

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

**Monday 21st January 2019 at 7.30 pm**  
**The URC, Milford Road, Elstead**

**Attendees:** Cllr P. Murphy (Chair)                      Cllr J. Holroyd                      Cllr J. Mathisen  
Cllr R. Rees    Cllr K. Brooke                      Cllr J. Jacobs  
Cllr R. Holroyd                                        Cllr R. Gardner  
Mrs J. Williams (Clerk)

**PUBLIC QUESTION TIME**

5155 A resident asked whether a raised hump could be installed as a crossing point near to The Spar. Councillors did not think this was possible but would ask Cllr Harmer. **(01/19)**.

**1.0 APOLOGIES FOR ABSENCE**

5156 Apologies have been received from: Cllr L. Davidsen who was not able to attend for business reasons. His apologies were accepted by the Council. **(01/19)**.

**2.0 DECLARATIONS OF INTEREST**

5157 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. **(01/19)**.

**3.0 APPROVAL OF MINUTES OF PC MEETING HELD 10<sup>th</sup> DECEMBER 2018**

5158 The minutes of the Parish Council meeting held on 10th December 2018 were agreed and signed by the Chairman. **(01/19)**.

**4.0 APPROVAL OF MINUTES OF PLANNING MEETING HELD 10<sup>th</sup> DECEMBER 2018**

5159 The minutes of the planning meeting held on 10th December 2018 were agreed and signed by the Chairman. **(01/19)**.

**5.0 APPROVAL OF ANNUAL SMITHS CHARITY MEETING MINUTES HELD 28th NOVEMBER 2018**

5160 The minutes of the Annual Smiths Charity Meeting held on 28<sup>th</sup> November were agreed and signed by the Chairman. **(01/19)**.

**6.0 MATTERS ARISING**

5161 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. There are currently

- two options of trains: Kompan version which will cost £14.5k + vat versus a wooden like-for-like at £4.5k + vat. The wooden like-for-like version has a guarantee of 10 years. Councillors approved the wooden like-for-like option. The Clerk to confirm costings, safety surface options and leadtimes with the suppliers. **(01/19)**
- 5162 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has drawn up a new plan for the proposed diversion of Footpath 64 and will need to go out on site again to double check a few things. The plan can then be sent to the landowner. Once SCC get agreement from the landowner SCC can send the PC a copy of the plan and start a new consultation. **(01/19)**
- 5163 Cemetery Space Assessment: Cllr Davidsen, Richard Knight and The Clerk met to discuss this. Cllr Davidsen to report back on this at the February meeting. **(01/19)**
- 5164 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. **(01/19) Minute to be removed as covered under agenda item 12.**
- 5165 There is agreement in principle for a mobile VAS to be shared between the Western Villages. The Clerk has sent VAS locations to the Western Parish Clerk collating the information and RK has agreed to be trained. Cllr Harmer explained that the VAS would hopefully be bought and installed before 31.03.19. **(01/19).**
- 5166 PIC Monies available. The Clerk has discussed which applications are appropriate with WBC. Cllrs agreed that the Clerk should resubmit an application for the organic waste material collector at the cemetery and for a replacement bench around the oak tree on the Village Green. Cllr J. Else has proposed to assist with the application process and to ascertain if there is a TPO on the oak tree. The Clerk to forward the application to Cllr J. Else and WBC. **(01/19).**
- 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)**
- 5167 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 has followed up. **(01/19).**
- 5120 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(12/18)**
- 5168 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. Planners have advised that the container if sited parallel with Ham Lane must be sited further forward which would interfere with the pitch. Cllrs agreed that the

best location for the container would be in the original spot (in front of the table tennis and courts 1-3. As landowners the PC can insist on this. The Clerk to follow up. **(01/19)**

5169 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 and have finally submitted the correct wording to cover this. Cllrs have agreed to The Clerk making signage for The Croft and Burford Lodge to this effect. **(01/19)**.

