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**ELSTEAD PARISH COUNCIL**

**Minutes of the Monthly Meeting**

**Monday 16th June 2025 at 7.30pm**

**Held at Elstead Youth Centre**

**Attendees: Cllr J. Jacobs (Chair) Cllr L. Davidsen Cllr A. Goundry**

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

**Cllr P. Murphy**

 **Cllr D Harmer**

**Mrs J. Williams (Clerk)**

**4 x MOP**

*Cllr Jacobs opened the meeting by recording the sincere thanks of the whole Parish Council to Cllr Murphy for*

*his many years of service as the Chair of Elstead Parish Council and for all he has achieved.*

 **QUESTIONS FROM MEMBERS OF THE PUBLIC**

9068 There were no questions from any members of the public. **(06/25).**

**1.0 APOLOGIES FOR ABSENCE**

9069 Apologies for absence were received from Cllrs Collis, Hampshire and Cllr Long prior to the meeting which councillors duly accepted. **(06/25).**

**2.0 DECLARATION OF INTERESTS**

9070 No councillors 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 (LGA Model Code of Conduct) Order 2020. **(06/25).**

**3.0 APPROVAL OF MINUTES OF THE PC MEETING HELD 19th MAY 2025**

9071 The minutes of the Annual Parish Council meeting held on 19th May 2025 were approved. The Chair signed the minutes. **(06/25).**

**4.0 APPROVAL OF MINUTES OF THE PLANNING COMMITTEE MEETING HELD 19th MAY 2025**

9072 The minutes of the Planning Committee meeting held on 19th May 2025 were approved. The Chair signed the minutes. **(06/25).**

**5.0 VERBAL REPORT FOLLOWING BW68/69 ACCESS MEETING WITH MOD AND SCC HELD 29th MAY 2025.**

9073 Cllr Murphy along with the clerk attended the site meeting with JB (SCC) and 3 representatives from the MoD. The purpose of the meeting was to look at the maintenance of rights of way in wet weather. Cllr Murphy explained that both EA and/or NE have opposed the clearance of ditches which has in turn caused water levels on the common to rise. During the winter months BW68 and BW69 both become water-logged. JB suggested that SCC countryside would be able to do something in the short term as there were some lower lying sections of BW however in periods of excessive rainfall BW’s will be underwater and this was a situation that would need to be accepted. As the ditches become increasingly congested, so the water levels rise. Cllr Murphy advised that he had seen two reports from NE both recommending that that ditches should not be maintained and should be filled in. It was unclear whether this was official policy as NE have not communicated what their policy is. It was agreed by all that Cllr Murphy would draft a letter for the clerk to forward to NE. **(06/25).**

**6.0 CLERKS UPDATE**

9074 The previously circulated clerk’s update was discussed. See appendix 1. **(06/25).**

**7.0 WBC UPDATE**

9075 Councillors were reminded of the workshop on the Local plan to be held on 18th June at Farnham Maltings. Cllr Murphy agreed to attend on behalf of the council. **(06/25)**

**8.0 SCC UPDATE**

9076 Cllr Harmer advised that he had not been alerted to works on Milford Road over the weekend which caused a lot of problems for residents. Since having been alerted to the issue, Cllr Harmer had contacted SCC highways who advised that they had taken the decision not to do a letter drop to notify residents of the impending works as 623 letters would be required and the works had had a delayed start. Cllr Davidsen noted that there were a lot of road closure signs up all with different sates which has exacerbated resident’s confusion. Councillor Holroyd noted that a number of carers were unable to visit their clients as a result of the works. Cllr Jacobs noted that she did not know why the whole of the main road was closed as opposed to completing one half of the carriageway at a time and Councillors requested that in future Highways should send a note to the clerk advising of the works. **(06/25).**

**9.0 PROPOSAL FROM SCC RE FP64**

9077 The clerk advised that at the site meeting with SCC (agenda item 5) JB (SCC) had put forward a proposed compromise regarding FP64 which is currently closed. A proposal was circulated to councillors ahead of the meeting. Whilst the proposal was not perfect, councillors did agree that a solution should be found and that this was a reasonable starting position. The clerk and Cllr Lass to meet with JB (SCC) as soon as possible to explore the various options. Once a proposal is agreed it will need to be presented to the land owner. **(06/25).**

**10.0 TO DISCUSS AND AGREE PARISH COUNCIL OBJECTIUVES FOR 2025/26.**

9078 Following on from the discussion at the May meeting the objectives for 25/26 were added to and then agreed by all present (7/7 councillors). **(06/25)**.

