

ELSTEAD PARISH COUNCIL

Minutes of Meeting

Monday 19th January 2015 at 7.30 pm

United Reform Church Hall, Elstead

Attendees: Cllr A. Thomas (Chairman) Cllr J. Holroyd Cllr R. Holroyd
Cllr L. Davidsen Cllr R. Terry
Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) 5 Linden Home Representatives
13 members of the public

1.0 WEYBURN EXHIBITION FEEDBACK

2984 Representatives from Linden Homes provided feedback of the comments received following the recent public exhibition to demonstrate their development plans for the Weyburn site.

They advised that the feedback would form part of the 'Statement of Community Involvement' report which would accompany the planning application for the site currently being prepared. They highlighted that the main reasons of concern from visitors to the exhibition were the density of housing, impact on the infrastructure and increased traffic although there was a majority in favour of development of the site instead of elsewhere in the village.

Discussion took place regarding the questions which formed part of the feedback process including the reference to the site being in Elstead rather than Peper Harow. An explanation of the inclusion of a SANGS area on the site was given. Discussion took place regarding the level of contamination on the site and the possible impact the clearance costs may have on the level of affordable housing.

Linden Homes stressed that it was still possible to provide feedback regarding the development either via their website or by telephone. They advised that although there were no plans to consult again with the parish, they would be keeping stakeholders informed throughout the planning process.

PUBLIC QUESTION TIME:

2985 A resident living in Thursley Road raised concerns regarding an on-going problem of sewage spillage onto his and neighbouring gardens and he provided details of his communications with Thames Water and their previous and planned attempts to resolve the situation. He reported that the belief was that the pipes were under sized for the number of properties connected to the system and he stressed that this situation would be exacerbated by further development.

It was agreed that the Clerk write to Thames Water to support the concerns. Cllr Harmer suggested that the letter be copied to Jeremy Hunt MP so that the problems of Thames Water not having responsibility for sewage spillage unless it is likely to enter a river be changed so that either the Environmental Agency or OFWAT are given responsibility.

- 2986 A question was asked regarding the purpose of a pole which had been erected on the B3001. As it was understood that it was in Milford parish, the Clerk was asked to contact Witley Parish Council to enquire whether they knew who had installed it.
- 2987 A concern was raised regarding the on-going problem of flooding at the junction of the Milford Road towards Shackleford. It was confirmed that the problem had previously been reported to Surrey County Council and that a response had been received following the Local Committee (Waverley) meeting when a public question had been asked by Elstead Parish Council, to advise that a Highways engineer would be meeting with Parish Council representatives to discuss the problems. The Clerk was asked to contact them to make arrangements to meet.
- 2988 A question was raised about whether it would be possible to put gravel around the war memorial. It was agreed that this would be acceptable. Mrs Sandra Cheeseman offered to investigate the associated costs and report back to the Council.
- 2989 It was asked whether the Parish Council had commented on the amended plans for the planning application for River House. It was confirmed that discussion had taken place at the Planning Committee meeting on 16th December 2014. The Clerk was asked to ensure that Waverley Borough Council had received and registered the communication.
- 2990 A concern was raised regarding the erection in front of the Woolpack public house. Discussion took place regarding the ownership of the piece of land and the visual impact on the village scene in a conservation area. There were also concerns raised regarding the loss of use of the piece of land when walking in icy conditions.

Cllr Thomas agreed to speak with the owners of the Woolpack to highlight the concerns of parishioners.

2.0 APOLOGIES FOR ABSENCE

- 2991 Apologies had been received from Cllr Murphy, Cllr Jacobs, Cllr Jones, Cllr Morgan and Cllr Else who were not able to attend due to personal and business commitments. These apologies were accepted by the Council.

3.0 DECLARATIONS OF INTEREST

- 2992 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.

4.0 APPROVAL OF PREVIOUS MINUTES

- 2993 The minutes of the Parish Council meeting on 1st December 2014 were agreed and signed by the Chairman.