5170 BT phonebox by the zebra crossing: This has now been repaired. **(01/19)**. **Minute to be removed next month. (01/19)**

5171 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. The Clerk has chased WBC but has not had a response. Cllr J. Else has also chased on the PC's behalf and the person responsible will contact The Clerk by 25<sup>th</sup> January. **(01/19)**

5172 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. Cllrs agreed that one last reminder should be sent and then the council would arrange for it to be uplifted. **(01/19)**

5173 Draft policies on data storage: Cllr Rees circulated information before the January meeting. Policies on use of IT and social media are not included. The policy to be added to the February agenda so that it can be formally adopted. **(01/19)**. **Minute to be removed next month.**

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. **(01/19)**  
**Minute to be removed as website now a separate agenda item.**

The Clerk will keep paper copied of the various NHP surveys. **(01/19)** **Minute to be removed next month.**

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

Cllr R Rees to be listed as DPO. The Clerk to add this to the roles and responsibilities sheet. **(01/19)** **Minute to be removed next month.**

5174 A resident wrote complaining about parking outside the school. The Clerk took advice from the school who, due to aggressive behaviour from the resident, suggested there should be no further communication on the matter. **(01/19)** **Minute to be removed next month.**

- 5175 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. Pathways are mown once a month and the rest of the area is mown once a year in September and the grass is collected. Inside the gates is a sign which details how the cemetery is being managed and why it is being managed in this way. **(01/19). Minute to be removed next month.**
- 5176 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. There has been no further contact from the resident. **(01/19). Minute to be removed next month.**
- 5177 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 has sourced another electrician and he is assessing the site on Friday 25<sup>th</sup> January. **(01/19).**
- 5178 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. The Clerk is looking at more bench options. **(01/19)**
- 5179 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. The consultant said she would forward information. **(01/19).**
- 5180 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 once the proposed precept has been agreed by WBC. **(01/19).**
- 5128 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. There has been no further update on this. **(12/18).**
- 5089 Ramp at 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. RK waiting for weather to improve so that he can do the work. **(01/19)**.

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. **(01/19)**. **Minute to be removed as covered in agenda item 14.**

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)**. **Minute to be removed next month as covered under agenda item 13.**

5181 Carehome & Weyburn Site: Cllr J Else to follow up what the planning condition for the carehome is and whether Thakeham are building to the agreed planning conditions i.e the land looks as if it has been raised. Cllr J Else has been liaising with the enforcement team at WBC. The developer, Thakeham, has contacted Cllr J Else asking her to meet with them. Cllr J Else to coordinate a meeting and would like to involve Cllrs Murphy and Jacobs and Dawn Davidsen. **(01/19)**.

5135 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans on paper. The online format to be reviewed again in six months time. **(12/18)**.

5182 Cllr J Jacobs explained that it would be beneficial to undertake an updated Housing Needs Survey (HNS). The last such survey was conducted in 2012. It would be helpful to understand how many affordable homes are actually needed. It is also needed as part of the evidence base for our NHP. A meeting has been arranged for 24<sup>th</sup> January at 12.30 with the HNS enabler. **(01/19)**

5151 Cllr J. Holroyd 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 – there is no date as of yet. **(12/18)**.

5183 A resident raised the issue of the pavement/surface in front of The Spar to the Forge and from Back Lane to Staceys Farm Road. The Clerk contacted SCC Highways and they will assess it. **(01/19)**.

## **7.0 WBC UPDATE**

5184 WBC are putting grass cutting out to tender. PC's have the option of taking back control and could manage this themselves. PC's would receive some monies towards this however the tender will run for three years and monies will be given on a three year sliding scale. At the end of the three year cycle PC's could return grass cutting to WBC. Cllrs agreed that they do not want to do this because it would mean the PC taking on yet another function from WBC without adequate financial compensation. **(01/19)**. **Minute to be moved 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)**.
- 5185 Real time bus information: as part of the s106 agreement with Weyburn £15,000 was allocated towards real time bus information. It is not possible for this to be relocated to the Milford Road / Hookley Lane bus stop as it forms part of a s106 agreement which is specific to a particular project. **(01/19). Minute to be removed next month.**

