

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 19th November 2018 at 7.30 pm
The URC, Milford Road, Elstead

Attendees: Cllr P. Murphy (Chair) Cllr J. Holroyd Cllr J. Mathisen
 Cllr R. Gardner Cllr L. Davidsen Cllr J. Jacobs (arr. 9.10pm)

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

5054 A resident raised the issue of increased aviation noise. The resident explained that there had been two public meetings in Thursley about this but felt that there had been insufficient advertisement about this in Elstead. The PC explained that this matter was discussed extensively three years ago at the time of the Farnborough Airport public consultation and articles were placed in the Village News and on the Village Facebook page. The PC thanked the resident for bringing this to their attention and said that it would continue to monitor noise levels and review as necessary. **(11/18) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5055 Apologies have been received from: Cllr R. Rees, Cllr K. Brooke and Cllr R. Holroyd who were not able to attend for business reasons. Their apologies were accepted by the Council. **(11/18).**

2.0 DECLARATIONS OF INTEREST

5056 No 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. **(11/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 15th OCTOBER 2018

5057 The minutes of the Parish Council meeting held on 15th October 2018 were agreed and signed by the Chairman. **(11/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 15th October 2018

5058 The minutes of the Planning meeting held on 15th October 2018 were agreed and signed by the Chairman. **(11/18).**

5.0 APPROVAL OF ANNUAL FINANCE MEETING MINUTES HELD 12th November 2018

5059 The minutes of the Annual Finance Meeting held on 12th November 2018 were agreed and signed by the Chairman. **(11/18).**

6.0 MATTERS ARISING

- 5060 Jubilee Rec Train: The play area sub-committee has started to research a suitable replacement for the train. The train has significantly deteriorated and The Clerk has asked for it to be removed with immediate effect following safety concerns. Fundraising options are being investigated and it has been added to the 19/20 budget. **(11/18)**
- 5061 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has staked out the definitive line and have met the landowner. The PC offered to attend but the landowner preferred to meet SCC alone at this stage. Further follow up required by SCC. There is no progress to report. **(11/18)**
- 5062 Cemetery Space Assessment: If more space is required trees will need to be felled and the land must settle for 10 years before burials can happen on the cleared site. Cllr Davidsen is working up a cemetery plan. The Clerk, Richard Knight and Cllr Davidsen to meet this first week in January to review this. **(11/18)**
- 5063 Traffic/speed/parking around the school: The PC would like more notices placed near the pavilion to warn drivers of the school. There is an unused school sign in Thursley. The Clerk to ask Adrian Selby if Elstead may have it and site it near to the Pavilion. The Clerk has spoken to the school who are happy to run a speedwatch campaign in Spring 2019. The Clerk and Cllr Murphy to meet with the school in January 2019. There is agreement in principle for a mobile VAS for Hindhead which could be shared with other western villages and which Elstead would be able to borrow periodically. The Clerk has sent VAS locations to the Western Parish Clerk collating the information and names for training. The meeting with Jack Roberts is reported under agenda item 10. **(11/18)**.
- 4959 PIC Monies available. WBC disagreed that the two applications (one for vermin control bordering the EVAA and one for green waste at Woolfords Lane Cemetery) met the PIC funding criteria. The Clerk to go back to WBC as the PC believes that the Woolfords Lane project should be allowed. The Clerk to follow up. **(09/18)**.
- 4904 Clarion Update: A selection of road names were put forward for consideration however Waverley have rejected one set of names Hamilton Drive and an alternative name has been suggested. **(11/18)**. **Minute to be removed next month.**
- 4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(11/18)**. **Minute to be removed next month.**
- 4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5064 Seale Road: Some resurfacing works were completed in August. However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. The Clerk has emailed Stuart Copping on a number of occasions to investigate but there has been no response. The Clerk to follow up. **(11/18)**.
- 4965 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action. **(09/18)**

