

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 20th February 2017 at 7.30 pm
United Reform Church Hall, Elstead

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

PUBLIC QUESTION TIME

3921 There were no questions arising from members of the public.

1.0 APOLOGIES FOR ABSENCE

3922 Apologies were received from Cllr L. Davidsen, Cllr D. Else, Cllr J. Else and Cllr D. Harmer who were not able to attend due to business reasons. These apologies were accepted by the Council.

2.0 DECLARATIONS OF INTEREST

3923 Cllr Mathisen declared an interest in minute 3938. No other 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

3924 The minutes of the Parish Council meeting held on 23rd January 2017 were agreed and signed by the Chairman.

4.0 MATTERS ARISING

3870 There are two footpaths that need improvement. The MoD still intend to make the repairs but there is no target completion date. £1,000 has been set aside from the PC to buy the materials needed but at the HUG meeting held on 6th December Landmarc explained that their management are unable to accept this money. It was suggested the PC approach SCC and get SCC Highways Authority to commission Elstead PC to do the work and pay for it as Surrey CC can make BW improvements without MoD consent.
(01/17)

3602 Improved cycle route Elstead to Milford/Rodborough. Some of the route needs improving and runs over MoD land. The MoD confirmed that they support this and have minuted it

- to that effect. They also accept the slight detour required to improve the route. The PC sent Cllr Harmer an email regarding the detour route. **(10/16)**
- 3413 Closure of Footpath 64 – Cllr Harmer advised that the footpath is to remain closed for a further year. (05/16) Following the successful establishment of a volunteer group to improve the path at the end of Hookley Lane, Cllrs asked whether the same group could be used to improve FP64. It was explained that overgrowth was not the issue here but that part of the bank has subsided taking part of the pathway away with it. Cllr Murphy to contact Surrey CC to establish what their plans are for improving this. **(02/17)**.
- 3125 Village Banner/logo - Cllr Mathisen advised that he was hoping that the appropriate Neighbourhood Plan groups would consider whether an internet hub was needed for the village and whether a new village banner/logo was appropriate. (06/15)
- 3925 Flooding in Springfield – there is still no action from SCC. An initial response was received from Framptons but it failed to answer the question. The Clerk has written but still not received a reply as to whether the covering of the drain was authorised. **The Clerk to write again. (02/17)**.
- 3749 Framptons Proposal. Peter Frampton attended the July meeting and presented new proposals of 40 dwellings concentrated on the lower slopes of Bonfire Hill with the top of the hill left clear with footpaths. **(12/16)**.
- 3926 Cllr J. Else followed up the suggested joint training session for all Western Villages to attend and to be run by WBC. **The Parish Council to discuss after a Western Parish Meeting where recent planning decisions will be discussed. The meeting to be held on 9th March 2017. (02/17)**.
- 3927 School Fruit Trees – The PC is hopeful in finding more suitable sites for the planting of more of these school-grafted fruit trees around the village. **(02/17)**.
- 3928 Cllr Jacobs asked if it was possible to have copies of maps of land that are owned by the Parish Council. The Parish Council now has marked up maps. **Minute to be removed. (02/17)**
- 3929 The Quillets – Cllr Murphy and The Clerk visited The Quillets and proposed that no fence was required. The PC agreed. **Minute to be deleted. (02/17)**.
- 3930 The condition of the track at the end of Hookley Lane needs improving. Cllr Gardner held a site meeting with willing volunteers and worked out a broad plan. Cllr Gardner to liaise with Richard Knight as to the materials and quantity of materials that will be needed. The Clerk to check whether the PC insurance covers the 8-10 volunteers. Any machinery work such as the use of a mini digger or chain-sawing to be done only by Richard. **(02/17)**.
- 3931 Pat Murphy has suggested Paul Williams as a replacement for Tic Jeffery on the Pavilion Trust. **The Clerk to follow up. (02/17)**
- 3932 There is considerable wear and tear on the Thursley Road football pitch. Assuming that WBC pay £700 from PIC funding, The PC agreed it would fund £200 if necessary. The PC to pay the bill and then invoice the Sharks with the deficit. As of 20th February 2017 no funds have been transferred from WBC. **The Clerk to follow up. (02/17)**.

