

ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 16th February 2015 at 7.30 pm

United Reform Church Hall, Elstead

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

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

Cllr Murphy reported that Denis Holmes, former Chairman and member of the Parish Council, had recently passed away following a short illness and that a memorial service was due to take place from 11.00 am on Saturday 7th March at St. James church and that all were welcome to attend.

PUBLIC QUESTION TIME

- 3008 Mrs Sandra Cheeseman asked if it was possible to introduce a 20 mph speed limit and parking restrictions on the Milford Road and Thursley Road. Discussion took place regarding previous plans for speed restrictions in the village and the issue of not being able to agree a suitable solution for all. The Clerk was asked to invite a Police representative to attend the next meeting so that the matter could be discussed further.
- 3009 Following an enquiry from Lady Strathalmond regarding the road works taking place on the Farnham Road, it was reported that these were being undertaken on behalf of BT.
- 3010 Discussion took place regarding the possible reasons for the erection of a pole on the Milford Road (opposite Oxenden Farm). The Clerk was asked to speak with WBC Planning department to ascertain the purpose.
- 3011 Cllr Harmer provided the Council with a copy of the SCC Corporate Strategy for 2015-20.
- 3012 Cllr Harmer advised that a review of the Children's Centres in the county would take place based on Ofsted reports and geographical issues. He reported that a consultation would take place and representations would be requested.
- 3013 Cllr Harmer advised that when considering traffic calming/parking resolutions, it would be beneficial to ensure adherence to current SCC policies and obtain a village consensus.
- Cllr Murphy advised that the Neighbourhood Plan Working Group looking at transport would be best placed to consider the issue.
- 3014 Cllr Harmer advised that the Police and Crime Commissioner for Surrey would be holding a meeting at the Borough Hall in Godalming from 7.00 pm on 26th February.

1.0 APOLOGIES FOR ABSENCE

3015 Apologies had been received from Cllr Thomas, Cllr Jacobs, Cllr Terry and Cllr Else who were not able to attend due to personal and business commitments. These apologies were accepted by the Council.

2.0 DECLARATIONS OF INTEREST

3016 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

3017 The minutes of the Parish Council meeting on 19th January 2015 were agreed and signed by the Chairman.

4.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3018 The minutes of the Planning Committee meeting on 19th January 2015 were agreed and signed by the Chairman.

5.0 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 – **Advice received that Post Office would be relocated to the Spar with ramp available for disabled access upon request. Cllr Morgan reported that the planning application for change of use for the current Post Office was likely to be withdrawn.** (02/15)

2746 Review of street maintenance – (see appendix A for full list of works) Cllr Murphy confirmed that flooding areas by the Woolpack and the triangle on Milford Road had been reported again. (12/14)

2779 Parking in Springfield – **Cllr Morgan advised that the distribution of the leaflets would take place within the next couple of weeks.** (02/15)

2781 Seat Repairs – **Cllr Joan Holroyd offered to contact the contractor to obtain a completion date for the works.** (02/15)

2789 New Cycle Routes – Cllr Thomas reported that MOD had cleared the blocked culvert. (12/14) **Item to be removed as matter outstanding.**

2805 TAG Farnborough Consultation – **The Clerk reported that correspondence had been received to advise that the consultation feedback report would be available later in 2015.** (02/15)

