

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 21st July 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 R. Terry Cllr L. Davidsen
Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Cllr J. Else (WBC) Mr R. Knight
5 members of the public

PUBLIC TIME:

2848 Mr Organe asked for clarification of agenda item 10) – Hankley Common. The Chairman explained that discussion would take place following receipt of a communication received from the MOD regarding a planned land tribunal hearing and the subsequent concerns about the implications of removal of the barrier. Mr Organe advised that the land tribunal was nothing to do with the barrier installation but would cover just the ownership of the land.

Discussion took place regarding the note recently distributed by Mr Organe regarding the subject of the lawfulness of the barrier and viable alternative options in order to restrict vehicular access onto the common.

2849 Cllr Harmer advised that against agenda item 2715 of the June meeting minutes, rather than the reference to the Highways department, the sentence should read 'Transportation Development Control'. The Clerk confirmed that the amendment had been made.

1.0 APOLOGIES FOR ABSENCE

2850 The Clerk advised that apologies had been received from Cllr B. Morgan due to ill health. These were accepted by the Council.

2.0 DECLARATIONS OF INTEREST

2851 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

2852 The minutes of the Parish Council meeting on 16th June 2014 were agreed and signed by the Chairman.

4.0 APPROVAL OF PLANNING COMMITTEE MINUTES

2853 The minutes of the Planning Committee meeting on 30th 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) – **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)

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/
2806 Hankley Users Group Meeting – 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. Cllr Murphy reported that the minutes of the meeting had been distributed to Councillors. (06/14)

2715 Post Office relocation – **Cllr Else advised that the recent planning application for disabled access into the Spar had been withdrawn but would be resubmitted to include reference to the relocation of the post office as part of the plans.** (07/14)

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)

2747 Community groups and review of emergency plan – **See agenda item 8**

2749 Neighbourhood plan – **See agenda item 6**

2756 Additional drainage by Elstead Football Club to the Thursley Road Recreation Ground – **See agenda item 7**

2777 Footpath 62 - Removal of vegetation and installation of a hard surface.

Cllr Murphy reported that Mr Knight had cleared the vegetation and that he had met with James Browne (SCC) onsite to discuss the possibility of volunteers working on the surface of the footpath and was awaiting an update. As previously agreed, material costs would be covered by the Parish Council should the volunteer scheme go ahead. It was agreed that the Parish Council would cover the costs associated with Mr Knight assisting the group with his motorised wheelbarrow.

Cllr Murphy reported that Mr Browne had agreed that the footpath from Hookley Lane onto the common was in poor repair but would be too expensive for SCC to fund and that improvement may only be possible under a broader improvement scheme such as a cycle route etc. (07/14)

- 2778 Bank signatories - **It was agreed that this item was complete and should be removed.**
- 2779 Parking in Springfield – **Cllr Morgan advised that a questionnaire for residents had been prepared and that he would provide Councillors with a copy. Update from Cllr Morgan at next meeting. (06/14)**
- 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 Chairman reported that he understood that they may be a delay in repairs to the seat due to poor health of the contractor. (07/14)**
- 2789 New Cycle Routes – **Cllr Thomas reported that she had attended meetings to progress the project and that further meetings were planned to look at funding options. (07/14)**
- 2800 New Signage – **Cllr Murphy advised that the new sign on the Croft play area had been removed. It was agreed that this should not be replaced. (07/14)**
- 2804 Local Plan - **See agenda item 6**
- 2805 TAG Farnborough Consultation – **Cllr Else advised that there was nothing to report at this time. (07/14)**
- 2830 Highways Localism Works – **The Chairman advised that he had requested some works to remove vegetation from the wall by the garage be undertaken under the Highways Localism Works. He also asked that weed clearance along the Back Lane be included on the list. The Clerk reported that would check with SCC to see when works could commence. (07/14)**
- Cllr Jacobs asked if it might also be appropriate to include replacement of the finger post by Elstead Manor on the list of works. It was suggested that James Browne may be able to arrange replacement. (07/14)**
- 2840 Cricket Club Event – **Cllr Murphy advised that the Cricket Club accepted the recommendation that the licence application show 1.00 pm finish time. (07/14)**
- 2846 Notice Board – **Cllr Murphy reported that some maintenance work was required on the notice board on Thursley Road. Mr Knight was asked to undertake the work. The usage of the board was discussed. (07/14)**
- 6.0 NEIGHBOURHOOD PLAN**
- 2854 Cllr Murphy explained that following a recent meeting with Mr Ian Motuel (WBC), further information and advice had been provided regarding the process of preparing a Neighbourhood Plan.

