



ELSTEAD PARISH COUNCIL
Minutes of the Monthly Parish Meeting

Monday 20th March 2023 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr L. Davidsen Cllr J. Mathisen
Cllr R. Gardner

Mrs J. Williams (Clerk)
1 x MOP (*left after agenda item 8*)

PUBLIC QUESTION TIME

8015 There were no public questions. **(03/23). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

8016 Apologies for absence were received from Cllrs Rees, Jacobs, Snape and Reynolds which members accepted. Cllrs J and D Else were not in attendance. **(03/23). Minute to be removed next month.**

2.0 DECLARATIONS OF INTEREST

8017 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. **(03/23). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 20th FEBRUARY 2023

8018 The minutes of the Parish Council meeting held on 20th February 2023 were agreed and signed by the Chairman. **(03/23). Minute to be removed next month.**

4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 20th FEBRUARY 2023

8019 The minutes of the Planning Committee meeting held on 20th February 2023 were agreed and were signed by the Chairman. **(03/23). Minute to be removed next month.**

5.0 MATTERS ARISING

8020 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. The order has been made however the landowner has objected to it. There has been no progress in this matter by Surrey CC and the Clerk to ask the officer's line manager to meet with Cllr Murphy to explain why progress has been so slow. Cllr Mathisen noted that vegetation needed to be cleared beyond the footbridge. There was no response from SCC before the meeting. The clerk forwarded her letter to Cllr Harmer who will follow it up with officers. The clerk reported that there was still little progress since the January update and has arranged a meeting with SCC Countryside on 23rd March 2023. Cllr Murphy to attend. **(03/23)**.

8021 Village Green and Church Green Lease: The clerk has received finally the sealed transfer documentation from WBC. The clerk has asked Wellers Hedley to confirm which papers are needed to register the transfer. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay (and confusion) over this by Wellers Hedley. The clerk has followed this up and has received the correct forms to submit with no legal charge. **(03/23)**.

8022 Staceys Farm Road registration: Cllr Mathisen advised that the land in the strip closest to the service road was not registered and the PC agreed that this should be registered as the village green lease covers the front third of the strip of land. Councillors formally agreed to the cost of c£900 to start the land registration process and the clerk has returned the signed instruction contract to Wellers. In response to Wellers request for information the clerk has forwarded background information to the legal team which the clerk has done. Due to the Parish Council's usual lawyer being on maternity leave there has been a delay from Wellers in progressing this. The clerk has follow up with Wellers Hedley and a solution and new legal adviser has been appointed. **(03/23)**.

8023 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 and there has been no subsequent progress on this by Surrey CC despite the clerk chasing. The clerk has contacted Peper Harow Parish Meeting and asked them to contact Surrey CC on this matter given that the proposed location for the bus stop is in Peper Harow and the clerk has agreed to do this. **(03/23)**. **Minute to be removed next month.**

7975 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 October 2022 meeting, the clerk reported that WBC have advised that the legal paperwork is in place and

- that WBC are seeking comparative quotes for the work. The project will go out to tender in March with the aim of the works being completed in summer 2023. **(02/23)**.
- 8024 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. As it is believed to be a right of vehicular access the bollards cannot be installed. **(03/23). Minute to be removed next month.**
- 8025 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 has set up a survey which will run for another week. The clerk has shared the link with the Witley clerk but there has been no response. Results of the Elstead survey be shared in the next meeting. **(03/23)**
- 7909 Preserve Our Reserve: NE are minded to agree with the PC’s suggestion that the link from BW504 to the reserve should be retained. An update meeting was held in December and Natural England advised the POR committee that the boardwalk was nearing completion and as such would be partially accessible by Christmas 2022. It was noted that Elstead PC needed to draw down the £98,000 funding promised via CIL funding. The clerk has contacted Natural England who must invoice the Parish Council who in turn will invoice Waverley Borough Council. It was explained that some of the monies that had been donated by residents would be used for benches and signage. It was slightly disappointing that Natural England were taking a long time to decide what to spend the donation on. **(01/23). Minute to be removed next month as covered under agenda item 11.**
- 8026 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 was repaired (May) and tensioned in June 2022. The clerk has received an invoice which is contrary to what was agreed and has followed this up with Kompan. Kompan have not commented on the clerk’s response and the clerk has followed this matter up again with Kompan. **(03/23)**.
- 8027 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 showed the images to Cllr Murphy and the PC still refute the damage. The clerk has followed this up with the insurance company but the case has still been unresolved and having folloed up several times the clerk has been advised that the case will be closed on 1st April 2023. **(03/23)**.
- 8028 The clerk noted that the drain near Staceys farm Road was blocked and this had perhaps added to the road flooding across the Thursley Road a few weeks earlier. The clerk noted that the drains were jetted earlier in the month. **(03/23). Minute to be removed next month.**
- 8029 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. **(03/23). Minute to be removed next month.**
- 8030 The Clerk to follow up with the contractor who serviced the zip wire to provide a quotation to make good some of the wet pour in the playgrounds. Other costs received include: to repair the roundabout £1k plus labour. A new accessible roundabout will cost £13k and a replacement see saw

