

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 18th June 2018 at 7.30 pm
The URC, Milford Road, Elstead

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

PUBLIC QUESTION TIME

4816 A member of the public queried whether it was necessary to have another installation (reference the new proposed installation to WW1 soldiers) when there are already two commemorative installations in the village. The PC explained that it was unable to stop members of the public fund raising. **(06/18) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

4817 There were no apologies. Cllrs Jacobs and Rees left the meeting early just before 'reports and correspondence'. **(06/18).**

2.0 DECLARATIONS OF INTEREST

4819 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. **(06/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 21st MAY 2018

4820 The minutes of the Parish Council meeting held on 21st May 2018 were agreed and signed by the Chairman. **(06/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 21st MAY 2018

4821 The minutes of the Planning meeting held on 21st May 2018 were agreed and signed by the Chairman. **(06/18).**

5.0 MATTERS ARISING

4822 BW68 improvement: Cllr Murphy attended a meeting with the Western Villages and Cllr Harmer who explained that SCC might be some monies available which could be spent on BW improvement. BW 68 and BW 69 are the priority and the PC has agreed it will help to finance the project with £1,500 from its' funds. Cllr Harmer to ascertain of the PC can use its own contractor or whether it must be a SCC contractor. The PC would like to note its' thanks to Cllr Harmer for helping to progress this matter. **(06/18)**

- 4823 Signage: New signs have been produced and have been erected by Richard Knight. **(06/18). Minute to be removed next month.**
- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**
- 4824 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has met with the landowner on 08/01/18. The landowner has raised queries which SCC are pursuing. The Clerk contacted Surrey CC again following the advertisement that the fp is to be closed for a further year. SCC are researching using willow stakes / spiling for river bank reinforcement works but will need to liaise with the Environment Agency to see if the bank is suitable for such works. If it is and the costs are not too high, SCC will discuss with the landowner to see if she would then consider a diversion that is more agreeable to local people. The landowner is concerned that if she agrees to a diversion that runs further into her field, and if the river erodes the path again she will lose more and more of her field. SCC have agreed to print out old and current aerial photos and maps that show how the river has moved over time and stake out the definitive line of the path on the ground as the walked path is actually off line in places and should actually be more into the field than it is at the moment (although not unfortunately where the river bank has eroded). SCC will arrange another meeting with land owner and stake out the definitive line of the path once they have finished researching about willow stakes /spiling. **(06/18)**
- 4682 Cemetery Space Assessment: If more space is required trees will need to be felled and the land must settle for 10 years before burials can happen on the cleared site. Cllr Davidsen is working up a cemetery plan. The Clerk also has some documents plus feedback from gravediggers and will liaise with Cllr Davidsen. **(04/18)**
- 4825 Traffic/speed/parking around the school: SCC Highways arranged for a traffic audit on Friday 2nd February. A written report was subsequently received. A speed audit was done in May for a week and registered an average of 28mph going past the school. As this is under the 30mph SCC will not pursue this. The PC would also 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 to ask the school if they will run a speedwatch campaign. There is agreement in principle for a mobile VAS for Hindhead which could be shared with other western villages and which Elstead would be able to borrow periodically. **(06/18).**
- 4826 Beacon View Road phone box as a book exchange: The parishioner has decided not to pursue turning this into a book exchange. **(06/18). Minute to be removed next month**
- 4573 A complaint was received from a parishioner regarding the state of the parking and verges in Springfield. The Clerk has contacted Cllr J. Else on this matter. **(02/18)**
- 4686 Elstead bridge: SCC Structures Team evaluating what repairs are required. The Clerk has chased this several times and will chase again. As this is an ancient monument it requires several agencies to assess the damage and agree the work required. **(04/18)**
- 4827 PIC Monies available. WBC disagreed that the two applications (one for vermin control bordering the EVAA and one for green waste at Woolfords Lane Cemetery) met the PIC

