



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 20th June 2022 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr S. Reynolds Cllr J. Mathisen
Cllr R. Gardner
Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

7649 There were no public questions. **(06/22). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

7650 Apologies for absence were received from Cllrs Jacobs, Davidsen, Webster, Snape and Rees which members accepted. **(06/22). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

7651 No Councillors declared an interest in 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. **(06/22). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 23rd MAY 2022

7652 The minutes of the Parish Council meeting held on 23rd May 2022 were agreed and signed by the Chairman. **(06/22). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 23rd MAY 2022

7653 The minutes of the Parish Council meeting held on 23rd May 2022 were agreed and were signed by the Chairman. **(06/22). Minute to be removed next month.**

5.0 MATTERS ARISING

7605 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 EA had neglected to clear tree debris and Cllr

Murphy added that another tree had caused scouring to the bank. After many months of chasing Surrey CC have served notice of the order for the footpath diversion on 16th June 2022 and this will not come into operation until thirty days after it is confirmed. **(06/22)**.

- 7654 Website Admin: The clerk to ask Mrs Davidsen if she can provide Cllr Reynolds with a virtual online training session. **(06/22) Minute to be deleted next month**
- 7655 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. After a significant delay WBC Executives have confirmed that the land transfer may proceed and this is currently with WBC legal department. Cllrs noted that an article was recently in the Farnham Herald announcing that WBC were to transfer the land to Elstead PC for £1. There has been various communication between Cllr Murphy and WBC Legal and Elstead PC is awaiting the draft legal document. Cllr Mathisen advised that the land in the strip closest to the service road was not registered and the PC would like this included. WBC have made no further progress on this matter and the clerk to follow this up. **(06/22)**.
- 7656 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 Hedley. Wellers Hedley have advised that the notice has been issued which will expire on 22nd June 2022 after which time the land should be legally registered. **(06/22)**.
- 7657 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 has spoken to JB the new SCC Countryside representative who has agreement from the landowner. Surrey SCC are seeking quotes on the works which will include 2 x new mobility gates and replacing a damaged sleeper bridge. **(06/22)**.
- 7658 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. SCC Passenger Transport team had looked into the feasibility of this but advised that as the roads in the development itself are unadopted and not built to facilitate passage of a conventional bus, it will not be feasible to locate the bus services within the site. SCC would therefore need to progress with the provision of a pair of formal bus stops on Shackleford Road, as per the original S106 agreement. Cllr Murphy, Cllrs Davidsen, Mrs Davidsen and the clerk met with RC of SCC. A site for the bus stop outside Water Meadow Place has been agreed. The contact at SCC has subsequently left and the Clerk has written to RC asking who the new contact is in order to progress this. RC requested a copy of the meeting notes (again) which the clerk has sent. RC advised that the passenger transport team will undertake a feasibility study of the proposed locations of the bus stops. **(06/22)**.
- 7659 The quarterly playground report was discussed. There was nothing of high risk and the main requirement is to treat some of the equipment for rust and then repaint it as well as make some minor wetpour repairs. The clerk advised that RK has power washed all of the play equipment and removed some graffiti. **(06/22). Minute to be removed next month as covered under agenda item 14.**