- 5065 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Sharks submitted planning permission to WBC at the beginning of November. The Clerk has asked for more information and quotes in order to support PIC application. EVTC informed The Clerk that they were not happy with the proposed location of the container. The Clerk to follow up with The Sharks. **(11/18)**
- 5066 Tennis court floodlights: EVTC have confirmed that these have been structurally tested. The Clerk is waiting to receive this officially in writing and has chased. **(11/18)**
- 5067 The Clerk reported seeing horses on Burford Lodge Rec. One had escaped and was careering out of control around the rec frightening younger children. The horses were later observed giving rides. The Clerk has contacted the PC's lawyers who have said that horses may be impounded. The Clerk to contact its' lawyers for the exact wording and then to make 3 signs regarding this. Signs to be placed in all three PC owned play areas. The Clerk asked the PC lawyers for the exact wording and is waiting for this. The Clerk has chased. **(11/18)**.
- 5068 BT phonebox by the zebra crossing: BT had informed the Clerk that the phonebox had been repaired but there is still broken glass. The Clerk has reported this as has a resident. **(11/18)**.
- 5069 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has secured documents from WBC to say that The Green is owned by WBC and that the lease expired in 1998. WBC believes that the lease just carries over however The Clerk has asked if the lease can be renewed. Once this is renewed Elstead PC can then proceed with registration. **(11/18)**
- 5070 The recent play inspection highlighted equipment that needed repairing / replacing. The Clerk has contacted the two companies who made the equipment for costs on repair / replacement. The report concerning the seesaw repairs has been clarified by the report author who said that using anti-corrosive chemicals and painting it was sufficient.
- Initial costs have been received from Kompan: £3,840 plus £768 VAT. The Clerk to ask Kompan for a price reduction and then to progress the project using Kompan. This expenditure has been approved by cllrs and the parts have been ordered by The Clerk. **(11/18). Minute to be removed next month.**
- 5071 Wooden post on Church Green: Following a site meeting, Rob Fairbanks has agreed that the RoW finger post on the Church Green should be removed and the RoW logo located on the cycle route post. The post is still in situ and Cllr Murphy has contacted Mr Fairbanks regarding its uplift. If the post has not been removed by the New Year, Elstead PC will remove it. **(11/18)**
- 5022 Draft policies on data storage etc complete and councillors to review. Cllr Rees to circulate before the November meeting. **(10/18)**
- The clerk was contacted by a service provider who said that the PC website was not compliant. The website to be reviewed in the October meeting. **(09/18)**

The Clerk to ask Angela Koch if we need to keep paper copies of the various NHP surveys. **(05/18)**

The Clerk to ensure all published addresses and contact details of cllrs are up to date. Cllrs have agreed their telephone numbers can be printed in the EVN **(10/18) minute to be removed next month.**

The Clerk to ask the Clerks for Farnham TC and Witley PC regarding their GDPR policies. **(05/18)**

4983 WBC will no longer supply paper copies of planning applications. The plans are not easy to review online. All councillors to review plans prior to the meeting. The Clerk to download plans for the meeting and these to be projected onto the wall. Councillors to review how this is working at the end of the year. **(09/18).**

5072 The Clerk met with a resident in The Croft who requested a replacement tree in the Croft play area. The tree has been planted. **(11/18). Minute to be removed next month.**

4992 A resident wrote complaining about parking outside the school. The Clerk to respond. **(09/18)**

5026 Representatives from the Smiths Charity have contacted The Clerk as they wish to meet with trustees to determine how the funds are used. The Clerk and Cllr Murphy to meet with The Smith's Charity on 1st November. **(11/18). Minute to be removed as covered under agenda item 11.**

4933 Complaints have been received regarding the overgrown nature of the closed cemetery in Elstead next to the village Hall. The cemetery is managed by WBC. The Clerk to obtain a schedule as to the frequency that the cemetery is attended by WBC and monitor this work on-going. **(07/18)**

