



ELSTEAD PARISH COUNCIL
Minutes of the Parish Meeting

Monday 19th June 2023 at 7.30pm
Held at Elstead Youth Centre

Attendees: Cllr P. Murphy (Chair) Cllr J. Jacobs Cllr L. Davidsen
Cllr J. Collis Cllr A. Goundry Cllr A. Hampshire
Cllr J. Holroy Cllr M. Lass Cllr R. Muir

Mrs J. Williams (Clerk)
5 x MOP , Cllr G Long, Cllr D Harmer

1.0 QUESTIONS FROM MEMBERS OF THE PUBLIC

8134 There were no questions from members of the public. **(06/23). Minute to be removed next month.**

8.0 APOLOGIES FOR ABSENCE

8135 There were no apologies for absence. **(06/23). Minute to be removed next month.**

9.0 DECLARATIONS OF INTEREST

8136 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. Councillors were reminded to send completed declaration of pecuniary interest forms to the clerk as soon as possible. **(06/23). Minute to be removed next month.**

3.0 APPROVAL OF MINUTES OF PC MEETING HELD 22nd MAY 2023

8137 The minutes of the Annual Parish Council meeting held on 22nd May 2023 were agreed and signed by the Chairman. **(06/23). Minute to be removed next month.**

4.0 MATTERS ARISING

8138 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. Cllr Murphy and the clerk met with SCC ROW on 23rd March to discuss the on-going closure of FP64. Cllr Murphy reported that there was no problem with the route and that it was on-going discussions with the landowner that were the problem and were causing the delay. Cllr Murphy and the clerk had asked for SCC ROW to set a target date of 22nd May 2023 to resolve the issue after which it was suggested that SCC should send a formal application to the Secretary of State. (June 2023) SCC have met with the landowner and will send over further paperwork once it has been finalised. It is hoped that on receipt of the information the landowner will have all the information that is needed. **(06/23)**.

8139 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 however the legal representative has raised a query over the wording of the lease and has suggested that the clerk seek comments on this from WBC Legal. The clerk has contacted WBC legal. **(06/23)**.

8140 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 followed up with Wellers Hedley and a new legal adviser has been appointed and is working through the paperwork. **(06/23)**.

8141 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 are 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 with a closing date set of 7th July. The anticipated start date is 21st July 2023 ending 30th September 2023. At WBC's request the clerk has written to all affected residents asking for permission for the potential bidders to see the proposed scope of the works. **(06/23)**.

8142 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. The clerk undertook a survey with the most popular name being Blackberry Way. Witley PC have confirmed that they have not consulted residents but are happy with the name choice. The clerk has advised Cllr Harmer. **(06/23)**

- 8143 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 was not tensioned in June 2022 as the contractor was not able to access the relevant points. 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. The PC have received a letter from Kompan's legal advisers which the clerk has followed up. **(06/23)**
- 8144 A claim had been received for damage to a vehicle on PC land that the clerk strongly refuted. The clerk has been advised that the case has not been upheld and has now been closed (1st April 2023). **(06/23). Minute to be removed next month.**
- 8145 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. The clerk has chased for wetpour quotes and is seeking alternative contractors. **(06/23).**
- 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).**
- 8146 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 replaced. **(06/23). Minute to be removed next month.**
- 8147 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 deter people from cycling along the route. The clerk is working with SCC Countryside on this who have agreed to add some signage. **(06/23).**
- 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).**
- 8148 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. All treeworks have been completed. **(06/23). Minute to be removed next month.**

- 8149 The clerk shared photographs of unnecessarily strong lighting linked to a filming project where Skyfall was filmed. The clerk has written 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. **(06/23). Minute to be removed next month.**
- 8150 The clerk advised that the new defibrillator cabinet for the village hall has been delivered and installed. **(06/23). Minute to be removed next month.**
- 8151 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 who have responded that further pre application advice has been sought. WBC are now updating the financial modelling for the site and WBC hope to be able to present it at the July Council meeting. Once approved WBC will meet with the PC ahead of the resident consultation event that will take place. **(06/23)**
- 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 provider 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 had taken the matter up with the MoD but so far without success. 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).**
- 8152 The clerk has followed up the £98,000 CIL payment with WBC and the monies have now been received. The clerk to forward to Natural England along with the £20,000 from the 32 days notice account which will be credited into the PC's current account on 22nd June. **(06/23). Minute to be removed next month.**
- 8153 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 works have been completed. **(06/23). Minute to be removed next month.**
- 8154 Cllr Mathisen advised that drains along the Seale Road had been cleared but that there as a leak at the top. The land owner is in dispute with SCC on this matter. **(06/23)**