- 7660 Springfield flooding: Cllrs Murphy, Mathisen and Rees met with Ian Fowler (IF, SCC), Cllr Harmer, the clerk and a resident in June 2020 to discuss the flooding issue associated with Springfield which impacts Orchard Close and some properties along the Milford Road. Investigative work was carried out from 17th-21st January 2022 and several blockages were identified. Some remedial work has been completed from Orchard Close to Springfield and at Beggars Folly. WBC have submitted a proposal to SCC to replace the pipework with larger pipework as there are a number of breaks. At the June 2022 meeting, the clerk reported that WBC are waiting for a legal agreement to be in place with SCC. The draft tender document is ready and WBC are still looking to award the work this summer. **(06/22)**.
- 7661 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. It was noted that vehicles were using this and that perhaps it might not be possible to install barriers. Cllr Davidsen noted that he has reported this issue on google maps. Another resident of Woolfords Lane reported this issue to the clerk in advance of the February meeting. Cllr Jacobs noted that the bridge was damaged over the footpath. The clerk has discussed this with JB (SCC) and he will investigate it. **(06/22)**.
- 7662 Elstead-Milford Cycle Route: Work has been completed on this project. HG (SCC) advised that she was still in favour of finding a name for the route. The clerk has contacted the Witley Clerk who noted that they were interested in this. Following a further email from The Clerk the Witley advised that the following names had been proposed by Witley Councillors; Bagmoor Cross, Blackberry Way, Pennyfarthing, Greensleeves, Ramblers. Cllrs noted that the cycle route did not actually cross Bagmoor Common and proposed E2R Jubilee Route – the E2R being a play on words for Elizabeth II and Jubilee in celebration of the Queen’s Platinum jubilee. Following the clerk’s email, Witley PC have confirmed it is happy to consult on the various name proposals. The clerk to set up a survey and share the link with Witley PC. **(06/22)**
- 7553 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 Webster circulated a sample survey prior to the April meeting and feedback was given. It was agreed that the village would be divided into sections from which individuals could be chosen. Survey questions were circulated prior to the November meeting which cllrs approved. It was agreed that the survey would be run in January. Cllr Webster to put an article in The Elstead Village News (May issue). It was agreed this should be put on hold until after the current covid spike. **(04/22)**.
- 7613 Woolfords Lane Cemetery door frames are rotten and need replacing / repairing. The work can now be progressed with the warmer weather. The clerk suggested that an alternative colour to white (which had been agreed) might be preferable and it was decided that the door should be green / grey. The clerk has sourced some paint colour swatches and RK has installed new thresholds. **(05/22)**.
- 7663 Environmental PIC: The clerk advised that there was c £700 left in environmental PIC monies. The clerk has submitted a new application – the PIC officer has been seconded to a new role and as such there is no replacement and the clerk has been advised that approval of the application may take a while. The clerk has followed up progress again but WBC are still sort of resources. **(06/22)**.
- 7439 Borehole project: The borehole has been drilled to a depth of 50m with water being found at 5m. Flow has been tested and runs at a rate of 100 litres per minute. An application to the SCC Big Fund was submitted in March 2021 and MB has now been invited to submit a statement of support which he has done. The total cost of the irrigation system is £13k and a grant of £12k has been applied for. There has been no further update from SCC whether the bid has been successful. Cllr Murphy noted that only four applications had been approved in one year. **(02/22)**.
- 7664 Preserve Our Reserve: A working party meeting was held on 16th June. NE are minded to agree with the PC’s suggestion that the link from BW504 to the reserve should be retained. Funding of £98k

