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**ELSTEAD PARISH COUNCIL**

**Minutes of the Monthly Meeting**

**Monday 14th April 2025 at 7.30pm**

**Held at Elstead Youth Centre**

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

**Cllr A. Goundry Cllr A. Hampshire Cllr J. Holroyd**

**Cllr J. Jacobs Cllr M. Lass**

**Cllr D Harmer**

**Mrs J. Williams (Clerk)**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

8998 There were no questions from any members of the public. **(04/25).**

**1.0 APOLOGIES FOR ABSENCE**

8999 Apologies for absence were received from Cllrs Muir and Cllr Long prior to the meeting which councillors duly accepted. **(04/25).**

**2.0 DECLARATION OF INTERESTS**

9000 Cllr Murphy declared an interested in agenda item 15 and took no part in the discussion. No other 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. **(04/25).**

**3.0 APPROVAL OF MINUTES OF THE PC MEETING HELD 17th MARCH 2025**

9001 The minutes of the Parish Council meeting held on 17th March 2025 were approved. The Chair signed the minutes. **(04/25).**

**4.0 APPROVAL OF MINUTES OF THE PLANNING COMMITTEE MEETING HELD 17th MARCH 2025**

9002 The minutes of the Planning Committee meeting held on 17th March 2025 were approved. The Chair signed the minutes. **(04/25).**

**5.0 REPORT FOLLOWING MEETING WITH WBC EMERGENCY PLANNING HELD 24th MARCH 2025.**

9003 Cllr Holroyd along with the clerk attended the meeting which also included Tilford PC and Cllr Munro (WBC Cllr). A draft resilience plan was discussed based on a new examplar which is more detailed than the previous Emergency Plan. It was agreed that Elstead would draft the plan and then share with Tilford PC. It was also agreed that there should be an appendix which would explain how Elstead and neighbouring villages would co-operate when there is an emergency that impacts 2 or more villages such as a wildfire. Once the pan has been approved it will be shared with WBC, SCC and emergency services. Recognition will be given that people must phone 999 first before advising the PC of an emergency and that SCC/WBC/999 are the lead authority in such incidents – Elstead PC’s role will mainly be that of communication. A draft to be circulated at the May meeting for comment. **(04/25).**

**6.0 REPORT FOLLOWING MEETING WITH ELSTEAD PC, ST JAMES CHURCH RE MEMORY CAFE HELD 27TH MARCH 2025.**

9004 The clerk advised that the Church were keen to provide a memory café and were working with HiE and Home Instead alongside the PC on this project. The café will provide a relaxed environment where people living with dementia can enjoy some light entertainment whilst their carers can meet other people in a similar situation and gain support and advice from experts. The clerk advised that the group were seeking some financial support for the project – to begin with the café will be based in the village hall but once works in the church are complete it will relocate to the church. The clerk also explained that she had also received an email from Springfield Surgery who were looking to set up a coffee and cake afternoon for their patients. Councillors agreed that they would be happy to support the memory café in principle, however councillors suggested that there seemed to be a cross over with what Springfield Surgery were looking to provide and that it would be better if both could be combined. **(04/25).**

**7.0 REPORT FOLLOWING MEETING WITH ELSTEAD PC AND WBC ENFORECEMENT HELD 27TH MARCH 2025.**

9005 Cllr Murphy and The clerk attended a TEAMS meeting with SR (WBC Enforcement). The meeting was disappointing as WBC state that there is nothing that they can do regarding the waste materials being dumped on Bonfire Hill and state that it is the land owner’s responsibility to remove it. Cllr Murphy and the clerk recorded their disappointment stating that WBC was in part responsible as it had done nothing to enforce and therefore prevent the situation. SR advised that she would raise this issue with WBC Colleagues. If WBC do not offer any financial support it was agreed that EPC should issue a press release highlighting this disappointing response. **(04/25).**