5.0 APPROVAL OF PLANNING COMMITTEE MINUTES

2994 The minutes of the Planning Committee meeting on 1st December 2014 were agreed and signed by the Chairman.

6.0 APPROVAL OF PLANNING COMMITTEE MINUTES

2995 The minutes of the Planning Committee meeting on 16th December 2014 were agreed and signed by the Chairman.

7.0 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 – No new planning application received as yet. (08/14)

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)

2777 Footpath 62 - Removal of vegetation and installation of a hard surface. No further update received regarding volunteer work from James Browne. (10/14)

2779 Parking in Springfield – Cllr Morgan advised that he would chase the distribution of the leaflets. Discussion took place regarding the completion date of the feasibility study and funding arrangements for the work to be undertaken. (12/14)

2781 Seat Repairs – **The Clerk confirmed that a quote had been received and approved and that work had been authorised.** (01/15)

2789 New Cycle Routes – Cllr Thomas reported that MOD had cleared the blocked culvert. (12/14)

2805 TAG Farnborough Consultation – The Clerk reported that TAG was holding further meetings with stakeholders regarding the consultation responses. (12/14)

2830/ Highways Localism Works – **The Clerk reported that the works should be undertaken**
2883 **shortly.** (01/15)

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)

2916 Atlantic Wall vegetation – It was reported that the MOD had completed the removal of the vegetation satisfactorily. A question was asked regarding the piles of stone which remained on site. (11/14) **Item to be removed as matter outstanding.**

- 2918 Tracys Development site – **A new planning application had been received to change the layout of the property and retain commercial use. The Parish Council have objected to the application. (01/15)** 2919 River House Cottage – **The Clerk to check to ensure that WBC registered an updated objection following discussion at the Planning Committee meeting in December. (01/15)**
- 2929 Seating Request – **The Clerk reported that funding had been received as a contribution to the new seat from the Local Allocation Grant from Surrey County Council.**
- Discussion took place regarding the siting of the seat in light of concerns raised regarding increased noise and use by patrons of the Woolpack public house.**
- Following discussion it was agreed that the siting of the seat did meet the needs of the original request to provide seating on a route to the Doctors surgery. It was suggested that the usage be monitored for a period of time to identify whether there were problems regarding noise etc. and that the Clerk speak with WBC regarding any previous applications for seating on the site. (01/15)**
- 2930 Defibrillators – **The Clerk advised that the three units had been ordered but had not yet been received and that she was in contact with a contractor to provide quotes for installation. Discussion took place regarding the need for a fourth defibrillator unit and the associated costs. It was agreed that a further unit was not required at this time. Cllr In response to a question regarding training on the use of the units, Cllr Joan Holroyd confirmed that raising awareness and training sessions would be arranged. Cllr Joan Holroyd was thanked for her time working on the proposals to date. (01/15)**
- 2938 Clockhouse Funding Contribution – **Item to be removed as matter outstanding. (01/15)**
- 2940 Budget 2015-16 – **Item to be removed as matter outstanding. (01/15)**
- 2947 West Hill Development – **No further communications had been received from the developer. (12/14)**
- 2948 Local Allocation Grant- Cllr Murphy confirmed that details had been passed to the Village Hall Fundraising Group. **Item to be removed as matter outstanding. (01/15)**
- 2954 Lighting Request – **No lights were installed. Item to be removed as matter outstanding. (01/15)**
- 2955 Burford Lodge Extension Land – **The Clerk reported that following discussion with the management agent he had agreed a reduction in his normal management costs to the level previously suggested by the Parish Council. It was agreed that the agreement licence be prepared for signing. The Clerk asked if the Parish Council were happy for a display board to be erected to market the availability of the field for rent. This was agreed.**
- It was agreed that Cllr Davidsen would meet with Richard Knight to determine what works could be completed most cost effectively to improve the access arrangements. (01/15)**

- 2957 Tanshire/Weyburn – **Representatives from Linden Homes provided feedback (see reference 2984 above).** (01/15)
- 2959 Village Hall – Cllr Murphy confirmed that Billmeir Trust intended supporting the Village Hall fundraising efforts following support from the Parish Council. **Item to be removed as matter outstanding. (12/14)**
- 2960 Speeding – **The traffic census cables have been removed. Item to be removed as matter outstanding.** (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.** (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 – **The Clerk reported that PCSO Francis had advised that there had not been able to identify the car that had driven across and caused damage to the village green.** (01/15)

8.0 NEIGHBOURHOOD PLAN

- 2996 The Clerk provided an update on the preparation of a Neighbourhood Plan as follows:
- The submission document for designation of the Neighbourhood Plan boundary had been accepted by WBC and a six week consultation period is due to run from 22nd January to 9th March 2015. Consultation documents will be displayed.
 - A well-attended workshop session had taken place the previous week with working groups formed.
 - A funding application for funding to end March 2015 had been successful.
 - The appointment of a consultant is required with appointment options currently being considered.
 - The formation of a Steering Group and preparation of a Terms of Reference document were in progress.
 - Michael Organe was thanked for his work on the project to date.

