



ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 15th March 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 Cllr D. Snape
Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

6789 There were no questions from the public. **(03/21). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

6790 There were no apologies for absence. **(03/21). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

6791 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. **(03/21). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 15th FEBRUARY 2021

6792 The minutes of the Parish Council meeting held on 15th February 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(03/21). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 15th FEBRUARY 2021

6793 The minutes of the planning meeting held on 15th February 2021 were agreed and will be signed by the Chairman after the meeting due to social distancing measures. **(03/21). 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 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)**.
- 6314 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(07/20)**
- 6717 Chevrons by Elstead Bridge: the clerk noted that chevrons have been adhered to Elstead bridge rather than the large chevron sign being replaced. There is a partially damaged pole in front of Withybridge House where the former chevron has been located. The clerk to advise SCC and ask for it to be removed. **(03/21)**.
- 6794 Cllr Murphy wrote to SCC concerning the fact that the PC is wrongly (in its' 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. The clerk to remind SCC that a response is outstanding. **(03/21)**.
- 6795 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 has followed this up before the March meeting but there is no update. Councillors agreed that the PC would no longer seek to ask WBC to transfer to Elstead PC the title for the land at Westbrook Hill. **(03/21)**.
- 6796 The Thursley Road Rec does not appear to be registered. Wellers Hedley, lawyers for Elstead PC have drafted the registration application and the clerk and Cllr Murphy have both signed Statements of Truth which have been returned to Wellers Hedleys. Wellers Hedleys have advised that the process of registering might take between two to six months. **(03/21)**.
- 6797 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. At the western village meeting Hannah Gutteridge explained that SCC needed to agree a change to the definitive route owing to the failure of the developer to clear the current definitive route as SCC can only spend funds on works on statutory routes. Cllr Murphy stressed to HG the importance of upgrading FP 61 urgently, as it is the only pedestrian link between WMP and the village. Cllr Murphy noted that he had established that Thakeham have contributed £25k towards the upgrade cost of FP61. The route is 340m in length. Essex CC estimate that 340m of resurfacing would cost £153k. As a point of

- comparison the clerk ascertained that the resurfacing work outside the Spar cost £18k. Cllr Murphy noted that there are 2 x poles and 1 x fire hydrant along FP61 which would need to be moved at extra cost. Cllr Murphy to share with Cllr Harmer and the Internal head of Internal Audit at SCC. **(03/21)**.
- 6721 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 and has responded again following a follow up email from RC. **(02/21)**.
- 6798 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 and Cllr Murphy have written several times to asked ZE asking if he has arranged a meeting with Clarion, Thakeham, EPC and WBC. A meeting was finally held on 5th February 2021 at which the developer expressly asked that the PC should not be invited and WBC agreed to this request. Following the meeting Cllr Murphy and the clerk have asked several times for a copy of the meeting notes but they have been advised that no meeting notes were taken. Cllr Macleod, the portfolio holder, contacted Cllr Murphy by telephone on 14th February to advise that the developer would not be prepared to contribute to a play area as all the planning conditions had been discharged. Cllr Murphy advised that it was very regrettable that The Head of Planning was not prepared to provide a written report on the meeting. Cllr J. Else advised that the Parish Council should contact the monitoring officer regarding the lack of transparency. Councillors noted that this was not the first time that WBC planning have missed conditions and sited 1 Anderson Place and Honeypt Antique development as other examples. The clerk has report this to Robin Taylor, Head of Governance. It was understood that there was a possibility of a meeting with senior directors at Thakeham and Clarion and Cllr Else was thanked for his efforts in pursuing this matter with elected colleagues. **(03/21)**.
- 6799 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. HG advised that this would be completed in the forthcoming fiscal (21/22). The clerk to contact HG for an update as BW69 is in a terrible state of repair which is in turn causing walkers to divert off into the heathland. **(03/21)**.
- 6724 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 has followed this up as c£800 in credit is still owed. 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 foc (actual cost £260). The clerk to

