



## ELSTEAD PARISH COUNCIL

### Minutes of Meeting

Monday 18th January 2021 at 7.30pm

Virtual Meeting via Zoom

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

#### PUBLIC QUESTION TIME

6652 A resident raised the issue of problematic parking along the Hookley Lane by visitors trying to access the common. The resident wanted to understand SCC's parking review process and advised the PC that he was planning to contact SCC on this matter. Councillors advised that if a vehicle was causing an obstruction the police can be informed. The PC further discussed the matter and resolved that the situation should improve once covid restrictions have been lifted. **(01/21). Minute to be removed next month.**

#### 1.0 APOLOGIES FOR ABSENCE

6653 Apologies were received from Cllr D. Snape who was unable to attend. Councillors accepted these apologies. **(01/21). Minute to be removed next month.**

#### 2.0 DECLARATIONS OF INTEREST

6654 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. **(01/21). Minute to be removed next month.**

#### 3.0 APPROVAL OF MINUTES OF PC MEETING HELD 7th DECEMBER 2020

6655 The minutes of the Parish Council meeting held on 7th December 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(01/21). Minute to be removed next month.**

#### 4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 7th DECEMBER 2020

6656 The minutes of the planning meeting held on 7th December 2020 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(01/21). Minute to be removed next month.**

## 5.0 MATTERS ARISING

- 6526 FP64: Cllr P Murphy attended and spoke at the Waverley Local Committee meeting held on 13<sup>th</sup> 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)**.
- 6657 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 responded to WBC on these points and the initial response from WBC to this proposal was favourable. The clerk advised that WBC had said that they would deal with the request but that due to officer availability it might not be a swift resolution. **(01/21)**.

- 6658 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. The clerk to prioritise this matter before the February meeting. **(01/21)**.
- 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)**.
- 6659 Bus route outside Water meadow Place: RC (SCC) had sent prospective plans of where the bus stop would stop outside of Water meadow Place. Cllr Davidsen, Mrs Davidsen and the clerk visited the site as they were concerned about the proposed location of the bus stop as passengers travel from Shackleford towards the triangle. The proposed location would mean that passengers would need to wait on, or alight onto a narrow verge (as there is no pavement on that side) with a steep drop behind it. This was of particular concern for children coming home on the school bus. Alternative drop off points at either end of Water Meadow place were proposed as being safer alternatives. The clerk has responded to RC on these points. **(01/21)**.
- 6660 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. The clerk has followed this matter up on a number of occasions. ZE has just written to advise that he had

been given a different contact and will try again to secure a site meeting with Thakeham/Clarion, WBC and Elstead PC **(01/21)**.

- 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)**.
- 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)**.
- 6661 Defibrillators: The new signage has been delayed as the new road name will generate a new postcode for the defibrillator at Burford Lodge Recreation Ground 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. Prior to the January meeting the clerk advised the WBC street naming that building work at No 1 Burford Lea has commenced and hoped that the postcode would be generated soon. **(01/21)**.
- 6662 Changing EVTC road sign: The clerk explained that the name 'Burford Lodge Recreation 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 has approved the artwork and EVTC have agreed to forward to their printer for a quote to print it. **(01/21)**.
- 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 continued to try and contact IF to arrange a meeting to no avail. **(01/21)**.
- 6663 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 confirmed at the January meeting that the fencing has now been repaired. The gate however is still unpadlocked and there is a neighbour's fence panel in the ditch causing a blockage. The water level was noted as being high. The clerk to contact DS at WBC again over this matter. **(01/21)**.
- 6664 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. The clerk has contacted WBC to advise that building work has started at No 1 Burford Lea and to ask for the postcode. WBC have said that they would contact the landowner and ask for the administration fee to be paid. **(01/21)**.
- 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 new contract but will continue to empty the Parish Councils' bins. **(12/20)**.
- 6665 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. The PC is delighted to have received some very positive feedback from residents and this phase of work is complete. **(11/20). Minute to be removed next month.**
- 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)**

- 6666 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 confirmed that Jeremy Hunt has written directly to the CEO of BT in support of this opportunity. **(01/21)**
- 6667 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. The clerk has asked one local builder to quote and will seek a further quote in time for the February meeting. **(01/21).**
- 6668 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 and it is in progress. **(01/21).**
- 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). Minute to be removed next month as covered under minute 6674**
- 6669 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 obtained a contact for the EA and they have been extremely helpful in dealing swiftly with a branch that was obstructing Elstead Bridge. **(12/20). Minute to be removed next month.**
- 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). Minute to be removed next month.**