A member of the public raised a question regarding the history of the Local Plan and Neighbourhood Plans and the timings and housing allocations involved in the process.

Cllr Thomas provided an overview of the history of the Local Plan and the need for inclusion of increased housing numbers. It was confirmed that there were no housing allocation numbers at present and that the Parish Council had been considering actions for some time.

It was confirmed that although there was currently a deadline of end March being communicated for works to be completed on the Neighbourhood Plan, this was a guideline only and not a deadline date provided by WBC. It was suggested that as the Local Plan was likely to be delayed, the Neighbourhood Plan would possibly be working to the same timescale.

9.0 CEMETERY

2997 It was agreed that the agenda item be deferred to the next meeting to allow for Cllr Davidsen and Richard Knight to meet and agreed maintenance needs.

10.0 PETER PAN SIGN REQUEST

2998 Samantha Taylor from Peter Plan Pre-school requested approval for the erection of a sign on the Thursley Road site close to the Parish Council notice board to advertise the facility. Details of the signage size and content were provided. The Council approved the erection of the sign.

11.0 HIGHWAYS WORKS 2015-16

2999 It was agreed that the Clerk confirm that Elstead Parish Council would like to be included in the Highways Localism contract for the Western Villages in 2015-16 which would be managed by Churt Parish Council Clerk. The Clerk was asked to provide details of the type of work to be included by the end of the month.

12.0 BUDGET REVIEW 2014-15

3000 The budget review document showing actual to end December 2014 and forecast data for the remaining three months of the financial year was discussed and agreed as an accurate record of the financial situation.

13.0 MEETING DATES 2015-16

3001 Discussion took place regarding the dates of Parish Council meeting dates for 2015-16. The Clerk highlighted the dates in July and December which would not take place on the usual third Monday of the month. It was agreed that discussion take place regarding the Annual Parish meeting date and subject at the February meeting.

14.0 ELECTION TIMETABLE

3002 The Clerk advised that a copy of the May election process and timetable received from Waverley Borough Council had been provided to Councillors and she highlighted the nomination deadline dates.

15.0 REPORTS AND CORRESPONDENCE

- 3003 The Clerk advised correspondence had been received from Zurich insurance regarding the insurance renewal due at end February 2015. She advised that if the Council were to accept a three year commitment to use Zurich, the annual policy would reduce by approx. £300. Following discussion it was agreed to accept a three year plan. The Clerk was asked to make arrangements for renewal.
- 3004 The Clerk reported that an objection had been received to the siting of the new seat by in front of the dentist (see reference 2929 above).

16.0 ACCOUNTS FOR PAYMENT

- 3005 The following accounts for January were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Veolia	3320	Bin emptying	£46.80
URC	3321	Room hire	£65.00
Parishioner (Smiths)	3322	Smiths Charity	£77.00
Richard Knight	3323	Maintenance	£237.51
E-Mango	3324	Website	£576.00
Maxwell & Co	3325	Salary preparation	£72.00
Glasdon	3326	Seat	£608.67
E. Felton	3327	Salary & expenses	£348.44
Post Office	3328	HMRC Payment	£208.80
Village Hall	3329	Contribution	£1,000.00
Citizens Advice	3330	Contribution	£250.00
Total			£3,490.22

17.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

- 3006 Cllr Davidsen highlighted the recent tree felling operations adjacent to the cemetery. It was agreed that the situation be monitored to assess the impact on the openness of the cemetery.
- 3007 The Clerk was asked to speak to the URC representatives to ask for the lighting to be fixed.

Meeting closed at 21.15 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.

ELSTEAD Parish Council

RECEIPTS/EXPENDITURE REVIEW BY MONTH 2014-15

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
H/MRC	£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