- 3933 Cllr Murphy declared an interest in this item. Matt Lank has suggested that £1,500 be made available to fund improvements to the water supply for the cricket square. ECC to fund the remainder but may need to apply to the PC for some financial assistance. The Clerk to follow up when payment will be made. **(02/17)**.
- 3844 Cllrs agreed that a rent increase for the tennis courts should be considered before June 2017 which is when the next rent is due. The lease states that the rent should increase by 3% annually and this increase has not been applied. **(12/16)**.
- 3934 Beacon View Road BT Phone Box - Cllrs agreed in principle that they would be happy to buy it from BT for £1 and turn it into a community library following a suggestion from a parishioner. It will cost £20 a year to insure. The parishioner who originally suggested it is unable to manage the project at the moment. The PC to wait on the result of the consultation process to see if and when it will be available and at that time take a decision on publicising for a volunteer to manage the project. **(02/17)**.
- 3935 A request to join Thursley and other western villages in a meeting regarding concerns felt in the recent performance and decision making process of WBC planning department has been received. Cllr Murphy to attend from Elstead. Any other Councillors are welcome to attend this meeting to be held on 9th March at 10am at Frensham. **(02/17)**
- 3936 The PC would like to express its sincere thanks to Cllr Brooke for her thorough work in pulling together a detailed, chronological report regarding the request for the change of usage of plot 5, Andersen Place. A letter has been sent to Paul Wenham and Elizabeth Sims and a response is due imminently. The response will determine any future action that the PC might decide to take. The Clerk to post the PC letter on the PC website. **(02/17)**.
- 3902 Confirmation was received that the EPC precept request has been received. The precept and compensatory grant requests will be discussed on 21st February 2017. **(01/17)**
- 3862 A parishioner expressed concern over a large pothole on B3001 which appears half way between The Seale Road and The Donkey causing cars to cross into the path of on-coming vehicles. **The Clerk to log the pothole at Surrey CC Highways. (01/17)**.
- 3937 The movement of the 30mph limit eastwards on the Milford road has happened. The Clerk to write to Adrian Selby thanking him for his hard work in enabling this project to be realised. The Clerk to ascertain when the VAS will be installed. **(02/17)**.
- 3883 An email following the meeting was circulated by Cllr Mathisen. The MOD had two main concerns: 1) dangerous parking on the Milford Road and 2) the need for all dog owners to remove dog waste. The issue of the ditch being dug by the entrance to MoD land opposite Prides Farm turn off was discussed. The MoD had liaised with the owner and had sorted out the problem before the PC had arrived on site. The MoD explained that the four Mastiff vehicles are not coming onto the land for training sessions yet. There will be a large area of scraping to remove areas of bracken on Hankley Common. Landmarc are unable to accept the money the PC has set aside for Fittleworth stone to improve Bws 68 and 69. **(01/17)**.

- 3938 The Clerk wrote to residents of Beacon View Road to explain why the PC were unable to help with the funding of gates at the road entrance as per the resident's request. Residents have met with PCSO Philips to discuss what traffic calming measures might work. PCSO Philips suggested 15mph road signs and road humps. The PC might be able to support 15mph road signs. Residents to discuss and to present a new plan to the PC for consideration as appropriate. **Minute to be removed next month. (02/17)**
- 3939 The tennis club sent through a visual of the proposed road sign to be erected near the entrance to the slip road which leads to the tennis courts. The PC were in favour of the design and the size. **Minute to be removed next month. (02/17).**
- 3940 Councillors are reminded that a new gate is to be erected at the end of the footpath (junction with Fulbrook Lane by Paulshott Cottage) at 2pm on March 9th in memory of Denis Holmes. All councillors are very welcome to attend. **Minute to be removed next month. (02/17).**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 3830 An issue has arisen where the school believes it needs to use the Village Hall in case of an emergency evacuation. The EER team to ensure the School is aware of the Village Emergency Response Plans but that it must have its own plans as set out by the Local Authority. **(12/16)**
- 3941 The Clerk to ensure the EER insurance is renewed in April. **(02/17).**
- 3942 EER document to be added to the PC website by The Clerk. **(02/17).**

