

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 20th October 2014 at 7.30 pm
in the United Reform Church Hall, Elstead

Attendees: Cllr P. Murphy (Chairman) Cllr A. Thomas Cllr J. Holroyd
Cllr R. Holroyd Cllr B. Morgan Cllr L. Davidsen
Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Cllr J. Else (WBC)
4 members of the public

PUBLIC QUESTION TIME:

- 2916 Mr Denis Holmes asked a question regarding control of the vegetation on the Atlantic wall. Cllr Murphy advised that there was a conservation meeting the following week when he would raise the question but he understood that it would be necessary to establish who was responsible for the maintenance – the MOD or SWT.
- 2917 Mr Holmes prompted discussion regarding the implications of the closure of the DZ car park as it was shown on the OS map as a public car park. It was suggested that this was not a definitive map and that the MOD had already closed car parks in other areas shown as such. It was agreed that further action be taken in the event of a closure notice being issued.
- 2918 Cllr Else advised that she would be meeting with the builder and a WBC Enforcement Officer on site at the old Tracys yard later in the week to discuss concerns regarding the retail unit. Discussion took place regarding whether a breach of planning condition had taken place and the current level of interest in retail units within the village. Cllr Else agreed to provide an update at the next meeting.
- 2919 Cllr Else advised that she was in contact with WBC Planning department regarding the planning application for River House Cottage and that she would monitor and report back at the next meeting.
- 2920 Cllr Harmer provided copies of the ‘Stop Cold Calling’ leaflets that he was holding stocks of and which were available upon request.
- 2921 Cllr Harmer advised that the SCC Flooding Task Group had recently published their report on the SCC website. Discussion took place regarding the improvements required to help resolve the flooding issues. In response to a question raised by Cllr Holroyd regarding when the River Wey was last dredged, it was suggested that this would have been in approx. 1977. Cllr Davidsen highlighted a recent issue with sewage escaping into a stream and no action being taken.
- 2922 Cllr Harmer advised that the Highways Task Group meeting was due to take place on 3rd November in Churt and that an invitation should be received shortly.

1.0 APOLOGIES FOR ABSENCE

2923 The Clerk advised that apologies had been received from Cllr Jane Jacobs, Cllr Andrew Jones and Cllr Richard Terry who were absent due to personal reasons. These apologies were accepted the by Council.

2.0 DECLARATIONS OF INTEREST

2924 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

2925 The minutes of the Parish Council meeting on 15th September 2014 were agreed and signed by the Chairman.

4.0 APPROVAL OF PLANNING COMMITTEE MINUTES

2926 The minutes of the Planning Committee meeting on 15th September 2014 were agreed and signed by the Chairman.

5.0 APPROVAL OF LOCAL PLAN COMMITTEE MINUTES

2927 The minutes of the Local Plan Committee meeting on 22nd September 2014 were agreed and signed by the Chairman.

6.0 MATTERS ARISING

2639 Local Committee (Waverley) – Cllr Harmer advised that no date regarding the timing of the feasibility study preparation was available as yet but he would advise in due course. (07/14)

2715 Post Office relocation – No new planning application received as yet. (08/14)

2746 Review of street maintenance – (see appendix A for full list of works) Cllr Murphy advised that his understanding was that only the work in Fullbrook Lane had been completed and all other works were still outstanding. (05/14)

2756 Additional drainage by Elstead Football Club to the Thursley Road Recreation Ground – **Funding grants received and works completed. Item to be removed.** (10/14)

2777 Footpath 62 - Removal of vegetation and installation of a hard surface. **No further update received regarding volunteer work from James Browne.** (10/14)

2779 Parking in Springfield – **Cllr Morgan advised that the questionnaire to residents was ready to be distributed and that he would enquire about when this was likely to take place.** (10/14)

