

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 22nd January 2018 at 7.30 pm
The URC, Milford Road, Elstead

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

PUBLIC QUESTION TIME

4495 Concern was expressed over several overflowing bins throughout the village especially around the Spar. The Clerk to contact Paul Redmond at WBC. **(01/18)**.

4496 Residents highlighted flooding concerns at Hope Street and The Spar. The Clerk to contact Stuart Copping at SCC. **(01/18)**.

1.0 APOLOGIES FOR ABSENCE

4497 Apologies had been received from Cllr R. Gardner and Cllr R Rees who were not able to attend due to business reasons. Their apologies were accepted by the Council. **(01/18)**.

2.0 DECLARATIONS OF INTEREST

4498 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. **(01/18)**.

3.0 APPROVAL OF PREVIOUS MINUTES HELD 11th DECEMBER 2017

4499 The minutes of the Parish Council meeting held on 11th December 2017 were agreed and signed by the Chairman. There were two amends to minute 4448 with 'Equestrian Society' replaced with 'British Horse Society' and minute 4494 'November' replaced with 'December'. **(01/18)**.

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 11th DECEMBER 2017

4500 The minutes of the Planning meeting held on 11th December 2017 were agreed and signed by the Chairman. **(01/18)**.

5.0 APPROVAL OF SMITHS CHARITY MINUTES HELD 29th NOVEMBER 2017

4501 The minutes of the Smiths Charity meeting held on 29th November 2017 were agreed and signed by The Chairman. **(01/18)**.

6.0 MATTERS ARISING

- 4502 BW68 improvement: On 6th April, Hannah Gutteridge explained that she might have some monies and would try and repair one of the bridleways using SCC PIC money. The PC offered SCC £1,500 to help and gave priority to improving BW 68. There has been no further progress on this matter. Cllr Mathisen to follow up with MoD in Feb/March. **(01/18)**
- 4458 Improved cycle route Elstead to Milford/Rodborough. Formal written permission from MoD and NE will be required to approve the proposed slight detour route. There has been no further action on this matter. **(12/17)**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4244 Part 2 of the Local Plan is due in November. **(09/17)**
- 4503 Weyburn Works: Cllr Murphy and Mrs Davidsen to meet with Clarion on 31.01.18. **(01/18)**
- 4504 Cyber security. The Clerk has obtained feedback from other parishes.. The Clerk saves documents to an external hard drive and this is kept securely. Cllr Brooke to ask what the best practise is when she attends the data protection Officer training session on 6.2.18. **(01,18)**
- 4505 A hot air balloon landed in Burford Lodge Rec on 17th June at 8am. The Clerk contacted the balloonist several times. Eventually a letter was received after the December meeting with the balloonist proposing a charitable donation rather than sending the PC a landing fee. The Clerk to follow up as there is an obligation to pay a landing fee. **(01,18)**
- 4506 Waylease Signed: The Clerk has signed a waylease agreement form for the new house being built at Redcot. The Clerk has chased up payment. Payment is made every July so EPC payment is due in July 2018. The Clerk is waiting for confirmation about outstanding payments from SEE for pylons on the rec which she has chased several times. **(01/18).**
- 4507 Gullies: The Clerk contacted SCC who confirmed that both gullies would be jetted again w/c 29th January. The Clerk to monitor how long the jetting prevents flooding. The Clerk to ask Stuart Copping to assess the gully. **(01/18)**
- 4508 BW 113: SCC agreed to the siting of the wooden bollards at the entrance to the BW to prevent the improved BW getting churned up by vehicles access the common. The PC would like to thank Cllr Harmer for facilitating this quick response. **(01/18). Minute to be removed next month.**
- 4465 Flooding Silver Birches Way: There was significant flooding after recent rainfall. The Clerk met with Stewart Copping and Steve Lindsey-Clark from SCC. They advised that the flooding problem is caused by willow roots. The roots can be removed from the gullies but will grow back within a year or two. The alternative option would be to remove the willow tree however SCC cannot fund this. Cllrs advised that they were not prepared to pay for the tree to be removed. The Parish Council resolved to monitor the situation to see how serious a problem it becomes. The PC suggested that it might be appropriate to offer a donation but not to bear the full cost. Cllr Brooke to ask residents if they would be prepared to pay for tree removal however the issue of paying for road remedial works (following any tree removal) was raised. **(12/17).**
- 4356 Signage: The Clerk to arrange for a sign at Burford Lodge Rec to be made acknowledging sponsors. **(10/17)**

- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**
- 4509 Thursley Road Cemetery safety checks: The Clerk has found a company to do the audit and The Clerk is waiting on the quote. **(01/18)**.
- 4510 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 raised queries which SCC are pursuing. **(01/18)**
- 4511 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 has taken a preliminary look and is working up a cemetery plan. **(01/18)**
- 4512 Cemetery broken concrete container: this needs to be removed as it is dangerous. Richard Knight is happy with wheelie bins to be used instead. The Clerk to arrange a green waste bin collection and the Cllr approved the £45 annual charge for this service. **(01/18)**
- 4513 Traffic/speed/parking around the school: The Clerk met on site with Adrian Selby. He agreed that signs could be sited further out. He suggested that a combined agency assessment one morning/pick up would be the best approach. It would highlight any areas for concern and from this a set of improvement measures could be drawn out for discussion within the community. The assessment to happen within 2 months. Cllr Murphy pointed out that the Pavilion car park could be used by parents for short term parking. **(01/18)**.
- 4514 B3001 verges. The Clerk contact WBC to ask for this to be cleaned. There has been no acknowledgement to the request - the The Clerk to follow up. **(01/18)**.
- 4515 Tree Audit: The indexing system has been clarified as the numbers on the trees did not tally with the report. This is now resolved. There are a couple of trees that won't need work as we do not have to do works "for good arboricultural practice". The PC agreed that we should only do the trees that need removing and not those that need work for "cosmetic" reasons. **(01/18)**
- 4494 EVAA would like to install some polytunnels. Cllrs to decide the maximum height and the material(s) that can be used. Item to be added to the January agenda. **(12/17)**. **Item to be removed next month as covered as agenda item 11.**
- 4516 Floodlights: The Burford Lodge Rec floodlights are still in situ. The Clerk to contact the Sharks and again to request their removal before half term. Thereafter Richard Knight would be asked to remove them and dispose of them as scrap. **(01/18)**
- 4517 Beacon View Road phone box as a book exchange: The Clerk and the parishioner interested in tuning the phonebox into a community book exchange were due to visit the phoneboxes in Frensham today but the meeting was postponed. **(01/18)**.
- 4518 Moles at Burford Lodge Rec: The Clerk confirmed that she had received a quote for the gassing of the moles at £550 plus VAT. There is contradictory evidence as to the effectiveness of this method in such an open space. All councillors agreed not to spend

the money and Cllr R. Holroyd agreed to rake the molehills periodically. **(01/18) Minute to be removed next month.**

7.0 REPORT FOLLOWING THE WBC HOUSING SYMPOSIUM HELD 16TH JANUARY 2018

4519 WBC are looking for exception sites that can be used for affordable housing. Cllr Murphy questioned whether it was worth asking the towns and parishes for sites as the planning arm of WBC was not co-operating effectively with parishes in the identification of suitable housing sites.. Chiddingfold and Witley PC's agreed with this statement. Andrew Smith (Housing Director, WBC) could not understand why WBC planning would not consider Sunray Farm as a suitable site for development. The symposium also explained that individuals and PC's can set up housing trusts. This is something that Elstead PC could do. There is government funding for exception sites. **(01/18). Minute to be removed next month.**

8.0 ADDITIONAL PLAYSPACE FOR THE SHARKS

4520 The Sharks Football have written to the PC explaining that membership has increased to over 200 children and that they require more playing pitches. The Sharks are interested in the long term lease of additional land. The PC agreed that there should be a meeting with the Sharks to explore the options further. The Clerk to contact Peter O'Donnell and to arrange a meeting. **(01/18).**

9.0 WBC TC & PC PLANNING FORUM

4521 The planning forum to be held three times a year. The Clerk, Chair and Planning Chair to attend. Cllr Murphy is attending a meeting with the other Western Villages on 23rd January to discuss issues of common concern to be raised at the meeting. The Clerk from Thursley to send the updated agenda to WBC. **(01/18). Minute to be removed next month.**

10.0 NEIGHBOURHOOD PLAN UPDATE

4522 Meeting on 8th November with WBC regarding site allocations and green belt adjustment: WBC responded to the NHP team on 21.12.17 by stating that 4 Trees was a better option for Green Belt Adjustment compared to Sunray Farm as it constitutes 'rounding off'. The NHP SG and Ward Councillors were disappointed with this response. A follow up meeting was held with WBC Planning on 22nd January 2018. The PC and Ward Cllrs robustly challenged WBC over its lack of collaboration as well as its choice of sites plus the fact that WBC will not take wider planning policy into consideration for its choice of sites. WBC agreed to reassess the information we have provided. A response is due from WBC before 15th February. **(01/18).**

4523 Letter to the Inspector: Cllrs were disappointed with the response from WBC as detailed in minute 4522 and agreed that a letter should be written to the Inspector asking whether wider planning policies, in addition to narrower Green Belt considerations, should be taken into consideration for assessing GB Adjustment. Cllr Murphy to advise WBC of our intention. **(01/18)**

4524 Cllrs Jacobs highlighted that there is frustration from other PC's regarding the WBC site allocation process and cllrs agreed that there should be a meeting with other PC's / NHP's

regarding this. A meeting to be held on 31st January 2018 with Witley and Chiddingfold NHP's. Witley to host the meeting. **(01/18)**

4359 CIL Monies: Cllr Jacobs still to meet to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **(10/17)**

4474 Dunsfold: the planning application has been called in. If the plans are rejected this could mean that Elstead will need to find more houses. **(03/17).**

4525 SEA application: The Clerk and Cllr Jacobs completed the application and submitted it to WBC. WBC reviewed this and agreed that Elstead will need to provide a screening report which Elstead would have to manage. Cllr Murphy challenged this in the meeting held on 22nd but WBC confirmed we would have to manage the SEA process. Cllrs Jacobs highlighted that the cost of doing the SEA report will be £10,000 although it is hoped that much of this can be funded. **(12/17).**

11.0 EVAA POLYTUNNELS

4526 EVAA Poly tunnels: Some members of the EVAA are keen to have poly tunnels but there are no guidelines as to what would be acceptable. EVAA should draw up some proposed guidelines for the PC to consider- with reference to colour, height and footprint. **(01/18)**

12.0 REPORTS AND CORRESPONDENCE

4527 CIL consultation running until 26th January. Cllr Murphy to advise if the PC should make any comments. **(01/18) Minute to be removed next month.**

4528 A thank you letter was received from CAW, The Clockhouse and Elstead Village Halls for the recent donations. **(01/18) Minute to be removed next month.**

4529 A letter was received from WBC who are co-ordinating all WW1 centenary events. Cllr J Else and Sue Gowar are interested in forming a working committee to co-ordinate any celebrations in Elstead. The Clerk will hold the list of celebrations so that everything can be advertised collectively. **(01/18)**

4530 A complaint was received from a parishioner regarding the state of the parking and verges in Springfield. The parishioner lives in one of the bungalows and the parking is rutted, full of pot holes and muddy making it difficult to get her children safely out of the car. The Clerk to liaise with Cllr J. Else on this matter. **(01/18)**

4531 Complaints were received regarding parking after a recent football session at Thursley Road Rec. The Sharks have advised parents to park more considerately and have advertised this in the EVN and on facebook. **(01/18) Minute to be removed next month.**

4532 Invitation to attend Surrey Community Housing Partnership event on 19th February. **(01/18) Minute to be removed next month.**

4533 Surrey ALC are looking for two Directors to join Surrey ALC. No cllrs were interested in this voluntary role. **(01/18) Minute to be removed next month.**

- 4534 Correspondence received from various developers, 4 Trees and Sunray farm. **(01/18) Minute to be removed next month.**
- 4535 Invitation received from Tom Horwood for a meeting with all Clerks on 19th February. **(01/18) Minute to be removed next month.**
- 4536 GDPR – Cllr Brooke to attend compliancy training day on 6th February. New briefing document received. **(01/18)**
- 4537 Letter received regarding village sign down. Richard Knight repaired sign. **(01/18) Minute to be removed next month.**
- 4538 Springfield: kerbing work complete and sink hole to be complete in April with new financial year budget. **(01/18) Minute to be removed next month.**
- 4539 Elstead bridge: SCC Structures Team evaluating what repairs re required. **(01/18) Minute to be removed next month.**
- 4540 PIC Monies available. The Clerk to ask if this can be spent on BW reparation work. **(01.18).**
- 4541 Box outside the Spar: Hampering access to the PC noticeboard. The Clerk to ask Blakemore if this can be moved. **(01/18).**
- 4542 Press releases received on the following: Family Fun: Waverley Xplorers, Tune up and Tone up, card Payment at Hugh St Haselmere, Tom Horwood to be new CEO of WBC. **(01/18) Minute to be removed next month.**

13.0 ACCOUNTS FOR PAYMENT

- 4543 The following accounts for January were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - January 2018

Payee	Cheque no	Purpose	Amount
Juliet Williams	3738	Salary and home working December	£749.77
Citizens Advice Waverley	3739	Citizens Advice Waverley	£750.00
Imagine Places	3740	NHP letter and SEA advice	£672.00
Richard Knight	3741	Maintenance	£335.98
Maxwell and Co	3742	Salary	£72.00
E Mango	3743	Website	£576.00
			£3,155.75

14.0 BUDGET REVIEW

- 4544 The Clerk presented an up to date summary of the Parish Council's accounts. There is c £49k in the bank with not much planned expenditure for the rest of the financial year. **(01/18). Minute to be removed next month.**

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

16.0 MATTERS RAISED BY MEMBERS

- 4546 VAS: A request to check the calibration of the VAS was received as it is thought the VAS is triggering a too low a speed. The Clerk explained that the VAS was checked recently, no further action. **(01/18).**
- 4547 Thursley Road: The surface of Thursley Road is dangerous for cyclists. The Clerk to report online. **(01/18).**
- 4548 Flooding/Sewerage: A parishioner complained of a recent flooding incident which left sewerage in his garden. The Clerk was informed and contacted Thames Water. **(01/18).**
- 4549 Overgrowth near The Quillets: Dense thicket of nettles which needs adding into the WBC cutting schedule. Cllr Brooke to liaise with Cllr J Else over this matter. **(01/18).**
- 4550 EVAA: Some clearing of encroaching vegetation required. The Clerk to liaise with Richard Knight and the EVAA. **(01/18).**
- 4551 CIL for EVH: A letter was received from the Committee asking how the Village Halls can access CIL monies for its' continuing reparation work. CIL has not yet come been introduced and the NHP will need to be complete before we can profit from these funds. A project list for CIL monies to be drawn and The Clerk to feed this information back to the Village Halls. **(01/18).**

Meeting closed at 9.45 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 19th February 2018 at 7.30 pm
The URC, Milford Road, Elstead

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

PUBLIC QUESTION TIME

- 4552 A resident asked what was happening with the dilapidated shed on the A3/B3001 mini roundabout. **(02/18). Minute to be removed next month.**
- 4553 Cllr Harmer advised that there will be roadworks which will mean the night time closure of the B3001 junction with the A3. **(02/18). Minute to be removed next month.**
- 4554 Cllr Harmer advised that there is shortage of foster parents in Surrey and currently 400 children a year are placed with fosterers outside of the county. The Clerk to highlight this via the EVN, school newsletter and the village facebook page. **(02/18). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

- 4555 Apologies had been received from Cllr L Davidsen who was not able to attend due to business reasons. his apologies were accepted by the Council. **(02/18).**

2.0 DECLARATIONS OF INTEREST

- 4556 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. **(02/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 22nd JANUARY 2018

- 4557 The minutes of the Parish Council meeting held on 22nd January 2018 were agreed and signed by the Chairman. **(02/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 22nd JANUARY 2018

- 4558 The minutes of the Planning meeting held on 22nd January 2018 were agreed and signed by the Chairman. **(02/18).**

5.0 MATTERS ARISING

- 4559 BW68 improvement: SCC currently have no monies for remedial work. The PC offered SCC £1,500 to help and gave priority to improving BW 68. There has been no further progress on this matter. Cllr Mathisen to follow up with MoD in Feb/March. **(02/18)**
- 4458 Improved cycle route Elstead to Milford/Rodborough. Formal written permission from MoD and NE will be required to approve the proposed slight detour route. There has been no further action on this matter. **(12/17)**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4244 Part 2 of the Local Plan is due in November. **(09/17)**
- 4560 Weyburn Works: Cllr Murphy and Mrs Davidsen to meet with Clarion on 31.01.18. **(02/18) Minute to be removed next month as covered in agenda item 6.**
- 4504 Cyber security. The Clerk has obtained feedback from other parishes.. The Clerk saves documents to an external hard drive and this is kept securely. Cllr Brooke to ask what the best practise is when she attends the data protection Officer training session on 6.2.18. **(01,18)**
- 4561 A hot air balloon landed in Burford Lodge Rec on 17th June at 8am. There have been various communication with balloonist. The Clerk to continue to chase for payment. **(02,18)**
- 4562 Waylease Signed: The Clerk has signed the outstanding Waylease agreement for pylons on the rec. Payment is made every July so EPC payment is due in July 2018. The backdated payment for 6 years is £376.44. Moving forward overall annual payment will be £64.74. **(02/18).**
- 4563 Gullies: The Clerk contacted SCC who confirmed that they would jet the gullies w/c 29th. This was subsequently rearranged for the following week as traffic control measures were required. The gullies were 100% full of silt and were successfully jetted. **(02/18). Minute to be removed next month.**
- 4564 Flooding Silver Birches Way: The Parish Council resolved to monitor the situation to see how serious a problem it becomes. The PC suggested that it might be appropriate to offer a donation but not to bear the full cost. Cllr Brooke to ask residents if they would be prepared to pay for tree removal however the issue of paying for road remedial works (following any tree removal) was raised. **(02/18).**
- 4356 Signage: The Clerk to arrange for a sign at Burford Lodge Rec to be made acknowledging sponsors. **(10/17)**
- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**
- 4565 Thursley Road Cemetery safety checks: The Clerk has found a company to do the audit and The Clerk is waiting on the quote. **(02/18). Minute to be removed next month as covered in agenda item 12.**
- 4510 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 raised queries which SCC are pursuing. **(01/18)**

- 4511 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 has taken a preliminary look and is working up a cemetery plan. **(01/18)**
- 4566 Cemetery broken concrete container: The Clerk contacted WBC who said that a green waste collection would not be possible even if the PC paid for it. Richard to make a compost receptacle from second hand railway sleepers. The Clerk to ask if this can be part funded by PIC monies. **(02/18)**
- 4567 Traffic/speed/parking around the school: SCC Highways arranged for a traffic audit on Friday 2nd February. Unfortunately it wasn't a busy day. Attending were: Adrian Selby (SCC Senior Engineer – Highways), Matt Smith (SCC Road Safety Team Leader), Graham Cannon (Surrey Police Road Safety), Cheryl Faure (SCC Safer Travel Officer), Lorna Truscott (Admin for St James School) and Juliet Williams (Clerk PC). Parking issues were highlighted to the audit team as well as the lack of a safe crossing and people using Red House Lane as a mini roundabout when there is a blind pedestrian crossing running through the island. SCC Highways to provide a written report and set up a camera to monitor average driving speeds over a week's period. **(02/18).**
- 4568 B3001 verges. The Clerk contact WBC to ask for this to be cleaned. The Clerk has followed this up and the verges are to be cleaned within two weeks. **(02/18). Minute to be removed next month.**
- 4569 Tree Audit: The indexing system has been clarified as the numbers on the trees did not tally with the report. This is now resolved. There are a couple of trees that won't need work as we do not have to do works "for good arboricultural practice". The PC agreed that we should only do the trees that need removing for safety reasons and not those that need work for "cosmetic" reasons. The Clerk and Cllr Murphy to assess one horse chestnut tree in Burford Rec on 22nd February and arrange for Richard Knight to remove it. **(02/18)**
- 4570 Floodlights: The floodlights have finally been removed. The Sharks have tested some new portable floodlights which have worked well in trials. **(02/18) Minute to be removed next month.**
- 4571 Beacon View Road phone box as a book exchange: The Clerk and the parishioner visited three phoneboxes in Frensham which have been turned into a museum, historical information spot and an art gallery. The Frensham Clerk said that community book exchanges don't work as books get damp, aren't put back tidily and it is also a magnet for books and other rubbish to be dumped outside. The resident proposing this is to consider if he still wishes to pursue this project. **(02/18).**
- 4572 The Sharks Football require more playing pitches: The Clerk to contacted Peter O'Donnell to arrange a meeting. Peter will confirm a date following the next Sharks meeting (22nd February). **(02/18).**
- 4526 EVAA Polytunnels: Some members of the EVAA are keen to have polytunnels but there are no guidelines as to what would be acceptable. EVAA should draw up some proposed guidelines for the PC to consider- with reference to colour, height and footprint. **(01/18)**

