**ELSTEAD PARISH COUNCIL**

**Minutes of Meeting**

**Monday 20th July 2020 at 7.30pm**

**Virtual Meeting via Zoom**

**Attendees: Cllr P. Murphy (Chair) Cllr J. Jacobs Cllr R. Rees**

**Cllr J. Mathisen Cllr D. Snape Cllr S. Reynolds**

**Cllr J. Webster Cllr L. Davidsen Cllr R. Gardner**

**Mrs J. Williams (Clerk)**

 **PUBLIC QUESTION TIME**

6305 A resident raised the issue of parking around Springfield. A large number of cars are being parked and left on verges. Others agreed and stated that there seemed to be a proliferation of vehicles being parked up in lay-bys and on the village green. Cllr D Else advised that he had written to WBC officers about the matter on 20th July as the vehicles in Springfield are parked on WBC land. Cllr Murphy advised that if vehicles are taxed and parked on highways land there is nothing that can be done. One of the vehicles that is parked on a highway does however hinder drivers’ line of sight and the clerk to report to 101. **(07/20).**

**1.0 APOLOGIES FOR ABSENCE**

6306 There were no apologies for absence. **(07/20). Minute to be removed next month.**

**2.0 DECLARATIONS OF INTEREST**

6307 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. **(07/20). Minute to be removed next month.**

**3.0 APPROVAL OF MINUTES OF PC MEETING HELD 15th JUNE 2020**

6308 The minutes of the Parish Council meeting held on 15th June 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(07/20). Minute to be removed next month.**

**4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 15th JUNE 2020**

6309 The minutes of the planning meeting held on 15th June 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(07/20). Minute to be removed next month.**

**5.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 22nd JUNE 2020**

6310 The minutes of the planning meeting held on 22nd June 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(07/20). Minute to be removed next month.**

**6.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 29th JUNE 2020**

6311 The minutes of the planning meeting held on 29th June 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(07/20). Minute to be removed next month.**

**7.0 MATTERS ARISING**

6231 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13th March 2020. 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 carried out to make the new route suitable for the public). 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. Cllr Mathisen suggested that Ian Fowler, SCC, might be able to provide a contact for EA. The Clerk to contact Ian Fowler. **(07/20)**.

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 its 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.**

6312 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 a 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. The clerk sent a list of all outstanding highways work to Clr Harmer. SCC responded on 2.7.20 to advise that vegetation will be cut back and that the chevrons are on order. The missing chevron at the triangle will be replaced once all the marked trees have been cut. **(07/20).**

6313 Blocked Gully: The block gully at the end of Hookley Lane has finally been cleared and fixed. **(07/20). Minute to be removed next month.**

6314 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’ training has been delayed due to lockdown measures. The clerk advised that she had received an online session and suggested this might be an option for Cllr Reynolds. The clerk to ask Mrs Davidsen and arrange if agreed. **(07/20)**

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).**

6315 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. The clerk has been advised that he has redeployed to work with the police. The clerk to ask Cllr Harmer if there is anyone else to take over the lead on this project. **(07/20).**

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).**

6316 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. 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. The leases are being prepared and the PC is now waiting for this to be approved by the Executive. The clerk has followed this up but WBC cannot confirm when this will be approved.  **(07/20)**.

6317 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. The clerk to confirm a new training date. **(07/20).**

6318 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. A family have approached the PC offering to give the PC a bench for the cemetery. The PC have agreed that this would be very kind and have thanked the family for the donation. The family will deliver the bench to the cemetery to the cemetery and RK will set it in concrete. There is no confirmed delivery date for the bench. **(07/20).**

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 has sent details of the SSEFD waylease agreement to Hedleys and has asked Cllr Harmer for a contact at SCC in order to see whether the PC’s ownership is recorded on the SCC commonland register. Councillors discussed whether the PC should register half the road as well but it was agreed that only the grassed area would be registered. Cllr Mathisen declared an interest in this item. Cllr Mathisen said that more works were required on Beacon View Road and that residents would probably expect the PC to fund the cost in front of the sports field frontage. Other councilors considered that there was not a strong case for this as the main houses of te road were for the residents. **(07/20).**