- (WBC CIL), £55k (donations) and £150k NE are confirmed. NE have made progress and a planning application has been submitted to enable restoration work to commence. Not all of the boardwalk will be replaced like for like – some areas be constructed as raised banks. Work is expected to now start in January 2022. The estimated cost of the project has increased to £500,000. The planning application is still outstanding and the officer has advised that case loads are very heavy so progress has been affected. The Clerk advised that she had been contacted by the CIL officer asking for an update. The clerk was advised to refer the CIL officer to the Planning Officer. The planning application has finally been determined and received approval. Work will start in Autumn. A steering group meeting to be held prior to works starting. **(06/22)**.
- 7496 An RTC at Gala Lane resulted in damage to the EVTC/PC sign. Significant debris was left over the road which the clerk arranged for RK to clear up. The clerk tried to recover the cost of the sign through the responsible vehicle's insurance however was told that the PC would not be eligible. Cllr Murphy noted that this was inaccurate and the clerk to follow up again. The clerk was advised that the driver was uninsured at the time of the RTC. The clerk has contacted PC Farmer for further advice. **(03/22)**.
- 7665 Costs for the repairs to the spire net and spika podium were approved and the spika podium was confirmed as being free of charge. The spire net has now been repaired (May) and it will be tensioned in June 2022. The clerk has received an invoice which is contrary to what was agreed and will discuss this with Kompan. **(06/22)**.
- 7666 A claim had been received for damage to a vehicle on PC land that the clerk strongly refuted. The insurance company are liaising with the claimant's insurance company on the PC's behalf. The insurance company have advised that they have photographic evidence and this has now been received. The clerk to discuss with Cllr Murphy. **(06/22)**.
- 7299 The clerk noted that the drain near Staceys farm Road as blocked and this had perhaps added to the road flooding across the Thursley Road a few weeks earlier. The clerk to report. **(11/21)**.
- 7507 A resident had raised concern about increased noise and traffic coming from Farnborough airport and its effect on the local community. The clerk shared further information with councillors. **(03/22)**. **Minute to be removed next month.**
- 7420 Cllr Davidsen noted that there was a lot of excessive signage on Hankley Common and that flares were being used nightly. It was agreed this would be raised at the next HUG meeting. **(01/22)**.
- 7667 Installation of a 3m high x 35m long fence to protect Jubilee rec against stray balls is now complete. **(06/22)**. **Minute to be removed next month.**
- 7566 Cllr Murphy noted that the issue of emergency telephone reception had been raised as part of the superfast broadband presentation. Councillors asked how does the village ensure it has adequate mobile cover in the event of prolonged power outages to help those with lifelines for example. It was agreed that this matter should be raised with TE in WBC. It was not raised with WBC as BT have advised that they have changed their policy. BT will sell the majority of their exchanges. The land on which the Elstead exchange sits is not owned by BT but by an investment company so it is unclear what will happen to this land. The main area of concern is whether the life line alarms will still work in the event of a power outage. **(06/22)** **Minute to be removed next month.**
- 7668 Staceys Farm Road Trees: The clerk has reported the trees to SCC in the first instance as it is SCC who manage the land. It was agreed that this patch of land would be included in the up coming tree survey and once complete the findings would be shared with SCC. Due to the slight delay with the tree survey it was agreed that RK would do some initial tidying and he has undertaken at least half a days work. The clerk advised that the tree survey would start on June 22nd. **(06/22)**.
- 7669 Cllrs Murphy, Snape and the clerk attended a meeting with St James Primary School on 4th May 2022 to discuss lowering the school age range. The clerk requested an up to date copy of the school travel plan before the meeting as the main issue with relocating a nursery to the site of the primary school

will be the impact of traffic on local residents. Cllr Murphy advised that the school is consulting on opening a nursery for 2year olds+ in September 2022. Nursery children will be located in The Lodge initially. Provision will be extended after a year by reconfiguring the children's centre area plus part of the staffroom at a ball park cost of £250k. To afford the build costs the school will need funding from The Diocese, governors (10%) and CIL. Cllr Murphy noted that should the CIL funding be approved Elstead would be unlikely to get any further CIL monies. Cllr Snape noted that there were no figures from SCC as to how many children would likely attend. A draft response was circulated and councillors to provide feedback. Cllr Murphy concluded that the nursery would be open 47 weeks of the year and that it was government policy to have a nurse sited as part of a primary school. The letter has been sent to the school but there has been no response. **(06/22). Minute to be removed next month.**

7670 In April 2021 two residents asked whether a small section of the Backland Field could be made over to a mountain bike dirt track similar to S4P at Rodborough Common. At the moment they felt that there was nothing for teenagers to do in the village aside from organised sports (football/cricket/tennis). A further two residents presented an idea for a bicycle track at the rear of the Backland Field at the December 2021 meeting. The proposal would see different jumps so that all abilities could be accommodated. The residents advised that the surface would be mud/sand/woodchip or in line with S4P and had possible contractors who would be able to do the work. Councillors were largely supportive of the idea in principal and asked that the residents do further research. In March 2022 there was an update on progress to the bike park. It had been agreed that a club would be formed and Chair, Treasurers and Secretary roles had already been elected. In May 2022 the resident updated councillors advising them that the consultation had run for 6 weeks and received 90% positive responses. Individual letters had been sent to residents living closest to the bike park and response deadlines were in a couple of weeks for these. 7 individuals are onboard with checking the bike park and another individual has agreed to help with on-going maintenance. The bike park is considering linking to a national organisation which will provide insurance. A bank account will be opened once approval has been given. c.£3k of funding has already been committed. The clerk advised that following further consultation a couple of residents had raised concern over the noise of bike park and likely anti social behaviour. Cllr Murphy encouraged the committee to look at whether the membership could be limited to alleviate concerns. **(06/22).**