- £6.5k. (Costs for new were provided by Wicksted). It was agreed that the PC would wait until it received CIL funding and use this to replace the old play equipment. **(03/23)**.
- 7789 A resident reported on the unreliability of Stagecoach services to and from the village. The clerk to write to Stagecoach seeking an explanation. **(09/22)**.
- 7864 A resident reported vehicles parking for the school run and causing an obstruction across Moors Lane. The clerk has contacted JR (Surrey CC) and asked for the h bars to be repainted. SCC have agreed and placed them on the list but could not confirm when this would happen. **(11/22)**. **Minute to be removed next month.**
- 7865 The clerk reported road name plates that need repairing. The clerk has followed up but there has still been no response however it has been noted that the signs have been removed. **(11/22)**.
- 8031 EVTC advised of vandalism and a break in. The clerk asked if anything came up on the CCTV camera but EVTC explained that there was nothing on the CCTV camera. **(03/23)**. **Minute to be removed next month.**
- 8032 A letter was received from a resident noting the increased usage of bikes along a footpath leading from West Hill to the Common. The clerk has spoken to SCC Countryside who will investigate what can be done and whether the gate (that was removed) can be reinstated which might help to detract people from cycling along the route. The clerk is working with SCC Countryside on this. **(03/23)**.
- 8033 Councillors agreed in principal that having looked after the picnic area for more than twenty years the clerk should request Wellers Hedley to start the land registration process. Cllr Harmer has advised that this is unregistered Highways land and councillors agreed that the PC will not seek to register this parcel of land. **(03/23)** **Minute to be removed next month.**
- 7886 Bike park: A resident noted that feedback from the recent survey had been positive. 90% supported low cost outside leisure. 90% would support a bike area and 70% would use it. Most would use it ranging from daily to weekly. There had been four letters against the bike park who were concerned about noise and suggested that it was the wrong location. The objections were discussed at length and it was felt that the concerns expressed, while understandable, could be addressed through the instigation of effective controls. The resident asked whether the PC would support the project and suggested that replies could be sent to those who objected to it and also that it could be trialled for a month. It was advised that some monies have been promised for the project in the way of a donation. The project would be run via the British Cycling website which would offer membership and insurance. Bars would be erected to prevent motorbikes and the gate would be padlocked with members receiving a combination code to access the site. Rules would be visible and the site would not be accessible after a certain hour. Finally the resident advised that there was a constitution in place and that operating hours would be limited to weekends, and outside school hours but not in the dark. The majority of councillors present supported the proposal providing that it was securely fenced off and that should the project not continue the land would be returned to grassland at the end. It was agreed that a memorandum of understanding would be required which would set out the conditions of making over the land. Explanatory letters to be drafted to those who objected – letters to be sent to the clerk. **(11/22)**.
- 7979 The clerk advised in the October meeting that a quote had been received from First Call for the tree work highlighted in the recent survey and works will be completed w/c 6th March 2023. A second quote was similar but slightly higher however the cemetery tree quote was cheaper so the clerk proposed that she would ask this company to undertake this part of the project and work will be completed w/c 27th February 2023. **(02/23)**.
- 8034 The clerk noted that planning applications were being put forward for properties in Water Meadow Place and the clerk questioned if Peper Harow Parish Meeting looked at planning applications. The clerk to contact the clerk at Peper Harow. **(03/23)**. **Minute to be removed next month**

