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**ELSTEAD PARISH COUNCIL**

**Minutes of the February Meeting**

**Monday 19th February 2024 at 7.30pm**

**Held at Elstead Youth Centre**

**Attendees: Cllr P. Murphy (Chair) Cllr J. Jacobs Cllr J. Collis**

**Cllr L. Davidsen Cllr A. Goundry Cllr A. Hampshire**

**Cllr J. Holroyd Cllr M. Lass Cllr R. Muir**

**Mrs J. Williams (Clerk)**

**Cllr G. Long. 0 x MOP’s.**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

8474 There were no questions from the public. **(02/24) Minute to be removed next month.**

**1.0 APOLOGIES FOR ABSENCE**

8475 There were no apologies for absence. Cllr Harmer sent apologies. **(02/24). Minute to be removed next month.**

**2.0 DECLARATIONS OF INTEREST**

8476 No councillors declared a (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. **(02/24). Minute to be removed next month.**

**3.0 APPROVAL OF MINUTES OF PC MEETING HELD 15th JANUARY 2024**

8477 The minutes of the Parish Council meeting held on 15th January 2024 were agreed. The Chair signed the minutes. **(01/24). Minute to be removed next month.**

**4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 15th JANUARY 2024**

8478 The minutes of the planning meeting held on 15th January 2024 were agreed. The Chair signed the minutes. **(01/24). Minute to be removed next month.**

**5.0 REPORT FOLLOWING MEETING WITH PCSO FRANCIS HELD 25th JANUARY 2024**

8479 Cllrs Murphy and Davidsen and the clerk met with PCSO Francis to discuss various incidents (including that of criminal damage) that have occurred in the village over the last few months. PCSO Francis agreed to investigate the matters raised. The clerk to follow up with PCSO Francis to see what actions have been taken. The Parish Council felt that the police support in these matters up until this point, has been most unsatisfactory. **(02/24). Minute to be removed next month.**

**6.0 REPORT FOLLOWING MEETING WITH ELIVIA AND ECE HELD 30th JANUARY 2024**

8480 Cllrs Murphy and Collis and the clerk met with Elivia, ECE and Andrew Black Consulting the minutes from which had been circulated in advance of this meeting. Elivia shared indicative plans for Sunray Farm which did show more than the allocated number of 40 dwellings. During the meeting the PC advised Elivia that it was unlikely that the PC could support more than 41 dwellings for the site. It was noted that the surgery are interested in possibly relocating to this site and this would be beneficial to safeguard the future of a doctors surgery in Elstead. Cllr Murphy added that the ICB have been involved and it was hoped that this would therefore make the proposal more of a reality. The clerk to follow up with the surgery. The clerk reported that the indicative plans showed that 25% of the site was allocated for piggy back parking. The clerk to refer this back to Elivia as this is contrary to the policies set out in the emerging neighbourhood plan. **(02/24). Minute to be removed next month.**

**7.0 MATTERS ARISING**

8414 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 carried out to make the new route suitable for the public). 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 and unless the objection is withdrawn the order has to be sent to the Secretary of State for confirmation. (January) SCC spoke with the landowner before Christmas who advised that they were away until the end of February. The landowner advised that they had not been able to see the posts and markers and SCC will install substantial replacement posts and markers. If the landowner does not retract their objection SCC will consider submitting this to the Secretary of State. **(01/24)**.

8320 Village Green and Church Green Lease: The clerk confirmed that the application has been submitted to the land registry. **(10/23)**.

8321 Staceys Farm Road registration: The clerk confirmed that the papers have been signed and retuned to Wellers who have submitted them to the land registry. **(10/23).**

8415 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. WBC have advised that the legal paperwork has been completed and the tender for the work confirmed. The clerk was subsequently advised that there is an issue obtaining access which WBC are trying to resolve. (October 2023) WBC advised that they are still waiting on advice from their legal team in order to progress. Engineers are meeting the contractor on site with the aim of starting the Orchard Close section in the coming weeks. One of the key engineers involved with the project has left WBC. (January 2024) WBC legal team have approved a letter that needs to go out to residents. The engineers tried to complete another survey of the Orchard Run section however the water levels were too high. It is anticipated that work will recommence in Spring/summer 2024. Once underway WBC will secure a firm date from the contractor and will try and give as much notice to residents as they can. **(01/24).**

