

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 16th March 2020 at 7.30pm
The URC, Milford Road, Elstead

Attendees: **Cllr P. Murphy (Chair)** **Cllr J. Jacobs** **Cllr R. Rees**
 Mr R. Gardner
 Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

6036 There were no questions from members of the public. **(03/20). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6037 Apologies were received from Cllr S. Reynolds, Cllr J. Mathisen, Cllr D. Snape, Cllr L. Davidsen and Cllr J. Webster who were not able to attend due to self isolating as a result of the coronavirus. Their apologies were accepted by the Council. **(03/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6038 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. **(03/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 17th FEBRUARY 2020

6039 The minutes of the Parish Council meeting held on 17th February 2020 were agreed and signed by the Chairman. **(03/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 9th MARCH 2020

6040 The minutes of the planning meeting held on 9TH March 2020 were agreed and signed by the Chairman. **(03/20). Minute to be removed next month.**

5.0 MATTERS ARISING

6041 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. Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020 where the SCC proposals were discussed.

The local committee unanimously found in favour of the two diversions **(03/20)**

- 5976 Sharks floodlights: The PC to draw up a new agreement with the Sharks. 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)**.
- 6042 Cllr P Murphy raised concern over the fencing at the Jubilee playground and the possibility of children being struck by stray cricket balls. The Clerk showed councillors a photograph of fencing bordering an astro pitch. Cllr P Murphy and The Clerk have looked at different options and proposed that fencing similar to the chainlink fencing at the tennis club would be the most suitable option. Councillors agreed in principle to this and the clerk to obtain pricing. Cllr P Murphy advised that it would be highly probable that planning permission will be required.
- 6043 Councillors were aware that sections of the picket fencing around the Jubilee Playpark needed repairing. The clerk showed samples of picket fencing made from recyclable material. The clerk to obtain quotes for the multi coloured version and a plain brown option. Whilst this is more expensive than just repairing the sections that are damaged, replacing the fence with a recyclable material will ensure its lasts for longer. **(03/20) NB this was formerly combined with minute 6042 but has been separated out as there are two actions.**
- 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 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)**.
- 6044 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. The clerk to contact SCC. **(03/20)**.
- 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)**
- 6045 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 March meeting. **(03/20)**.
- 6046 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 and to contact Peter Harris SCC in charge of the project. **(03/20).**

- 6047 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 has drafted the letter and the clerk to confirm it has been sent. **(03/20).**
- 6048 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 is pleased to report that the Smith's Charity have awarded Elstead a further £2,000 for this year and the following two years. The monies for this year will be transferred from the Smiths Charity immediately. **(03/20). Minute to be removed next month.**
- 6049 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 including just before the March meeting. WBC have confirmed that they will ensure that it is progressed but are unable to give a definite timescale at the moment. **(03/20).**
- 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. Cllr Murphy has drafted advice for film companies on traffic movements through the village which he circulated to Cllr Mathisen and the clerk. **(02/20)**.
- 6050 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. Cllr P Murphy and The Clerk met with RK and agreed a location and the wildlife camera has been installed. **(03/20)**.
- 6051 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. Cllr P Murphy discussed with SCC the Highways Accreditation course and SCC have advised that having this would allow RK to work at the Highways edge. The Clerk to book a place for RK on the course although it is likely that the course will run until after COVID-19. **(03/20)**.
- 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)**.
Minute to be removed next month.
- 6052 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. The Clerk has asked WBC if there are any PIC funds which could be used for this purpose but there has been no response. **(03/20)**.
- 6053 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 they have replied saying that they will need a copy of the 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 forward a copy of the Rec Trust's deeds to the PC's legal representatives. **(03/20)**.
- 6054 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 R. Cooper (RC) 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 RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. Cllr Murphy had met by chance a number of people onsite from Thakeham and SCC who were assessing the proposed alternative route. SCC are trying to establish if there are S106 monies to fund a cycleway between the village and Water Meadow Place. **(03/20).**

6055 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. Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) on 12th February 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. There has been no response from WBC. **(03/20) (former minute 5992 and 5995 have been combined as they cover the same point.**

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).**

6056 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 contacted Clarion asking if they will make the flooding issues known to potential purchasers. The PC received a non-committal reply from Clarion and there is not much further that the PC can do. **(03/20) Minute to be removed next month.**

6057 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

£622. 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. The clerk presented designs from an alternative company which are a contemporary style of a more traditional metal sign post. The cost is £1,223 ex vat. Councillors approved the cost under its powers to provide traffic signs and other notices and the clerk to look at different colour options. **(03/20)**

6058 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 fund a replacement. The clerk to ask the new playground inspectors whether the slide can be repaired 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. **(03/20).**

