

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

**Monday 20th April 2020 at 7.30pm**  
**Virtual Meeting via Zoom**

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

**PUBLIC QUESTION TIME**

6104 Victoria Asset Management had asked to present proposals for a new development of 52 dwellings in fields adjacent to Water Meadow Place. The minutes from this part of the meeting are viewed in appendix 1. **(04/20). Minute to be removed next month.**

**1.0 DRAFT PROTOCOL TO HOLD VIRTUAL MEETINGS**

6105 A draft protocol to allow the holding of monthly Parish Council meetings via video conferencing was circulated prior the meeting. Councillors accepted this protocol which stays in effect until social distancing measures have been stopped. The protocol was duly adopted. **(04/20). Minute to be removed next month.**

**2.0 APOLOGIES FOR ABSENCE**

6106 There were no apologies for absence. **(03/20). Minute to be removed next month.**

**3.0 DECLARATIONS OF INTEREST**

6107 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. **(04/20). Minute to be removed next month.**

**4.0 APPROVAL OF MINUTES OF PC MEETING HELD 16th MARCH 2020**

6108 The minutes of the Parish Council meeting held on 16th March 2020 were agreed and signed by the Chairman. **(04/20). Minute to be removed next month.**

**5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 23rd MARCH 2020**

6109 The minutes of the planning meeting held on 23rd March 2020 were agreed and signed by the Chairman. **(04/20). Minute to be removed next month.**

**6.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 13th APRIL 2020**

6110 The minutes of the planning meeting held on 13th April 2020 were agreed and signed by the Chairman. **(04/20). Minute to be removed next month.**

## **7.0 MATTERS ARISING**

6111 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 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 13<sup>th</sup> March 2020 where the SCC proposals were discussed. The local committee unanimously found in favour of the two diversions. The Clerk has written to SCC Countryside who replied explaining that the existing temporary closure will have to be extended until such time as social distancing is relaxed. Once everything is back to normal the diversion order will be made and there will be a formal consultation period. If objections are received during this period and cannot be resolved then SCC will have to refer the order to the Secretary of State for determination. Determination can take the form of written representations, formal hearing, or a Public Inquiry. If there are no sustained objections, then SCC can confirm the order and the footpath will have been legally diverted (although works may have to be carried out to make the new route suitable for the public). If the matter does get referred to the Secretary of State then it could be several months before the matter is dealt with and SCC advised that there will probably be a backlog following the coronavirus lockdown. **(04/20)**

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).**

6112 Chain link fencing Jubilee Playpark: 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 chain link 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. The clerk had contacted 2 companies but had received no response. **(04/20)**

6113 Councillors were aware that sections of the picket fencing around the Jubilee Play park needed repairing. The clerk showed samples of picket fencing made from recyclable material. A quote for the multi coloured version and a plain brown option are available. Councillors voted in favour of the multi coloured version and the clerk will obtain quotes. Whilst this likely to be more expensive than just repairing the sections that are damaged, replacing the fence with a recyclable material will ensure it lasts for longer. The clerk has contacted a company and is awaiting a quote. **(04/20)**

6114 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 and this will be completed in the new financial year. The clerk to follow up with Adrian Selby. **(04/20).**
- 6115 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 has contacted SCC regarding this. Cllr Rees advised that he believed that a section of pipe was broken. The clerk to forward photos of this to SCC Highways. **(04/20).**
- 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).**
- 6116 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 has contacted Peter Harris (SCC) who is in charge of the project but has not had a response. **(04/20).**
- 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 has confirmed that the letter has been sent. **(04/20)**.
- 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)**.
- 6117 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. The Clerk has contacted BT to arrange for the paint to be delivered. **(04/20)**.
- 6118 The potholes on the road leading to Hankley Common have been repaired. MoD have also agreed to notify the PC earlier regarding planning permission for filming. The PC has drafted advice for film companies on traffic movements through the village which has been sent to the MoD. **(04/20)**. **Minute to be removed next month.**
- 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. **(04/20)**. **Minute to be removed next month as covered under agenda item 16**
- 6119 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 has reserved a place in principle however there will be no courses until after social distancing measures for training have been relaxed. **(04/20)**.
- 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. 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. 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)**.

