

**ELSTEAD PARISH COUNCIL**  
**Minutes of Meeting**

**Monday 20<sup>th</sup> November 2017 at 7.30 pm**  
**The URC, Milford Road, Elstead**

**Attendees:** Cllr P. Murphy  
Cllr J. Holroyd  
Mrs J. Williams (Clerk)

Cllr J. Jacobs  
Mr L. Davidsen

Cllr R. Holroyd  
Cllr R. Rees

**PUBLIC QUESTION TIME**

4391 A parishioner asked if there was an update on the status of Broomfield. The Clerk advised that she had met with SCC following the October PC meeting. SCC have followed up with their sub contractors and are waiting for the work to be completed however they have not been given a date for completion. **(11/17) Minute to be removed next month.**

4392 Cllr Harmer advised that SCC finances are not in a strong position and it is likely that there will need to be further reductions to cover the shortfall. **(11/17). Minute to be removed next month.**

**1.0 APOLOGIES FOR ABSENCE**

4393 Apologies had been received from Cllr R. Gardner, Cllr Brooke, Cllr Mathisen and Cllrs J and D Else who were not able to attend due to business reasons. Their apologies were accepted by the Council.

**2.0 DECLARATIONS OF INTEREST**

4394 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.

**3.0 APPROVAL OF PREVIOUS MINUTES HELD 16<sup>th</sup> OCTOBER**

4395 The minutes of the Parish Council meeting held on 16<sup>th</sup> October 2017 were agreed and signed by the Chairman.

**4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 16<sup>TH</sup> OCTOBER 2017**

4396 The minutes of the Planning meeting held on 16<sup>th</sup> October 2017 were agreed and signed by the Chairman.

**5.0 APPROVAL OF FINANCE MINUTES HELD 8<sup>TH</sup> NOVEMBER 2017**

4397 The minutes of the Planning meeting held on 8<sup>th</sup> November 2017 were agreed and signed by the Chairman.

## 6.0 MATTERS ARISING

- 4286 BW68 improvement: On 6<sup>th</sup> April, Hannah Gutteridge explained that she might have some monies and would try and repair one of the bridleways using SCC PIC money. The PC offered her £1,500 to help and gave priority to BW 68. This has been discussed and no further decision reached. **(09/17)**
- 4236 Improved cycle route Elstead to Milford/Rodborough. Formal written permission from MoD and NE will be required to approve the proposed slight detour route. **(07/17)**
- 4237 Flooding in Springfield: there is still no action from SCC. An initial response was received from Framptons but they have still failed to answer the question as to whether the covering of the drain was authorised despite the Clerk chasing this several times. **(07/17).**
- 4398 Thursley Road football pitch: Work has been completed and Sharks have paid £500 for the work. Sharks have agreed they will pay the defunct Burford Rec Pavilion utility service charges. **(11/17). Minute to be removed next month.**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4244 Part 2 of the Local Plan is due in November. **(09/17)**
- 4245 Weyburn Works: there has been no further development on this and it is still showing as pending on the WBC Planning website. **(07/17)**
- 4290 Disabled Parking Bay in front of the church: The church confirmed the site and The Clerk has advised SCC. Waiting for SCC to assess and agree to add it to their Autumn schedule. **(09/17).**
- 4399 5, Anderson Place: Cllr Murphy raised the issue of whether WBC check what business rents are being charged (with specific reference to occasions where there are proposed changes of property use from business to commercial) in the Town and Parish Meeting 25.09.17. WBC Planning did not recognise the letter that they had written to us. Mrs Sims thought it was the policy of WBC to check what business rents were being charged and later confirmed in writing that this is their future policy. Cllr Murphy wrote to WBC expressing surprise that they had changed their view and WBC replied that they have noted Elstead PC's comments. Cllr Brooke is drafting a letter to the Ombudsman and will include this in her complaint. **(11/17) Minute to be removed next month.**
- 4293 Fallen floodlight at Burford Rec (BR): The Sharks wish to pay to assess the BR floodlights and make any repairs. The Sharks are applying for a grant that will cover much of this expenditure. Once checked and safe The Sharks would like the PC to arrange and pay for the annual insurance which the Sharks will then reimburse. **Minute to be deleted next month as covered in agenda item 12. (11/17)**
- 4400 An email was received from Grayshott PC asking Clerks for policies on cyber security. The Clerk to look at the responses and see if relevant for EPC to adopt. The Clerk to follow this up **(11,17)**