6054 Footpath across Marcus’s Triangle: The PC been waiting to hear back from SCC with a definitive statement relating to the commonland status of the land to be taken for the proposed footway by Marcus’s triangle. Notices were seen advertising that works were due to start w/c 20th January however the PC had not received a definitive statement concerning the ownership of the land. The Clerk, Mrs Davidsen, Cllrs J and D Else and Cllr Harmer met on site with Mr R. Cooper (RC) SCC and discussed the safety concerns and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and RC had written to the Clerk confirming that SCC would support this option on the condition that WBC enforcement provided written support. Cllr Murphy had met by chance a number of people onsite from Thakeham and SCC who were assessing the proposed alternative route. SCC are trying to establish if there are S106 monies to fund a cycleway between the village and Water Meadow Place. **(03/20).**

6319 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. The enforcement report has finally been issued but the report is most unsatisfactory. 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. As agreed by councillors the draft press release was sent with an accompanying letter of complaint to both Clarion and WBC. Clarion have responded by saying that the letter of complaint has been referred to their complaints division. Cllr J Else sent a copy to Jeremy Hunt and The clerk sent a copy to The Farnham Herald. So far it does not appear to have been featured and the clerk will continue to prompt. **(07/20)** **NB Minute 6252 press release WMP has been combined with this minute.**

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. The clerk has not had a response from SCC Countryside since 15.04.2020 despite emailing requesting an update on 10.06.2020 and 17.07.2020.  **(07/20).**

6320 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 item 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 affect. **(07/20). Minute to be removed as covered under agenda item 21.**

6321 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. Clr 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 25th June that the clerk will also attend. **(07/20). Minute to be removed as covered under agenda item 9.**

6322 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 22nd July. The clerk raised a question over a pine tree at the cemetery but councillors agreed that it did not need to be cut this time.  **(07/20) Minute to be removed next month.**

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).**

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).**

6323 Backland Field: The clerk has contacted the agent who has advised that the current rent is appropriate. He clerk will invoice at the current rate and the rent will be reviewed in summer 2021.  **(07/20). Minute to be removed next month.**

6324 Cllr Murphy has raised the poor condition of the SANG at WMP with Clarion on several occasions. The boardwalk is now in a very poor state. The boardwalk ends in the middle of nowhere and is not suitable for pedestrians particularly young children. In addition there are no mown paths in the SANG as per the original plan and Cllr Davidsen was concerned about the creaking and cracking sound of the boardwalk. Further around from the SANG there is a semi constructed wooden bridge which has been in this half finished state for several months. Cllr Murphy has contacted The Land’s Trust who have advised that Thakeham and Clarion should have completed all outstanding items by w/e 24th July **(07/20)**

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).**

6325 Following the Annual Playground Inspection report (April 2020) Kompan provided a quote for the remedial work which was felt to be expensive although it was noted that Kompan are the manufacturer of most of the play equipment items and therefore best placed to do the repairs. The Playground Inspection Company had stated that if any works noted as ‘low risk’ do not require immediate attention. 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 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. All timber repairs and bark laying have been completed. The clerk asked Kompan for a quote as the rubber seat on the spinner at the Jubilee rec is showing signs of wear and tear. Kompan have quoted +£3k to repair it. The clerk to write to Kompan to explain that the PC will not ask Kompan to quote for future equipment as their maintenance costs are so expensive. **(07/20).**

6326 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 RK has removed the damaged bin. **(07/20).**

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 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. The clerk to forward to Daniel Gee @ The Farnham Herald. **(07/20)** **Minute to be removed next month as combined with minute 6319**

6327 Village sign poll: The clerk reported that the poll had been very well received with many residents thanking the PC for canvasing 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 as 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 and is due mid/late August. **(07/20)**

6328 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.  **(07/20). Minute to be removed as covered under agenda item 27.**

6329Cllr Mathisen reminded the PC of his report on flooding that he had written for the March meeting. Clr 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. Clr Murphy has contacted Ian Fowler (SCC) and a meeting has been arranged for 17/19th June. **(07/20) Minute to be removed as covered under agenda item 8.**

6257Cllr 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)**

6330 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 has written to all users who have agreed to participate and a first meeting has been pencilled in for the first week of September. **(07/20). Minute to be removed next month.**

6331 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. The PIR have been installed but the positioning of the one at Thursley Rec does not look very robust. Signage delayed as the new road name will generate a new postcode for the defibrillator at Burford Lodge Rec and it would cost the PC +£25 to do this sign separately. **(07/20).**