- 4529 A letter was received from WBC who are co-ordinating all WW1 centenary events. Cllr J Else and Sue Gowar are interested in forming a working committee to co-ordinate any celebrations in Elstead. The Clerk will hold the list of celebrations so that everything can be advertised collectively. **(01/18)**
- 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)**
- 4574 Elstead bridge: SCC Structures Team evaluating what repairs re required. The Clerk has chased again. **(02/18)**
- 4575 PIC Monies available. The Clerk asked if this can be spent on BW reparation work but this was turned down. The Clerk and Cllr Murphy to liaise with the EVAA on 22nd February to see if there are any projects that they can propose for PIC funding. **(02/18).**
- 4576 Box outside the Spar: Hampering access to the PC noticeboard. The Clerk has contacted Blakemores but has not received a response. **(02/18).**
- 4577 Thursley Road: The surface of Thursley Road is dangerous for cyclists. The Clerk has reported this online. **(02/18).**
- 4578 Flooding/Sewerage: A parishioner complained of a recent flooding incident which left sewage in his garden. The Clerk was informed and contacted Thames Water and is awaiting a response. **(02/18).**
- 4579 Derelict garage and dense thicket of nettles near the Quillets (WBC responsibility): Cllr Brooke to liaise with Cllr J Else over this matter as there is a concern over asbestos being present. **(02/18).**
- 4580 EVAA: Some clearing of encroaching trees and vegetation required. The Clerk to liaise with Richard Knight and the EVAA. A meeting has been arranged to discuss this in more detail on 22nd February. **(02/18).**
- 4551 CIL for EVH: A letter was received from the Committee asking how the Village Halls can access CIL monies for its' continuing reparation work. CIL has not yet come been introduced and the NHP will need to be complete before we can profit from these funds. A project list for CIL monies to be drawn and The Clerk to feed this information back to the Village Halls. **(01/18). Minute to be removed next month.**
- 4581 GDPR – Cllr Brooke to attend compliancy training day on 6th February. New briefing document received. **(02/18) Minute to be removed as covered under item 8.**
- 4495 Concern was expressed over several overflowing bins throughout the village especially around the Spar. The Clerk contacted Paul Redmond several times and this is being addressed. **(02/18). Minute to be removed next month.**
- 4496 Residents highlighted flooding concerns at Hope Street and The Spar. The Clerk contacted SCC with regards the gullies. **(02/18). Minute to be removed next month.**

6.0 REPORT FOLLOWING MEETING WITH CLARION HELD 31st JANUARY 2018

4582 Clarion: Cllr Murphy attended this meeting with Mrs Davidsen. Clarion have taken ownership of the Weyburn site. They have only bought the area that is designated for housing and have not bought the care home plot. During the course of the meeting it came to light that Clarion were not aware of the need to provide adequate access and parking space at the sewage pumping station for Thames Water tankers in the event of a power failure nor that the care home was a condition of the planning consent for the site as a whole. Clarion were also unaware of the extent of the flooding problem. A liaison group to be established and a follow up meeting to be scheduled for as soon as possible. **(02/18).**

7.0 REPORT FOLLOWING THE WBC TC/PC PLANNING FORUM HELD 5TH FEBRUARY 2018

4583 The Clerk, Cllr Murphy and Cllr Jacobs attended the session which was an update meeting held three times a year. Cllrs who attended felt that the meeting was a little negative. The Western villages put forward a proposal suggesting that if a planning officer is minded to grant consent to an application that the PC is in objection to, the planning officer should contact the Clerk. It was felt that this would expedite planning decisions but WBC were against doing this. Cllrs also requested that if an S106 was going to be granted, the PC be notified so that it could input at an early stage. Again WBC said that this was not possible and that the PC should provide a list of S106 projects at the point at which the PC comments on the planning application – even if it objects. The next forum will be held on 9th July 2018. **(02/18) Minute to be removed next month.**

8.0 REPORT FOLLOWING THE GDPR TRAINING HELD 6TH FEBRUARY 2018

4584 The training session was attended by Cllr Brooke. The exact rules for GDPR are still not totally clear.

In order to move towards compliancy it was agreed that all councillors would have PC specific work email addresses that would be separate from personal email addresses. Cllr Rees to create new email addresses for all cllrs.

The Clerk also to have a computer solely for PC work. The Clerk to investigate computer costs for the next PC meeting.

During the meeting there was a presentation from a GDPR company offering to be the external data protection officer for PC clerks. The Clerk from Thursley offered to establish costs for combining western villages. WBC is going to be employing a GDPR officer and Clerks asked whether they could also be the external GDPR officer for Waverley PC's. Cllr Rees to follow this up with Graham Clark @ WBC. The Clerk to forward Graham's details. The Clerk to liaise also with Thursley Clerk.

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)**

9.0 REPORT FOLLOWING MEETING WITH TOM HORWOOD HELD 19TH FEBRUARY 2018

4585 a) Clerks Meeting 11.30am-1pm

The Clerk attended an introductory meeting with the new CEO of WBC, Tom Horwood attended by a representative from every PC/TC in Waverley. The next meeting is scheduled for September. The following items were discussed:

Timeliness: Clerks asked that WBC budget earlier as PC's set their budgets a lot earlier than WBC and need to know if there will be new areas that PC's need to fund.

Grounds maintenance: greater clarity needed as some areas have three separate agencies maintaining them. One Clerk mentioned the Community Payback scheme that can be used for – it is essentially people doing community service and the service is free. WBC explained that the current grounds maintenance contract ends in 2019 and that perhaps this can be devolved to a more local level.

Street cleaning schedule; can this be added to the website.

Communication: ensure clerks are copied if WBC are communicating with Cllrs directly.

Planning: greater communication and training required. Issues with the enforcement team were highlighted and the fact that the Council Chamber is not the best medium for the recent planning forum. WBC confirmed it is improving planning reports and has offered a roadshow where officers can attend PC meetings to address planning issues. This can be arranged via Tracey Langdon.

CIL/S106: WBC confirmed that two new posts have been created to deal with these issues.

GDPR: Graham Clarke is the WBC contact. A post to be created for WBC GDPR officer. Clerks asked if that person could be the GDPR officer for PC's / TC's. **(02/2018) Minute to be removed next month.**

4586 **b) Elstead PC Meeting 3pm-4.30pm**

Attended by Cllr Murphy, Cllr Jacobs and The Clerk.

Various issues were discussed mainly based around planning and enforcement issues. Also discussed was the recent s106 agreement with Weyburn and the problem of increased litter in Waverley. Finally the issue of compensatory grant was raised. WBC are likely to find themselves in a similar financial position as SCC so it is probable that Elstead PC will need to fund more projects via its precept. The meeting ended with Elstead PC emphasising that it wished to work collaboratively with WBC and that improved communications work help facilitate this. **(02/2018) Minute to be removed next month.**

10.0 NEIGHBOURHOOD PLAN UPDATE

- 4587 WBC Response to Site Allocation: A response has been from WBC following the meeting held on 22nd January. The WBC viewpoint remains the same and is still in support of 4 Trees versus Sunray Farm. The NHPSG is disappointed with this response and recommended that site allocation should be removed from the E&W NHP. This would mean that the NHP will now be able to move forwards more speedily, and the issue of housing sites could be dealt with in the context of Local Plan Part 2. The PC supported this recommendation and agreed that the Clerk should write to WBC accordingly (Cllr Murphy to prepare draft). An article explaining the reasons for this decision would be placed in the February issue of the EVN and the Clerk to send a press release on the same issue to the Farnham Herald and the Surrey Advertiser. **(02/18).**

- 4588 Letter to the Inspector: The Clerk sent a letter to The Inspector regarding how GB removal is determined. The Inspector was unable to help and The PC was recommended to contact PINS. The response from PINS was also unhelpful and The Clerk to write to the Ministry for Outside space for further guidance. **(02/18)**
- 4589 Meeting with Witley/Chiddingfold: A meeting was held on 31st January 2018 to discuss WBC response to site allocation in the three parishes. It was agreed that a joint letter (drafted by Witley) would be sent to Tom Horwood CEO of WBC and that Borough Councillors would be encouraged to get involved. Elstead also explained that it was writing to the Inspector. **(02/18). Minute to be removed next month.**
- 4359 CIL Monies: Cllr Jacobs still to meet to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **(10/17)**
- 4474 Dunsfold: the planning application has been called in. If the plans are rejected this could mean that Elstead will need to find more houses. **(03/17).**
- 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).**

11.0 DEFIBRILATOR

- 4591 The defibrillator at Thursley Rd Rec: a resident raised concern that the defibrillator is situated inside a building that is locked some of the time. Cllrs explained that the defibrillator was sited inside on the advice of the British Heart Foundation Foundation and was primarily located there for sport and pre-school use, when the pavilion would be unlocked. Consideration would need to be given as to where the defibrillator could be sited externally as the car park wall is dimly lit and the front wall would mean it could get damaged by footballs/cricket balls. Cllrs did not consider that the cost of relocation and of providing an external cabinet would be justified as there was an externally located defibrillator at the Spar Store **(02/18) Minute to be removed next month.**

12.0 CEMETERY

- 4592 Audit: The Clerk obtained costs for an external company to audit the cemetery. The cost is £450. The Alford Clerk has arranged for a cemetery inspection training day at a cost of £80 which Richard knight is happy to attend in June 2018. The Clerk has checked and Richard would be fully qualified to audit the cemetery at the end of the course. Cllrs supported this but asked the clerk to find out what specialist equipment Richard would need (if any) in order to conduct the audit. **(02/18)**

13.0 ANNUAL REPORT

- 4593 Annual Report: Cllrs were reminded that it is time to start to write the annual report and to forward any relevant information to Cllr Murphy. Cllrs agreed that there will be a specific section to report on the tree survey and the play parks as these are the categories that required the largest amount of expenditure. **(02/18).**

14.0 ANNUAL PARISH ASSEMBLY

- 4594 The Annual Parish Assembly will be held on Wednesday May 2nd. The Clerk to start to advertise the meeting. Confirmed speakers include: CAW, The Clockhouse. There will also be an NHP update. **(02/18).**

15.0 MEMORIAL BENCH IN BURFORD LODGE REC

- 4595 Cllrs approved a family's wish to erect a bench in Burford Lodge Rec by the oak in the play park area in memory of Ray Herbert who recently passed away. **(02/18) Minute to be removed next month.**

16.0 APPROVE ANNUAL INSURANCE POLICY

- 4596 The Clerk received the new policy from Zurich which has been checked. The total cost is slightly less than last year's combined policy (annual policy renewal plus additional policy in July to cover new play equipment) @ £2,537.40 TY v £2,659.30. The Clerk has checked this with Zurich. Zurich confirmed that everything is included and covered. Cllrs approved the policy. **(02/18). Minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

- 4597 Letter received explaining that Draft 1 of Local plan is sound and that it would be available for inspection prior to it being approved by the executive on 20th February. **(02.18). Minute to be removed next month.**
- 4598 WBC announces new online planning system. The reissue in three months time should include the comment due by date which is currently missing and which The Clerk raised concern about. **(02/18) Minute to be removed next month.**
- 4599 Correspondence from Haselmere TC regarding the fact that many of their retail outlets are losing their viability because of General Permitted Development orders (GPDOs). Haselmere feels a multi TC/PC approach would be best. The Clerk to write advising them that Elstead has lost a number of retail outlets. **(02/18) Minute to be removed next month.**
- 4600 A request from a neighbouring school for information on the cost of defibrillators was answered. **(02/18). Minute to be removed next month.**
- 4601 Correspondence between The Clerk and St James School regarding parking difficulties and traffic congestion around the school. **(02/18). Minute to be removed next month.**
- 4602 Invitation to attend a special executive briefing session to review the Inspector's final report of the local plan was received and attended by Cllr Mathisen. **(02/18). Minute to be removed next month.**
- 4603 Follow up notes received from the Housing Strategy Consultation Event attended by Cllr Murphy in January 2018 was received **(02/18). Minute to be removed next month.**
- 4604 Invitation to borrow litter picking equipment for the annual spring clean was received. The Clerk to contact the school and the scouts. **(02/18). Minute to be removed next month.**

- 4605 Correspondence received from Mr Barnet regarding planning applications at Red House Farm. **(02/18). Minute to be removed next month.**
- 4606 Correspondence received from Mr Waite regarding potholed access to his property on The Green. **(02/18). Minute to be removed next month.**
- 4607 Correspondence between Pelhams and The Clerk regarding the need for the tenant to improve the condition of the access track. **(02/18). Minute to be removed next month.**
- 4608 Correspondence received from WBC regarding 2 separate planning comments submitted by EPC that were incorrectly indexed by WBC. This has now been rectified by WBC. **(02/18) Minute to be removed next month.**
- 4609 Invitation to complete an on-line survey with regards how EPC communicates with its County Councillor. The Clerk and Cllr Jacobs to complete. **(02/18). Minute to be removed next month.**
- 4610 A letter advising of an application for a new premise license was received. The Clerk responded on behalf of the PC asking whether a change of use was required. The application has been sent to the planning department at WBC but no comment from the planning department was given **(02/18). Minute to be removed next month.**
- 4611 The following conference invitations were received: Surrey Spring Conference (1.3.18), LCAS 2018 seminar, Voluntary Action SW conference (10.4.18). **(02/18) Minute to be removed next month.**
- 4612 The following press releases were received: Waverley local plan found to be sound, Brightwells regeneration scheme gets underway, more support for elderly and disabled people, new year, new job?, Be a young ambassador for Team Waverley, changes to Waverley's Executive, Council's work together to tackle litter and dog fouling. **(02/18). Minute to be removed next month.**
- 4613 Information received from south and south east in bloom. **(02/18) Minute to be removed next month.**

18.0 ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT - February 2018

- 4614 The following accounts for February were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3746	Salary and home working December	£749.77
Juliet Williams	3747	Expenses	£27.29
Imagine Places	3748	ongoing service provision	£1,344.00
Zurich	3749	Annual Insurance & play inspection	£2,537.40
SSE	3750	Burford Lodge Pav - recharge to Sharks	£34.32
Pat Murphy	3751	Chairmans Allowance	£225.00
Jane Jacobs	3752	Members Allowance	£30.00

Roger Holroyd	3753	Members Allowance	£30.00
Joan Holroyd	3754	Members Allowance	£30.00
Roger Gardner	3755	Members Allowance	£30.00
Richard Rees	3756	Members Allowance	£30.00
John Mathisen	3757	Members Allowance	£30.00
Kathryn Brooke	3758	Members Allowance	£30.00
Leif Davidsen	3759	Members Allowance	£30.00
SSALC Limited	3760	GDPR training	£57.60

£5,215.38

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

20.0 MATTERS RAISED BY MEMBERS

4615 No additional matters were raised by members. **(02/18). Minute to be removed next month.**

Meeting closed at 9.40 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 19th March 2018 at 7.30 pm
The URC, Milford Road, Elstead

Attendees: Cllr P. Murphy (Chair) Cllr R. Holroyd Cllr J. Holroyd
Cllr J. Mathisen Cllr R. Gardner (ar 7.40) Cllr R. Rees (left 9pm)
Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

4616 There were no members of the Public in attendance. **(03/18). Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

4617 Apologies had been received from Cllr L. Davidsen, Cllr K. Brooks and Cllr J Jacobs who were not able to attend due to business reasons. Their apologies were accepted by the Council. **(02/18).**

2.0 DECLARATIONS OF INTEREST

4618 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. **(03/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 19th FEBRUARY 2018

4619 The minutes of the Parish Council meeting held on 19th February 2018 were agreed and signed by the Chairman. **(03/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 19th FEBRUARY 2018

4620 The minutes of the Planning meeting held on 19th February 2018 were agreed and signed by the Chairman. **(03/18).**

5.0 MATTERS ARISING

4621 Adoption: information regarding the need for Surrey families to adopt children in the county has been shared on the PC website, facebook page and school newsletter. **(03/18). Minute to be removed next month.**

4622 BW68 improvement: SCC currently have no monies for remedial work. The PC offered SCC £1,500 to help and gave priority to improving BW 68. There has been no further progress on this matter. Cllr Mathisen to follow up with MoD in Feb/March. HUG meeting was postponed. **(03/18)**

- 4458 Improved cycle route Elstead to Milford/Rodborough. Formal written permission from MoD and NE will be required to approve the proposed slight detour route. There has been no further action on this matter. **(03/18). Minute to be removed next month.**
- 3829 Local EER Responses to be re-invigorated. **(12/16)**
- 4244 Part 2 of the Local Plan is due in November. **(09/17)**
- 4504 Cyber security. The Clerk has obtained feedback from other parishes.. The Clerk saves documents to an external hard drive and this is kept securely. Cllr Brooke to ask what the best practise is when she attends the data protection Officer training session on 6.2.18. **(01,18)**
- 4623 A hot air balloon landed in Burford Lodge Rec on 17th June at 8am. There has been much communication with the balloonist. Payment has finally been received. **(03,18). Minute to be removed next month.**
- 4562 Waylease Signed: The Clerk has signed the outstanding Waylease agreement for pylons on the rec. Payment is made every July so EPC payment is due in July 2018. The backdated payment for 6 years is £376.44. Moving forward overall annual payment will be £64.74. **(02/18). Minute to be removed next month.**
- 4564 Flooding Silver Birches Way: The Parish Council resolved to monitor the situation to see how serious a problem it becomes. The PC suggested that it might be appropriate to offer a donation but not to bear the full cost. Cllr Brooke to ask residents if they would be prepared to pay for tree removal however the issue of paying for road remedial works (following any tree removal) was raised. **(02/18).**
- 4356 Signage: The Clerk to arrange for a sign at Burford Lodge Rec to be made acknowledging sponsors. **(10/17)**
- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**
- 4624 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 raised queries which SCC are pursuing. The Clerk to follow this up as there has been no communication from Surrey CC on this matter for several weeks. **(03/18)**
- 4511 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 has taken a preliminary look and is working up a cemetery plan. **(01/18)**
- 4625 Cemetery broken concrete container: The Clerk contacted WBC who said that a green waste collection would not be possible even if the PC paid for it. Richard to make a compost receptacle from second hand railway sleepers. PIC application has been drafted (Elstead has £1500 available in environmental PIC) and The Clerk to send to WBC. **(03/18). Minute to be removed next month as now covered in minute 4630.**
- 4626 Traffic/speed/parking around the school: SCC Highways arranged for a traffic audit on Friday 2nd February. A written report has been received but there are some inaccuracies in the report. The Clerk to follow this up and forward a copy to the school. The cost of the proposed changes to the junction at Red House Lane were questioned as the estimate is

£50,000. Cllr Harmer to liaise with Adrian Selby. **(03/18).**

- 4627 Tree Audit: The Clerk and Cllr Murphy met with Richard Knight and he will remove one of the marked horse chestnut trees on Burford Lodge Rec in April . The Clerk also highlighted a fallen tree in Woolford Lane woods which Richard Knight will look at as well. **(03/18)**
- 4571 Beacon View Road phone box as a book exchange: The Clerk and a parishioner visited three phoneboxes in Frensham which have been turned into a museum, historical information spot and an art gallery. The Frensham Clerk said that community book exchanges don't work as books get damp, aren't put back tidily and it is also a magnet for books and other rubbish to be dumped outside. The resident proposing this is to consider if he still wishes to pursue this project. **(02/18).**
- 4572 The Sharks Football require more playing pitches: The Clerk contacted Peter O'Donnell to arrange a meeting. Peter will confirm a date following the next Sharks meeting (22nd February). **(02/18). Minute to be removed as covered in agenda item 9.**
- 4628 EVAA Poly tunnels: Some members of the EVAA are keen to have poly tunnels but there are no guidelines as to what would be acceptable. EVAA should draw up some proposed guidelines for the PC to consider- with reference to colour, height and footprint. The Clerk to email EVAA. **(03/18)**
- 4529 A letter was received from WBC who are co-ordinating all WW1 centenary events. Cllr J Else and Sue Gowar are interested in forming a working committee to co-ordinate any celebrations in Elstead. The Clerk will hold the list of celebrations so that everything can be advertised collectively. **(01/18)**
- 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)**
- 4629 Elstead bridge: SCC Structures Team evaluating what repairs are required. The Clerk has chased this several times and will chase again. **(03/18)**
- 4630 PIC Monies available. The Clerk asked if this can be spent on BW reparation work but this was turned down. Two projects are proposed: 1) vegetation clearance to prevent vermin intrusion at EVAA 2) environmental recycling / compost bin for Woolfords Lane Cemetery. The Clerk to forward these PIC applications to WBC. There is additionally £2000 available in playing space PIC monies – The Clerk is waiting for proposals from The Sharks and ECC in order to bid for these monies. **(03/18).**
- 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).**
- 4577 Thursley Road: The surface of Thursley Road is dangerous for cyclists. The Clerk has reported this online. **(02/18). Minute to be removed next month.**
- 4632 Flooding/Sewerage: A parishioner complained of a recent flooding incident which left sewage in his garden. The Clerk contacted Thames Water forwarded the response to the cllr who raised this issue. The Parish Council suggested that the parishioner should write

to his solicitor as this is a commonlaw nuisance. **(03/18). Minute to be removed next month.**

- 4633 Derelict garage and dense thicket of nettles near the Quillets (WBC responsibility): The garage has been removed as has the thicket and the asbestos has been safely taken away. The PC would like to thank Cllr J Else for facilitating this. **(03/18). Minute to be removed next month.**
- 4580 EVAA: Some clearing of encroaching trees and vegetation required. The Clerk to liaise with Richard Knight and the EVAA. A meeting has been arranged to discuss this in more detail on 22nd February. **(02/18). Minute to be removed as covered in agenda item 7.**
- 4594 The Annual Parish Assembly will be held on Wednesday May 2nd. The Clerk to advertise the meeting. Confirmed speakers include: CAW, The Clockhouse. There will also be an NHP update. **(02/18).**
- 4592 Safety Audit: The Clerk obtained costs for an external company to safety audit the cemetery. The cost is £450. The Alford Clerk has arranged for a cemetery inspection training day at a cost of £80 which Richard knight is happy to attend in June 2018. The Clerk has checked and Richard would be fully qualified to audit the cemetery at the end of the course. Cllrs supported this but asked the clerk to find out what specialist equipment Richard would need (if any) in order to conduct the audit. **(02/18)**
- 4584 The training session on 6th February 2018 was attended by Cllr Brooke. The exact rules for GDPR are still not totally clear.

