

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 18th May 2020 at 7.30pm
Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6162 There were no members of the public present. **(05/20). Minute to be removed next month.**

1.0 ELECTION OF CHAIR

6163 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman. **(05/20). Minute to be removed next month.**

2.0 COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS

6164 The Declaration and Acceptance of office forms was signed and and will be passed to The Clerk. **(05/20). Minute to be removed next month.**

3.0 COMPLETION OF REGISTER OF MEMBERS INTEREST FORMS

6165 The Members Interest Forms were completed and emailed to The Clerk. **(05/20). Minute to be removed next month.**

4.0 ELECTION OF VICE CHAIR

6166 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice Chairman. **(05/20). Minute to be removed next month.**

5.0 ROLES AND RESPONSIBILITIES

6167 A List of current roles and responsibilities had been circulated prior to the meeting. Cllr Snape has replaced Cllr Gardner on the EER committee - she has already been volunteering on the EER committee, Cllr Reynolds has been added to the website group and Rev Hannah More replaces Rev John Page on the Smiths Charity Sub Committee. **(05/20). Minute to be removed next month.**

6.0 APOLOGIES FOR ABSENCE

6168 There were no apologies. **(05/20). Minute to be removed next month.**

7.0 DECLARATIONS OF INTEREST

6169 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. **(05/20). Minute to be removed next month.**

8.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th APRIL 2020

6170 The minutes of the Parish Council meeting held on 20th April 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(05/20). Minute to be removed next month.**

9.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 14th MAY 2020

6171 The minutes of the planning meeting held on 14th May 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(05/20). Minute to be removed next month.**

10.0 APPROVAL OF MINUTES OF VAM MEETING HELD 20th APRIL 2020

6172 The minutes of the planning meeting held on 20th April 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(05/20). Minute to be removed next month.**

11.0 MATTERS ARISING

6173 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th 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. **(05/20)**

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)**
- 6174 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 its lasts for longer. The clerk received a quote which was almost £20k. The clerk to continue to investigate alternative options. **(05/20)**
- 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 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 to follow up again. **(05/20).**
- 6176 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. **(05/20).**
- 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).**
- 6177 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. **(05/20)**.

- 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)**.
- 6178 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. **(05/20)**.
- 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 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. **(05/20)**.

- 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)**.
- 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 and we are waiting a response from the lawyers. **(05/20)**.
- 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 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 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 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).**
- 6180 A resident has raised the issue of the height of some properties at Water Meadow Place. The issue was raised with planning enforcement who advised that the dwellings has been constructed in accordance with the level plan that the developer had submitted and that WBC had signed off. **(05/20) Minute to be deleted next month.**
- 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).**
- 6181 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 usage with the annual water rate applied. Councillors accepted this proposal. The Clerk to liaise with the EVAA to determine the average usage amount. **(05/20).**
- 6182 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. **(05/20) Minute to be removed next month as covered under agenda item 21.**
- 6183 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. **(05/20)**

- 6184 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. The clerk to ask RK to look for the grill again. **(05/20)**.
- 6185 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. The tree surgery has been arranged for the first week in June 2020. **(05/20)**
- 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)**.
- 6186 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 1st April and 3rd June. There has been no directive that this should be held later in the year. **(04/20) 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)**.

Cllr Gardner joined the meeting

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. **(05/20)**.

6187 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. **(05/20)**.

12.0 WBC UPDATE

6188 Planning is moving forward and has been restructured into 2 committees. Cllr D Else advised that there had been some resistance to requests from councillors to take decisions to committee but reassured Elstead councillors that he and Cllr J Else were keeping a very close eye on planning. Cllr Reynolds said he was concerned at having just two planning committees in WBC as the committee members may not be familiar with local issues. Cllr J Else stated that there was a reasonable representation from across the borough. Cllr D Else is VC of the Eastern Planning Committee and has been involved with selecting who sits on the committee. Membership of the committee is well represented by the villages and not too weighted towards town cllrs. Cllr J Jacobs asked what if any weight was being given to emerging NHP's. Cllr D Else advised that more weight would be given to the plan as it went further through the process. **(05/20) Minute to be removed next month.**