- 6120 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. The clerk has forwarded part of the Rec Trust's deeds to the PC's legal representatives to see if this would be acceptable as proof of the PC owning the land. **(04/20)**.
- 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 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 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)**.
- 6121 LAP at Water Meadow Place (WMP): 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. Cllr Murphy, Cllrs D and J Else and The Clerk met with Mr Elland (Head of Planning, WBC) on 12<sup>th</sup> 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 and the Clerk has followed this up on several times since. Councillors agreed that if there was no response from WBC then it would need to make a formal complaint. **(04/20)**
- 6122 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. An email was received from SCC countryside asking for NE and MoD contacts in order for the works to be approved which the Clerk supplied. SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway between Elstead and Milford. **(04/20)**.
- 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)**

- 6123 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. A small quantity of granular limestone has been applied to some of the poorer sections of grass as a test to see if the grass improves. If it does further limestone will be purchased. **(04/20)**.
- 6124 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 an adjustment applied. The PC has agreed to the EVAA's Committee suggestion that moving forward the water bill would be based on an estimate of annual useage with the annual water rate applied. **(04/20)**.
- 6125 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. The clerk shared the different colourway design options – black background with white writing and white background with black writing before the meeting. Councillors to forward their preferred route after their meeting. **(04/20)**
- 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. **(04/20). Minute to be removed next month as covered under agenda item 15**
- 6126 Defibrillators: 1 cabinet from Wel Medical have been ordered for Thursley Road Rec but was damaged in transit. A replacement defibrillator has been delivered and has now been installed successfully. The old cabinet has been retained and has been stored safely at Woolfords Lane. 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 - the clerk to confirm. **(04/20)**
- 6127 Defibrillators: The replacement cabinet for Burford Lodge Rec was also damaged in transit and a replacement has been arranged. The new cabinets come with a ten year warranty

The replacement cabinet has arrived and has been successfully installed. **(04/20). Minute to be removed next month.**

6128 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 had built up within the culvert 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. The clerk to check to see if the grill has been replaced. Cllr Harmer agreed to find out who holds the enforcement power to ensure that situations like this do not happen again. **(04/20).**

6129 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. 1<sup>st</sup> Call (tree surgeons) noticed discrepancies in the survey report at Woolfords Lane Cemetery. The Clerk met with the surveyor and 1<sup>st</sup> Call on site on 2<sup>nd</sup> 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 has checked the quote with the tree surgeon and the error has been rectified. It does not change the overall quote and councillors have agreed that the works can now proceed. **(04/20)**

6130 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. Help in Elstead advised that they did need £500 to help with costs associated with volunteers helping clients during COVID-19. Trustees were emailed and confirmed their support for this use of funds. A cheque has been raised and issued to help in Elstead. HiE advised that post covid-19 they are looking to upgrade their telephone system and it was agreed that some of the remaining funds could be used for this purpose subject to Trustees agreement. **(04/20).**

6090 Prior to the March 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).**

6131 The Annual Parish Assembly is scheduled to take place on 29<sup>th</sup> 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 3<sup>rd</sup> June. There has been no directive that this should be held later in the year. **(04/20)**

## **8.0 WBC UPDATE**

- 6132 The Business Grants have almost all been paid by Waverley with 700 going out over the weekend of 11/12 April and 450 more being processed this week for BACS transfer. It has taken a lot of effort to get this done as every application has had to be checked for accuracy and to guard against fraud. This has meant the transfer of £10m. **(04/20). Minute to be removed next month.**
- 6133 Planning processes continue and Cllrs J and D Else are actively engaged with monitoring both Red House Lane and Bonfire Hill applications. **(04/20). Minute to be removed next month.**
- 6134 Nearly 1000 Community Meals were provided w/v 13<sup>th</sup> April across the Borough and Waverley are helping to enable this with staff taking an active part with the deliveries. **(04/20). Minute to be removed next month.**
- 6135 1200 residents who are on the NHS medically vulnerable list have been called to check that they are not in need - where this is found to be the case they are referred to the VASWS. VASWS are fully aware of the EER team and will refer these individuals on to us if necessary. **(04/20). Minute to be removed next month.**
- 6136 Refuse continues to be collected as is usual - the garden waste has not yet been stopped although that might be necessary depending on staffing levels at Biffa. **(04/20). Minute to be removed next month.**

## **9.0 SCC UPDATE**

- 6137 SCC continue to operate but are not holding full council meetings. **(04/20). Minute to be removed next month.**
- 6138 Cllr Harmer advised that Peter Harris has been recalled to help with the police so therefore this might explain the lull in activity around the VAS. **(04/20). Minute to be removed next month.**
- 6139 Cllr Harmer advised that SCC parking policy is not as strict as WBC's parking policy as it relates more to urban areas where there is less dependence on cars. **(04/20). Minute to be removed next month.**
- 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 22<sup>nd</sup> January 2020. **(02/20)**
- 6004 Cllr Mathisen raised the issue of Fubrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**



