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**Councillors are summoned to attend the Monthly Parish Council Meeting**

**to be held as follows:**

Date: **Monday 15th September 2025**

Time: **7.30 pm**

Place: **Elstead Youth Centre**

Members of the public who wish to raise any matters relating to Council business will be invited to do so at 7.30pm. A time of approximately 15 minutes has been set aside for question and answers.

**Juliet Williams - Parish Clerk**

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The Agenda for the meeting is set out below:

1. Apologies for Absence
2. Declaration of Interests
3. Approval of Minutes of Previous Meeting held 7th July 2025
4. Approval of Minutes of Previous Planning Meeting held 7th July 2025
5. Approval of Minutes of Extraordinary Planning Meeting held 18th August 2025
6. Written report following meeting with Shanly Homes held in person on 14th August 2025
7. Written report following kick off Burford Lodge Pavilion/Grounds meeting held 2nd September 2025.
8. Clerk’s Update
9. WBC Update
10. SCC update
11. OE Update
	1. To review and approve daffodil proposal
	2. Christmas Tree Event
12. SGN Works B3001
13. ERT Membership
	1. To appoint two councillors to the ERT
14. Lease Reviews
	1. ERT and EVTC leases needed to be reviewed and updated. To agree which councillor(s) will lead this project alongside the clerk.
	2. To confirm that the clerk can engage a legal firm to work on the leases.
15. Tree Survey – to agree costs of treeworks on PC land following the survey
16. Woolfords Lane Cemetery – to agree costs for finishing off the driveway works
17. Land ownership
18. To consider the access to shops adjacent to Orchard Close.
19. Request for a donation/grant from Elstead Village Halls
20. To agree or otherwise preference not to have a LEAP on the Sunray development.
21. Reports and Correspondence
22. Finance
	1. To review previously circulated bank balance up to the end of August 2025
	2. To review previously circulated accounts for payment in August 2025.
	3. To review previously circulated expenditure to date versus budget.
	4. To note expenditure made outside of meetings but in accordance with the standing orders.
	5. To confirm the conclusion of the external audit.
	6. To consider any large projects that will require expenditure in 26/27 – budget meeting to be held before November PC meeting.
23. Matters raised by Members
24. Exempt Business – to the exclusion of the public and press.
25. Date of next meeting: **Monday 20th October 2025.**

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**The Bonfire Hill Trust**

1. Approval of ToR
2. Update on tenancy
3. Update on works
4. Approval of fencing quotation

Juliet Williams

**Clerk – Elstead Parish Council**