In order to move towards compliancy it was agreed that all councillors would have PC specific work email addresses that would be separate from personal email addresses. Cllr Rees to create new email addresses for all cllrs.

The Clerk also to have a computer solely for PC work. The Clerk to investigate computer costs for the next PC meeting.

During the meeting there was a presentation from a GDPR company offering to be the external data protection officer for PC clerks. The Clerk from Thursley offered to establish costs for combining western villages. WBC is going to be employing a GDPR officer and Clerks asked whether they could also be the external GDPR officer for Waverley PC's. Cllr Rees to follow this up with Graham Clark @ WBC. The Clerk to forward Graham's details. The Clerk to liaise also with Thursley Clerk.

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)**

6.0 COMMUNICATON WITH WBC AND SURREY CC

- 4634 Cllrs would like to propose a formal monthly agenda item for WBC and Surrey CC updates. This will make it easier for residents to see and read regular updates as at the moment Borough and County Council news is reported on an ad hoc basis within the public question section. **(03/18). Minute to be removed next month.**

4635 **WBC:** Cllr J Else updated the PC that there are delays to the reopening of Farnham Memorial Hall. Despite the snow, community meals were delivered to all clients. **(03/18). Minute to be removed next month.**

4636 **Surrey CC:** Cllr Harmer discussed with the PC the 'Horizon' Highways plan. The PC are concerned that no roads in Elstead are to have significant repairs over the next 5 years. Cllr Harmer to confirm if ROW improvements can be funded by his member's allowance. Cllr Harmer to set up a Western Villages meeting to discuss potential road/ROW improvements. **(03/18).**

7.0 REPORT FOLLOWING MEETING WITH EVAA HELD 22nd FEBRUARY 2018

4637 Cllr Murphy, Richard Knight and The Clerk met with the EVAA. It was agreed that vegetation along the northern boundary be cut back whilst the copse in front of the entrance be thinned out. Works to be completed in the second half of April 2018. Users if the rec to be advised of the pending works by The Clerk. **(03/18). Minute to be removed next month.**

8.0 REPORT FOLLOWING MEETING WITH WAVERLEY LOCAL COMMITTEE HELD 9th MARCH 2018

4638 Cllr Murphy and The Clerk attended this meeting where Horizon, The Highway Strategy for Surrey, was presented. Unfortunately no roads in Elstead or the surrounding area are scheduled for major repairs over the next 5-6 years. It was confirmed that each Surrey CC member would get £21.5k this year in addition to spend on Highways. Cllr Murphy questioned whether BW repairs could be included as a project. Cllr Kemp to confirm. **(03/18). Minute to be removed next month.**

9.0 REPORT FOLLOWING MEETING WITH SHARKS FC HELD 14th MARCH 2018

4639 Cllr Murphy and The Clerk attended this meeting. The Sharks require more playing space. The Parish Council cannot offer the extension land as the access is too dangerous. The PC explained that it hoped to buy more land which would be more suitable to the Sharks. In the meantime The Sharks will rent some pitches. **(03/18). Minute to be removed next month.**

10.0 REPORT FOLLOWING MEETING WITH CLARION HELD 15th MARCH 2018

4640 Clarion:
Meeting held 15.3.18: Cllr Murphy, Mrs Davidsen and The Clerk attended this meeting. Minutes were circulated to cllrs following the meeting. The main points to note are that site clearance will start in May and last c. four months. Phase 1 building works will start in winter 2018. Clarion have been reminded that they cannot use Somerset bridge for heavy goods vehicles. Clarion seemed receptive to the idea of a footpath across PC land to connect Weyburn with Lower Ham Lane (subject to the PC successfully buying more land). It was pointed out that the Care Home is a condition of the sale but that the PC would have no problem with it being used for office space instead of a Care Home. **(03/18). Minute to be removed next month.**

4582 Meeting held 31.1.18: Cllr Murphy attended this meeting with Mrs Davidsen. Clarion have taken ownership of the Weyburn site. They have only bought the area that is designated

for housing and have not bought the care home plot. During the course of the meeting it came to light that Clarion were not aware of the need to provide adequate access and parking space at the sewage pumping station for Thames Water tankers in the event of a power failure nor that the care home was a condition of the planning consent for the site as a whole. Clarion were also unaware of the extent of the flooding problem. A liaison group to be established and a follow up meeting to be scheduled for as soon as possible. **(02/18). Minute to be removed next month.**

11.0 REPORT FOLLOWING MEETING WITH WBC & NHP HELD 16th MARCH 2018

4641 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.

Settlement Boundary: WBC are proposing minor revisions to the settlement boundary. Cllr Murphy declared an interest in this point. The PC agreed that there are some houses which should be included. These are houses that aren't currently in the settlement area but whose houses abut the boundary. The Clerk to add a notice in the EVN asking that if people believe their properties should be included in the settlement area to contact the Clerk. **(03/18).**

12.0 NEIGHBOURHOOD PLAN UPDATE

4587 WBC Response to Site Allocation: A letter was written to WBC and press releases featured in the Farnham Herald and Surrey Advertiser. A follow up meeting was held as detailed in agenda item 11. **(03/18). Minute to be removed next month as covered above.**

4588 Letter to the Inspector: The Clerk sent a letter to The Inspector regarding how GB removal is determined. The Inspector was unable to help and The PC was recommended to contact PINS. The response from PINS was also unhelpful. The Clerk wrote to the Ministry for Outside space for further guidance and has finally received a response which could not provide an answer. **(03/18) Minute to be removed next month.**

4642 Green Belt Review (GBR) Group. A sub group of the NHP SG has been formed. GBR Group is looking at collecting evidence as to why some sites are better than others. The NHP SG can provide monies to the GBR Group to produce leaflets but copy must be approved by the NHP SG first. **(03/18). Minute to be removed next month.**

4643 Cycling policies: details to be drafted by 7th April 2018. **(03/18) Minute to be removed next month.**

- 4644 NHP Plan review – meeting to be held in April to review copy and policies. Proposed meeting date is 7th April. The Clerk to confirm SG availability. **(03/18) Minute to be removed next month.**
- 4359 CIL Monies: Cllr Jacobs still to meet to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **(10/17)**
- 4474 Dunsfold: the planning application has been called in. If the plans are rejected this could mean that Elstead will need to find more houses. **(03/17).**
- 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).**

13.0 VILLAGE INVOLVEMENT IN WW1 COMMEMORATION

- 4645 There are a number of events happening over the coming months to mark the centenary of the end of WW1. The PC has agreed that the Green can be used as long as it is fenced off with Heras fencing. Vehicles cannot be parked on the Green. The PC will consider giving a small donation towards the event, the organisers to write to the PC once they have a clear idea as to how much is required and for what. A couple of cllrs suggested that they might have artefacts for the exhibition that will be held over half term (October 2018). **(03/18) Minute to be removed next month.**

14.0 CONSULTATION ON PROPOSED GREEN OAKS CLOSURE

- 4646 Concern was expressed at the consultation on the closure of Green Oaks School and whether its closure would have an impact on villagers applying to St James School. Given the amount of development that is due to happen over the coming years, The Clerk to respond to the consultation making it clear that EPC want to be satisfied there will continue to be adequate local provision for education for children in Elstead. The consultation closes on 16th April 2018. **(03/18) Minute to be removed next month.**

15.0 GDPR

- 4647 Cllr Rees had to leave the meeting before this agenda item was discussed. As he has done some research on this matter, this will now be discussed at the April 2018 monthly meeting. **(03/18). Minute to be removed next month.**

16.0 VAT CHECKING PROCESS

- 4648 During the internal audit last year, Maxwells recommended that an additional person to The Clerk check the annual VAT return for good order. Cllr Mathisen has agreed to do this. **(03/18). Minute to be removed next month.**

17.0 UPDATE ON FINANCIAL STATUS FOR FY17/18

- 4649 There is c £47k in the bank. The Clerk to move the majority of the deposit account monies over to the main account. **(03/18). Minute to be removed next month.**

18.0 ANNUAL REPORT

4593 Annual Report: Cllr Murphy to forward a draft of the annual report to The Clerk. The Clerk to input the financial data. **(03/18).**

19.0 RISK ASSESSMENT APPROVAL

4650 The Clerk presented the annual risk assessment which was approved by cllrs and signed by The Chairman. **(03/18). Minute to be removed next month.**

20.0 REPORTS AND CORRESPONDENCE

4651 Correspondence received from Bill Baxter, Carole Stellman and residents in relation to progress on site allocation. **(03/18). Minute to be removed next month.**

4652 Correspondence received regarding planning permission at Red House Farm. **(03/18). Minute to be removed next month.**

4653 The Clerk reported potholes and dangerous vegetation to Surrey CC Highways. All matters have been dealt with. **(03/18). Minute to be removed next month.**

4654 A leaning streetlight at the junction of the Milford Road / Hookley Lane was reported to The Clerk. The resident reported it directly to Surrey Highways. **(03/18). Minute to be removed next month.**

4655 Correspondence received in relation to the PC's EER protocol. The Clerk updated the PC noticeboard, PC website and village facebook page when snow was scheduled. **(03/18). Minute to be removed next month.**

4656 Press release regarding WBC's lack of collaboration with Elstead over site allocation was successfully featured in Farnham Herald and Surrey Advertiser. **(03/18). Minute to be removed next month.**

4657 The Clerk and Cllr Jacobs completed an online survey concerning Surrey CC. **(03/18). Minute to be removed next month.**

4658 Repairs were reported and completed at Thursley Road Rec and rubbish was removed from the playing pitch. **(03/18). Minute to be removed next month.**

4659 Cllrs agreed that they no longer wished to receive the LC magazine which costs £67.50 per annum. The Clerk to advise SSSALC. **(03/18). Minute to be removed next month.**

4660 Confirmation was received from WBC as to the compensatory grants (£3,020) and council tax support grant payments (£570) for FY18/19. There are inline with the 10% and 15% reductions v FY17/18 as advised by WBC. **(03/18). Minute to be removed next month.**

4661 Information was received from DCC Stephens regarding proposed changes to the police estate. The Clerk to add this information to the PC website. **(03/18). Minute to be removed next month.**

4662 A notice regarding the temporary closing of Shackleford Road to allow maintenance to Somerset bridge has been received. The works will be carried within a year of the order

being raised (10th March 2018). Information was placed on the PC website and village facebook page. **(03/18). Minute to be removed next month.**

- 4663 A consultation notice was received concerning WBC's statement of licensing policy. The consultation will run until 1st June 2018. **(03/18).**
- 4664 Letter received from WBC regarding its adoption of LLP1. **(03/18). Minute to be removed next month.**
- 4665 Press releases received on: LLP1 adopted, Brightwells Enabling Works, Vacancy on Frensham PC, Delays on Opening of Farnham Memorial Hall, Litter Blitz at Chiddingfold, Celebrating Tourism in Waverley, Step up to Sport relief Run, Waverley Budget Approved by Full Council, Chance for Godalming and Farncombe Businesses to find out what their customers think. **(03/18). Minute to be removed next month.**
- 4666 Information received on the following training seminars: Charity the new welfare state, Health and Safety Risk assessment, Creativity and Time Management for Clerks, Volunteering the Law. **(03/18). Minute to be removed next month.**

21.0 ACCOUNTS FOR PAYMENT MARCH 2018

- 4667 The following accounts for March were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3761	Salary March	£734.77
HMRC	3762	National Insurance	£21.60
Richard Knight	3763	Maintenance	£125.00
Elstead United Reformed Church	3764	URC Hall for NHP meeting	£15.00
Elstead United Reformed Church	3765	URC Hall for PC meeting	£54.00
Juliet Williams	3766	home working March	£15.00
Imagine Places	3767	WBC 16.03 Meeting prep & attendance	£380.16
South East Water	3768	Water Woolfords lane Cemetery	£49.64
			£1,395.17

23.0 MATTERS RAISED BY MEMBERS

- 4669 Cllr J Holroyd reminded Cllrs that she would be attending the Clockhouse AGM towards the end of March. **(03/18). Minute to be removed next month.**
- 4670 The issue of Elstead being the recipient of an inferior service for highways, drainage, electricity was expressed. It was questioned whether it was the job of the PC to write to those companies however the PC can only write if there is clear evidence. **(03/18). Minute to be removed next month.**

Meeting closed at 9.40 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 16th April 2018 at 7.30 pm
The URC, Milford Road, Elstead

Attendees:	Cllr P. Murphy (Chair)	Cllr R. Holroyd	Cllr J. Jacobs
	Cllr J. Mathisen	Cllr L. Davidsen	Cllr R. Rees (left 8.50pm)
	Cllr K. Brooke	Mrs J. Williams (Clerk)	

PUBLIC QUESTION TIME

4671 A thin drain in front of the property Overgreen is blocked which causes flooding on the pavement. The clerk to notify SCC. **(04/18).**

4672 HiE and RBL Women's Section have requested £50 towards a community party to celebrate the Royal Wedding. The PC approved this donation. **(04/18). Minute to be removed next month.**

4673 WW1 Commemoration: Lyn and Kim explained the events planned to celebrate the 100 centenary of the end of WW1. There are silent soldiers which can be sponsored, 25th-27th October an exhibition in the youth centre, 25th-27th October a specially written PETS play, 27th October a camp being set up on the Green, installation of a 6ft soldier – PC explained that the statue cannot go on the Church Green and that the churchyard might be a better location. Other events planned including a tea party at The Bridge House Care Home. The PC has agreed to make a donation to support this commemoration. The committee to forward an exact amount to the PC. **(04/18).**

1.0 APOLOGIES FOR ABSENCE

4674 Apologies had been received from Cllr R. Gardner and Cllr J Holroyd who were not able to attend due to business reasons. Their apologies were accepted by the Council. **(04/18).**

2.0 DECLARATIONS OF INTEREST

4675 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. **(04/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 19th MARCH 2018

4676 The minutes of the Parish Council meeting held on 19th March 2018 were agreed and signed by the Chairman. **(04/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 19th MARCH 2018

4677 The minutes of the Planning meeting held on 19th March 2018 were agreed and signed by the Chairman. **(04/18).**

5.0 MATTERS ARISING

- 4678 BW68 improvement: SCC currently have no monies for remedial work. The PC offered SCC £1,500 to help and gave priority to improving BW 68. There has been no further progress on this matter. The Clerk reported that the BW was very waterlogged following the recent bad weather. The Clerk and The Chairman to investigate. **(04/18)**
- 3829 Local EER Responses to be re-invigorated. **(12/16). Minute to be removed next month. (04/18).**
- 4244 Part 2 of the Local Plan is due in November. **(09/17). Minute to be removed next month. (04/18).**
- 4504 Cyber security. The Clerk has obtained feedback from other parishes. The Clerk saves documents to an external hard drive and this is kept securely. Cllr Brooke to ask what the best practise is when she attends the data protection Officer training session on 6.2.18. **(01,18)**
- 4679 Flooding Silver Birches Way: The Parish Council resolved to monitor the situation to see how serious a problem it becomes. The PC suggested that it might be appropriate to offer a donation but not to bear the full cost. Cllr Brooke asked residents if they would be prepared to pay for tree removal however no one was interested in paying therefore the matter is now closed. **Minute to be removed next month (04/18).**
- 4680 Signage: The Clerk presented costs for the new sign at the rec, a patch to cover the sign at Thursley Rd Rec and proposed a new sign at the cemetery. The cost is £90. Two additional signs are required regarding parking in both rec car parks. The Clerk estimated the cost to be up to £50 a sign which cllrs approved. **(04/18)**
- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**
- 4681 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 raised queries which SCC are pursuing. The Clerk contacted Surrey CC. They advised that there has been a meeting with the landowner and subsequent issues are being explored. **(04/18)**
- 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)**
- 4626 Traffic/speed/parking around the school: SCC Highways arranged for a traffic audit on Friday 2nd February. A written report has been received but there are some inaccuracies in the report. The Clerk to follow this up and forward a copy to the school. The cost of the proposed changes to the junction at Red House Lane were questioned as the estimate is £50,000. Cllr Harmer to liaise with Adrian Selby. **(03/18).**
- 4627 Tree Audit: The Clerk and Cllr Murphy met with Richard Knight and he will remove one of the marked horse chestnut trees on Burford Lodge Rec in April. The Clerk also highlighted a fallen tree in Woolford Lane woods which Richard Knight will look at as well. **(03/18)**

- 4683 Beacon View Road phone box as a book exchange: The Clerk and a parishioner visited three phoneboxes in Frensham which have been turned into a museum, historical information spot and an art gallery. The Frensham Clerk said that community book exchanges don't work as books get damp, aren't put back tidily and it is also a magnet for books and other rubbish to be dumped outside. The resident proposing this is to consider if he still wishes to pursue this project. The Clerk to obtain a definitive answer from the resident before the next PC meeting. **(04/18).**
- 4684 EVAA Polytunnels: Some members of the EVAA are keen to have polytunnels but there are no guidelines as to what would be acceptable. EVAA should draw up some proposed guidelines for the PC to consider- with reference to colour, height and footprint. The Clerk has emailed EVAA. **(04/18)**
- 4685 A letter was received from WBC who are co-ordinating all WW1 centenary events. Cllr J Else and Sue Gowar are interested in forming a working committee to co-ordinate any celebrations in Elstead. The Clerk will hold the list of celebrations so that everything can be advertised collectively. The PC is happy to financially support the event programme and the installation. **(04/18)**
- 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)**
- 4687 PIC Monies available. The Clerk asked if this can be spent on BW reparation work but this was turned down. Two projects are proposed: 1) vegetation clearance to prevent vermin intrusion at EVAA 2) environmental recycling / compost bin for Woolfords Lane Cemetery. The Clerk to forward these PIC applications to WBC. There is additionally £2000 available in playing space PIC monies – The Clerk is waiting for proposals from The Sharks and ECC in order to bid for these monies. Cllr Else to promote these applications within WBC on our behalf. **(04/18).**
- 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).**
- 4594 The Annual Parish Assembly will be held on Wednesday May 2nd. The Clerk to advertise the meeting. Confirmed speakers include: CAW, The Clockhouse. There will also be an NHP update. **(02/18). Minute to be removed next month.**
- 4688 Safety Audit: The Clerk obtained costs for an external company to safety audit the cemetery. The cost is £450. The Alford Clerk has arranged for a cemetery inspection training day at a cost of £80 which Richard knight is happy to attend in June 2018. The Clerk has checked and Richard would be fully qualified to audit the cemetery at the end of the course. The Clerk has found out that no safety equipment will be required. **(04/18) Minute to be removed next month.**

4689 Clarion Update: Following the meeting Clarion have confirmed that they aren't prepared to do anything on the points that we raised. They cannot do anything on the pedestrian access route as The PC doesn't yet own the land. They have assessed the space and there is sufficient room for a sewerage tanker to turn. Housing complies to the minimum FFL so they do not foresee an issue with flooding. The plan will stay as it is so car parking will not be re configured. The ditch at the entrance of the site will be cleared. Clarion have invited Elstead & Weyburn to put forward names for the roads on the development. Dawn Davidsen will co-ordinate and The Clerk to forward the chosen names to Clarion by 24.4.18. **(04/18).**

4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(04/18).**

4691 Green Oaks Closure Consultation: The Clerk forwarded comments regarding this and WBC have objected to its closure. **(04/18) Minute to be removed next month.**

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. **(04/18).**

6.0 WBC UPDATE

4693 WBC has been served with 3 x's JR's which it intends to robustly defend and has set aside £200k for this. The JR' will not affect the progress of the Local Plan and to date WBC has been found to act correctly. **(04/18). Minute to be removed next month.**

4694 LLP2 will launch on 25th May 2018. . **(04/18). Minute to be removed next month.**

7.0 SCC UPDATE

4695 SCC has a new Chef Executive. She was originally based in Essex where she faced similar financial constraints and acted robustly to deal with the situation. **(04/18). Minute to be removed next month.**

4696 Weyburn pedestrian Route: The BC has endorsed the use of common land and it cannot be amended as the developer has asked for this. 2 metres is available to Highways to improved road safety. **(04/18). Minute to be removed next month.**

4697 Road Repairs: £5million to be used for capital works to correct damage caused by this winter's weather. 2 sections of A287, 4 sections of B3001 Crooksbury Road to Seale Road, Moat Pond to Woodstock House Thursley Road, Duke of Cambridge to the tennis courts. Tilford Bridge is also due to be repaired and will remain closed for c 6 months whilst the repairs happen.