8481 Elstead-Milford Cycle Route: Following the agreement between Elstead and Witley Parish Councils for the route to be named Blackberry Way, the clerk wrote to SCC Countryside who have advised that there is no specific mechanism to name a route. SCC advised that it is the responsibility of those parties involved to accept the name and this can be advertised via social media and through signage. Signage discs are £2 each and finger post £60 which SCC have confirmed that they will fund. SCC will then update the name on the SCC interactive website. The clerk to liaise with Witley. **(02/24)**

8143 Costs for the repairs to the spire net and spika podium were approved and the spika podium work 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)**

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).**

8417 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. The clerk followed this up with JB (SCC) at the July Western village meeting and emailed SCC in September. SCC advised before the October meeting that they were still intending on putting up signage. The clerk has followed up for the December meeting but the officer was on leave. SCC ROW are checking to see if the signage has been delivered and if so will install in January. **(01/24).**

8482 Bike track: 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. (September 2023) The clerk responded to a resident asking for an update that the committee were in the process of ascertaining what the overall cost would be and whether planning permission was going to be required. The resident noted that there was a covenant on the land that prevented anything that caused a nuisance. Cllr Murphy noted that the PC had given their approval in principle to make the land available subject to several conditions being met and this was echoed in the October meeting when EVAA representatives had asked the same point. A decision to be made on the bike track in the March meeting. **(02/24).**

8483Cllr 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. The clerk asked if this has been resolved at the Western Village meeting. Cllr Harmer is in contact with SCC Engineers to see if the matter has been resolved and the clerk has followed this up with Cllr Harmer. The clerk has followed this up with a resident in the locality who has reported that the situation was improved. **(02/24). Minute to be removed next month.**

8212 Cllr Murphy reported that at the last HUG meeting the 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).**

8213 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. The clerk/EVRS to take over following this matter up. **(07/23).**

8214 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. The clerk to take over following this up. **(07/23)**.

8271 Cllr Jacobs stated that she felt that the policy on grass cutting was not well considered and proposed that Elstead should be responsible for cutting the grass throughout the whole of the village. It was noted that there are currently four contractors who cut different sections of grass on different days of the week in Elstead which was clearly not ecologically sound. Cllr Lass asked who would pay for the grass cutting and it was questioned whether some funding could come from the borough/district council. Cllr Long advised that there was to be a meeting between SCC and WBC to discuss this matter and was asked by Councillors to request that funding and responsibility for this be passed down to the parishes. The clerk and Cllr Lass met Grasstex in September who advised that some councils pay for Grasstex to provide top up cuts in between visits by borough/county contractors. Grasstex advised that they could provide a quote but would need to know the size of the area in square metres. **(07/23).**

8484 It was noted that there had been a spate of vandalism at Burford Lodge. Councillors agreed that the clerk should meet with Absolute Security to assess the quality of the CCTV images. Images of the camera quality were shared with councillors prior to the October meeting and Cllr Holroyd, a representative from EVTC and the clerk met with Absolute Security on 11th October to look at what further security measures could be employed – a report with recommendations to be shared once it is received. Councillors agreed to replace both benches which had been vandalised beyond repair as these had been kindly donated by families in memorial of long-standing residents. The expenditure is made under the council’s power to acquire and maintain land for public recreation (Public Health Act 1875 s. 16). The clerk has followed up with Absolute Security asking for their proposals on several occasions. **(02/24).**

8421 The clerk circulated the inspection reports for each playground prior to the meeting. The clerk advised that repairing wetpour was proving to be impossible and as it was a low risk item proposed that the repairs be made when the roundabout and seesaw were replaced. One item was regarded as moderate risk (the broken bench) and the clerk informed councillors that this had been removed already. Councillors agreed that the litter bin should be replaced as per the report recommendations which it does under its powers to provide bins (Litter Act 1983 ss5.6). It was agreed that this needed to be a substantial bin. Cllr Muir voiced concern about the spire net and the clerk advised that as it was considered low risk the advice on the report was to monitor however the clerk would go and check the spire net. The clerk has asked a contractor to check the spire net and is waiting on a quote to do the works. The clerk has chased this several times but the contractor has not visited and other large contactors are not interested in minor repairs. **(01/24)**