6059 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). Minute to be removed next month as this is covered in agenda item 16.**

6060 Defibrillators: 1 cabinet from Wel Medical have been ordered for Thursley Road Rec but was damaged in transit. A replacement defibrillator has been ordered and is due anytime. DJK are ready to install it before the end of March. 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 but the clerk will confirm as soon as the cabinets are in situ. It was agreed that the old cabinet would be retained in case there was a problem with one of the existing cabinets – the clerk to arrange storage. **(03/20)**

6061 Defibrillators: The replacement cabinet for Burford Lodge Rec was also damaged in transit and a replacement has been arranged. DJK will install the cabinet as soon as it arrives. The new cabinets come with a ten year warranty. **(03/20).**

6.0 REPORT FOLLOWIN THE MEETING OF THE WESTERN VILLAGES HELD 25TH FEBRUARY 2020

6062 Clr Harmer advised that the lengthsman scheme will continue. Cllr Murphy had advised of the issues from Elstead PC's perspective i.e. that there was no timetable of works therefore it was unclear when jobs were scheduled or completed and it didn't appear to be monitored properly. SCC Highways confirmed that if RK were to attend the accreditation course he would be able to undertake vergeside work. **(03/20). Minute to be removed next month.**

6063 SCC confirmed that the pavement outside the Spar was scheduled to be resurfaced but as of yet there was no date as to when the works would be undertaken. **(03/10). Minute to be removed next month.**

6064 There was a short discussion regarding the VAS project. PCs are advised to contact Peter Harris of SCC directly with regards the scheduling. **(03/20). Minute to be removed next month as VAS is covered under 6046.**

7.0 REPORT FOLLOWING THE MEETING WITH REPRESENTATIVES OF THE OWNERS OF CROFT 2 HELD 26TH FEBRUARY 2020

6065 Clr P Murphy, Mrs J Jacobs and The Clerk met with representatives of the owners of the land referred to as Croft 2. Proposed plans for the site were shared with the PC. These show a scheme for 35 dwellings compared with the 10 dwellings allocated in the draft neighbourhood plan. The PC explained that the difficult access to the site plus the desire to preserve the existing tree canopy and vegetation were some of the reasons why the PC felt that 10 houses was the maximum number that the site could sustain. During the meeting both parties conducted a site visit to look at these issues and the Croft representatives tried to explain ways to mitigate these issues. The PC explained that the NHP would be going out to public consultation imminently and that they would have an opportunity to respond via this medium. **(03/20). Minute to be removed next month.**

8.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING HELD 2ND MARCH 2020

6066 Clr P Murphy and The Clerk, along with other western villages, attended a meeting with Zak Elland (Head of Planning WBC) and Beth Howland-Smith (Head of Enforcement). Mr Elland was very open to listen to and discuss planning issues and took away a lot of feedback with him. **(03/20) Minute to be removed next month.**

9.0 REPORT FOLLOWING THE DISCUSSIONS WITH WBC AND SCC WITH REGARDS FLOODING

6067 The flooding at Burford Lodge and Hazlewood has finally been resolved however the PC found this a highly frustrating situation as neither SCC or WBC were accepting responsibility and this situation had carried on for two months. The gully has now been jetted. The main cause of the problem was a grill that had been removed and not replaced which meant that debris built up causing the blockage and resulting flood. Cllr Murphy advised that there is a buried manhole cover on PC land which we have asked RK to find. The PC has asked WBC to clear out the ditch and replace the grill. Clr Harmer agreed to find out who holds the enforcement power to ensure that situations like this do not happen again. **(03/20).**

10.0 WBC UPDATE

6068 There was no update this month. **(03/20). Minute to be removed next month.**

11.0 SCC UPDATE

6069 A meeting is schedule for 17th March at SCC to discuss how meetings can carry on during a period of social distancing. It is expected that committees will be allowed to use video conferencing apps. **(03/20). Minute to be removed next month.**

6070 Clr Harmer reported that there were four times as many pothole reports and additional resources have been hired to fix them. There is a concern as to how well these will be fixed and PC's were advised to report any work that they felt was unsatisfactory. **(03/20). Minute to be removed next month.**

- 6001 Clr 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). Clr 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