4698 Cllr Harmer / Western Villages meeting arranged for 3rd May. There is a small pot of money available for very small jobs where the PC would use its own contractor. One representative per pc invited. Currently doesn't include ROW but PC's may include ROW's as the rule might change. **(04/18).**

8.0 REPORT FOLLOWING THE CLOCKHOUSE AGM

- 4699 This was attended by Cllr J Holroyd on behalf of Elstead PC. The Clockhouse thanked Elstead PC for its generous donation. The current manager is leaving but will be replaced by a previous manager. A new Activities Co-ordinator has implemented some new classes for clients. The Clockhouse wishes to expand its membership and has attended local fetes and fairs to support this objective. The Clockhouse is looking for a new Trustee as well as more volunteers. The Clockhouse can host student placements for University of Surrey, Guildford and Godalming Colleges. **(04/18). Minute to be removed next month.**

9.0 NEIGHBOURHOOD PLAN UPDATE

- 4700 The NHP is all but written with just a couple of sections being worked on. Objective to launch the 8 week consultation stage on 6th July. Cllr Brooke has offered to proof read the final draft plan. **(04/18).**
- 4701 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. **(04/18).**
- 4702 GSD: WBC will not include Bonfire Hill as a GSD. E&W will include it within the NHP. **(04/18).**
- 4703 Green Belt Review Group: Drawing up detailed evidence to support the NHP choice of sites. The group are producing a leaflet which the PC will help fund. **(04/18).**
- 4704 Settlement Boundary: WBC have 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 Clerk is trying to obtain a copy of the map from WBC. Cllr Else has offered to help chase this up. **(04/18).**
- 4359 CIL Monies: Cllr Jacobs still to meet to discuss with Dawn Davidsen (who in turn to liaise with Peper Harow) how the monies should be spread across the NHP area. **Minute to be deleted next month. (04/18)**
- 4474 Dunsfold: the planning application has been called in and has been approved by the Secretary of State. **Minute to be removed next month. (04/18).**
- 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.

Settlement Boundary: WBC are proposing minor revisions to the settlement boundary. Cllr Murphy declared an interest in this point. The PC agreed that there are some houses which should be included. These are houses that aren't currently in the settlement area but whose houses abut the boundary. The Clerk to add a notice in the EVN asking that if people believe their properties should be included in the settlement area to contact the Clerk. **(03/18). Minute to be removed next month.**

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.

In order to move towards compliancy it was agreed that all councillors would have PC specific work email addresses that would be separate from personal email addresses. Cllr Rees has created new email addresses for all cllrs. **(04/18). Minute to be removed next month.**

The Clerk also to have a computer solely for PC work. Cllrs have agreed that the Clerk can have a mac and that it should be a new computer not reconditioned. The Clerk to put forward costs. **(04/18).**

WBC is going to employ a GDPR officer and Clerks asked whether they could also be the external GDPR officer for Waverley PC's. The Clerk followed this up with Graeme Clark but there has been no response. Cllr J Else has offered to help follow this up. **(04/18).**

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)**

11.0 APPROVAL TO BUY PC SEPARATE LAPTOP

- 4705 As part of GDPR The Clerk to have a computer solely for PC work. Cllrs have agreed that the Clerk can have a mac and that it should be a new computer not reconditioned. The Clerk to put forward costs. **(04/18).**

12.0 APPROVAL OF UP TO DATE ENGAGEMENT LETTER FROM MAXWELL & CO

- 4706 As Elstead PC has a new external auditor and following the issue of a revised 'Governance and Accountability for Local Councils – a Practitioners Guide', Maxwells have sent through a new letter of engagement which sets out the basis of the professional relationship between Maxwells and Elstead Parish Council. Cllrs read and agreed with the details of the letter and the letter was signed by Cllr Murphy. **(04/18). Minute to be removed.**

13.0 EER UPDATES AND INSURANCE APPROVAL

4707 Cllr Mathisen provided some suggestions for amends to the EER document **(04/18)**
Minute to be removed.

4708 The EER volunteers insurance is due for renewal. The new policy is £111.72 which is just +£2 versus LY which cllrs approved. **(04/18) Minute to be removed.**

14.0 UPDATE ON FIANCIAL STATUS FOR FY17/18

4709 The Clerk is completing the year end accounts. There is £47,000 left in the bank. The PC has received its precept as well as its compensatory and local tax grants. **(04/18). Minute to be removed next month.**

15.0 REVIEW OF RENTS FY 18/19

4710 The Clerk presented the rents as agreed in the annual finance meeting held in November 2017. Councillors agreed with the rent schedule. The Backland Rent to be discussed in the June meeting. **(04/18). Minute to be removed next month.**

16.0 ANNUAL REPORT

4711 The Clerk has input the financial data. Councillors suggested that item 3 be reworded but apart from this all were happy with the annual report. The amend to be made and then the annual report to be printed off for the annual parish assembly which is being held on 2nd May and posted on the PC website. **(04/18) Minute to be removed next month.**

17.0 ANNUAL ASSEMBLY

4712 The Clerk confirmed that there will be three guest speakers, Staff Sergeant Blain talking about the proposed Hankley clean up, The Clockhouse and Citizens Advice Waverley. The Manager at the Clockhouse has changed. The Clerk to confirm if the Clockhouse can still attend. **(04/18). Minute to be removed next month.**

18.0 REPORTS AND CORRESPONDENCE

4713 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. **(04/18).**

4714 Email regarding the URC which is holding a Flower Festival on 8th and 9th September. The theme is Women's suffrage to celebrate women of faith and courage. All hall users are invited to contribute an arrangement. PC has agreed it will participate. Cllr Mathisen knows of someone who might be able to make the PC's flower arrangement. **(04/18).**

4715 Follow up information to 5th February meeting was received from WBC on s106 agreement for Dunsfold Aerodrome and infrastructure delivery plan. **(04/18) Minute to be removed.**

4716 Information received on sustainable NHP planning Support for NHP groups planning climate change mitigation policies and target carbon emission reductions. **(04/18) Minute to be removed.**

- 4717 Lengthsmen scheme submitted – the same as previous years but highlighted the area near the Burford Lodge Rec access road which needs cutting back. **(04/18) Minute to be removed.**
- 4718 A request for a meeting from Yvette Ortel who supports the Waverley Local Committee. **(04/18) Minute to be removed.**
- 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)**
- 4720 News on various training courses offered by Voluntary Action SW Surrey. **(04/18) Minute to be removed.**
- 4721 A request from a resident was received to remove some blind daffodil bulbs then plant some new daffodil bulbs in Autumn. Request was granted. **(04/18) Minute to be removed.**
- 4722 An email received from Veolia asking for details for the PC bins which they empty. The Clerk has responded. **(04/18) Minute to be removed.**
- 4723 An email received from the Tree and woodland Mgr at WBC regarding some of the trees flanking Hazelwood. The clerk to respond. **(04/18)**
- 4724 Various correspondence on the green belt review between residents, WBC and Elstead PC/NHP SG. **(04/18) Minute to be removed.**
- 4725 SSALC chief executive bulletin received. **(04/18) Minute to be removed.**
- 4726 Documentation received from Littlejohn PKP who are the new external auditors. **(04/18) Minute to be removed.**
- 4727 Email regarding SSALC launching a new website **(04/18) Minute to be removed.**
- 4728 Press Releases received on the following: Cranleigh Common, Have your say about future business, unwanted development in Farnham, Secretary of States back WBC adopted Plan, Consultation approved for LPP2, Free Adventure for all the family this Easter, Local Plan Judicial Review Challenges, Spring Clean your Wardrobe – recycle textiles. **(04/18). Minute to be removed.**

19.0 ACCOUNTS FOR PAYMENT APRIL 2018

- 4729 The following accounts for April were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3769	Working from home and travel expenses	£36.06
Juliet Williams	3770	Salary	£737.29
Surrey ALC Ltd	3771	2017-2018 Subscription	£767.58
Zurich Insurance	3772	EER volunteers cover	£111.72
Veolia	3773	Bin emptying 10.03-01.06 78 nim empties	£215.28

Sandra Cheeseman	3774	Money for RBL and HiE royal wedding party	£50.00
Maxwells	3775	Completion of final payroll submission & p60	£90.00
			£2,007.93

21.0 MATTERS RAISED BY MEMBERS

- 4731 Cllr J. Jacobs raised concern about overgrown bushes by the 's' bend causing a serious highway hazard. **The Clerk to report. (04/18) Minute to be removed.**
- 4732 Cllr L. Davidsen raised concern about trucks being driven on Bonfire Hill. **(04/18). Minute to be removed next month.**

Meeting closed at 10.05 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 21st May 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
Mrs J. Williams (Clerk)

1.0 ELECTION OF CHAIR

4733 Following a voting process it was resolved that Cllr Pat Murphy be re-elected as Chairman. **(05/18).**

2.0 ELECTION OF VICE CHAIR

4734 Following a voting process it was resolved that Cllr Leif Davidsen be re-elected as Vice Chairman. **(05/18).**

3.0 DECLARATION OF ACCEPTANCE OF OFFICE

4735 Cllr P Murphy and Cllr L Davidsen declared their acceptance of Office. **(05/18).**

4.0 COMPLETION OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS

4736 The Declaration and Acceptance of office forms were completed and passed to The Clerk. **(05/18).**

5.0 COMPLETION OF REGISTER OF MEMBERS INTEREST FORMS

4737 The Members Interest Forms were completed and passed to The Clerk. **(05/18).**

4738 A list of the current roles and responsibilities had been circulated prior to the meeting and only adjustments to the Trustees of the Smiths Charity to be amended. **(05/18).**

PUBLIC QUESTION TIME

4739 There were no public questions. **(05/18)**

6.0 APOLOGIES FOR ABSENCE

4740 Apologies had been received from Cllr R. Gardner, Cllr J. Jacobs, Cllr J. Mathisen, Cllr K. Brooke who were not able to attend due to business reasons. Their apologies were accepted by the Council. **(05/18).**

7.0 DECLARATIONS OF INTEREST

- 4741 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. **(05/18).**

8.0 APPROVAL OF PREVIOUS MINUTES HELD 16th APRIL 2018

- 4742 The minutes of the Parish Council meeting held on 16th April 2018 were agreed and signed by the Chairman. **(05/18).**

9.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 16th APRIL 2018

- 4743 The minutes of the Planning meeting held on 16th April 2018 were agreed and signed by the Chairman. **(04/18).**

10.0 MATTERS ARISING

- 4744 BW68 improvement: SCC currently have no monies for remedial work. The PC offered SCC £1,500 to help and gave priority to improving BW 68. There has been no further progress on this matter. The Clerk reported that the BW was very waterlogged following the recent bad weather. Richard Knight has cleared the drains as requested. **(05/18). Minute to be removed next month.**
- 4504 Cyber security. The Clerk has obtained feedback from other parishes. The Clerk saves documents to an external hard drive and this is kept securely. Cllr Brooke to ask what the best practise is when she attends the data protection Officer training session on 6.2.18. **(05/18). Minute to be removed next month and as covered by PC's GDPR rules.**
- 4745 Signage: New signs have been produced and will erected by Richard Knight. The Clerk has advised club users of both the rec car parks. **(05/18). Minute to be removed next month.**
- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**
- 4746 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 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. The Clerk highlighted that the PC was extremely disappointed that no further progress appeared to have been made since the meeting in October 2017. SCC advised that there would be progress to report back in the June meeting. **(05/18)**
- 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)**
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£50,000. Cllr Harmer to liaise with Adrian Selby. The school suggested a meeting might be appropriate with residents, the school, SCC and the PC. The PC has said it is happy to attend but that as this is a school issue the school must take the lead in this matter. A speed average count was taken for a week. It registered an average of 28mph and as this is under the 30mph SCC will not pursue this. The Clerk to write to Adrian Selby as the PC believes it should be 20mph in the school zone. The PC would also like notices placed at the pavilion to warn drivers of the school. **(05/18).**

4747 Tree Audit: The Clerk and Cllr Murphy met with Richard Knight and he will remove one of the marked horse chestnut trees on Burford Lodge Rec in April. The Clerk also highlighted a fallen tree in Woolford Lane woods which Richard Knight will look at as well. The Clerk has followed this up and work is expected to be completed before June meeting. **(05/18). Minute to be removed next month.**

4683 Beacon View Road phone box as a book exchange: The Clerk and a parishioner visited three phoneboxes in Frensham which have been turned into a museum, historical information spot and an art gallery. The Frensham Clerk said that community book exchanges don't work as books get damp, aren't put back tidily and it is also a magnet for books and other rubbish to be dumped outside. The resident proposing this is to consider if he still wishes to pursue this project. The Clerk to obtain a definitive answer from the resident before the next PC meeting. **(05/18).**

4748 EVAA Polytunnels: Some members of the EVAA are keen to have polytunnels but there are no guidelines as to what would be acceptable. EVAA has made the following proposals: the EVAA should be able to offer a poly tunnel as an alternative to a greenhouse as long as it meets the same criteria as a greenhouse i.e. the size is max 8' x 6', has no concrete base and only one greenhouse of polytunnel per plot requiring written permission in advance. Cllrs accepted this proposal. The EVAA to write this in their Tenancy Agreement under 'Greenhouse or Polytunnel'. **(05/18). Minute to be removed next month.**

4749 A letter was received from WBC who are co-ordinating all WW1 centenary events. Cllr J Else and Sue Gowar are interested in forming a working committee to co-ordinate any celebrations in Elstead. The Clerk will hold the list of celebrations so that everything can be advertised collectively. The PC is happy to financially support the event programme and the installation and suggest a formal letter is written with the amount required. **(05/18) 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)**

4780 PIC Monies available. The Clerk asked if this can be spent on BW reparation work but this was turned down. Two projects are proposed: 1) vegetation clearance to prevent vermin intrusion at EVAA 2) environmental recycling / compost bin for Woolfords Lane Cemetery. The Clerk to forward these PIC applications to WBC. There is additionally £2000 available in playing space PIC monies – The Clerk is waiting for proposals from The Sharks and ECC in order to bid for these monies. Cllr Else to promote these applications within WBC on our behalf. The Clerk followed the application up with WBC who had not done anything

with it but subsequently thought that the compost bin in the Cemetery would not be allowed as it was not considered to be capital expenditure. The PC disagreed with this opinion and The Clerk to go back to WBC to ask them to reconsider allowing us to use the PIC funds for the compost bin. **(05/18).**

- 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).**
- 4781 Clarion Update: A selection of names were put forward for consideration – thank you to Dawn Davidsen for co-ordinating the discussion with Peper Harow residents. The Clerk to forward the proposed street names to Cllr R Holroyd. Additionally the PC's opinion on whether a red or black little bin was sought with the PC proposing the standard black WBC bin would be best. **(05/18). Minute to be removed next month.**
- 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. **(04/18).**
- 4782 A thin drain in front of the property Overgreen is blocked which causes flooding on the pavement. The clerk to notify SCC. The Clerk has raised this on the SCC Highways online reporting website. **(05/18).**
- 4673 WW1 Commemoration: Lyn and Kim explained the events planned to celebrate the 100 centenary of the end of WW1. These are silent soldiers which can be sponsored, 25th-27th October an exhibition in the youth centre, 25th-27th October a specially written PETS play, 27th October a camp being set up on the Green, installation of a 6ft soldier – PC explained that the statue cannot go on the Church Green and that the churchyard might be a better location. Other events planned including a tea party at The Bridge House Care Home. The PC has agreed to make a donation to support this commemoration. The committee to forward an exact amount to the PC. Following further correspondence cllrs again discussed the installation and unanimously agreed that it cannot be placed on PC land. The Clerk has advised the group that insurance for the installation will be needed and that the 'statue' will need to be checked annually. The group also asked to decorate one of the village green trees with poppies which the PC approved as long as the poppies were soundly secured and did not damage the tree. **(05/18). Minute to be removed next month.**
- 4713 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. **(04/18).**
- 4714 Email regarding the URC which is holding a Flower Festival on 8th and 9th September. The theme is Women's suffrage to celebrate women of faith and courage. All hall users are invited to contribute an arrangement. PC has agreed it will participate. Cllr Mathisen knows of someone who might be able to make the PC's flower arrangement. **(04/18).**

- 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)**
- 4723 An email received from the Tree and woodland Mgr at WBC regarding some of the trees flanking Hazelwood. The clerk to respond. **(04/18). Minute to be removed next month as covered in agenda item 18.**
- 4783 Seale Road: Road was shut for investigative work. Patching has been done but Cllr Harmer has advised SCC Highways that it should be resurfaced in view of the forthcoming repairs to the Farnham Road as Seale Road will act as the diversion route. **(05/18). Minute to be removed next month.**
- 4784 Lengthman Scheme: all requests have been submitted and SCC has sent notifications to say that the work will happen within 28 days. **(05/18). Minute to be removed next month.**
- 4697 Road Repairs: £5million to be used for capital works to correct damage caused by this winter's weather. 2 sections of A287, 4 sections of B3001 Crooksbury Road to Seale Road, Moat Pond to Woodstock House Thursley Road, Duke of Cambridge to the tennis courts. Tilford Bridge is also due to be repaired and will remain closed for c 6 months whilst the repairs happen. **(04/18). Minute to be removed next month.**
- 4785 Cllr Harmer / Western Villages meeting arranged for 3rd May. There is a small pot of money available for very small jobs where the PC would use its own contractor, however Richard Knight would need extra insurance so probably not worth pursuing. Currently doesn't include ROW but PC's may include ROW's as the rule might change. **(05/18). Minute to be removed next month.**

11.0 WBC UPDATE

- 4786 Cllrs J and D Else were unable to attend but the Clerk updated cllrs on WBC news via the enews bulletin. The Farnham by election is set for 24th May. WBC opposed the proposed closure of Green Oaks School during the consultation stage, WBC has expressed strong opposition to two of Esso's potential pipeline routes through the borough especially the pipeline proposed to run through Farnham town centre. **(05/18). Minute to be removed next month**

12.0 SCC UPDATE

- 4787 Road Children's Service: SCC are expecting a negative report on their children's service. There is an acceptance that things are improving but not quickly enough. A new chief executive has been appointed with experience in this area. **(05/18) Minute to be removed next month.**
- 4788 Fostering Service: the fostering service wish to promote themselves. The Clerk suggested there might be space at the St James School Summer Fair being held on 16th June. Cllr Harmer to advise if the fostering service can attend. **(05/18) Minute to be removed next month.**
- 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. **(05/18)**

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

13.0 NEIGHBOURHOOD PLAN UPDATE

- 4791 The NHP is all but written with just a couple of sections being worked on. Objective to launch the 8 week consultation stage on 6th July. Cllr Brooke has offered to proof read the final draft plan. The Clerk to forward all cllrs copies of the draft plan. **(05/18)**.