8485 A delivery truck damaged the notice board at the spar towards the end of July. The clerk obtained repair and replacement costs which she has forward to Blakemore. Blakemore have explained that they will need to refer the replacement costs to their insurance company and there has been no update – the clerk has followed up and has been advised this it is still with the retailer’s insurer. This was the same response when the clerk followed this up before the February meeting. **(02/24)**

8486 Village fete 2024. As dates in June were not available due to cricketing commitments, the committee have proposed either 14th or 15th September. The clerk to liaise with the football clubs as to the availability of Thursley Road. **(02/24)**

8467 It was reported that during the recent flooding issue it took a long time for the roads to be closed and signage was then not removed promptly. It was thought that only the police can close a road. The clerk to ask WBC who else is able to close a road. **(01/24).**

8487 Cllr Lass reported a rogue post on the Milford Road near to Springhill junction. The clerk has reported this to SCC Highways and requested that the directional sign is replaced. **(01/24).**

8470 Cllr Murphy advised that a member of the public had asked to litter pick for the DofE volunteering. The clerk noted that another person was doing this at the moment but had completed their twelve weeks. The student to contact the clerk who will advise what the process is. **(01/24).**

8488 Cllr Collis noted that Thursley PC have started a process to formally communicated with residents and wondered whether Elstead PC could do the same. This would reduce misinformation being shared in the event of an emergency. It was agreed that this would be an agenda item in February. **(02/24). Minute to be removed as covered under agenda item 14.**

8489 Cllr Goundry asked for thought on whether an Elstead fete could take place at The Rural Life Centre (RLC). It was felt that there could potentially be an Elstead event at the RLC. **(02/24). Minute to be removed.**

**8.0 WBC UPDATE**

8490 Cllr Long reported that WBC full council were due to meet to approve the full budget for 2024/25. Cllr long advised that the Springfield development would be included but had been pre-approved ahead of the meeting. Two motions were going to be put forward; a) Farnborough airport – it was recommended that WBC oppose the proposed expansion and write to MP’s and The Secretary of State to formally oppose such plans and b) The Environment Agency – it was proposed that WBC call on the Chancellor to increase the EA budget to prevent flooding and a repeat of the water outages of last Autumn in the Godalming / Milford area. **(02/24). Minute to be removed next month.**

8376 Cllr Long reported that residents have been concerned about a number of vehicles parking along verges on Hookley Lane adjacent to The Croft and Hookley Close and have requested that bollards be installed to deter this. It was noted that one untaxed vehicles was being dealt with by Waverley BC. Cllr Harmer to confirm whether this is SCC land. **(11/23).**

8276 Cllr Murphy explained that he had written to the CEO of WBC concerning how unfairly Elstead was being treated. Cllr Murphy noted that the village generated income of c £300k but received £100k in identifiable services. Cllr Murphy to write an article on this matter for the village news. **(09/23).**

**9.0 SCC UPDATE**

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

**10.0 NEIGHBOURHOOD PLAN UPDATE**

8426 Report following meeting with WBC re Springfield Redevelopment held 6th November: Cllrs Jacobs, Murphy, Long and The clerk attended the zoom meeting at which LB (WBC) shared an update of the plans. LB advised that the proposal was working its way through the various committees in WBC and it had been given the go-ahead to go to the Executive. LB is confident that the scheme will be realised and financing is available. Slightly amended plans of the proposal were shared and Cllrs fed back comments on building scale and parking allocation. The clerk advised that the plans were being presented to the Committee on 11th December where funding would be confirmed or otherwise. Cllr Long will be speaking at the Committee. It was advised that WBC have given approval for the project to progress to the next stage. **(02/24). Minute to be removed next month.**