**8.0 CLERKS UPDATE**

9006 The previously circulated clerk’s update was discussed. See appendix 1. **(04/25).**

**8.0 WBC UPDATE**

9007 A written update on various live projects was shared in the meeting as Cllr long was unable to attend in person. **(04/25)**

**10.0 SCC UPDATE**

9008 Cllr Harmer advised that SCC were waiting to hear the government’s views on devolution. SCC has submitted its proposals re devolution however they are urban centric. Cllr Holroyd asked how would social care work and Cllr Harmer advised that until the format of devolution was decided it was impossible to know how anything would work. Cllr Murphy noted concern at boroughs having to merge with Woking given that it was bankrupt. **(04/25).**

**11.0 OUR ELSTEAD**

9009 Cllr Lass advised that Our Elstead tidied and cleared the picnic area by the Rive Wey. It was noted that one of the benches in this area was wobbly and there were loose paving slabs with weeds growing in-between. The clerk to ask RK to repair. OE were thanked for their hard work. **(04/25)**.

**12.0 EVRS**

9010 Cllr Goundry advised that speed watch sessions were continuing well and that they would like to run more sessions but need more volunteers. **(04/25).**

9011 It was noted that the police have been running a ‘Fatal 5’ campaign in the village checking for drug, alcohol and phone use at the wheel. During all recent sessions there have been 3 police cars in attendance.  **(04/25)**.

**13.0 THAMES WATER – CONDITION OF THE MAIN SEWER**

9012 Cllr Murphy advised that Thames Water have turned down a second request for a meeting with Elstead PC and Cllr Murphy was very concerned at the condition of the sewer. It was agreed that Cllr Murphy would write to JH (MP) to make him aware of the situation. **(04/25).**

**14.0 TO PROPOSE DISCONTIONUATION OF BLUG AND ESTABLISHMENT OF ERUG**

9013 The clerk proposed that the Burford Lodge user group should be disbanded and that all users of both recs should be included in a new group called ERUG (Elstead Recreation User Group) at which common issues relating to both recs and all users groups could be shared and discussed. It was anticipated that the group would meet twice a year. Councillors agreed to this proposal (8/8 councillors). **(04/25).**

**15.0 TRRT**

9014 The clerk advised that TRRT only had one more loan payment to make and then the whole loan would have been repaid. Cllr Murphy explained that once this had been repaid the PC had to agree the “nominal” level of the rent thereafter. Cllr Collis asked who was responsible for the building should it need repairing. Cllr Murphy advised that it would be the TRRT who also insure the building. Cllr Murphy advised that the TRRT were building up reserves as they will need to replace the building at some stage in the future. It was noted that TRRT was now receiving significant commercial rent from the private nursery that is being run from the pavilion - more than it had previously when the first lease was initially drafted. Councillors questioned what “nominal” meant and compared it with other rents that the PC charged. Cllr Collis proposed £200 (in line with EVAA) and Cllr Davidsen seconded. \*8/8 councillors approved). The terms of the lease to be checked and amended as required. **(04/25)**.

**16.0 ANNUAL PARISH ASSEMBLY**

9015 The following guest speakers have been confirmed; Surrey Police, The Land Trust, Elstead Fete, Bonfire Hill. **(04/25)**.

9016 The draft annual report was circulated to councillors before the meeting. The clerk advised that she was waiting for feedback on the VAT status of a payee and once this was confirmed the figures can be finalised in the draft report. Councillor Goundry to provide copy regarding Bonfire Hill and the Clerk to add to the annual report. **(04/25)**.

9017 Councillors agreed that a flyer should be circulated to residents summarising all that the parish council had worked on over the past year. **(04/25)**.