6189 Waste collections: Biffa has been operating well with 15% staff unable to work. There have been no complaints about the service. **(05/20) Minute to be removed next month.**

6190 Meals on wheels: working hard to support the community. **(05/20) Minute to be removed next month.**

6191 Small business grants: £17m allocated across Waverley. **(05/20) Minute to be removed next month.**

6192 Letter to cllr Follows: Cllr Murphy reminded cllrs that he had sent Cllr Follows a letter in December but has as yet to receive a reply. Cllr D Else agreed to follow this up. **(05/20) Minute to be removed next month.**

13.0 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)**

- 6193 Stuart Copping has been looking at flooding issues in Elstead. Oxenford Farm has also been assessed (water runs off the field opposite). The clerk was advised by SCC that this has been resolved. **(05/10). Minute to be removed next month.**
- 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 Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**
- 6194 CRC's: Witley CRC has reopened and the social distancing arrangements have worked really well. It is hoped that it will be able to increase the number of materials that can be accepted. The shop cannot be reopened yet. **(05/20) Minute to be removed next month.**
- 6195 Librarys: SCC hope that public libraries can be reopened soon. **(05/20) Minute to be removed next month.**

14.0 NEIGHBOURHOOD PLAN UPDATE

- 6196 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 NHP Reg 14 consultation closed on Friday May 8th. There have been around 230 responses as well as c 30 representations that were sent directly to the clerk. Nexus Consulting have started to evaluate 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. **(05/20).**
- 6197 NHP SG Meeting: A SG meeting to be arranged to discuss the responses once Nexus have completed the initial evaluation . **(05/20)**
- 6142 Following the presentation by VAM their site will have to be assessed by Aecom. **(04/20).**

15.0 OUR ELSTEAD UPDATE (OE)

- 6198 Planters: The village green planters are being prepared and will be set up on the green within the next few weeks. **(05/20)**
- 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).**
- 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 Billmeir 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)**.

16.0 PLAYGROUND REPAIRS

6149 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. **(05/20)**.

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 playarea and the clerk to ask RK to remove the damaged bin. **(05/20)**.

17.0 PICKET FENCING / WIRE FENCING

6200 There was nothing further to update at the meeting. The clerk to look at this for the next meeting. **(05/20)**

18.0 REVIEW OF THE DEFINITIVE MAP MODIFICATION BW 99 & BW 101

6201 Correspondence had been circulated to councillors prior to the meeting inviting the council to submit a representation and to attend the local committee hearing on 19/20 June. The clerk also shared correspondence from a resident regarding this. Originally when this review had been raised the PC had been concerned that this would mean that Truxford Corner to the Lions Mouth would be opened up to wheeled vehicles but this does not appear to have been the case. The PC resolved that it was not in objection to this proposal and did not need to attend the Local Committee. **(05/20). Minute to be removed**

19.0 APPROVAL OF NEW SHED AT EVTC

6202 EVTC proposed new shed: images of the shed had been circulated prior to the meeting. Councillors approved the shed by a majority vote. The clerk to advise EVTC and to remind the committee that prior permission must be sought before undertaking any work.**(05/20)**
Minute to be removed next month.

20.0 APPROVAL OF PRESS RELEASE REGARDING WATER MEADOW PLACE

6203 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 18th 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. **(05/20)**

21.0 RESULT OF VILLAGE SIGN POLL

6204 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 clerk to also post the results on facebook. **(05/20)**

22.0 ANNUAL REPORT

6205 Annual report: The final draft of the annual report had been circulated prior to the meeting and councillors approved it. The clerk to post on the parish website. **(05/20). Minute to be removed next month.**

23.0 AUDIT UPDATE

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).**

6207 Annual return: The clerk to meet outside with Cllr Jacobs when social distancing rules are not as stringent in order for the finances to be signed off. **(05/20).**

24.0 ANNUAL REVIEW OF PC DOCUMENTATION

All documentation had been circulated to councillors in advance of the meeting.