- 2781 Seat Repairs – **The Clerk reported that the contractor would not be in a position to complete the repairs until spring 2015. Cllr R. Holroyd agreed to see if an alternative contractor could undertake the work earlier. (10/14)**
- 2789 New Cycle Routes – **Cllr Thomas reported that Peper Harow Parish had no objections to the planned route and that Thursley Parish Council had accepted the proposal. She advised that she would be meeting with James Browne to progress further. (10/14)**
- 2805 TAG Farnborough Consultation – **The Clerk reported that Part A of the consultation results were available online. (09/14)**
- 2830 Highways Localism Works – **The Clerk reported that approval for the list of works was still outstanding. (10/14)**
- 2882 Emergency Group Update – **Cllr Thomas reported that a meeting of the group was due to take place within the next week and that the questionnaire would be distributed shortly. She reported that there was no update regarding the insurance situation at present. (10/14)**
- 2883 Staceys Farm Road – **Awaiting approval of works. (10/14)**
- 2906 WBC Local Plan – **Cllr Murphy confirmed that a Parish Council response to the Local Plan consultation had been prepared and sent. He advised that a copy of a communication to WBC had been received from CPRE endorsing the comments made by the Parish Council but also challenging the number of new dwellings included in the plan. Cllr Morgan suggested that it would be beneficial if the Parish Council continue to express concerns regarding the proposed housing numbers included in the Local Plan and that ‘exceptional circumstance’ may be considered. It was stressed the current version of the plan was in draft format only and that the final version would also go out for consultation. (10/14)**
- 2910 Cemetery Files – **The Clerk reported that the cemetery files had not yet been received. Cllr Murphy advised that he would make the necessary arrangements for these to be made available. (10/14)**
- 2914 Burford Lodge Temporary Parking Arrangements – **Cllr R. Holroyd confirmed that the parking arrangements for the recent wedding function had worked well and that the wedding party were appreciative of the support from the Parish Council. Feedback received from allotment users regarding the temporary parking arrangements were discussed by the members. (10/14)**

7.0 NEIGHBOURHOOD PLAN

- 2928 Cllr Murphy advised that Cllr Jacobs had prepared a note in her absence which had been circulated to members in advance of the meeting which provided an update regarding the plans for preparation of a Neighbourhood Plan. He advised that the event held on 11th October had been well attended and the initiative to prepare a plan appeared to be well supported by parishioners.

It was reported that Peper Harow did not wish to join Elstead in the preparation of a Neighbourhood Plan but were happy for the parish to include the Weyburn site as part of the area boundary. Cllr Morgan advised that he was not aware of any plan which included an area of land outside of the parish boundary. Mr Organe advised that WBC had been consulted about the process and appeared to accept the proposal in principle. The Clerk reported that Thursley Parish Council had decided to prepare their own Neighbourhood Plan but would like to work collaboratively with Elstead to share costs and expertise.

Cllr Murphy suggested that the next step in the process was to hold a public meeting to provide information to parishioners in order to gain support and volunteers. Mr Organe advised that he had provisionally booked the St. James school hall for the event on Thursday 13th November from 8.00 pm. This date and venue were agreed although it was highlighted that all related costs would need to be agreed. Council members were encouraged to attend.

Mr Organe advised that he had made arrangements for the marketing of the event. It was suggested that notices be displayed in the village and that the press be informed.

It was agreed that the area boundary application be sent to WBC after the public meeting to ensure that the community were informed and agreed with the proposed area for inclusion in the plan. Mr Organe advised that a delay in submitting the boundary application would result in a delay in completion of the process. Members agreed that the public meeting take place prior to the submission and that there was no particular hurry to rush the preparation process.

Discussion took place regarding the funding required for the process. It had been suggested that £4.5k would be required in the current financial year and a similar amount included in the budget for 2015-16. It was suggested that there would be minimal costs to the year end and that grant funding should be available in the new financial year.

The engagement of services of a Locality consultant was agreed. Cllr Morgan raised a question regarding the content and outcomes of the eight days consultancy that had been suggested. It was agreed that further detail would be required in order to gain a better understanding of the services on offer.

Discussion took place regarding the benefit of having the services of a Post Graduate student to undertake some work to compile factual information regarding existing housing, transport, business arrangements etc. in the village to be used as supporting evidence for the plan. This was agreed by members. Following discussion it was agreed that the students travel expenses be paid at a rate of 40p per mile.

Mr Organe was thanked for his work on the project to date.

8.0 SEATING REQUEST

2929 The Clerk advised that following the previous meeting, she had spoken with residents regarding the village green and reported their concerns regarding the proposed siting of the new seat. It was agreed that the grass area in front of the dentist was the preferred option. Cllr Murphy agreed to speak to the owners of the public house to inform them of the proposal.

9.0 DEFIBRILLATORS

2930 The Clerk reported that the Billmeir Trust had agreed to provide funding for six defibrillators units for Elstead and Thursley parishes.

Cllr J. Holroyd advised that she was in the process of obtaining quotes for the purchase and supply of the units and that she would provide an update and proposal at the next meeting.

Discussion took place regarding the siting of the units. The final suggestion was that an outside unit be located close to the Spar in the centre of the village with the two other units being situated at the football club pavilion and Thursley Road recreation ground to ensure maximum coverage of the village. Cllr R. Holroyd agreed to speak with representatives from the Spar to obtain the appropriate authorisation.