- determine whether this work is needed and will take advice from the next playground inspection. The clerk has been unable to arrange for Paintics to do the paintwork and this will probably needed to be deferred until the Spring. **(02/21)**.
- 6800 The clerk advised that the quarterly playground was circulated prior to the meeting. There is nothing to report of high risk. The clerk highlighted the point raised about the grass matting and it was agreed that RK would uplift, clean and resettle the tiles. **(03/21)**.
- 6801 Defibrillators: All signage has been printed except the sign for Burford Lodge Rec sign which will be printed once the postcode for Gala Lane has been confirmed. There is still no update from WBC on this despite the clerk asking. **(03/21)**.
- 6802 Changing EVTC road sign: The new EVTC sign containing 'Burford Lodge Recreation Ground' has been printed and installed. **(03/21)**. **Minute to be removed next month.**
- 6803 Springfield flooding: 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. A meeting has been scheduled for March 16th 2021 and SCC have advised that funding has been allocated for drainage works in the Springfield area so the PC is optimistic that a solution to this problem will be found. **(03/21)**.
- 6804 Gala Lane: There has been no progress on this matter from WBC. The clerk to 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 but despite The Clerk chasing there is no news on this from WBC. **(03/21)**.
- 6731 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 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. 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. **(02/21)**.
- 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 BT land: 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)**

- 6621 User Agreements: 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)**.
- 6805 CCTV at Burford Lodge Rec: installation of the CCTV should be completed by close 16th March 2021. The Parish Council would like to note its thanks to EVTC with helping to facilitate the installation. **(03/21). Minute to be removed next month.**
- 6738 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. RK is waiting for the weather to improve and will also endeavour rise the ground behind where the players stand. **(02/21)**.
- 6806 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. Cllr Murphy has pushed both parties to meet with him and Cllr Mathisen on site however NE and EA are not allowed to do this until covid restrictions ease. Cllr Murphy noted that the water level on the common had risen by two foot due to the need to clear Sandford Brook and that this was now a priority as people are having to divert off the track onto the heath which is causing significant damage to an area which has an SSSI designation. Cllr Mathisen to ask HUG representatives when will it be possible to arrange a site meeting. **(03/21)**.
- 6807 Woolfords Lane Cemetery Finger post Sign: 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. The clerk has contacted SCC Highways who have approved this in principle subject to having sight of the final design and sign measurements/material. **(03/21). Minute to be removed as covered under agenda item 18.**
- 6808 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 contacted Cllr Harmer who was unable to find a sat nav contact at SCC but who advised he would try again. Cllr Harmer to discuss with Hannah Guttridge whether a footpath sign can be secured at the Thursley Road end of the footpath. The clerk has reported the fly tipping to WBC and chased for it to be removed. Once the fly tipping has been removed the clerk to contact HG to install barriers. Cllr Jacobs did not believe that anyone had vehicular rights along this footpath. **(03/21)**.
- 6809 Cllr Gardner advised that the majority of Hookley Lane had now been cleaned. The clerk contacted WBC to ask for a road cleaning schedule however WBC have explained that this cannot be shared. The clerk has contacted the Head of Environment to ask why this is the case. **(03/21)**.
- 6810 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. Cllr Murphy, the clerk and Sandra Smith met on site and agreed that more posts can be added which would prevent quad bikes entering the common at this point. Since this meeting the PC has been informed that SCC are planning to get contractors to work on sections of the Elstead to Milford cycleway and that this might be an access point for contractors. It was agreed to put the extra bollards on hold and the clerk will seek an update from HG on project timings. **(03/21)**.

- 6811 A resident asked whether WBC had consulted with the PC over the installation of bunds on land at the bottom of Westbrook Hill. The Clerk confirmed she had had one email stating that following the UE, WBC would look at this option. The resident questioned whether this should have been subject to planning application. Cllr Murphy noted that this was an agricultural operation and therefore planning permission was not needed. Cllr Snape asked whether wild flower seed could be sowed on the land. WBC advised the clerk that grass seed would be sown on the land and wildflower seed at some later stage. The clerk to ask whether WBC will allow the PC to do this. **(03/21)**.
- 6812 Memorial bench: Councillors agreed that a memorial bench could be locate either on or near the village green however it was agreed that it would be preferable if it was on the smaller green. Cllr Murphy and the clerk met with the resident and a photograph of the preferred location (on the verge in front of Springfield Farm) was shared with councillors before the meeting. Councillors approved this and the clerk to advise the resident. **(03/21). Minute to be removed next month.**
- 6749 A report following the Western Village meeting was circulated in advance of the PC meeting and updates have been added to current minutes. Other key points covered were: Cllr Murphy reported the blocked culvert on Westbrook Hill outside Milton (the 4 inch pipe is far too small). Adrian Selby asked that any issues should be notified individually to the SCC Highways reporting link by e-mail. In this way they get recorded properly and a response has to be sent. **(02/21)**
- 6813 Elstead-Milford Cycle Route: Hannah Gutteridge (HG) advised that this project would be implemented in the coming year. Cllr Murphy suggested that a site visit for the cycle route should be arranged when Covid restrictions permit. HG confirmed that she would send the PC a plan of the route first, and then arrange a site visit. In a previous meeting councillors were advised that The PC could suggest names for the cycle route. The clerk to discuss with the Witley clerk. **(03/21)**
- 6814 Flood forum: the clerk advised that Will Bravery (WBC) had invited the Parish Council and residents to join to form a flood forum. The forum would comprise representatives from SCC, WBC, The EA. It was agreed that the best solutions would be for councillors to meet first as the flood forum to understand the scope and what the catalyst for getting results were before opening it up to the community. The clerk has contacted Will Bravery. A meeting is being held on 16th March 2021 by SCC but not specifically on the flood forum which the clerk understood would be attended by a number of agencies including the LA, HA and EA. **(03/21)**.
- 6786 Cllr Mathisen noted that a resident adjacent to the access track to the MoD parking area had complained about nuisance caused by traffic from film company vehicles and had queried whether they had a right to use the track. MoD were considering this issue. **(02/21)**
- 6787 LD noted that the potholes on the road leading to the DZ parking were worse than ever. Cllr Mathisen to feed back to the MoD. **(02/21)**