6.0 REPORT FOLLOWING THE MEETING HELD WITH WMP Management Company held 6th JUNE 2022

7671 Cllr Murphy, The Clerk and Mrs Davidsen met with a representative of the Water Meadow Place Management Company at their request. The WMP Management Company advised that they had been offered £250k from a landowner in order that the developer can have access for construction traffic over WMP land. The WMP Management Company had asked residents for their views and this had been declined. It was noted that without this consent the developer could not access their land via the care home either. Cllr Murphy provided an update on the status of the NHP and also suggested that the residents should form a Resident's Association. The clerk to update WMP Management Company on the status of FP61. **(06/22). Minute to be removed next month.**

7.0 REPORT FOLLOWING THE MEETING HELD WITH WBC PLANNING & WESTERN VILLAGES HELD 15th JUNE 2022

7672 Cllr Jacobs and The Clerk attended a meeting with ZE, Head of Planning, SB Planning Manager and representatives from the Western Villages. ZE provided an update and explained that WBC and Guildford BC's were being restructured. Those at Director Level had been decided and the next stage will be to determine heads of department level. SB noted that the first update to the planning portal was complete and that it was running more efficiently and further developments were planned. ZE explained that the planning department, despite still being under resourced was performing more efficiently with planning applications being determined more quickly. There was a mixed response to planning enforcement and the clerk suggested whether it should be run via a ticket system as Elstead did not always get feedback or follow ups. Cllr Jacobs raised the issue of the delay to the NHP and ZE asked to be included in the meeting with ME scheduled for 23rd June. It was agreed that meetings would be held every six months. **(06/22). Minute to be removed next month.**

8.0 WBC UPDATE

7269 WBC had a presentation from SWT on their biodiversity policy. Cllr Murphy forwarded comments but in response SWT advised that the policy had been written. Cllr Murphy took this up with DO who explained that the policy had not been completed. It was noted that there are a huge number of landowners MoD and NE for example who have not been included in the policy. JE noted that she would try and raise this matter at an O&S meeting. **(06/22). Minute to be removed next month.**

9.0 SCC UPDATE

7673 Now that SE Water works have almost finished Cllr Harmer was asked when the gas works were going to be scheduled so as to avoid the resurfacing of the work to the Thursley Road. The clerk to send an email to Cllr Harmer asking whether highways are aware of the gas project and when the resurfacing work will take place. AS (SCC Highways) did not think that Thursley Road was on the list for repair. The clerk has contacted SGN but has not heard back from the local team. The clerk has requested a copy of the horizon programme which will take 28 days to come. **(06/22).**

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

7674 SCC are seeking ideas of routes that can be made into cycle ways to connect towns and villages within Waverley to minimise the need for cyclist to use the roads which are narrow and dangerous. SCC would like to connect Haslemere with Farnham and Milford to Farnham. Cllr Jacobs to ask a contact and will report back. Another idea was Westbrook to Stockbridge via BW73a. The clerk to ask NL (SCC) if he would wish to meet with cllrs. It was questioned whether NL could speak to MoD and ask them to clear their ditches as it is the localised flooding and mud accumulation which is detrimental to cycling over the common. A meeting has been scheduled for 24.3.2022 to discuss cycling however major landowners such as MoD and NE have not been included and much of the routes fall over their land **(06/22). Minute to be removed next month.**

7450 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. **(02/22).**

10.0 NEIGHBOURHOOD PLAN UPDATE

7675 Regulation 16: NHP Regulation 16 is now complete and WBC have contacted a company to appoint an Inspector. Two resumes have been sent to the PC and one person was selected who had had more experience in inspecting NHP's than the other candidate. The Inspector has read through the NHP briefly and raised three issues which need to be resolved. WBC legal have provided the inspector with information that supports the fact that Peper Harow Parish Meeting could allow the Weyburn part of its parish to join into the Elstead neighbourhood plan. Nexus have provided more detailed information for the engagement report and basic conditions statement. WBC are minded that a new reg 16 will have to take place on these revisions which the steering groups disagrees. The reg 16 could be run concurrently with the start of the Inspection it is believed. There has been no further progress from WBC and the clerk has arranged a meeting with ME to be held on 22nd June. ZE (WBC) will attend. **(06/22).**