6208 Standing Orders: an updated standing order exemplar was available and the clerk had adapted this document for Elstead Parish Council. Councillors resolved to adopt the new standing order document and this was ratified. The clerk to update the website. **(05/20) Minute to be removed next month.**

6209 Financial Regulations: there were a few minor changes. Councillors resolved to adopt the amendments and the financial regulations document and this was ratified. The clerk to update the website. **(05/20) Minute to be removed next month.**

- 6210 TOR's: a minor amend was proposed for the Our Elstead TOR. There was no change to all other TOR's. Councillors resolved to accept the minor change to the Our Elstead TOR and this was ratified. The clerk to upload all TOR's the website. **(05/20) Minute to be removed next month.**
- 6211 Code of Conduct for virtual meetings: the virtual meeting participation protocol had been amended to include this in light of a webinar that the clerk had attended. Councillors proposed two minor amends. Councillors resolved to adopt the protocol and this was ratified. The clerk to upload to the website. **(05/20) Minute to be removed next month.**
- 6212 Website Policy: no changes were proposed. The clerk to upload to the website. **(05/20) Minute to be removed next month.**
- 6213 EER Policy: the review date for the document has passed and councillors recognise that the policy needs some changes. A statement to be added to the cover of the policy advising that it is under review. The clerk to upload to the website. **(05/20) Minute to be removed next month.**
- 6214 GDPR Policy: there were no amends to this policy. The clerk to upload to the website. **(05/20) Minute to be removed next month.**

25.0 REPORTS AND CORRESPONDENCE

- 6157 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion. (04/20)
- 6215 The clerk asked councillors about the on-going funding the EVN. The clerk reminded councillors is was costing £516 per month. Councillors agreed that it was important for residents to be kept fully informed of village developments at this difficult time and agreed to fund the June and to review this expenditure again at the June meeting. **(05/20). Minute to be removed next month.**
- 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. The clerk to ask Cllr J Else if WBC own the land and whether they agree to fly grazing. **(05/20).**
- 6217 A resident raised concern at the ongoing parking on the verges in Springfield. Unfortunately the resident has not provided an address so the clerk is unable to respond back directly. **(05/20). Minute to be removed next month.**

26.0 ACCOUNTS FOR PAYMENT

- 6218 The following cheques were presented for payment:

Payee	Cheque no	Purpose	Amount
Imprint Colour	4085	Elstead Village News	£516.00
Juliet Williams	4086	salary	£499.00
Juliet Williams	4087	salary	£499.00
Juliet Williams	4088	salary	£483.23
Juliet Williams	4089	mileage, work from home,	£17.70

Maxwell & Co Ltd	4090	Final payroll submission and p60	£90.00
Maxwell & Co Ltd	4091	Preparation of salaries to 31.3.2020	£72.00
			£1,660.93

28.0 MATTERS RAISED BY MEMBERS

- 6221 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. **(05/20) Minute to be removed next month.**
- 6222 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 ongoing use of the EER phone line to be revised in the June meeting. **(05/20)**
- 6223 It was reported that there had been a lot of police presence following reports of carts being driven across Hankley golf course. In another incident a group of people were seen racing up and down Ham Lane. On the whole crime is down during lockdown however not necessarily in rural areas. **(05/20) Minute to be removed next month.**
- 6224 Cllr Gardner asked who should be contacted in relation to untaxed vehicles. Cllr Murphy explained that WBC are not an enforcement agency for untaxed vehicles and that any vehicles that are thought to be untaxed should be reported to the DVLA. **(05/20) Minute to be removed next month.**
- 6225 Cllr Gardner advised that there are a number of cars parking at the end of Hookley Lane. Cllr Mathisen to advise the HUG committee to see if appropriate signage can be installed. **(05/20)**

Meeting closed at 9.45 pm