- 4701 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. **(04/18)**.

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

- 4703 Green Belt Review Group: Drawing up detailed evidence to support the NHP choice of sites. The group are producing a leaflet which the PC will help fund. **(04/18)**.

- 4704 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. Copies have been received and the settlement boundary was discussed in a separate meeting following the planning meeting on 21st May. **(04/18)**.

- 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.

- 4792 Executive papers re LPP2 – all developers have had access to them but Elstead PC has not. **(05/18) Minute to be removed next month.**

- 4793 WBC Roadshow: there has been no publicity for this event even though the hall has been booked for several weeks. The Clerk to ascertain how this is to be promoted. **(05/18)**

- 4794 Sunray farm: Sunray farm have lined up a possible developer. **(05/18) Minute to be removed next month.**

14.0 GDPR

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

The Clerk also to have a computer solely for PC work. Cllrs have agreed that the Clerk can have a mac and that it should be a new computer not reconditioned. The Clerk to put forward costs. **(04/18). Minute to be removed as covered in agenda item 15.**

WBC is going to employ a GDPR officer and Clerks asked whether they could also be the external GDPR officer for Waverley PC's. The Clerk followed this up with Graeme Clark but there has been no response. Cllr J Else has offered to help follow this up. WBC have confirmed that they have not been able to appoint anyone so they cannot offer PC's the chance to 'share' this officer. **(05/18). Minute to be removed next month.**

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 to confirm. **(05/18)**

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)**

15.0 APPROVAL TO BUY PC SEPARATE LAPTOP

- 4705 As part of GDPR The Clerk to have a computer solely for PC work. Cllrs have agreed that the Clerk can have a mac and that it should be a new computer not reconditioned. The Clerk forward costs. Cllrs suggested £500 for a new laptop and that 128GB would be sufficient. **(05/18).**

16.0 SIGNS AND NOTICES ON THE VILLAGE GREEN

- 4795 A request was received asking if promotional signs could be placed on the village green for 2 weeks in October. Cllrs agreed that signs would not be allowed on the green. There are a number of reasons including safety, visibility, distraction for drivers on the busy B3001 and that it would set a precedent with lots of other groups wishing to place signs. **(05/18). Minute to be removed next month.**

17.0 PLAY AREAS MAINTENANCE AND REFURBISHMENT

- 4796 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. Others avenue for this work had been explored to no avail. The Clerk to instruct Paintics. **(05/18).**
- 4797 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. **(05/18).**

18.0 TREE SURVEY UPDATE

- 4798 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. **(05/18).**

19.0 REPORTS AND CORRESPONDENCE

- 4799 The Clerk advised that all financial accounts were submitted to the accountants for examination. **(05/18). Minute to be removed next month.**
- 4800 Logon details for the new SSALC website have been received and circulated to all cllrs. **(05/18). Minute to be removed next month.**
- 4801 A letter from Mrs Sims, Head of Planning has been received clarifying a recent European judgement relating a habitats directive. **(05/18). Minute to be removed next month.**
- 4802 Logon details for the new SSALC website have been received and circulated to all cllrs. **(05/18). Minute to be removed next month.**
- 4803 An email was received from a resident proposing that an additional lay-by would ease car parking issues by the Springfield Surgery. The Clerk to write to the resident and explain that there is not enough funding to do this **(05/18). Minute to be removed next month.**
- 4804 CIL modifications – WBC have advised that any modifications must be made in writing to WBC by 8th June 2018. **(05/18). Minute to be removed next month.**
- 4805 Notification received of a meeting at WBC on 4th June at 7pm where there will be a presentation of LPP2. **(05/18). Minute to be removed next month.**
- 4806 The Clerk met with Yvette Ortel, Partnership Committee Officer for SCC and Waverley local committee. **(05/18). Minute to be removed next month.**
- 4807 Request for a grant from Challengers charity. The Clerk to advise that unfortunately there is no such grant scheme available. **(05/18). Minute to be removed next month.**
- 4808 Advert for a Tilford warden received from Tilford PC. The Clerk to place on the website. **(05/18). Minute to be removed next month.**

- 4809 Details of a cycle race on 24th June and 4th August were received and will be facebooked nearer the time. **(05/18). Minute to be removed next month.**
- 4810 Request for a burial space from someone with strong connections to the village was received and granted. **(05/18). Minute to be removed next month.**
- 4811 Information received from WBC clarifying that LPP2 and NHP's will not be delayed despite the recent judicial action served against WBC. **(05/18). Minute to be removed next month.**
- 4812 Details of a shared ownership house in Elstead were received and posted online. **(05/18). Minute to be removed next month.**
- 4813 Press Releases received on the following: dropping litter risks a fine, draw your own home competition, Borough and town by-elections set for 24th may, Farnham by-elections **(05/18). Minute to be removed.**

20.0 ACCOUNTS FOR PAYMENT MAY 2018

- 4814 The following accounts for May were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3778	Working from home and travel expenses	£24.99
Juliet Williams	3778	Salary	£737.29
R Knight	3779	Tree works and clearance	£1,041.84
R Knight	3779	Cemetery mowing	£63.00
			£1,867.12

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

- 4730 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. There has been no further news on this and the Clerk has chased since March meeting. **(04/18).**

22.0 MATTERS RAISED BY MEMBERS

- 4815 Pangs Lodge has now been closed for a long time. Cllrs questioned whether this was a planning concern. The Clerk to liaise with WBC Planning. **(05/18).**

Meeting closed at 9.15 pm

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

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 23rd July 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 J. Jacobs	Cllr K. Brooke
	Cllr J. Mathisen		
	Mrs J. Williams (Clerk)		

PUBLIC QUESTION TIME

4894 There were no members of the public present. **(07/18) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

4895 Apologies have been received from: Cllr Rees and Cllr Gardner who were not able to attend for business reasons. Their apologies were accepted by the Council. **(07/18).**

2.0 DECLARATIONS OF INTEREST

4896 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. **(07/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 18th June 2018

4897 The minutes of the Parish Council meeting held on 18th June 2018 were agreed and signed by the Chairman. **(07/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 18th JUNE 2018

4898 The minutes of the Planning meeting held on 18th June 2018 were agreed and signed by the Chairman. **(07/18).**

5.0 MATTERS ARISING

4899 BW68 improvement: Cllr Harmer who explained that SCC has £7,500 to spend on BW improvement. **(07/18) Minute to be removed next month as covered in agenda item 9.**

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)**

- 4900 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 feedback from gravediggers and will liaise with Cllr Davidsen. The Clerk, Richard Knight and Cllr Davidsen to meet to discuss before the next PC meeting. **(07/18)**
- 4901 Richard Knight recently attended a cemetery inspection course. Richard to feed back to cllrs in the next PC meeting. The Clerk to advise Elaine Felton that Richard has attended this course. **(07/18)**
- 4902 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. The Clerk to follow-up with Cllr Harmer regarding the mobile VAS. **(07/18).**
- 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)**
- 4903 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. The Clerk to follow up. **(07/18).**
- 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).**

- 4904 Clarion Update: A selection of road names were put forward for consideration however Waverley have rejected one set of names Hamilton Drive and an alternative name has been suggested. **(07/18).**
- 4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(04/18).**
- 4905 WW1 Commemoration: The Clerk asked the PC's Insurance company if they could help with the insurance for the encampment event but Zurich have said this is not possible. **(07/18). Minute to be removed next month.**
- 4906 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. The PC to source a new flower arranger – The Clerk to contact EGC. **(07/18).**
- 4907 New NHP support programme with increased funding to £17,000. The Clerk to ascertain if E&W NHP is eligible to obtain a further £2,000. **(07/18)**
- 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).**
- 4908 The recent play inspection highlighted areas that require remedial works. Paintics have started remedial works at the recs to deal with the rust and corrosion on some of the play items and these items will be repainted as part of this program inline with the play inspection report. **(07/18).**
- 4836 The recent play inspection highlighted equipment that needed repairing / replacing. **(07/18) Minute removed as covered in agenda item 14.**
- 4909 LPP2 Consultation: The Clerk has submitted the final response to WBC and placed a copy on the PC website. **(07/18). Minute to be removed next month.**
- 4839 At the end of the LPP2 consultation the Clerk to ask WBC how many people responded from Elstead. **(06/18)**
- 4910 Wooden Post: Cycling UK has put up a wooden post on Church Green for Surrey Hills AONB advertising a cycle route. The Clerk to ask for its removal by 30th June. Cycle UK advise that they had received authorisation from SCC Highways and that this area is not owned by the PC. Cllr Murphy and Cllr Mathisen to meet with SCC AONB officer (Rob Fairbanks) and Cycle UK on 7th August. **(07/18)**
- 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)**
- 4911 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. The Clerk to contact Cllr Harmer for the details of the Members Allocation Form. **(07/18)**

4912 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 wrote to EVTC who advised that the pylons were cemented in and were structurally sound. EVTC advised that they do not check the floodlights annually. The Clerk to look in the EVTC lease agreement and then advise them that the lights must be checked annually and ensure that their insurance covers the floodlights. **(07/18)**

4913 Defibrillator Service: All 3 defibrillators were serviced on 23rd July. The replacement pads and batteries are being sent under separate cover and Cllr J Holroyd has agreed to fit them. In future the defibrillators should be serviced annually. Cllr J Holroyd will dispose of the used batteries at RSCH. The servicer advised that we have a tick box to show that we have checked the defibrillators monthly. **(07/18)**

4914 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).**

4915 BT phonebox by the zebra crossing: The Clerk contacted BT who advised that the repair work had been carried out. Painting will need to be proposed via a separate department. **(07/18).**

4916 Backland Lease: The agent proposed a 10% increase which cllrs accepted. The Clerk to ask Pelhams if the tenant has accepted the rent increase and if so to invoice Pelhams accordingly. **(07/18)**

6.0 WBC UPDATE

4917 Cllrs J and D Else were unable to attend the meeting but provided the following report which The Clerk read out:

- To mark 100 years since the end of WW1 Waverley have commissioned a sculpture in commemoration of the Canadian soldiers who trained on Milford/Witley common during both World Wars. The unveiling will take place later in the year and the guest of honour will be Major Martimbeault who is the Officer Commander Canadian Forces Europe. Our Mayor Cllr Denise Le Gal is Canadian and so it was felt that this would be a very appropriate memorial.

- Our community meals service continues to be a very worthwhile service - 2 weeks ago a recipient was found to be unwell when her meal was delivered. The volunteer and the meals Co-ordinator took appropriate action and the patient was transferred by ambulance where she was admitted to Intensive Care. I understand she has now returned home and the family are very grateful. This demonstrates quite clearly that whilst the meals service is discretionary it is very well worth supporting. (you may remember that Waverley had to re-think the whole service after SCC withdrew their funding of £30,000.) It is clearly much more than just delivery of a lunch.

- We are embarking on a programme of improvements for Farnham and Godalming Leisure Centres. There will be new gym stations, a dance Studio and better changing facilities at Godalming and a soft play area and a clip 'n climb wall at Farnham. These improvements will cost £3.2 and the decision was taken with extensive input from a specialist consultancy to discover the needs and aspirations of the public. . The improvements will be completed after a 36 week further consultation , planning and tendering process and then a 36 week build. So should be up and running towards the end of 2019. In Cranleigh there is also the promise of a new Leisure Centre but there is much more work to be done to discover exactly what is needed. This is in response to a big increase in population in that part of our Borough. The 5 Leisure Centres in our Borough currently serve over 7000 people.

7.0 SCC UPDATE

4918 Lengthsmen Scheme: additional funding for this project has been found which will be shared among the Western Villages. **(07/18). Minute to be removed next month as covered in agenda item 9.**

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 REPORT FOLLOWING WBC PLANNING FORUM HELD 9TH JULY 2018

4919 Cllr Jacobs attended the planning forum and updated cllrs on the following:

- LPP1 subject to JR because Waverley are taking some of Woking's housing quota.
- CIL receipts will be uncapped and paid bi-annually.
- S106 will continue and there may be some sites that have both CIL and S106 agreements
- PIP: under 017 legislation, land can have a PIP applied for with all matters reserved.
- Planning changes: weekly list moving from a Wednesday to a Monday and on 6th August paper copies of plans to cease being sent to Clerks. The Clerk to write to Val Jacobi regarding this point as EPC has no access to wifi in its meeting rooms therefore cannot effectively look at the plans. **(07/18)**

4920 The Clerk advised that recently there have been 2-3 instances where PC planning comments have been "overlooked" by WBC. The Clerk to monitor this and report if this continues. **(07/18). Minute to be removed next month.**

9.0 REPORT FOLLOWING WESTERN VILLAGES MEETING HELD 23RD JULY 2018

4921 Lengthsmen Scheme: additional funding for this project has been found which will be shared among the Western Villages. Elstead has been asked to propose additional projects. Cllrs have suggested vegetation at Truxford Corner to be cut back and the pavement to be cleaned either side of Gunners Lane to improve the safe route to school for pupils and parents. The Clerk to forward this to the Tilford Clerk. **(07/18).**

4922 BW68 improvement: Cllr Harmer explained that SCC has £7,500 to spend on RoW improvement. The monies must be spent throughout the Western Villages but BW24 in Dockenfield and BW68 in Elstead are classed as priority for receiving funding for improvement. Cllr Harmer to ascertain if the PC can use its own contractor or whether it must be a SCC contractor. Cllr Harmer also to advise when the works can be carried out.

The PC would like to note its thanks to Cllr Harmer for helping to progress this matter. **(07/18)**

10.0 NEIGHBOURHOOD PLAN UPDATE

4923 The NHP draft plan was launched on Friday 6th July at The Thursley Road Pavilion. The NHP SG were pleased with the turn out. A hard copy of the draft plan is in 7 locations throughout the village plus on the website for people to read. A hard copy may also be borrowed from the Clerk. Feedback from the public will be received up to 30th August. The Clerk to forward the plan to Statutory Consultees – a list has been provided by the SG team and they have until 14th September to respond. **(07/18).**

4924 Leaflet: a leaflet was sent to all residents explaining the NHP process and encouraging people to participate in the consultation and referendum stages. **(07/18). Minute to be removed next month.**

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). Minute to be removed next month.**

4925 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 cllrs agreed a response which The Clerk has submitted to WBC. **(07/18).**

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. **Minute to be removed next month.**

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. **(07/18) Minute to be removed next month.**

11.0 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)**

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)**

12.0 REGISTRATION OF VILLAGE GREENS

- 4926 Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk to progress the registration. **(07/18)**

13.0 TREE SURVEY COST APPROVAL

- 4927 The Clerk advised that works must be carried out for priority 2 trees and the cost is £9,265 ex vat. Cllrs have asked for two more quotes and the Clerk to contact two further companies. The final decision may be agreed via email. The Clerk advised that priority 3 trees will need to have their works completed by the end of November 2018. **(07/18)**

14.0 PLAY AREAS COST APPROVAL

- 4928 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 currently reorganising their company and have not been very helpful in providing a quote for replacement swing seats.

HAGS have quoted for the rope bridge and ladder for the climbing frame at the Jubilee Rec. The price is similar to Kompan but there was a discrepancy with the pricing of the rope ladder.

The Clerk to ask Kompan for a price reduction and then to progress the project using Kompan. This expenditure has been approved by cllrs. **(07/18).**

15.0 REPORT FOLLOWING JOHN MATHISENS ARTICLE IN EVN

4930 Following Cllr Mathisen's article six people responded. The main concerns expressed were the ad hoc nature of the litter collection in Elstead. Others questioned why we didn't have a village symbol e.g. like Thursley. Respondents referred back to the Elstead gala which used to occur annually. The gala was run by representatives from all the village organisations. The PC thanked Cllr Mathisen for bringing this to everyone's attention. It was agreed that this be added to the September agenda where the PC would determine what it would like to achieve. **(07/18).**

16.0 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 has drafted the policy which cllrs will review ready for signing at the September meeting. **(07/18)**

17.0 REPORTS AND CORRESPONDENCE

4931 Various cemetery requests and queries dealt with this month. **(07/18). Minute to be removed next month.**

4932 The Clerk confirmed that the annual return was submitted to the external auditors on time. The Clerk has placed a notice regarding the annual public rights of exercise for FY2017, 2018 on the PC website and PC noticeboard. **(07/18) Minute to be removed next month.**

4933 Complaints have been received regarding the overgrown nature of the closed cemetery in Elstead next to the village Hall. The cemetery is managed by WBC. The Clerk to obtain a schedule as to the frequency that the cemetery is attended by WBC and monitor this work on-going. **(07/18)**

4934 Complaint from a parishioner regarding long grass at Woolfords Lane Cemetery and lack of access to the water tap. The Clerk advised Richard Knight. **(07/18) Minute to be removed next month.**

4935 Complaint regarding horse manure and damage to Croft playground. The Clerk arranged for the manure to be cleared and the area disinfected and the gate to be repaired. **(07/18). Minute to be removed next month.**

4936 Consultation advised on new visitor centre at Frensham. The PC does not wish to respond. **(07/18) minute to be removed next month.**

- 4937 Invitation to comment on NALC By-laws regarding SSSI. Cllrs must respond to the Clerk before 5th August. **(07/18) Minute to be removed next month.**
- 4938 Planning Peer Challenge Meeting at WBC on 26th July at 2-3pm. Cllr Murphy to attend. **(07/18).**
- 4939 Broken bench at cricket pitch, the Clerk to report to Richard Knight. **(07/18).**
- 4940 Damaged benches by the river at Bridge House. The Clerk to report to Richard Knight. **(07/18).**
- 4941 Damaged sign at Peat Common. The Clerk to report to Richard Knight. **(07/18).**
- 4942 Damaged streetlight at Peat Common. The Clerk to report to SCC. **(07/18).**
- 4943 Invitation to attend NALC Annual Conference on 30-31 October. No cllrs wish to attend. **(07/18) minute to be removed next month.**
- 4944 An Invitation to Join the National Highways and Transport Public Representative **(07/18) minute to be removed next month.**
- 4945 Press releases received on the following: 7 parks recognised as some of the best in the UK, Heathland hub at Frensham Great Pond and common consultation, High Court rejects majority of LP and Dunsfold Challenges, Council proposed multi million pound leisure centre improvements, refurbished play area ready for summer, hundreds scrutinise LPP2, free family fun in Waverley – xplorer is back, Waverley aiming for more developers funds to support infrastructure, sign p for skatewaverley, Waverley hold flag raising ceremony for Armed Forces Day, Council wants views on dog orders, sporting success for Team Waverley. **(07/18). Minute to be removed next month.**

18.0 ACCOUNTS FOR PAYMENT JULY 2018

- 4946 The following accounts for July were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3793	Working from home and travel expenses	£23.10
Juliet Williams	3792	Salary	£789.38
HMRC	3794	PAYE	£30.18
Craddocks Printng Works Ltd	3795	NHP leaflet, 10 x draft plans and posters for launch	£560.00
Elstead Recreational trust	3796	NHP launch event - room hire	£50.00
A4 Apple	3797	Repairs / upgrade to Clerk's computer	£450.00
Richard Knight	3798	Grave marking and course	£166.50
Richard Knight	3799	Maintenance	£73.50
Maxwell & Co Ltd	3800	Preapration of 3 salaries to June 2018	£72.00
Grasstex Ltd	3801	Grass Cutting	£5,263.32
Waterchoice	3802	Water Burford Lodge	£15.55
			£7,493.53

19.0 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)**.

20.0 MATTERS RAISED BY MEMBERS

- 4947 Cllr J Holroyd remarked on the small trees in the car park of the pavilion which are dying.
- 4948 Cllr Brooke is a member of the Springfield Patients Participation Group. A member of the group asked about the process of making a new lay by in front of the surgery. Cllrs remarked that this would not be viable for cost reasons (the previous lay-by cost £30,000) and additionally it would not gain any additional parking space. There are also utility services on that side of the road which would negate making a lay-by.