- 4401 A hot air balloon landed in Burford Lodge Rec on 17<sup>th</sup> June at 8am. The Clerk contacted the balloonist and no fee has been sent. The Clerk has chased several times and will chase again. **(11,17)**
- 4348 The issue of speed signs at the Milford end of the village was raised. There is a 40mph to 30mph sign within 5 metres of each other. The Clerk has contacted SCC Highways who have dealt with this. **(10/17)**.
- 4402 Waylease Signed: The Clerk has signed a waylease agreement form for the new house being built at Redcot. The Clerk was advised that the council would receive a small payment for having the telegraph pole on council land. The Clerk has chased again following October meeting and still no feedback from SSE. The Clerk will this follow up again. **(11/17)**.
- 4403 Gullies: The Clerk contacted SCC who confirmed that both gullies were jetted as requested. Residents still feel that gullies blocked. The Clerk advised that she had met with SCC following the October PC meeting. SCC have followed up with their sub contractors and are waiting for the work to be completed w/c 20<sup>th</sup> November. **(11/17)**
- 4404 A parishioner asked whether BW 113 would be improved. Richard Knight is unable to do the work. Two contractors have quoted the same fee for completing the works. One contractor is unable to do the work as he does not have Public Liability cover. The second contractor has Public Liability cover and expects to do the works c 6<sup>th</sup>-8<sup>th</sup> December. Once a date is confirmed The Clerk to advise Steve Mitchell (SCC Countryside) and also Cllr Davidsen who will post on facebook. **(11/17)**.
- 4352 Kerbstones, Broomfield: minute to be deleted as covered in 4391. **(11/17)**
- 4405 Flooding Silver Birches Way: There was significant flooding after recent rainfall. The Clerk met with Stewart Copping and Steve Lindsey-Clark from SCC. They advised that the flooding problem is caused by willow roots. The roots can be removed from the gullies but will grow back within a year or two. The alternative option would be to remove the willow tree however SCC cannot fund this. Cllrs advised that they were not prepared to pay for the tree to be removed. The Parish Council resolved to monitor the situation to see how serious a problem it becomes. The PC suggested that it might be appropriate to offer a donation but not to bear the full cost. **(11/17)**.
- 4354 Tree Audit. The survey has been arranged and The Clerk confirmed that this will start on 26<sup>th</sup> October. The Clerk has advised EVAA, The Tennis Club and Cllr Davidsen to place on facebook. **The Clerk to find out how often the survey must be done. (09/17). Minute to be removed next month as covered in agenda item 9.**
- 4355 Governance Statement: Following a recommendation from the External Audit, The Clerk has spoken to NALC and then SSSALC who advised that the current Governance statement on the PC website is out of date. SSALC have provided The Clerk with the updated NALC statement which should cover online banking. The Clerk to forward the governance statement along with any revisions, to cllrs in time for approving at the next monthly meeting. **(10/17). Minute to be removed next month as covered in agenda item 12.**