2830 Highways Localism Works – **The Clerk reported that the works should be undertaken shortly.** (02/15)

- 2882 Emergency Group Update – Cllr Thomas advised that there was no update. (12/14)
- 2906 WBC Local Plan – Cllr Murphy confirmed that a Parish Council response to the Local Plan consultation had been prepared and sent. 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)
- 2918 Tracys Development site – **Cllr Morgan reported that WBC had confirmed that no change of use would be considered unless a proper market survey was undertaken.** (02/15)
- 2919/ River House Cottage – **Cllr Murphy reported that the WBC Planning Committee meeting to discuss the application had been deferred to allow for further investigation. It was noted that a site meeting had taken place.** (02/15)
- 2929/ Seating Request – **The Clerk reported that further communication had been received regarding the siting of the seat with a request that it be removed from its current location by the end of the month. Following discussion it was agreed that evidence of misuse would be required to justify moving it to an alternative site and assurances should be given to the complainant that it will be moved if deemed a nuisance.** (02/15)
- 3004
- 2930 Defibrillators – **Cllr Joan Holroyd reported that the units had been received and that she had met with the electrical contractor so that installation quotes could be prepared although she was still awaiting confirmation that the Spar was happy to have a unit located on their premises. Cllr Murphy advised that he would provide contact details to Cllr Joan Holroyd so that she could arrange a visit to the pavilion to identify a suitable location for a unit.** (02/15)
- 2947 West Hill Development – No further communications had been received from the developer. (12/14)
- 2948 Village Hall – **Cllr Murphy advised that a letter of thanks had been received from the volunteer fund raising group to thank the Parish Council for their monetary contribution.** (02/15)
- 2955 Burford Lodge Extension Land – **Cllr Murphy reported that a meeting had been held with the management agent and a prospectus would be prepared in preparation for a tendering/letting process. He reported that the Clerk was in the process of providing a copy of the original agreement letter to the solicitors of the current licensee.**
- Cllr Murphy advised that work was required to the security and condition of the field and to the access arrangements to improve the sight lines. It was agreed that a 'left turn only' sign would be appropriate. It was agreed that Richard Knight undertake appropriate fencing, tree felling and access works.**
- It was agreed that the field should only be used for agricultural grazing purposes but that a portable field shelter may be allowed if permission from the Parish Council be sought regarding location, design etc.** (02/15)
- 2957 Tanshire/Weyburn – Representatives from Linden Homes provided feedback (see reference 2984 above). (01/15)

- 2968 Waverley Local Committee Question regarding flooding – Response to the question was that the Highways Team have addressed some highway flooding in the village and their maintenance engineer would meet with Parish Council representatives to tour known drainage hotspots. **Item to be removed as matter outstanding.** (01/15)
- 2972 Change of Use Applications – Both applications had been discussed by the Planning Committee and objection notes sent to WBC. It was reported that Cllr Morgan was in communication with the planning department regarding the applications. (01/15)
- 2980 Town and Parish Meeting – Cllr Roger Holroyd and Cllr Joan Holroyd had attended the meeting at WBC offices. They reported that there had been feedback regarding the results of the Local Plan consultation with the Dunsfold scenario being the preferred option. They also advised that WBC had highlighted the level of counting that would be required following the elections in May and the financial reserves held by the Council to react to crisis within the borough. (01/15)
- 2982 Village Green – **Cllr Murphy advised that Richard Knight had undertaken remedial work to improve the recent damage to the village green.** (02/15)
- 2984 Linden Homes – **Cllr Murphy advised that Linden Homes representatives were due to attend the NH Plan working group meeting taking place on 18th February. Cllr Morgan advised that he had met with Linden Homes representatives and discussed their plans which included the possibility of an employment site such as a nursing home and associated parking. Discussion took place regarding the employment needs of the village such as additional office space. Discussion also took place regarding the affordable housing needs. Cllr Davidsen advised that there was an analysis of needs being undertaken as part of the NH Plan working group which would inform the decision making process.** (02/15)
- 2985 Sewage Spillage – **The Clerk reported that Thames Water had responded to the Parish Councils recent letter to advise that a camera investigation into the problem was due to take place later in the week.** (02/15)
- 2986 B3001 Pole – See 3010 above.
- 2987 Milford Road Flooding – See below.
- 2988 War Memorial – **Mrs Sandra Cheeseman advised that the war memorial work had taken place and would be funded by her husband and her. The Parish Council thanked Mr and Mrs Cheeseman for their contribution.** (02/15)
- 2990 Woolpack – Cllr Thomas agreed to speak with the owners of the Woolpack to highlight the concerns of parishioners regarding the erection outside of the Woolpack. (01/15)

6.0 NEIGHBOURHOOD PLAN

- 3019 The Clerk provided an update on the preparation of a Neighbourhood Plan as follows:
- Consultation of designation area runs until 9th March 2015 and that plans are on display.

