



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 7th December 2020 at 7.30pm

Virtual Meeting via Zoom

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

PUBLIC QUESTION TIME

6598 There were no questions from any members of the public. **(12/20). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6599 Apologies were received from Cllr Webster who was unable to attend. Councillors accepted these apologies. **(12/20). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6600 No councillors declared 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. **(12/20). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 16th NOVEMBER 2020

6601 The minutes of the Parish Council meeting held on 16th November 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(12/20). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 16th NOVEMBER 2020

6602 The minutes of the planning meeting held on 16th November 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(12/20). Minute to be removed next month.**

5.0 APPROVAL OF MINUTES OF THE SMITHS CHARITY MEETING HELD 2nd DECEMBER 2020

6603 The minutes of the Smiths Charity meeting held on 2nd December 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(12/20). Minute to be removed next month.**

6.0 MATTERS ARISING

6526 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 be 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. There was no further update on FP64. **(11/20).**

6527 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 the trees around the chevrons marked with paint have been removed. SCC Highways had added more chevrons on the corner on the opposite side of the junction next to existing chevrons, facing the other way. The clerk has also reported the damaged chevron on the bend by Withybridge House. The clerk has chased and there is no further update as to when they will be reinstated. **(11/20).**

6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(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).**

6604 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 legal department forwarded a new lease for the PC to consider. The revised lease would impose obligations on the Parish Council and not on WBC and for that reason the PC agreed it was not prepared to agree to these terms. Councillors agreed that the best course of action would be for WBC to transfer the title of the land to the PC and this is in line with WBC's policy of transferring assets. The clerk to respond to WBC on these points. If WBC will not transfer the land then councilors will have to reconsider the new lease. **(12/20)**.

- 6531 The Thursley Road Rec does not appear to be registered. The Clerk has contacted Hedleys, 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 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 SSE 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. Hedleys, have advised that they require further paperwork to prove that the PC has been maintaining the ground for a long period of time. **(11/20)**.
- 6605 FP61: 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 about the proposed route and the fact that this was a circuitous route to the centre of the village. An alternative suggestion of upgrading FP61 was discussed and agreed. The clerk had circulated an update from HG (SCC Countryside) prior to the December meeting which stated that preparatory work on this route was being undertaken in January 2021 and it was hoped that surface work would commence in February 2021. **(12/20)**.
- 6606 LAP at Water Meadow Place (WMP): 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. There has been considered correspondence over this matter with Clarion, WBC and Planning Enforcement for the past year. A meeting was held at Water Meadow Place and was attended by Cllrs Murphy, Jacobs and D Else as well as Mrs Davidsen, Zac Ellwood (ZE), John Bennet JB), Cllr A Macleod (AM) and the clerk. The objective of the meeting was to discuss the absence of a LAP/LEAP and the failure to implement the SANG. Councillor Macleod recognised that the play area provision was both inadequate and unsuitable. ZE proposed that he would write to Clarion and Thakeham to seek a meeting to discuss this matter. ZE did accept that WBC had likely made a mistake when they had discharged the condition. The clerk asked ZE if he has arranged a meeting with Clarion and Thakeham and ZE confirmed that this had not been able to do this yet. **(12/20)**.
- 6607 BW69 remedial repairs: The clerk has followed this up on a number of occasions but there has been no response and SCC's target completion date of March 2020 has now slipped. A detailed status report from SCC Countryside had been circulated prior to the December meeting. HG advised that SCC Countryside will use winter 2020/21 to plan the project. HG explained that an HRA is required in order to obtain SSSI consent and SCC were waiting for an officer to complete this. In addition to the update on BW69, SCC Countryside also advised that they had been allocated capital funds to complete work on the cycleway

between Elstead and Milford and asked if the Parish Council would like to consider a name for this route. **(12/20)**.