1. Move to .gov.uk for email and website
2. Draft a CIL IDP
3. Progress plans for an upgrade at Burford Lodge Recreation Ground
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
8. Install more durable fencing around the Jubilee playground
9. Continue discussions with WBC regarding a medical centre on the Sunray Farm site (to note that WBC are project lead).

**11.0 CIL IDP – review and discuss**

9079 Cllrs Jacobs, Hampshire and Holroyd along with the clerk met to discuss this. A draft plan was circulated to councillors ahead of the meeting for discussion. It was agreed that when the new Bonfire Hill bank account is finally opened any CIL monies will be paid into the old Bonfire Hill account to keep the monies separate thus making it easier to report back once the money has been spent. (7/7 councillors agreed). **(06/25).**

**12.0 OUR ELSTEAD - UPDATE**

9080 Cllr Lass advised that the next community litter pick would be on 29th June 2025. The clerk to provide some refreshments. **(06/25).**

9081 Cllr Lass confirmed that the Christmas light switch on event will be held in the village hall. **(06/25).**

9082 A revised plan relating to the planting of a large number of daffodil bulbs had not been received before the meeting despite it being requested. Cllr Jacobs noted that it was disappointing that the two OE councillors had not been involved in the discussions. As the land belongs to EPC it is important for cllrs to see and approve a plan to ensure that vehicular sightlines are not blocked. Cllr Murphy also suggested that the widened footpath from Bonfire Hill to West Hill would be another good location for planting. OE to present a plan at the July 8th meeting. **(06/25).**

**13.0 FETE UPDATE**

9083 The Clerk provided an update and explained that planning for the fete had progressed well. The clerk to share a poll to see when councillors would be available to man the PC stall. **(06/25).**

9084 The Clerk advised that a leaflet about the fete as well as the PC newsletter had been printed and was due for collection on Tuesday. All councillors to letter drop as soon as possible. The clerk to share the list of roads split by councillor. **(06/25).**

9085 The Clerk advised that tickets for the band night were available now (follow the QR code on the poster or buy in person from Chandlers) and all were encouraged to support the event. **(06/25).**

**14.0 PLAYGROUND UPDATE**

9086 The Clerk confirmed that the annual inspection had been completed and nothing of significant note was reported. **(06/25).**

9087 The Clerk shared photographs of the damaged picket fence surrounding the Jubilee playground and councillors agreed that the clerk should seek quotes to replace it with something more substantial. It was agreed that the clerk should submit an application for Cllr Harmer’s Councillor Allocation pot to help fund the cost of the new fence which Cllr Harmer supported in principle. **(06/25).**

**15.0 EVTC FLOODLIGHT PROPOSAL**

9088 GM (chair EVTC) introduced herself to the council and gave a brief synopsis of all the work that the tennis club had recently undertaken which included; court resurfacing, changing the minis court to a pickleball court. GM presented to councillors a proposal for the replacement of the floodlight bulbs at EVTC. The cost of the project was c £30k. A lot of research had been conducted by EVTC, including site visits to test light spillage versus court playability. GM advised that the pylon height would remain the same and that overall there would be less light spillage. The new lights will be a flat white colour and will be more vandal-proof. GM confirmed that there was no proposal to change the time at which the lights were switched off at night. Cllr Murphy asked whether EVTC would be amenable to allowing the football clubs to run lights from the tennis pylons and GM agreed that she would be happy to listen to any proposals. Councillors agreed to support the proposal (7/7 councillors). GM to liaise with the clerk re dates for the work and waste removal. GM was thanked for attending and for updating the PC. **(06/25).**

**16.0 REVIEW OF HR POLICIES**

9089 Draft complaints and IT (statutory) policies were circulated for review. Of the remaining policies listed by NALC many seemed to be repeated in statutory documents such as the code of conduct and standing orders. The clerk recommended that the following policies should be considered which councillors agreed (7/7 councillors). Draft policies to be circulated for approval in July 2025.