## 9.0 NEIGHBOURHOOD PLAN UPDATE

- 5186 There is no further action to report on the NHP this month as EPC and the NHP SG are waiting to attend a meeting with The Leader of WBC in the new year, the outcome of which, will determine the direction for the NHP. Cllr J. Else has arranged a meeting for Cllr Murphy and The Clerk to attend on 22<sup>nd</sup> January where it is hoped that this issue can be resolved so that the SG can move forward with the NHP. **(01/19)**
- 5187 Cllr J. Jacobs and Dawn Davidsen met with consultants who are advising Witley and Chiddingfold PC's. Their recommendation is that we use these consultants (Nexus) who are extremely knowledgeable with the WBC/Green Belt/Site Allocation situation. The NHP SG appreciate the work that the current consultant (Imagine Places) has done but feels that a fresh pair of eyes will enable us to complete the plan. The outstanding works are estimated at £13k for which we hope to get at least £2k in funding but there are other funding options we might be able to tap into with the help of the proposed new consultants. Cllrs agreed to employing Nexus. The Clerk to write to Imagine Places and Nexus. The Clerk to contact Nexus post meeting to see if they can attend the meeting with Cllr J Potts. **(01/19). Minute to be removed next month.**
- 5188 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). Minute to be removed next month as superseded by minute 5186**

## 10.0 OUR ELSTEAD

- 5189 Elstead Society: The Christmas tree project was well received and to date 130 people have joined the Our Elstead facebook group. A drop in session has been arranged for 9<sup>th</sup> February 12-3pm at the Youth Centre to try and enlist more support. The object is to divide Elstead up into three areas which will each be managed by a specific team of volunteers. Projects being investigated include: village sign, on-line sports event calendar

(NB this will feed into website project) and flower planters by the village entrances. **(01/19)**

#### **11.0 HUG UPDATE**

5190 The track opposite Prides Farm that has been subject to a degree of contention has now been made into a permissive bridleway. Filming will start on Hankley Common in April which means that the DZ car park will be closed during this period. All other car parks will remain open. **(01/19) Minute to be removed next month.**

#### **12.0 SPEEDWATCH**

5191 Speedwatch: Cllr P. Murphy and The Clerk met with the school to discuss running a speedwatch campaign. The school would like to be involved and have suggested that after May half term would be the ideal time for them. It is hoped that this will form the basis of a larger educative piece around car parking and traffic management around the school with the school using different ways of addressing these issues with parents. The Clerk to contact Surrey Police to arrange this. **(01/19)**

#### **13.0 WEBSITE**

5192 New PC Website: Prior to the January meeting The Clerk had asked councillors to look at different parish websites. The website that all councillors preferred was the Titchmarsh village website. The new website would feature villages news, organisations and events as well as a separate page for PC news. There would also be a history / archive page. It was agreed that individual businesses would not be listed. The sub committee to ask if anyone in the village would be interested in designing the website and to compare this with what E-Mango can provide as design is included in their fees. **(01/19)**

5193 The Clerk discussed the annual service charge with E-Mango as the fee is comparatively high. E-Mango have agreed to halve their fee and councillors have approved the new fee of £240 plus vat. **(01/19) Minute to be removed next month.**

#### **14.0 VILLAGE GREEN BENCH ESTIMATE APPROVAL**

5194 Richard Knight has forwarded an estimate for a rustic style bench in a wood material to replace the current bench which surrounds the oak tree on the village green. The cost is £1,600 to include installation and removal of old bench. The Clerk has looked at similar options and for smaller benches in a recycled material the starting price is £999 excluding installation and removal. Councillors approved this estimate from Richard Knight. The Clerk to apply for PIC funding for this alongside the green waste collection bin for Woolfords Lane cemetery. **(01/19)**

#### **15.0 DOGS ON THE REC**

5195 Increasing numbers of dogs have been spotted on the recs. The Clerk to write to all clubs and users reminding them that dogs are not allowed on the recs. Users to be asked to ensure that visitors/users from outside the village are informed of this policy. The Clerk to add an information box to the next village news. **(01/19)**