Meeting closed at 9.40 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 17th September 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 J. Jacobs	Cllr R. Rees
	Cllr J. Mathisen		
	Mrs J. Williams (Clerk)		

PRESENTATION BY THE HEAD OF STRATEGIC HOUSING AT WBC

4949 Andrew Smith gave a brief presentation explaining the new housing strategy for WBC. He clarified what affordable housing was and explained what the new Localism Act meant. Exception Sites can guarantee local connection in perpetuity. Finally Andrew Smith explained that in case of s106 Agreements the parish should involve Andrew and his colleagues from the outset. An s106 is a legally binding document and the deeds attached to the 106 agreement give it more weight. **(09/18) Minute to be removed next month.**

PUBLIC QUESTION TIME 4948 last no

4950 A resident raised the issue of horses which keep escaping from fields surrounding the Weyburn site. There have been a number of instances of horses escaping onto the Milford Road. Despite repeatedly trying to find out the PC does not know who the owners are. The PC suggested that this could be an environmental issue and to contact WBC if manure is not being collected as there is a river following nearby and/or contact the police if horses escape. **(09/18) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

4951 Apologies have been received from: Cllr Brooke and Cllr Gardner who were not able to attend for business reasons. Their apologies were accepted by the Council. **(09/18).**

2.0 DECLARATIONS OF INTEREST

4952 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. **(09/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 23RD JULY 2018

4953 The minutes of the Parish Council meeting held on 23rd July 2018 were agreed and signed by the Chairman. **(09/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 23RD JULY 2018

4954 The minutes of the Planning meeting held on 23rd July 2018 were agreed and signed by the Chairman. **(09/18).**

5.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 3RD SEPTEMBER 2018

- 4955 The minutes of the Planning meeting held on 3rd September 2018 were agreed and signed by the Chairman. **(09/18).**

6.0 MATTERS ARISING

- 3593 The play area sub-committee has started to research a suitable replacement for the train. **(09/16)**

- 4956 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has staked out the definitive line and will arrange to meet with the landowner to discuss this. The Clerk to ask if SCC would like the PC to attend as well. **(09/18)**

- 4957 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 feedback from gravediggers and will liaise with Cllr Davidsen. The Clerk to forward the current plan to Cllr Davidsen. **(09/18)**

- 4958 Traffic/speed/parking around the school: 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. The Clerk to follow-up with Cllr Harmer regarding the mobile VAS. The PC has been liaising with SCC and The Clerk to ask David Curl to come and look at the problems outside the school. If highway issues persist the PC will contact Surrey Police to take action and enforce highway regulations. **(09/18).**

- 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) Minute to be removed next month.**

- 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)**

- 4959 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. The Clerk to follow up. **(09/18).**

- 4904 Clarion Update: A selection of road names were put forward for consideration however Waverley have rejected one set of names Hamilton Drive and an alternative name has been suggested. **(07/18).**

- 4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(04/18).**

- 4960 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. The Clerk to contacted EGC but when the URC couldn't get hold of flower arranger PC wasn't included in the program. **(09/18). Minute to be deleted next month.**
- 4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 4962 Seale Road: Some resurfacing works were completed in August. 'However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. The Clerk to ask Stuart Copping to investigate. **(09/18).**
- 4963 The recent play inspection highlighted areas that require remedial works. Paintics have completed remedial paint and anti corrosion works to the play equipment. **(09/18). Minute to be removed next month.**
- 4964 Now the LPP2 consultation is complete the Clerk to ask WBC how many people responded from Elstead. The Clerk to follow up. **(09/18)**
- 4910 Wooden Post: Cycling UK has put up a wooden post on Church Green for Surrey Hills AONB advertising a cycle route. The Clerk to ask for its removal by 30th June. **(09/18) Minute to be removed as covered in agenda item 9.**
- 4965 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action. **(09/18)**
- 4966 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Clerk has also liaised with WBC and advised the Sharks that the storage container will require official planning permission. **(09/18)**
- 4967 Tennis court floodlights: The Clerk wrote to EVTC who advised that the pylons were cemented in and were structurally sound. EVTC advised that they do not check the floodlights annually. The Clerk to look in the EVTC lease agreement and then advise them that the lights must be checked annually and ensure that their insurance covers the floodlights. The Clerk to follow up. **(09/18)**
- 4913 Defibrillator Service: All 3 defibrillators were serviced on 23rd July. The replacement pads and batteries are being sent under separate cover and Cllr J Holroyd has agreed to fit them. In future the defibrillators should be serviced annually. Cllr J Holroyd will dispose of the used batteries at RSCH. The servicer advised that we have a tick box to show that we have checked the defibrillators monthly. **(09/18) Minute to be removed next month.**
- 4968 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 3 signs regarding this. Signs to be placed in all three PC owned play areas. **(09/18).**

- 4915 BT phonebox by the zebra crossing: The Clerk contacted BT who advised that the repair work had been carried out. Painting will need to be proposed via a separate department. **(07/18).**
- 4969 Backland Lease: The tenant has accepted the 10% increase and the agent has billed his fee separately so that the PC can reclaim the VAT on this. **(09/18) Minute to be removed next month.**
- 4970 Lengthsmen Scheme: additional funding for this project has been found which will be shared among the Western Villages. Elstead has been asked to propose additional projects. Cllrs have suggested vegetation at Truxford Corner to be cut back and the pavement to be cleaned either side of Gunners Lane to improve the safe route to school for pupils and parents. The Clerk forwarded this to the Tilford Clerk. Additional funds have been found - the Clerk proposed the following: vegetation at the end of Red House Lane and junction to be cut back, Church View and outside BT hub vegetation to be cut back. Cllr Mathisen suggested the wayfinder sign to Seale on the Farnham Road be cleaned and vegetation cut back. Cllrs agreed and The Clerk to forward this to the Tilford Clerk. **(09/18).**
- 4971 Tree Works: The Clerk has contacted various tree surgeons. One company quoted £3,160 versus £9,265 for priority 2 trees and £3,160 v £9,680 for priority 3 trees. Cllrs confirmed that the Clerk should instruct the company with the cheaper quote. The Clerk to arrange and publicise as appropriate. **(09/18) Minute to be removed next month.**
- 4972 Cllr Jacobs attended the planning forum and updated cllrs on the following:
- LPP1 subject to JR because Waverley are taking some of Woking's housing quota.
 - CIL receipts will be uncapped and paid bi-annually.
 - S106 will continue and there may be some sites that have both CIL and S106 agreements
 - PIP: under 017 legislation, land can have a PIP applied for with all matters reserved.
 - Planning changes: weekly list moving from a Wednesday to a Monday and on 6th August paper copies of plans to cease being sent to Clerks. The Clerk to write to Val Jacobi regarding this point as EPC has no access to wifi in its meeting rooms therefore cannot effectively look at the plans. The Clerk contacted WBC who agreed that the PC can receive paper copies up to October but must find a solution post October. **(09/18) Minute to be removed next month.**
- 4973 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has looked at the land registry and found some historic documents which The Clerk and The Chair will review before registering the land. **(09/18)**
- 4974 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 has been clarified by the report author who said that using anti-Corrosive chemicals and painting it was sufficient.

Initial costs have been received from Kompan: £3,840 plus £768 VAT. The Clerk to ask Kompan for a price reduction and then to progress the project using Kompan. This expenditure has been approved by cllrs. **(09/18).**

- 4930 Following Cllr Mathisen's article six people responded. The main concerns expressed were the ad hoc nature of the litter collection in Elstead. Others questioned why we didn't have a village symbol e.g. like Thursley. Respondents referred back to the Elstead gala which used to occur annually. The gala was run by representatives from all the village organisations. The PC thanked Cllr Mathisen for bringing this to everyone's attention. **(09/18). Minute to be removed next month.**
- 4975 BW68 improvement: Cllr Harmer explained that SCC has £7,500 to spend on RoW improvement. The following have been prioritised: BW24 in Dockenfield, BW68 in Elstead and BW 113 in Peper Harow. At the recent HUG meeting MoD stated that they were going to make improvement to BW68 so Elstead PC has requested that BW69 be repaired by SCC instead. The Clerk to confirm if it is BW112 or BW113 that needs repairing. **(09/18)**
- 4976 Cllr J Holroyd remarked on the small trees in the car park of the pavilion which are dying. This is due to the hot summer and there is not much that can be done. **(09/18) Minute to be removed next month.**
- 4977 Cllr Brooke is a member of the Springfield Patients Participation Group. A member of the group asked about the process of making a new lay by in front of the surgery. Cllrs remarked that this would not be viable for cost reasons (the previous lay-by cost £30,000) and additionally it would not gain any additional parking space. There are also utility services on that side of the road which would negate making a lay-by. **(09/18) Minute to be removed next month.**
- 4938 Planning Peer Challenge Meeting at WBC on 26th July at 2-3pm. Cllr Murphy to attend. **(07/18). Minute to be removed next month.**

7.0 WBC UPDATE

- 4978 Cllrs J and D Else were unable to attend the meeting and no update was provided.

8.0 SCC UPDATE

- 4790 Jubilee Park train: SCC might be able to provide a small amount of funding towards this via the standard application process. **(05/18).**
- 4978 Real time bus information: as part of the s106 agreement with Weyburn £15,000 was allocated towards real time bus information. Cllr Harmer to ascertain if this can go on the bus stops by Milford Road / Hookley Lane. **(09/18).**

9.0 REPORT FOLLOWING MEETING WITH ROB FAIRCHILD HELD 7th AUGUST 2018

- 4979 Following a site meeting, Rob has agreed that the post on the Church Green will be removed. Rob was positive about the proposed improvements to the Rodborough cycle route. Cllr Murphy supplied Rob with the draft NHP and he will feedback about cycle ideas and policies. **(09/18)**

10.0 REPORT FOLLOWING HUG MEETING WITH HUG HELD 11th SEPTEMBER 2018

- 4980 A report following the HUG meeting was circulated to councillors before the meeting. In brief the car park will be closed for 3 days 4/5 times a year and this will be advertised. MoD plan to undertake remedial work on BW 68 and Landmarc intend to trim back areas of the Rodborough cycle route. **(09/18)**

11.0 NEIGHBOURHOOD PLAN UPDATE

- 4981 The NHP draft plan's consultation period has been extended until 30th September. Regulatory consultees have been contacted. WBC have written explaining that they should have received a copy of the draft. The SG had been advised that WBC could be consulted after the first draft had been read as some amends would be made. The Clerk to liaise with Matthew Ellis and Angela Koch. **(09/18)**.
- 4702 GSD: WBC will not include Bonfire Hill as a GSD. E&W will include it within the NHP. **(04/18)**.
- 4925 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 cllrs agreed a response which The Clerk has submitted to WBC. **(09/18)**. **Minute to be removed next month.**
- 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)**.

12.0 GDPR

- 4982 Draft policies on data storage etc complete and councillors to review. **(09/18)**

The clerk was contacted by a service provider who said that the PC website was not compliant. The website to be reviewed in the October meeting. **(09/18)**

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)**

13.0 PLANNING MEETING REVIEW

- 4983 WBC will no longer supply paper copies of planning applications. The plans are not easy to review online. All councillors to review plans prior to the meeting. The Clerk to download plans for the meeting and these to be projected onto the wall. Councillors to review how this is working at the end of the year. **(09/18)**.

14.0 DEFIBRILATOR AT THURSLEY ROAD PAVILION

4984 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. The PC took expert advice before any of the three defibrillators were installed in the village. SEACAMS advised that the defibrillator should be sited inside as it would be needed by sports people and when sports are being played on the rec the pavilion would be open. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. The PC is happy to look at siting the defibrillator outside on the nursery wall and investigate this with SEACAMS. Cllr J. Holroyd and The Chair to meet to investigate an appropriate site. **(09/18).**

15.0 GUNNERS TRACK

4985 There have been issues over access along this track. At the HUG meeting MoD reported that they would be dealing with this. **(09/18). Minute to be removed next month.**

16.0 ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT POLICY

4986 The Internal Accountant Maxwells recommended that the PC review and approve its financial policy. Councillors approved and signed the document. **(09/18). Minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

4987 A request was received for a £250 donation to the silent soldier which is being installed at the village hall. Councillors have already committed to support the commemorative program to this event and therefore are unable to support this. **(09/18). Minute to be removed next month.**

4988 An email was received from the external auditors asking for more information. The Clerk to respond. **(09/18).**

4989 An email was received from Mr Colvile asking to make a presentation at the next PC meeting regarding a development proposal for Bonfire Hill. Councillors granted him a 10 minute slot before the public question session. The Clerk to advise Mr Colvile. **(09/18). Minute to be removed next month.**

4990 The Clerk met with a resident in The Croft who requested a replacement tree in the Croft play area. Councillor agreed that The Clerk should investigate some options. **(09/18)**

4991 The Clerk reported instances of overgrown vegetation to both SCC and WBC. **(09/18). Minute to be removed next month.**

4992 A resident wrote complaining over parking outside the school The Clerk to respond. **(09/18)**

4993 A resident has written requesting rear garden access to a property in Burford Lodge. Councillors agreed that this could be possible subject to a consideration. The clerk to find out what access is required. **(09/18).**

4994 A report was received regarding overgrown vegetation at the cemetery which the clerk has reported. **(09/18). Minute to be removed next month.**

- 4995 The Smiths Charity has contacted The Clerk as they wish to meet with trustees to determine how the funds are used. The Clerk to arrange a meeting. **(09/18).**
- 4996 The Clerk has contacted Veolia regarding poor bin emptying service levels. The Clerk has also reported this to WBC. **(09/18). Minute to be removed next month.**
- 4933 Complaints have been received regarding the overgrown nature of the closed cemetery in Elstead next to the village Hall. The cemetery is managed by WBC. The Clerk to obtain a schedule as to the frequency that the cemetery is attended by WBC and monitor this work on-going. **(07/18)**
- 4997 Various weather updates received and posted where applicable. **(09/18). Minute to be removed next month.**
- 4998 Broken bench at cricket pitch. The Clerk to reported this to Richard Knight who repaired it. **(09/18). Minute to be removed next month.**
- 4999 Damaged benches by the river at Bridge House. The Clerk reported to Richard Knight who has repaired them. **(09/18). Minute to be removed next month.**
- 5000 Damaged sign at Peat Common. The Clerk reported to Richard Knight who has repaired them. **(09/18). Minute to be removed next month.**
- 5001 Damaged streetlight at Peat Common. The Clerk reported this to SCC who repaired it. **(09/18). Minute to be removed next month.**

18.0 ACCOUNTS FOR PAYMENT AUGUST & SEPTEMBER 2018

- 5002 The following accounts for August and September were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT August 2018

Payee	Cheque no	Purpose	Amount
Juliet Williams	3803	Working from home	£15.00
Juliet Williams	3803	Salary	£750.20
Juliet Williams	3804	expenses - stamps	£16.08
Juliet Williams	3805	expenses - phone call	£35.20
Pelhams	3806	Land agent fees for Backland Field	£210.00
CPRE	3807	Annual membership	£36.00
Veolia	3808	Veolia	£215.28
Post office Ltd	3809	SSE Burford Lodge - reclaim	£32.37
			£1,310.13

**ACCOUNTS FOR PAYMENT -
September 2018**

Payee	Cheque no	Purpose	Amount
Juliet Williams	3810	Salary and working from home	£765.20
Juliet Williams	3811	expenses stamps and land registry	£41.04
Richard Knight	3812	maintenance	£482.55
Richard Knight	3813	cemetery expenses	£65.56
Elstead URC	3814	Hall hire June, July & September	£54.00
HMRC	3815	National Insurance 6.7.18-5.10.18	£53.92
Elstead Village Halls	3816	committee room for planning meeting 3.9.18	£10.00
Imperative Training Limited	3817	3 x spare pads	
			£1,472.27

19.0 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).**

20.0 MATTERS RAISED BY MEMBERS

5003 No issues were raised. **(09/18). Minute to be removed next month.**

Meeting closed at 10.22 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 15th October 2018 at 7.30 pm
The URC, Milford Road, Elstead

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

PRESENTATION BY FRAMPTONS

5004 A representative from Framptons, land agents for Bonfire Hill, along with their consultant, Mr Colville, presented their plans for the redevelopment of Bonfire Hill. The plan proposed 31 affordable dwellings on the lower contours of the hill. The dwellings would be predominantly 2-3 bedroom sized properties plus 4 bungalows with a guide purchase price which included a discount of 25% to the open market value. The top of the hill would be given to the village to be used as a village garden with a possible adventure playground. A member of the public questioned the need for 31 affordable houses given the fact that 21 are already being built at Weyburn. Councillors highlighted the fact that affordable houses are exempt from CIL which the PC would lose. Councillors also asked what might happen to the third Bonfire Hill field and the land agents thought that this might also be gifted to the PC. Councillors highlighted that Natural England would likely insist on the provision of a SANG with a 1.8km footpath given the number of properties being built. Councillors questioned the viability of a £300k purchase price given that affordable houses are 75% of the open market price and in Elstead 3 bedroom properties typically sell for £500k. Framptons invited councillors to a public exhibition which is being held in the youth centre from 2-8pm on Monday 29th October. **(10/18) Minute to be removed next month.**

PUBLIC QUESTION TIME

5005 There were no members of the public present. **(10/18) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5006 Apologies have been received from: Cllr L. Davidsen who was not able to attend for business reasons. His apologies were accepted by the Council. **(10/18).**

2.0 DECLARATIONS OF INTEREST

5007 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. **(10/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 17th SEPTEMBER 2018

5008 The minutes of the Parish Council meeting held on 17th September 2018 were agreed and signed by the Chairman. **(10/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 17th SEPTEMBER 2018

5009 The minutes of the Planning meeting held on 17th September 2018 were agreed and signed by the Chairman. **(10/18).**

5.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 8th OCTOBER 2018

5010 The minutes of the Planning meeting held on 8th October 2018 were agreed and signed by the Chairman. **(10/18).**

6.0 MATTERS ARISING

5011 The play area sub-committee has started to research a suitable replacement for the train. The train has significantly deteriorated and is beyond repair. It will definitely need to be replaced in 2019 and this will be built into 2019/20 budget. Fundraising options will be investigated. **(10/18)**

5012 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has staked out the definitive line and have met the landowner. The PC offered to attend but the landowner preferred to meet SCC alone at this stage. Further follow up required by SCC. The Clerk to chase for progress. **(10/18)**

4957 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 feedback from gravediggers and will liaise with Cllr Davidsen. The Clerk to forward the current plan to Cllr Davidsen. **(09/18)**

5013 Traffic/speed/parking around the school: The PC would 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. The Clerk to follow-up with Cllr Harmer regarding the mobile VAS. The PC has been liaising with SCC and Cllr Murphy along with The Clerk will meet with Jack Roberts on October 30th at 2.30pm to assess what can be done. **(10/18).**

5014 Elstead Bridge: Repairs to the bridge started w/c 8.10.18. **(10/18) Minute to be removed next month.**

4959 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. The Clerk to follow up. **(09/18).**

- 4904 Clarion Update: A selection of road names were put forward for consideration however Waverley have rejected one set of names Hamilton Drive and an alternative name has been suggested. **(07/18)**.
- 4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(04/18)**.
- 4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5015 Seale Road: Some resurfacing works were completed in August. However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. The Clerk asked Stuart Copping to investigate but there has been no response. The Clerk to follow up. **(10/18)**.
- 5016 LPP2 consultation: this is complete. The Clerk asked WBC how many people of the c 950 respondees were from Elstead. WBC advised that they couldn't separate this information out. Cllr Murphy read through all responses and c 10% were from Elstead residents. 86 of the Elstead respondents objected to one or both of the proposed housing sites in Hookley Lane and 7 were unhappy with the Sunray Farm site. **(10/18) Minute to be removed next month.**
- 4965 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action. **(09/18)**
- 4966 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Clerk has also liaised with WBC and advised the Sharks that the storage container will require official planning permission. The Clerk to check on the planning application progress with the Sharks **(10/18)**
- 5017 Tennis court floodlights: The Clerk wrote to EVTC who advised that the pylons were cemented in and were structurally sound. EVTC advised that they do not check the floodlights annually. The Clerk to look in the EVTC lease agreement and then advise them that the lights must be checked annually and ensure that their insurance covers the floodlights. EVTC have since confirmed that they will check the lights and the Clerk is waiting for written confirmation and will chase. **(10/18)**
- 5018 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 3 signs regarding this. Signs to be placed in all three PC owned play areas. The Clerk asked the PC lawyers for the exact wording and is waiting for this. The Clerk to chase. **(10/18)**.
- 4915 BT phonebox by the zebra crossing: The Clerk contacted BT who advised that the repair work had been carried out. Painting will need to be proposed via a separate department. **(07/18)**.

4970 Lengthsmen Scheme: additional funding for this project has been found which will be shared among the Western Villages. Elstead has been asked to propose additional projects. Cllrs have suggested vegetation at Truxford Corner to be cut back and the pavement to be cleaned either side of Gunners Lane to improve the safe route to school for pupils and parents. The Clerk forwarded this to the Tilford Clerk. Additional funds have been found - the Clerk proposed the following: vegetation at the end of Red House Lane and junction to be cut back, Church View and outside BT hub vegetation to be cut back. Cllr Mathisen suggested the wayfinder sign to Seale on the Farnham Road be cleaned and vegetation cut back. Cllrs agreed and The Clerk to forward this to the Tilford Clerk. **(10/18). Minute to be removed next month.**

4973 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has looked at the land registry and found some historic documents which The Clerk and The Chair will review before registering the land. **(09/18)**

4974 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 has been clarified by the report author who said that using anti-corrosive chemicals and painting it was sufficient.

