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**ELSTEAD PARISH COUNCIL**

**Minutes of the Annual Parish Meeting**

**Monday 19th May 2025 at 7pm**

**Held at Elstead Youth Centre**

**Attendees: 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 D. Harmer ? x MOP’s.**

**1.0 ELECTION OF A CHAIR**

9040 Cllr Jacobs was nominated to be Chair of Elstead Parish Council, proposed by Cllr Hampshire and seconded by Cllr Goundry. There were no further nominations and Cllr Jacobs was unanimously, duly elected Chair. 8/8 councillors

9041 Prior to the meeting Cllr Murphy advised the council that he would not be seeking to be re-elected Chair although he would be continuing his term of office as a Councillor.  Cllr Murphy has served as a Chairman for Elstead Parish Council for 14 years and has been very involved in all aspects of council business throughout this period.  The council as a whole would like to recognise all the work that Cllr Murphy has done and note its sincere appreciation. **(05/25).**

**2.0 COMPLETION OF ACCEPTANCE OF OFFICE FORMS**

9042 The Declaration and Acceptance of office form was read and signed by Cllr Jacobs and passed to The Clerk. **(05/25).**

**3.0 ELECTION OF A VICE CHAIR**

9043 Cllr Hampshire was nominated to be Vice Chair of Elstead Parish Council, proposed by Cllr Jacobs and seconded by Cllr Goundry. There were no further nominations and Cllr Hampshire was unanimously, duly elected Vice Chair. 8/8 councillors **(05/25).**

**4.0 QUESTIONS FROM MEMBERS OF THE PUBLIC**

9044 There were no questions from members of the public. **(05/25).**

**5.0 APOLOGIES FOR ABSENCE**

9045 Cllr Murphy and Cllr Long had offered their apologies for absence prior to the meeting which councillors duly accepted. **(05/25).**

**6.0 DECLARATION OF INTERESTS**

9046 The clerk noted that it was good practice to redo a pecuniary interest form every year. The clerk had circulated Councillor’s pecuniary interest form prior to the meeting. All councillors to complete and return their pecuniary interest form by 31st May 2025. **(05/25).**

9047 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. **(05/25).**

**7.0 ANNUAL REVIEW OF COUNCILLOR DOCUMENTATION (no changes proposed unless noted).**

9048 The clerk advised that all documents had been circulated prior to the meeting.

* 1. Code of Conduct – councillors reviewed and unanimously approved the adoption of the LGA Code of Conduct (in-line with the Local Authority). 8/8 councillors
	2. Standing Orders – councillors reviewed and unanimously approved the adoption of the amended Standing Orders that were revised by NALC in May 2025. 8/8 councillors
	3. Financial Regulations – councillors reviewed and unanimously approved the adoption of the amended Financial Regulations that were revised by NALC in May 2025. 8/8 councillors
	4. Model Scheme of Publication - councillors reviewed and unanimously approved the updated Model Scheme of Publication. 8/8 councillors **(05/25).**

**8.0 TO DISCUSS AND AGREE COUNCILLOR ROLES FOR RESPONSIBILITIES FOR 25/26**

9049 Councillor roles and responsibilities were discussed and agreed. 8/8 councillors. The clerk to circulate the updated document. **(05/25).**

**9.0 TO DISCUSS AND AGREE ELSTEAD PARISH COUNCIL OBJECTIVES FOR 25/26**

9050 Councillors discussed objectives for FY25/26. The initial objectives (see list following), were agreed. Councillors to review and come with further objectives to the June meeting :

1. Move to .gov.uk for email and website
2. Draft a CIL IDP
3. Progress plans for a new Burford Lodge Pavilion
4. Progress the road safety initiative as drafted by Surrey CC.
5. Agree what to do with POR monies remaining in the account
6. Undertake Burford Lodge playground upgrade
7. Upgrade entrance to Woolford Lane Cemetery **(05/25).**

**10.0 TO AGREE ARRANGEMENTS AND TIMETABLING FOR DRAFTING CIL IDP**

9051 It was agreed that Cllrs Jacobs, Hampshire and Holroyd would meet to draft a plan for the June meeting. **(05/25).**

**11.0 ANNUAL REVIEW OF POLICIES – NO CHANGES PROPOSED UNLESS NOTED**

9052 The clerk advised that all documents had been circulated prior to the meeting.

1. Equality Policy – to be reviewed in June when compared with NALC policy templates.
2. Website Policy – no changes proposed. Councillors reviewed and unanimously approved the website policy. 8/8 councillors
3. Woolfords Lane Cemetery Policy – no changes proposed. Councillors reviewed and unanimously approved the cemetery policy. 8/8 councillors
4. Floodlight Policy - minor changes proposed. Councillors reviewed and unanimously approved the Floodlight policy. 8/8 councillors **(05/25).**