5073 A resident has asked if it is possible to have access to the rear of their property from Burford Lodge approach road for occasional garden deliveries. The PC has discussed this and agreed that occasional access could be granted on a case-by-case basis. The Clerk advised the resident who is deciding how they would like to proceed. If the residents decide that case-by-case access is sufficient The Clerk to send a formal letter. If the resident decides to ask for permanent access a financial consideration would be required. The Clerk to contact David Rumsey in the meantime to ask if he can advise the PC in this matter. **(11/18)**

5074 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. The external cabinet has arrived but an alternative electrician is required. The Clerk to contact another electrician. **(11/18).**

5075 The Clerk reported that PFK Littlejohn, the external accountants are late signing off Elstead PC's accounts. SSALC are aware of issues as a result of the changeover in external auditors as a number of PC/TC have experienced similar problems. An invoice has been issued to

Elstead from PFK with strict 14 day payment terms. The Clerk to write advising PFK that payment will be made on completion of the audit. The day after the October meeting the Clerk received notification that the audit was complete and has paid the invoice **(11/18)**. **Minute to be removed next month.**

5076 All bank reconciliations (up to the end of September) have been checked and signed off by Cllr Jacobs. There is a small anomaly of c£20 for August which The Clerk has found and the bank reconciliation now tallies. **(11/18)**. **Minute to be removed next month.**

5077 A phone call was received from a lady (originally of Elstead but no longer a resident) who has parents buried in Woolfords Lane. The caller wishes to relocate the headstone of her husband and son to Woolfords Lane but for the remains to stay in the current resting place in the Midlands. The Clerk asked Gorrings if this was legal. The undertakers advised that it was possible but that an addition would need to be made to the headstone stating that the remains were resting elsewhere. Cllrs were in agreement that the headstone should either be placed on the existing parents graves or that the caller bought a plot for the headstone. The Clerk has advised the individual. **(11/18)**. **Minute to be removed next month.**

5043 Elstead FC have asked for additional tree works at Thursley Rd Rec to prevent overhanging trees interfering with football matches. The Clerk and Cllr Murphy to meet with the tree surgeon. **(10/18)**. **Minute to be removed as covered in agenda item 17.**

5078 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. **(11/18)**

5079 An email was received from Veolia workers who are finding it hard to access the bins at the Jubilee rec. The Clerk to respond to confirm that the bins may be relocated on the other side of the fence. **(11/18)** **Minute to be removed next month.**

7.0 WBC UPDATE

5080 There was no update as Borough Councillors were attending a meeting at WBC. **(11/18)**. **Minute to be removed next month.**

8.0 SCC UPDATE

4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18)**.

4978 Real time bus information: as part of the s106 agreement with Weyburn £15,000 was allocated towards real time bus information. Cllr Harmer to ascertain if this can go on the bus stops by Milford Road / Hookley Lane. **(09/18)**.

5081 The Leader of SCC is stepping down. A decision will be made on 23rd November as to who will be nominated as candidates to become Leader. Cllr Harmer is hoping to use this opportunity of amending the constitution to make it more inclusive and to use the talents of backbenchers. **(11/18)**. **Minute to be removed next month.**

9.0 REPORT FOLLOWING MEETING WITH WESTERN VILLAGES HELD 30th OCTOBER 2018

5082 The Western Village meeting was attended by Hannah Gutteridge, SCC Countryside. She agreed that as MoD have improved BW68 she would use the SCC monies allocated to this project to improve two sections of BW69. Additionally BW113 will have some remedial works. Materials will be ordered in this financial year although the work won't likely start until after April. Cllr Harmer is already in discussions with SCC colleagues regarding a similar fund for RoW repairs for next fiscal. **(11/18). Minute to be removed next month.**

10.0 REPORT FOLLOWING MEETING WITH JACK ROBERTS HELD 30th OCTOBER 2018

5083 Jack Roberts, SCC Parking, assessed the traffic and parking problems in Elstead. To install yellow lines would require a consultation and Jack did not think that this was an appropriate solution. His recommendation is for 2 x H bars either side of the Moors Lane junction and additionally an H bar at the end of the Green near to the Woolpack. Councillors agreed with these options. The Clerk to advise Jack Roberts. Lines will likely be installed early in 2019. **(11/18). Minute to be removed next month.**

