

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 16th June 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 J. Jacobs Cllr A. Jones
Cllr B. Morgan Cllr R. Terry
Mrs E. Felton (Clerk)

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

PUBLIC TIME:

2822 Cllr J. Else asked that the Council consider a different layout of seating arrangements for future meetings so that Councillors were not sitting with their back to the public gallery. This was agreed by the Council.

2823 Mrs S. Cheeseman asked why the double yellow line no parking proposal around the village green was not being implemented. It was explained that as the Parish Council had only partially supported some of the proposal, SCC Highways had advised that a partial programme would not work. It was highlighted that the consultation process had indicated that the majority were not in favour of the proposal. It was agreed to revisit the decision in six months' time as the proposal had only been withdrawn, not rejected. Cllr Murphy agreed to speak to the PCSO so that the illegal parking can be monitored and dealt with appropriately.

1.0 APOLOGIES FOR ABSENCE

2824 The Clerk reported that apologies had been received from Cllr Davidsen. These apologies were approved by the Council.

2.0 DECLARATIONS OF INTEREST

2825 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

2826 The minutes of the Parish Council meeting on 19th May 2014 were agreed and signed by the Chairman.

The Clerk proposed that the format of the 'Matters Arising' section of future minutes would be summarised and should indicate the date the most recent updated discussions took place. This was approved by the Council.

4.0 APPROVAL OF PLANNING COMMITTEE MINUTES

- 2827 The minutes of the Planning Committee meeting on 2nd June 2014 were agreed and signed by the Chairman of the Committee.

5.0 MATTERS ARISING

- 2554 Thursley NNR Advisory Group Meeting – Awaiting update from Mr Giles regarding more effective fire breaks. (02/13)
- 2639 Local Committee (Waverley) – Awaiting outcome of funding proposal for preparation of a feasibility study for the Springfield parking issue.

In response to a request from Cllr Murphy, Cllr Harmer agreed to investigate the timing of the feasibility study preparation.

- 2649 Football floodlights at Burford Lodge need realigning - This has been pointed out to the football management who have agreed to review it. (07/13)
- 2709 Hankley Users Group Meeting – Cllr Murphy advised that the next meeting of the group was due to take place on 21st May 2014 and that he would be raising the subject of the school being asked to notify the MOD when they intend to access the common as it was understood that this was not required if they remain on the appropriate footpaths. (05/14)

Cllr Murphy reported that he understood that a protocol to allow the school to use the common had been agreed which involved the school informing the MOD in advance of their plans. It was reported that the procedure of informing the MOD in advance of planned visits to the area applied to all local user groups. Discussion took place regarding the confusion amongst users of their rights.

- 2715 Post Office relocation – Awaiting response regarding relocation plans following recommendations.

Discussion took place regarding the recent planning application to install disabled access into the Spar and the subsequent removal of parking places outside of the shop. Cllr Harmer advised that he had spoken to the Transportation Development Control regarding their objection to the proposal.

- 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)
- 2747 Community groups and review of emergency plan - A meeting is due to take place on 5th June to review the emergency plan. (05/14) – **See agenda item 7**
- 2749 Neighbourhood plan -**The Clerk reported that she had met with the Clerk from Chiddingfold Council and had obtained details of the process and proposed timescale for preparation of their plan. Discussion took place regarding the funding availability, engagement of volunteers to the working groups and the collation of parishioner ideas and suggestions for consideration as part of the preparation process.**

It was agreed to include the item on the next meeting agenda so that arrangements to hold an open public meeting can be discussed if deemed appropriate.

- 2756 Additional drainage by Elstead Football Club to the Thursley Road Recreation Ground. Approval for preparation of tender documents was agreed. (05/14)

The Chairman advised that plans had been prepared and the Clerk would be arranging for tenders to be sought.

- 2761 The sign at the village green by the tree needs to be repaired - Mr Knight to progress. (05/14)

The sign has been repaired. Item to be removed as outstanding.

- 2777 Footpath 62 - Following review of the footpath, it was suggested that the cost of the works to remove the vegetation and install a hard surface would be approx. £5,000. Cllr Murphy proposed that as the removal of the vegetation was likely to be under £500, Mr Knight undertake the work as the cost would not exceed £500. This was approved by members. (05/14)

Cllr Murphy reported that he had not yet heard back from Mr Browne (SCC) regarding works to the surface by a volunteer group. Mr Knight advised that he expected to complete removal of the vegetation this week. The Clerk had informed the landowner of the proposed works.

- 2778 Bank signatories -In addition to the existing signatories and the new Clerk, Cllr Thomas, Cllr Terry and Cllr Jacobs agreed to register as signatories on the bank account. The Clerk was asked to provide necessary documentation. (05/14)

It was reported that the bank had been passed all of the paperwork to make the necessary changes to the signatories.