- Working groups formed and currently in process of gathering information and data. Next public meeting provisionally booked to take place on Friday 27th March to present results to date but meeting date will be confirmed.
- Chris Bowden appointed as consultant and initial Steering Group meeting planned to take place on 2nd March.
- Funding available to end March 2015. Expenditure will be discussed by Steering Group.
- Draft Terms of Reference for the Steering Group were approved following a minor amendment to 4.4 to include reference for Peper Harow representative to be present at Steering Group meetings to ensure quorate.

Discussion took place regarding the involvement of interested parties and Parish Council representation on the Steering Group. Cllr Murphy advised that Mr Michael Organe had been asked to act as secretary to the Steering Group following his input and support of the project to date.

7.0 CEMETERY

3020 In response to a query raised by Cllr Davidsen regarding the tree felling currently taking place adjacent to the cemetery, Mr Richard Knight advised that the landowner was in possession of a tree felling licence and was currently removing trees to improve the ground condition. It was agreed that Cllr Davidsen and Richard Knight meet to discuss maintenance needs of the cemetery and building.

8.0 ANNUAL ASSEMBLY MEETING

3021 It was agreed that the Annual Assembly meet take place on Wednesday 15th April and that the topic for presentation be an update on the Neighbourhood Plan. Cllr Murphy advised that he would prepare the annual report for agreement by the Council in advance of the March meeting.

9.0 GROUNDS MAINTENANCE CONTRACT 2015-16

3022 The Clerk reported that Grasstex had offered to hold the current contract prices for 2015-16. Following discussion regarding the good service and reliability of the contractor, it was agreed that the contract be renewed.

10.0 HIGHWAYS FLOODING

3023 Cllr Murphy following a meeting with Stuart Copping (SCC) some jetting of flooded areas had taken place including the Milford Road/Shackleford triangle and on the Farnham Road by the Seale Road junction. He advised that both works had only partially resolved the problems and that larger pipework was required on the triangle in order to resolve the problem fully and that this was included on a list of works to be undertaken. Cllr Harmer advised that pipework replacement was a capital expenditure.

Cllr Murphy also reported that the flooding problem on the Milford Road opposite the Woolpack was due to concrete being put into the drain and causing a blockage and that it was necessary to dig this out in order to resolve the problem.

Cllr Murphy advised that the flooding by Somerset Bridge had also been reported and that Mr Copping was looking to remove or move the warning sign at the junction on the triangle with Milford Road to improve visibility.

11.0 FOOTPATH 62

3024 Cllr Murphy advised that volunteers were now available to work on footpath 62 and that as costs for the work had previously been approved by the Parish Council, he had requested the works to take place and offered the services of Richard Knight to assist.

3025 Discussion took place regarding the section of the footpath at the end of Red House Lane onto the common which had not been reinstated as part of the previous works which had taken place. Cllr Murphy agreed to speak with James Browne (SCC) to ascertain costs involved in completion of the project.

3206 Cllr Jones raised a question regarding when the footpath by the side of the river would be reopened. Cllr Murphy agreed to investigate why it was still closed.

12.0 REPORTS AND CORRESPONDENCE

3027 The Clerk advised that the Farnham Herald were keen to obtain a comment regarding superfast broadband service in the village for inclusion in an article they are preparing on the service in rural areas. The Clerk was asked to provide the reporter with Cllr David's contact details so that he may make comment on behalf of the Parish Council.

3028 The Clerk advised that a request for £300 funding had been received from 'Help in Elstead' to support their ongoing costs. This was approved by the Council.

3028 The Clerk advised that Cllr Else had been in contact with SCC following recent reports of near misses on the zebra crossing on the Milford Road. The Clerk provided details of the response from SCC Highways and advised that they had contacted the Waverley Casualty Reduction Officer at Surrey Police in order for recommendations for improved safety to be provided.

