

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

**Monday 15th June 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 J. Mathisen</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**

6226 2 residents asked whether the PC would support the bi-annual meeting of an informal Burford Lodge User Group. It was thought that this would aid communication between the various users. Meetings would be informal and could include updates on parking, access, security issues, concerns, wants, needs. Cllrs Rees and Snape volunteered to attend from the PC. The clerk to write to all users inviting them to participate. **(06/20)**.

**1.0 APOLOGIES FOR ABSENCE**

6227 Apologies were received from Cllr L. Davidsen and Cllr R. Gardner who were unable to attend for business reasons. The Council accepted their apologies. **(06/20)**. **Minute to be removed next month.**

**2.0 DECLARATIONS OF INTEREST**

6228 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 2018. **(06/20)**. **Minute to be removed next month.**

**3.0 APPROVAL OF MINUTES OF PC MEETING HELD 18th MAY 2020**

6229 The minutes of the Parish Council meeting held on 18th May 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(06/20)**. **Minute to be removed next month.**

**4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 26th MAY 2020**

6230 The minutes of the planning meeting held on 26th May 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(06/20)**. **Minute to be removed next month.**

**5.0 MATTERS ARISING**

6231 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13<sup>th</sup> March 2020 where the SCC diversion 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 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, 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 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. The clerk advised that the PC had received the notice that the continuation of the order had been issued. Cllr Mathisen suggested that the Environment Agency had neglected to clear tree debris and Cllr Murphy added that another tree had caused scouring to the bank. The clerk to contact the Environment Agency. Cllr Mathisen to provide a contact. **(06/20)**

6232 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. **(06/20). Minute to be removed as covered under agenda item 14.**

6233 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 – both companies had been able to quote. **(06/20). Minute to be removed as covered under agenda item 15.**

6234 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 received a quote which was almost £20k. The clerk to continue to investigate alternative options. **(06/20). Minute to be removed as covered under agenda item 15.**

6175 A councillor has raised concern over a chevron missing at the junction of the Milford and Shackleford Roads. One chevron has been reinstated but the second chevron is still missing despite several emails from The Clerk. The clerk has received the following response from SCC Highways saying that the chevron will be reinstated once the trees around the chevrons marked with paint have been removed. SCC Highways will look at adding more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way and this will be completed in the new financial year. The clerk has contacted Adrain Selby to ask for an update. The clerk has also reported the damaged chevron on the bend by Withybridge House. There has been no response from SCC regarding when the

chevrons will be replaced. The clerk has followed this up on numerous occasions. The clerk to send a list of all outstanding highways work to Cllr Harmer. **(06/20)**.

- 6235 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 and has sent photographs of the section of pipe. It was due to be looked at at the end of March but there has been no response from SCC despite the clerk chasing this up on many occasions. The clerk to send a list of all outstanding highways work to Cllr Harmer. **(06/20)**.
- 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)**.
- 6236 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 and will contact him again. **(06/20)**.
- 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)**.

- 6237 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. WBC have now contacted the PC and asked for a copy of the Heads of term and map so that they can be sure they have the correct version. The clerk has forwarded the documentation and has followed this up. The PC are waiting for this to be approved by the Executive. **(06/20)**.
- 6238 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 discussed the sign further with the sharks and EVTC whilst both were onsite for the container delivery. EVTC have offered to amend their existing artwork and the clerk is waiting for them to forward a design. **(06/20)**. **Minute to be removed next month**
- 6239 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 has contacted BT to arrange for the paint to be delivered but has been told that BT are about to consult on their phone boxes again and as such cannot send out paint. The clerk has contacted WBC to see if they can help in this matter. WBC have written to BT on the PC's behalf but BT have reiterated that they will not provide paint whilst the telephone boxes are under consultation. **(06/20)**. **Minute to be removed next month**
- 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)**.
- 6240 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. Another family have approached the PC offering to give the PC a bench for the cemetery. The family are moving and the bench is in excellent condition but will not fit in the new property. The PC have agreed that this would be suitable. The clerk to thank the family. The family to deliver the bench to the cemetery and RK will set it in concrete. **(06/20)**.
- 6179 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. Hedleys (lawyers for the PC) have confirmed that the cost for undertaking this legal work is c£750 which the PC approved under its powers of Parish Property and Records. The clerk to send details of the waylease agreement to Hedleys as well as contact SCC to see whether the PC's ownership is recorded on the SCC commonland register. **(06/20)**.