12.0 NEIGHBOURHOOD PLAN UPDATE

- 6071 NHP Redraft: the final draft is complete and the public consultation started on 13th March and will run for the statutory 6 weeks concluding on Wednesday 22nd April. The PC recorded a vote of thanks to all who had contributed to the draft and in particular to Cllr J Jacobs, Mrs Davidsen and The Clerk for pushing it to consultation stage. Initial feedback has been very positive. The clerk to email all councillors to remind them to provide feedback on the plan via the online survey. **(03/20)**.
- 6072 The Reg 14 consultation has been promoted via a leaflet drop to all residents, posters around the village, article in several issues of the village news, posts on the village facebook site, emails sent direct to all key village groups asking to be shared with their members, an advert at Elstead cinema, hard copies sited in key locations around the village and dedicated pages on the village website. Public drop in sessions have been planned for an afternoon and evening at the Youth Centre in March and a lunch time in April at Tanshire Café but due to the COVID-19 outbreak the PC has decided to cancel these sessions. The clerk to advise of the cancellation via facebook. The clerk has been given a list of statutory consultees from Nexus the planning consultants and these have been emailed with the details of the consultation. **(03/20). Minute to be removed next month.**
- 6073 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 have agreed a coherent plan for minor amendments to the Settlement Boundary. This forms an appendix to the NHP. **(03/20) Minute to be removed next month.**
- 6074 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 has been included as a supporting document in the NHP. **(03/20) Minute to be removed next month.**
- 6075 Local Green Space Assessment Paper: JW and JJ have completed with Nexus. This forms a supporting document to the NHP. **(03/20). Minute to be removed next month.**
- 6076 NHP SG Meeting: The NHP SG met once the final draft was complete and agreed a meeting schedule for reviewing comments post consultation. The next meeting is scheduled for May 6th 2020. **(03/20)**

6077 The Clerk drafted a leaflet advertising the NHP Regulation 14 and all councillors and members of the SG helped with distributing it for which Cllr J Jacobs thanked everyone. **(03/20) Minute to be removed next month.**

13.0 OUR ELSTEAD UPDATE (OE)

6078 The PC proposed a vote of thanks to OE for the spring planting which looked very pretty around the village. **(03/20). Minute to be removed next month.**

6079 A summary of proposed activities for 2020 had been circulated before the March meeting however it was agreed that no further action could be planned for the foreseeable future due to COVID-19. **(03/20). Minute to be removed next month.**

6012 Village Wide Fete: Discussions 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).**

6080 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 who are kindly donating £5,000 to this project. Cllr Mathisen has met with Mr Williams to discuss the design and they along with Cllr Reynolds will visit Shere Forge. The visit to the Shere forge has been deferred until after COVID-19. **(03/20).**

6081 Litter pick: Date 4.4.20. OE to ask youth groups to take on an area at a time that suits them. The litter pick has been postponed due to COVID -19. **(03/20). Minute to be removed next month.**

14.0 EER

6082 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 of the EER plan. Cllr J Else has also offered to help. Some initial work has been done but it is clear that there are 2 separate projects a) refreshing the EER plan and b) responding to the COVID-19 situation. **(03/20) Minute to be removed next month.**

6083 EER plan: need to identify the intent and refresh the plan. This will be looked at once the response to COVID-19 has been determined and is up and running. **(03/20).**

6084 COVID-19 response: the role of the EER group needs to be clarified. It could be to facilitate communication, to engage volunteers and offer guidance. A meeting has been scheduled which will include Cllr Rees (chair), Cllr Snape, The Clerk, and other residents/representatives of the community. **(03/20).**

6085 Cllr R Rees to write to Cllrs D & J Else to advise that he is the emergency lead from the PC. **(03/20) Minute to be removed next month.**

15.0 TREES

6086 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. 1st Call (tree surgeons) noticed discrepancies in the survey report at Woolfords Lane Cemetery. The Clerk met with the surveyor and 1st Call on site on 2nd March and the survey has been rechecked. It was only the cemetery that had a discrepancy which has been resolved. The clerk to arrange for payment of the survey. The quotation for the tree surgery now seems to be for less trees than first thought. This could be as a result of the discrepancy in the cemetery survey. The clerk to revisit the survey versus the tree works quote. **(03/20)**

16.0 INSURANCE PREMIUM

6087 Insurance premium: The clerk compared different premiums and Came & Co offered the cheapest premium. The insurance will also cover EER volunteers (currently this is a separate insurance premium). The only difference with the insurance is that the playground inspection will need to be organised separately via The Playground Inspection Company (the PC used this company after the new equipment was installed at Burford Lodge Rec and were happy with their performance). The clerk to organise the playground inspection schedule. The Clerk advised that it will be invoiced after each inspection rather than annually as with the previous company, Zurich. The difference in quotations is as follows: Came & Co with The Playground Inspection Company £1,989.50 v Zurich £2,652. **(03/20). Minute to be removed next month.**