10.0 BURFORD LODGE EXTENSION LAND

2931 It was suggested that a rent review take place of the backland area. Following discussion it was agreed that the Clerk contact an agent to obtain information regarding the rental value so that the Parish Council can consider whether to undertake a tendering process with the land being handled by an agent.

The Clerk reported that the rental payment for the current year ending 31st October 2014 had not yet been received from the grazier which made automatic renewal of the licence from 1st November invalid.

11.0 HIGHWAYS TASK GROUP MEETING

2932 The Clerk reported that Cllr Jacobs had volunteered to attend the Highways Task Group meeting on 3rd November to represent the Council and to highlight problems associated with the access road from Elstead onto the roundabout onto the A3 and Milford.

It was suggested that Cllr Jacobs also highlight the lay-by/new parking arrangements for Springfields that had not yet taken place although the understanding was that funding had been ring-fenced from this year's budget for the project.

12.0 MEETING DATES 2015

2933 The Clerk had distributed in advance of the meeting proposed meeting dates of the Council from January to May 2015. These were approved by members.

13.0 REPORTS AND CORRESPONDENCE

2934 The Clerk advised that an invitation to attend the Age UK AGM had been received.

14.0 ACCOUNTS FOR PAYMENT

2935 The following accounts for October were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
BDO LLP	3215	External audit	£480.00
SJL Groundwork	3216	Groundworks	£4,332.00
Veolia	3217	Bin emptying	£46.80
Maxwell & Co	3218	Salary preparation	£72.00
CPRE	3219	Membership	£36.00
E. Felton	3220	Salary and expenses	£333.44
Post Office	3221	HMRC Payment	£208.80
Total			£5,509.04

15.0 AUDITORS REPORT 2013-14

2936 The Clerk reported that the annual return for the financial audit for 2013-14 had been received with the recommendation that the Council ensure that acceptance of the budget is minuted and it regularly reviews the actual income and expenditure against budget on at least a quarterly basis.

The Clerk advised that arrangements for budget review had already been implemented for the 2014-15 period. The Council accepted the recommendation of the auditors and that appropriate arrangements were already in place to comply with the recommendation.

The Annual Return was accepted and approved by the Council.

16.0 BUDGET REVIEW 2014-15

2937 The six monthly budget review to end September 2014 was undertaken. *Copies of the budget document had been distributed to members in advance of the meeting.*

Discussion took place regarding the expenditure items which were unlikely to be spent during the current financial year. It was agreed that these possible savings would allow the Council to maintain an appropriate bank balance at year end but that some budgeted expenditure may need to be carried forward and ring-fenced in next year's budget.

Cllr Morgan raised a question regarding the accuracy of the Compensatory Grant amount included in the budget. The Clerk confirmed that the first payment of the grant was accurate and that she was currently in the process of preparing the estimate for next year.

17.0 FUNDING REQUEST

2938 The Clerk reported that a request for funding had been received from The Clockhouse for a contribution towards a new telephone system. Following discussion regarding the good work of the organisation, it was agreed that a contribution of £1,000 be awarded with the proviso that the funds be spent on the telephone system or other projects of a similar nature.

18.0 HENRY SMITH CHARITY 2014

2939 The Clerk reported that a letter had been received from the trustees of Smiths Charity to confirm their commitment to provide a donation of £2,000 to the parish as per previous years. This was accepted by the Council and signed by Cllr Murphy and Cllr R. Holroyd.

19.0 BUDGET CONSIDERATIONS 2015-16

2940 In preparation for the meeting of the Finance Committee scheduled to take place on 24th November, members were asked to identify expenditure items for inclusion in the 2015-16 budget. Recommendations included:

- Neighbourhood Plan costs
- Funds for rights of way improvements (2014-15 allocation not spent)
- Springfield parking/lay-by

Members were asked to provide details of specific projects to the Clerk prior to the Finance Committee meeting.

2941 Cllr Murphy advised that the Village Hall Management Committee were looking for funding for capital improvement works and had suggested an approach to the Billmeir Trust via the Parish Council. Cllr Harmer suggested that some funding may be available from the Local Allocation Grant for specific projects. Cllr Murphy agreed to advise them of this possibility of match funding.

20.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

2942 Cllr Morgan had provided details in advance of the meeting regarding a suggested meeting with representatives from Tanshire to discuss parking arrangements. It was agreed that Cllr Morgan arrange to meet with them on 11th November and confirm arrangements to members.