- 2779 Parking in Springfield – Cllr Morgan agreed to keep the Parish Council updated following the results of the questionnaire. (05/14)

Cllr Morgan advised that a questionnaire for residents had been prepared and that he would provide Councillors with a copy. He advised that he intended to hand deliver the questionnaire by the end of month and would report back with the results in due course.

- 2780 SCC Yellow Line Proposal - Cllr Harmer confirmed that the yellow lines proposal had been withdrawn as the modified plan was not seen to be a manageable or enforceable solution. (05/14)

- 2781 Seat Repairs - The Clerk was asked to obtain an update regarding the status of the repairs. (05/14)

The Clerk reported that the seat was due to be repaired within the next couple of weeks following receipt of an estimate for the works.

2786 New Model Financial Regulations - Clerk to review and report back in due course.

To be discussed under agenda item 16). Item to be removed.

2789 New Cycle Routes - Mrs Thomas would meet with Mr Moxon again in June to review and progress issues.

Cllr Thomas advised that a meeting was due to take place during the last week of June to identify the proposed route. Discussion took place regarding the access points and poor condition of the Hookley Lane section.

2800 New Signage at the Cemetery, at Thursley Rd Rec and the Croft Play Area - The Clerk reported that the replacement signs had been ordered. (05/14)

New signs are in place although an additional sign was required at the Jubilee Play area. Cllr Murphy was making the necessary arrangements.

2804 Local Plan - **The Clerk was asked to re-arrange the meeting with a WBC representative to discuss Local/Neighbourhood Plans.**

2805 TAG Farnborough Consultation – Cllr Morgan suggested that it may be appropriate to form a collaborative working group with other parishes. (05/14)

Discussion took place regarding the siting of 60 new chinooks at RAF Odiham and their offer to Cllr Else of a presentation to Council regarding the planned usage. In response to a question raised regarding the possibility of a joint presentation to local Parish Councils, Cllr Murphy advised that if Cllr Else were to arrange such an event, Elstead Parish Council and parishioners would like to be involved.

2806 Hankley Users Group – **Cllr Murphy reported that the minutes of the meeting had been distributed to Councillors.**

2812 Abandoned vehicles- **it was reported that although the vehicle previously discussed had been removed, another vehicle abandoned vehicle had appeared. The process of reporting, ticketing and removal of such vehicles was discussed.**

6.0 OBJECTIVES FOR THE COMING YEAR 2014/2015

2828 The objectives for the coming year were agreed and approved as follows:

- Review the need for a defibrillator (Cllr J. Holroyd)
- Updated Emergency Plan in advance of winter months
- Improvement of condition of F62 in consultation with SCC
- Improved drainage on Thursley Road recreation ground
- Further investigate the advantages and disadvantages of preparing a Neighbourhood Plan so that a decision can be made

7.0 EMERGENCY GROUP UPDATE

2829 The Clerk advised that Emergency Committee had met and the current plan had been amended but that another meeting was being arranged to take place during July.

8.0 HIGHWAYS LOCALISM WORKS

2830 No works were identified at this time. It was agreed that if works were identified, they should be reported to the Clerk and that the subject appear as a regular agenda item for review.

9.0 DEFIBRILLATOR UPDATE

2831 Cllr J. Holroyd advised that she had spoken to relevant parties and obtained cost estimates of approx. £1200 per complete unit. Cllr J. Holroyd reported that the surgery had been approached and she would confirm in due course that they would have no objection to having the defibrillator sited in the porch outside of their building. It was suggested that an unlocked box would be the Council's preference. Discussion took place about whether a formal approach to the surgery should be made at this time to seek approval.

The Council agreed the funding of the unit.

Cllr J. Holroyd agreed to investigate further and report back at the next meeting.

10.0 ELSTEAD MARATHON

2832 The Clerk advised that a request had been received from the Scouts Group requesting permission of the Parish Council to use the village green for the start and finish of the Elstead Marathon and for the annual tug of war competition on 4th July. This was approved by the Council.

11.0 BURIAL ARRANGEMENTS

2833 The Clerk reported that Mr Stacey no longer wished to continue with his role at the cemetery but that Mr Richard Knight had agreed to undertake the responsibility under the same conditions as previously. This was approved by the Council.

12.0 INTERNAL AUDIT REPORT 2013-14

2834 Copies of the Internal Audit report were provided to Councillors. Discussion took place regarding the internal audit report as follows:

- Internal and External audit reporting process –note was taken of the two issues from the 2013 audit reports. The Clerk provided an update regarding resolution of the issues.

It was agreed that in future the Council be provided with details of the reports so that appropriate actions can be agreed and recorded.

