

4.0 DECLARATIONS OF INTEREST

3450 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.

5.0 APPROVAL OF PREVIOUS MINUTES

3451 The minutes of the Parish Council meeting held on 16th May 2016 were agreed and signed by the Chairman.

6.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3452 The minutes of the Planning Committee meeting held on 4th May 2016 were agreed and signed by the Chairman.

7.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3453 The minutes of the Planning Committee meeting held on 16th May 2016 to be agreed and signed by the Chairman in the June meeting.

8.0 APPROVAL OF PLANNING COMMITTEE MINUTES

3454 The minutes of the Planning Committee meeting held on 6th June 2016 to be agreed and signed by the Chairman in the June meeting.

9.0 MATTERS ARISING

3455 Tracys Development site. **WBC has reported that works have been completed on this and WBC will arrange for a compliance visit. Cllr Brooke to follow up. (06/16)**

3456 Footpath at the end of Red House Lane onto the common. **There has been no response to communication requesting a HUG meeting. Cllr Mathisen to follow up with MoD. (06/16)**

3413 Closure of Footpath 64 – Cllr Harmer advised that the footpath is to remain closed for a further year. (05/16)

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)

3153 Cycling Strategy meeting – Cllr Mathisen advised that he had raised the subject of the proposed cycle route with the MOD. Cllr Murphy explained about a previous offer of the Parish Council to fund materials for small section of the route in Red House Lane. (11/15)

3457 Flooding in Springfield –**SCC visited the site however equipment was broken so investigation could not take place. SCC have yet to provide a new site visit date. Cllr Rees to monitor (06/16).**

- 3415 New post box – **Royal Mail has confirmed that a new postbox has been ordered and will be installed by the end of June but RM cannot give an exact installation date. (05/16).**
- 3458 Framptons Proposal. **The Clerk confirmed that Framptons have been advised that they may attend the July meeting. (06/16).**
- 3459 EER –The Clerk has formalised the EER cover rota and presented it in the February meeting. The Clerk sent out to Cllrs. **See Agenda Item 14 (06/16) Minute to be removed next month.**
- 3460 Cllr Mathisen questioned why there is a sign for Westbrook Lane in the middle of Church Green pointing towards Westbrook Hill. **The Clerk notified SCC. (06/16).**
- 3419 The Clerk has contacted SSALC for advice on what is available for Cllrs by means of documentation / training in planning. SSALC have confirmed there are no manuals but that they can provide training sessions. **The Clerk to forward training options and costs. (04/16).**
- 3461 An email was received regarding a litter picking initiative and the possible loan of litter collecting equipment. **The Clerk forwarded to the Scout Chair who has said that there is no space in this terms’ programme. The Clerk has suggested it might be suitable as an Autumn initiative and is waiting for feedback. (06/16)**
- 3331 Defibrillator Awareness . **This minute to be removed next month (06/16).**
- 3332 Foot path 61 has been largely cleared of debris however there is still an area where path is damaged due to a blocked culvert. The landowners have been advised and there is on-going communication between the Parish Council and the landowner. **(04/16). Now covered by minute 3469. This minute to be removed next month.**
- 3462 The issue of parking in Hazeldene/Broomfield – **PSCO Francis will investigate. The Clerk contacted PCSO Francis however he has moved role. The Clerk to contact PCSO Jessica Turkington the replacement PCSO regarding this matter. (06/16)**
- 3463 Elstead Parish Council Document storage. The Royal British Legion has offered the Parish Council the use of a small space to store documents. The Clerk to source a fireproof / lockable filing cabinet once the size of the space is determined. **The Clerk has not yet seen the space that has been allocated. (06/16).**
- 3464 Beacon View Funding Request (Cllr Mathisen declared a prejudicial interest in this matter). **Work was due to start on this but has been delayed due to the weather. (06/16).**
- 3465 School Fruit Trees – The Clerk confirmed the Parish Council would take three trees. **The Clerk has been told that the Council can have three trees in September which will be the best time for transferring and planting. (06/16)**
- 3466 Hate Moss advertising board. **The Clerk advised it is still with WBC legal department. (06/16)**
- 3467 The draft reply letter to Mr Cook’s request for ad hoc access to his garden has been approved by the Parish Council’s legal representatives and passed to Mr Cook who has