2943 Cllr Thomas advised that she had been asked to visit a parishioner to discuss the over-hanging trees and that it had been agreed that arrangements would be made for the work to be undertaken by family members.

- 2944 Cllr Thomas advised that she had obtained a new key to allow access to a locked cupboard in the village hall containing an old style phone for use in an emergency.
- 2945 Cllr Murphy reported that he had asked Mr Richard Knight to check the drain outside of Overgreen and that if members were aware of any other maintenance works required, to let the Clerk know so that she could make arrangements with Mr Knight.
- 2946 Cllr Morgan raised a concern regarding the flooding issues on Red House Lane. Cllr Thomas was able to provide further detail regarding the problem. Cllr Harmer suggested that the flooding points be raised at the Highways Task Group meeting on 3rd November. The following were areas were suggested:
- Bus stop on Milford Road
 - Somerset Bridge (both sides)
 - Fullbrook Lane

Meeting closed at 21.30 pm

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.

ELSTEAR Parish Council

RECEIPTS/EXPENDITURE REVIEW BY MONTH 2014-15

Activity	ACTUAL							FORECAST					Original Budget	Variance	Forecast v		
	April	May	June	July	August	September	Apr - Sep 2014	October	November	December	January	February				March	Oct - Mar 2015
Grant Aid							£0.00	£1,194.00	£3,600.00					£4,784.00	£4,784.00	£0.00	£4,784.00
Interest/Dividends							£0.00	£2.00					£5.00	£7.00	£5.00	£0.00	£2.00
Precept	£20,376.00						£20,376.00							£0.00	£20,376.00	£20,376.00	£0.00
Thunley Road Trust Ground			£942.17				£942.17							£942.17	£1,884.34	£1,884.34	£0.34
EVAA							£0.00						£200.00	£200.00	£200.00	£0.00	£0.00
Compensatory Grant	£3,394.00						£3,394.00							£0.00	£3,394.00	£3,394.00	£0.00
Local Support Grant					£1,907.00	£1,000.00	£2,907.00							£0.00	£2,907.00	£2,907.00	£0.00
Refunds							£0.00							£0.00	£0.00	£0.00	£0.00
VAT Reimbursement						£12,474.59	£12,474.59							£0.00	£12,474.59	£12,474.59	£0.00
Cemetery payments		£332.00		£145.00			£477.00	£1,433.00					£868.00	£2,101.00	£2,101.00	£1,000.00	£1,578.00
Rents				£1,800.00			£1,800.00		£800.00				£85.00	£2,485.00	£2,485.00	£2,485.00	£0.00
Simile Charity							£0.00				£2,000.00			£2,000.00	£2,000.00	£2,000.00	£0.00
Loan repayment							£0.00							£0.00	£0.00	£0.00	£0.00
Total Receipts	£32,770.00	£332.00	£942.17	£1,745.00	£14,381.99	£1,000.00	£51,170.76	£2,619.00	£4,400.00	£0.00	£2,000.00	£0.00	£1,880.17	£10,896.17	£62,066.93	£38,436.00	£23,630.93
Salaries and expenses	£407.83	£432.84	£347.34	£328.44	£328.44	£328.44	£2,173.13	£333.44	£400.00	£400.00	£400.00	£400.00	£400.00	£2,333.44	£4,506.57	£5,500.00	£-993.43
HMRC	£156.00	£104.40	£208.80	£208.80	£208.80	£208.80	£1,095.60	£208.80	£150.00	£150.00	£150.00	£150.00	£150.00	£658.80	£2,054.40	£1,872.00	£182.40
Salary preparation	£80.00						£80.00	£80.00						£80.00	£180.00	£0.00	£180.00
Fees - SCAP/IC	£827.11						£827.11	£96.00						£96.00	£96.00	£750.00	£113.11
Grants/Payments				£-125.00			£-125.00			£2,000.00				£2,000.00	£1,875.00	£3,000.00	£-1,125.00
Insurance Premiums				£287.50			£287.50		£2,350.00					£2,350.00	£2,350.00	£2,350.00	£0.00
Playground inspection fee							£0.00			£1,000.00				£1,000.00	£1,000.00	£1,000.00	£0.00
Playground equipment							£0.00						£3,000.00	£3,000.00	£3,000.00	£0.00	