- 6535 EER plan: need to identify the intent and refresh the plan. This will be looked at by Cllrs Rees and Snape who are meeting in November to kick start this process. **(11/20)**.
- 6608 Following the Annual Playground Inspection report most remedial repairs were completed w/c 21.09.2020 by Kompan. The clerk has negotiated a credit note and a reduction in the overall cost of the works following anomalies with what Kompan were invoicing. Still to be resolved is the issue of whether the spika (item cannot be lubricated, the whole top needs replacing) and spire net (movement detected by inspector but Kompan state that the item should move) need remedial work. The clerk advised councillors that the cost to tighten the spire net was £1,000 and to replace the top of the spika £810. In view of the issues with the chains Kompan were offering to provide the podium of the spika for (actual cost £260). The clerk to determine whether this work is needed and if so to arrange. The clerk has been unable to arrange for Paintics to do the paintwork and this will probably need to be deferred until the Spring. **(11/20)**.
- 6609 Defibrillators: The new signage has been 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. The clerk is still waiting for the postcode to Gala Lane to be generated and has followed this up with WBC who have confirmed this will be approved in January when the building work is scheduled to commence. If this is delayed any further the clerk will arrange for the signage to be produced and print the remaining sign separately. **(12/20)**.
- 6610 Changing EVTC road sign: The clerk explained that the name '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 as the PC would like to proceed despite the access road being named. Councillors confirmed that even with the road being named the sign should still be produced. The clerk to action. **(12/20)**.
- 6611 Cllrs 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 sent a list of houses who have confirmed that SCC may inspect the pipework on their land to IF who has advised that he requires confirmation that if necessary SCC can dig up the garden to enable SCC to investigate further as and when required. This resulted in a lengthy discussion - the clerk has contacted IF on several occasions to arrange a meeting to no avail. **(12/20)**.
- 6612 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. The work has still not been completed and the clerk has sent a new set of photos to WBC after the October meeting. WBC advised that the fencing would be done before the November meeting. The clerk checked and it remains unsecured and WBC are unable to provide a time at which it will be repaired. The clerk to follow up again. **(12/20)**.

- 6613 The road leading to Burford Lodge Recreational Ground: Gala Lane received the greatest number of votes from residents and this has been formally submitted to WBC. There has been no progress on this matter from WBC. The clerk follow this up and WBC confirmed that the build was likely to start in January at which point payment by the resident would be made to fund the name and postcode generation. **(12/20)**.
- 6545 A cyclist was injured as a result of dangerous parking near the green. Councillor Mathisen asked whether H bars could be added to the corners of the green. The clerk has contacted SCC Highways who advise that they will add a white 'h' bar to either end of the road in front of the Spar to try and encourage considerate car parking. SCC note that any further requests will result in the village needing to accept double yellow lines. SCC were unable to confirm when the work would take place. **(11/20)**
- 6614 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 but Biffa will not engage with the clerk over this matter. The clerk advised that she had spoken to other clerks who explained that their contractors charge twice as much as Veolia used to charge. The PC recognises that from a sustainability perspective it makes sense for a contractor already visiting the village to undertake this work rather than the PC employing an alternative contractor. It was agreed that some monies would be ringfenced to cover this. The clerk contacted Biffa again expressing disappointment at the lack of response or acknowledgement to her emails. Biffa advised that they are too busy and not in a position to raise a nw contract but will continue to empty the Parish Councils' bins. **(12/20)**.
- 6548 Woolfords Lane cemetery revamp: Much of the cemetery revamp work has been completed and the cemetery looks much improved. The spring bulbs have now all been planted. And it is just the benches that need to be varnished and repaired. The PC is delighted to have received some very positive feedback from residents. **(11/20)**.
- 6549 The Clerk noted that £18,600 had been moved from the deposit account into the current account as the deposit account was being used for POR donations. The clerk was asked to find another savings account in order to keep these monies separate. The clerk listed a number of accounts that were available through Lloyds Bank and it was agreed that this would be an agenda item for the December meeting. **(11/20)**
- 6615 Cllr Murphy contacted BT to see if it would be possible to lease the land but the contact said that it would not be suitable for the public to use the land. BT stated that it has no plans to do anything with this space until 2027. Cllr Murphy has contacted BT again following a meeting with St James' Primary School who have stated that they would like to use this land for staff parking which the PC recognises will go some way to help improve the parking situation in front of the school. The contact at BT to forward this to the relevant departments for consideration. BT have now advised that they are sympathetic to the request but have ceased issuing licenses on their land as a result of covid. Cllr Murphy has asked Jeremy Hunt to write directly to the CEO of BT supporting this opportunity. Cllr Snape to follow up with Cllr J. Else to confirm that the letter from JH has been sent. **(12/20)**
- 6616 Woolford Lane Cemetery Building: A roofer was contacted to check the building and advised that there are two remedial projects: a) reattach some of the hip tiles £350 and b) replace soffits and fascias (£1200). The clerk to seek comparable quotes for the soffit work. In addition to these projects the door frames are rotten and need replacing / repairing, the