* Homeworking
* Dignity at work (replaces anti-bullying & harassment)
* Whistleblowing
* Equally & Diversity (have already)

The rest of the polices are listed for the council’s reference: Data Protection (have already), Social media (have already), Flexible working, Lone working, Compassionate / annual / maternity / paternity / carers / emergency dependents leave, Sickness absence, Expenses, Training & developing, Grievance (clerk has drafted a complaints general policy), Disciplinary. **(06/25).**

**17.0 REPORTS & CORREPSONDENCE**

9090 A request to clear the vegetation overhanging into some bunglaows has been received. The land is part of the Bonfire Hill copse. The clerk is investigating who has historically cleared the land. There are no funds currently available for further work and the working party volunteers are not available. It was noted that residents are allowed to clear overhanging vegetation on their land from a neighbouring property. **(06/25).**

9091 A request to meet with the Parish Council was received from Shanley Homes. The clerk to advise that they may attend a meeting to make a presentation. **(06/25).**

9092 An email was received asking whether sporting groups e.g cricket club/tennis club pay the same amount of rent. The clerk to draft a response to the resident. **(06/25).**

9093 The clerk has reported the abandoned vehicle at the village hall and it has now been “stickered”. **(06/25).**

9094 A response has been received from EV team regarding ownership of the lay-by. The clerk has forwarded a copy of the PC’s land registry document. **(06/25).**

9095 Apologies were received from Sgt Bayman who was unable to attend the June meeting as arranged. **(06/25).**

9096 An email advertising an artwork day on Pierrepont Farm on 19th July was received. **(06/25).**

**18.0 FINANCE**

9097 Bank balances to end of May 2024 were circulated in advance of the meeting and are: Current £33,386.20, Deposit £117,585.46, Fete £1,672.27, PoR £30,818.09, Bonfire Hill (NB clerk to transfer some monies across to the current acct) £10,554.58 **(06/25).**

9098 Accounts for payment for June 2024 were circulated in advance of the meeting. 13 payments raised for online payment totalling £9,127.87. 4 cheques were over £500 (clerk salary and pension), Grasstex £4,191.13, Climbing wall for fete £715.50 (to be covered by fete act). **(06/25).**

9099 To note expenditure made outside of meetings but in accordance with the standing orders – there was nothing to note. **(06/25).**

9100 The clerk confirmed that £50,000 was transferred from the current account to the deposit account in April 2025 following receipt of the precept. **(06/25).**

9101 The clerk confirmed submission of the VAT reclaim to HMRC for 24/25. The total claim value is £11,887.69, the increase was due to the works on Bonfire Hill. **(06/25).**

9102 Councillors reviewed the previously circulated internal audit report 2024-2025. The report was noted and the clerk was pleased to advise that there were no actions to adopt. The clerk confirmed that the audit had been carried out by an independent auditor with no connection to the Parish Council. **(06/25)**.

9103 Councillors reviewed and resolved to adopt the previously circulated Statement of Internal Control 2024-2025 (7/7 councillors). **(06/25).**

9104 Councillors reviewed and resolved to adopt the previously circulated Review of Effectiveness of Internal Audit document. (7/7 councillors). **(06/25).**

9105 Councillors discussed and agreed to the re-appointment of Maxwell & Co for 2025-2026. (7/7 councillors). **(06/25)**.

9106 Councillors reviewed and resolved to adopt the previously circulated Annual Governance Statement 2024-2025 (7/7 councillors). **(06/25).**

9107 To note that date at which the exercise of the public rights (unaudited accounts) will start Tuesday 24th June – Monday 11th August. The clerk noted that the announcement notice to be placed on noticeboard and on the village website on Monday 23rd June as is a statutory requirement.  **(06/25)**

9108 Councillors reviewed and resolved to adopt the previously circulated Accounting Statement 2024-2025 (7/7 councillors). **(06/25).**

9109 The clerk confirmed that there were no changes to the recently amended mandate. Signatories are: JJ, PM, JC, ML, RM, JH, JLW. **(06/25).**

**20.0 MATTERS RAISED BY MEMBERS**

9110 Cllr Lass asked whether the public area on Bonfire Hill would be made dog free. It was noted that it probably could not be given the footpath crossing the area. **(06/25).**

9111 Cllr Murphy reported some damaged posts around the village green which need fixing. The clerk to add to the July agenda. **(06/25).**