6332 Changing EVTC road sign: The clerk explained that the nane ‘Burford Lodge Recreational Ground’ would be added to the top of the existing EVTC sign. 2 designs were circulated to councillors. It was agreed that the preferred option was a green border and the name of the rec in black. The clerk to advise EVTC. **(07/20).**

6333 A resident has asked to replace a gate that borders onto Burford Lodge Rec. The clerk met with the resident and advised them that only pedestrian access can be granted from their gate which borders the rec approach road. The clerk has written to the residents. **(07/20). Minute to be removed next month.**

6334 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. It was agreed and the clerk will ask RK to erect a 2 strand barbed wire fence. **(07/20).**

6335 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. WBC were unable to confirm what the saving would be and the PC has felt that a the water bill is low there is no real benefit for the work involved. **(07/20). Minute to be removed next month**

**8.0 REPORT FOLLOWING MEETING WITH SCC RE FLOODING AT SPRINGFIELD HELD 19th JUNE 2020**

6336Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. The PC has written a letter to those residents who are affected explaining that SCC would like to send a camera to explore the pipework with a view to resolving the problem. The Clerk to advise IF once residents have confirmed that SCC can survey the pipe from their land. Cllr Mathisen questioned whether the open ditch into which this pipework feeds was on IF’s map. **(07/20).**

**9.0 REPORT FOLLOWING MEETING WITH WBC AT BURFORD LODGE HELD 25th JUNE 2020**

6337Cllr Murphy and the Clerk met with Will Bravery and Clive Sturgess (WBC) to look at the culvert at Burford Lodge Rec which caused all serious flooding problems during the winter. It is thought that the blockage occurred on WBC land. RK has provided a quote for a replacement grill to go over the manhole entrance. WB and CS have proposed that a camera should be sent down a date for which tbc. **(07/20)**

6338 Whilst at Buford Lodge Cllr Murphy and the clerk showed WB and CS the damaged fence to the rear of Hazelwood. The clerk has subsequently reported this to WBC Housing who have arranged for it to be repaired and the gate to be locked. A completion date tbc. **(07/20).**

**10.0 REPORT FOLLOWING MEETING WITH TOM HORWOOD CEO WBC HELD 26th JUNE 2020**

6339Cllr Murphy and the Clerk attended a zoom meeting with Tom Horwood (TH) following the issuing of the Parish Council’s Official Letter of Complaint to WBC regarding the Water Meadow Place enforcement. Cllr Murphy and The Clerk raised a number of concerns and TH took detailed notes. Since the meeting there has been some very rapid response from WBC! There is no date as to when WBC will respond to the letter of complaint. **(07/20).**

**11.0 REPORT FOLLOWING MEETING WITH WBC PLANNING POLICY RE CIL PROJECTS HELD 29th JUNE 2020**

6340 CIL Funding:Cllr Murphy, The Clerk Cllr Mendelssohn (Thursley PC Chair) and Elaine Felton (Thursley Clerk) attended a joint CIL meeting with Marissa Nash and Ciaran Delaney (WBC). WBC has a fund of £600,000 for CIL projects. Ideas for two possible CIL projects were raised during the meeting; a) to use CIL funding to match POR funding to help restore the reserve b) to use CIL funding to complete the cycle way between Elstead and Rodborough. WBC were very supportive of project a) as it would benefit a number of communities within Waverley and had both sustainable and environmental attributes. Project b) was also a possibility but the lead must come from SCC. Cllr Murphy has written to SCC Countryside to ask them to support this initiative. Project a CIL application to be drafted at the end of August ready to submit before the end of September deadline. **(07/20).**

**12.0 REPORT FOLLOWING MEETING WITH SCC, WBC, POLICE, SURREY F&R HELD 30th JUNE 2020**

6341Cllrs Murphy, Rees and The Clerk attended along with Cllrs J and D Else and representatives from Thursley PC, SCC, WBC, Police, Surrey F&R. Cllr Rees felt that it was a disappointing meeting as it felt that everything was being pushed back to the PC’s whereas from our perspective it should have been better managed and led by SCC and WBC. Cllr Murphy noted the main issue being the breakdown in communication and that the PC could only post facebook updates obtained from the police standing on duty by Woolfords Lane. Cllr D Else noted that the debrief referred to Sunday but did not refer to the start of the incident which was Saturday when a number of Elstead residents were evacuated. Clr J Else has sent a message in the strongest terms asking for this to be put in front of WBC’s Scrutiny and Overview Committee. Cllr Mathisen stated that there will always be fires on the common and that decent fire breaks are required. Cllr Harmer agreed in that to aid the regeneration of the common a fire is ‘needed’ every 8-10 years. A formal report following this debrief is due before the end of July. **(07/20)**