7676 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. Cllr Jacobs and the clerk did some final proof reading and here are a few more amends to be made. The flooding section still needs completing. The final draft to be shared for the July meeting. The clerk has contacted WBC regarding the VDS (at ZE's suggestion) as it is better if they formally consult on this. **(06/22).**

11.0 OUR ELSTEAD UPDATE (OE)

7575 Christmas Lights: Cllr Mathisen advised that Christmas lights have not been budgeted for and it was suggested that Cllr Mathisen liaise with The Elstead Electrician to seek light recommendations. **(03/22).**

7677 Cllr Mathisen advised that there would be a community litter pick on Thursday 23rd June at 6.30pm. **(06/22). Minute to be removed next month.**

12.0 ELSTEAD VILLAGE ROAD SAFETY

7678 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. The Clerk discussed this with Sam Adcock, the new Borough Inspector. Sam Adcock noted that it would be better if residents could form a community speed watch volunteer group. Cllr Reynolds made contact with Surrey Police Speedwatch team who advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. The article was shared on Facebook and in subsequent issues of the EVN – to date there have been no volunteers step forward. Cllr Gardner has drafted a questionnaire on speeding and it was proposed that this should be hand delivered to all residents as well as be featured in the EVN. Councillors approved the copy and the production of the survey. The clerk to obtain costings/ **(06/22).**

7279 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) prior to the meeting. Councillors supported the draft and Cllr Harmer to write to Adrian Selby (SCC Highways) asking for his advice. Following the preliminary EVRS meeting the clerk spoke to Mrs Elliott who said she would be pleased for the school to be involved in any schemes. The clerk to contact WBC/SCC to get clarity on how the school can be involved with speed watch etc. **(11/21).**

7150 Thursley Road improvements: The section from The Bel and Dragon to the Sandford Villas has been completed. It was noted that the section from Sandford Villas to the centre of the village green requires the most work. Cllr Murphy noted that the PC had already received notification that this section was to be resurfaced and then nothing has happened. The clerk found a copy of the notice which she shared with Cllr Harmer. Cllr Harmer discussed this with SCC colleagues and investigative work to be undertaken when machinery is available – Cllr Harmer explained that there was no date advised as of yet. **(09/21).**

7457 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. After much correspondence from Cllrs Murphy and J. Else as well as support from Jeremy Hunt, BT have finally agreed that the school can use the rear of the BT land for staff parking. The school will erect a fence. Next stage is for this to go through BT's legal team and for both parties to sign a Memorandum of Understanding. The matter is still with BT's legal team. **(02/22)**

7401 Cllr Webster had circulated pictures of alternative deterrents. Cllr Reynolds and the clerk discussed them at the meeting with AS in December however AS said that SCC could not support anything that might cause a distraction to drivers. Cllr Webster to circulate the details to councillors again. **(01/22).**

7358 Cllr Jacobs raised the issue of parking along the Thursley Road outside of St James School. She noted that a horsebox scrapped a car that was parked which then blocked the road. It would have been impossible for an emergency vehicle to have passed. The clerk also noted that cars coming for the pavilion no longer wait behind the parked vehicle and allow oncoming traffic to pass instead there is an expectation that oncoming vehicles will swerve to the lay-by which was equally dangerous. **(12/21).**

7679 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. A talk had been given recently by a nationwide group and it was questioned whether they could do a site visit to see if there was any possibility for Elstead being able to qualify for this. Cllr Harmer noted that SCC had applied to The Secretary of State asking for the power to enforce movement on the roads which would mean that SCC can put up their own monitoring devices on the roads and therefore enforce things such as speeding. The clerk contacted the pressure group and they are attending a joint parish event in Chiddingfold in September 2022. The clerk to circulate information and councillors to attend. **(06/22)**.

13.0 QUEENS JUBILEE 2022 EVENT

7680 The Queen's Jubilee: Cllr Murphy highlighted that the four days of events were very received by the public and that there had been much positive feedback. It was estimated that there would be a surplus of c£4k. The original plan had been to donate any surplus money to Elstead charities however there as also much interest in making this an annual event. Cllrs were in agreement that if the Jubilee working party expressed a view that the monies should be held over for an event the following year then it would support that decision. **(06/22)**.