**21.0 EXEMPT BUSINESS**

9112 There were no matters raised.

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**22.0 BONFIRE HILL CHARITABLE TRUST**

9113 A list of anonymised tenders was shared with councillors before the meeting. The sheet gave details of their proposed use of the land, which land the tender preferred and the proposed value of their tender. Proposals were presented in a list that had been generated in a random order. The committee had determined that the annual rental amount required would be in the region of £5k. The committee proposed that a small section of the land c ½ acre across the ridge should be set aside for public use. This might require further fencing in field 1 and it was hoped by the committee that in due course this could become a wild flower meadow. (On this point Cllr Murphy suggested that due to the infestation of ragwort the field would need to be heavily grazed for 2 years to reduce the seed bank). 3 types of tender has been received; equestrian use, cattle/sheep grazing and a dog walking area. The highest bids tenders 6 and 7 were from those proposing equestrian use. A third equestrian option tender 4 is a charity which provides riding for disadvantaged children. Whilst the tender was the second highest there were concerns around traffic, parking plus the charity required 2 buildings and a porta-loo which were not permitted under the current usage of the land. Having looked at the tender councillors agreed that tenders 6 and 7 should be followed up. Councillors also supported tender 1 for sheep grazing and it was agreed that this tender should also be followed up in the event that neither equestrian tender required all the land. (7/7 councillors were in agreement). **(06/25).**

9114 BH (Bonfire Committee) advised that he had met two members of SWT at the copse. SWT had talked about various schemes that could help to support this area e.g. wildlife community scheme. BH explained that as a result of the visit he would be attending a small woodland management training scheme in October 2025. SWT suggested adding in hedging and creating a pond by the willow tree. SWT explained that they can loan wildlife recording kits. Councillors voted in agreement to continue investigating the best copse management options alongside SWT. (7/7 councillors). **(06/25).**

9115 Bonfire Hill event on 28th June will be a fairly low key event billed essentially as a picnic with a couple of activities; homemade kite/plane flying and a scavenger hunt. A picnic is to be provided for PM, the benefactor and his guests. PM to present a picture to the benefactor and the benefactor to say a few words. A beacon, donated by the RLLM is in situ. General tidying of the land will continue this weekend. It was agreed that the fields should be topped – the clerk to arrange. PM advised that JH (MP) will attend and that he is still keen to discuss the installation of a mast on the hill. **(06/25).**

9116 The clerk advised that she had received notification of a utility company who have been surveying the 11khv power network on the top of Bonfire Hill for tree and vegetation management. Work to be completed late July/summer. **(06/25).**

**Meeting closed at 9.50pm**

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**ELSTEAD PARISH COUNCIL**

**Project/Objective Status – updated June 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.Agenda item |
| 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.f/up last week and today |
| 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 and wok starts 17.6.25 |
| 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.Emailed for an update of timings 16.6.25 |
| 8763 (a) | Facility Improvement B/L | Artificial strip | April 2025 | Contract has been signed off. Delivery due April. Date delayed until end of June – supplier issues. |
| 8763 (b) | Cricket nets | Installation of brand new cricket nets | Summer 2026 | Planning application submitted March 2025. Planning agenda item JUNE |
| 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 | VERY WELL RECEIVED. TRAINING COMPLETED REMOVE ITEM.  |

**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. June agenda item |
| 8634 (June 2024) | EER Plan to be drafted. Working party confirmed. | Plan drafted and presented May ‘25 waiting on final page from WBC |
| ~~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. Tree quotes for July meeting |
| 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 | June agenda item  |
| 8813 (Nov 2024) | Bonfire Hill charity status | Trust deed and transfer deed approved. Coop bank act in progress  |
| 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 quotes for July meeting |
|  | Water connection Bonfire Hill | £5k quote – RK searching for water conenction |
| 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 | Bank mandate completed item closed. |
| 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.  | Agenda item as detail has changed |
| 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. Cllrs to confirm who will attend |
| 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 | Quote approved clerk has instructed war memorial cleaning company |
| 8976 (March 2025) | Vegetation in The Croft to be cut back | Contractor has been booked to do the work in April. Deferred to october |
| 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. Complete remove item |
| 8988 (March 2025) | Bank mandate issue | Clerk to f/up issue with Lloyds re Cllrs Holroyd and Collis issue compete item removed |
| 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 remove item |