**17.0 FETE UPDATE**

9018 The Clerk provided an update and explained that planning for the fete was well progressed. The main item to confirm was who was going to open the fete. **(04/25).**

**18.0 REPORTS & CORREPSONDENCE**

9019 A survey has been received asking for views on unitary authorities. Cllr Jacobs and the clerk to respond on behalf of the Parish Council. **(04/25).**

9020 The scouts have requested permission to use the village green on 27th June 2025 for the annual marathon. The request was approved subject to the scouts sharing the usual risk assessment and copy of insurance. **(04/25).**

9021 A street trading license was received from an ice cream vendor. No roads were specified in Waverley. No objection was raised by the PC except for stating that there should be no trading from the roads around the village green onto the village green. **(04/25).**

9022 Information on Surrey Wildlife Trust training was circulated to councillors. **(04/25).**

9023 A WBC press release on filming in the county plus proposed changes as to how strategic CIL can be applied were shared with councillors. **(04/25).**

9024 SCC have circulated EOI forms for councils wishing to be part of the new tree planting initiative. Councillors suggested that in view of not being able to select which species of tree (as per previously) there was no point in participating in the scheme. **(04/25).**

9025 A letter was received from residents in Orchard Close who are keen to install double yellow lines by the junction with Milford Road. As this is private land there is nothing to stop residents from doing this however Elstead PC noted that yellow lines are unenforceable. **(04/25).**

**19.0 FINANCE**

9026 The bank statements for February were shared with councillors. The totals for each account are as allows to the end of March: £16,683.77 current, £67,454.29 deposit, £1,669.58 Fete/OE, £10,536.84 Bonfire Hill, £30,709.42 PoR. All accounts have reconciled correctly to the end of March. **(04/25).**

9027 Acts for payments April: 13 cheques and 3 DD raised totalling £21,485.44. 5 cheques raised over £500 as noted below. In addition, 1 x chq and 1x DD over £500 - clerk’s salary and pension. **(04/25).**

|  |  |  |  |
| --- | --- | --- | --- |
| 5118 | HMRC | HMRC months 10-12 | 1638.47 |
| 5120 | Juliet Williams | Duratran - fete poster | 30.22 |
| 5121 | Surrey ALC | Annual Membership | 911.09 |
| 5122 | Quattro (UK) Ltd | Bonfire Hill Waste Removal | 8028.24 |
| 5127 | Straight Line Fencing (Southern) Ltd | Fencing field 3 Bonfire Hill less deposit | 7467.93 |

9028 Finance review: a report to the end of March showing the value per cost centre versus budget was shared with councillors ahead of the meeting along with key notes.

-VAT: the clerk confirmed that she had submitted the 23/24 claim.

-Under special projects is listed cricket net planning expenditure and the Bonfire Hill security (EPC was responsible for mobile security and recreation ground security coverage).

-Grounds maintenance £9k

-OE £3.3k

-Grass cutting £9.3k NB it was a wet summer last year

-Defib £900

-Bonfire Hill 2 x’s small invoices to be transferred from March expenditure from Bonfire Hill act to current act. (Value c £120). **(04/25).**

9029 To note expenditure made outside of the meeting but in accordance with the standing orders: waste removal at Bonfire Hill. 3 quotes were sourced; QLS could not quote, Chambers @ £14,600 and Quattro @ £5,700. Quattro were selected with approval by councillors given electronically (9/9 councillors). **(04/25).**

9030 The bank mandate has been returned as Godalming branch only submitted half the papers. **(04/25).**

9031 The clerk reported that the 25/26 precept of £87,398.29 was received from WBC and will be reflected in the April 2025 financial summary. **(04/25).**

9032 Councillors approved the clerks request to move payments to on-line. (8/8 councillors). **(04/25).**

**20.0 MATTERS RAISED BY MEMBERS**

9033 Cllr Davidsen advised that a van was blocking the pavement by Thursley Road Rec as it was semi parked on the pavement. The clerk to report. **(04/25).**

9034 Cllr Lass questioned whether there were sufficient dog notices on the recreation grounds. The clerk to check. **(04/25).**

9035 Cllr Lass asked when work was going to start on the cemetery fence. The clerk advised that RK had been instructed. **(04/25).**