8491 Following the Examination amends have been made to the plan as per the Examiner’s recommendations. Cllr Jacobs was surprised at the sheer volume of changes that were required. Cllrs Murphy, Jacobs, Mrs Davidsen and the clerk have proof read the plan in detail and the plan will be checked by Waverley before it is submitted for the start of the referendum process. The referendum will be held on the 29th February 2023. Councillors agree that copies of the plan, a leaflet drop and posters would be produced. Councillors agreed an amount of £750 which is agreed under the powers to act as a lead body for a neighbourhood plan (Localism Act 2011, schedule 9 and the town and country planning act 1990 ss61E-61Q. An article to be placed in the village news. All councillors to share the news of the referendum with their own network groups in order to get as high a turn out as possible. The benefits of adopting the NHP are: 1) E&W NHP can choose the housing sites which have been consulted on with residents throughout the process, 2) it will provide an added degree of protection to the green gap and 3) CIL receipts on new developments will increase from 15% to 25%. Cllr Murphy advised that usually a turn out of 20-30% is considered to be good. At the February meeting Cllr Jacobs advised that owing to errors on a map the referendum process had been paused. Cllr Jacobs advised that the clerk had sought expert advice from a number of sources and despite there being instances of how a neighbourhood plan can be corrected post referendum, WBC have been adamant that the referendum most cease. This has been a complex legal matter as it is impossible to halt a referendum unless a judge intervenes. At the moment the PC is not allowed to publicise the deferral and the clerk has been pushing WBC to accept a statement that she has drafted for the village facebook and website. The clerk advised that the PC would not be subject to any legal costs in this respect. **(02/24) Minute to be removed next month.**

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).**

**11.0 OUR ELSTEAD**

8492 OE would like a flyer to be distributed at the same time as the NHP letterdrop which will highlight some of the projects that OE is involved with in the hope that more volunteers can be recruited. Councillors agreed a budget of £200 for the leaflet which it does under its powers to provide information relating to matters affecting local government Local Government Act 1972, s. 142. The expectation is that there will be a core of 8 members on the working party with further volunteers recruited. Councillors approved the flyer and the clerk reminded OE that it was important that Elstead PC logo was on all communications as OE is a working party of the Parish Council and obtains its funding from the Parish Council precept. **(02/2024). Minute to be removed next month.**

8493 Cemetery: Cllr Lass advised that the bed in front the cemetery building had been prepared for planting. Other repairs were noted for the cemetery such as replacing the hedge at the front, improving the driveway and painting the windowsill of the cemetery building. The clerk advised that work on the driveway had been budgeted for 24/25. The clerk advised that the PC contractor had noted that there was a problem with painting the window sill and that was why there was the intention of growing a trellis and foliage to hide the windowsill. Work to the hedge can be included as a project in next year’s budget (25/26) if funds do not allow for it this coming year (24/25) and will be discussed at the finance meeting in October. **(02/24). Minute to be removed next month.**

8436 Currently OE lead on planting (April), litter picking (before marathon and Remembrance) and the Christmas event. OE feel that there is a lot more that can be done with looking after and beautifying the village and would like to be involved once the Bonfire Hill land transfer has been completed. The clerk asked whether OE would consider looking after the flower bed in the cemetery and Cllr Hampshire asked whether they could do projects on the SANG at Water Meadow Place. Cllr Murphy to share the Lands Trust details with Cllr Lass. Cllr Lass advised that OE wanted to review donations and advertise the fact that parish organisations could apply for a grant from the Christmas tree lighting event. A draft document to be circulated for review. **(01/24). Minute to be removed next month.**

8437 Christmas tree hole: Cllr Lass advised that the hole was not adequate for the size of the tree. Cllr Lass to seek professional advice on the appropriate specification. **(01/24).**

8494 It was advised that the next community litter pick would be held on 28th April at 11am. Volunteers would work in pairs and report back to the village green after 1.5 hours. **(02/24). Minute to be removed next month.**

**12.0 ELSTEAD VILLAGE ROAD SAFETY (EVRS)**

8495 Cllr Goundry advised that he along with Cllr Lass and the clerk had met with AS (SCC) on 12th October 2023. AS had advised that much of what EVRS had proposed might not be allowed as did not conform with SCC policy. For example SCC only use VAS signs from one supplier (Westcotec) and would not use solar powered signs. Cllrs had seen that there were solar powered signs in Normandy and Norney and it was agreed that the PC should take this matter up with Cllr Harmer. An email was sent to Cllr Harmer asking for support in this matter. It was noted that in a neighbouring county a village had employed a consultant who had suggested a range of traffic calming measures which had had a positive impact on that village. It was agreed that EVRS would collate a document which would be presented to the local authority portfolio holders. **(02/24).**

8496 Thursley Road Surface Snagging: Cllrs Lass and Muir have completed a large piece of work documenting all the defects along the road which are mostly as a result of inadequate sealing following repairs. The clerk has shared the list with Cllr Harmer, AS (SCC), PG (SCC). The clerk has followed up with PG (SCC) who has sent the list to the works delivery team to respond to. It was noted that repairs are not being done to a correct standard. The clerk asked for a meeting with SCC Highways senior management however the clerk was asked that such matters should be put forward in writing in the first instance.  **(02/24) Minute to be removed next month.**