11.0 REPORT FOLLOWING MEETING WITH SMITHS CHARITY HELD 1st NOVEMBER 2018

5084 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. If The Smiths Chariry sub committee does require a policy then Councillors have agreed this can be adopted. **(11/18).**

12.0 REPORT FOLLOWING MEETING WITH WBC PLANNING HELD 12th NOVEMBER 2018

5085 Members of the Steering Group met with WBC planners. The objective of the meeting was to go through WBC's response to our Article 14 as well as understand conflicting information in a recent letter sent by Mrs Sims which implied that E&W SG could take back the task of site allocations. During the meeting it was evident that there is still division between what E&W SG and WBC wish to do regarding the Settlement Boundary. It is unclear if E&W SG would be legally allowed to take back site allocations. WBC suggested that E&W NHP take legal advise on this matter which E&W SG does not think is affordable (given our small precept) or appropriate (WBC is our advisory body and should provide this information). The SG has emailed Cllr D Else and he is following up this matter with WBC. Also in the meeting WBC explained that LPP2 has been deferred to summer 2019 and a series of workshops with different parishes has been proposed. **(11/18).**

13.0 REPORT FOLLOWING ANNUAL FINANCE MEETING HELD 12th OCTOBER 2018

5086 The Clerk had circulated the minutes and the proposed budget in advance of the November PC meeting. Councillors are proposing an increase of 50% in the precept to cover finalising the NHP, replacing the train and on-going tree works. Councillors accepted this proposed increase and suggested that this be communicated to residents via an article in the Elstead Village News. **(11/18).**

14.0 NEIGHBOURHOOD PLAN UPDATE

5087 The NHP SG received draft comments from WBC following Article 14. Members of the SG met with WBC on 12th November the meeting has been reported under agenda item 12. **(10/18). Minute to be removed next month.**

15.0 WEYBURN COMMONLAND REGISTRATION

5088 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. **(11/18).**

16.0 FOOTPATH LINKING FARNHAM AND THURSLEY ROADS

5089 Footpath ramp Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail. The PC has agreed to support this cost. **(11/18).**

17.0 TREE SURVEY UPDATE

5090 Some initial works have been done to trees at Woolfords cemetery and the rest will be started w/c 5th December. The Clerk has advised EVTC, EVAA and The Sharks. 1st Call have quoted to further cut back the oak trees on the Thursley Road rec. The quote of £420 plus VAT was accepted by councillors. Work is necessary as the branches are touching the power lines. **(11/18) Minute to be removed next month.**

18.0 FLOODING

5091 In response to comments by the PC that there had been little maintenance of main rivers, other watercourses and ditches, David Harmer responded that the problem was that there was no money available for revenue projects; there might be money for capital projects. The PC decided that a CIL project should be added to the NHP to investigate how flood issues further and propose how flood risk in the Parish could be reduced. **(11/18). Minute to be removed next month.**

19.0 BENCH AROUND THE OAK TREE ON THE VILLAGE GREEN

5092 Village Green Bench: Councillors are in agreement that the concrete base of the existing seat must be removed and a replacement seat installed. Richard Knight has made a similar rustic-style seat at Thursley Recreational ground of which The Clerk showed councillors a photo. The Clerk to ask Richard for a quote and to get 2 cross quotes. The existing seat to stay in place until a replacement is found. **(11/18).**

20.0 ELSTEAD PC WEBSITE

5093 Elstead PC website needs updating. A sub-committee has been set up with The Clerk, Cllr Jacobs and Dawn Davidsen and it will investigate options. The sub committee will meet in January 2019. **(11/18).**

21.0 SCC CONSULTATIONS

5094 SCC Consultations: there are 5 consultations currently running for which feedback is required by 4th January. An drop in session will be held on 12th December in the morning at the Wilfred Noyce Centre for anyone wishing to talk to SCC directly about these consultations. The consultations cover areas such as libraries, bus travel and amenity points. The Clerk will advertise in the village. All councillors to read the consultations before the December meeting where they will be discussed and the Clerk will respond on behalf of the PC accordingly. **(11/18).**