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)**.

6241 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. The enforcement report has finally been issued but the report is most unsatisfactory. Cllr Jacobs stated that she was shocked that a leading developer of social housing should build 69 dwellings with no play area and Cllr D Else agreed with this point. Cllr Rees asked which authority held the local authority to account. The clerk reminded them that individuals may take up concerns with the local ombudsman. Cllr Reynolds suggested that the PC should write to Jeremy Hunt (JH) about this failure. It was agreed that PM should write a letter to WBC and JH. **(06/20)**

6242 BW69 remedial repairs: The clerk followed this up again on 9/6/2020 but there has been no response and SCC's target completion date of March 2020 has now slipped. 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)**.

- 6243 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. There is nothing further to report at the moment and due to the dry conditions the limestone had had little effect. **(06/20).**
- 6244 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. Councillors accepted this proposal. EVAA have proposed an annual bill of £178.15 which will be invoiced at the same time as their rent. Cllrs agreed to his proposal. The clerk to raise the invoice. Invoices will be amended to reflect changes in the annual rate charges. **(06/20). Minute to be removed next month.**
- 6245 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 have drafted wording for the signage that will go next to the defibrillators. The clerk advised councillors that although the cabinets are lit the keycode buttons are not lit so it will be necessary now to install PIR lighting - the clerk to discuss this with DJK. **(06/20) Minute to be removed as covered under agenda item 16.**
- 6246 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. Cllr Harmer agreed to find out who holds the enforcement power to ensure that situations like this do not happen again. The ditch has been cleared but WBC will not replace the grill until the buried manhole cover is found. RK has looked for the grill again but cannot find anything. PM has arranged a site meeting with WBC on 25<sup>th</sup> June that the clerk will also attend. **(06/20).**
- 6247 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. Virtually all the tree works are complete with just one oak tree remaining to be cut towards the end of July. **(06/20)**
- 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).**

- 6248 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. **(06/20). Minute to be removed as covered under minute 6255**
- 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).**
- 6249 Backland Field: The clerk has contacted the agent to discuss whether the agent advises a rent increase – the rent is renewed each summer. **(06/20).**
- 6250 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 none 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. The clerk contacted Godalming Town Council who had fairly recently installed CCTV (following damage to the Wilfred Noyes centre). Godalming TC replied to say that they had used Absolute Security. The clerk to contact Absolute Security and arrange a meeting on site. **(06/20). Minute to be removed as covered under agenda item 13.**
- 6157 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion. (04/20)
- 6216 A resident asked what the rules were regarding the grazing of horses on public land. A reference as made to the horses that are being grazed outside Westbrook. Cllr J Else advised that WBC had served notice that the horse should be removed within a given number of days. **(05/20).**
- 6251 Following the Annual Playground Inspection report (April 2020) the clerk had identified what needed to be repaired and had contacted Kompan. A quote from Kompan had been circulated prior to the meeting. Councillors felt that the quote was expensive and asked the clerk to seek a reduction however it was also noted that much of the play equipment is over 10 years old and is heavily used. Cllr Rees asked the clerk to find out for how long the repairs are guaranteed. Cllr Mathisen urged caution over the on-going increase in expenditure. When asked, The Playground Inspection Company had stated that if the report categorised anything as 'low risk' it was not necessary to repair it immediately. It was agreed therefore that if the proposed work at the Croft was deemed low risk repairs would not be undertaken given that the area is subject to a planning application. The clerk noted that 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 did 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 - the clerk to