Additional information included the fact that the NH Plan needed to be in conformity with the Local Plan with the housing number being provided by WBC. It was also understood that a NH Plan could not alter the Green Belt area and that this could only be undertaken through the Local Plan. It was highlighted that whether or not a NH Plan existed, WBC were keen to work collaboratively with the Parish Council to agree the content of the Local Plan and future development.

Discussion took place regarding the associated costs and the level of input and amount of time required from the Councillors and community involved in the two year NH Plan preparation process.

In response to a question, Cllr Murphy advised that although the Parish Council could be involved in the allocation of possible development sites, actual housing numbers were decided by WBC (in consultation with the Parish Council). He advised that a substantial evidence base was required to support a NH Plan application. The merits of receiving an increased level of CIL were discussed.

It was suggested that a housing assessment be undertaken whether or not a NH Plan is prepared.

The Local Plan Part 1 and Part 2 process was explained and discussed. It was reported that the consultation process of the Local Plan Part 1 was due to commence in September.

It was agreed that as a decision about whether or not to proceed with preparation of a NH Plan should be taken shortly, the Council consider the information available to them so that a decision can be made at the next meeting.

7.0 THURSLEY ROAD RECREATION GROUND DRAINAGE

2855 It was reported that following a recent tendering process, two quotes for the drainage works had been received. The Clerk provided details. The expenditure for the lower cost quote was accepted and approved by the Council.

Cllr Murphy agreed to investigate whether there was any funding available from the Football club to support the expenditure. It was agreed that an application to the Local Allocation Grant for £1,000 may be appropriate.

8.0 EMERGENCY GROUP UPDATE

2856 An overview of the discussions which had taken place at a recent Emergency Group meeting with Ms Sally Barclay was provided. The issue of the volunteer group requiring public liability insurance was discussed. Cllr Thomas agreed to investigate further and report back.

9.0 DEFIBRILLATOR UPDATE

2857 The Clerk reported that the Billmeir Trust had agreed to contribute towards the purchase of a number of defibrillator units for Elstead and Thursley parishes.

Cllr Joan Holroyd provided an update regarding the possible locations of the units following discussion with the GP's. It was suggested that she check with the tennis club to obtain their views on whether they would like a unit.

Cllr Joan Holroyd advised that the recommendation was that the units be locked and users would phone an emergency number (located on the box) in order for the equipment to be released. This action would also alert the emergency services to the need to despatch an ambulance to the patient. Discussion took place regarding possible problems associated with this process and possible theft of the unit. The issue of poor mobile service in the village were also highlighted as a potential problem.

Cllr Joan Holroyd suggested that it may be appropriate to invite a Community First Responder representative to attend the next meeting to provide information. This was agreed by Councillors.

10.0 HANKLEY COMMON

2858 The barrier on BW101 was discussed. It was agreed that there was a need for a barrier to be maintained in order to restrict vehicular access over the common. It was suggested that a statement to this effect be provided to the MOD. The following draft statement was prepared:

'Elstead Parish Council considers it is in the public interest that a barrier capable of preventing unauthorised vehicular access to BW 101 should be retained at the current location immediately to the north-west of the entrance to the car park at Hankley Common. Otherwise, there would be no practical means of preventing unauthorised access by motor vehicles north-westwards along BW 101 towards Tilford. This would seriously and adversely affect the amenity of the Hankley Common area'.