- 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).**
- 6670 Three security firms had provided quotations for CCTV at Burford Lodge Rec. A member of the Surrey Police attended the site along with the clerk and Cllr Murphy and agreed that the proposal was suitable. At the December PC meeting councillors agreed that Absolute Security should be employed for this project. The clerk and Cllr Murphy along with a representative from EVTC and The Sharks were due to meet with Absolute Security to confirm the CCTV locations. The meeting has been deferred to 19<sup>th</sup> January 2021. **(01/21).**
- 6671 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 Trust is clearly an eligible organisation. Cllr Murphy has advised the Bore Hole Fundraising Committee. **(01/21).**
- 6672 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. The clerk has spoken to the resident and will follow up with a formal letter. The resident has advised the clerk that a suitable alternative parking solution has been found. **(01/21) Minute to be removed next month.**
- 6673 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 ordered them. **(01/21). Minute to be removed next month.**

## **6.0 REPORT FOLLOWING MEETING WITH LANDMARC HELD DECEMBER 2020**

- 6674 Cllrs Murphy and Mathisen had attended a site meeting with representatives from Landmarc and the MOD. Landmarc advised that they cannot do any clearance work without input from Natural England (NE) and the Environment Agency (EA). NE accept that water levels are raised and have agreed to a site visit. MoD advised that they are prepared to

undertake the work with the authority of NE and EA but are concerned about the effect this may cause further down the stream. **(01/21)**.

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)**.

## **7.0 WBC UPDATE**

6675 There was no update from Waverley Borough Council. **(01/21)**. **Minute to be removed next month.**

## **8.0 SCC UPDATE**

6676 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 22<sup>nd</sup> January 2020. There have been discussion between Cllr harmer and SC and the routing has been determined. Cllr harmer to follow up with SC. **(01/21)**

6004 Cllr Mathisen raised the issue of Fulbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**

6677 Cllr Harmer advised that County Hall, Kingston has now closed and that a number of key people have been moved to different roles within SCC. **(01/21)**. **Minute to be removed next month.**

## **9.0 NEIGHBOURHOOD PLAN UPDATE**

6678 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 than anticipated however the SG believe that the numbers are incorrect as they show a reduction of 30 in the total number of houses still required. The clerk has contacted WBC over this point. **(01/21)**.

6679 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 (NB this has now been reduced to 16), the NHP SG has agreed that the housing allocation section of the draft NHP will need to be consulted on again. 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. Cllr Mathisen asked whether the plan would be ready to go to referendum in May 2021 and Cllr Murphy stated that the SG were moving as quickly as they could. **(01/21)**.

6680 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward recently (VAM, Kingsmead and Springfield). Members of the NHP SG have assessed the draft report from Aecom and DV, the SG's planning consultant has fed back to Aecom comments on the draft/ A formal report is due imminently. The revised HRA and SEA is also in progress. **(01/21)**.



6681 Village Design Statement (VDS): Cllr Jacobs chaired a meeting on 30.11.2020 at which it was agreed that the VDS just needed basic refreshing and updating and would benefit from photographs. A second meeting was held on 11.01.21 at which the working party started to work through the copy making small changes. The next meeting will be held on 25.01.21. **(01/21)**.

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

6630 EER Update: The EER committee is continuing to meet fortnightly however it is very quiet in terms of client need and volunteers. The name of the sub group has been changed to Elstead Community response (to fall under the overall umbrella of EER). Following the meeting held on 13.01.2021 it was agreed that there would be more frequent communication across different media platforms. The group would also publicise regular signposting and in addition publicly thank people in the village who have really helped the community during this time. It was agreed that the phone number should remain in place for the foreseeable future. **(01/21)**

6682 EER plan: Cllrs Rees and Snape have started to discuss revising the EER plan and this is work in progress. **(01/21)**.