**21.0 EXEMPT BUSINESS**

9036 There were no matters raised.

**22.0 BONFIRE HILL CHARITABLE TRUST**

9036 The committee was agreed as Cllr Goundry, Cllr Lass plus 7 members of the public. The ToR to be updated to reflect 9 members. Cllr Murphy proposed AG as chair and ML seconded. (7/7 councillors approved. **(04/25).**

9037 Works are on-going with the fencing almost completed. Information has been submitted in order to get a formal quote for re-installing water. **(04/25).**

9038 There has been significant interest but only 2 tenders have been received plus one expression of interest with no bid. The clerk to follow up. **(04/25).**

9039 The next working party will be 26th April 2025 meeting at 10am. **(04/25).**

**Meeting closed at 9.50pm**

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**ELSTEAD PARISH COUNCIL**

**Project/Objective Status – updated April 2025**

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| --- | --- | --- | --- | --- |
| **Minute / Mtg** | **Project** | **Current Status** | **Target Date** | **Next Steps and by whom** |
| 8571 | FP64 | PM spoke at the Waverley Local Committee meeting held 13.06.20 which found in favour of the two proposed FP diversions. 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. SCC and landowner are still trying to resolve objections. | 2025 | Update from 27.11.24. Officer to prepare a case to submit to the secretary of state. This is second on the list of orders to prepare and it takes much time. Officer to inform EPC when order submitted. |
| 8321 | Staceys Farm Road | Lawyers submitted papers to the land registry October 2023 | 2025 | f/up with wellers hedley several times – WH confirmed that the land registration is still pending Jan ‘25. |
| 8527 | Elstead to Milford Cycle Route | Blackberry Way – name for route approved by Witley and Elstead PC’s. Signage to be added | September 2024 | Clerk to f/up with SCC |
| 8530 | Village fete | Date confirmed for 5th July at Thursley Road Rec. | July 2025 | Plans progressing well. Sponsorship in place. |
| ~~8577 (April 24)~~  8929  (Feb 2025) | Cemetery fence and other improvements | Fence to be replaced. Hedging was rejected for upkeep reasons. Wood post fence to be installed.  Further improvement works agreed and contractor briefed. | 2025 | Messaged NE re office and no response therefore PC have agreed to progress improvements. Contractor briefed |
| 8431 | Speed Signs | There are no repeat 30mph signs along Thursley Road. | 2025 | Cllr Muir to contact AS (SCC) c/o |
| 8770 (Oct 24) | CIL Highways Road Safety Bid | Incorporates former minutes  8495 – traffic calming  8580 - zebra crossing  8583 – yellow lines | 2025 | CIL bid submitted by Surrey CC 25.10.2024  Bid has been successful. Clerk has asked SCC highways for a date when work will start on finessing the plans prior to public consultation. Likely to hear from SCC May/June 2025. |
| 8763 (a) | Facility Improvement B/L | Artificial strip | April 2025 | Contract has been signed off. Delivery due April. Date delayed until end of May – supplier issues. |
| 8763 (b) | Cricket nets | Installation of brand new cricket nets | Summer 2026 | Planning application submitted March 2025. WBC still have not calibrated it for the portal 14.4.25 |
| 8767 and 8855 | Medical Centre | Plans to be drawn up and investment to be sourced |  | Revised plans have been drawn up with revised costing. Clerk, PM, JJ, GL (WBC) met with WBC planning/CIL 19.12.2024. WBC will do some work to see the viability of the scheme. Clerk has f/up CIL team have spoken with NHS and waiting to speak with developer. |
| 8907 | Defibrillator training | Cllr Holroyd has offered to run free sessions. Clerk to advertise and book venue | April 2025 | Posts on facebook, in EVN and posters out. ASpril 5 booked, May 2 booked, June 5 booked.  Clerk to f/up with more fb |