11.0 DRAINS AND DITCHES

2859 Cllr Thomas advised that following recent actions by residents in Red House Lane to unblock ditches and improve drainage, she had spoken to representatives from a neighbouring parish and understood that in that area, Parish Councillors were each responsible for allocated footpath and drainage areas.

Discussion took place regarding the availability of drainage/ditch locations and maps and the possible sources of advice available to identify where they may be. Cllr Harmer advised that the recent flooding problems had been largely as a result of land owners blocking drainage and that the recommendation of the Flooding Task Group was likely to be that ditches are identified and soak aways and ponds etc. be cleared. He suggested that Mr Ian Fowler may be able to provide local information regarding drain/ditch locations.

Cllr Thomas was asked to provide details of the outstanding jetting work to Cllr Harmer.

12.0 ZURICH SEMINAR FEEDBACK

2860 Details of the Zurich seminar attended by Cllr Thomas had been circulated to members in advance of the meeting.

Discussion took place regarding the need to regularly inspect council facilities/equipment etc. and maintain appropriate records. The possible problems associated with social media were also discussed along with the liability of volunteer groups.

13.0 FLOODING GROUPS OR FORA

2861 Reference was made to a communication received from WBC regarding information and advice available via a local flooding group in the process of being formed. It was suggested that formation of a collaborative group may be appropriate.

Cllr Harmer advised that he would be seeking representation from the parish to attend a meeting with the SCC Flooding Task Group in the near future.

14.0 REPORTS AND CORRESPONDENCE

2862 The Clerk reported the following reports/correspondence had been received:

- Communication regarding an increased level of Duke of Edinburgh activity and the need to identify additional camping sites. It was suggested that Tweedsmuir Camp may be appropriate
- Advice that the WBC Town and Parish Council meeting due to take place on 28th July had been cancelled
- Scoping report from Farnham Town Council
- Edition of LCR magazine

15.0 ACCOUNTS FOR PAYMENT

2863 The following accounts for July were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Richard Knight	3197	Maintenance & Burial	£502.30
Zurich Municipal	3198	Insurance	£287.50
Veolia	3199	Bin emptying	£46.80
Maxwell & Co	3200	Audit	£804.00
E. Felton	3201	Salary & expenses	£328.44
Post Office	3202	HMRC Payment	£208.80
Total			£2,177.84

16.0 BUDGET REVIEW 2014-15

2864 The Clerk provided an explanation of the Budget Review 2014-15 document which had been circulated in advance of the meeting (see Appendix B). Discussion took place regarding the format of the information. Discussion also took place regarding specific amounts of planned expenditure including the 'special projects' allocation.

It was agreed that the Play Area account amount be transferred to the main account.

17.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

2865 Cllr Murphy advised that the new Houndown car park had been extended to hold an increased number of vehicles.

Cllr Davidsen advised that the MOD may consider removing the earth barrier around the new car park so that the area is more open as it currently is very enclosed.

2866 Cllr Murphy reported that the vegetation around the sub-station had been partially removed.

2867 Cllr Murphy highlighted that the weeds around the green had been recently sprayed as part of the routine maintenance programme.

2868 In response to a point raised regarding ragwort, discussion took place about whether or not it was a notifiable plant. Cllr Harmer advised that there were clear guidelines as to the best method for dealing with it available online. He suggested that a note to the Highways Agency regarding overgrowth by the A3 would be appropriate.

2869 Cllr Davidsen highlighted the need for replacement of the guttering at the cemetery. This was agreed and Mr Knight was asked to make arrangements.

2870 Cllr Davidsen highlighted the problem of animals excavating the ground in the cemetery. Discussion took place with Mr Knight regarding the best method of dealing with this problem.

2871 Following a question regarding the change of use to residential at a new development in the village, Cllr Murphy confirmed that he understood that the WBC enforcement team were aware of the issue.