**13.0 REPORT FOLLOWING THE CLOCKHOUSE AGM**

6342Cllr Webster attended the AGM on behalf of the Parish Council. The Clockhouse is in need of financial support to replace a number of doors c£9k and install screens to make it COVID secure. Cllr Webster to speak to the CLokchouse and to ask for a formal letter of request**. (07/20). Minute to be removed next month.**

**14.0 WBC UPDATE**

63432nd Full Council meeting to be held on 22nd July. **(07/20). Minute to be removed next month**.

6344 Unitary authority: SCC have written to the Secretary of State proposing that all of Surrey should be a unitary authority thereby removing all of Surrey’s borough councils. A government white paper on this matter will be issued in October. Cllr D Else was concerned of the impact a large unitary authority would have on local planning decisions. **(07/20) minute to be removed next month.**

**15.0 SCC UPDATE**

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

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)**

6345 Cllr Harmer explained the SCC view of unitary authority was to ask for the whole of Surrey to be considered as it had the greatest support because it was believed to be the most cost effective form of local government . **(07/20). Minute to be removed next month**

6346 Cllr Mathisen asked whether there was an end date for the Tilford Bridge works. Clr Harmer believed it was the end of August 2020. **(07/20). Minute to be removed next month**

**16.0 NEIGHBOURHOOD PLAN UPDATE**

6347 NHP Redraft: The Reg 14 consultation started on 13th 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 8th. There have been around 230 responses as well as c 30 representations that were sent directly to the clerk. **(07/20).**

6348 NHP SG Meeting: The SG has reviewed every comment and suggestion as a result of the Reg 14 consulation with Nexus and is now waiting for Nexus’ final amended draft for submission to WBC under the regulation 15 arrangement. **(07/20).**

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).**

6349 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 has written to Thames Water seeking clarification and Thames Water have now submitted acceptable wording for inclusion in the NHP. **(07/20)**

**17.0 ELSTEAD EMERGENCY RESPONSE (EER)**

6350 EER Update: The EER committee is now meeting fortnightly 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. A volunteer update is being drafted and all clients will be called again. **(07/20)**

**18.0 PRESERVE OUR RESERVE (POR)**

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).**

6351 POR update: the clerk advised that the fundraising currently totalled £38,832. The POR committee had had their first official meeting held 02.07.2020. The committee comprises 2 x members from both Elstead and Thursley PC’s plus both clerks, Cllr J. Else, Des Sussex and James Giles both for Natural England (NE). It was agreed that Cllr Murphy would ask Caroline Hebard if she will join the committee. At the first meeting boardwalk configuration was discussed. The next meeting will be held in August where it is hoped that NE will have some ballpark project costs and the CIL application can be discussed. James Mendlessohn has collated names for a volunteer group and there are in excess of 130 volunteers. A small committee will run the volunteers and they will be quite separate to the POR committee. NE were very supportive at the meeting. **(07/20). Minute to be removed next month**.

6352 A number of individuals have organised some incredible fund raising activities including for whch both PC’s are enormously grateful: Emily and Laura Klark have made dragonfly bracelets, Paul Howse has auctioned some artwork, 6 year old Darcy Hicks has cycled 27km, Becky Dando has organised a book club for her year 3 school friends and Trish Crammer has arranged a paint-a-tile mural. The clerk advised that all fundraisers would receive a certificate of thanks and achievement. **(07/20). Minute to be removed next month.**

**19.0 OUR ELSTEAD UPDATE (OE)**

6353 The first meeting since lockdown took place on 25th June 2020. OE have decided to focus on litter issues with an idea of targeting EER volunteers to help tidy up the village. Cllr Webster to create a poster. Cllr Rees advised that EER volunteers cannot be mailed about tis without their permission first. **(07/2020)**

6354 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. **(07/20) 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).**