## **10.0 NEIGHBOURHOOD PLAN UPDATE**

- 6140 NHP Redraft: the final draft is complete and the public consultation started on 13<sup>th</sup> March and will run for the statutory 6 weeks concluding on Wednesday 22<sup>nd</sup> 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 and at the time of the April meeting there had been 52 responses. The clerk is posting regular reminds on facebook and the deadline has been extended to Friday May 8<sup>th</sup>. The clerk has forwarded the survey link to all councillors. **(04/20)**.
- 6141 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 6<sup>th</sup> 2020 but this will need to be deferred following the deadline extensions to the NHP survey. **(04/20)**
- 6142 Following the presentation by VAM their site will have to be assessed by Aecom. **(04/20)**.

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

- 6143 Planters for the village green are in the process of being organised. OE are using plugs not plants so they will be a little later coming through. Cllr Murphy advised that he could supply Cllr Mathisen with compost. **(04/20). Minute to be removed next month.**
- 6144 Cllr Snape has planted bulbs in pots and these will be ready for planting in Autumn ready to flower Spring 2021. **(04/20). 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)**.

## **12.0 EER**

- 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)**.
- 6145 COVID-19 response: the role of the EER group needs to be clarified. Cllr Rees advised that a special team of 9 people acting under the PC had been set up in mid March and the team have met twice weekly since. To begin with a website was created through which clients and volunteer could register. A dedicated email address and phone line were also set up – the phone line which diverts to members of the committee's telephones had been agreed to be funded initially for a period of 3 months by councillors via email and this decision is minuted here. Continuation of the phone line will be reviewed after three months. Every household in the village received a leaflet advertising the service and the leaflet was also featured in the April Village News and on posters throughout the village. The phone line is in operation 6 days a week from 10am to 4pm. To date there are 164 volunteers and 26 clients registered for the EER service. The role of the service is to help with shopping,

running errands and collecting prescriptions. Additionally the service can provide wellbeing support and signpost individuals to professional help. A 'Help is at Hand' poster has been designed and is displayed around the village and this lists a number of local and national support groups. By operating through the PC it is possible to ensure that the group remains GDPR compliant. Volunteers have received regularly updates from the EER team and a guide on operating protocols including ensuring that confidentiality is preserved. The clerk has liaised with the PC's insurers who have confirmed that the PC's insurance covers the EER team and its volunteers and clients. The previous insurance company have advised that the policy has been automatically extended by three months and so in effect the EER is covered two-fold until the end of July 2020. A risk assessment has also been undertaken. Cllrs had been asked before the meeting if the PC would fund a dedicated EER telephone line £55 / month, to cover the cost difference of the EVN £516/month to allow all residents to receive it and pay for a poster to advertise the EER Covid response £138. All cllrs had agreed and these minutes record this decision. EVN and telephone expenditure to be reviewed at the June meeting. Cllr Murphy proposed a vote of grateful thanks to Cllr Rees for the hard effort that had been put in to setting up the service. **(04/20). Minute to be removed next month.**

### **13.0 REVIEW OF RENTS FY20/21**

6146 Review of rents 2020/21: the review of rents had been approved following the Finance sub committee meeting in November 2020 and are listed in appendix 2. **(04/20). Minute to be removed next month.**

6147 It was agreed that the clerk should contact David Rumsey, the land agent for the Backland field, to discuss the appropriate rental sum for the grazing land field – this is renewed each summer. **(04/20).**

### **14.0 REVIEW OF CEMTERY CHARGES FY20/21**

6148 Review of cemetery charges 2020/21: the review of rents had been approved following the Finance sub committee meeting in November 2020 and are listed in appendix 3. **(04/20). Minute to be removed next month.**

### **15.0 ANNUAL PLAYGROUND INSPECTION REPORT INCLUDING QUOTE FOR WORKS**

6149 The report for Annual Playground Inspection had been circulated prior to the April meeting. The clerk advised that this has been conducted by the new playground inspection company and was far more thorough than the previous reports. The clerk had identified what needed to be repaired and had contacted Kompan who had not finished pulling the quotation together. The clerk noted that not all equipment was Kompan's but that it would be cheaper to ask one company to do the works as otherwise the PC would be likely charged for two call out fees. Some of the remedial work listed can be undertaken by RK and the clerk to liaise with RK. The report suggested that the Burford Lodge Rec slide do not have to be uplifted therefore councillors agreed it should stay in situ, subject to further monitoring. Councillors agreed that the clerk should ask Painttics to undertake the painting and erosion treatment work. **(04/20).**