5.0 REPORT FOLLOWING THE MEETING WITH WBC PLANNING POLICY HELD 25TH MAY 2023

- 8155 Cllrs Jacobs, Murphy, Long and the clerk attended a meeting with ME and AL (WBC) on 25th May. Cllr Murphy explained that in light of the second piece of advice from Counsel, the Examiner stated (on 24th May) that he will accept Counsels advice. However, the examiner explained that he is unable to restart the examination for the immediate future for personal reasons. ME has written back to the examiner on 26th May to confirm in writing what the examiner had said. As it has now been one month since this meeting with no further response from the examiner, It was agreed that the clerk would write to WBC on behalf of the council explaining that the examiner should be given a one week and deadline after which it would be assumed that he had resigned. **(06/23). Minute to be merged with 8127.**

6.0 REPORT FOLLOWING THE MEETING WITH HUG AND HCCG HELD APRIL 2023

8156 Cllr Murphy reported that MoD had been grateful for residents' co-operation during the recent restrictive use of the common following the recent training. Cllr Murphy had also raised the problem of flooding on the commons and the absence of any effective measures / action to clear the main drainage ditch. Cllr Murphy added that despite much correspondence he had been unable to get an answer from either Natural England (NE) or the EA on what their policies for the maintenance of the drainage system on the commons and their effects on the ROWs. Cllr Murphy explained to new councillors that as the land is owned by MoD they need consent from NE before works can be completed because of its SSI status. Without such consents it would be a criminal offence to undertake such works. The Friends of Thursley Common have asked for a meeting to discuss this with Cllr Murphy. Cllr Muir to attend. **(06/23)**.

7.0 ROLES AND RESPONSIBILITIES

8157 The clerk had collated councillors responses before the meeting and Cllr Murphy and the clerk had nominally added councillor names where there were gaps. The clerk to share the updated spreadsheet with councillors and all to confirm that they are happy with the proposed allocation. **(06/23)**. **Minute to be removed next month.**

8.0 ANNUAL REVIEW OF PARISH DOCUMENTS

8158 The clerk had circulated copies before the meeting. a) Standing orders – minor updates proposed following recommendations from NALC councillors confirmed their acceptance of the proposed changes, b) Financial regulations – no changes proposed councillors confirmed they accepted the financial regulations, c) Code of Conduct – councillors agreed with the clerks recommendation to adopt the new LGA model as used by WBC and other local parishes. The clerk to upload the updated documents to the PC website. **(06/23)**. **Minute to be removed next month.**

9.0 ANNUAL REVIEW OF POLICIES

8159 Current PC policies were circulated before the meeting. Equality, website and Woolfords Lane cemetery were all accepted with no changes. Regarding the floodlight policy it was noted that there were separate policies for Elstead Sharks and Elstead FC and it was agreed that these should be merged. The clerk to action. **(06/23)**. **Minute to be removed next month.**

10.0 ANNUAL REVIEW OF TOR'S

8160 The clerk had circulated copies before the meeting. No changes were proposed and these were accepted by councillors. **(06/23)**. **Minute to be removed next month.**

11.0 TO AGREE PC OBJECTIVES FOR 2023/2024

8161 Councillors proposed the following objectives for FY 2023/2024: a) complete the NHP, b) make a management plan for the land at Bonfire Hill (assuming the sale goes through and subject to the terms of the Charitable Trust), c) mowing policy including sight lines, verges, d) speed watch up and running e) improve traffic management outside St James Primary School e.g. introduction of 20mph, f) find a resolution to the drainage issue on the common. Progress with these objectives to be reviewed at the March 2024 meeting. **(06/23)**. **Minute to be removed next month.**

12.0 WBC UPDATE

8162 Cllr Long explained that she had been dealing with the issue of some telegraph poles that had been erected recently as part of the fibre broadband installation. The problem was that some of the telegraph poles have been erected seemingly without consultation with residents. F&W are adamant that they have the requisite approvals in place. A telegraph pole in Hookley Close has been controversially erected. Residents believed that they had ownership of the land however it might be responsibility and not ownership and Cllr Long is investigating. Cllr Goundry advised that SSE having

been hampering the roll out by taking up to eight months to approve each pole and it was noted that the voucher scheme only has validity for twelve months. **(06/23)**.

8082 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. Cllr J Else advised that she had spoken to SCC and that it is on a “consideration list”. Cllr Harmer explained that problems were fixed in order of severity. **(04/23)**.

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)**.

13.0 SCC UPDATE

8163 Cllr Harmer advised SCC has a community link officer who is keen to attend a parish meeting. **(06/23)**
Minute to be removed next month.