- 7931 The clerk shared photographs of unnecessarily strong lighting linked to a filming project where Skyfall was filmed. The clerk to write to WBC and MoD about taking care when granting filming permission. It was noted that filming permission is given retrospectively for film making yet as this is adjacent to a nature reserve greater attention should be given. **(12/22)**.
- 7991 It was agreed that the annual assembly would be held after the May Parish Council meeting on 22nd May 2023. Councillors agreed that the following speakers would be invited; The Youth prosperity fund, Hey Broadband, St James primary School, Elstead Sharks, Elstead Cricket Club. **(02/23)**
- 8035 The clerk advised that the new defibrillator cabinet for the village hall has been delivered and will be installed on 27th March. The defibrillator is being protected in the meantime from the leak and is being checked regularly. **(03/23)**.
- 8036 A resident asked if there was an update on the Springfield development as there had been no information for residents for over a year. The clerk has contacted WBC. **(02/23)**
- 8037 Representatives from Hey Broadband and F&W networks attended the February PC meeting to provide an update on progress to date. It was explained that there had been 300 expressions of interest of which 293 were committed. It was advised that there had been some delay connecting to the cabinets but by April 2023 it hoped to have hit 900 and by July 2023 1250 connections. It was noted that the main challenge lay with crossing private land where permissions were needed. The provider will have to consult with some residents in Silver Birches Way and Springfield to see which would be preferable – a trench in the pathway or the addition of two telegraph poles. Peat Common also posed issues as the provide had applied to put fibre on the existing electrical poles and it had taken 5-6 months to approve just one pole. Hankley and Lower Ham Lane were also going to be hard to reach and again resident's permission would need to be sought to add more poles. MoD permission was required to install fibre to Guinea Common however MoD were charging an unrealistic fee. Cllr Murphy noted that the PC would take the matter up with the MoD. Westbrook Hill would also need MoD permission. The update concluded by explaining that Hey Broadband had started to canvas for people to sign up to the scheme. **(03/23)**.

6.0 WBC UPDATE

- 7826 Cllrs Elses are seeking to get the footpath repaired along the Milford Road where the tarmac is disintegrating. Cllr J. Else advised that there had been no progress since October 2022. **(01/23)**.
- 7944 Cllr J. Else advised that there had been a lot of issues regarding the reliability of No 46 bus and that she was in discussion with SCC over this. **(01/23)**.

7.0 SCC UPDATE

- 6004 Cllr Mathisen raised the issue of Fullbrook Lane – the side of the road near to Thundry Farm needs improvement. **(02/20)**
- 7878 Cllr Harmer noted that the Elstead-Milford cycle route needs a safe crossing over the A286 to allow children to cross. Cllr discussed various options but it was felt that crossing under the underpass would be the safest option. It was also suggested that the road should be reduced from 40 mph to 30 mph. Should this be the preferred route the underpass would need upgrading as it currently does not have any lighting. **(10/22)**.
- 8038 Cllr Harmer advised that SCC was looking to levy a small rise on council tax from April 2023; 2% on social care and 1% for council tax (excluding social care). **(03/23)**. **Minute to be removed next month**