clerk to instruct RK to quote. It was agreed that the clerk would wait until January before seeking comparative quotes. **(12/20)**.

6617 The clerk advised that the website needed to have work done on it to ensure that it complied with the new Accessibility Law. The clerk had obtained a quote for £200. Councillors were surprised as this seemed to be very good value for money. The clerk confirmed that this did include checking the website as well as making it accessible. The clerk confirmed that Function 28 have been instructed to undertake the work. **(12/20)**.

6618 The clerk advised that the VAS project was being reactivated. The clerk advised that the batteries were £60 each and a charger was £100. Cllrs approved the costs under its powers to contribute to traffic calming schemes, Local Government and rating Act 1997 s.26-29. Cllrs have agreed that the batteries could be charged at Thursley Rec Pavilion. The clerk contacted Peter Harris (PH) at SCC who advised that the VAS were in a container in Norfolk awaiting collection. The clerk met with PH who explained that the VAS were still in Norfolk and could not be collected due to covid restrictions as this was deemed unessential travel. **(12/20)**.

6619 BW504: Cllr Mathisen advised that BW504 is flooding and it is believed that congestion in Sandford Brook is the cause (probably caused by a blockage west of the scraped back area near Pudmore Pond). Cllr Mathisen contacted Dane Brewer who advised that having walked the length of Sandford Brook there was nothing blocking it. Following the HUG meeting a site visit has been arranged **(12/20)**.

6620 Cllr Mathisen asked for the clerk to obtain a contact for the Environmental Agency from Ian Fowler, SCC. Cllr Mathisen has drafted an email for the EA which he will forward to the clerk who will send to the EA. The clerk has requested a contact for the EA from IF. **(12/20)**.

6519 Cllr Gardner questioned the reliability of planning applications and cited an application that had resulted in the removal of a yew tree which had not been noted on the planning application. Cllr Gardner noted that had this been detailed in the original plans there might have been more objections to the plans. Cllr Gardner to ask the tree officer to investigate. **(10/20)**.

6621 Following the discussion about the public liability cover for Burford Lodge Pavilion there was a lengthy discussion about the need for user agreements with the clerk advocating the need for all commercial users of parish recreational facilities to supply a copy of their insurances and risks assessments. The clerk spoke to Came & Co who advised that it would be preferable to have a user agreement in place and the PC should at the very least have copies of formal users insurance and risk assessments. The clerk to obtain an exemplar user agreement. **(12/20)**.

7.0 REPORT FOLLOWING ST JAMES PRIMARY SCHOOL MEETING HELD 16th NOVEMBER 2020

6622 It had been agreed that the PC and St James Primary School would meet at regular intervals to develop a working relationship. The report of this update meeting had been circulated before the December PC meeting. There was nothing significant to note and councillors had no further questions. **(12/20)**. **Minute to be removed next month.**

8.0 REPORT FOLLOWING HUG MEETING HELD 1st DECEMBER 2020

6623 A summary of the meeting has been circulated by Cllr Mathisen prior to the Parish Council meeting. Cllr Mathisen advised that a site visit had been arranged with Landmarc for 11th December to assess the congestion at Sandford brook and the impact of this to BW 504. Cllr Mathisen also advised that an electronically operated gate was due to be installed at the Westbrook entrance to Hankley Common. Councillors agreed that this would do much to improve security and prevent rogue drivers. The gate would still allow access for cyclists and horseriders. **(12/20). Minute to be removed next month.**