- funding criteria. The Clerk to go back to WBC as the PC believes that Woolfords Lane project should be allowed. **(06/18)**.
- 4631 Box outside the Spar: Hampering access to the PC noticeboard. The Clerk has contacted Blakemores and additionally spoken to the area rep but has not received a response. **(03/18)**.
- 4828 Clarion Update: A selection of road names were put forward for consideration however Waverley have rejected one set of names Hamilton Drive. The Clerk to ask Dawn Davidsen to propose further names. **(06/18)**.
- 4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(04/18)**.
- 4692 A consultation notice was received concerning WBC's statement of licensing policy. The consultation will run until 1st June 2018. The Clerk and Chairman to read through the details. **(06/18)**. **Minute to be removed next month.**
- 4829 A thin drain in front of the property Overgreen is blocked which causes flooding on the pavement. The pathway has been cleared and SCC have confirmed that they will clear the drain. **(06/18)**. **Minute to be removed next month.**
- 4830 WW1 Commemoration: The PC are helping with investigating insurance and liability for the encampment in October. **(06/18)**.
- 4831 Cllr Murphy to respond to a list received from WBC of capital items that they are expecting to fund using CIL monies. The list relates only to the main towns and there are no projects listed for any of the villages etc. **(06/18)**. **Minute to be removed next month.**
- 4832 Email regarding the URC which is holding a Flower Festival on 8th and 9th September. The PC has agreed it will participate and will make a modest contribution towards the cost of the flowers. Cllr Mathisen's wife will kindly make the floral arrangement for the PC. The Clerk to forward the organiser's details to Cllr Mathisen. **(06/18)**.
- 4719 New NHP support programme with increased funding to £17,000. The Clerk to ascertain if we are eligible to obtain a further £2,000. **(04/18)**
- 4833 Seale Road: There will be limited access as there is proposed work to fix the route before it becomes a major diversion route for the upcoming B3001 resurfacing works. **(06/18)**.
- 4834 As part of GDPR The Clerk to have a computer solely for PC work. The Clerk has arranged for a separate PC laptop. **(06/18)**. **Minute to be removed next month.**
- 4835 The recent play inspection highlighted areas that require remedial works. The Clerk and Cllrs J. and R. Holroyd met with Paintics who are happy to strip back the rust and repaint some of the play equipment. The costs of £430.62 was accepted by cllrs. Other avenues for this work had been explored to no avail. The Clerk instructed Paintics who have confirmed painting will commence on 25th June. **(06/18)**.
- 4836 The recent play inspection highlighted equipment that needed repairing / replacing. The Clerk has contacted the two companies who made the equipment for costs on repair /

replacement. The report concerning the seesaw repairs needs further clarification which the Clerk will follow up.

Initial costs have been received from Kompan as follows:

climbing frame screw covers £26

2 x cradle swings £420

rope ladder and rope bridge (jubilee park) £1,020 and £1,600 respectively

Installation £667

Delivery £107

Total: £3,840 plus £768 VAT.

The Clerk has contacted Wicksteed who are still to provide an estimate.

The Clerk to arrange for an additional company to provide a quote. **(06/18)**.

6.0 WBC UPDATE

4837 Cllrs J and D Else were unable to attend and no update was received prior to this meeting. **(06/18). Minute to be removed next month**

7.0 SCC UPDATE

4789 ROW's: A proposal has been made that Members can use their allocation towards either Highways or ROW remedial works (under current rules ROW's fall under a different funding). Cllr Harmer has access to £7,500 for Western Villages and has suggested that Elstead PC might propose FP64 and BW 68 to be considered for some of this funding. **(06/18). Minute to be removed as now covered in 4822**

4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18)**.

8.0 LPP2 – PC RESPONSE TO WBC PREFERRED OPTIONS CONSULTATION

4838 A draft response was circulated to cllrs before the meeting. Cllr Mathisen asked whether the fact that Sunray Farm is near the BT phone exchange meant that it would be able to offer fibre optic broadband and whether this should be included in the response. Cllr Murphy has also checked the WBC website which states that Sunray Farm has no clearly defined boundary which is not true. The Clerk to submit the final response to WBC as soon as possible and place a copy on the PC website. The Clerk to advertise the deadline date for LPP2 responses and ask as many parishioners as possible to respond. **(06/18)**.

4839 At the end of the LPP2 consultation the Clerk to ask WBC how many people responded from Elstead. **(06/18)**

9.0 NEIGHBOURHOOD PLAN UPDATE

4840 The NHP draft plan has been proof read and amends are being made ready for its launch on Friday 6th July at The Pavilion Thursley Road. **(06/18)**.

4841 Leaflet: a leaflet to be sent to all residents going through the NHP process and encouraging people to participate in the consultation and referendum stages. Leaflet copy has been finalised and will be distributed by w/e 29th June. **(06/18)**.

4702 GSD: WBC will not include Bonfire Hill as a GSD. E&W will include it within the NHP. **(04/18)**.

4842 Green Belt Review Group: Cllr Murphy and Cllr Jacobs to meet with the group on Wednesday 20th June and discuss response to LPP2. **(06/18)**.

