

ELSTEAD ANNUAL PARISH COUNCIL

Minutes of Meeting

Monday 15th June 2015 at 7.30 pm

United Reform Church Hall, Elstead

Attendees: Cllr P. Murphy (Chairman) Cllr K. Brooke Cllr J. Holroyd
Cllr R. Holroyd Cllr J. Jacobs Cllr J. Mathisen
Cllr. R. Rees Cllr L. Davidsen (from 8.10 pm)
Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Mrs S. Cheeseman Mr R. Knight

PUBLIC QUESTION TIME

3100 Mrs Sandra Cheeseman asked if it would be possible for the Parish Council to contact the bus company to see if they could run a service from Thursley Road to the village green and back again in light of the planned move of the Post Office to the Spar. The Clerk was asked to make enquiries.

3101 Cllr Harmer advised that he had not received as many responses from Elstead residents as he had from neighbouring parishes regarding his recent communication regarding the Superfast Broadband service in the village. Cllr Murphy suggested that the communication be included in the parish magazine and the Clerk was asked to make arrangements.

1.0 APOLOGIES FOR ABSENCE

3102 Apologies had been received from Cllr Roger Gardner who was not able to attend due to business commitments. These apologies were accepted by the Council.

2.0 DECLARATIONS OF INTEREST

3103 Cllr Murphy declared an interest in agenda item 9) Sports Bar Request. Cllr Roger Holroyd declared an interest in any discussion regarding the move of the Post Office to the Spar.

No other members disclosed any (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 2007.

3.0 APPROVAL OF PREVIOUS MINUTES

3104 The minutes of the Parish Council meeting on 18th May 2015 were agreed and signed by the Chairman.

4.0 MATTERS ARISING

2639 Local Committee (Waverley) – **Cllr Harmer reported that the SCC Area Highways Manager was acquiring a copy of the feasibility study which was prepared last year for new parking arrangements in Springfield as funding should be available in the current year for the works to take place. He agreed to report further at the next meeting. (06/15)**

- 2715 Post Office relocation – **It was confirmed that the Post Office is due to relocate to the Spar in early July.** (06/15)
- 2746 Review of street maintenance – (see appendix A for full list of works) **Flooding issues discussed at recent Western Villages Highways meeting – see 3108 below .** (06/15)
- 2779 Parking in Springfield – **The Clerk reported that the WBC consultation was for improved parking arrangements for tenants at no. 14-22 Springfield only with works expected to be started before the end of the year.** (06/15)
- 2805 TAG Farnborough Consultation – The Clerk reported that correspondence had been received to advise that the consultation feedback report would be available later in 2015. (02/15)
- 2882 Emergency Group Update – **Following amendment of the draft plan by Mrs Anne Thomas, Cllr Rees and Cllr Joan Holroyd agreed to review and update the contact details included in the plan and advise the Clerk of any necessary amendments so that further discussion could take place at the next meeting.** (06/15)
- 2918 Tracys Development site – The Clerk reported on behalf of Cllr Jenny Else that the application for the front elevation to be restored to the original specifications is due to be decided upon at the June planning meeting which will allow for six months marketing of the property as per the original proposal. (05/15)
- 2929 Seating Request – **It was confirmed that an article had been included in the June parish magazine regarding placement of a seat. Richard Knight was asked to make arrangements for the bench to be installed.** (06/15)
- 2930 Defibrillators – **Cllr Joan Holroyd reported all three units were now installed and registered with SECAM. She advised that an article had been prepared and was available on the Parish Council website, Facebook page and included in the parish magazine. Cllr Joan Holroyd asked whether the Council would consider applying for a ‘Hands on Heart’ award as a public body. This was agreed and Cllr Joan Holroyd was asked to make the necessary arrangements. The Clerk was asked to inform the Billmeir Trust of the installation of the units. Cllr Murphy thanked Cllr Joan Holroyd on behalf of the Council for her work in this matter.** (06/15)
- 2957 Tanshire – The Clerk reported on behalf of Cllr Jenny Else that WBC were waiting for an application for a more permanent solution to the car parking issue and that she had asked for this to be chased for receipt by mid-June. (05/15)
- 2972 **Change of Use Applications – It was reported that the change of use application for Pangs Lodge had been discussed at the Planning Committee meeting held prior to the meeting and that the Clerk would be asking WBC for an update. Cllr Brooke provided her understanding of the situation and reported that the Employment Neighbourhood Plan Group would be preparing a comment to be sent to WBC.** (06/15)
- 2984 Linden Homes –Cllr Davidsen advised that there was an analysis of needs being undertaken as part of the NH Plan working group which would inform the decision making process. (02/15)