- obtain a quote. The cradle seat has been replaced with one that we had spare and the roundabout seat has also been replaced. **(06/20)**.
- 6199 The Croft bin: It was highlighted that one of the bins should be replaced as it was showing signs of corrosion. Councillors agreed that there was only the need for one bin in that play area and the clerk to ask RK to remove the damaged bin. **(05/20)**.
- 6252 Watermeadow press release: Cllr Murphy reminded councillors of the history of the play area. The Inspector had specified in her report that there should be an equipped play area however no such proposal was submitted to WBC. WBC have since discharged the conditions of the development plan. The plan includes an unequipped play area, 60m square situated on a slope with a deep culvert at the bottom, a sewerage pumping station adjacent and a hawthorn bush planned for the centre. Elstead PC has asked WBC why this has been discharged and the PC is awaiting the results of a site visit being undertaken by enforcement w/c 18<sup>th</sup> May. Cllr Jacobs stated that she was appalled that a social housing provider and registered charity would not provide a play area. Cllr Davidsen expressed disbelief that all the dangers parents try to keep the children away from were sited alongside a proposed play area. Cllr Rees agreed with the draft and asked whether it should be shared with WBC before sending to the press. It was agreed that the draft would be sent to Clarion and WBC which would give them an opportunity to agree. The clerk to forward to Daniel Gee @ The Farnham Herald. **(06/20)**
- 6253 Village sign poll: The clerk reported that the poll had been very well received with many residents thanking the PC for canvassing their opinion. 265 people were in favour of the white background with black writing and 103 in favour of the black background with white writing therefore it was agreed to go with the majority vote. The clerk to advise the sign writers within the previously agreed budget of £1,600. The signpost has been ordered. **(06/20)**
- 6206 Fixed assets register: 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. The clerk to refer to the internal auditor. **(05/20)**.
- 6254 Annual return: The clerk and Cllr Jacobs have met at distance and all the finance paperwork has been counter signed. The clerk has submitted all paperwork to Maxwells so they can conduct the internal audit. **(06/20)**. **Minute to be removed next month as covered in minute 6287**
- 6255 Cllr Mathisen reminded the PC of his report on flooding that he had written for the March meeting. Cllr Murphy advised that the only course of action that the PC can take is to notify the agencies responsible of any flooding issues. The PC had tried to identify the flood risk areas in the village but it was still unclear as to the division of work between WBC and SCC. Cllr Murphy advised that we can ask RK to help solve minor problems such as clearing culverts etc but major flood is beyond the means of the PC. Cllr Murphy has contacted Ian Fowler (SCC) and a meeting has been arranged for 17/19<sup>th</sup> June. **(06/20)**
- 6256 Cllr Rees updated the PC on the ERR Covid-19 response. It has been quiet with no new volunteers/clients registering. The EER have 26 clients who are all being contacted and helped regularly. The team is still meeting on a Wednesday evening. The response matches the trend in other rural areas where there are generally a large number of people willing to



help and only a few actually requiring help due to existing community support. The on-going use of the EER phone line to be revised in the June meeting. **(06/20) Minute to be removed as covered under agenda item 9.**

6257 Cllr Gardner advised that there are a number of cars parking at the end of Hookley Lane. Cllr Mathisen has contacted the HUG committee to see if appropriate signage can be installed. **(06/20)**

## **6.0 WBC UPDATE**

6258 Cllr J Else that the first official council meeting was held and this included the induction of the new mayor. **(06/20). Minute to be removed next month.**

6259 WBC has announced that car parking charges will be reinstated from the end of June 2020. **(06/20). Minute to be removed next month.**

6260 Cllr D Else advised that planning meetings would be resumed from 1.7.2020. None of the recent controversial applications that the PC has considered are due for review yet. **(06/20). Minute to be removed next month.**

6261 Cllr Murphy advised Cllrs J and D Else that there has still be no response to his letter of December 2019. Cllrs J and D Else to follow this up. **(06/20). Minute to be removed next month.**

6262 Cllr J Else advised that she had reported the bus shelter to WBC Waste as it is very untidy with much green waste collecting. **(06/20). Minute to be removed next month.**

## **7.0 SCC UPDATE**

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

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 Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