- 4356 Signage: The Clerk to arrange for a sign at Burford Lodge Rec to be made acknowledging sponsors. **(10/17)**
- 3593 The play area sub-committee have started to research a suitable replacement for the train. **(09/16)**
- 4406 The play area sub-committee have applied to the Billmeir Trust for funding and are awaiting a decision. **Minute to be removed next month (11/17).**
- 4407 The Clerk / Cllr J. Holroyd to write to Tanshire Park to ask whether they might consider funding the Burford Lodge Rec play equipment improvements. **Minute to be removed next month (11/17).**
- 4408 An email was received regarding safety memorial checks at Thursley Road Cemetery. The Clerk has investigated and found that the PC should do safety checks every 5 years. The Clerk to arrange a safety check of the cemetery. Richard Knight has confirmed he would be happy to be trained to do future safety checks at Woolfords Lane Cemetery. **(11/17).**
- 4409 A parishioner has proposed turning the Beacon View Road phone box into a book exchange. The Parish Council were supportive of this. Cllr Harmer has provided a contact for Frensham. The Clerk confirmed that adoption takes ownership away from BT. The Clerk also to establish why WBC have asked for phone box to be kept in use and to explain that we would like to adopt the phone box. **(11/17)**
- 4410 FP64: The landowner has applied for a diversion across the field. SCC met with Cllr Murphy and The Clerk and all agreed that a smaller diversion running parallel with the river would be preferable. the PC has approved in principle a contribution of the order of £2,000 subject to the submissions of quotations by SCC. SCC to meet with the landowner. Cllr Murphy has also offered to meet with the landowner. **(11/17)**
- 4411 FP487: The applicant has withdrawn the original application and submitted a new proposal which The Ramblers and other individuals are happy with. **(11/17). Minute to be removed next month.**
- 4412 The scouts have cleared the leaves around the horse chestnut trees on the Thursley Road Rec but noticed that one tree looked as if it had canker. The Clerk thanked the scouts and advised them that all trees were being surveyed and that this would be picked up in the PC tree audit. **(11/17)**
- 4413 A complaint was received from a parishioner regarding the lack of ramp access to The Spar. A surveyor is to speak to the relevant departments. It is not possible for The Spar to have timed deliveries. The Spar agreed that the bell, which people ring for disabled access, was not very loud and on some occasions only 2 people were working in the Spar so couldn't answer the bell immediately. **(11/17)**
- 4414 Letter received from the VH Committee in October asking for help with funding towards new flooring the back room. **(10/17). Minute to be removed as covered in agenda item 14. (11/17)**

## **7.0 REPORT FOLLOWING A MEETING OF WESTERN VILLAGES HELD 7<sup>TH</sup> NOVEMBER 2017**

4415 Cllr Murphy reported that there was not much available money to spend. Parish Councils are also advised not to ask for feasibility studies to be undertaken as this will use up funds unnecessarily. **(11/17) Minute to be removed next month.**

## **8.0 REPORT FOLLOWING A MEETING WITH WBC ON GREEN BELT ADJUSTMENT HELD 8<sup>TH</sup> NOVEMBER 2017**

4416 The meeting with WBC was positive with a reasonable outcome. WBC will come back to the E&W NHP SG by the end of the month once they have reviewed all the evidence. WBC were concerned that the Inspector would criticise them for highlighting that more areas would need to come out of the Green Belt (GB) in LPP2. However Sunray farm should have been included in the LPP1. An email was received from the Inspector asking if WBC wish to make any further minor adjustments to the GB. Cllrs agreed that Cllr Murphy should email Graham Parrott suggesting that WBC take advantage of this opportunity and put forward Sunray Farm. The E&W NHP SG also said that 'rounding off' does not make any sense and that sites should be taken into consideration according to their topography. All agreed that if WBC turn down Sunray Farm as a development site, it will be hard to progress with the NHP. **(11/17). Minute to be removed next month.**

## **9.0 REPORT FOLLOWING PC LAND TREE AUDIT CONDUCTED OCTOBER/NOVEMBER 2017**

4417 The Clerk has chased for the final report several times and it arrived five minutes before the November PC Meeting. The Clerk to review the document with Cllr Jacobs and will make a recommendation at the December meeting. **(11.17)**

## **10.0 PRECEPT FOR 2018/19**

4418 Prior to the finance meeting, advice was received from the finance department at WBC advising that the compensatory grant (£3,360 FY 17/18) will reduce by 10% for FY 18/19 and the council tax support grant (£670 FY 17/18) will reduce by 15% for FY 18/19. A copy of the finance minutes and proposed budget for FY 18/19 was circulated to cllrs before the November PC Meeting. Proposed expenditure for FY18/19 is £80,595.50 and proposed income is £74,677.84 for FY 18/19. The Finance Sub Committee are proposing a precept increase of £2,000 to £40,000. This increase is because the PC has committed to undertake borough and county council works within our budget in light of the absence of borough and county council funds. Cllrs supported the precept and budget proposal. **(11/17). Minute to be removed next month.**