- 3020 Cemetery – It was confirmed that work had taken place to improve the access into the cemetery but that the footpath still needed to be moved. Removal of a tree was approved. (05/15)
- 3025 Footpath at the end of Red House Lane onto the common – Cllr Murphy confirmed that the MOD had accepted the offer of a contribution towards the fittleworth stone on BW92 and they had advised that they intended to improve BW504 at their cost. (05/15)
- 3206 Closure of Footpath 64 – Needs to remain closed at present due to undercutting of the path. SCC to consider options to reopen. (04/15)
- 3035 Traffic survey – it was confirmed that a traffic survey had been undertaken as part of the Neighbourhood Plan process. (04/15) *Item to be removed as matter outstanding.*
- 3057 Backland Field - **It was confirmed that following a tendering process and receipt of two bids for the same highest amount, an Elstead resident would be taking over tenancy at the beginning of July to graze ponies. Cllr Murphy reported that some spraying works had recently been undertaken but that the increased rent amounts had covered all costs incurred for improvements to date. It was agreed that Cllr Brooke inform the tenant and Parish Council of access needs to the allotments in advance. She was informed that Richard Knight had the combination lock details.** (06/15)
- 3060 Thursley Road Recreation Ground – **Cllr Murphy advised that the first spraying had taken place and the second spraying would take place at the appropriate time.** (06/15)
- 3078 Speeding – **The Clerk reported that in response to the recent traffic surveys, she had received a communication from a parishioner living in Milford Road close to Burford Lea regarding the ongoing problem of speeding. She advised that the comments had been passed to the relevant Neighbourhood Plan working group for consideration as part of their development work.** (06/15)
- 3079 Weyburn Works - Discussion took place regarding the installation of a pavement on the triangle at the Milford Road/Shackleford junction and ownership of the land. (05/15)
- 3081 Local Allocations Grant – **Cllr Murphy asked that members consider whether they are aware of any appropriate projects which could benefit from an application to the fund. Cllr Harmer confirmed that up to £2k may be available for an appropriate project.** (06/15)
- 3090 Commemorative Plaque – **It was confirmed that the service had taken place and that the plaque was now installed on the Church Green.** (06/15)
- 3094 Village Green Posts – **Cllr Murphy advised that following a recent incident involving damage to the posts on the village green by a car, the Police had advised that they were not able to provide details of the responsible party and that as the Parish Council's insurance company did not specifically cover these items, they were also not able to obtain the details required to make a claim against the culprit. He advised that he had written to the Police and Crime Commissioner to enquire about the best way to proceed.** (06/15)

5.0 OBJECTIVES OF THE PARISH COUNCIL 2015-16

- 3105 The objective for the coming year was agreed and approved as being to progress the preparation of the Neighbourhood Plan.

It was agreed that timing of the project is dependent upon the input from a volunteer group of people who were working hard to move the project forward and the progress of the WBC Local Plan which would inform housing numbers and policies etc.

Cllr Murphy highlighted the hard work of the development groups to date which had already resulted in several examples of good practice including the response to the Weyburn Works planning application and the traffic survey information.

6.0 NEIGHBOURHOOD PLAN

- 3106 Cllr Jacobs advised that a Public Meeting would take place from 6.00 pm on Monday 6th July at St. James School to provide an update on work to date and to obtain ideas for the future. Discussion took place regarding the provision of refreshment on the evening and the expenditure was approved. Councillors were asked to encourage residents to attend the event.