6.0 WBC UPDATE

- 6815 Cllr D. Else reported that there had been an incident at Elstead Bridge which involved a lot of glass on the road. At the time police presence had been requested to help direct traffic around the problem however no one was available. The police have subsequently admitted that the call handler had not asked the right questions and that actions has been required. **(03/21) Minute to be removed next month.**
- 6816 Refuse – a number of refuse collectors are isolating with covid symptoms and as such there might be some disruption to refuse collection. **(03/21) Minute to be removed next month.**
- 6817 Zoom meetings for councils must legally stop on 6th May 2021. **(03/21) Minute to be removed next month.**
- 6818 WBC housing have put forward a development scheme for Springfield and have contacted affected residents. **(03/21) Minute to be removed next month.**

6819 Cllrs Else had received reports from EVAA holders concerned that they would not be allowed to push wheelbarrows across Burford Lodge rec. The clerk confirmed that there was no truth in this matter. **(03/21) Minute to be removed next month.**

7.0 SCC UPDATE

6820 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 investigated it on 22nd January 2020 however no further action appears to have been taken. This issue was raised again in February 2021. The clerk contacted SL-C (SCC) who advised that as soon as works on Whitmead Road had been completed SCC would be able to focus on this issue. **(03/21)**

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

8.0 NEIGHBOURHOOD PLAN UPDATE

6821 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 and WBC have advised that the carehome carries an allocation of 33 houses – a point which WBC have known since June 2018 but not shared with the NHP SG. Cllr Murphy has written to Thakeham seeking clarification on the viability of the carehome but as there has been no clarification from Thakeham it was agreed that the carehome figures cannot be relied on. **(03/21). Minute to be removed next month.**

6822 Mini consultation on revised housing policies: In light of the letter of intent from WBC regarding the proposed partial redevelopment of Springfield, which would result in a new gain of c16 dwellings (NB this was originally 18), the NHP SG has agreed that the housing allocation section of the draft NHP will need to be consulted on again. The consultation is scheduled to start by 1st April and run for six weeks. The proposal is for Springfield (16 houses), Sunray Farm (40 houses with a slightly bigger business hub) and Four Trees (11 houses) giving a total of 67 (versus a required total of 62). The overall aim is for the SG to be able to send the final plan (Regulation 15) to WBC on 1st June 2021. As there are inconsistencies with the WBC figures on planning permissions already obtained it was felt that it is better to go slightly over the number of required dwellings and this provides flexibility in case any of the sites under deliver in quantum. Cllr Snape asked how traffic issues would be addressed. Cllr Jacobs noted that traffic had been assessed throughout the process and this was why the SG have selected Four Trees rather than both Four Trees and Croft 2. It was also noted that the SG's preferred sites are those that are located close to the village centre and its services and amenities. Cllr Jacobs also advised that a traffic management plan would have to be submitted when a planning application is presented. **(03/21).**

6823 Site assessment : Aecom have concluded their initial assessments of the three new sites that have been put forward (VAM, Kingsmead and Springfield). The draft SEA was received on 15th March and needs to be read. The revised HRA is in progress. **(03/21).**

6824 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. Two meetings were held in January and one in February at which the whole revised copy was reviewed. Photographs are in the process of being taken and the revised copy to be proof read. **(03/21).**

9.0 ELSTEAD EMERGENCY RESPONSE (EER)

6825 EER Update: The EER committee is continuing to meet monthly 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). The ECR contains to remain active. **(03/21)**

6826 EER plan: Cllrs Rees and Snape met with WBC regarding the EER plan on 19th February 2021. Cllr Snape noted that the meeting had been very helpful as it provided a good framework and will allow the EER to signpost rather than duplicate efforts. The EER will focus on helping in four key areas: pandemic, utility outage, fire and flood. It was agreed the current plan will note that it is "under review". **(03/21)**.