17.0 GRASS CUTTING CONTRACT

6088 The clerk has obtained a comparative quote for its grass cutting work. The new quote is slightly higher (£339 v £321.10) than the current contractor, Grasstex, and therefore it was agreed that the PC should remain with Grasstex. The PC is happy with their work. **(03/20). Minute to be removed next month.**

18.0 HENRY SMITH CHARITY

6089 Henry Smith Charity: there was a detailed discussion about how the extra £2k funding should be utilised. It was agreed that the clerk should ask HiE if they require extra funding to help support their increased workload during COVID-19. If they do require extra money the clerk to contact via email all Smith's Charity Trustees and seek their written agreement. **(03/20).**

19.0 FLOOD MITIGATION

6090 Prior to the meeting Cllr Mathisen had circulated an excellent report on flood mitigation. It was agreed that the PC would rather discuss this when Cllr Mathisen was present therefore this is deferred until Cllr Mathisen can attend. **(03/20).**

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) Minute to be deleted next month as covered under minute 6025.**

20.0 RISK ASSESSMENT

6091 The Clerk had circulated the annual risk assessment in advance of the meeting. Councillors approved the risk assessment and it was duly signed by The Chairman. **(03/20). Minute to be removed next month.**

21.0 PARISH ASSEMBLY

6092 The Annual Parish Assembly is scheduled to take place on 29th April however in view of the current COVID-19 situation it is unlikely that this will be able to take place. The legal requirement is for the meeting to take place between April and 3rd June. The Clerk to monitor advice from SSALC as to whether it will be possible to defer it to later in the year. **(03/20)**

22.0 REPORTS AND CORRESPONDENCE

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)**

6093 Pitch treatment: Elstead Sharks commissioned a survey which proposed a lot of work at both recs at a very high cost. It is felt that not all the work is necessary however one of the items referred to the highly acidic content of the ground. It would be advisable to remediate this. The clerk to ask Grasstex to apply a high alkaline fertilizer to both recs. The sharks advised that they will contribute some money towards the works and the PC agreed in principle to fund the difference. The clerk to obtain a quote for the April meeting. **(03/20).**

6094 There has been much discussion between the PC and the EVAA to try to resolve the water bills. The issue is that the bills are sporadic and do not coincide with meter readings. Some bills are over estimated by the supplier and then following bills have adjustment applied. It was agreed that an easier way would be to agree what the estimated annual usage is and base it on the applicable water rate. The clerk to liaise with EVAA committee. **(03/20).**

6095 The clerk has followed up on a number of road issues including the removal of a dead deer, a damaged kerb in Hookley lane, various potholes. **(03/20). Minute to be removed next month.**

6096 The PC has been advised that the marathon has been postponed this year and therefore the village green will not be required by the scouts. **(03/20). Minute to be removed next month.**

6097 A letter has been received by Dalcour Maclaren asking permission for access to the PC woodland in order to conduct a badger survey prior to the commencement of the replacement of the existing water main along Milford and Shackleford Road. The PC has approved this and the clerk to advise Dalcour Maclaren. **(03/20). Minute to be removed next month.**

6098 There has been much communication from government bodies regarding COVID-19 that the clerk has been sharing. **(03/20). Minute to be removed next month.**

23.0 ACCOUNTS FOR PAYMENT

6099 The following cheques were presented for payment:

Payee	Cheque no	Purpose	Amount
Castle Water	4055	Woolfords Lane	£112.55
Came & Co Ltd	4056	PC annaul insurance	£1,061.57
Juliet Williams	4057	Salary	£499.00
Juliet Williams	4058	Salary	£445.63
Juliet Williams	4059	Travel expenses and working from home	£24.00
Juliet Williams	4059	stationery expenses for new financial year	£25.40
HMRC	4060	PAYE	£478.04
Richard Knight	4061	Work at Woolfords Lane Cemetery RK0325	£794.82
Richard Knight	4062	Work on Village Green RK0324	£159.50
Wel Medical	4063	2 x defib cabinets	£1,199.94
Playground Inspection Company	4064	annual contract—invoice after each inspection	£1,107.00
Juliet Williams	4065	Go Daddy contract renewal	£258.91
Craddocks Printing Works Ltd	4066	NHP leaflet and posters	£866.00
Chalice Consultancy	4067	Tree Survey	£2,970.00
Help in Elstead	4068	Smiths Charity funds	£500.00
Fitzpatrick Woolmer	4069	Village Green directional sign	£1,528.80
Post office counters for WBC	4070	Waverley elections—previous chq returned	£377.05
			£12,408.21

25.0 MATTERS RAISED BY MEMBERS

6103 There were no matters raised by councillors. **(03/20). Minute to be removed next month.**

Meeting closed at 10.15 pm