Initial costs have been received from Kompan: £3,840 plus £768 VAT. The Clerk to ask Kompan for a price reduction and then to progress the project using Kompan. This expenditure has been approved by cllrs. **(09/18).**

5019 BW68 improvement: Cllr Harmer explained that SCC has £7,500 to spend on RoW improvement. The following have been prioritised: BW24 in Dockenfield, BW68 in Elstead and BW 113 in Peper Harow. At the recent HUG meeting MoD stated that they were going to make improvement to BW68 so Elstead PC has requested that BW69 be repaired by SCC instead. Mod have completed improvements to BW68 and BW73 at the Hookley Lane end cllrs have asked The Clerk to write to the MoD expressing its' appreciation. Cllr Mathisen to send The Clerk the contact details. BW69 to be improved after April 2019. **(10/18) Minute to be removed next month.**

5020 Following a site meeting, Rob Fairbanks has agreed that the RoW finger post on the Church Green should be removed and the RoW logo located on the cycle route post. Rob was positive about the proposed improvements to the Rodborough cycle route. Cllr Murphy supplied Rob with the draft NHP and he will feedback about cycle ideas and policies. The post is still in situ and Cllr Murphy to contact Rob regarding its uplift. **(10/18)**

5021 A report following the HUG meeting was circulated to councillors before the meeting. In brief the car park will be closed for 3 days 4/5 times a year and this will be advertised on the village facebook site, the EVN (if possible) and on the PC website. The car park was closed in October however there were no public complaints. **(10/18) Minute to be removed next month.**

5022 Draft policies on data storage etc complete and councillors to review. Cllr Rees to circulate before the November meeting. **(10/18)**

The clerk was contacted by a service provider who said that the PC website was not compliant. The website to be reviewed in the October meeting. **(09/18)**

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. Cllrs have agreed their telephone numbers can be printed in the EVN **(10/18) minute to be removed next month.**

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

4983 WBC will no longer supply paper copies of planning applications. The plans are not easy to review online. All councillors to review plans prior to the meeting. The Clerk to download plans for the meeting and these to be projected onto the wall. Councillors to review how this is working at the end of the year. **(09/18).**

5023 An email was received from the external auditors asking for more information. The Clerk to respond. **(09/18). Minute to be removed as covered in agenda item 15.**

5024 The Clerk met with a resident in The Croft who requested a replacement tree in the Croft play area. Councillors agreed that a white beam or equivalent would be suitable and agreed that up to £50 could be spent. The Clerk to instruct Richard Knight to purchase and plant. **(10/18)**

4992 A resident wrote complaining about parking outside the school The Clerk to respond. **(09/18)**

5025 A resident has written requesting rear garden access to a property in Burford Lodge. Councillors agreed that this could be possible subject to a consideration. The clerk to find out what access is required. **(09/18). Minute to be removed as covered in agenda item 12.**

5026 Representatives from the Smiths Charity have contacted The Clerk as they wish to meet with trustees to determine how the funds are used. The Clerk and Cllr Murphy to meet with The Smith's Charity on 1st November. **(10/18).**

4933 Complaints have been received regarding the overgrown nature of the closed cemetery in Elstead next to the village Hall. The cemetery is managed by WBC. The Clerk to obtain a schedule as to the frequency that the cemetery is attended by WBC and monitor this work on-going. **(07/18)**

7.0 WBC UPDATE

5027 Community meals: a big success since this was relaunched – 77,000 meals have been delivered in Waverley in the last two years. **(10/18) Minute to be removed next month.**

5028 Hoppa the transport provider is in trouble. Following a current law case in North England, SCC has said that Hoppa cannot tender for school runs until this aforementioned case is

determined. Hoppa has therefore lost a significant amount of revenue. **(10/18). Minute to be removed next month.**

5029 CPRE and POW are involved in a court case challenging WBC for taking Woking's unmet housing numbers. WBC are certain that they have acted within the letter of the law and the lawcase is costing the public £200,000. A verdict is imminent. **(10/18). Minute to be removed next month.**

5030 Tommy silhouette: £750 has been raised in Elstead to purchase a Tommy silhouette and this will be fixed to the Village hall wall. It will be unveiled by the Mayor of Waverley at the Silent March to be held on 27th October. **(10/18) Minute to be removed next month.**

5031 The PC has approved for notices to be placed on the Green advising of the road closure for the Silent March. **(10/18). Minute to be removed next month.**

8.0 SCC UPDATE

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

4978 Real time bus information: as part of the s106 agreement with Weyburn £15,000 was allocated towards real time bus information. Cllr Harmer to ascertain if this can go on the bus stops by Milford Road / Hookley Lane. **(09/18).**

9.0 REPORT FOLLOWING CLERKS MEETING WITH TOM HORWOOD HELD 12th OCTOBER 2018

5032 At the TC/PC meeting with Tom Horwood the following items were discussed:

- a) CIL – this has been adopted at the Executive
 - b) Compensatory grant – concerns regarding the year on year decrease in this amount should be raised in writing at the time of submitting the annual financial review.
 - c) Incursions – Surrey is considering whether to dedicate a site for travellers to prevent incursions happening. This has been successful in neighbouring boroughs.
 - d) TC/PC Donation criteria - recommended that an application checklist should be made available on the TC/PC website. Haslemere TC explained how they had devised one.
 - e) Planning peer review – WBC went through summary.
- (10/18) Minute to be removed next month.**

10.0 NEIGHBOURHOOD PLAN UPDATE

4981 The NHP draft plan's consultation period has been extended until 30th September. Regulatory consultees have been contacted. WBC have written explaining that they should have received a copy of the draft. The SG had been advised that WBC could be consulted after the first draft had been read as some amends would be made. The Clerk to liaise with Matthew Ellis. The draft has been submitted and WBC have until 2nd November to respond. The Clerk to arrange a follow up meeting with WBC w/c 12th November to review their comments. **(10/18).**

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

- 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). Minute to be removed next month.**

11.0 FOOTPATH LINKING FARNHAM AND THURSLEY ROADS

- 5033 A resident wrote to the PC requesting if it was possible to make the steps from the Golden Fleece car park to Hope Street into a ramp therefore making it accessible for pushchairs and wheelchair users. In principle cllrs were happy with this. Cllrs to ask nearby residents as a fence might need to be moved to accommodate the minimum width required. Cllrs also to liaise with Roger Pride and Bridge House. Once agreed RK will make the ramp. Still to be decided: is a hand rail necessary. **(10/18).**

12.0 ACCESS TO BURFORD LODGE APPROACH ROAD

- 5034 A resident has asked if it is possible to have access to the rear of their property from Burford Lodge approach road for occasional garden deliveries. The PC has discussed this and agreed that occasional access could be granted on a case-by-case basis. The Clerk to advise the resident and ascertain if they would like to proceed. If the residents would like case-by-case access The Clerk to send a formal letter. **(10/18)**

13.0 DEFIBRILATOR AT THURSLEY ROAD PAVILION

- 5035 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. An electrician has been booked and an outside cabinet ordered. **(10/18).**

14.0 MEETING CALENDAR

- 5036 The meeting calendar for 2019 is now available. An electronic copy will be circulated to councillors. **(10/18). Minute to be removed next month.**

15.0 ANNUAL RETURN

- 5037 The Clerk reported that PFK Littlejohn, the external accountants are late signing off Elstead PC's accounts. SSALC are aware of issues as a result of the changeover in external auditors as a number of PC/TC have experienced similar problems. An invoice has been issued to Elstead from PFK with strict 14 day payment terms. The Clerk to write advising PFK that payment will be made on completion of the audit. **(10/18).**

16.0 FINANCIAL REVIEW

- 5038 All invoices and cash books (up to the end of September) have been double checked and signed off by Cllr Jacobs and are correct. **(10/18) Minute to be removed next month.**

5039 All bank reconciliations (up to the end of September) have been checked and signed off by Cllr Jacobs. There is a small anomaly of c£20 for August which The Clerk will investigate further. **(10/18)**.

5040 Current accounts are looking healthy. For the half year the PC has received £64k in payments and spent £20k giving a bank balance of £91k as the PC was holding a small level of reserves. Predicted spend for the second half is £40k which is slightly higher versus 17/18 due to the tree works and playground remedial work (NB this amount does not include the purchase of the new playground train). If the expenditure is £40k the PC will still finish with a bank balance of c£50k. **(10/18) Minute to be removed next month.**

17.0 REPORTS AND CORRESPONDENCE

5041 A phone call was received from a lady (originally of Elstead but no longer a resident) who has parents buried in Woolfords Lane. The caller wishes to relocate the headstone of her husband and son to Woolfords Lane but for the remains to stay in the current resting place in the Midlands. The Clerk asked Gorrings if this was legal. The undertakers advised that it was possible but that an addition would need to be made to the headstone stating that the remains were resting elsewhere. Cllrs were in agreement that the headstone should either be placed on the existing parents graves or that the caller bought a plot for the headstone. The Clerk to advise the individual. **(10/18)**.

5042 Treeworks have been commissioned in line with the survey. Unfortunately the work is slightly delayed as the tree surgeons are over running on another job. The Clerk has requested that the village and church greens be prioritised for 5th November and that the rest of the works happen from 3rd December. **(10/18) Minute to be removed next month.**

5043 Elstead FC have asked for additional tree works at Thursley Rd Rec to prevent overhanging trees interfering with football matches. The Clerk and Cllr Murphy to meet with the tree surgeon. **(18/10)**.

5044 Complaints have been received from resident concerning access to the Weyburn site. Cllr Murphy has liaised with the site manager who showed Cllr Murphy a sign explaining not to use Somerset Bridge. The Site Manager to place further signs just off A3. If residents see vehicles using this then please advise The Clerk. **(10/18) Minute to be removed next month.**

5045 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies and if so to replace with a bench made of recycled materials and not wood. **(10/18)**

5046 An email was received from Veolia workers who are finding it hard to access the bins at the Jubilee rec. The Clerk to respond to confirm that the bins may be relocated on the other side of the fence. **(10/18)**

18.0 ACCOUNTS FOR PAYMENT OCTOBER 2018

5047 The following accounts for October were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Juliet Williams	3820	Salary and working from home	£765.20
Juliet Williams	3821	travel expenses 2 x mtgs WBC	£9.00
Richard Knight	3822	maintenance	£94.50
Grasstex Ltd	3823	Lawn moving services	£2,666.76
PFK Littlejohn LLP	3824	External Audit	£480.00
ICO	3825	Data protection fee	£40.00
Imperative Training Ltd	3826	Outdoor heated cabinet and sticker	£591.60
			£4,647.06

19.0 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 was closed at the end of June. The PC has tried unsuccessfully to establish who the new owners are. **(10/18).**

20.0 MATTERS RAISED BY MEMBERS

5048 Overgrown vegetation at Truxford corner: this still has not been dealt with and The Clerk to report it again. **(10/18). Minute to be removed next month**

5049 There are logs still on Burford Lodge Rec following the work that RK did. The Clerk to ask for this to be uplifted. **(10/18) Minute to be removed next month**

5050 People have been seen walking dogs on Burford Lodge Rec as they had been told that they could by the Sharks. The Clerk to liaise with the Sharks. **(10/18) Minute to be removed next month**

5051 The Village Appreciation Group “The Elstead Society”: RK is going to cut back vegetation from Staceys Farm Road and the lay-by. He will also tidy some of the trees and the roads will be cleaned w/c 15th October. There will be a working party on 20th October at 10am to litter pick. **(10/18). Minute to be removed next month.**

- 5052 The oak bench around the oak tree is falling apart ad the concrete needs to be uplifted. To be added to the meeting agenda next month. **(10/18) Minute to be removed next month**
- 5053 There is a broken drain near Little Green which is unsightly and dangerous. The Clerk to find out who is responsible for this. **(10/18) Minute to be removed next month**

Meeting closed at 10.22 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 19th November 2018 at 7.30 pm
The URC, Milford Road, Elstead

Attendees: Cllr P. Murphy (Chair) Cllr J. Holroyd Cllr J. Mathisen
Cllr R. Gardner Cllr L. Davidsen Cllr J. Jacobs (arr. 9.10pm)

Mrs J. Williams (Clerk)

PUBLIC QUESTION TIME

5054 A resident raised the issue of increased aviation noise. The resident explained that there had been two public meetings in Thursley about this but felt that there had been insufficient advertisement about this in Elstead. The PC explained that this matter was discussed extensively three years ago at the time of the Farnborough Airport public consultation and articles were placed in the Village News and on the Village Facebook page. The PC thanked the resident for bringing this to their attention and said that it would continue to monitor noise levels and review as necessary. **(11/18) Minute to be removed next month.**

1.0 APOLOGIES FOR ABSENCE

5055 Apologies have been received from: Cllr R. Rees, Cllr K. Brooke and Cllr R. Holroyd who were not able to attend for business reasons. Their apologies were accepted by the Council. **(11/18).**

2.0 DECLARATIONS OF INTEREST

5056 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. **(11/18).**

3.0 APPROVAL OF PREVIOUS MINUTES HELD 15th OCTOBER 2018

5057 The minutes of the Parish Council meeting held on 15th October 2018 were agreed and signed by the Chairman. **(11/18).**

4.0 APPROVAL OF PREVIOUS PLANNING MINUTES HELD 15th October 2018

5058 The minutes of the Planning meeting held on 15th October 2018 were agreed and signed by the Chairman. **(11/18).**

5.0 APPROVAL OF ANNUAL FINANCE MEETING MINUTES HELD 12th November 2018

5059 The minutes of the Annual Finance Meeting held on 12th November 2018 were agreed and signed by the Chairman. **(11/18).**

6.0 MATTERS ARISING

- 5060 Jubilee Rec Train: The play area sub-committee has started to research a suitable replacement for the train. The train has significantly deteriorated and The Clerk has asked for it to be removed with immediate effect following safety concerns. Fundraising options are being investigated and it has been added to the 19/20 budget. **(11/18)**
- 5061 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has staked out the definitive line and have met the landowner. The PC offered to attend but the landowner preferred to meet SCC alone at this stage. Further follow up required by SCC. There is no progress to report. **(11/18)**
- 5062 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, Richard Knight and Cllr Davidsen to meet this first week in January to review this. **(11/18)**
- 5063 Traffic/speed/parking around the school: The PC would 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 has spoken to the school who are happy to run a speedwatch campaign in Spring 2019. The Clerk and Cllr Murphy to meet with the school in January 2019. 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. The Clerk has sent VAS locations to the Western Parish Clerk collating the information and names for training. The meeting with Jack Roberts is reported under agenda item 10. **(11/18).**
- 4959 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 the Woolfords Lane project should be allowed. The Clerk to follow up. **(09/18).**
- 4904 Clarion Update: A selection of road names were put forward for consideration however Waverley have rejected one set of names Hamilton Drive and an alternative name has been suggested. **(11/18). Minute to be removed next month.**
- 4690 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is. **(11/18). Minute to be removed next month.**
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- 5064 Seale Road: Some resurfacing works were completed in August. However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. The Clerk has emailed Stuart Copping on a number of occasions to investigate but there has been no response. The Clerk to follow up. **(11/18).**
- 4965 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action. **(09/18)**

- 5065 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Sharks submitted planning permission to WBC at the beginning of November. The Clerk has asked for more information and quotes in order to support PIC application. EVTC informed The Clerk that they were not happy with the proposed location of the container. The Clerk to follow up with The Sharks. **(11/18)**
- 5066 Tennis court floodlights: EVTC have confirmed that these have been structurally tested. The Clerk is waiting to receive this officially in writing and has chased. **(11/18)**
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- 5069 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has secured documents from WBC to say that The Green is owned by WBC and that the lease expired in 1998. WBC believes that the lease just carries over however The Clerk has asked if the lease can be renewed. Once this is renewed Elstead PC can then proceed with registration. **(11/18)**
- 5070 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 has been clarified by the report author who said that using anti-corrosive chemicals and painting it was sufficient.
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- 5071 Wooden post on Church Green: Following a site meeting, Rob Fairbanks has agreed that the RoW finger post on the Church Green should be removed and the RoW logo located on the cycle route post. The post is still in situ and Cllr Murphy has contacted Mr Fairbanks regarding its uplift. If the post has not been removed by the New Year, Elstead PC will remove it. **(11/18)**
- 5022 Draft policies on data storage etc complete and councillors to review. Cllr Rees to circulate before the November meeting. **(10/18)**

The clerk was contacted by a service provider who said that the PC website was not compliant. The website to be reviewed in the October meeting. **(09/18)**

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5074 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. The external cabinet has arrived but an alternative electrician is required. The Clerk to contact another electrician. **(11/18).**

5075 The Clerk reported that PFK Littlejohn, the external accountants are late signing off Elstead PC's accounts. SSALC are aware of issues as a result of the changeover in external auditors as a number of PC/TC have experienced similar problems. An invoice has been issued to

Elstead from PFK with strict 14 day payment terms. The Clerk to write advising PFK that payment will be made on completion of the audit. The day after the October meeting the Clerk received notification that the audit was complete and has paid the invoice **(11/18)**. **Minute to be removed next month.**

5076 All bank reconciliations (up to the end of September) have been checked and signed off by Cllr Jacobs. There is a small anomaly of c£20 for August which The Clerk has found and the bank reconciliation now tallies. **(11/18)**. **Minute to be removed next month.**

5077 A phone call was received from a lady (originally of Elstead but no longer a resident) who has parents buried in Woolfords Lane. The caller wishes to relocate the headstone of her husband and son to Woolfords Lane but for the remains to stay in the current resting place in the Midlands. The Clerk asked Gorrings if this was legal. The undertakers advised that it was possible but that an addition would need to be made to the headstone stating that the remains were resting elsewhere. Cllrs were in agreement that the headstone should either be placed on the existing parents graves or that the caller bought a plot for the headstone. The Clerk has advised the individual. **(11/18)**. **Minute to be removed next month.**

5043 Elstead FC have asked for additional tree works at Thursley Rd Rec to prevent overhanging trees interfering with football matches. The Clerk and Cllr Murphy to meet with the tree surgeon. **(10/18)**. **Minute to be removed as covered in agenda item 17.**

5078 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. **(11/18)**

5079 An email was received from Veolia workers who are finding it hard to access the bins at the Jubilee rec. The Clerk to respond to confirm that the bins may be relocated on the other side of the fence. **(11/18)** **Minute to be removed next month.**

7.0 WBC UPDATE

5080 There was no update as Borough Councillors were attending a meeting at WBC. **(11/18)**. **Minute to be removed next month.**

8.0 SCC UPDATE

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

4978 Real time bus information: as part of the s106 agreement with Weyburn £15,000 was allocated towards real time bus information. Cllr Harmer to ascertain if this can go on the bus stops by Milford Road / Hookley Lane. **(09/18)**.