14.0 PLAYGROUNDS – TO RATIFY REPAIRS & ADVISE ABOUT ROUNDABOUT

7681 The Clerk advised that she had contacted a local contractor with a view to making repairs to some sections of the older wetpour as well as treating some of the equipment for rust and then repainting it. The clerk also advised that the roundabout had been out of action for a week however this was now fixed. The clerk highlighted that the see saw and roundabout would need replacing in 2023 and as the inspection report had highlighted a lack of play equipment for children with disabilities the clerk would include this in her investigation for alternative play equipment. **(06/22)**.

15.0 EER PLAN – TO REVIEW

7682 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. Cllr Snape and the clerk reviewed the document before the May meeting and a draft was circulated prior to the June meeting. Cllrs have a few suggestions and a final version to be circulated ready for approval in July. **(06/22)**.

16.0 FINANCIAL REGULATIONS – TO RATIFY

7683 The clerk had advised prior to the meeting that there was no amendment to the financial regulations it was to the financial paragraph in the NALC code of conduct. The clerk advised that Surrey ALC were now recommending that Waverley parishes adopt the LGA Code of Conduct so as to be in line with WBC. The clerk to circulate a copy for discussion at the July meeting. **(06/22)**.

17.0 REPORTS AND CORRESPONDENCE

7684 The clerk advised that there as to be a climate session with WBC on 27.6.2022. 2 councillors are invited to attend. **(06/22)**. **Minute to be removed next month.**

7685 A resident requested access via the Backland Field to deliver fencing materials. This was granted and a letter written to confirm that it was only granted for that occasion and did not constitute a change in access. **(06/22)**. **Minute to be removed next month.**

7686 A resident requested access for parking on the Backland Field on the occasion of a family party. This was refused on the grounds of safety for that many cars accessing the area and secondly the land is being rented and this would be more of a problem for the grazier. **(06/22)**. **Minute to be removed next month.**

- 7687 A resident asked about the treatment of moles in Burford Lodge rec. The clerk shared information that she had gathered a few years ago which had suggested that there was no long-lasting way of removing them. **(06/22). Minute to be removed next month.**
- 7688 Surrey CC issued an invitation to participate in the tree project next year. Councillors declined as there is currently no suitable public land available. **(06/22). Minute to be removed next month.**
- 7689 A request for funding for an at event at Weyburn Meadows was received. The PC agreed that it could not support this event. **(06/22). Minute to be removed next month.**
- 7690 The clerk advised that it was time for the annual defibrillator service. Councillors agreed that the clerk and Mrs Holroyd should proceed with this. **(06/22). Minute to be removed next month.**
- 7691 The clerk advised that The Henry Smith Charity are accepting applications from parishes for additional funding. The charity has recommended that parishes apply +10% versus what they received last year. Councillors agreed that the clerk could submit an application. **(06/22). Minute to be removed next month.**
- 7692 EVTC had notified the clerk that an individual had been donating in the carpark and crashed into and damaged the wire tennis fence. A clerk reported the fence back to EVTC as the wire was protruding and very dangerous and needed temporarily fixing before the actual repairs were undertaken. **(06/22). Minute to be removed next month.**
- 7693 An abandoned vehicle at the Pavilion car park has been reported to WBC and it has taken several weeks for WBC to respond on this matter. The clerk has followed this up and WBC advised that they have contacted the owner and that it hold be removed imminently. **(06/22). Minute to be removed next month.**
- 7694 The clerk reported a damage fence into Croft 2 to Antler Homes. The clerk advised that the CW has now left the company and will resend the email. **(06/22). Minute to be removed next month.**
- 7695 A resident requested 4 plots at Woolfords Lane. Not all plots are for Elstead residents. Councillors approved the application and the non residents to be charged double in line with the cemetery policy. **(06/22). Minute to be removed next month.**
- 7696 A resident reported that the EA have advised that they will be removing the weir at Somerset bridge. Councillors were disappointed at this decision. EA state that this will encourage the river to flow faster and thus expose more gravel. The removal will aid fish passage and provide new spawning habitat for both coarse fish and trout. **(06/22). Minute to be removed next month.**
- 18.0 FINANCE (all financial papers were circulated prior to the meeting)**
- 7697 The clerk advised that account reconciliation was deferred a month until all of LY accounts had been signed off by the internal auditor. **(06/22) Minute to be removed next month.**
- 7698 Bank balance as per statements to 31st May 2022: Current account £128,936.54. Deposit account £15,024.90. 32 day notice account: £55,295.97. **(06/22) Minute to be removed next month.**
- 7699 Accounts for payment for June 2022 were circulated in advance of the meeting. 15 cheques have been raised totalling £9250.82 of which 7 x cheque are greater than £500 as listed below. **(06/22) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - JUNE 2022