## **8.0 NEIGHBOURHOOD PLAN UPDATE**

6196 NHP Redraft: The Reg 14 consultation started on 13<sup>th</sup> March. Originally it was due to run for the statutory 6 weeks but this was extended to an 8.5 week consultation to take into consideration 'lockdown' and the consultation closed on Friday May 8<sup>th</sup>. There have been around 230 responses as well as c 30 representations that were sent directly to the clerk. Nexus Consulting have evaluated the raw data. The SG asked for top line data on The Croft policy. 78% of respondees were in favour, 14% against and 14 people "didn't know". Clive Smith, Surrey Hills AONB Planning Adviser has been very supportive of the plan and also been supportive of the comments that we have submitted against recent planning applications. Cllr Murphy stated that the NHP responses were very much in support of the plan and thanked residents for taking the time to respond to which Cllr Jacobs agreed. Cllr

Mathisen asked if all the suggestions and comments that residents had made via the zoom public sessions and via the survey were being considered. Cllr Jacobs responded that every suggestion would be considered. The SG are waiting for the amended plan which will include feedback from the consultation. **(06/20)**.

6197 NHP SG Meeting: A SG meeting to be arranged to review the redrafted NHP. **(06/20)**

6263 Following the presentation by VAM their site will have to be assessed by Aecom. A second site that has been put forward at Kingsmead and this will also need to be assessed. **(06/20)**.

6264 Cllr Murphy advised that Thames Water had responded to the consultation stating that no surface water should be directed into the main sewer. Cllr Murphy commented that in individual planning applications Thames Water routinely respond saying that water can be directed into the sewer. Cllr Murphy to write to Thames Water seeking clarification. **(06/20)**

## **9.0 ELSTEAD EMERGENCY RESPONSE (EER)**

6265 EER Update: The EER committee continue to meet weekly to understand the needs of the client and volunteer community. The EER continues to support c. 10 clients per week with shopping needs and trips to the pharmacy. There is no planned change to the response plan at this moment and the objective is to keep everything live in anticipation of a second virus spike mid Autumn. Councillors thanked Cllr Rees for the work in establishing this. **(06/20)**

6266 EER telephone line: It was agreed that the EER telephone line (£55/month) would be funded until the end of September as a minimum. On-going use of the phone to be reviewed in the September PC meeting. **(06/20). Minute to be removed next month.**

6267 EVN: The clerk advised that there has been a lot of positive comments concerning the availability of the EVN to the whole community. It was agreed that the PC would continue to fund the village news up to and including the August issue. The clerk thanked the PC for its support. **(06/20). Minute to be removed next month.**

## **10.0 PRESERVE OUR RESERVE (POR)**

6268 Cllr Jacobs thanked the EER team for all their work over the weekend of the fire. Cllr Jacobs advised that as an evacuee the only update she had received were via the PC's updates and official facebook posts. Cllr Jacobs also thanked Cllrs J and D Else for all of their support and input too. **(06/20). Minute to be removed next month.**

6269 Elstead PC and Thursley PC have agreed to establish a support fund to fund the restoration and enhancement of the common. The PC supports and approves the decision to transfer the PC's funds in the its' savings account (c£18,600) to its Treasurers Account (current account) in order that the monies being raised can be kept separate from the PC's current account. A Go Fund Me (GFM) fundraising page has been set up and this has raised a significant amount of money already. Funds from the GFM account will be drawn down onto the PC's savings account. Donations have also been paid directly into the savings bank account and the clerk has also received a number of cheques directly from individuals which will also be paid into the savings account. **(06/20). Minute to be removed next month.**

6270 ToR for POR committee: A draft of the ToR for the committee was circulated before the meeting. The committee is a joint initiative between both Thursley and Elstead Pc's. It was

agreed that James Mendlessohn and Pat Murphy would be joint chairman alternating the chairs' role at each meeting. Elaine Felton (Thursley PC Clerk) will be the secretary and Juliet Williams (Elsted PC Clerk) will manage the accounts. Councillors agreed and adopted the ToR. **(06/20). Minute to be removed next month.**

6271 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. Councillors agreed to the proposal that the clerk should apply for this money to be used for information boards at The Moat car park. **(06/20).**