## **11.0 NEIGHBOURHOOD PLAN**

4419 The NHP SG are waiting for feedback on Green Space Designation, SEA and GB adjustment. Once feedback has been received we can progress with another SG meeting. **(11/17) Minute to be removed next month.**

4303 Housing numbers: Following the Inspection of WBC's Local Plan Part 1 the Inspector has increased the number of dwellings that WBC must find for the 15 year period. This has resulted in Elstead needing to build 160 rather than 150 houses. Of this number 61 have been approved at Weyburn, 32 have already been granted permission/built, Sunray will yield 45-55 houses and Croft 2 28-35 houses. **(09/17).**

- 4359 CIL Monies: Cllr Jacobs still to meet to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **(10/17)**
- 4011 Dunsfold: the planning application has been called in. If the plans are rejected this could mean that Elstead will need to find more houses. **(03/17)**.
- 4360 Green Space Designation: The Clerk and Cllr Jacobs completed the application and submitted it on time by close of play, 29<sup>th</sup> September 2017. WBC have acknowledged receipt. The Clerk to confirm it is being considered as part of the formal process as this was not clear from the wording in the receipt email from WBC. **(10/17)**.
- 4361 Proposed Adjustment to Green Belt: The Clerk and Cllr Jacobs completed the application. This was submitted on time and WBC to come back to The Clerk by Friday 20<sup>th</sup> October. The Clerk to ensure the proposal has been circulated to all cllrs. **(10/17)**.
- 4362 SEA application: The Clerk and Cllr Jacobs completed the application and submitted it to WBC. WBC to review this with external agencies which takes two months. WBC to then confirm if a formal Screening Appraisal will be required - this is funded by WBC. **(10/17)**.
- 4420 Draft policy review: Cllr Jacobs and The Clerk have gone through the panels from the Big meeting and fed the information back to Angela. The Clerk to photograph the panels used at the Big meeting and put them on the website. **(11/17)**. **Minute to be removed next month.**

## **12.0 BURFORD REC FLOODLIGHT UPDATE**

- 4421 An email was received prior to the November PC meeting confirming that the Sharks have committed to paying for the safety checks and certification of the floodlights and that this will be completed by early December. The Sharks have committed to the installation of locking bolts to prevent attempts to tamper with the masts. The Sharks have now provided the Clerk with the cost of the new light so the Clerk can obtain an insurance quote which the PC will pay and the Sharks will reimburse. **(11/17)**

## **13.0 GOVERNANCE STATEMENT**

- 4422 The Clerk has highlighted the areas that need agreement – this is namely the budget thresholds. The Clerk and Chairman to go through and agree budget thresholds. The final governance statement will be circulated before the December meeting and will be signed off in the December meeting. **(11/17)**

## **14.0 GRANT REQUESTS**

- 4423 A request was received form Elstead Village halls for help towards refurbishment of the either the back room floor to the main hall or the loo flooring in the youth centre. Elstead Parish Council agreed to fund the Village Hall £1,200. **(11/17)**. **Minute to be removed next month.**
- 4424 A request was received form Help in Elstead for help towards running this vital community asset. Elstead Parish Council agreed to fund Help in Elstead £500. The Clerk to ask HiE if

they would be able to do more projects with more support which the PC would consider giving them. **(11/17). Minute to be removed next month.**

- 4425 A request was received from The Clockhouse for help towards the replacement of safety doors. Elstead Parish Council agreed to fund The Clockhouse £1,500. Cllr Murphy declared an interest in this item as his wife is a trustee of the Clockhouse. **(11/17). Minute to be removed next month.**

#### **15.0 WOOLFORDS LANE CEMETERY**

- 4426 It was agreed that there needs to be a space assessment completed for the cemetery. Mr Davidsen agreed to take this on. 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. **(11/17)**
- 4427 The broken concrete container needs to be removed as it is dangerous. The Clerk to advise Richard Knight. **(11/17)**
- 4428 A parishioner who has reserved a space next to his late wife was concerned that it might be used for another burial despite the fact that the council keep rigorous records. Cllrs have agreed that a reservation marker can be placed on his space to reassure him. **(11/17) Minute to be removed next month.**

#### **16.0 EER ROTA FOR 2018**

- 4429 The Clerk circulated the 2018 EER rota in the meeting. **(11/17). Minute to be removed next month.**