Cheque no	Payee	Purpose	Amount
4478	AJ Signs	CCTV and boundary marker signage	£688.73
4479	Quality Garden Supplies	bark x 2 pallets	£587.94
4480	Westcotec	1 x battery for VAS	£109.80
4481	Diane Snape	cemetery flowers	£19.81
4482	Maxwell	salary preparation until end March	£84.00
4483	Richard Kinight	woolfords lane things	£238.78
4484	HMRC	HMRC April to June	£2,016.59
4485	HMRC	HMRC Jan to March	£1,329.91
4486	Richard Kinight	maintenance	£1,522.57
4487	Elstead Village Hall	Hall Hire	£87.50
4488	Juliet Williams	salary 1 of 3	£999.00
4489	Juliet Williams	salary 2 of 3	£999.00
4490	Juliet Williams	salary 3 of 3	£327.35
4491	Juliet Williams	expenses June	£36.75
4492	John Mathisen	hi vis vetss for volunteers	£203.09
			£9,250.82

- 7700 Internal audit for account 2021-2022: The following actions were discussed and agreed:
- The PAYE for the quarter ending 31.3.22 had not been paid. A similar incident had happened in December 2022. The clerk to ensure the prompt payment of all invoices.
 - Pensions contributions have not been paid. The pension issue to be resolved as this was raised last year.
 - The asset register had been updated however it should not include VAT. The asset register to be reviewed as soon as possible.
 - An invoice had been paid from a proforma and the clerk to ensure a formal invoice is requested in order to be able to reclaim VAT.
 - One receipt was entered in its entirety and the VAT not separated out. The clerk to rectify this before submitting the VAT reclaim.
 - As the PC has bank balances over £100k it should consider an appropriate investment strategy. **(06/22). Minute to be removed next month.**
- 7701 Statement of Internal Control: this was approved and adopted by councillors. **(06/22). Minute to be removed next month.**
- 7702 Review of Effectiveness of Internal Audit document: this was reviewed and discussed by Councillors. The document was approved by Councillors and signed by the Clerk and Chairman. **(06/22). Minute to be removed next month.**
- 7703 Agree re-appointment of internal auditors for 2022-2023: it was agreed that the internal auditors, Maxwell & Co Ltd, be re-appointed for 2022-2023 reporting period. **(06/22). Minute to be removed next month.**
- 7704 Annual Governance Statement 2021-2022 to be reviewed and approved: this was considered by Members and it was resolved that the Annual Governance Statement 2021-2022 be approved **(06/22). Minute to be removed next month.**

7705 To note that the exercise of the public rights (unaudited accounts) will start on 27th June and the notice advertising this will be laced on the noticeboard and on the village website on Friday 24th June. **(06/22). Minute to be removed next month.**

7706 Accounting Statement 2021-2022 to be reviewed and approved: this was considered by Members and it was resolved that the Accounting Statement 2021-2022 be approved. **(06/22). Minute to be removed next month.**

27.0 MATTERS RAISED BY MEMBERS

7707 Cllr Mathisen noted that there were severe problems with the surface of pavements outside Mill Mere and The chip Shop. The clerk to log with Surrey CC.. **(06/22). Minute to be removed next month.**

7708 Cllr Mathisen noted that there was access via a footpath from Lex Farm to Royal Common. The footpath is in need of clearance. The Clerk to report to JB (SCC Countryside). **(06/22). Minute to be removed next month.**

Meeting closed at 9.30 pm