- 3107 Cllr Murphy reported that a very informative Steering Group meeting had taken place the previous week to prepare for the Public Meeting and that the working groups had undertaken some excellent work with some interesting results. He thanked Cllr Jacobs and the Neighbourhood Plan volunteers for their work to date.

7.0 FLOODING ISSUES UPDATE

- 3108 Cllr Mathisen reported that he had attended a recent Highways Task Group meeting and had circulated a report which showed that the funding allocated to flooding issues in Elstead had been agreed and that works for the majority would take place. He reported that the success of the requests had been due to the work that had been undertaken by Parish Councillors by identifying the problems and suggesting resolutions to the SCC representatives in advance of the meeting. Discussion took place regarding the flooding issue by Fullbrook Lane which was thought to be the most difficult to resolve.

- 3109 Cllr Brooke highlighted a flooding issue in Springfields. She was asked to investigate further and prepare a brief report highlighting the problem with possible solutions so that discussion can take place with Stuart Copping (SCC).

8.0 PLANNING INFRASTRUCTURE CONTRIBUTIONS ALLOCATION (PIC)

- 3110 A copy of the PIC funds available had been circulated to members in advance of the meeting. Following discussion it was agreed that the funding remain with WBC for the present until suitable projects can be identified for use. It was suggested that the play area funds could be best spent at The Croft or Burford Lea play areas in the future.

It was suggested that the Environmental funding amount could be used to support the installation of the fittleworth stone on BW92 but that further discussion could take place at the appropriate time.

9.0 ELSTEAD SPORTS BAR REQUEST

3111 The Clerk reported that a request had been received from the Elstead Sports Bar for them to erect a marquee on the recreation ground for event on 29th August and for limited vehicular access onto the recreation ground for transport of supplies and equipment. They also asked for permission to erect a notice advertising the event within the car park close to Thursley Road. Their requests were approved.

10.0 INTERNAL AUDIT REPORT 2014-15

3112 Copies of the Internal Audit report had been provided to Councillors in advance of the meeting. Discussion took place regarding the internal audit report as follows:

- The 2014 External & Internal Audits recommended that the council improve budget monitoring by performing a quarterly review of actual figures against budget. We are pleased to note that this important control mechanism is now in place.
- The 2014 Internal Audit also raised a number of other issues. The status of these are summarised below:
 - Salaries-
Status: The payroll is now being operated correctly.
 - The minutes do not provide evidence that the council is aware of, or has considered how it can address any issues raised by the Internal and External audits.
Status: During our 2015 audit we found that the minutes did adequately record the council's response to audit issues.
 - Playground equipment costing £23,455 had not been included in the Insurance Schedule.
Status: The equipment is now covered by Insurance.
 - There is no clear 'audit trail' between the figures in the cash book and the figures in the Receipts and Payments account.
Status: We have agreed a method that provides the information we require with the RFO.
- We have agreed the figures on the Annual Return for 2014/15 except for some minor amendments that arose due to improvements needed to the bank reconciliation procedure. We have agreed how to address this with the RFO.
- During our audit we found a marked improvement in the council's financial control procedures which are operating to a good standard.
- No other matters came to our attention.

It was noted that all issues highlighted by the internal auditors the previous year had been resolved and that action had been taken to improve the bank reconciliation procedure. It was also noted that the financial control procedures had improved.

11.0 APPROVAL OF ANNUAL RETURN 2014-15

3113 The Annual Return 2015 document was reviewed by the Council. Discussion took place regarding the reasons for the differences between the receipts and payments amounts for the previous two years. Cllr Murphy highlighted the intention of the Council to attempt to maintain between 6-12 months Precept amount as a funding balance.

3114 It was agreed to approve the Annual Accounting Statements and this was duly signed by the Clerk and Chairman.

3115 It was agreed to approve the Annual Governance Statement and this was duly signed by the Clerk and Chairman.

12.0 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

3116 The 'Review Effectiveness of Audit' document was approved by the Council and signed by the Clerk.

13.0 REPORTS AND CORRESPONDENCE

3117 The Clerk advised that a communication had been received from CPRE regarding their AGM meeting on 3rd July. The Clerk was asked to contact CPRE to ensure that the correct contact details are held by them to ensure notification regarding meetings, etc. is received by the Council.