#### **17.0 REPORTS AND CORRESPONDENCE**

- 4430 The Clerk wrote an article on behalf of the E&W NHP team for the Village News regarding WBC's inclusion of 4 Trees and not Sunray Farm within its GB review. **(11/17). Minute to be removed next month.**
- 4431 A complaint was received regarding the moles at Burford Rec. The Clerk contacted a mole catcher who explained they could only do the work if the area was fenced off. The Clerk to discuss with Peter Lincoln and to look at the doing the work from 9<sup>th</sup> December which is the last Sharks session of the year. Cllr R Holroyd to be advised when the work is scheduled. **(11/17).**
- 4432 Information was received on a public consultation for the Surrey Waste Local Plan which is running from 1<sup>st</sup> November 2017 to 7<sup>th</sup> February 2018. Cllrs do not want to comment. **(11/17). Minute to be removed next month.**
- 4433 Details of a small amount of Members Funding being available until 20<sup>th</sup> December was received from Cllr Harmer. **(11/17). Minute to be removed next month.**
- 4434 Information on more funding for communities producing a NHP has been received. The Clerk to investigate if E&W NHP is eligible. **(11/17). Minute to be removed next month.**
- 4435 Cllr Murphy tried to meet with James Giles as Natural England have some monies available for future works. Cllr Murphy to pursue. **(11/17). Minute to be removed next month.**

- 4436 A reply was sent to a parishioner asking about the revised FP487 proposal. **(11/17). Minute to be removed next month.**
- 4437 Details on the traveller incursion at the former Weyburns Works was received. The travellers have now moved on. **(11/17). Minute to be removed next month.**
- 4438 A query was received from a Tilford Clerk regarding which company we have used for noticeboards. **(11/17). Minute to be removed next month.**
- 4439 The Clerk met with the Clerk of Witley to explain how we have responded to WBC as they are also concerned at the response they have received from WBC regarding their housing site proposals. **(11/17). Minute to be removed next month.**
- 4440 An invitation to attend the Citizens Advice Waverley meeting was accepted by Cllr J Holroyd. The meeting to be held on 21st November at 7pm. **(11/17). Minute to be removed next month.**
- 4441 An invitation to attend a meeting at WBC on 21st November regarding housing was accepted by Cllr Murphy. The meeting has been postponed subsequently. **(11/17). Minute to be removed next month.**
- 4442 A complaint was received from a parishioner regarding overgrown vegetation at The Croft playground. **(11/17). Minute to be removed next month.**
- 4443 A letter was received from Haselmere Town Council regarding the traffic issues caused when the Hindhead Tunnel is closed. **(11/17). Minute to be removed next month.**
- 4444 Press releases were received on: AGM voluntary meeting 30<sup>th</sup> November at 2pm, link to Watch Out magazine, Mayor thanks volunteers tea party, suspected green-blue algae found at Frensham Great Pond, Vote for Badshot Lea Pond to win new dipping platform, parks need your vote to win UK best title, Godalming Central and Ockford Ward By-elections, Remembrance Sunday in Waverley, CPRE 2 weeks to stop Green Belt Release. **(11/17). Minute to be removed next month.**

## 18.0 ACCOUNTS FOR PAYMENT

- 4445 The following accounts for November were presented for payment, duly authorised and cheques signed:

### ACCOUNTS FOR PAYMENT - November 2017

Payee	Cheque no	Purpose	Amount
Maxwell and Co	3696	salary preparation 3 mths to Sept 2017	£72.00
Veolia	3697	Bin emptying sept to dec 2017	£107.64
Kimcell Ltd	3698	Domain Hiring	£300.00
Juliet Williams	3699	Salary	£734.77
Juliet Williams	3700	working from home	£15.00
Grasstex	3701	grass cutting service from September	£2,498.16



South East Water	3702	water for Recreational Ground	£136.33
Elstead Village Hall	3703	EPC meeting with WBC Planning Policy Team	£26.50
			<b>£3,890.40</b>

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

**20.0 MATTERS RAISED BY MEMBERS**

4447 No matters were raised by members. **(11/17) Minute to be removed next month.**

**Meeting closed at 9.15 pm**