8431 Traffic speed signs: It was noted that there was no speed-reminder along the Thursley Road for 300 yards beyond the chicane. The clerk shared information on the statutory space between speed reminders with councillors. Cllr Muir has contacted AS (SCC) on this matter. **(01/24).**

8497 Zebra crossing: this item has been on-going for several years and the current status is as follows; to change the crossing to a raised table with LD lighting will cost in excess of £30k. SCC have agreed that they will submit a CIL bid to cover the cost of realising this change. AS (SCC) has promised that the belishas will be upgraded to halos once these are freed up from another location likely end March 2024. There have been numerous requests to get the crossing lines painted however SCC are unable to do this. A letter has been sent to Jeremy Hunt on this matter. The clerk to follow up again with DK (SCC) and AS (SCC). Cllr Goundry reported that the belisha beacon had been repaired and all lights in it were LED. There has been a further letter from Surrey CC stating that they cannot paint the white lines and are still proposing a raised table. EVRS feel that for the same cost a pelican crossing would be safer and preferrable. **(02/24).**

8498 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 a small section of the Thursley Road in front of St James Primary School could be a candidate for 20mph and suggested that EVRS sub committee to liaise with AS (SCC) on this point. Further to a request from Waverley BC asking PC’s to nominate roads that could be changed to 20mph zones, it was agreed that a village wide consultation on 20mph would be the best approach. **(02/24).**

8499 Encroachment: Cllr Lass advised that there was significant encroachment on the Milford Road and requested that the width be reinstated. There were a lot of leaves and detritus that needed to be cleared – the clerk to log with WBC. There was also a lot of leaves that needed to be cleared in front of St James Church which the clerk would also log. Cllr Murphy noted that when the Gala Lane needed to be cut back the council usually asked its own contractor to carry out the work in order to get it done promptly, even though the entrance is highways land. The clerk had instructed Waverley BC to clear the area however some of the area in front of St James Church was missed (the team cleared in front of St James Primary School instead) and the team have been recalled to complete the request. **(02/24). Minute to be removed next month.**

8500 Speedwatch – 5 sessions were completed in the last month. Cllr Goundry noted that there was a lack of support from speedwatch and this seemed the only mechanism for slowing traffic in Elstead. **(02/24). Minute to be removed next month.**

**13.0 CAR PARKING**

8501 It was reported that car parking around the village green was becoming even more challenging. Cllr Murphy noted that one NHP CIL project was to extend the lay-by opposite the village hall in the direction of the village green. It was noted that highways authority would need to agree to this and would also need to check for services. Consultation on this scheme would be needed and it was questioned if any displacement of parking from around the village green would see an increase in traffic speed in this area. Cllr Goundry to discuss parking by the school with the Casualty Reduction Officer.  **(02/24). Minute to be removed next month.**

**14.0 COMMUNICATION WITH RESIDENTS**

8502 Cllr Collis reported that Thursley Parish Council had a centralised way of communicating with residents to ensure that accurate information was being disseminated. The clerk reminded councillors of the need to be careful with holding personal data that needed to be updated. Cllr Hampshire to discuss the option of utilising whatsapp communities for this purpose. **(02/24).**

**15.0 EER POLICY**

8503 The EER policy was circulated ahead of the meeting. It was noted that it needed to be updated. Cllr Holroyd agreed to review and update the policy on behalf of councillors. **(02/24)**.

**16.0 APPROVAL OF ANNUAL FINANCIAL RISK ASSESSMENT 2024-2025**

8504 The annual financial risk assessment for 2024-2025 was circulated ahead of the meeting and approved with one amend. **Minute to be removed next month.**

**17.0 APPROVAL OF ANNUAL REVIEW OF FIXED ASSET REGISTER 2024-2025**

8505 The fixed asset register was circulated ahead of the meeting and approved with one amend. **(02/24). Minute to be removed next month.**

**18.0 ANNUAL REPORT 2023-2024**

8506 It was agreed that the clerk would draft the annual report this year with each working party providing a paragraph highlighting what it has been working on. A draft to be circulated at the March meeting. **(02/24). Minute to be removed next month.**