8.0 NEIGHBOURHOOD PLAN UPDATE

- 8039 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. A meeting was held with ZE and ME (WBC) on 22nd June to discuss the hold up. At the meeting ZE committed to put pressure on WBC legal for a response to the Inspectors queries. A follow up meeting was held in September with Cllrs Murphy and Jacobs, Mrs Davidsen, Mr Veasey and the clerk with Waverley BC Planning Policy and Legal. Learned Counsel's advice has been shared in full at the end of September with The Examiner and WBC reiterated that they were satisfied that all legal aspects of the plan have been met. There has been no response from the Examiner and The Clerk has followed this up with WBC who say they have again contacted the examiner. As a result of the lack of progress councillors have the clerk to contact ME (WBC) and ask him to telephone the Examiner which the clerk has done. ME has advised that despite calling the Examiner several times there has been no response. Cllr Murphy forwarded a strongly worded letter to ME (WBC). The Examiner has responded and still disagrees with Counsel's advice. It was agreed that Counsel would respond to the Examiner by the middle of March – the clerk has chased WBC and is waiting to for confirmation that the letter has been sent. Cllr Murphy has written to Jeremy Hunt about the delays and the letter has been forwarded to Michael Gove. **(03/23)**.

8040 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. WBC have responded saying that they do not have capacity to manage this process at the moment but councillors have agreed that this should be progressed anyway. At the clerks briefing it was noted that the due to changes in planning policy there is no place for a VDS. The clerk to obtain a definitive statement on this from Surrey ALC. **(03/23)**.

9.0 OUR ELSTEAD UPDATE (OE)

8041 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape has formulated an improvement plan and the clerk is waiting for the date for the proposed work. A budget to be agreed for planting – all other works fall under the PC's responsibility for on-going maintenance. **(03/23)**.

8042 Minutes from the OE meeting held prior to the PC meeting had been circulated prior to the PC meeting. Cllr Mathisen advised that as he was not standing for the PC he would also step down from being OE chair. Councillors thanked him for all he had done and achieved. **(03/23)**.

10.0 ELSTEAD VILLAGE ROAD SAFETY

8043 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 had contacted Surrey Police Speedwatch team who had advised that they will provide a framework and whilst the community forms a team of six over the age of eighteen. Following a near miss on the zebra crossing six volunteers have stepped forward. Cllr Gardner has drafted a questionnaire on speeding and the final version was circulated prior to the March meeting. A few amends have been proposed on the survey to be printed and door dropped asap. **(03/23)**.

- 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)**.
- 7948 Zebra crossing: to change the crossing to a raised table with LD lighting will cost in excess of £30k. Councillors asked as a first stage whether LD beacons could be installed and then for the table to be installed at a later date. The clerk wrote to DK (SCC highways) copying Cllr Harmer. DK has responded to Cllr Snape stating that the proposal will be added to SCC's list of potential road safety schemes for design next financial year. SCC have not yet prioritised which schemes throughout the county they will be proceeding with as this will depend on the level of collisions and likely level of investment required. However SCC are aware that there have been a number of collisions through Elstead and SCC need to consider how to tackle this. Should the scheme be selected it is anticipated that design and consultation would take place next financial year and then implementation the following year. The clerk has asked DK if the beacons could be changed to LED in the interim. The clerk has reported the belisha beacon online @SSSC and will forward the report to highways as it has gone beyond the 28 day response lead time. **(01/23)**.
- 7949 Thursley Road repairs: 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 advised that there was no further progress on understanding when the resurfacing work was going to be scheduled. **(01/23)**.
- 7950 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. Cllr J. Elstead advised that originally BT's legal team have now advised that the school must pay £3,500 per annum plus legal fees if they wish to use the land. Cllrs Murphy and Else to draft a letter together. **(01/23)**.
- 7885 20 is plenty: it was noted that Witley appeared to have implemented this in some areas. 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. SCC are introducing 20 mph across some rural lanes in Surrey. Cllr Harmer suggested that the road from Moors Lane to Copse Edge could be a candidate for 20mph and suggested that EVRS sub committee to liaise with AS (SCC) on this point. **(11/22)**.

11.0 PRESERVE OUR RESERVE – AGREEMENT OF FUNDS TRANSFER

- 7982 The work to reinstate the boardwalk has been completed. An informal re-opening event will take place on 1st April with the PoR patron as well as representatives from key organisations. The clerk has invited the local press. **(03/23). Minute to be removed next month.**
- 8044 The clerk has followed up the CIL payment with WBC. POR raised £50k for the boardwalk which is now complete. Natural England originally suggested that rather than paying for the boardwalk per se the funds should go towards new benches however now Natural England have suggested that they do not want to install benches after all. Cllrs Murphy and Mendelssohn have challenged Natural England on this decision. Natural England have now advised that there have been some addition costs incurred on the boardwalk build and POR support the use of POR funds for this expenditure with the overall agreement from both Elstead and Thursley Parish Council's. Elstead Parish Council

agreed to this expenditure and Thursley PC is due to meet at the beginning of April and will agree this at that meeting. **(03/23)**.