14.0 ACCOUNTS FOR PAYMENT

3118 The following accounts for June were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Maxwell & Co	3377	Annual audit	£576.00
SSE	3378	Electric supply	£37.57
E. Felton	3379	Salary & Expenses	£339.70
Post Office	3380	HMRC	£208.80
URC	3381	Room hire	£59.00
SE Water	3382	Water supply cemetery	£90.26
SSALC Ltd	3383	Training	£120.00
Hogs Back Paddock Serv.	3384	Field spraying	£390.00
Richard Knight	3385	Maintenance/repairs	£830.38
Richard Knight	3386	Cemetery costs	£30.00
Total			£2,681.71

15.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

- 3119 It was noted that Cllrs Joan and Roger Holroyd are due to attend Councillor training the following week. Cllr Mathisen advised that he had attended a recent training session at the WBC offices and the importance of declaring a Pecuniary Interest had been discussed as well as the careful use of 'reply to all' when using electronic communications.
- 3120 Cllr Brooke advised that following clearance of an over grown allotment which had become vacant, the allotments association had not been able to identify anyone from within the village who wanted to acquire the plot and therefore a person from outside the parish had been offered and accepted it. It was agreed that this was in accordance with the agreement.
- 3121 Cllr Brooke reported that there was a half plot which had become overgrown and that the tenant may need some support to work on it. Cllr Brooke agreed to investigate what support may be available to them.
- 3122 Cllr Brooke reported that some footpaths appeared to be very overgrown at present. She as informed that SCC Footpath Team do undertake a clearance schedule but that they are not able to clear all of them as quickly as they may need to. She was asked to inform the Clerk if there are blockages on specific footpaths so that Richard Knight may be asked to undertake the works if necessary. Cllr Murphy agreed to provide Cllr Brooke with contact details of James Browne (SCC).
- 3123 Cllr Joan Holroyd advised that she was due to attend the Village Hall AGM on 22nd June as the Parish Council representative and that she would report back.
- 3124 Cllr Davidsen reported that he had noticed that a headstone had been removed from a grave at the cemetery and that it was causing an obstruction. Richard Knight was asked to investigate and resolve as necessary.
- 3125 Cllr Mathisen advised that he was hoping that the appropriate Neighbourhood Plan groups would consider whether an internet hub was needed for the village and whether a new village banner/logo was appropriate.

Meeting closed at 21.00 hrs

REVIEW OF STREET MAINTENANCE

Jetting

- Drain opposite the Woolpack - This floods during heavy rain, but clears slowly afterwards. It needs further jetting to establish if there is a fractured pipe under The Green.
- Drain in Red House Lane – blocked.
- Drain outside former Chinese restaurant – partially cleared, but still causes flooding in heavy rain.

Tree cutting

- North side of Milford Road, past Burford Lodge – the trees obscuring the streetlights need cutting back
- The tree behind the old bus shelter site on the corner of Springfield and Milford Road needs taking down (overhanging pavement).

Other flooding

- Layby near the bus stop on Milford Road - Needs patching to realign the surface in order to get water to flow into the adjacent drain.
- Flooding in Springfield – SCC are to check if the drainage pipe broken by WBC has been repaired - Heavy flooding was reported here over the Christmas period.
- Thundry Farm/Fulbrook Lane - Not clear what can be done to solve this problem, as in times of flood the road is lower than the river into which the road ditches drain, so the river then starts to flood the road. Some works have been undertaken to try and improve the situation.
- Hookley Lane/Milford Road - The stream draining this area has not been cleaned out by the riparian owners, causing flooding along its length. SCC has taken over enforcement authority for such cases from the land drainage authority (WBC) where the problems affect the highway. Mr Fowler is trying to get the owners to co-operate to clean out the stream, but without success so far. Enforcement action may be necessary.
- Truxford Corner - The works carried out on the south side of the bend are satisfactory, but there is some ponding on the right of the first bend travelling south. The road surface probably needs realignment.

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