- replied in writing that he accepts the letter. The letter has been sent to Pelhams who have shared it with the tenant Barbara who has also agreed to the contents. **(06/16). Minute to be removed next month.**
- 3425 A train wheel has come off the train in the Jubilee playground. **See item 16. (06/16) Minute to be removed next month as now covered in Play Areas Sub Committee section.**
- 3395 Footpath 113 needs to be addressed as part of the mapped route does not exist. **Cllr Brooke to follow up. (04/16).**
- 3399 Mrs Tann, Headteacher at St James Primary Schools is retiring. **See item 22. (06/16). Minute to be removed next month.**
- 3434 Elstead Village Hall wrote asking for funding support. The Council has suggested that the Village Hall provide a strategic plan should they wish to borrow a significant amount of money from the Parish Council. **Cllr J. Holroyd to feed back to the Village Hall at the next meeting. (05/16).**
- 3468 Cllr Murphy reported back on a meeting with Adrian Selby where the positioning of an additional VAS was discussed.
- The Clerk confirmed that a site visit was not required and that in order to do this we would not longer be able to run the Thursley Road parking feasibility study which the Council has agreed. Cllr Harmer explained that the highways programme was in disarray as the Chairman had withdrawn most of the planned items. A meeting will be held by SCC in September where projects will be re-raised and discussed. Both SCC and the Parish Council are in agreement over what is required and that in order to progress the project it is just a question of finding funds. **(06/16)**
- 3469 Cllr Murphy has forwarded written summaries of his recent meeting and correspondence with MMC as summarised below:
- Waste: issues of waste being dumped have been partially resolved. The culvert remains blocked. The owners are dealing with this. **Cllr Davidsen to keep an eye on the route. (06/16)**
 - Planning Appeal: **This has been lodged. MMC are no longer partnered with Linden Homes. (06/16)**
 - **Tanshire Park:** The Owners of Tanshire is interested to have discussions with MMC however there have been communication issues between the two sides. Tanshire Park is considering running a shuttle bus service to stations. Cllr Murphy indicated that there was strong demand for a shuttle bus service from parishioners too. (04/16)
- 3470 Horse Riding on the Common. Cllr Jacobs has spoken to James Giles. He has suggested that if it is publicised that whilst horses are free to roam they should stick to bridle paths it might exacerbate the situation. The only way to restrict this would be for Natural England to seek an order and it was felt that this was not likely. **(06/16) Minute to be removed next month.**
- 3471 PIC Funding Opportunities: The Clerk and The Chair spent time working on this however

the quantities were too small to allow for a large project but that if a project arose in the future The Parish Council would approach WBC for funding. The Clerk highlighted that the WBC contact is going off on maternity leave at the end of June hence why applications were needed by 1st June.(06/16). **Minute to be removed next month.**

- 3435 Olivier Rival raised the issue of the basketball space at the Jubilee rec being too small therefore not being used very much. **Cllr Murphy explained that there had been a little opposition to making it a larger court when initially constructed. Minute to be removed as item now covered in Play Areas Sub committee section. (06/16).**
- 3441 Cllr K. Brooke advised of an overflowing bin at Burford Lodge Rec. **A bin could be placed but would need to be paid for by the Parish Council. When waste is collected even if in a recycling bin it is not necessarily recycled by the waste management teams. (06/16). Item to be removed next month.**
- 3442 Cllr J. Mathisen advised cllrs of the reorganising of the Church project that was discussed in a meeting that was held on 10th May at St James' Church. The project is due to cost £330,000. To date the council has not been formally approached by the church. **Any comments on the project to be sent in writing, or by email to Rev John by the beginning of July 2016. (05/16). Minute to be removed next month.**
- 3472 Information regarding a possible horse and cart race has been received. The race is expected in 5-6 weeks time. **The Clerk contacted Helen Gilbert at County Hall who was unable to specifically help. The Clerk forwarded the information to PCSO Francis and received no response. The clerk to forward to PCSO Turkington (06/16).**