**12.0 ANNUAL REVIEW OF ToR’s – NO CHANGES PROPOSED UNLESS NOTED**

9053 The clerk advised that all documents had been circulated prior to the meeting.

1. Finance Committee ToR – no changes proposed. Councillors reviewed and unanimously approved the Finance Committee ToR. 8/8 councillors
2. Planning Committee ToR – no changes proposed. Councillors reviewed and unanimously approved the Planning Committee ToR. 8/8 councillors
3. Smiths Charity Committee ToR – no changes proposed. Councillors reviewed and unanimously approved the Smiths Charity Committee ToR. 8/8 councillors
4. EVRS (working party) ToR – no changes proposed. Councillors reviewed and unanimously approved the EVRS (Working party) Committee ToR. 8/8 councillors
5. Our Elstead (working party) ToR – minor changes proposed. To be approved at the June meeting.
6. POR (working party) ToR – no changes proposed. Councillors reviewed and unanimously approved the POR (Working party) Committee ToR. 8/8 councillors
7. Bonfire Hill Trust Committee ToR – one change proposed. Councillors reviewed and unanimously approved the Bonfire Hill Trust Committee ToR. 8/8 councillors **(05/25).**

**13.0 APPROVAL OF MINUTES OF THE PC MEETING HELD 14TH APRIL 2025**

9054 The minutes of the Parish Council meeting held on 14th April 2025 were unanimously approved. The Chair signed the minutes. **(05/25).**

**14.0 APPROVAL OF MINUTES OF THE PLANNING MEETING HELD 14TH APRIL 2025**

9055 The minutes of the Planning meeting held on 14th April 2025 were unanimously approved. The Chair signed the minutes. **(05/25).**

**15.0 REPORT FOLLOWING MEETING WITH WBC PLANNING/ENVIRONEMNTAL HELD 13TH MAY 2025.**

9056 The meeting, held at WBC offices, was attended by Cllrs Murphy, Goundry, Long and the Clerk. WBC’s suggested using CIL to cover the cost of works on Bonfire Hill however Elstead PC felt that WBC were in part responsible and should make a contribution towards the works. WBC have agreed to revisit the legalities that Elstead PC have highlighted and to examine whether they should make a contribution. Councillors also raised the issue of items being left on Springfield land and WBC provided an update regarding the Springfield housing scheme which they advised should be going to planning imminently. **(05/25).**

**16.0 REVIEW OF DRAFT ELSTEAD COMMUNITY AND RESILIENCE PLAN (VERSION MAY 2025).**

9057 Cllr Holroyd had drafted the new Elstead Community and Resilience plan alongside the clerk based on a template provided by Surrey CC and following a meeting with WBC. The plan provides details of everyone who can provide support in the event of an emergency and what we have in terms of facilities and equipment. The final page to be completed and then recirculated for final approval. An appendice to be created in due course containing inter parish plans in the event of an emergency impacting Elstead and neighbouring villages e.g. wild fire and flooding. Councillors noted their appreciation to Cllr Holroyd for her hard work. **(05/25).**

**17.0 FINANCE**

9058 To review and note (previously circulated) Bank Account balances for April 2025. (NB April reconciliation cannot be shared until after the audit scheduled). Current account: £31,787.67, Deposit Account: £135,803.13, PoR account: £30,036.18, Bonfire Hill act: £30,024.51. **(05/25).**

9059 To review (previously circulated) payment listing for May 2025. 7 payments of which 3 are +£500: clerks salary and pension and ragwort spraying (Bonfire Hill).  Total £3,326.35. To note all payment are being made on-line. **(05/25).**

9060 To note expenditure made outside of meetings but in accordance with the Standing Orders: nothing to note. **(05/25).**

9061 To note expenditure agreement for the following expenditure:

1. Cleaning of the war memorial: £1,000. The clerk had already sought three quotes for a neighbouring parish for their war memorial repairs and found that this provider was the best in terms of work and price. Approved 8/8 councillors. *Made under the parish council’s power to maintain, repair, protect and adapt war memorials: War Memorials Act 1923 s1. as extended by Local Government Act 1948 s. 133. The clerk to instruct K&S Memorials, Alton.*
2. Contribution of £500 towards hall hire and marketing materials for the memory cafe. Approved 8/8 councillors. *Made under the parish council’s power to make grants: Localism Act 2011 s.1.*  **(05/25).**

9062 To note the end of year audit is taking place mid/end May 2025. **(05/25).**

**18.0 REPORTS & CORRESPONDENCE – CIRCULATED TO COUNCILLORS IN ADVANCE**

9063 No correspondence was noted – the correspondence was covered under the planning minutes.

**19.0 EXEMPT BUSINESS**

9064 There were no matters raised.

**20.0 DATE OF NEXT MEETING**

9065 Monday 19th June 2025. 7.30pm.

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**21.0 BONFIRE HILL CHARITABLE TRUST**

9066 Papers were circulated in advance of the meeting regarding the Deed of Gift, Deed of covenant and Transfer of land. Councillors agreed to the signing of the documents and it was agreed that the documents would be signed by Cllrs Jacobs, Hampshire and the clerk. **(05/25).**

9067 Information was shared regarding the inauguration event which will be a community picnic on the hill with a scavenger hunt, kite flying and brief ceremony of thanks. Councillors supported the plans for the event. **(05/25).**

9068 The next Bonfire Hill committee meeting will be held 20th May 2025 meeting at 7pm. **(05/25).**

**Meeting closed at 7.35pm**

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**ELSTEAD PARISH COUNCIL**

**Project/Objective Status – updated May 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 calming8580 - zebra crossing8583 – yellow lines | 2025 | CIL bid submitted by Surrey CC 25.10.2024Bid 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%3A/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 |
| 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 |  |
| 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. |
| 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. |
| 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. |
| 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 |