5.0 REPORT FOLLOWING THE WBC PLANNING / NHP MEETING HELD 1ST FEBRUARY 2017

- 3943 The NHP team explained to WBC that they are waiting on the results of the Public Inquiry with regards the number of houses to be built at Weyburn. WBC confirmed that if the Inspector turns down the Weyburn application this would in principle alter the situation and that the NHP team would be able to make the case that the Elstead and Weyburn cannot make up the shortfall due to the constraints of the surrounding SPA and SSSI. WBC made some suggestions about the handling of the NHP process which have been forwarded to Angela. It is important to prioritise the alternative housing site assessment. The meeting minutes have some additions made by WBC. The Clerk to circulate once amendments have been made and to place on the website. **Minute to be removed next month. (02/17).**

6.0 NEIGHBOURHOOD PLAN

- 3885 The mini survey was very successful and the key NHP objectives were validated by the survey. The NHP team met on Saturday 28th January 2017 and Saturday 4th February 2017 to receive training on draft policy writing. **(012/17). Minute to be removed.**
- 3944 Cllr Murphy has contacted BT with regards possible development on the BT exchange land. **(02/17).**

- 3945 The Housing Sub Committee met on 4th February to discuss alternative housing development site availability and suitability. A follow up meeting to be held after the draft policy meeting on 2nd March 2017. **(02/17)**
- 3707 It was suggested that a joint exercise should be undertaken with Milford and Witley as there should be some commonalities between all the parishes and their respective NHP processes. **(10/16)**
- 3946 Angela will be presenting some draft policies on 2nd March 2017 at the meeting room in the Pavilion. **(2/17)**
- 3887 A discussion was held regarding how best to obtain the views of the younger members of the parish. One member of the NHP had suggested a Youth Forum but the ease of getting teenagers to attend a meeting at the weekend was questioned. Cllr Rees agreed to write a letter to key individuals who work with teenagers in the village to try to find ways to engage them. **(01/17)**. The Clerk to liaise with the school so that the views of younger children could be obtained. **(01/17)**. The NHP team to also ask pupils at Rodborough School what they would spend money on. **(01/17)**.

7.0 PLAY AREAS SUB COMMITTEE

- 3826 Site visit completed and costs for the rota net, zip wire, log basket swing and large pirate ship total £29,500 . The PC has set aside £3,000 both in this fiscal and next fiscal to help fund this. The PC has approved the expenditure and has confirmed that the sub committee can proceed. The sub committee gained a comparison cost from Komplan which is significantly more expensive at £51k (incl vat and with a 10% discount). Some pieces of equipment are better but some are not as good as the initial pieces selected from Sovereign. **Further comparisons with other suppliers to be arranged. (02/17)**.
- 3593 The play area sub-committee have started to research a suitable replacement for the train. **(09/16)**
- 3947 The play area sub-committee to apply to the Billmeir Trust for funding. **(02/17)**.
- 3948 Applications to WBC for £3,000 has been successful, The Clerk to follow up when the monies will be paid. Application to Tesco Bags of life complete and awaiting a decision. **(02/17)**
- 3827 The Clerk / Cllr J. Holroyd to write to Tanshire Park to ask whether they might consider funding the Burford Lodge Rec play equipment improvements. **(12/16)**.
- 3889 Cllr Harmer suggested that The Parish Council should apply to Cllr Harmer for £1,500 as he has some Members Allowance available. The Clerk to apply. **(01/17)**.