8164 Cllr Harmer advised consideration would need to be given at the next Western Villages meeting as to how SCC vegetation budgets were allocated. **(06/23)** **Minute to be removed next month.**

6004 Cllr Mathisen raised the issue of Fulbrook 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)**.

14.0 NEIGHBOURHOOD PLAN UPDATE

8165 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. At the April 2023 meeting it was reported that Michael Gove had responded giving contradictory information to that which the PC had received from WBC. Michael Gove advised that it was possible to get a new Examiner. It was agreed that it was necessary to wait for Counsel's advice before suggesting this. Cllr Jacobs shared an email that the PC had received from WBC on 18th May which stated that there had been no further response from Mr Edge. Councillors were in agreement

that an urgent meeting be convened with ME and the Head of Planning Policy at WBC. Councillors were also in agreement that the PC should state that WBC must write to Mr Edge robustly and that if they did not Elstead PC would be writing to Mr Gove highlighting WBC's failure to complete the NHP. Cllr Long was asked to attend where possible. Covered under agenda item 5. **(06/23)**.

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)**.

15.0 OUR ELSTEAD UPDATE (OE) (not covered at June meeting)

8087 Staceys Farm Road: OE are anxious to improve its appearance. Cllr Snape has formulated an improvement plan. A budget to be agreed for planting – all other works fall under the PC's responsibility for on-going maintenance. A planned letter to residents had not happened as the clerk was waiting for OE to provide a date for the planting however tree works notices had been publicised in the village news for the previous six months. Trees were removed following a survey by a professional and the PC has to maintain its duty of care especially given that this is a prime walking route for parents and children accessing school. **(04/23)**.

16.0 ELSTEAD VILLAGE ROAD SAFETY

8166 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. A road survey questionnaire has been circulated to all residents and there are a large number that have been filled in by hand. Cllrs Collis, Holroyd, Jacobs and the clerk will input the data. Once the data has been input, the clerk will pull off a report which details all the responses. The data report will be studied by the EVRS sub committee and circulated to all councillors. **(06/23)**.

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)**.

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)**.

17.O ELSTEAD SHARKS – REQUEST TO EXTEND PLANNING PERMISSION FOR THE STORAGE CONTAINER ON BURFORD LODGE

8167 Planning permission for the container expired in 2022. Elstead Sharks have asked for permission to apply to extend the planning permission for the container. Councillors agreed to an extension for a further three year period maximum starting from June 19th 2023. Elstead Sharks would be asked to attend the parish council meeting in June 2024 to provide a progress report on funding and plans for a replacement pavilion. **(06/23) Minute to be removed next month.**

18.O ELSTEAD FC – PROPOSAL TO REFURBISH CURRENTLY DEFUNCT BURFORD LODGE PAVILION

8168 Elstead FC had circulated their proposal in advance of the meeting. The proposal included the reinstatement of the loos and the building would be refurbished to such a level as to make it useable for storage and changing. Works would be carried out by a team of volunteer trade people. JH would be lead contractor and would ensure that all relevant certifications were obtained. The Parish Council supported the proposal but asked that the loos were only made available to those attending training and matches. Zurich had confirmed that the Parish Council's public liability could be extended to cover this building at no extra charge. The clerk noted that there should be a new user agreement to cover the pavilion with which Elstead FC were in agreement. It was also agreed that the PC would pay for the standing charge of the electricity but that usage over and above this would be charged back to Elstead FC who would split it pro rata with the Elstead Sharks should they use the pavilion. The Parish Council sincerely thanked JH and CH for their work in organising this project and agreed to provide a grant of £1,000 towards the project which it does under the PC's powers to provide a wide range of recreational facilities (Local Government Act Miscellaneous Provisions 1976, s.19).

19.O BACKLAND FIELD – TO AGREE TENANCY ARRANGEMENT

8169 Following a request from the and agent it was agreed that the tenant may pay quarterly. The clerk to liaise with the land agent. **(06/23) Minute to be removed next month.**

20.O NO MOW MAY - EFFECTIVENESS OF THIS POLICY

8170 Cllr Jacobs reported that she had read articles regarding the fact that during 'No Mow May' wildlife is encouraged to flourish only to be decimated when the grass is cut the following month. The clerk had reported areas in Broomfield and Springfield that had not been cut and SCC had checked the area and said that they would be cut as per SCC policy which was up to four cuts a year. The SCC website said that the next cut was w/c 4th July. There ensued a lengthy discussion and it was agreed that the EVRS committee would draw up a list of areas/sight lines that needed to be cut immediately. Cllr Hampshire to check with the Peper Harow clerk to see if the WMP contractor can cut by the WMP sightlines. **(06/23)**.