2872 It was agreed that Mr Knight replace or repair the posts which were missing or damaged around the village green.

Meeting closed at 21.40 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.

APPENDIX B – ELSTEAD PARISH COUNCIL

RECEIPTS/EXPENDITURE REVIEW BY MONTH 2014-15

Activity								FORECAST								FORECAST	Forecast 2014-15 TOTAL	Original Budget 2014-15
	April	May	June	July	August	September	Apr -Sep 2014	October	November	December	January	February	March	Oct - Mar 2015				
Grant Aid							£0.00							£0.00	£0.00	£0.00		
Interest/Dividends							£0.00						£5.00	£5.00	£0.00	£5.00		
Precept	£29,376.00						£29,376.00							£0.00	£29,376.00	£29,376.00		
Thursley Road Trust Ground			£942.17				£942.17						£942.17	£942.17	£1,884.34	£1,884.00		
EVAA							£0.00						£200.00	£200.00	£200.00	£200.00		
Compensatory Grant	£3,394.00						£3,394.00							£0.00	£3,394.00	£3,500.00		
Local Support Grant							£0.00							£0.00	£0.00	£0.00		
Refunds							£0.00							£0.00	£0.00	£0.00		
VAT Reimbursement				£12,474.59			£12,474.59	£1,200.00						£1,200.00	£13,674.59	£0.00		
Cemetery payments		£332.00					£332.00						£668.00	£668.00	£1,000.00	£1,000.00		
Rents					£1,600.00		£1,600.00	£800.00					£65.00	£865.00	£2,465.00	£2,465.00		
Smiths Charity							£0.00							£0.00	£0.00	£0.00		
Loan repayment							£0.00							£0.00	£0.00	£0.00		
Total Receipts	£32,770.00	£332.00	£942.17	£12,474.59	£1,600.00	£0.00	£48,118.76	£2,000.00	£0.00	£0.00	£0.00	£0.00	£1,880.17	£3,880.17	£51,993.93	£38,430.00		
Salaries and expenses	£407.63	£432.84	£347.34	£328.44	£400.00	£400.00	£2,316.25	£400.00	£400.00	£400.00	£400.00	£400.00	£400.00	£2,400.00	£4,716.25	£5,500.00		
HMRC	£156.00	£104.40	£208.80	£208.80	£150.00	£150.00	£978.00	£150.00	£150.00	£150.00	£150.00	£150.00	£150.00	£900.00	£1,878.00	£1,872.00		
Salary preparation	£60.00						£60.00	£60.00						£60.00	£120.00	£0.00		
Fees - SCAPTC	£827.11						£827.11							£0.00	£827.11	£750.00		
Grants/Payments			-£125.00			£1,500.00	£1,375.00						£1,500.00	£1,500.00	£2,875.00	£3,000.00		
Insurance Premiums				£287.50		£2,350.00	£2,637.50							£0.00	£2,637.50	£2,350.00		
Playground inspection fee							£0.00			£1,200.00				£1,200.00	£1,200.00	£1,200.00		
Playground equipment							£0.00						£3,000.00	£3,000.00	£3,000.00	£3,000.00		
Playground maintenance				£42.19			£42.19						£1,950.00	£1,950.00	£1,992.19	£1,950.00		
Admin Expenses						£500.00	£500.00						£500.00	£500.00	£1,000.00	£1,000.00		
Website							£0.00				£650.00			£650.00	£650.00	£650.00		
Hire of Hall		£65.00					£65.00				£65.00			£65.00	£130.00	£260.00		
Audit Fees				£670.00			£670.00							£0.00	£670.00	£1,100.00		
Loan repayment		£987.75					£987.75		£987.75					£987.75	£1,975.50	£2,048.00		
Signs			£175.00				£175.00							£0.00	£175.00	£100.00		
Burial attendance	£30.00	£30.00		£50.00	£30.00	£30.00	£170.00	£30.00	£30.00	£30.00	£30.00	£30.00	£30.00	£180.00	£350.00	£0.00		