8.0 APPROVAL OF GRASS CUTTING MAINTENANCE CONTRACT

- 3949** Grasstex have confirmed that they will hold their prices for another year. The annual cost of cutting the grass for 2016 was £10,200 including VAT. The Clerk obtained a comparison quote from an alternative contractor (there are not many companies that do this work). The company is a local firm but the cost was significantly higher - £18,900 (incl VAT) for 45

visits and £15,120 (incl VAT) for 36 visits. Councillors unanimously approved Grasstex to continue with the PC grass cutting contract. **Minute to be removed (02/17).**

9.0 APPROVAL OF INSURANCE PREMIUM

3950 Zurich have proposed their new insurance for this coming year. The insurance is slightly cheaper than last year as Thursley Pavilion was being insured which was not necessary as it is insured via the Recreational Trust. Insurance for this year is £2,359.30 versus £2,471 LY. Additional insurance sums of £247 to cover the proposed new play equipment and £20 for the possible telephone box conversion have been quoted but not charged as of yet. Councillors unanimously approved the Zurich Insurance quotation. **Minute to be removed (02/17).**

10.0 UNTAXED AND ABANDONED VEHICLES

3951 There is an on-going issue of abandoned cars in the village. WBC are not able to do anything if the owner states that the vehicle is not abandoned. The Rt Hon Jeremy Hunt MP wrote on the PC's behalf to the DVLA who confirmed that they have enforcement powers. The Clerk to put a note in the EVN and on the PC website to this affect. Anyone can check online on the DVLA website to see if a car is taxed or not. When writing to the DVLA it is important to supply the registration and colour of the vehicle along with the postcode of where the abandoned vehicle is. The DVLA has a contractor who can deal with this. **Minute to be removed. (02/17).**

11.0 ANNUAL REPORT

3952 A discussion was held regarding the content of the annual report that will be due in April. The following topics were agreed: NHP (Cllr Murphy), Playground Equipment (Cllr Holroyd), EER (Councillor Rees), Planning (Cllr Murphy). **(02/17).**

12.0 APPROVAL OF SSALC RECOMMENDED SALARY CHANGES FOR CLERKS

3953 The National Joint Council for Local Government Services has approved the following: a) new paycales for Clerks 2016-17 to be implemented immediately and backdated b) new paycales for Clerks for 2017-18 to be implemented from 1st April 2017. Councillors unanimously agreed to this. The Clerk was asked to record her hours during the coming month as Councillors felt that the Clerk is working for more than the contracted monthly hours. **(02/17).**

13.0 REPORTS AND CORRESPONDENCE

3954 Cllr J Else submitted an updated before the meeting which the Clerk read out. Cllrs were concerned to hear that the Acute Stroke Unit at Guildford hospital might close meaning that resident's nearest acute stroke unit would be in Chertsey. Concerns were raised that this was out of the golden hour recommended response time. The Clerk to write to express Cllrs concerns. **(02/17).**

3955 An invitation to attend the joint Town and Parish Meeting was received. The meeting will be held on 6th March at 7pm. It will be preceded by a CIL presentation at 6pm. **(02/17).**
Minute to be removed.