4843 Settlement Boundary: WBC has proposed minor amendments to the settlement boundary. One property has been suggested but others that are in a similar situation excluded therefore leaving them subject to the full rigours of planning. The PC discussed the settlement boundary and a draft response to be circulated to cllrs. **(06/18)**.

4590 SEA application: The Clerk and Cllr Jacobs completed the initial application to see if SEA is required and submitted it to WBC. It is expected that as the NHP will no longer promote site allocations the NHP SG will not have to undertake a SEA. **(02/18)**.

4641 WBC Meeting was attended by Cllr Murphy, Cllr Jacobs, Mrs Davidsen, The Clerk, Mrs Gerhold, Cllrs D and J Else. Detailed minutes were circulated to cllrs following the meeting. The main points are:

The new draft NPPF policy is being consulted on and likely to be adopted in summer 2018 however WBC have said that they are basing their LLP2 on the old NPPF. The new NPPF specifies that 1) previously developed land should be prioritised for development, 2) the local authority must engage with local communities in its site selection, 3) in the determination of boundaries regard for the NHP and local emerging policies must be taken into consideration.

GSD: The NHP SG asked WBC to reconsider identifying Bonfire Hill as a GSD. It highlighted that GSD status would afford Bonfire Hill greater protection from development.

4844 WBC Roadshow: The Clerk contacted WBC as there had been little or no publicity about this event. WBC were unable to promote this before 25th May due to a by-election which meant that officers were in purdah. Following the by-election there was no direct advertisement of this event in the village. WBC posted information on their website and social media sites but did not actively engage in directly promoting this meeting within the village. **(06/18)**

10.0 GDPR

4584 The training session on 6th February 2018 was attended by Cllr Brooke. The exact rules for GDPR are still not totally clear.

As part of GDPR, PC's will have to determine policies for storage / deletion of documents. The Cllr Rees to draw up some draft policies. **(02/18)**

ICO – The Clerk advised that the PC is already a member. The Clerk confirmed that EPC is already a member. **(06/18) Minute to be removed next month.**

The Clerk to ask Angela Koch if we need to keep paper copied of the various NHP surveys. **(05/18)**

The Clerk to ensure all published addresses and contact details of cllrs are up to date. **(05/18)**

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

11.0 WOODEN POST ON CHURCH GREEN

4845 Cycling UK has put up a wooden post on Church Green for Surrey Hills AONB advertising a cycle route. No permission or planning consent was obtained and there are no details on whether it is being insured and who's liable for the post. Cllrs agreed unanimously that the sign must be removed to be in accordance with recent decisions regarding no advertising and installations on PC owned land. The Clerk to ask for its removal by 30th June and if it is not removed by this date, the PC will arrange for it to be removed. **(06/18)**

12.0 TREE SURVEY UPDATE

4846 The Clerk confirmed that works would be prioritised to fit in with the time schedule of remedial work as noted on the report. The Clerk and Cllr Murphy met with WBC tree specialist and will do remedial works to the trees bordering Hazelwood as agreed. The survey reports that a new survey be completed two years after the first survey but thereafter the PC should ask for a survey every three years. **(06/18)**

13.0 BACKLAND LEASE REVIEW

4847 The Clerk contacted the land agent Pelhams who suggested that even through the PC had received two enquiries regarding the land that the PC should retain the existing tenant but that a rent increase would be acceptable. The Clerk to seek Pelhams' advice on what rent increase would be appropriate. **(06/18)**

14.0 SHARKS

4848 The Clerk and Cllr Murphy met with the Sharks who showed the PC where they would like to place a locked container to store their new portable floodlights. The PC agreed in principle but asked the Sharks to discuss the precise location of the container with the tennis club. The sharks have written letter to send to residents bordering Burford Lodge Rec informing them of the new portable floodlights and explaining that the usage will be as before i.e no later than 9pm and no more than 3 nights a week. The PC to draw up a new agreement with the Sharks. **(06/18)**

4849 There is £2,000 PIC money available for playing pitches and cllrs agreed that The Clerk should apply for this money to help fund the Sharks floodlights. Cllr Harmer also suggested that The Sharks apply for £1,000 via his Members' allocation. The Clerk to forward details of this to The Sharks. **(06/18)**

4850 The Clerk noticed that the tennis courts also have tall floodlights and cllrs agreed that these must be checked for safety and stability. The Clerk to write to the tennis club and ask about the insurance and liability for these. **(06/18)**

15.0 INTERNAL AUDIT REPORT 2017-2018

4851 The internal audit report as prepared by Maxwell & Co Ltd, was read out in its entirety as detailed below:

"The financial regulations require the clerk to certify each invoice and to confirm that the goods / services have been received by the Council. This is in addition to the invoice being approved in Council. Having reviewed the paid invoices I found a batch of invoices that had not been certified by the clerk. The Council is also required to conduct an annual review of the effectiveness of its' internal controls, as per financial regulations. This has not happened although it was referred to in the 16/17 internal audit report.