**Actions from Minutes**

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| **Minute Number** | **Action** | **Status** |
| 8467 (January 2024) | Can other agencies aside from the police close a road | Clerk to f/up |
| 8574 (April 2024) | Rogue post on Milford Rd before bus shelter | Clerk has reported to SCC |
| 8562 (April 2024) | Cllr Murphy wrote to real estate company (June 2024) re the dilapidated state of the telephone exchange. An email to be sent asking for BT’s plans with the site in writing. | Grounds have been tidied up but not the buildings which are in a poor state. PM to write to property company who own the land asking what their intention is. Response 24.12.2025 Elstead Exchange site may appear underutilised, however there aren’t any plans in the medium term for the site to be decommissioned. It is still an operational BT property and can appear quiet as it houses equipment, rather than people. As you mention technology is moving forward but this site is currently planned to provide communication infrastructure for business and residential customers in the area for many years yet.    Thank you for the update regarding the Neighbourhood Plan and link. I will share this with our disposals team for future reference.    BT are responsible for the maintenance of their properties so I will forward your concerns to the local BT Property Manager. The BT helpdesk can also be contacted on 0800 223388 ([https://www.bt.com/about/contact-bt](https://urldefense.com/v3/__https:/www.bt.com/about/contact-bt__;!!Gbu-Q1Y0!TiCAd0dEJ0xSgJZDmr7WPw3NWutXxCJ2xXrH_NZ9-l0Leorv43erMJKu0YZPaWDKTciWXlil5HrMOg4ufV-33QHDtQWbCg$)). |
| 8633 (June 2024) | HR policies to be drafted for Autumn 2024 | c/o to present in May meeting at which point all policies are reviewed. |
| 8634 (June 2024) | EER Plan to be drafted. Working party confirmed. | Clerk contacted GL ref difference between SCC and WBC plan as starting point Jan ’25 contacted Greg SCC and Helen WBC to set up a mtg or agree next steps. WBC have fed back new comms protocols for emergency comms. Met with EER lead (WBC) 24.3.25. 1st iteration of new plan drafted for discussion April ‘25 mtg. |
| ~~8677 (July 2024)~~  8931 (Feb 2025) | EPC move to .gov.uk | Approved – AH to instruct company copying clerk |
| 8728 (Sept 2024) | Clerk to instruct Chalice re tree survey | Survey started early December 2024. Survey completed, report received and with the tree surgeon for quotation. Expect to have quote for May meeting limited tree works required. |
| 8739 (Sept 2024) | Clerk has requested replacement bench at Westbrook as current bench has been vandalised | Waiting on f/up from WBC as they were waiting to see if they could afford it this financial year – followed up with WBC Jan ‘25 |
| 8812 (Nov 2024) | Bonfire Hill tenancy | Draft lease has been reviewed and approved. Pelhams have advertised fields 1 and 2. 25 people interested but only 2 tenders received to date. |
| 8813 (Nov 2024) | Bonfire Hill charity status | Trust deed with charity commission. Likely 6 months to approve it. Confirmation that Trust deed has been approved and set up. Bank account to be set up – likely Lloyds as given we are already signatories it should be quicker. |
| 8814 (Nov 2024) | Bonfire Hill Event | Event to be arranged for 28.6.2025. |
| 8821 (Nov 2024) | Spire Net Remedial Work Costings | Clerk has contacted contractor. Clerk has f/up re cost of middle section repairs |
| 8842 (Nov 2024) | Cllr Murphy to ask for meeting with Thames water over fractured sewerage pipe. | Cllr Murphy has written. Meeting date set for 25.03.2025 meeting cancelled by Thames Water complete remove item |
| 8844 (Nov 2024) | Cllr Murphy advised that the closed cemetery is covered in saplings. | The clerk to refer to WBC. Clerk has written. WBC have agreed to investigate. complete remove item |
| 8845 (Nov 2024) | Cllr Jacobs advised of an increase in litter and careless parking at The Moat. | Cllr Jacobs to take photos and record incidents – matter on-going. |