10.0 MEETING OF THE JOINT TOWNS AND PARISHES

- 3473 Cllr Murphy and Cllr Mathisen attended this meeting on 31st May. The Joint Meeting was preceded with a presentation from the Police regarding their new structure. It gave a similar message as to the one given by Inspector Bridge at the Parish Council's March meeting. This was followed with an update from WBC on their local plan progress. The next Joint Meeting will be in September. Cllrs Murphy and Mathisen were thanked for attending. **(06/16) Minute to be removed next month.**

11.0 MEETING WITH WBC PLANNING DEPARTMENT

- 3429 Cllr J. Else (WBC) had secured some meeting dates with the Head of Planning at WBC. **The Clerk to circulate the agenda. (05/16). Minute to be removed next month.**
- 3474 A useful and a positive meeting with the Head of Planning Elizabeth Sims. **Meeting notes have been approved by Elizabeth Sims and to be circulated to all cllrs by The Clerk (06/16). Minute to be removed next month.**

12.0 MEETING WITH PAUL REDMOND WBC ENVIRONMENTAL TEAM

- 3475 A useful meeting attended by The Clerk and Cllr Brooke. The meeting comprised a walk around Elstead and Paul explained which issues were the responsibility of WBC and SCC. **The Clerk to forward to cllrs a summary of the meeting. (06/16). Minute to be removed next month.**

13.0 NEIGHBOURHOOD PLAN

- 3375 A public meeting to be held on 6th July at St James Primary School has been set. There will be an overview (Jane) and a summary of the presentation (Angela) followed by break out groups headed up by each working group. 3-4 visions/objectives per working group will be tested to ensure the NHP team has a public mandate to proceed with findings.
- 3476 The Clerk in the process of applying for an additional £1,000 worth of funding. **(05/16)**
- 3477 **On-line feedback process required for those unable to attend the meeting. Cllr Davidsen to create a link on the Parish Council website. (06/16)**
- 3478 A leaflet drop post meeting to be organised in a SG meeting. **Cllr Jacobs to arrange SG meeting date for a week after Big Meeting (06/16)**

14.0 EER

- 3479 Single page strategy document is complete. Cllr Rees to give guidance as to the role but fundamentally it highlights the link between the volunteer groups and Parish Council in the event of an emergency. **Due to technical issues the report could not be discussed and will be presented in the July Meeting (06/16).**

15.0 BACKLAND RELETTING

- 3480 All cllrs are happy for the letting of this land to continue with current tenant. The current tenant has accepted the letter regarding occasional permitted access. The Clerk to inform Pelhams. **(06/16) Minute to be removed next month.**

16.0 PLAY AREAS SUB COMMITTEE

- 3431 A play area sub committee to be established to work on the Burford Lodge Rec play area revamp. Cllr J. Holroyd to be Chair and Cllr Rees has agreed to sit on committee. The Clerk also offered to join committee. **Cllr J. Holroyd to form a team (05/16). Minute to be removed next month.**
- 3481 A train wheel has come off the train in the Jubilee playground. The Parish Council has agreed that the train should be repaired and repainted as it is a much-loved piece of play-equipment in the Jubilee park. The Clerk to advise R Knight. Cllr Murphy refilled the ground around the basketball court and table tennis area. R Knight to repair also trip hazard by one of the Jubilee Rec gates. **(06/16)**
- 3482 The Clerk confirmed that £15,000 of PC funding for this project was available for new play equipment at Burford Lodge Recreational Ground, but the objective would be to increase this amount through grants from other funding bodies e.g landfill operators **(06/16). Item to be removed next month.**
- 3483 Additional funds for new play equipment at Burford Lodge Recreational Ground to be investigated e.g Landfill Operators **(06/16).**
- 3484 The Sub Committee to speak to teenagers from Rodborough and Broadwater for feedback on items for teenagers. **(06/16).**

3485 The Clerk to liaise with St James Primary School and obtain feedback on ideas from children before term end. **(06/16)**.