Whilst the Council does have in place controls, including risk assessment, insurance, an independent internal audit and a review of effectiveness of internal audit, it must also review the overall controls in place in order to satisfy the criteria in the Annual Governance statement. The clerk is required to certify the invoices to confirm that the goods/services have been received. There is a risk to the Council that payments could be approved for which goods have not been received or services not provided.

To rectify these matters, The Council should prepare a statement of internal controls, including the controls that are in place and the effectiveness of those controls and ensure that the invoices to be paid have been certified by the clerk before being approved for payment."

16.0 APPROVAL OF INTERNAL AUDIT REPORT

4852 It was agreed to approve the Annual Accounting Statements and this was duly signed by The Clerk and The Chairman. **(06/18)**

4853 It was agreed to approve the Annual Governance Statements and this was duly signed by The Clerk and The Chairman. **(06/18)**

17.0 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT REPORT

4854 The Review of Effectiveness of Internal Audit Report 2017-18 was approved and this was duly signed by The Chairman. **(06/18)**

18.0 ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT POLICY

4855 The Internal Accountant Maxwells recommended that the PC review and approve its financial policy. The Clerk showed cllrs a sample policy. Cllrs agreed and the Clerk to draft and circulate a policy prior to the next PC meeting for approval. **(06/18)**

19.0 DEFIBRILLATORS

4856 All 3 defibrillators need servicing, all 3 need new pads and 2 need new batteries. The PC approved the cost of £927.36 inclusive of VAT for this. There is a reduction in the service charge if all are serviced in the same location which the Clerk has arranged and this is reflected in the above fee. **(06/18)**

20.0 CLERKS SALARY APPROVAL

4857 The PC approved the national recommended pay increase for Clerks **(06/18)**

21.0 REPORTS AND CORRESPONDENCE

4858 Various cemetery requests and queries dealt with this month. **(06/18). Minute to be removed next month.**

4859 A request to use Burford Lodge Rec by Godalming Ladies for 2 sessions was agreed by Cllr Murphy and The Sharks. **(06/18). Minute to be removed next month.**

4860 Correspondence received from a parishioner regarding a pedestrian crossing by the spar. **(06/18). Minute to be removed next month.**

4861 NALC bulletin received **(06/18). Minute to be removed next month.**

4862 Surrey Prepared – information received on how to manage the summer weather and summer health **(06/18). Minute to be removed next month.**

4863 Complaint received about a heavy goods vehicle using Somerset Bridge. The Clerk liaised with Clarion. **(06/18). Minute to be removed next month.**

4864 A job advert was received for an office assistant from VASWS **(06/18). Minute to be removed next month.**

4865 A draft corporate strategy and a draft economic strategy were received from WBC. PC's are invited to feedback into this process if they wish. **(06/18). Minute to be removed next month.**

4866 information was received on a number of incursions in the area. **(06/18). Minute to be removed next month.**

4867 Correspondence was received regarding a revised name for one of the new Weyburn roads. The Clerk has liaised with Dawn Davidsen and Clarion. **(06/18). Minute to be removed next month.**

4868 WBC TC and PC newsletter received and circulated to cllrs already **(06/18). Minute to be removed next month.**

4869 Various SCC Highways works progress updates received **(06/18). Minute to be removed next month.**

4870 Overgrown vegetation behind the school was reported and The Clerk to report to WBC for clearing. **(06/18). Minute to be removed next month.**

4871 Information regarding the availability of PC noticeboards was received from WBC. The Clerk expressed concern that the PC would then receive a lot of information from WBC to advertise as already there have been 4 items sent recently from WBC and SCC for the Clerk to advertise and promote. Cllrs agreed that such information should only be posted if The Clerk is able. **(06/18). Minute to be removed next month.**