Special projects(b/ways, cycle track)							£0.00						£7,000.00	£7,000.00	£7,000.00	£7,000.00		
Special projects(bonfire hill/parking)							£0.00						£5,500.00	£5,500.00	£5,500.00	£5,500.00		
Defibrillator						£1,000.00	£1,000.00							£0.00	£1,000.00	£1,000.00		
Election costs							£0.00							£0.00	£0.00	£0.00		
Contingency						£750.00	£750.00						£750.00	£750.00	£1,500.00	£1,500.00		
Chairmans allowance							£0.00						£450.00	£450.00	£450.00	£450.00		
Members allowance							£0.00						£225.00	£225.00	£225.00	£225.00		
Travel expenses							£0.00							£0.00	£0.00	£0.00		
Pavilion Maintenance (Burford Lodge)				£9.37			£9.37						£600.00	£600.00	£609.37	£600.00		
Grounds/maintenance			£72.00	£39.00	£600.00		£711.00		£600.00				£500.00	£1,100.00	£1,811.00	£2,300.00		
General maintenance/handyman		£598.45	£378.47	£295.31	£500.00	£500.00	£2,272.23	£500.00	£500.00	£500.00	£500.00	£500.00	£1,000.00	£3,500.00	£5,772.23	£6,150.00		
Replacement seat - village green							£0.00						£5,000.00	£5,000.00	£5,000.00	£5,000.00		
War memorial (inc. repairs)						£100.00	£100.00							£0.00	£100.00	£100.00		
Burial grounds & buildings maintenance				£105.43		£750.00	£855.43						£750.00	£750.00	£1,605.43	£1,500.00		
Fencing							£0.00						£2,500.00	£2,500.00	£2,500.00	£2,500.00		
Donations							£0.00							£0.00	£0.00	£0.00		
Grass Cutting			£3,225.00				£3,225.00						£5,100.00	£5,100.00	£8,325.00	£8,500.00		
Tree surgery						£750.00	£750.00						£750.00	£750.00	£1,500.00	£1,500.00		
Water			£167.37			£150.00	£317.37				£140.00			£140.00	£457.37	£290.00		
Electricity			£18.64			£65.00	£83.64						£70.00	£70.00	£153.64	£135.00		
Business Rates						£75.00	£75.00						£75.00	£75.00	£150.00	£150.00		
s137 payments							£0.00							£0.00	£0.00	£0.00		
Vat on payments	£12.00	£78.00	£680.00	£141.80	£150.00	£250.00	£1,311.80		£250.00	£20.00			£1,500.00	£1,770.00	£3,081.80	£0.00		
Total Payments	£1,492.74	£2,296.44	£5,147.62	£2,177.84	£1,830.00	£9,385.00	£22,329.64	£1,140.00	£2,917.75	£3,155.00	£1,080.00	£1,080.00	£39,365.00	£48,737.75	£71,067.39	£69,180.00		
Opening Bank Balance	£22,805.09																	
Bank Balance at month end	£54,082.35	£52,117.91	£47,912.46	£58,209.21	£57,979.21	£48,594.21	£48,594.21	£49,454.21	£46,536.46	£43,381.46	£42,301.46	£41,221.46	£3,736.63	£3,736.63	£3,736.63			
Play Area Account	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00	£12.00	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00		
Deposit Account	£7,606.00	£7,606.00	£7,606.00	£7,606.00	£7,606.00	£7,606.00	£43,180.00	£7,606.00	£7,606.00	£7,606.00	£7,606.00	£7,606.00	£7,606.00	£7,606.00	£7,606.00	£7,606.00		
Bank balance	£61,690.35	£59,725.91	£55,520.46	£65,817.21	£65,587.21	£56,202.21	£56,202.21	£57,062.21	£54,144.46	£50,989.46	£49,909.46	£48,829.46	£11,344.63	£11,344.63	£11,344.63			