9.0 WBC UPDATE

6624 There was no update from Waverley Borough Council. **(12/20). Minute to be removed next month.**

10.0 SCC UPDATE

6625 Cllr Harmer reminded councillors of two funding options; Members Allocation for which the bore hole might be a suitable project and Your Fund Surrey. Cllr Mathisen asked whether an electrical connection to the Village Green would be a suitable project for one of the aforementioned funding opportunities. The Clerk reminded councillors that it would be necessary to seek permission from WBC who are the current legal landowners. **(12/20). Minute to be removed next month.**

6569 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. The clerk to write to HG asking for a progress update and to copy Cllr Harmer. **(12/20) Minute to be removed as covered under minute 6605**

6003 There have been further discussions regarding 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)**

11.0 NEIGHBOURHOOD PLAN UPDATE

6626 The clerk contacted Waverley Planning Policy team requesting an update as the number of new houses that are required. WBC advised that this would take a month but in the end able to provide the figures quicker however the SG believe that the numbers are incorrect. The clerk to contact WBC. **(12/20).**

6424 In light of the letter of intent from WBC regarding the proposed partial redevelopment of Springfield, which would result in a new gain of c 18 dwellings, the NHP SG has agreed that the housing allocation section of the draft NHP will need to be reconsulted. This will involve a review of the current three Green Belt sites. The consultation period is likely to be 6 weeks. Thereafter the plan can be submitted for regulation 15. Councillors supported this decision. **(09/20).**

6627 Following the presentation by VAM their site will have to be assessed by Aecom. A second site has been put forward at Kingsmead and this will also need to be assessed as will the WBC proposed site at Springfield. A zoom meeting was held with Aecom and information

was then sent to the Aecom Consultants in order that they start the evaluation of the three sites. Aecom plan to assess these sites in December 2020 and hope to have the draft report ready before Christmas 2020. **(12/20)**.

6628 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020. It was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. A follow up meeting has been arranged for 11.01.21. **(12/20)**.

6629 The clerk confirmed that the c. £3k funding has been received in the PC's bank account from Locality. **(12/20) Minute to be removed next month.**

12.0 ELSTEAD EMERGENCY RESPONSE (EER)

6630 EER Update: The EER committee is now meeting fortnightly to understand the needs of the client and volunteer community. Councillors agreed that the telephone should stay live until the end of December at a cost of £53.94 per month. As a result of lockdown 2.0 a few more volunteers have registered. There have been no recent client requests however the working party will continue to meet fortnightly. **(12/20)**

13.0 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)**.

6489 CIL Funding: The CIL application for the boardwalk repairs was submitted on time however WBC subsequently announced that the deadline date for CIL applications receipts has been extended (without consultation) to the end of January 2021. This is very disappointing as it has a huge impact on Natural England's ability to complete the repairs before the ground nesting birds arrive. The clerk has written several letters to WBC regarding this and has requested that the fairest solution would be to split the funding between applications received by the deadline and those applications received by January 2021. The CIL Advisory Board convened to discuss this point but despite the bids exceeding the funding available the committee would not split the funding and as a result all bids will be evaluated in February with monies being released in March 2021. **(11/20)**.

6428 Volunteers insurance: NE are not allowing working groups onto the heath for covid reasons therefore at the moment POR volunteers are working as 'wardens'. Councillors asked if the volunteers were covered by insurance. The clerk to look into this matter. **(09/20)**.