#### **11.0 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)**.

6683 Cllr Murphy advised that he had received a letter from NE to say that NE would be in a position to share plans of what to do with the boardwalk imminently. **(01/21)**

6684 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 advised that the volunteers will be working under the NE umbrella and as such will be covered by NE insurance. **(01/21)**. **Minute to be removed next month.**

#### **12.0 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)**.

6685 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. 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 had received a revised second design which they have commented on. A third design is expected after which a hardboard sign would be created. It is hoped that the sign can be installed in June. The clerk advised that the marathon was scheduled for Friday 25<sup>th</sup> June covid restrictions permitting. **(01/21).**

6686 Summer planters: Cllr Mathisen advised that DM was happy to manage this for a third and final year for which the PC expressed its gratitude. 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. **(01/21).**

6687 A vote of thanks was given to DM, RK and Cllr Murphy for taking down the Christmas tree. **(01/21) Minute to be removed next month.**

### **13.0 ELSTEAD PARISH COUNCIL OBJECTIVES 2021/22**

6688 Cllrs started to discuss this matter. It was agreed that the completing the NHP and reviewing the infrastructure delivery plan were key. The clerk advised that there are a number of jobs that the PC does as part of its parameters so cllrs should be seeking to propose a big goal / objective. Business objectives to be finalised at the February meeting and all councillors were asked to put forward one objective. **(01/21).**

### **14.0 RESPONSE TO LPP2 CONSULTATION**

6689 WBC have announced the start of the LPP2 consultation which will run from 27<sup>th</sup> November 2020 until 29<sup>th</sup> January 2021. A draft response was circulated prior to the meeting which councillors discussed. Cllr Jacobs said that she was concerned with the volume of development in Milford and Haslemere and the impact this would have on the roundabout at the junction of B3001 and A287 as cars coming from Milford would have right of way thus hampering access to the A3 for vehicles coming from Elstead. There were no further comments. The clerk to include this comment and submit the response to WBC before 29<sup>th</sup> January 2021. **(01/21).**

### **15.0 SECURITY BARRIERS AT RECREATION GROUNDS**

6690 Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers. Cllr Murphy said that from initial research such barriers cost c £1100 each. LD explained that the PC would need to have a warning sign as well and Cllr Murphy responded that the gate would come with one. Cllr Rees asked if this was necessary and Cllr Murphy advised that it would protect the ground and also discourage vehicles from being dumped in the car park. Cllr Webster suggested installing a barrier at Burford Lodge Rec but not at Thursley Road Rec and this was agreed. The clerk to source possible barriers. **(01/21).**

### **16.0 WOOLFORDS LANE CEMETERY SIGNAGE**

6691 Cllr Snape had advised that two separate visitors had been unable to locate the cemetery which had caused further distress to them at a difficult time. The clerk had circulated photos

of the junction prior to the meeting and suggested that the only suitable option would be to attach a sign to the street lamp opposite the junction. The sign would state how many meters down Woolfords Lane the cemetery was. Councillors were in agreement and the clerk to liaise with SCC over viability. **01/21**).

#### **17.0 ST JAMES PRIMARY SCHOOL – SAFETY CONCERN THURSLEY ROAD**

6692 The clerk had circulated some draft notes from Cllr Snape prior to the meeting. Cllrs were in agreement that the draft should be sent to Cllr Harmer who will bring up these traffic concerns at a Western Village area meeting to see if anything can be done. The process was also supported by Cllr Else who is a governor at the school as well as a Ward Councillor who had written in support prior to the meeting. **(21/01)**.

#### **18.0 ELSTEAD FOOD BANK**

6693 Item to be deferred until next month. **(21/01). Minute to be removed next month.**

#### **19.0 WATER MEADOW PLACE UPDATE**

6694 Councillor Mathisen had requested an update as to how many dwellings had been sold at Water Meadow Place as he felt it was important to understand the context of the desirability of the style of a new planning development for potential purchasers given that there is still an allocation of development to be met within Elstead. A resident advised that about half of the properties had been sold with properties sited in the flood area and the centre of the development still to be sold. **(01/21). Minute to be removed next month.**

#### **20.0 FINANCE**

6695 The clerk had circulated an update review of the accounts prior to the meeting and advised that the account had been reconciled correctly. Cllr Jacobs to sign this off when social distancing allows.

Income still to receive this fiscal: VAT rebate £9071 (submitted November) and £5000 for Smiths Charity plus credit from Kompan (c£800).

Current YTD receipts - £122.6k. End of year will be minimum £137.3k taking into consideration the above however there is likely to be more income sadly for the cemetery as a result of COVID and this is not included.

Income budget was £88.6k. Increase is a result of moving £18k from deposit to current account, Burford Lea easement, donations for pitch improvement, NHP funding via Locality and an increase in cemetery revenue.

Expenditure currently stands at £81.k (versus budget of c. £87k).

Expenditure due for the rest of the year includes: Clerks salary: £3k, metal barriers minimum £2k plus installation, defibrillator batteries and signage £500, grass cutting £2k, insurance £1k, playground inspection £225, phone EER £150, village sign £5k, chairman and members allowance £500, RK Maintenance est. £1k, grass cutting est. £1.5k. This would take EPC expenditure to £98k.