6762 EER rota: The clerk noted that the updated EER rota would be circulated to councillors after the meeting. **(02/21)**.

10.0 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)**.

6763 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. The CIL advisory body have now advised that a decision on which applications have been successful will now be reached in May 2021, eleven months after the bid process opened and seven months after the original decision date. Cllr J Else noted that she was very concerned by the process and was uncomfortable that WBC could be an applicant as well as the deciding body. **(02/21)**.

6827 NE boardwalk plan: NE shared a document with their proposals for replacing the boardwalk and Cllr Murphy and the clerk fed back comments at the POR committee meeting which was held on 24th February 2021. The main area of concern from Elstead Councillors was that there was a proposal not to reinstate the access to the boardwalk from BW 504. Cllr Murphy felt that NE had taken this point on board. **(03/21)**

11.0 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)**.

6828 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 blacksmith's availability. Planning permission for the village sign to be sought and the clerk advised that if the village green had not been transferred to the PC, the PC would need to seek approval from WBC to install the sign. The clerk advised that the contract had been signed and the deposit sent to the blacksmith. **(03/21)**.

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)**.

6829 Electrical supply to the green: Cllr Mathisen has liaised with SEN and advised that there is an electricity supply to the green. Cllr Reynolds and the clerk measured where the supply could be fed to on the green. The clerk applied for Members Allocation Grant and was successful in receiving

£1,200 towards the project – thanks were given to Cllr Harmer. Cllr Mathisen is progressing the installation of a useable power source. The clerk is seeking approval from WBC to site the termination point. Cllr Mathisen noted that the termination site will need to be a cabinet as such it might mean that it will need to be located closer to the edge. Cllr Rees noted that this must be secured to prevent unlawful electricity usage. **(03/21)**.

6830 Winter Planters. There have been no issues with the winter planters and there has been minimal damage despite the cold conditions. Cllr Snape noted that she had received many positive comments about the planters and was thanked again by councillors. Cllr Webster asked whether the winter planters could be planted up earlier with which Cllr Snape was in agreement. **(03/21)**.

6831 Vegetation: Cllr Snape and the clerk are managing overgrown vegetation through quarterly walks around the village. **(03/21)**. **Minute to be removed next month.**

6832 Litter pick: A request to undertake a community litter pick was considered however it was agreed that the PC could not actively encourage residents to undertake this during a pandemic and should wait until all restrictions have been lifted on 21st June. **(03/21)**. **Minute to be removed next month.**

12.0 BOREHOLE UPDATE

6833 Borehole project: Cllr Murphy advised that to date the project had received £13,000 of funding of which £4,000 came from individuals. It was agreed that the PC supported by TRRT would submit a joint application for £10k funding from the SCC Big Fund Scheme. The PC also noted its support of the project with a £1k donation. To date three quotes for the installation of the borehole have been received c £14,500 net of VAT. The clerk to obtain insurance costs from Came & Co. **(03/21)**.

13.0 ROAD SAFETY THROUGHOUT ELSTEAD

6834 A number of residents have raised concerns about a range of traffic problems within the village such as parking, untaxed and uninsured abandoned vehicles poor road surface, speeding etc. It was agreed that all the concerns would be listed under a standing item so that residents could be reassured that the PC was taking action where it could. **(03/21)**. **Minute to be removed next month.**

6835 Road safety outside St James Primary School: The clerk had circulated some draft notes from Cllr Snape (which were also supported by Cllr Else who is a governor at the school as well as a Ward Councillor) to prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. **(02/21)**.

6737 Zebra crossing repainting: Following Cllr Mathisen highlighting the need for it to be repainted the clerk has notified SCC who have confirmed that it has been scheduled on their works list. SCC were unable to give a completion date. **(02/201)**.