22.0 REPORTS AND CORRESPONDENCE

5095 A resident emailed with regards speeding along the Milford Road. There is not a lot the PC is able to do with regards speed enforcement however there is an option of sharing a mobile VAS with other Western Villages. Speed reduction can be effective when a VAS is installed in a new place for a few weeks before being moved on to another location. **(11/18). Minute to be removed as covered in minute 5063.**

5096 A resident emailed asking if a councillor can be responsible for The Croft playground. Cllr J. Holroyd has agreed and will check the playground every month. **(11/18) Minute to be removed next month.**

5097 Advance warning was received regarding gas works to the Shackleford Road outside Tanshire park which will be controlled by traffic lights. The Clerk to publicise this and to advise the school. **(11/18) Minute to be removed next month.**

5098 The Clerk contacted Grasstex who provide grass maintenance services for the PC. They have advised that they will keep the prices at the same level for 2019. **(11/18). Minute to be removed next month.**

5099 SSALC and NALC have advised the PC of price increases to their 2019 annual subscriptions of 4.5% and 1.9% respectively. **(11/18). Minute to be removed next month.**

5100 Information received on Guildford Action Sleep Out. **(11/18). Minute to be removed next month.**

5101 Email received regarding winter weather preparations. **(11/18). Minute to be removed next month.**

5102 VASWS announced their annual conference on 9th April 2019. **(11/18). Minute to be removed next month.**

5103 Request from URC to all hirers inviting them to participate in a service on 23rd to which people bring a nativity character. Unfortunately the PC is unable to participate and The Clerk will advise the URC. **(11/18). Minute to be removed next month.**

5104 A request for more bark to be sourced. No councillors were aware of what had been previously ordered and The Clerk to liaise with Richard Knight. **(11/18). Minute to be removed next month.**

5105 Press releases received on the following: Biffa, LLP2 delays, Borough hall showing The Nutcracker, Boiler Gran to most vulnerable, newly refurbished Memorial Hall in Farnham,

WBC adopts CIL, Paper Recycling SCC, Remembrance Events, Design Awards. **(11/18). Minute to be removed next month.**

18.0 ACCOUNTS FOR PAYMENT NOVEMBER 2018

5106 The following accounts for November were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Maxwell and Co Ltd	3827	Salary Preparation	£72.00
Sandra Cheeseman	3828	Poppy Wreath	£25.00
Juliet Williams	3829	Salary and working from home	£765.20
Juliet Williams	3830	admin expenses	£12.74
Richard Knight	3831	maintenance	£648.76
Richard Knight	3832	cemetery	£30.00
Cranleigh Parish Council	3833	memorial management Training Day	£96.00
Veolia	3834	bin emptying 24.11.18 to 15.02.19	£215.28
SEE	3835	Burford Lodge Charges	£41.24
Elstead Village Hall	3836	Youth centre hire for WBC meeting 12.11.18	£14.00
Ian Jeffery	3837	Burford Lodge Rec equipment treating	£430.62
Kompan	3838	Play equipment	£4,314.18
			£6,665.02

19.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS

20.0 MATTERS RAISED BY MEMBERS

5107 Cllr J. Holroyd advised that she has been invited to do a defibrillator training session at the Sharks AGM on 30.11.18. **(11/18). Minute to be removed next month.**

5108 Cllr advised that she would like to do another public defibrillator training session one Saturday at the village hall. The Clerk and Cllr Holroyd to liaise over dates. (11/18).

5109 EER - A local farmer has offered to provide support following heavy snowfall. The farmer to advise in writing that his details made be added to the public EER document. **(11/18). Minute to be removed next month.**

5110 The opportunity of remembering Peter Hartleys positive contribution was discussed with one idea being an annual award being given in his name. Cllrs to consider this more fully and discuss in Januarys PC meeting. **(11/18). Minute to be removed next month.**

Meeting closed at 10 pm