### **16.0 DISCUSSION REGARDING CCTV**

6150 Councillors were updated on the recent break in. Both EVAA and EVTC had reported the instances to the police and had crime numbers. Councillors discussed installing CCTV. The clerk had spoken to the insurers who had said that having CTV would not generate a reduction in the insurance premium. The clerk had also taken advice from other Western village clerks know of whom currently have CCTV. Councillors agreed that due to personal data etc it was a complicated process and that further advice would be needed. Cllr Reynolds suggested that the clerk should liaise with Godalming Town Council who had fairly recently installed CCTV following damage to the Wilfred Noyes centre. (04/20).

## 17.0 FINANCE UPDATE

### (a) End of Year Accounts – top line figure

6151 The end of year figures had been circulated in advance of the meeting. The clerk advised that these were first draft figures as unusually the clerk had not received a final bank statement to cover the full end of year – the last statement stopped on 26<sup>th</sup> March 2020.

#### **Income: actual £96k v £83 budget**

Reason: Grants/donations up including: £600 for Tesco Bags for Help end of project payment (75% paid up front and 25% paid on completion of project), Henry Smith +£2k additional funding secured in February and Billmeir +£5k. Projects have been allocated for the Billmeir funding and this will be invoiced in 2020/21. Income also includes vat rebate from 2019/20. Cemetery receipts are +£1.6k versus budget. There was a budget of £2k for NHP projects but we were unable to apply for this money.

#### **Expenditure: actual £84.7k v £83k**

Reason: salary review for the clerk following the audit in 2019/20 and this figure included some back pay, HMRC above versus budget, donations increased 4.3k v 3k budget, defibrillators £2.4k v £500 budget due to the replacement of all three cabinets and one cabinet being relocated. (04/20). **Minute to be removed next month.**

### (b) Annual Report

6152 Annual report: Cllr Murphy agreed to produce a draft of the annual report. The clerk to provide the financial data and Cllrs Rees and Mathisen to provide information on the EER and OE respectively. (04/20).

### (c) Fixed Assets Register

6153 The fixed assets register was discussed and the figures allocated to each item will be reviewed post April meeting and presented in May. This is due to the different way in which the new insurance company presents its figures. (04/20).

### (d) Clerks Remuneration

6154 Due to a substantial increase in workload as a result of the Neighbourhood plan and demands arising from the outbreak of COVID-19 (and the resulting social distancing measures) councillors agreed to raise the clerks hours to 25 hours per week. Councillors resolved that this should be effective from 1<sup>st</sup> March 2020 and would be reviewed in July 2020. (04/20). **Minute to be removed next month.**

## 18.0 REPORTS AND CORRESPONDENCE

6155 Three residents had reported that a horse was spotted grazing in the Croft playground. The clerk to put up impoundment notices on the playground. **(04/20) Minute to be removed next month.**

6156 Cllr Murphy noted that around 100 residents had responded to the Bonfire Hill housing application. The majority objected to the application and in their responses many residents cited the neighbourhood plan in positive terms which the PC was very encouraged to see. **(04/20) Minute to be removed next month.**

6157 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion. **(04/20)**

## 19.0 ACCOUNTS FOR PAYMENT

6158 The following cheques were presented for payment:

### ACCOUNTS FOR PAYMENT - April 2020

Payee	Cheque no	Purpose	Amount
Juliet Williams	4075	salary	£499.00
Juliet Williams	4076	salary	£499.00
Juliet Williams	4077	salary	£499.00
Juliet Williams	4078	salary, work from home, stamps	£479.39
Richard Knight	4079	RK0335 Burford Lodge	£137.50
Richard Knight	4080	RK0336 Woolfords Lane compost bin	£319.00
Richard Knight	4081	RK0337 Taping up/down playgrounds	£107.50
Peak Playgrounds Ltd	4082	second half of train purchase	£2,712.00
The Play Inspections Company Ltd	4083	Annual playground inspection	£270.00
			<b>£5,522.39</b>

## 21.0 MATTERS RAISED BY MEMBERS

6160 Cllr Davidsen asked if MoD intended to open up the top car park at Hankley Common. Cllr Mathisen to contact MoD. **(04/20). Minute to be removed next month.**

**Meeting closed at 10.15 pm**