6836 Thursley Road improvements: Cllr Harmer advised that a large section of road was due to be resurfaced from The Bel & Dragon to just beyond Woolfords Lane junction, Elstead following the approval of 21/22 Highways budgets however dates for the work are due to be finalised. Work was delayed following the longer than anticipated closure of Tilford East Bridge. Cllr Murphy noted that the section from the village green out towards Woolfords Lane was far worse and Cllr Snape asked why this section couldn't be escalated. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk advised that she would look to see if she had a copy of the notice which she would forward to Cllr Harmer. **(03/21)**

6837 Speeding: 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. Clerk discussed this with Sam Adcock, the new Borough Inspector. She agreed that Kat Farmer, the PC covering Elstead, could be invited to a future PC meeting subject to her shift patterns. Sam Adcock also suggested that the Milford Road could be

nominated for a police speed enforcement session. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group however the clerk had explained that she felt it was unfair to put this onus on residents and no one would be able to do this under covid restrictions. The clerk to follow up meeting attendance and speed enforcement with PC Farmer. **(03/21)**

6838 VAS: 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 post covid restrictions and there has been no change to this situation. Rachel Audsley (clerk for Frensham) will ask Manbat (battery supplier) if parishes can get a collective call-off deal. PH will write up the safety protocols in order to ensure we can go ahead with installation once the signs are available. **(03/21)**

14.0 APPROVAL OF HEIGHT RESTRICTIVE BARRIERS

6839 Height restrictor barriers: Police have advised the Parish Council to consider securing their land. Cllr Murphy proposed the installation of lockable metal height barriers. The clerk shared examples and costs of barriers prior to the February meeting - the approximate cost being £2,000 plus installation. Councillors agreed that they would prefer a galvanised, green coloured barrier. The clerk advised that the council should seek advice from SECAMB as to whether there was a preferred barrier for emergency crew to have to access as the PC would not want the barrier to delay an emergency response. The clerk has contacted SECAMB and is awaiting response. A consultation with neighbours would need to take place to confirm that the location was acceptable for the barrier. **(03/21).**

15.0 APPROVAL OF ANNUAL RISK ASSESSMENT

6840 The Clerk circulated two risk assessments in advance of the meeting – one was in line with the risk assessment that the PC usually sign and one was more detailed taking into consideration the effect of covid etc. Councillors approved both risk assessments. Cllr Murphy to sign both risk assessments after the meeting. **(03/21). Minute to be removed next month.**

16.0 WOOLFORDS LANE CEMETERY BUILDING

6841 Woolfords 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 and b) replace soffits and fascias. The Clerk commissioned the repair work to renew the soffits and fascias during which it was discovered that the wood had rotted due to the roof tiles which had been laid incorrectly. As a result the final bill was slightly higher as additional materials were required. Whilst the work was undertaken it was clear that more extensive work was required on the roof tiling than had been thought initially. The clerk has sought two quotes to date, one contractor is unable to provide a quote and one company has quoted £2,500 based on using the existing tiles. The clerk to obtain a third quote. The work is undertaken under the parish council's powers to contribute towards the expenses of cemeteries (Local Government Act 1972, s.214 (6)). The clerk to instruct WPR. In addition to these projects the door frames are rotten and need replacing / repairing, the clerk to instruct RK to quote. **(03/21).**

17.0 COVID – AFFECT ON RESIDENTS

6842 Cllr Webster proposed undertaking a survey of Elstead residents to determine a) if there are any covid related issues b) to understand the impact of covid from a social and employment perspective c) to understand what is important to Elstead residents and d) use the findings to provide areas for future follow ups. Cllr Webster advised that the survey would be undertaken face to face once all vulnerable groups had been vaccinated. Cllr Jacobs asked if the survey could be done via paper or

survey monkey but Cllr Webster advised that face to face was preferable. Cllr Webster to circulate a summary and sample survey documents prior to the next PC meeting. **(03/21)**.

18.0 APPROVAL OF A SIGNPOST AT WOOLFORDS LANE CEMETERY

6843 Woolfords Lane Cemetery Sign post. Prior to the meeting the clerk had obtained two costs: £135 from Woolmer Fitzpatrick (who produced the village green signpost) and c £130 from AJ Signs (who produce the defibrillator signs). Councillors agreed the costs and Cllr Murphy and The clerk to measure the distance from Thursley road to the cemetery so that this can be included on the sign. **(03/21)**.