**19.0 ANNUAL PARISH ASSEMBLY**

8507 Councillors agreed that the following should be invited to speak at the annual parish assembly; Our Elstead, MoD land management, Scouts. It was also recognised that there should be an update on Bonfire Hill. **(02/24). Minute to be removed next month.**

**20.0 REPORTS AND CORRESPONDENCE**

8508 An email was received by a resident asking for a copy of the CCTV footage as their car had been damaged in Burford Lodge car park. **(02/24). Minute to be removed next month.**

8509 An email to JH (MP) was copied to Elstead PC proposing the installation of a very tall mast to improve mobile phone signal within the locality. **(02/24). Minute to be removed next month.**

8510 Waverley have shared via email their forthcoming highway verge maintenance program. The PC has agreed to cut any sightlines if they find them to be over grown. **(02/24). Minute to be removed next month.**

8511 The clerk has been informed that there is a movement towards all parish councils adopting a .gov.uk email address. The clerk to find out more information. **(02/24).**

8512 Waverley have shared their draft economic strategy 2024-32 and action plan and welcome comments. **(02/24). Minute to be removed next month.**

**21.O FINANCE**

8513 Bank balances to end of January were circulated in advance of the meeting and are £65,590.31 deposit account (includes £50k contingency and £15k held from easement payment) and £36,217.60 current account. 32 day notice account for POR monies is £29,845.67 as at end January. **(02/24) Minute to be removed next month.**

8514 Accounts for payment for January 2024 were circulated in advance of the meeting. 18 x’s cheques and 2 x DD have been raised totalling £7835.23 of which 8 x payments are greater than £500 as listed below. **(02/24) Minute to be removed next month.**

8515 Reconciliations were circulated to councillors to the end of January 2024. All months reconciled exactly and have been independently checked by Cllr Jacobs. A monthly review of expenditure broken down by cost centre was shared with councillors prior to the meeting. **(02/24) Minute to be removed next month.**

8516 New account: The clerk advised that a new account linked to the main PC account has been opened to receive any funds linked to the management of Bonfire Hill and thus keeping them quite separate to usual PC business. To open the account the clerk moved £1 from the current account to this account and has named this account Bonfire Hill. Once the sale of the land has gone through an application to the charities commission will be made and at that point a separate, dedicated bank account will be opened. **(02/24) Minute to be removed next month.**

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| |  |  |  |  | | --- | --- | --- | --- | |  | **ACCOUNTS FOR PAYMENT - February 2024** | |  | |  |  |  |  | | **Cheque no** | **Payee** | **Purpose** | **Amount** | | 4867 | The Play Inspection Company Ltd | Annual report | 324.9 | | 4868 | Light Angels | Rest of Christmas Tree Light Invoice (40%) | 596.28 | | 4869 | Mulberry and Co | Mileage for trainer | 72.36 | | 4870 | Zurich Municipal | annual insurance | 1311.35 | | 4871 | void | void | 0 | | 4872 | juliet Williams | Feb salary 2 of 2 | 782.58 | | 4873 | juliet Williams | February expenses | 15 | | 4874 | Elstead Village Hall | Hall Hire PCSO, Sunray, Feb mtg, fete x 2 | 108.25 | | 4875 | Pat Murphy | Chairman's allowance | 250 | | 4876 | No Butts Bin Co Ltd | 2 x's benches for Burford Lodge | 996 | | 4877 | Nexus Planning Limited | E&W NHP updates | 900 | | 4878 | Juliet Williams | Backmarket | 756.03 | | 4879 | Leif Davidsen | Cllr Allowance | 30 | | 4880 | Andy Goundry | Cllr Allowance | 30 | | 4881 | Andy Hampshire | Cllr Allowance | 30 | | 7882 | Martyn Lass | Cllr Allowance | 30 | | 7883 | Richard Muir | Cllr Allowance | 30 | | 4884 | Juliet Williams | Feb salary 1 of 2 | 999 | | DD | SCC Pensions | Monthly pension | 547.93 | | DD | SCC Pensions | Monthly pension underpaid in January 2024 | 25.55 | |  |  |  | £7,835.23 | |
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**23.0 MATTERS RAISED BY MEMBERS**

8517 There were no matters raised by members. **(02/24). Minute to be removed next month.**

**Meeting closed at 9.50pm**