3029 Cllr Jones provided a report from the Allotment Committee which highlighted concerns of tenants on the possible impact on the allotments in light of the planned development on the Weyburn site. It was confirmed that the Parish Council have no plans of changing the status of the site.

13.0 ACCOUNTS FOR PAYMENT

3030 The following accounts for February were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Zurich Municipal	3331	Premium	£2,332.52
Information Commissione	3332	Annual subscription	£35.00
Imagine Places	3333	Neighbourhood Plan Support	£1,147.00
Michael Organe	3334	NH Plan costs	£270.20
Richard Knight	3335	Maintenance	£114.38
E. Felton	3336	Salary & expenses	£313.44
HMRC	3337	HMRC Payment	£208.80
Rushmoor Council	3338	NH Plan costs	£124.00
Bank Transfer		Play area to reserve acc.	£3,000.00
Total			£7,545.34

14.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

- 3031 Cllr Joan Holroyd advised she had been asked on behalf of the residents of Lower Ham Lane to inform that Parish Council that they wished to reinstate the stile on the footpath from the lane to the Weyburn site. It was suggested that as long as long as the landowner is agreeable, then SCC be notified and that the residents make arrangements for a safe installation and that it was not a matter for the Parish Council to consider.
- 3032 Cllr Murphy advised that there were some potholes in the Burford Lodge car park and access road and suggested that Richard Knight undertake the work to repair the damaged areas. This was approved by the Council.

Meeting closed at 21.00 hrs

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.