6631 James Mendelssohn has contacted NE to ask when they can start work on reinstating the boardwalk. NE responded by explaining that they needed more time to consider what would be the best course of action and the best material for the boardwalk. James has drafted an excellent article for the Village News explaining the situation. The clerk to post the article on facebook and the village news. **(12/20). Minute to be removed next month.**

6632 The issue of problematic parking along the Thursley Road (beyond The Moat) was raised by councillors. It was agreed that the increase in parking might be as a result of covid restriction with everyone being encouraged to stay local and therefore might die down. If there is still a parking issue beyond covid it was agreed that remedial measures would need to be considered. **(12/20). Minute to be removed next month.**

14.0 OUR ELSTEAD UPDATE (OE)

- 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)**.
- 6633 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 have kindly donated £5,000 to this project. The forger has sent through a first draft of the design and the working party has fed back some comments. Progress has been slow due to the forger's availability and a letter to be written to The Billmeir Trust explaining the delay. Cllr Mathisen advised that the working party were hoping to receive a revised design before Christmas. **(12/20)**.
- 6634 Planters: frost proof winter planters have been planted and are in situ on the main village green. The expenditure was made under the PC's powers to plant trees and shrubs (Highways Act 1980 s.96) Cllr Mathisen will contact companies to see if anyone would like to sponsor the planters. No companies have been approached/come forward for sponsorship therefore it was agreed that the Parish Council would be happy to fund them. **(12/20). Minute to be removed next month.**
- 6492 Cllr Rees asked whether the planters could be added to the PC's insurance schedule. The clerk to liaise with Came & Co, the PC's insurers. **(10/20)**.
- 6635 Christmas Tree: Cllr Mathisen, RK, Aw and MW were thanked for their work in installing the Christmas tree on 3rd December and St James Primary were thanked for decorating the tree. The Parish Council is very appreciative to Oxenford Farm for providing a tree. The clerk completed a tree risk assessment. Members from across the community have been invited to make decorations to hang on the tree. **(12/20) Minute to be removed next month.**

15.0 CCTV CONFIRM PROVIDER

- 6636 Three security firms had provided quotations for CCTV at Burford Lodge Rec. Following a discussion it was agreed that the Clerk would obtain further feedback as to which would be the most appropriate camera. SC, A member of the Surrey Police attended the site along with the clerk and cllr Murphy and agreed that the proposal was suitable. Following the meeting SC read the three proposals and provided a detailed report which the clerk had circulated in advance of the meeting. After a detailed discussion it was agreed that whilst the Absolute Security quote was a little more expensive than the KBO Quote, Absolute Security had provided a detailed site assessment which KBO had not. A few councillors had had experience of using Absolute Security and after a unanimous vote it was agreed that Absolute Security should be employed for this project. The clerk to engage Absolute Security. **(12/20)**.

16.0 BORE HOLE THURSLEY ROAD REC

- 6637 Cllr Murphy declared an interest in this item. A document had been shared prior to the meeting illustrating the project. Councillors were advised that the bore hole would be a small installation measuring c. 2 x 2 x 1 feet and it would be sited near the play area. Councillors were pleased to hear that £5k had already been committed in funding from the Billmeir Trust and expressed strong support in principle for the project agreeing that the borehole could be located on PC land. At present however the PC has no CIL receipts, so it

cannot commit any funds as yet to the project. Councillors also indicated that a decision on funding would in part depend upon the success of the fundraising efforts among the sports clubs. At the meeting, Cllr Harmer pointed to the new Surrey CC community fund 'Your Fund Surrey' as it appears that the borehole project appears to meet several of the fund criteria and the Elstead Recreational is clearly an eligible organisation. Cllr Murphy to advise the Bore Hole Fundraising Committee. **(12/20)**.

17.0 RESPONSE TO LPP2 CONSULTATION

6638 WBC have announced the start of the LPP2 consultation which will run until 29th January. It was agreed that councillors would read the document and feedback any comments to the clerk by 04.01.2021. The comments would then be circulated in advance of the January meeting and a formal response would then be drafted. **(12/20)**.