12.0 THURSLEY ROAD RESURFACING

8045 Cllr Davidsen had spotted an updated on a website which reported that the Thursley Road was going to be resurfaced and therefore closed for three weeks from 1st April. The Clerk had contacted senior Highways offices at SCC who were unable to confirm the date for the work. Cllr Murphy stated that is as most unsatisfactory that different people were saying different things and asked Cllr Harmer to find out if and when the work is going to happen. Once the date has been confirmed the clerk to advise residents accordingly. **(03/23)**.

13.0 LOCAL ELECTIONS 2023

8046 Following the recent changes to the boundaries there will be one Borough Councillor to represent Elstead and Peper Harow. Once it is clear who the candidates will be councillors agreed that they should be invited by the clerk to attend the April PC meeting to make a brief statement and to answer any questions from members of the public. The clerk advised that pre election period would run from 23rd March 2023 to 4th May 2023. During this time councillors must not publicise what they have been doing and instead ask the clerk to post on behalf of the Parish Council as a whole. Nomination forms must be submitted in person between 23rd March and 4th April 4pm. **(03/23)**.
Minute to be removed next month.

14.0 KINGS CORONATION

8047 Two sub groups have been formed one to facilitate an afternoon tea for senior members of the village on 7th May in the Village Hall. A second group is working on an afternoon of children's activities on 8th May. **(03/23)**. **Minute to be removed next month.**

15.0 APPROVAL OF UPDATED ANNUAL REVIEW OF ASSET REGISTER 2023-2024

8048 The asset register 2023-2024 were circulated prior to the March meeting with the two additions that councillors had requested at the February meeting. The Parish Council approved the updated register. **(03/23)**. **Minute to be removed next month.**

16.0 TO NOTE THE COUNCIL'S INSURANCE RENEWAL CHARGES AND PROVIDER

8049 The clerk advised that following the increase in the insurance premium cross quotes had been sought from two other service providers. Councillors approved the £1260 quotation from Zurich based on a three year deal. This was just under £400 cheaper than the current provider and the third quotation was just under £2,000. The policy was reviewed by councillors before the clerk had accepted it. **(03/23)**. **Minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

8050 An email has been received from a resident regarding Route 46. Cllr Harmer to follow up the proposal. **(03/23)** **Minute to be removed next month.**

8051 Requests have been received regarding Woolfords Lane cemetery which the clerk has responded to. **(03/23)** **Minute to be removed next month.**

8052 A letter has been received from a distant relative of a resident which the clerk has responded to. **(03/23)** **Minute to be removed next month.**

8053 A letter has been received asking for information relating to a family tree. The clerk has responded. **(03/23)** **Minute to be removed next month.**

- 8054 The covenant relating to 1 Gala Lane has been transferred from 1 Burford lea to 1 Gala Lane. **(03/23) Minute to be removed next month.**
- 8055 The cemetery gate has been reported as faulty and this is now fixed. **(03/23) Minute to be removed next month.**
- 8056 Licensing policy views are sought by Waverley Borough Council. **(03/23). (03/23) Minute to be removed next month.**
- 8057 Press releases on the new Borough Commander, Inspector gives thumbs up to Local Plan have been received and circulated. **(03/23) Minute to be removed next month.**
- 8058 A survey asking views on the extension to the AONB has been received. Views to be submitted by 13th June. **(03/23) Minute to be removed next month.**
- 8059 A consultation on the division of Surrey boundaries has been received with completion due by 8th May. Councillors support the retention of the ward boundaries of the Western Villages. **(03/23) Minute to be removed next month.**
- 8060 Your fund Surrey has shared a new application process for smaller projects. **(03/23) Minute to be removed next month.**
- 8061 A survey asking views on CIL has been received. **(03/23) Minute to be removed next month.**
- 8062 Information on 2023 Keep Britain Tidy Campaign running from March to 2nd April has been received and shared with Our Elstead. **(03/23) Minute to be removed next month.**
- 8063 A guide on how to protect Open Spaces has been shared by Surrey ALC. The clerk to circulate. **(03/23) Minute to be removed next month.**