6355 Village sign: Councillors agreed that it should be based on the PC logo that was created for the new village website and the Billmeir Trust are kindly donating £5,000 to this project. Mr Williams and Cllr Reynolds have now been able to visit Shere Forge. 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 and designs are due in early August 2020. **(07/20).**

**20.0 CCTV PROPOSAL**

6356CCTV: 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. Since meeting with Buford Lodge user groups the EVAA have decide not to be included in the project as the committee does not want to be responsible for an electricity suupply 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 asked Absolute Security for funding options but they did not know of any. Cllr Murphy and the clerk met with EVTC and the Sharks and presented the broken down costs: £4,200 for the three cameras in the car park plus receiver and image recorder (PC to fund), £633.50 from each user for their individual cameras. Both user groups were able to support these proposals. The PC supported the proposal in principle although one councillor was against it due to the cost. The clerk to obtain two cross quotes. **(07/20).**

**21.0 PITCH TREATMENT FUNDING**

6357Pitch treatment: Elstead Sharks on behalf of the PC commissioned a pitch survey which proposed a lot of work at both recs at a cost of £10,000. 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. Elstead sharks and Elstead Cricket Club have advised that they will donate money towards the project and the Parish Council had budgeted a contribution of £1,000 at the start of the year which councillors confirmed. Further grants are also being sought. The clerk had sought cross quotes – one company tendered but does not have public liability and therefore cannot be used. Another company was unable to tender for the work. Active Grounds Maintenance are a subsidiary of Grasstex, the PC’s preferred grass cutting contractor. The PC is happy to award them the work as they have much experience with our pitches and retained the new grass cutting contract after a tendering process in 2019/2020. Due to the timings of the project Councillors have agreed via email that Grasstex will undertake the work this year and any work follow up work in 2021/2022 and as such is noted for the minutes. Work is completed under the Parish Council’s Powers to acquire and maintain land for public recreation Public Health Act 1875 s. 164. **(07/20).**

**22.0 HIGHWAYS: PARKING AND TRAFFIC**

6358 A cyclist was injured as a result of dangerous parking near the green. Councillors discussed various ideas that had been submitted by residents. Councillors noted that all proposals had serious draw backs. Councillor Mathisen asked whether H bars could be added to the corners of the green. The clerk to ask SCC Highways. **(07/2020)**

**23.0 UPDATING THE VILLAGE DESIGN STATEMENT**

6359 Nexus Consulting have advised the NHP SG to update the village design statement. The PC has agreed that Cllr Jacobs along with the clerk can investigate this**. (07/20) Minute to be removed next month.**

**24.0 BURFORD LODGE APPROACH NAME**

6360 The road leading to Burford Lodge Recreational Ground: following the planning permission that has been granted for No 1 Burford Lea which will involved access onto this road, the new owners have asked if the road can be named. At the last meeting Cllr Webster suggested Buford Lane which members agreed to. The clerk liaised with WBC who said this would not be allowed due to the next road along being named Burford Lea. The clerk placed a competition on facebook and a number of entries were received. The most popular being Gala Lane (after the popular gala of the 60/s and 70’s which processed along this road) Cornwall Drive (after the family who owned Burford Lodge) and Chandler Road. The clerk to forward all suggestions to WBC for their approval. **(07/20).**

**25.0 CEMETERY REVAMP**

6361The clerk had advised that the cemetery needed more care and attention. Cllr Snape and the clerk visited the cemetery and discussed option. Cllr Snape forwarded a revamp plan in advance of the meeting. Ideas include: extending the flower bed at the front of the cemetery building, disguising the building and green waste collector with trellis, brushing down the roof and paintwork, painting the doors, installing a water butt, cutting back shrubs in flower bed, replanting seasonal flowers and bulbs, treating benches and planting bulbs by benches. Cllr Jacobs and Murphy thanked Cllr Snape for her work and it was agreed that a budget of up to £1,000 could be spent on this project. Cllr Davidsen advised that the footpath program was still required and would need to come from a separate budget. The clerk and Cllr Snape to brief RK**. (07/20).**

**26.0 REFUSE COLLECTIONS**

6362 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 with the last email reminder being sent on 14th July.  **(07/20).**