Activity	ACTUAL							FORECAST					Forecast 2014-15 TOTAL		
	April	May	June	July	August	September	Apr - Sep 2014	October	November	December	January	February		March	Oct - Mar 2015
Grant Aid							£0.00	£1,184.00						£1,184.00	£1,184.00
Interest/Dividends							£0.00						£5.00	£5.00	£5.00
Precept	£29,376.00						£29,376.00							£0.00	£29,376.00
Thursley Road Trust Ground			£942.17				£942.17	£942.17						£942.17	£1,884.34
EVAA							£0.00		£474.30						£474.30
Compensatory Grant	£2,300.00						£2,300.00			£2,300.00				£2,300.00	£4,600.00
Local Support Grant	£1,094.00				£1,907.00	£1,000.00	£4,001.00							£0.00	£4,001.00
Refunds							£0.00	£2.00						£2.00	£2.00
VAT Reimbursement					£12,474.59		£12,474.59							£0.00	£12,474.59
Cemetery payments		£332.00		£145.00			£477.00	£1,132.00	£451.00				£500.00	£2,083.00	£2,560.00
Rents				£1,600.00			£1,600.00		£800.00					£800.00	£2,400.00
Smiths Charity							£0.00		£2,000.00					£2,000.00	£2,000.00
Loan repayment							£0.00							£0.00	£0.00
Total Receipts	£32,770.00	£332.00	£942.17	£1,745.00	£14,381.59	£1,000.00	£51,170.76	£2,318.00	£4,667.47	£2,300.00	£0.00	£0.00	£505.00	£9,790.47	£60,967.23
Salaries and expenses	£407.63	£432.84	£347.34	£328.44	£328.44	£328.44	£2,173.13	£333.44	£337.24	£350.49	£350.00	£350.00	£350.00	£2,071.17	£4,244.30
HMRC	£156.00	£104.40	£208.80	£208.80	£208.80	£208.80	£1,095.60	£208.80	£208.80	£208.80	£200.00	£200.00	£200.00	£1,226.40	£2,322.00
Salary preparation	£60.00				£60.00		£120.00	£60.00						£60.00	£180.00
Fees - SCAPTC	£827.11						£827.11	£36.00							£827.11
Grants/Payments			-£125.00				-£125.00		£1,000.00		£1,000.00			£2,000.00	£1,875.00
Insurance Premiums				£287.50			£287.50				£2,350.00			£2,350.00	£2,637.50
Playground inspection fee							£0.00				£1,200.00			£1,200.00	£1,200.00
Playground equipment							£0.00				£3,000.00			£3,000.00	£3,000.00
Playground maintenance		£114.70	£23.44	£42.19		£79.69	£260.02		£23.44					£23.44	£283.46
Admin Expenses					£30.00		£30.00							£0.00	£30.00
Website							£0.00					£650.00		£650.00	£650.00
Hire of Hall		£65.00			£71.00		£136.00		£68.28		£65.00		£130.00	£263.28	£399.28
Audit Fees				£670.00			£670.00	£480.00						£480.00	£1,150.00
Loan repayment		£987.75					£987.75		£987.75					£987.75	£1,975.50
Signs			£175.00				£175.00							£0.00	£175.00
Burial attendance	£30.00	£30.00		£50.00	£30.00		£140.00		£60.00		£30.00	£30.00	£30.00	£150.00	£290.00
Special projects (b/w ways, cycle track)							£0.00								£0.00
Special projects (bonfire hill/parking)							£0.00								£0.00
Defibrillator							£0.00							£0.00	£0.00
Election costs							£0.00							£0.00	£0.00
Contingency							£0.00							£0.00	£0.00
Chairmans allowance					£225.00		£225.00						£225.00	£225.00	£450.00
Members allowance							£0.00						£225.00	£225.00	£225.00
Travel expenses							£0.00							£0.00	£0.00
Pavilion Maintenance (Burford Lodge)			£145.21	£9.37			£154.58	£39.00						£39.00	£193.58
Grounds/maintenance			£72.00	£39.00			£111.00	£3,610.00				£500.00		£4,110.00	£4,221.00
General maintenance/handyman		£390.00	£97.32	£295.31	£227.47	£140.62	£1,150.72			£46.88	£200.00	£200.00	£500.00	£946.88	£2,097.60
Replacement seat - village green							£0.00						£2,000.00	£2,000.00	£2,000.00
War memorial (inc. repairs)							£0.00							£0.00	£0.00
Burial grounds & buildings maintenance		£93.75	£112.50	£105.43	£302.04	£56.25	£669.97							£0.00	£669.97
Fencing							£0.00							£0.00	£0.00
Donations							£0.00			£2,002.00				£2,002.00	£2,002.00
Grass Cutting			£3,225.00			£3,995.60	£7,220.60		£1,783.80					£1,783.80	£9,004.40
Tree surgery							£0.00							£0.00	£0.00
Water			£167.37				£167.37			£209.71			£150.00	£359.71	£527.08
Electricity			£18.64		£28.09		£46.73			£33.38	£65.00		£70.00	£168.38	£215.11
Business Rates							£0.00				£75.00		£75.00	£150.00	£150.00
s137 payments							£0.00							£0.00	£0.00
Vat on payments	£12.00	£78.00	£680.00	£141.80	£18.00	£799.12	£1,728.92	£741.80	£356.76				£1,500.00	£2,598.56	£4,327.48
Total Payments	£1,492.74	£2,296.44	£5,147.62	£2,177.84	£1,528.84	£5,608.52	£18,252.00	£5,509.04	£4,826.07	£2,851.26	£8,535.00	£1,430.00	£5,955.00	£29,070.37	£47,322.37
Opening Bank Balance	£22,805.09														
Bank Balance at month end	£54,082.35	£52,117.91	£47,912.46	£47,479.62	£60,332.37	£55,723.85	£55,723.85	£52,532.81	£52,374.21	£51,822.95	£43,287.95	£41,857.95	£36,407.95	£36,407.95	£36,407.95
Play Area Account	£2.00	£2.00	£2.00	£2.00	£2.00	£2.00									
Deposit Account	£7,607.00	£7,607.00	£7,608.00	£7,608.00	£7,608.00	£7,608.00		£7,609.00	£7,609.00	£7,609.00	£10,609.00	£10,609.00	£10,609.00	£10,609.00	£10,609.00
Bank balance	£61,691.35	£59,726.91	£55,522.46	£55,089.62	£67,942.37	£63,333.85		£60,141.81	£59,983.21	£59,431.95	£53,896.95	£52,466.95	£47,016.95	£47,016.95	£47,016.95