18.0 FINANCE

- 8064 Bank balances to end of February were circulated in advance of the meeting and are £15,046.07 deposit account and £89,954.29 current account. 32 day notice account for POR monies is £55,605.21. **(03/23) Minute to be removed next month.**
- 8065 Accounts for payment for March 2023 were circulated in advance of the meeting. 13 cheques have been raised totalling £7,246.66 of which 7 x cheque are greater than £500 as listed below. **(03/23) Minute to be removed next month.**
- 8066 Financial expenditure to date was circulated in advance of the meeting. The clerk confirmed that the VAT reclaim had been submitted and that the council was waiting for the VAT reimbursement. The clerk advised that all the month end reconciliation up to the end of February tallied. Cllr Jacobs was thanked for checking that all finances tallied. **(03/23) Minute to be removed next month.**
- 8067 Clerks pension: the clerk advised that the clerk's contribution towards the pension had been taken out of the clerk's monthly salary since the pension had been set up in November 2019 however it was not being paid into the pension. The Parish Council's contribution had also not been paid into the pension. This was an issue that had been raised at previous audits. The clerk had contacted SCC previously but this had not been resolved. The clerk contacted SCC again who asked the clerk to refer the matter to the PC's payroll provider who have been able to work with SCC to resolve the matter. This meant that there was £18,500 of unpaid pension which needed to be paid by 21st March 2023. Councillors approved this. It was noted that £6k pension contributions for 2023/2024 had not been budgeted for and that councillors would need to keep an eye on the carry forward as it was good practice for PC's to have a reserve of 50-100% of its' annual expenditure. **(03/23) Minute to be removed next month.**

- 8068 Councillors agreed that pension contributions can be paid online directly as SCC will not accept cheques. Councillors also suggested that £50k should be transferred to the deposit account. **(03/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - MARCH 2023

Cheque no	Payee	Purpose	Amount
4689	Wel Medical	defibrillator cabinet for village hall	£605.94
4690	Zurich Municipal	insurance for PC	£1,260.47
4691	Hilary Hamlyn	OE planters	£37.97
4692	Thursley Tree and Garden Services Ltd	Cemetery tree works	£1,230.00
4693	Light Angels Ltd	balance of Christmas Lights	£518.78
4694	Hilary Hamlyn	OE planters	£17.50
4695	Hilary Hamlyn	OE planters	£51.84
4996	HMRC	HMRC	£1,570.92
4997	Juliet Williams	salary 1 of 2	£999.00
4998	Juliet Williams	salary 2 of 2	£707.52
4999	Juliet Williams	expenses	£65.26
5000	Elstead Village Hall	Hall Hire	£18.50
5001	Quality Land Services Ltd	Bin Emptying February 2023	£162.96
			£7,246.66

19.0 MATTERS RAISED BY MEMBERS

- 8069 Cllr Gardner asked if anything can be done in response to the poor conditions horses are being kept in on the field adjacent to the Elstead Bridge. It was noted that the RSPCA have been out to assess the horses and The British Equestrian representative has been contacted but is unable to do anything. **(03/23) Minute to be removed next month.**
- 8070 Cllr Gardner noted that the military track was in need of repair. A landowner has offered to part fund the repairs but the MoD are not interested. **(03/23) Minute to be removed next month.**
- 8071 Cllr Davidsen advised that he had contacted the owner of the former VAM land regarding trees that are marked with a red cross that need work. It was suggested that the owner should consider grazing the land in order to keep it maintained and properly fenced. The clerk to contact the grazier to see if she would be interested in more land. **(03/23)**
- 8072 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. **(03/23)**

Meeting closed at 9.30 pm