19.0 ANNUAL INSURANCE PREMIUM 2021-2022

6844 The clerk advised that the premium has been paid. In 2020 Elstead PC took out a premium with Came & Co and were given a preferential rate for taking out three years cover. **(03/21)**. **Minute to be removed next month.**

20.0 ANNUAL FINANCIAL REPORT 2020-2021

6845 Cllr Murphy advised that he would draft the annual report ahead of the April meeting. Contribution from Cllrs Davidsen, Rees and Mathisen were requested. The clerk to provide the financial data. **(03/21)**.

21.0 FINANCE

6846 The clerk had circulated an updated review of the financial accounts prior to the meeting which showed income and expenditure to date versus budget.

The clerk advised that the account had been reconciled correctly. Cllr Jacobs had noted this and confirmed that she will sign this off when social distancing allows.

Income:

Actual and forecast for the year = £141k v budget £88k

Biggest difference is higher than anticipated cemetery payments and also more transfers / donations, NB donation figures includes £18.5k from deposit account and £15k from easement. NHP funding was not anticipated nor was SCC members allocation. Income still to be received this fiscal: VAT refund c £9k, the clerk has spoken with the VAT office and payment is due imminently.

Expenditure:

Actual and forecast for the year - £98k v budget £87.6k.

Biggest difference is increased clerks hours, pitch improvement work, EER expenditure on village magazine throughout covid, admin expenses (cctv and legal UE work). Under NHP is an allocation of c£800 for leaflets, posters and printing of plan booklets etc for the mini policy consultation. This will need to be invoiced before the end of March as otherwise we will have to return the money - equally we are not obliged to spend the money.

Bank balance as per statements:

Current account £93,100.69 (4th March 2021)

Deposit account £43,158.56 (19th Feb 2021)

March cheques

14 totalling £6,140.97 of which 5 cheques are over £500 including clerks salary, HMRC, Woolfords Lane cemetery fascias, sign for EVTC, annual insurance premium.

22.0 REPORTS AND CORRESPONDENCE

- 6847 The clerk reported that the gully along Shackleford Road had been jetted and unblocked on 4th March 2021 and that this seems to have resolved the issues for the time being. **(03/21). Minute to be removed next month.**
- 6848 The Marathon Committee had contacted the clerk to advise that the 2021 marathon was being postponed until 2022. **(03/21). Minute to be removed next month.**
- 6849 The clerk noted that virtual meeting would be unlawful after 6th May. Councillors have pencilled in bringing the May meeting forward to Tuesday 4th May. **(03/21). Minute to be removed next month.**
- 6850 The clerk noted that following the vandalism at the village hall the defibrillator was temporarily removed as the electricity supply needed to be checked. The clerk has posted a message on facebook and had placed a sign on the defibrillator advising residents of the location of alternative defibrillators. The PC would like to thank JH for her help in this matter. **(03/21). Minute to be removed next month.**
- 6851 Annual parish meeting: it was agreed that this would be held on 28th April and that the clerk would ask PC Farmer and Elstead Food Bank if they would like to attend as guest speakers. **(03/21). Minute to be removed next month.**

23.0 ACCOUNTS FOR PAYMENT – MARCH 2021

- 6852 The following cheques were presented for payment:

ACCOUNTS FOR PAYMENT - March 2021

Payee	Cheque no	Purpose	Amount
Came & Company Ltd	4229	Insurance (annual)	£1,097.05
Function 28	4230	Accessibility (website)	£240.00
Witherby Property Renovation	4231	Woolfords Lane Fascias	£948.00
DB Garden Services	4232	Vegetation clearance at The Croft	£180.00
Elementy Signs Ltd	4233	Sign at Elstead Village Tennis Courts	£571.20
Juliet Williams	4234	salary 1 of 2	£999.00
Juliet Williams	4235	salary 2 of 2	£514.50
Juliet Williams	4236	expenses and working from home	£0.00
HMRC	4237	PAYE	£1,337.18
Castle Water	4238	Woolfords Lane	£134.04
Councillor allowance	4239-4242	Councillor allowance	£120.00
			£6,140.97

25.0 MATTERS RAISED BY MEMBERS

- 6854 Cllr Mathisen advised that residents at BVR were investigating fibre optic cable and had extended the group to include residents in Red House Lane and Thursley Road with an aim of reaching the Elstead South group. The current scheme is due to end 31st March 2021. Cllr Mathisen to discuss the funding with Cllr Harmer. **(03/21).**

6855 Cllr Gardner advised that residents from Hookley Lane were collating evidence on inconsiderate parking and liaising with SCC on this matter. **(03/21)**.

Meeting closed at 10.10pm