17.0 RECREATIONAL GROUNDS SHARKS JUNIOR FOOTBALL

3486 Correspondence was received from The Sharks asking to enlarge the pitch at Burford Lodge Rec however this might mean the need for drainage work. The Sharks to investigate and forward a fully costed proposal. **(06/16)**

3487 Thursley Rd Senior pitch is badly worn. The contractor advised that it is badly compacted and should be vertidraind in March and slot seeded with grass. Cllr Harmer explained that he was not sure how much he would have in the way of funds. It would be necessary for The Sharks to document what % of Sharks are Elstead residents. **(06/16)**.

18.0 WASTE REMOVAL

3488 Veolia are the current waste removal contractor and there have been some concerns with their performance with several complaints of overflowing bins. The Clerk has tried to obtain quotes for the emptying of 5 parish council owned litter bins from Glendale, Chambers and Veolia. Of the three companies only Veolia is able to do this function however their initial quote is at odds with their current charges. **The Clerk to follow up. (06/16)**

19.0 INTERNAL AUDIT REPORT 2015-2016

3489 The Internal audit found the figure work in the accounts to be accurate.

3490 The Internal Audit found that the parish Council had not fully met its financial regulations throughout the financial year from 1st April to 31 March 2016 and made the following recommendations:

i) During the year regulations regarding raising cheques and paying invoices have not been met. All cheque signatories must initial the corresponding cheque counterfoil and the clerk to verify and certify the invoices. The Chairman must initial the list of cheques for payment.

ii) It is recommended that cheque signatories initial the invoices as well as cheque counterfoils. The RFO should annotate the invoice with the cheque number along with the payment date.

iii) Any expenditure made during the year on assets even if the asset is not complete should be included in box 9 of the annual return. This is because the cost has been incurred and included in box 6 of the return. This assists in identifying the cause of any variances year on year between these costs. If an asset is gifted to the council or the actual cost is not known then a proxy value should be used when adding the asset to the asset register. This could be the market or the insurance value.

iv) The Council has taken responsibility for The Croft Play area and insured it for £10,000 being the best approximation of value 2014/15. The playground equipment has now been added to the asset register and last years figures restated to reflect this and the purchase of a seat that was paid for in 2014/15 and delivered in 2015/16.

v) There were no issues raised with the 2014/15 external audit report.

20.0 APPROVAL OF ANNUAL AUDIT REPORT 2015-2016

3491 It was agreed to approve the Annual Accounting Statements and this was duly signed by The Clerk and the Chairman.

3492 It was agreed to approve the Annual Governance Statement and this was duly signed by The Clerk and the Chairman.

21.0 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT REPORT 2015-2016

3493 The Review Effectiveness of Audit' document was approved by the Council and signed by The Clerk

22.0 MRS TANN'S RETIREMENT

3494 The Council cannot make a financial donation to Mrs Tann's retirement fund. However it wishes to recognise Mrs Tann's hard work following her sixteen year headship of the school and her involvement in the community as a whole. The Parish Council has agreed to make a £500 donation to the school and Mrs Tann will buy something with that money to benefit the school. The Clerk to draft a letter. **(06/16)**

23.0 REPORTS AND CORRESPONDENCE

3495 The Clerk advised the Council that there have been three attempted break-ins to premises in the village; The Village Hall (31st May), The Little Barn Café (4/5th June) and The Reading Chest (4/5th June). Nothing appears to have been taken. Initially police response was slow to the Village Hall where windows were broken however there has been more contact subsequently. The Council is reminded of the importance of always notifying the police when an incident happens as Police do study reports in case of an emerging pattern. **(06/16). Minute to be removed next month.**

3496 A letter was received from PCSO Francis explaining his change of role. The new PCSO is Jessica Turkington. PCSO Francis also explained that the Police are no longer able to write article for Parish Magazine and it was felt that this was disappointing. **(06/16). Minute to be removed next month.**