| 8917 (Feb 2025) | Burford Lodge Pavilion Working Group – draw up ToR and agree membership |  |
| 8923 (Feb 2025) | Spring litter pick 23.3.35 (OE) clerk to provide refreshments. | complete remove item |
| 8925 (Feb 2025) | OE ToR to be updated for May meeting |  |
| 8928 (Feb 2025) | Tree survey at Bonfire Hill fields 1 and 2 approved. | Tree survey complete for all 3 fields. Reports with tree surgeon – quotations ready for review at May meeting. |
|  | Water connection Bonfire Hill | Clerk has completed forms for SE Water to be able to reconnect |
| 8930 (Feb 2025) | Social Media Policy – clerk to add to website |  |
| 8945 (Feb 2025) | Cllrs Lass, Muir and Collis to go to Lloyds re bank mandate change | Lass, Muir have been to Lloyds. A secondary form needs to be completed by Collis and Holroyd. |
| 8946 (Feb 2025) | Cleaning picnic area | OE action? Completed April 2025  Completed remove item |
| 8957 (March 2025) | Police to circulate report for clerk to complete | Clerk has f/up. Still waiting on link. Police have confirmed 1/4ly meeting attendance for 2025. |
| 8959 (March 2025) | Cllr Long to advise LB (WBC housing) that WBC can plant trees by the copse on field 3 to improve their Bio-diversity Net Gain. | Cllr Long has tried to contact LB to see if planning has been submitted no reply. |
| 8964 (March 2025) | Bulb planting approved. | OE and the clerk to agree where bulbs should be planted. (October ’25). |
| 8968 (March 2025) | Combined tables at the fete for OE, defibrillators and EVRS | Each group to plan what they wish to have for their display. |
| 8971 (March 2025) | One.network is showing that the Thursley Road will be closed from mid July for 2 months due to gas works. | The clerk to write to Cllr Harmer as this is a misrepresentation as gas works were completed c 3 years ago. Clerk has written to Cllr Harmer. |
| 8973 (March 2025) | Street trading license for the lay-by | Cllrs opposed the application for a number of reasons. The clerk wrote to WBC objecting to the scheme. Application refused. Completed remove item |
| 8975 (March 2025) | Clerk advised that war memorial needs a clean | Clerk has obtained quote. April agenda item. |
| 8976 (March 2025) | Vegetation in The Croft to be cut back | Contractor has been booked to do the work in April. |
| 8981 (March 2025) | Improved road surface on Truxford Road. | The clerk to write to MoD in support. Completed remove item |
| 8982(March 2025) | Cllr Murphy to write to the estate mgr at Westbrook asking them to request a mtg with Thames Water over the at risk sewer. | Cllr Murphy has written  Completed remove item |
| 8983 (March 2025) | Clerk to update name of 32 day notice acct with POR in Scribe for ease of identification | Completed remove item |
| 8985 (March 2025) | Clerk to re-code some cost centres and reallocate the budget 25/26 | Work to be complete once 24/25 has been closed on Scribe. |
| 8988 (March 2025) | Bank mandate issue | Clerk to f/up issue with Lloyds re Cllrs Holroyd and Collis issue |
| 8990 (March 2025) | Cllr Goundry noted safety concerns with Thursley Common | Cllr Goundry to contact NE or MoD |
| 8991 (March 2025) | Issues of Thursley Road breaking up by the Swiss Cottage | Clerk to report on fix my street. Clerk has f/up with RM to check if she has photographed the correct road defects. |
| 8992 (March 2025) | Damaged palings by Thursley Road Rec. | Clerk has reported to contractor to fix and f/ip asked for a due by date. |
| 8993 (March 2025) | Cllr Hampshire asked if the PC could obtain NE’s 10 yr land management plan | Cllr Murphy to share NE contact details with Cllr Hampshire. Cllr Hampshire to write. |
| 8992 (March 2025) | Cllr Hampshire reported the appearance of a large building by SANG/Woodside Farm | Clerk has reported to planning enforcement. Planning enforcement have contacted the owner who said that this was a temporary building |