6696 Councillors had agreed via email the costs of legal expenses estimated at c £1k which the PC had approved under its powers to spend on crime detection and crime prevention measures Local Government and Rating Act 197 s.31). **(01/21). Minute to be removed next month.**

6697 The clerk confirmed that the receipt request for FY 21/22 was submitted to WBC on time. **(01/21). Minute to be removed next month.**

## **21.0 REPORTS AND CORRESPONDENCE**

6698 The clerk advised that she had received a number of complaints regarding speeding through the village and the inefficacy of the VAS. Cllr Davidsen agreed that there was an on-going problem of motorists ignoring the VAS. It was suggested that the clerk should write to the police and that the new Borough Inspector should be invited to a future PC meeting. **(01/21)**

6699 A resident had written asking whether she could site a memorial bench on the small green opposite the main village green (chandlers side). Councillors advised that there was a bench in situ already and it would not be possible to move it owing to the sad circumstances of the passing of the individuals. The clerk to determine if another spot could be found. **(01/21).**

6700 The clerk advised that she had reported one property to environmental health Waverley. **(01/21). Minute to be removed next month.**

6701 The clerk had requested foliage to be cut back. It was unclear whether the land in question was managed by WBC or SCC. **(01/21).**

6702 Voluntary parking charge at The Moat: The clerk had circulated a note from NE regarding the installation of a voluntary car parking machine at The Moat prior to the meeting. Councillors were concerned that if it was not clear that this was a voluntary option it would lead to parking problems along The Thursley Road. A response to be drafted. **(01/21). Minute to be removed next month.**

## **22.0 ACCOUNTS FOR PAYMENT – JANUARY 2020**

6703 The following cheques were presented for payment:

### **ACCOUNTS FOR PAYMENT - Jan 2021**

<b>Payee</b>	<b>Cheque no</b>	<b>Purpose</b>	<b>Amount</b>
Juliet Williams	4209	Smiths Charity Cash	£250.00
PKF Littlejohn LLP	4210	External Audit	£360.00
Smiths Charity	4211	Reissued Cheque	£150.00
12 College Place	4212	UE Legal fees	£480.00
Maxwell and Co Ltd	4213	Payroll	£72.00
Juliet Williams	4214	salary 1 of 2	£999.00
Juliet Williams	4215	salary 2 of 2	£514.50
Imperative Training Ltd	4216	defib pads x 3	£153.00

Juliet Williams	4217	expenses	£44.20
Wellers Law Group LLP	4218	UE Legal fees	£354.20
Smiths Charity	4219	Reissued Cheque	£150.00
			<b>£3,526.90</b>

#### 24.0 MATTERS RAISED BY MEMBERS

- 6705 Cllr Mathisen advised that there is an electricity supply to the green. Cllr Reynolds and the clerk have agreed to measure where the supply could be fed to. Cllr Mathisen to respond to SSE and ask for an estimated cost for the work after which the clerk will apply for members allocation funding towards this project. **(01/21).**
- 6706 Cllr Jacobs noted that a number of delivery drivers were being sent down the track opposite the moat as a result of their sat nav. Cllr Jacobs to send a message to Cllr Harmer who will direct it to the correct contact at SCC. **(01/21).**
- 6707 Cllr Mathisen advised that Mrs Moxon's posts on behalf of Springfield Surgery on the village facebook group were very helpful and suggested that the PC should repost the message in the EVN and the village website page. The clerk advised that the Surgery already had a monthly column in the EVN but would make a suggestion about the website. **(01/21). Minute to be removed next month.**
- 6708 Cllr Gardner advised that there was much mud along the gutter in parts of Hookley Lane. The clerk advised that there was a lengthy document that had been shared with the PC as to how WBC determined when a road should be cleaned. The clerk to contact WBC and ask for schedule. The clerk to ask Cllrs Elses if there is no action from WBC.
- 6709 Cllr Gardner noted that a wooden post had been dislodged to the right of the entrance to Pond Cottages and unauthorised vehicles were blatantly ignoring the sign and parking in the layby. The clerk noted that this matter had been referred to the MOD already.
- 6710 Cllr Gardner noted that BW113 which had been improved recently was almost impassable beyond the repaired section. It was noted that much of the common was boggy due to the rainfall and this section would be monitored. **(01/21).**

**Meeting closed at 9.55pm**