3497 Invitations were received to attend the UCA Farnham for their end of year show. Cllr J. Holroyd attended and was very impressed at the standard of the work on show and the fact that it has moved from being a top 40 university to top 25 position. **(06/16). Minute to be removed next month.**

3498 Correspondence received about access to EVAA – dealt with in public question time see minute. **(06/16). Minute to be removed next month.**

3499 An email was received regarding a leak from a rising mains the curb of Elstead Green opposite the Spar. **The Clerk logged it on SCC website (06/16). Minute to be removed next month.**

- 3500 Marathon risk assessment document was received by The Clerk for this years Marathon **(06/16). Minute to be removed next month.**
- 3501 Correspondence received about the abandoned cars in Burford Rec. The Clerk asked PCSO Francis to add awareness notes to the vehicle and also added an update on the parish website. **(06/16). Minute to be removed next month.**
- 3502 A request to use one of the football pitches was received from a team from Fleet. The Clerk referred to the Sharks who explained that all pitches were needed therefore we could not help on this occasion. **(06/16). Minute to be removed next month.**
- 3503 A press release was circulated regarding the approval of Farnham regeneration around East Street. **(06/16). Minute to be removed next month.**
- 3504 Requests to deal with over flowing bins was received for The Croft and Burford Rec. **(06/16). Minute to be removed next month.**
- 3505 A document concerning the woodland management of Rough House Farm was received by The Clerk. **The Clerk to forward to Cllr Murphy. (06/16)**
- 3506 Various communications have been received concerning Bonfire Hill, parties grazing on Bonfire Hill and residents near to Bonfire Hill. The Council is unable to get directly involved however it recommends that the parties currently using the land for grazing request a licensed agreement which can then be correctly regulated. The council hopes that everything can be resolved satisfactorily. **(06/16). Minute to be removed next month.**
- 3507 Information was received on Voluntary Action, SW Surrey Funding. **(06/16). Minute to be removed next month.**
- 3508 Information was received on Mind the Rural Gap a seminar in London on 6.7.16. **(06/16). Minute to be removed next month.**
- 3509 Information was received on Social Care Conference in London on 12.7.16. Cllr J. Holroyd expressed an interest in this. The Clerk to forward details. (06/16). **(06/16). Minute to be removed next month.**
- 3510 Information was received on Surrey Hills Challenge taking place 25th September. **The Clerk to put details of this event on the Parish Council website and in monthly Village News article. (06//16).**

24.0 ACCOUNTS FOR PAYMENT

- 3511 The following accounts for June were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - June 2016

Payee	Cheque no	Purpose	Amount
J Williams	3520	salary	£484.90
J Williams	3521	expenses home/travel	£24.00
J Williams	3522	expenses misc	£16.48
Maxwells	3523	Internal Audit	£576.00
Grasstex	3524	Lawn mowing	£4,637.40
Elstead URC	3525	hall hire for assembly 18.4, 16.5 20.6	£42.00
Richard Knight	3526	maintenance and materials	£402.50
Southern Electric SSE	3527	Burford Lodge Pavillion	£36.03
Souh East Water	3528	Rec Ground metered	£38.34
Elstead Village Hall	3529	Room hire 6.6.16 planning mtg	£7.50
Elstead Village Hall	3530	Room hire 7.5.16 defibrillator traing	£40.00
Elsted Village Hall	3531	Donation for roof repairs	£1,000.00
Help in Elstead	3532	Donation to keep vital service going	£400.00
Total			£7,705.15

25.0 MATTERS RAISED BY MEMBERS (FOR NOTING)

- 3512 A request to remove the concrete base for the former bench outside The Woolpack. **The Clerk to forward details to R Knight. (06/16).**
- 3513 A request to tend to the cemetery, mow grass, treat outside the building with weed killer. **The Clerk to forward details to R Knight. (06/16).**
- 3514 A request to repair the wooden bench on The Green around the oak tree. **The Clerk to forward details to R Knight. (06/16).**

The Chair pointed out two typing errors in the May minutes. The Clerk has noted this and has rectified it for this month.

Meeting closed at 9.45 pm