18.0 REQUEST FOR ACCESS ONTO BURFORD LODGE

6639 A resident had approached the Parish council requesting vehicular access to the rear his property over Burford Lodge Rec, Parish Council land. Councillors discussed the matter at length but were concerned that access would cross over a public footpath, result in the removal of green vegetation and would mean the loss of car parking spaces in Burford Lodge Rec car park. Councillors agreed that they were unable to support this request. He clerk to notify the resident. **(12/20)**

19.0 FINANCE

6640 External audit report: The clerk advised that official notification had been received confirming that the external audit had been successfully completed. The clerk to post the notification on the noticeboard and the website. **(12/20). Minute to be removed next month.**

6641 Up to date financial overview: The clerk had circulated the update prior to the meeting. There was nothing of concern to note. The clerk estimated that the year end figures were as follows: income £131,147, expenditure £100,715 and bank balance £78,700. It was noted that the income figure included c £18k (that had been moved across to free up the deposit account for POR donations) plus easement monies. It was agreed that the easement monies should be moved to a savings account but that the £18k should stay in the business account as it had been accumulated for play equipment and should have been moved across to cover the recent Burford Lodge upgrade. The clerk confirmed that the accounts have been reconciled and this has been checked and verified by Cllr Jacobs. **(12/20). Minute to be removed next month.**

6642 To approve the proposed draft budget FY 21/22 including precept: the budget had been circulated in advance of the meeting. The clerk had circulated the draft budget in advance of the meeting. The draft budget recommended a small precept increase. Councillors agreed to the small increase. Councillor Murphy proposed drafting an article for the village news explaining the proposed increase which is as a result of a reduction in funding from Waverley Borough Council and an increase in activity that the parish council is having to undertake that would have been historically completed by SCC or WBC. Councillor did agree to an increased hourly rate for RK. RK is recognised as providing an excellent service undertaking jobs promptly, to a high service and at a reasonable rate. The clerk to submit the precept request to WBC. **(12/20). Minute to be removed next month.**

6643 To discuss business objectives for FY 21/22: it was agreed that this would be an agenda item at the January meeting. **(12/20). Minute to be removed next month.**

6644 To approve the cost of replacing the defibrillator pads.: Councillors approved the cost to replace 3 x defibrillator pads at £129. The pads are due to expire in February 2021. The clerk to order them. **(12/20).**

20.0 REPORTS AND CORRESPONDENCE

6645 A resident had noted a tree trunk that had been left by Elstead Bridge by SCC. It was agreed that it would be quicker for the clerk to ask RK to remove it. **(12/20). Minute to be removed next month.**

6646 A resident asked if encroaching trees from PC land onto their land could be removed. It was agreed that RK should deal with this matter and whilst in advance he would be asked to clear the Croft which had a lot of waste and rubbish on it. **(12/20). Minute to be removed next month.**

6647 The clerk advised that there is to be a boundary review meeting in January 2021. The clerk to share the link as it was recommended that councillors should try to attend. **(12/20). Minute to be removed next month.**

6648 The stable at Bonfire Hill was discussed and the clerk to report it to planning enforcement. **(12/20). Minute to be removed next month.**

21.0 ACCOUNTS FOR PAYMENT – DECEMBER 2020

6649 The following cheques were presented for payment:

ACCOUNTS FOR PAYMENT - Dec 2020

Payee	Cheque no	Purpose	Amount
Kompan Ltd	4168	Remedial works	£3,961.66
Diane Snape	4169	our elstead vg planting	£485.80
Various	4170 - 4199	Smiths Charity	£4,550.00
Information Commissioner	4200	Data Protection	£40.00
MJ Jeffrey	4201	Smiths Charity	£150.00
Grasstex Ltd	4202	Grass cutting services	£1,525.92
R Knight	4203	VG work and warning sign	£299.40
Nexus Consulting Ltd	4204	NHP work	£1,500.00
John Mathisen	4205	Lights for Christmas Tree	£79.98
Juliet Williams	4206	Salary 1 of 2	£999.00
Juliet Williams	4207	Salary 2 of 2	£514.50
Juliet Williams	4208	Expenses icnl cash for Smiths charity	£183.99
			£14,290.25

23.0 MATTERS RAISED BY MEMBERS

6650 Cllr Mathisen advised that the zebra crossing requires repainting. The clerk to notify SCC. **(12/20)**.

6651 Cllr Mathisen advised that the table tennis table was damaged. The clerk advised that **she** had contacted RK who would try and repair the table with resin. **(12/20)**.

Meeting closed at 9.30pm