the Tesco Bags for Help grant has been received. **(01/20). Minute to be removed next month.**

5961 The Clerk to ask WBC if there is any PIC funding available. **(01/20)**

## **19.0 REPORTS AND CORRESPONDENCE**

5962 The following concerns were raised by residents which the clerk has reported: damaged kerb, damaged fence at Bonfire Hill, query regarding the closure of the angling site adjacent to Somerset Bridge and a blocked drain at Springfield. **(01/20). Minute to be removed next month.**

5963 The following emails have been received: request regarding the ownership of Peat Common, request for contact details for a resident who had recently received a Ney Years Honour, a copy of an email regarding the delayed no 46 bus and a copy of a letter to WBC regarding the closed cemetery on the Thursley road. **(01/20). Minute to be removed next month.**

5964 Information was received regarding a SSALC survey – the clerk and clr Jacobs to complete before 28<sup>th</sup> February. **(01/20). Minute to be removed next month.**

- 5965 Two conferences have been advertised: Action SW Surrey Conference on housing 31.3.20. and Surrey Community Housing Conference 6.2.20. Clrs are unavailable to attend. **(01/20). Minute to be removed next month.**
- 5966 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. **(01/20).**
- 5967 A thank you letter was received from CAW following the recent donation that Elstead PC gave to them. **(01/20). Minute to be removed next month.**
- 5968 The clerk received a response from WBS waste who confirmed that they are not able to now provide schedules for street cleaning. **(01/20). Minute to be removed next month.**

## 20.0 ACCOUNTS FOR PAYMENT

### ACCOUNTS FOR PAYMENT - JANUARY 2020

Payee	Cheque no	Purpose	Amount
Juliet Williams	4033	Salary	£499.00
Juliet Williams	4034	Salary	£445.23
Juliet Williams	4035	Expenses and working from home	£22.40
Surrey County Council	4036	VAS training	£108.33
Maxwell and Co Ltd	4037	salary preparation	£72.00
			<b>£1,146.96</b>

## 22.0 MATTERS RAISED BY MEMBERS

- 5970 There were no matters raised by councillors. **(01/20). Minute to be removed next month.**

**Meeting closed at 10.10 pm**