- Actual spend against budget – it was suggested that quarterly reviews had taken place previously. The Clerk reported that she had already prepared a spreadsheet to monitor forecast against expenditure for 2014-15 and that the first review was planned for the July meeting. It was agreed to review the proposed report at the next meeting and implement quarterly reviews.
- The Council agreed that the new playgroup equipment be added to the insurance schedule. It was agreed that the Croft play area equipment also be added onto the policy with a replacement value of approx. £10,000.
- The Council approved changes to the cash book format.
- The amendment to the figures on the Annual Return to correct the £1 anomaly was approved by Council and the Clerk was requested to make the necessary change.

Discussion took place regarding the financial information contained as part of section 1 of the Annual Report. Cllr Morgan raised questions regarding compliance with internal and external audit reports. It was agreed that it was good practice and to ensure proper use of public money.

It was suggested that a reserve amount at the bank of between six to twelve months was appropriate.

13.0 APPROVAL OF ANNUAL RETURN 2013-14

2835 The Annual Return 2014 document was reviewed by the Council.

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

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

14.0 APPROVAL OF INTERNAL INSPECTIONS REPORT

2836 The 'Review Effectiveness of Audit' document was approved and signed by the Clerk.

15.0 APPROVAL OF FIXED ASSETS REGISTER 2013-14

2837 Discussion took place regarding the Fixed Assets Register for 2013-14 and the need to include the Croft Play area equipment. The Clerk was asked to investigate whether it was appropriate to include land values on the register and the possibility of showing two values for items on the 2014-15 listing.

The Fixed Assets Register for 2013-14 was approved by Council.

16.0 NEW FINANCIAL REGULATIONS

2838 The Clerk reported that a revised Financial Regulations document had been prepared which allowed Councils to elect to use online banking with only one approval signatory.

Following discussion it was agreed that two signatories continue to be required to approve expenditure and that the use of online banking was approved if the Clerk wished to follow this process. The Clerk suggested that the current process continue at present.

17.0 REPORTS AND DOCUMENTS RECEIVED

2839 No reports or document were noted.

18.0 CORRESPONDENCE

2840 The following items of correspondence had been received:

- Review of Polling Stations - The Clerk was asked to confirm that the Council were happy with the current arrangements.
- Request from Cricket Club for erection of marquee and access onto the recreation ground for event on 23rd August. It was agreed that permission be given but that the club were informed that the Parish Council did not feel that the licence for alcohol until 3.00 am was appropriate and that 1.00 am be suggested.
- Advice that Local Committee Meeting (Waverley) was due to take place on 20th June in Dunsfold.

19.0 ACCOUNTS FOR PAYMENT

2841 The following accounts for June were presented for payment, duly authorised and cheques signed:

South East Water	3187	Burford Lodge supply	£12.00
South East Water	3188	Recreation Ground supply	£155.37
Richard Knight	3189	Maintenance and signs	£378.47
Southern Electric	3190	Burford Lodge supply	£18.64
CANCELLED	3191		
Rooney Signs	3192	New signs and painting sign	£210.00
Mr. P. Murphy	3193	Purchase of herbicide	£72.00
Mrs E. Felton	3194	Salary and expenses	£347.34
Post Office	3195	HMRC payment - June	£208.80
Grasstex Ltd	3196	Annual Mowing contract	£3,870.00

20.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

2842 Cllr Jones reported that following a recent Allotments meeting, he had been asked to highlight to the Council a problem of a blocked ditch which was causing problems with flooding. The Council suggested that the Allotments Committee investigate who the land owner is to enquire whether they would be prepared to clear the blockage or allow the allotments group to undertake the work.

2843 Cllr Morgan advised that there was a potential application for housing development on the Federal Mogul site and that the developer was keen to obtain the views of the Parish Council on the proposal.

The Council confirmed that their views of use of the site remained as per their letter to WBC and their recent meeting with representatives of the Planning department in that they were supportive of development of part of the site but that some industrial/commercial facility should be included as part of the plan.

It was stressed that the message to be relayed back to the Planning department and subsequently the developer should be that the Council are not opposed to development on the site but that their previous communications be taken into account when considering any planning proposal.

In response to a question regarding whether a presentation from the developer is required, it was agreed that an open public meeting would be appropriate.

It was agreed that if a planning application for the site is put forward for consideration and comment, discussions take place at a meeting of the Full Council.

2844 Cllr Jacobs advised that speed traps had been in the village during the day.

2845 Cllr Jacobs raised a concern regarding a branch on the green by the church which was blocking the road sign. Mr Knight was asked to investigate and resolve if appropriate.

2846 Cllr Jacobs raised a concern regarding the poor state of the notice board on the Thursley Road. Cllr Murphy agreed to investigate and review usage.

2847 Cllr Murphy raised a concern regarding the sight lines at junctions which were currently being restricted due to the growth of vegetation which was causing dangerous driving conditions. Cllr Morgan agreed to investigate the contract which WBC has in place.

It was agreed that if Councillors identify potential problem areas, they inform the Chairman or Clerk so that local arrangements to resolve the issue can be implemented and WBC informed.

Meeting closed at 21.55 pm

APPENDIX A

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.