6272 Update: Two informal meetings have been held to date and the first formal meeting will be held on 2<sup>nd</sup> July once Thursley PC have ratified the ToR. The committee will comprise of 2 x members of each PC (in addition to the clerks), Cllr Jenny Else, Des Sussex (NE), James Giles (NE). Jeremy Hunt has offered to be patron to which councillors agreed. Cllr Jacobs has offered to be the second PC committee member which councillors agreed. A volunteer group has also been set up although group work will need to be deferred until the Autumn due to covid restrictions however volunteers may be able to work as unofficial wardens. **(06/20). Minute to be removed next month.**

6273 Cllr Murphy advised that he had met with the chief executive of NE along with other NE Area/Regional managers and that it was a positive meeting. NE accept that POR funds will not be used for routine maintenance operations and instead will be used to carry out works that would not be possible under usual NE Management. Cllr Mathisen agreed that it was important that the money should be used carefully and for work that NE cannot do. Cllr Mathisen cited the example of the Hammer Dam which has cost £1m just in pumps running. **(06/20). Minute to be removed next month.**

6274 Cllr Mathisen raised the point that the EER policy does not list the local farmers who helped at the fire. Cllr Rees advised that the EER policy is due to be reviewed in Autumn however there is a gdpr issue about listing people publically. **(06/20). Minute to be removed next month.**

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

6275 Planters: The village green planters are in situ. A watering rota has been set up for June and July but help is needed for August. **(06/20)**

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).**

6276 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 Billmeir Trust who are kindly donating £5,000 to this project. Mr Williams and Cllr Reynolds have now been able to visit Shere Forge as lockdown restrictions have been slightly relaxed. The design is progressing and a dummy of the sign has been made to determine where it will go. Once agreed planning and Highways will need to be informed. It is hoped that the sign will be in situ for Christmas 2020. **(06/20).**

#### **12.0 EVAA AGM**

6277 Cllr Snape attended the EVAA AGM. The water bill was discussed and the EVAA agreed to the proposal of an annual charge based on average consumption with rates changing in line

with the water company's charges. CCTV was raised and although the EVAA do not want to be involved at the moment they will still wanted to be kept informed. The EVAA are helping some allotment holders who are shielding. Discussion also centred around access, parking and vandalism. **(06/20). Minute to be removed next month.**

### **13.0 CCTV PROPOSAL**

6278 CCTV: Following the spate of break-ins around the Buford Lodge rec area the PC along with representatives from the EVAA, The Sharks and The EVTC met with Absolute Security to discuss CCTV camera options. Absolute Security have provided a proposal which the clerk forwarded to councillors prior to the meeting. Since meeting with Buford Lodge users groups the EVAA have decide not to be included in the project as the committee does not want to be responsible for electricity however the clerk will ensure that EVAA are aware of continuing discussions. Councillors discussed the project and the majority agreed that the PC would consider funding the three cameras on the carpark and The Sharks and EVTC would pay for their own cameras. The clerk to get a broken down cost and to meet with the sharks and EVTC to discuss this further. Cllr Webster asked whether the PC could explore funding options which the clerk will follow up. **(06/20).**

### **14.0 APPROVAL OF FLOODLIGHT AGREEMENT**

6279 The draft floodlight proposal between the PC and The Sharks was circulated to councillors prior to the meeting. Councillors approve the proposal which the chair will sign after the meeting. The clerk advised that the new container has been installed and the Sharks will be getting a power supply to the container (via EVTC) in order to install a security alarm on it. **(06/20). Minute to be removed next month.**

### **15.0 JUBILEE REC FENCING AND CRICKET FENCING**

6280 There was nothing further to update at the meeting. The clerk to look at this for the next meeting. **(06/20)**

### **16.0 REFUSE COLLECTIONS**

6281 Biffa PC Contract: The clerk advised that Biffa are emptying the PC owned bins but they have not invoiced the PC for this work since they took over from Veolia in Autumn 2019. The clerk has chased this on a number of occasions. **(06/20).**

### **17.0 DEFIBRILLATOR PIR**

6282 PIR Defibrillators: The clerk has consulted with DJK who have provide revised pricing for the PIRS. The PIR will cost £103 each less than the original estimate. The PC approved this using its powers following the Defibrillator Availability Bill **.(06/20).**