**27.0 PLAYGROUND REOPENING**

6363 Following a change in government guidelines play grounds may now be reopened. The Clerk drafted a risk assessment for each play ground which councillors reviewed and approved. Cllrs Gardner, Reynolds and the Clerk undertook a thorough site visit for each play ground prior to reopening. The Clerk produced posters for each site advising on rules of engagement. Playground usage guidelines were advertised on the village website and facebook pages. The clerk sought advice from the PC’s insurers, SSALC, NALC, WBC and other clerks. **(07/20**). **Minute to be removed next month.**

**28.0 FINANCE**

***All documents were circulated prior to the meeting. All documentation to be signedby the Chair and Clerk/RFO after the meeting in view of social distancing measurers. This practice is accepted in these unusual circumstances.***

6364 Revised asset register to be signed: Cllrs agreed and signed the revised asset register. **(07/20**). **Minute to be removed next month.**

6365 Internal Audit Report 2019-20: The auditor positively noted that much work had been done following the comments made in the previous year. The following actions were agreed:

* Council to consider of a cloud based back up would be suitable – back up is currently stored off site. *Council to discuss.*
* All pages of minutes to be signed – February and May had a page overlooked – *clerk to check all pages signed*
* Pension contributions have not been made – *The clerk had submitted paperwork and is following this up with SCC who administer the pension scheme.*
* Section 3 of the agar was published on the website but the formal notification was not – *clerk to ensure this is published in future*
* Bank reconciliations to be signed monthly – *clerk to action.*

6366 Statement of Internal Control: this was approved and adopted by councillors. **(07/20**). **Minute to be removed next month.**

6367 Review of Effectiveness of Internal Audit document: this was reviewed and discussed by Councillors. The document was approved by Councillors and signed by the Clerk and Chairman. **(07/20**). **Minute to be removed next month.**

6368 Agree re-appointment of internal auditors for 2020-21: it was agreed that the internal auditors, Maxwell & Co Ltd, be re-appointed for 2020-21 reporting period. **(07/20**). **Minute to be removed next month.**

6369 Annual Governance Statement 2019-20: this was considered by Members and it was resolved that the Annual Governance Statement 2019-20 be approved. **(07/20**). **Minute to be removed next month.**

6370 Accounting Statement 2019-20: this was considered by Members and it was resolved that the Accounting Statement 2019-20 be approved. **(07/20**). **Minute to be removed next month.**

6371 Clerks hours: this was considered by Members and it was resolved that the clerks hours be retained at 25 hours per week and reviewed at the Annual Finance Meeting in October/November 2020. The clerk was thanked by councilors for her work in completing the annual audit.  **(07/20**). **Minute to be removed next month**

**29.0 REPORTS AND CORRESPONDENCE**

6372 WBC Environment contacted the PC with regards reports of a rat infestation at the riverside picnic area. The clerk advised that the land and bin was WBC owned but the PC cleared the vegetation on it. WBC have confirmed that following an inspection no evidence of a rat infestation has been found. **(07/2020). Minute to be removed next month.**

6373 Busbridge PC contacted local PC’s to gauge their support in lobbying for Milford Hospital to be a designated Urgent Treatment Centre (UTC). The PC was in agreement with this proposal. **(07/2020). Minute to be removed next month.**

6374 Froyle Incinerator: The clerk advised that information had been received about a proposed incinerator at Froyle. The clerk to forward details to councillors. **(07/2020). Minute to be removed next month.**

6375 Rubbish at Bonfire Hill: The clerk advised the agent of an increasing amount of rubbish and waste materials on Bonfire Hill. The agent to contact the owner. **(07/2020). Minute to be removed next month.**

6376 Fingerpost sign: The clerk has reported the footpath sign at Hookley Lne to SCC. The signpost which is barely visible will be replaced. **(07/2020). Minute to be removed next month.**

6377 Accident at Jubilee Rec: a resident reported that her son had jumped off the train and broken his arm. The resident confirmed that the son was being supervised and was just advising the PC for its records. **(07/2020). Minute to be removed next month.**

6378 Contractor at the rec: A resident complained that the grass cutting tractor at the rec was moving too quickly around the grounds. The clerk to respond and contact Grasstex over this matter.  **(07/2020). Minute to be removed next month.**

**32.0 MATTERS RAISED BY MEMBERS**

6386 Councillors were advised that filming will take place w/c 27th July and last for eight days at the Lion’s Mouth. **(07/20). Minute to be removed next month.**

 **Meeting closed at 10 pm**