- 3956 Confirmation on band D council tax for FY 17/18 for Elstead was received. There will be an 8.2% increase. **(02/17). Minute to be removed.**
- 3957 Communication regarding molehills at Burford Lodge playing fields was received. The letter was forwarded to Richard Knight. **(02/17). Minute to be removed.**
- 3958 The agenda for the upcoming Clockhouse AGM was received. No cllrs are able to attend on 3rd March. **(02/17). Minute to be removed.**
- 3959 Legal updates were received from the legal advisor to SSALC. Details to be forwarded to Cllrs Rees and J Holroyd as it may concern EER. **(02/17). Minute to be removed.**
- 3960 Legal updates were received from the legal advisor to NALC. **(02/17). Minute to be removed.**
- 3961 A link was received to the Locality Guide for how to put 'Keep it local' principles into practice. **(02/17). Minute to be removed.**
- 3962 Information from the St John's Ambulance on a free training sessions on 27th March at Warnham Park was received. **(02/17). Minute to be removed.**
- 3963 A Press release was received regarding: Waverley Skatepark open days during the summer thanks to support from the carrier bag charge. **(02/17). Minute to be removed.**
- 3964 A Press release was received regarding: Two Homes for one at Bridge Road, Haslemere. **(02/17). Minute to be removed.**
- 3965 A Press release was received regarding: Residents at Old Park getting an improved local space thanks to £5,000 from the Tesco bag charge fund. **(02/17). Minute to be removed.**
- 3966 A Press release was received regarding: footpath upgrade at Godalming Park . **(02/17). Minute to be removed.**
- 3967 A Press release was received regarding: Barn Dance for the Mayor's chosen charities on 18th March. **(02/17). Minute to be removed.**
- 3968 Information was received regarding: Disabled Facilities grants which are available to help modify existing homes to ensure that people can stay independent in their own homes. **(02/17). Minute to be removed.**
- 3969 Information was received from the charity commission to highlight how to ensure money is given more safely to charities. **(02/17). Minute to be removed.**
- 3970 An agenda was received for a conference on flooding to take place on 27th April 2017 in London. **(02/17). Minute to be removed.**
- 3971 Information on the Surrey Countryside and Rural Enterprise conference to take place on 9th March in Leatherhead was received. **(02/17). Minute to be removed.**
- 3972 Information on the visit Surrey 2017 forum to take place on 22nd March at Brooklands Museum was received. **(02/17). Minute to be removed.**

3973 Information on the Rural Programmes and Cross Cutting Themes to take place on 7th March in Durham was received. **(02/17). Minute to be removed.**

14.0 ACCOUNTS FOR PAYMENT

3918 The following accounts for February were presented for payment, duly authorised and cheques signed:

| | | | |
|-----------------|------|--|------------------|
| Juliet Williams | 3614 | Salary | £484.90 |
| Juliet Williams | 3615 | Working from home and car expenses mtg at wbc and playparks, tree planting 36 miles @ 40p / mile | £29.40 |
| Juliet Williams | 3616 | Expenses - food for 2 pc training sessions, parking for bank and stationery | £84.25 |
| The Clockhouse | 3617 | Donation for lighting upgrade | £1,500.00 |
| SE Electricity | 3618 | Electricity Burford Lodge Pavilion | £38.99 |
| Veolia | 3619 | Dec - March Bin emptying | £70.20 |
| Zurich | 3620 | Insurance premium plus inspection fee for FY17/18 | £2,359.30 |
| Kathryn Brooke | 3621 | Cllr Expenses | £30.00 |
| Leif Davidsen | 3622 | Cllr Expenses | £30.00 |
| Roger Gardner | 3623 | Cllr Expenses | £30.00 |
| Joan Holroyd | 3624 | Cllr Expenses | £30.00 |
| Roger Holroyd | 3625 | Cllr Expenses | £30.00 |
| Jane Jacobs | 3626 | Cllr Expenses | £30.00 |
| John Mathisen | 3627 | Cllr Expenses | £30.00 |
| Richard Rees | 3628 | Cllr Expenses | £30.00 |
| Pat Murphy | 3629 | Cllr Expenses | £225.00 |
| Juliet Williams | 3630 | 2 x lockable cupboards | £499.20 |
| | | | £5,531.24 |

15.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

3974 Information that Witley PC was liable to pay £500k damages to a bus driver who was hit by a tree were shared. The Clerk to contact a tree surgeon to ask for a written report regarding our trees to fulfil the council's duty of care. **(02/17).**

3975 Cllrs questioned whether the VAS by the zebra crossing needed recalibration as it appeared to be triggering when vehicles were going past at under 30 mph. The Clerk to contact Adrian Selby. **(02/17).**

3976 Hookley Lane residents were anxious following the various attempted break-ins recently. Cllrs questioned whether there could be police attendance at the start of the next PC meeting to reassure residents. The Clerk to arrange. **(02/17)**.

3978 Cllr Mathisen asked if it was possible to reorder the minutes chronologically. The Clerk explained how the minutes were numbered and explained how the order came about. It was agreed that the minutes could remain as they are. **Minute to be removed. (02/17)**.

Meeting closed at 9.15 pm