### **18.0 BURFORD LODGE**

6283 Changing EVTC road sign: The clerk explained that the nane 'Buford Lodge Recreational Ground' would be added to the top of the existing EVTC sign. Scott Tunbridge will forward a design and the PC has agreed to pay for the signage. **(06/20).**

6284 The road leading to Burford Lodge Recreational Ground: following the planning permission that has been granted for No 1 Burford Lea which will involve access onto this road, the new owners have asked if the road can be named. Councillors were in agreement with Cllr Webster suggestion Burford Lane as its name. The clerk to forward the name to WBC. **(06/20).**

6285 A resident has asked to replace a gate that borders onto Burford Lodge Rec. The clerk and Cllr Jacobs have looked at the site but the clerk has since discovered it is a different gate. The clerk to assess the site and will report back to the council. The PC is clear that only pedestrian access can be granted. **(06/20).**

## **19.0 FINANCE**

6286 Internal audit: the clerk advised that all associated papers have been sent to Maxwells to complete the 2019-20 audit. The paperwork will be reviewed and returned ready for signing off at the July 2020 meeting. **(06/20). Minute to be removed next month.**

6287 Fixed Assets Register: the clerk advised that this will be discussed with the accountant as the way the insured value is presented is different to how the previous insurance company showed the information. **(06/20). Minute to be removed next month.**

6288 Expenditure Approval: The following expenditure has been approved via email and is minuted for good order: bark chips £333 (RK has advised he needs double to get the bark to the safety level). PC approved £666 under its powers of recreation, £750 to register Thursley Road Rec under its powers of Parish Property and Records, £158 extra for village sign as the road name plates needed to be deeper under its powers of Highways. **(06/20). Minute to be removed next month.**

6289 Financial Review End of Q1: The clerk had circulated the up to date figures in advance of the meeting. The amount spent is £15,347 which is 18% of the total budget at 25% time gone. NB this figure does not include some of the expenditure agreed in this meeting. The bank reconciliations have been agreed and all receipts, invoices and cheque book stubs have also been verified. This has been undertaken by a councillor who is not a member of the finance sub committee. **(06/20). Minute to be removed next month.**

## **20.0 REPORTS AND CORRESPONDENCE**

6290 There have been a number of cemetery requests that the clerk has answered **(06/20). Minute to be removed next month.**

6291 There have been several complaints concerning horses being grazed on the Croft play area. The clerk has discussed this with the owners and the horses have been removed. The clerk has asked RK to lock the recreational ground (grass area – playground was already locked) until further notice. **(06/20). Minute to be removed next month.**

6292 The clerk advised that one of the defibrillator batteries will need replacing on 01.08.2020 and a service will need to be arranged for all three defibrillators in August. The PC has agreed that the clerk should obtain a quote for this. **(06/20). Minute to be removed next month.**

6293 There have been a number of incidents at Burford Lodge which have been reported to the clerk including horses on the rec and an air rifle being used to shoot out the glass covering the EVTC floodlights two nights running plus other anti social incidents. **(06/20). Minute to be removed next month.**

6294 The clerk raised whether the PC should join the water procurement group that is being considered by WBC. The PC asked the clerk to find out what the potential savings would be. **(06/20).**

6295 The clerk was asked for information on mole catchers from another PC. **(06/20). Minute to be removed next month.**

6296 The clerk has forwarded a breakdown of COVID expenditure to WBC. **(06/20). Minute to be removed next month.**

#### **21.0 ACCOUNTS FOR PAYMENT – JUNE 2020**

6297 14 cheques were presented for payment totaling £8,089.62. **(06/20) Minute to be removed next month.**

#### **23.0 MATTERS RAISED BY MEMBERS**

6301 Cllr Jacobs advised that there was no fence on the VM land adjacent to the PC land and asked whether RK could suggest a simple solution. **(06/20).**

6302 Cllr Snape questioned the clerks hours and to advise the PC if additional hours were being worked over and above what was agreed. **(06/20). Minute to be removed next month.**

6304 Cllr Rees advised that antisocial behaviour should be reported to 101. The clerk to add this statement to the website and include in the EVN. **(06/20). Minute to be removed next month.**

**Meeting closed at 10 pm**