21.O DIGITAL VOICE – IMPACT ON RESIDENTS – deferred until July

22.O POR MONIES TRANSFER REQUEST TO FRIENDS OF THURSLEY COMMON

8171 A request has been received from the FOTC for £480 to support the volunteers by covering clothing and website costs. Elstead PC accepted the proposal which had also been agreed by Thursley Parish Council at its June meeting, as per the terms of the working party. The clerk to arrange for the monies to be transferred. FOTC had shared a financial update which the clerk had shared with councillors prior to the meeting. **(06/23) Minute to be removed next month.**

23.0 COUNCILLOR TRAINING

8172 The clerk advised that the provisional training date for all councillors is 4th September 2023. Councillor from other parishes will also be in attendance. **(06/23) Minute to be removed next month.**

24.0 REPORTS AND CORRESPONDENCE

8173 The clerk reported broken wooden railings and encroaching vegetation along the narrow pathway leading from Thursley Road into West Hill to WBC. **(06/23) Minute to be removed next month.**

8174 The clerk reported visibility issues associated with encroaching vegetation to SCC Highways. **(06/23) Minute to be removed next month.**

8175 Information has been received on the public consultation for the federation of St James Primary School and Shackleford Infant School. An email was also received on the new name of the federation. **(06/23) Minute to be removed next month.**

8176 Information on Surrey Hills National Landscape was received and will be circulated by the clerk. **(06/23) Minute to be removed next month.**

8177 Open Spaces and paths – a new guide to protection. The clerk to circulate to councillors. **(06/23) Minute to be removed next month.**

8178 Information from Farnborough Noise was received regarding the lack of public consultation. The PC has decided not to comment. **(06/23) Minute to be removed next month.**

8179 The clerk has responded to various cemetery requests. **(06/23) Minute to be removed next month.**

26.0 FINANCE

8180 Bank balances to end of May were circulated in advance of the meeting and are £65,083.78 deposit account (includes £50k contingency and £15k held from easement payment) and £67, 867.82 current account. 32 day notice account for POR monies is £29,356.52 as at end May NB The clerk has transferred monies for Preserve our Reserve boardwalk contributions as agreed previously. The PC has finally received the £98k CIL monies from WBC on 15.6.2023 and these will be transferred to Natural England this week. **(06/23) Minute to be removed next month.**

8181 Accounts for payment for June 2023 were circulated in advance of the meeting. 19 cheques and 1 x DD have been raised totalling £9,533.11 of which 6 x payments are greater than £500 as listed below. **(06/23) Minute to be removed next month.**

ACCOUNTS FOR PAYMENT - JUNE 2023

Cheque no	Payee	Purpose	Amount
4728	VOID	VOID	£0.00
4729	Hilary Hamlyn	OE planters	£40.28
4730	Absolute Security Ltd	Annual Service and Maintenance	£209.11

4731	SSE	1/4ly charges for Burford Lodge Pavilion	£132.76
4732	Imperative Training Ltd	Annual Service	£397.20
4733	Richard Knight	Maintenance	£554.20
4734	Richard Knight	maintenance	£300.00
4735	Grasstex Ltd	Mowing as per contract	£3,430.50
4736	Juliet Williams	Salary 1 of 2	£999.00
4737	Juliet Williams	Salary 2 of 2	£690.16
4738	HMRC	HMRC months 1 to 3	£1,557.92
4739	HMRC	interest charged for a late payment	£10.68
4740	Walter Bates	Smiths charity reissue a chq to replace 4624	£157.00
4741	Sharon Stokes	receipts from the coronation	£110.95
4742	Juliet Williams	office use, expenses	£149.93
4743	VOID	VOID	£0.00
4744	Elstead Village Hall	Hall Hire June	£18.50
4745	Tim Davies	Duplicate key for EPC noticeboard	£8.00
4746	Richard Knight	maintenance boundary markers	£159.00
4747	Kate Clipsham Miles	medals for children's coronation event	£6.82
4748	Elstead Village Hall	Hall Hire May	£18.50
4749	Ruth Glenister	crafts for coronation event	£80.89
DD	SCC Pensions	Monthly pension	£521.71
			£9,553.11