Playground maintenance		£114.70	£25.44	£42.19		£70.89	£260.02						£1,950.00	£2,210.00	£1,950.00	£260.02	
Admin Expenses					£30.00		£30.00		£500.00				£500.00	£1,030.00	£1,000.00	£30.00	
Website							£0.00		£650.00					£650.00	£650.00	£0.00	
Hire of Hall		£85.00			£71.00		£156.00		£85.00				£85.00	£195.00	£331.00	£480.00	£71.00
Audit Fees					£870.00		£870.00	£480.00						£480.00	£1,150.00	£1,100.00	£50.00
Loan repayment		£987.75					£987.75	£987.75						£987.75	£1,975.50	£2,048.00	£-72.50
Signs			£175.00				£175.00							£0.00	£175.00	£100.00	£75.00
Rural attendance	£90.00	£30.00		£50.00	£30.00		£140.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£180.00	£300.00	£0.00	£50.00
Special projects (bways, cycle track)							£0.00						£7,000.00	£7,000.00	£7,000.00	£0.00	
Special projects (bonfire hillparking)							£0.00						£5,500.00	£5,500.00	£5,500.00	£0.00	
Perforator							£0.00		£3,600.00					£3,600.00	£3,600.00	£1,000.00	£2,600.00
Erection costs							£0.00						£0.00	£0.00	£0.00	£0.00	
Contingency							£0.00		£750.00					£750.00	£1,800.00	£1,500.00	£300.00
Chairman's allowance					£225.00		£225.00							£450.00	£875.00	£450.00	£225.00
Members allowance							£0.00							£225.00	£225.00	£225.00	£0.00
Tillage expenses							£0.00							£0.00	£0.00	£0.00	
Revision Maintenance (Sturford Lodge)			£145.21	£9.37			£154.58	£30.00						£180.00	£193.58	£30.00	£169.58
General maintenance			£72.00	£30.00			£102.00	£3,810.00						£3,900.00	£4,221.00	£2,300.00	£1,621.00
General maintenance/handyman	£390.00	£39.30	£295.31	£227.40	£140.82		£1,092.83	£500.00	£500.00	£500.00	£500.00	£1,000.00	£3,000.00	£4,850.00	£5,150.00	£-1,496.28	
Replacement seat - village green							£0.00						£5,000.00	£5,000.00	£5,000.00	£0.00	
Vale memorial (inc. repairs)							£0.00							£100.00	£100.00	£100.00	£0.00
Burial grounds & buildings maintenance		£95.79	£112.50	£105.43	£302.04	£56.25	£689.97		£200.00					£750.00	£950.00	£1,619.00	£119.00
Fencing							£0.00							£2,500.00	£2,500.00	£2,500.00	£0.00
Donations							£0.00							£0.00	£0.00	£0.00	
Grass Cutting		£3,225.00					£3,225.00							£2,000.00	£9,220.00	£5,500.00	£720.00
Tree surgery							£0.00							£1,500.00	£1,500.00	£1,500.00	£0.00
Water		£167.37					£167.37			£140.00				£150.00	£290.00	£457.37	£167.37
Electricity		£18.84			£28.00		£46.84							£135.00	£181.79	£136.00	£46.79
Business Rates							£0.00		£75.00					£75.00	£150.00	£150.00	£0.00
ATV payments							£0.00							£0.00	£0.00	£0.00	
Vat on payments	£12.00	£78.00	£980.00	£141.80	£18.00	£709.12	£1,738.92	£741.80	£250.00	£20.00				£1,500.00	£4,240.72	£0.00	£4,240.72
Total Payments	£1,492.74	£2,296.44	£5,147.82	£2,177.84	£1,528.84	£5,608.82	£18,252.00	£8,039.84	£8,322.79	£8,690.00	£1,145.00	£1,080.00	£35,765.00	£50,041.79	£77,293.79	£99,180.00	£8,113.79
Opening Bank Balance	£22,805.00						£22,805.00										
Bank Balance at month end	£34,082.39	£32,117.91	£47,912.46	£47,479.62	£60,332.37	£55,723.85	£55,723.85	£52,303.81	£50,381.06	£41,691.06	£42,546.06	£41,466.06	£7,561.23	£7,561.23	£7,561.23		
Play Area Account	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00										£2.00	
Deposit Account	£7,806.00	£7,806.00	£7,806.00	£7,806.00	£7,806.00	£7,806.00		£7,806.00	£7,806.00	£7,806.00	£7,806.00	£7,806.00	£7,806.00	£7,806.00	£7,806.00		
Bank balance	£91,694.35	£96,725.91	£55,820.46	£55,067.62	£67,940.37	£63,331.85		£58,909.81	£57,987.06	£49,297.06	£50,152.06	£49,072.06	£15,187.23	£15,187.23	£15,187.23		