#### **16.0 INSURANCE – ANNUAL REVIEW AND APPROVAL**

5196 The Clerk reported that the annual insurance is £2,665.65. This represents a 5% increase. The Clerk to ask Zurich if they can reduce their figure as nothing new has been added to the policy. Councillors approved the charge of £2,665.65 in the meantime. **(01/19)**

#### **17.0 CLERKS SALARY – ANNUAL REVIEW**

5197 The proposed annual increase was presented. The Clerks hourly rate will increase from £11.61 to £11.91 effective April 2019. Councillors approved this increase. The Clerk to inform Maxwells who manage the PC's payroll. **(01/19). Minute to be removed next month.**

#### **18.0 GOVERNANCE POLICY UPDATE**

5198 The NALC update proposed that trees should be formally surveyed once every two years. The Clerk to ensure that this happens. **(01/19). Minute to be removed next month.**

#### **19.0 BUDGET REVIEW**

5199 The year to date figures were shared with councillors prior to the meeting. The accounts are positive and currently show a projected year end of £60k surplus which is inline with keeping a years worth of spend in reserve. **(01/19). Minute to be removed next month.**

5200 Prior to the meeting Cllr Jacobs had checked all bank statements. All cheques, payments and receipts are in line with what The Clerk has reported. Cllr Jacobs also checked the bank reconciliations and these are all approved with all figures reconciling accurately. Cllr Jacobs signed all filed paperwork for the internal accountants. **(01/19). Minute to be removed next month.**

#### **20.0 REPORTS AND CORRESPONDENCE**

5201 A wooden bench at the junction of SBW and HL has had the back kicked in. The Clerk to ask RK if he can repair it and if not then for him to remove it. **(01/19). Minute to be removed next month.**

5202 Dawn Davidsen has shown the Clerk some trees that form part of PC land which have not been surveyed. Councillors agreed that RK should initially check the trees and for The Clerk to get the cost of a formal survey. Trees line the Milford Road so must be checked. **(01/19).**

5203 A resident has highlighted the poor bus route 46 service. **(01/19). Minute to be removed next month.**

5204 The Clerk has reported the additional white lines that have been painted on the Thursley Road and around the Green however the lines are in accordance with Highways ruling. **(01/19). Minute to be removed next month.**

5205 The Clerk has liaised directly with SCC over the poor visibility at Truxford Corner. The Clerk explained that this has been raised several times. SCC to write directly to the two properties concerned requesting it is cut back. **(01/19). Minute to be removed next month.**



- 5206 There have been two cemetery enquiries. **(01/19). Minute to be removed next month.**
- 5207 EER rota for 2019 has been sent to all councillors. **(01/19). Minute to be removed next month.**
- 5208 A resident has raised concern over excess leaves in the roadways. The PC has notified WBC. **(01/19). Minute to be removed next month.**
- 5209 A resident has reported two surveyors outside St James Church surveying the road as it is due to be resurfaced. The Clerk to advise Jack Roberts so that the 'h' bars aren't painted before this work is undertaken. **(01/19).**
- 5210 There will be a PC election in May. Councillors should inform the Clerk if they intend to stand for office. **(01/19).**

#### **21.0 ACCOUNTS FOR PAYMENT JANUARY 2019**

- 5211 The following accounts for January were presented for payment, duly authorised and cheques signed:

#### **ACCOUNTS FOR PAYMENT - January 2019**

<b>Payee</b>	<b>Cheque no</b>	<b>Purpose</b>	<b>Amount</b>
Adrian Porter	3874	Smiths Charity	£100.00
Juliet Williams	3875	Salary and working from home	£765.20
Maxwell and Co Ltd	3876	Preparation of salaries to 31.12.18	£72.00
Richard Knight	3877	rec work and our ealstead work	£136.50
JohnMathisen	3878	lights for christmas tree as agreed in dec meeting	£132.66
E Mango	3879	annual service agreement	£288.00
Zurich Municipal	3880	annual PC insurance and play inspection	£2,591.42
			<b>£4,085.78</b>

#### **22.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS**

#### **23.0 MATTERS RAISED BY MEMBERS**

- 5213 No Members raised any points. **(01/19). Minute to be removed next month.**

**Meeting closed at 9.55 pm**