- 8182 To review previously circulated finance review and update to June 2023. To include income, expenditure and bank reconciliations. The clerk advised that Cllr Jacobs had checked the reconciliation and signed it off. **(06/23). Minute to be removed next month.**
- 8183 Councillors reviewed the previously circulated amended fixed asset register and approved the new format which is easier to track new and replaced assets. The clerk to share with Zurich to confirm that everything is insured at the correct level. **(06/23).**
- 8184 To agree bank mandate and new signatories: with the change over of councillors it was agreed that Cllrs James Collis, Joan Holroyd, Martin Lass and Richard Muir would be signatories alongside Cllrs Pat Murphy and Jane Jacobs. All previous signatories would be removed as they are no longer councillors. **(06/23). Minute to be removed next month.**
- 8185 To review previously circulated internal audit report 2022-23 - report was noted and the main points are listed below:
- A cheque had been raised against a statement. The clerk to ensure payment is raised against an invoice and not a statement. Action: The clerks and councillors to ensure that they double check that they are paying against an invoice and not a statement. *The clerk noted that invoices are already spot checked by a cllr who does not sit on the finance committee.*
 - VAT must be calculated correctly and may only be claimed against an invoice and not a proforma. Anyone reclaiming expenses must ensure they have a receipt for Elstead Parish Council. *(The clerk had noted to the auditor that she does remind councillors / working groups of this fact frequently).* Action: the clerk will remind those claiming expenses to obtain a VAT receipt made FAO Elstead Parish Council.
 - Ensure agenda is sent out on the requisite number of days beforehand – one agenda had been circulated later. Action: ensure agendas are circulated in good time.

- Ensure pecuniary interests are clearly visible on the website. Action: following the May election and May co-option, all new councillors details are on the website along with their pecuniary interest forms.
- The PC should adopt an investment strategy policy. Action: Investment strategy to be added to the July 2023 agenda.
- Ensure once it has been received that the external auditor's report is minuted in full. Action: ensure this happens when reporting back at the September meeting.
- Pay outstanding HMRC interest of £5.34 (The clerk would like to note that she had not been informed of this value until the audit meeting). Action: this amount of money has been paid.
- Fixed Asset Register: ensure that value of new items are correctly added to the fixed asset register. Action: the format of the fixed asset register has been amended and will be easier to keep updated.

8186 To review and approve previously circulated Statement of Internal Control. This was approved and adopted by councillors. **(06/23). Minute to be removed next month.**

8187 To review and approve previously circulated 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. **(06/23). Minute to be removed next month.**

8188 Councillors agreed that Maxwells should be re-appointed internal auditors for 2023-2024 reporting period. **(06/23). Minute to be removed next month.**

8189 To review and approve previously circulated Annual Governance Statement 2022-2023. This was considered by Members and it was resolved that the Annual Governance Statement 2023-2023 be approved with a statement added regarding the fixed asset register. **(06/23). Minute to be removed next month.**

8190 To note that the exercise of the public rights (unaudited accounts) will start on Monday 26th June with the notice to be placed on noticeboard and on the village website on Friday 23rd June. **(06/23). Minute to be removed next month.**

8191 To review and approve previously circulated Accounting Statement 2022-2023. This was considered by Members and it was resolved that the Accounting Statement 2022-2023 be approved. **(06/23). Minute to be removed next month.**

26.0 MATTERS RAISED BY MEMBERS

8192 Cllr Davidsen advised that there have been people fishing at The Moat. This has been reported to the police via 101 and the clerk to report to Natural England. **(06/23) Minute to be removed next month.**

8193 Cllr Holroyd noted that she would like to hold refresher defibrillator training sessions for residents in the Autumn. The clerk to discuss with Cllr Holroyd and training to be added to the July agenda. **(06/23) Minute to be removed next month.**

8194 Cllr Murphy reported that a resident has 4m cubed left over top soil that they are happy to donate to the Thursley Road rec. It was agreed that the top soil can be placed on an agreed location on the rec and will be spread in the Autumn in order to level out some low areas. **(06/23) Minute to be removed next month.**

8195 Cllr Goundry asked what the procedure was for dealing with abandoned vehicles. Cllr Murphy explained that any vehicles that were untaxed and not MOT'ed should be reported to WBC. **(06/23) Minute to be removed next month.**

- 8196 Cllr Lass advised that for the first time the EA may not give the marathon permission to cross the River Wey. Elstead Parish Council have agreed to write in support if required. **(06/23) Minute to be removed next month.**
- 8197 Cllr Lass asked what the procedure was for vehicles parked on the pavement. It was noted that if it is causing an obstruction it can be reported to 101. **(06/23) Minute to be removed next month.**
- 8198 Cllr Lass noted that the surface of the Elstead to Rodborough cycleway was very rough and poor beyond Borough Farm. A map of the relevant section to be given to Cllr Harmer to follow up. **(06/23)**

Meeting closed at 10pm