- 4872 Information was copied to the PC regarding car parking issues outside the school. **(06/18). Minute to be removed next month.**
- 4873 NHS AGM advert was received and will be advertised on the noticeboard and pc website **(06/18). Minute to be removed next month.**
- 4874 Correspondence with Jack Roberts @ SCC regarding parking issues along The Thursley Road (school end) **(06/18). Minute to be removed next month.**
- 4875 Charity commission news bulletin received **(06/18). Minute to be removed next month.**
- 4876 Request from WBC to send through details on play area improvements received and The Clerk to respond **(06/18). Minute to be removed next month.**
- 4877 A job advert was received for an office assistant from VASWS **(06/18). Minute to be removed next month.**
- 4878 SSALC bi-monthly May/June bulletin received **(06/18). Minute to be removed next month.**
- 4879 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. The Clerk to contact its' lawyers for the exact wording and then to make a sign regarding this. **(06/18).**
- 4880 Richard Terry's funeral will be held on 20th June at 12pm. **(06/18). Minute to be removed next month.**
- 4881 PC and borough elections will be held on Wednesday 2nd May 2019. **(06/18). Minute to be removed next month.**
- 4882 BT phonebox by the zebra crossing: a resident has reported it to BT as it is bad state of repair. The Clerk to also write asking for a timeframe for when the work will be done. **(06/18).**
- 4883 Press releases received on the following: 5 new homes Nursery Close, High Court Judge sets date to hear planning challenges, Help shape our strategy, New mayor gives support to armed forces, Start your own business in Waverley, Boost for services for older people in Haselmere, Boost for Alfold football club, Boom credit union to receive £15k from WBC, Surrey tops league for food recycling, Proposed CIL submitted for examination, Tell us what you think about LPP2 **(06/18). Minute to be removed next month.**

22.0 ACCOUNTS FOR PAYMENT JUNE 2018

- 4884 The following accounts for June were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - June 2018

Payee	Cheque no	Purpose	Amount
Juliet Williams	3780	Working from home and travel expenses	£45.60
HMRC	3781	PAYE inc back pay as had been incorrectly calculated	£301.60
Juliet Williams	3782	Salary	£737.29
Juliet Williams	3783	Expenses	£29.32
R Knight	3784	Tree works and clearance	£609.00
Maxwell and Co ltd	3785	Salaries to 31.03.18	£72.00
Maxwell and Co ltd	3786	Internal Audit	£588.00
Elstead URC	3787	Hall bookings for PC Meetings	£54.00
SSE Southern Electric	3788	Burford Lodge Pavilion	£4.53
Water Choice	3789	Water Burford Lodge Rec Ground	£135.50
Veolia	3790	Bin emptying 2.6.18-25.8.18	£215.28
Imperative Training Ltd	3791	Service x3, pads x 3 and batteries x 2	£927.36
			£3,719.48

23.0 EXEMPT BUSINESS – TO THE EXCLUSION OF THE PUBLIC AND PRESS

4885 Purchase of Weyburn land: Pelhams have contacted MMC but MMC have gone into Administration. Administrators have been appointed and are aware of the PC interest in the land. They will discuss this with us when they are able but it is likely that they will put the land out for sale by tender. The Clerk has chased again and there was no update from Pelhams. However the PC has learned that the sale of other land owned by MMC is being closed by the end of June and that following this the Administrators will deal with the land in Elstead. **(04/18).**

23.0 MATTERS RAISED BY MEMBERS

4886 Bonfire Hill – ragwort is prevalent over the hill. The Clerk to contact Framptons. **(06/18). Minute to be removed next month.**

4887 Bonfire Hill – many of the footpaths are extremely over grown. The Clerk to contact WBC ROW department. **(06/18). Minute to be removed next month.**

4888 The EVAA thank the PC for the recent vegetation removal and tree works. They are concerned at the recent weed spraying by the tenant in the Backland Field and asked if they could be informed in advance in future. The Clerk to liaise with Pelhams. **(06/18). Minute to be removed next month.**

4889 There is a dilapidated bench on the Thursley Road Rec. The Clerk to ask Richard to remove it. **(06/18). Minute to be removed next month.**

- 4890 There was a request for “village beautification” as well as staging a music event or equivalent on the day between the marathon and the paper boat race. Cllr Mathisen to write an article for the July issue of the EVN. **(06/18). Minute to be removed next month.**
- 4891 Three motorbikes were spotted on Hankley Common driving at high speed causing a dog walk to leap out of the way. Cllr Mathisen to advise the MoD. **(06/18). Minute to be removed next month.**
- 4892 Operation Rummage was successful. 4 volunteers helped. A lot of rubbish was cleared and a lot of dog waste was found in the Dropping Zone. **(06/18). Minute to be removed next month.**
- 4893 There was a fire on Thursley Common on Sunday 17th June. **(06/18). Minute to be removed next month.**

Meeting closed at 9.50 pm