5081 The Leader of SCC is stepping down. A decision will be made on 23rd November as to who will be nominated as candidates to become Leader. Cllr Harmer is hoping to use this opportunity of amending the constitution to make it more inclusive and to use the talents of backbenchers. **(11/18)**. **Minute to be removed next month.**

9.0 REPORT FOLLOWING MEETING WITH WESTERN VILLAGES HELD 30th OCTOBER 2018

- 5082 The Western Village meeting was attended by Hannah Gutteridge, SCC Countryside. She agreed that as MoD have improved BW68 she would use the SCC monies allocated to this project to improve two sections of BW69. Additionally BW113 will have some remedial works. Materials will be ordered in this financial year although the work won't likely start until after April. Cllr Harmer is already in discussions with SCC colleagues regarding a similar fund for RoW repairs for next fiscal. **(11/18). Minute to be removed next month.**

10.0 REPORT FOLLOWING MEETING WITH JACK ROBERTS HELD 30th OCTOBER 2018

- 5083 Jack Roberts, SCC Parking, assessed the traffic and parking problems in Elstead. To install yellow lines would require a consultation and Jack did not think that this was an appropriate solution. His recommendation is for 2 x H bars either side of the Moors Lane junction and additionally an H bar at the end of the Green near to the Woolpack. Councillors agreed with these options. The Clerk to advise Jack Roberts. Lines will likely be installed early in 2019. **(11/18). Minute to be removed next month.**

11.0 REPORT FOLLOWING MEETING WITH SMITHS CHARITY HELD 1st NOVEMBER 2018

- 5084 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. If The Smiths Charity sub committee does require a policy then Councillors have agreed this can be adopted. **(11/18).**

12.0 REPORT FOLLOWING MEETING WITH WBC PLANNING HELD 12th NOVEMBER 2018

- 5085 Members of the Steering Group met with WBC planners. The objective of the meeting was to go through WBC's response to our Article 14 as well as understand conflicting information in a recent letter sent by Mrs Sims which implied that E&W SG could take back the task of site allocations. During the meeting it was evident that there is still division between what E&W SG and WBC wish to do regarding the Settlement Boundary. It is unclear if E&W SG would be legally allowed to take back site allocations. WBC suggested that E&W NHP take legal advice on this matter which E&W SG does not think is affordable (given our small precept) or appropriate (WBC is our advisory body and should provide this information). The SG has emailed Cllr D Else and he is following up this matter with WBC. Also in the meeting WBC explained that LPP2 has been deferred to summer 2019 and a series of workshops with different parishes has been proposed. **(11/18).**

13.0 REPORT FOLLOWING ANNUAL FINANCE MEETING HELD 12th OCTOBER 2018

- 5086 The Clerk had circulated the minutes and the proposed budget in advance of the November PC meeting. Councillors are proposing an increase of 50% in the precept to cover finalising the NHP, replacing the train and on-going tree works. Councillors accepted this proposed increase and suggested that this be communicated to residents via an article in the Elstead Village News. **(11/18).**

14.0 NEIGHBOURHOOD PLAN UPDATE

- 5087 The NHP SG received draft comments from WBC following Article 14. Members of the SG met with WBC on 12th November the meeting has been reported under agenda item 12. **(10/18). Minute to be removed next month.**

15.0 WEYBURN COMMONLAND REGISTRATION

- 5088 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. **(11/18).**

16.0 FOOTPATH LINKING FARNHAM AND THURSLEY ROADS

- 5089 Footpath ramp Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail. The PC has agreed to support this cost. **(11/18).**

17.0 TREE SURVEY UPDATE

- 5090 Some initial works have been done to trees at Woolfords cemetery and the rest will be started w/c 5th December. The Clerk has advised EVTC, EVAA and The Sharks. 1st Call have quoted to further cut back the oak trees on the Thursley Road rec. The quote of £420 plus VAT was accepted by councillors. Work is necessary as the branches are touching the power lines. **(11/18) Minute to be removed next month.**

18.0 FLOODING

- 5091 In response to comments by the PC that there had been little maintenance of main rivers, other watercourses and ditches, David Harmer responded that the problem was that there was no money available for revenue projects; there might be money for capital projects. The PC decided that a CIL project should be added to the NHP to investigate how flood issues further and propose how flood risk in the Parish could be reduced. **(11/18). Minute to be removed next month.**

19.0 BENCH AROUND THE OAK TREE ON THE VILLAGE GREEN

- 5092 Village Green Bench: Councillors are in agreement that the concrete base of the existing seat must be removed and a replacement seat installed. Richard Knight has made a similar rustic-style seat at Thursley Recreational ground of which The Clerk showed councillors a photo. The Clerk to ask Richard for a quote and to get 2 cross quotes. The existing seat to stay in place until a replacement is found. **(11/18).**

20.0 ELSTEAD PC WEBSITE

- 5093 Elstead PC website needs updating. A sub-committee has been set up with The Clerk, Cllr Jacobs and Dawn Davidsen and it will investigate options. The sub committee will meet in January 2019. **(11/18).**

21.0 SCC CONSULTATIONS

- 5094 SCC Consultations: there are 5 consultations currently running for which feedback is required by 4th January. An drop in session will be held on 12th December in the morning at the Wilfred Noyce Centre for anyone wishing to talk to SCC directly about these consultations. The consultations cover areas such as libraries, bus travel and amenity points. The Clerk will advertise in the village. All councillors to read the consultations before the December meeting where they will be discussed and the Clerk will respond on behalf of the PC accordingly. **(11/18).**

22.0 REPORTS AND CORRESPONDENCE

- 5095 A resident emailed with regards speeding along the Milford Road. There is not a lot the PC is able to do with regards speed enforcement however there is an option of sharing a mobile VAS with other Western Villages. Speed reduction can be effective when a VAS is installed in a new place for a few weeks before being moved on to another location. **(11/18). Minute to be removed as covered in minute 5063.**
- 5096 A resident emailed asking if a councillor can be responsible for The Croft playground. Cllr J. Holroyd has agreed and will check the playground every month. **(11/18) Minute to be removed next month.**
- 5097 Advance warning was received regarding gas works to the Shackleford Road outside Tanshire park which will be controlled by traffic lights. The Clerk to publicise this and to advise the school. **(11/18) Minute to be removed next month.**
- 5098 The Clerk contacted Grasstex who provide grass maintenance services for the PC. They have advised that they will keep the prices at the same level for 2019. **(11/18). Minute to be removed next month.**
- 5099 SSALC and NALC have advised the PC of price increases to their 2019 annual subscriptions of 4.5% and 1.9% respectively. **(11/18). Minute to be removed next month.**
- 5100 Information received on Guildford Action Sleep Out. **(11/18). Minute to be removed next month.**
- 5101 Email received regarding winter weather preparations. **(11/18). Minute to be removed next month.**
- 5102 VASWS announced their annual conference on 9th April 2019. **(11/18). Minute to be removed next month.**
- 5103 Request from URC to all hirers inviting them to participate in a service on 23rd to which people bring a nativity character. Unfortunately the PC is unable to participate and The Clerk will advise the URC. **(11/18). Minute to be removed next month.**
- 5104 A request for more bark to be sourced. No councillors were aware of what had been previously ordered and The Clerk to liaise with Richard Knight. **(11/18). Minute to be removed next month.**
- 5105 Press releases received on the following: Biffa, LLP2 delays, Borough hall showing The Nutcracker, Boiler Gran to most vulnerable, newly refurbished Memorial Hall in Farnham,

WBC adopts CIL, Paper Recycling SCC, Remembrance Events, Design Awards. **(11/18). Minute to be removed next month.**

18.0 ACCOUNTS FOR PAYMENT NOVEMBER 2018

5106 The following accounts for November were presented for payment, duly authorised and cheques signed:

Payee	Cheque no	Purpose	Amount
Maxwell and Co Ltd	3827	Salary Preparation	£72.00
Sandra Cheeseman	3828	Poppy Wreath	£25.00
Juliet Williams	3829	Salary and working from home	£765.20
Juliet Williams	3830	admin expenses	£12.74
Richard Knight	3831	maintenance	£648.76
Richard Knight	3832	cemetery	£30.00
Cranleigh Parish Council	3833	memorial management Training Day	£96.00
Veolia	3834	bin emptying 24.11.18 to 15.02.19	£215.28
SEE	3835	Burford Lodge Charges	£41.24
Elstead Village Hall	3836	Youth centre hire for WBC meeting 12.11.18	£14.00
Ian Jeffery	3837	Burford Lodge Rec equipment treating	£430.62
Kompan	3838	Play equipment	£4,314.18
			£6,665.02

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

20.0 MATTERS RAISED BY MEMBERS

5107 Cllr J. Holroyd advised that she has been invited to do a defibrillator training session at the Sharks AGM on 30.11.18. **(11/18). Minute to be removed next month.**

5108 Cllr advised that she would like to do another public defibrillator training session one Saturday at the village hall. The Clerk and Cllr Holroyd to liaise over dates. (11/18).

5109 EER - A local farmer has offered to provide support following heavy snowfall. The farmer to advise in writing that his details made be added to the public EER document. **(11/18). Minute to be removed next month.**

5110 The opportunity of remembering Peter Hartleys positive contribution was discussed with one idea being an annual award being given in his name. Cllrs to consider this more fully and discuss in Januarys PC meeting. **(11/18). Minute to be removed next month.**

Meeting closed at 10 pm

ELSTEAD PARISH COUNCIL
Minutes of Meeting

Monday 10th December 2018 at 7.40 pm
The Youth Centre, Thursley Road, Elstead

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

PUBLIC QUESTION TIME

5111 A resident raised the issue of the pavement/surface in front of The Spar to the Forge and from Back Lane to Staceys Farm Road. The Clerk to contact SCC Highways. **(12/18)**.

1.0 APOLOGIES FOR ABSENCE

5112 Apologies have been received from: Cllr P. Murphy and Cllr R. Gardner who were not able to attend for business reasons. Their apologies were accepted by the Council. **(12/18)**.

2.0 DECLARATIONS OF INTEREST

5113 Cllr L. Davidsen declared an interest in agenda item No 19. Cllr L. Davidsen sat in the public area for this matter and did not participate in the discussion. 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. **(12/18)**.

3.0 APPROVAL OF PREVIOUS MINUTES HELD 19th NOVEMBER 2018

5114 The minutes of the Parish Council meeting held on 19th November 2018 were agreed and signed by the Chairman. **(12/18)**.

4.0 APPROVAL OF ANNUAL SMITHS CHARITY MEETING MINUTES HELD 28th NOVEMBER 2018

5115 The minutes of the meeting have been deferred and will be presented for signing next month. **(12/18)**.

5.0 MATTERS ARISING

5060 Jubilee Rec Train: The play area sub-committee has started to research a suitable replacement for the train. The train has significantly deteriorated and The Clerk has asked for it to be removed with immediate effect following safety concerns. Fundraising options are being investigated and it has been added to the 19/20 budget. **(11/18)**

5116 FP64: The landowner has applied for a diversion across the field. Jo Porter (SCC Countryside) has staked out the definitive line and have met the landowner. The PC

offered to attend but the landowner preferred to meet SCC alone at this stage. Further follow up required by SCC. There is no progress to report and the Clerk to forward a strong letter asking for progress. **(12/18)**

- 5062 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, Richard Knight and Cllr Davidsen to meet this first week in January to review this. **(11/18)**
- 5117 Traffic/speed/parking around the school: The PC would 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 has spoken to the school who are happy to run a speedwatch campaign in Spring 2019. The Clerk and Cllr Murphy to meet with the school in January 2019. 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. The Clerk has sent VAS locations to the Western Parish Clerk collating the information and RK has agreed to be trained. The clerk to ask Cllr Harmer for an update on this. **(12/18).**
- 5118 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 the Woolfords Lane project should be allowed. The Clerk to follow up. **(12/18).**
- 4961 New NHP support programme with increased funding to £17,000. The Clerk ascertained E&W NHP is eligible to obtain a further £2,000 and will apply for this grant once the next steps are determined and an estimate for works received. **(09/18)**
- 5119 Seale Road: Some resurfacing works were completed in August. However, a recent water main flushing exercise revealed that most of the road drains were blocked by debris. The Clerk has emailed Stuart Copping on a number of occasions to investigate but there has been no response. The Clerk to follow up. **(12/18).**
- 5120 Sharks floodlights: The PC to draw up a new agreement with the Sharks. The Clerk to action when the floodlights have been purchased. **(12/18)**
- 5121 Sharks floodlights and semi permanent storage: The Sharks have applied for funding from SCC Members Allocation group and The Clerk has submitted a PIC application to WBC on behalf of the Sharks. The Sharks submitted planning permission to WBC at the beginning of November. The Clerk has asked for more information and quotes in order to support PIC application. The Clerk is waiting on the quotes to forward to WBC. The Clerk explained that EVTC were not happy with the original location of the container. It is proposed to go parallel with Ham Lane at the edge of the rec which cllrs approved. **(12/18)**
- 5122 Tennis court floodlights: EVTC have confirmed that these have been structurally tested and have forwarded the documentation to The Clerk. **(12/18) Minute to be removed next month.**
- 5123 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 3 signs regarding this. Signs to be placed in all three PC owned play areas. The Clerk asked the PC lawyers for the exact wording and is waiting for this. The Clerk has chased several times. **(12/18)**.

5124 BT phonebox by the zebra crossing: BT had informed the Clerk that the phonebox had been repaired but there is still broken glass. The Clerk has reported this as has a resident. The damaged panels have been boarded up and will be repaired within a few days according to the BT Helpdesk. **(12/18)**.

5125 Village Green Registration: Following the wooden post that was put up on Church Green it appears as if some of Church Green is unregistered in terms of ownership and none of the Green is registered as common land. Cllrs agreed that the area should be registered as common land. The Clerk has secured documents from WBC to say that The Green is owned by WBC and that the lease expired in 1998. WBC believes that the lease just carries over however The Clerk has asked if the lease can be renewed. Once this is renewed Elstead PC can then proceed with registration. The Clerk has asked WBC but has not had a response. **(12/18)**

5071 Wooden post on Church Green: Following a site meeting, Rob Fairbanks has agreed that the RoW finger post on the Church Green should be removed and the RoW logo located on the cycle route post. The post is still in situ and Cllr Murphy has contacted Mr Fairbanks regarding its uplift. If the post has not been removed by the New Year, Elstead PC will remove it. **(11/18)**

5022 Draft policies on data storage etc complete and councillors to review. Cllr Rees to circulate before the November meeting. **(10/18)**

The clerk was contacted by a service provider who said that the PC website was not compliant. The website to be reviewed in the October meeting. **(09/18)**

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

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

4983 WBC will no longer supply paper copies of planning applications. The plans are not easy to review online. All councillors to review plans prior to the meeting. The Clerk to download plans for the meeting and these to be projected onto the wall. Councillors to review how this is working at the end of the year. **(12/18)**. **Minute to be removed next month as covered in agenda item 11.**

4992 A resident wrote complaining about parking outside the school. The Clerk to respond. **(09/18)**

4933 Complaints have been received regarding the overgrown nature of the closed cemetery in Elstead next to the village Hall. The cemetery is managed by WBC. The Clerk to obtain a schedule as to the frequency that the cemetery is attended by WBC and monitor this work on-going. **(07/18)**

- 5073 A resident has asked if it is possible to have access to the rear of their property from Burford Lodge approach road for occasional garden deliveries. The PC has discussed this and agreed that occasional access could be granted on a case-by-case basis. The Clerk advised the resident who is deciding how they would like to proceed. If the residents decide that case-by-case access is sufficient The Clerk to send a formal letter. If the resident decides to ask for permanent access a financial consideration would be required. The Clerk to contact David Rumsey in the meantime to ask if he can advise the PC in this matter. **(11/18)**
- 5126 The defibrillator at Thursley Road Pavilion was discussed on the village facebook page with residents suggesting that the defibrillator should be sited outside the pavilion and not inside. Concerns had been expressed as to the safety of the defibrillator if it were sited on the outside walls and potential damage from stray balls. Cllr J. Holroyd and The Chair have chosen a reasonably safe site. The external cabinet has arrived but an alternative electrician is required. The Clerk to contact another electrician. **(12/18).**
- 5127 Damaged bench in front of the cricket pavilion needs to be replaced. The Clerk to investigate if the PC can use PIC monies. The Clerk has started to investigate a bench made of recycled materials and not wood. The Clerk is looking at more bench options. **(12/18)**
- 5084 Councillor Murphy and The Clerk met with a consultant who was working on behalf of The Smith's Charity. The Smiths Charity is keen to audit its' beneficiaries. The Consultant explained that some Trustees allocate funds to organisations rather than individuals but she was satisfied with our approach. The consultant explained that we will need to have safeguarding policy and The Clerk has written to the consultant to find out further information as we do not deal directly with the recipients. If The Smiths Chairty sub committee does require a policy then Councillors have agreed this can be adopted. **(11/18).**
- 5086 The Clerk had circulated the minutes and the proposed budget in advance of the November PC meeting. Councillors are proposing an increase of 50% in the precept to cover finalising the NHP, replacing the train and on-going tree works. Councillors accepted this proposed increase and suggested that this be communicated to residents via an article in the Elstead Village News. **(11/18).**
- 5128 The Clerk sent a letter to the Inspector opposing Clarions' Housing application for the deregistration of common land. If sufficient objections are received it is likely to go to a Public Inquiry. There has been no further update on this. **(12/18).**
- 5089 Footpath ramp Hope Street / The Fleece: Cllr J. Holroyd has liaised with all parties and all are in agreement. Richard Knight to meet with Paul Tucker and to install ramp and hand rail. The PC has agreed to support this cost. **(11/18).**
- 5092 Village Green Bench: Councillors are in agreement that the concrete base of the existing seat must be removed and a replacement seat installed. Richard Knight has made a similar rustic-style seat at Thursley Recreational ground of which The Clerk showed councillors a photo. The Clerk to ask Richard for a quote and to get 2 cross quotes. The existing seat to stay in place until a replacement is found. **(11/18).**

5093 Elstead PC website needs updating. A sub-committee has been set up with The Clerk, Cllr Jacobs and Dawn Davidsen and it will investigate options. The sub committee will meet in January 2019. **(11/18).**

5094 SCC Consultations: there are 5 consultations currently running for which feedback is required by 4th January. An drop in session will be held on 12th December in the morning at the Wilfred Noyce Centre for anyone wishing to talk to SCC directly about these consultations. The consultations cover areas such as libraries, bus travel and amenity points. The Clerk will advertise in the village. All councillors to read the consultations before the December meeting where they will be discussed and the Clerk will respond on behalf of the PC accordingly. **(12/18). Minute to be removed next month as covered under agenda item 10.**

5129 Carehome Weyburn Land: Cllr J Else to follow up what the planning condition for the carehome is and whether Thakeham are building to the agreed planning conditions i.e the land looks as if it has been raised. **(12/18).**

6.0 WBC UPDATE

5130 The following written update was supplied by Cllr J. Else prior to the December meeting:

- New tenders invited for grass cutting in the borough
- Looking forward to enabling a new visitor centre at Frensham Ponds
- Farnham Memorial Hall – works now completed
- £3.2m allocated to Farnham and Godalming Leisure Centres
- Consultation to start in 2019 on new leisure centre for Cranleigh est cost £12m
- New legislation to control dog fouling and WBC working with East Hants Council on this
- Cllr J Else conferring with Surrey Heartlands on any possible future changes
- Community meals on wheels continues to be successful and provided 25,000 meals from April 2017 to March 2018. **(12/18). Minute to be removed next month.**

7.0 SCC UPDATE

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

5131 Real time bus information: as part of the s106 agreement with Weyburn £15,000 was allocated towards real time bus information. Cllr Harmer to ascertain if this can go on the bus stops by Milford Road / Hookley Lane. The Clerk to follow up with Cllr Harmer. **(12/18).**

8.0 REPORT FOLLOWING JOINT PARISH AND TOWN MEETING HELD 3rd DECEMBER 2018

5132 Cllrs P. Murphy and J. Mathisen attended this meeting along with The Clerk. WBC explained that there will probably be no restrictions to council tax changes for parishes and towns but that this will be confirmed by the government on 6.12.18. WBC explained that Compensatory grant and local support grant would be reduced before being terminated within the next couple of years. Elstead PC raised several points about this during the meeting. WBC advised EPC to send a letter to the WBC Executive when the FY19/20 budget is submitted explaining the effect of losing this money. WBC also

discussed the SCC Consultations. WBC is liaising with SCC over this because if SCC cuts monies in one area WBC may end up having to pay for it. Both sides are discussing whether they can benefit from shared customer services etc and other areas as a way of saving revenue. **(12/18) Minute to be removed next month**

9.0 NEIGHBOURHOOD PLAN UPDATE

5133 There is no further action to report on the NHP this month as EPC and the NHP SG are waiting to attend a meeting with The Leader of WBC in the new year, the outcome of which, will determine the direction for the NHP. **(12/18)**

5085 Members of the Steering Group met with WBC planners. The objective of the meeting was to go through WBC's response to our Article 14 as well as understand conflicting information in a recent letter sent by Mrs Sims which implied that E&W SG could take back the task of site allocations. During the meeting it was evident that there is still division between what E&W SG and WBC wish to do regarding the Settlement Boundary. It is unclear if E&W SG would be legally allowed to take back site allocations. WBC suggested that E&W NHP take legal advice on this matter which E&W SG does not think is affordable (given our small precept) or appropriate (WBC is our advisory body and should provide this information). The SG has emailed Cllr D Else and he is following up this matter with WBC. Also in the meeting WBC explained that LPP2 has been deferred to summer 2019 and a series of workshops with different parishes has been proposed. **(11/18).**

10.0 SCC CONSULTATIONS

5134 SCC needs to save £85m from April 2019. It is currently consulting on 5 different areas as a way of cost saving. The consultation runs until 4th January 2019. SCC are consulting on the following; Children's centres, SEND, reduced cost bus travel for disabled people, library strategy and refuse and CRC's. Cllrs discussed at length the five areas. In summary councillors did not feel qualified to comment extensively on the 5 topics however it was agreed that The Clerk would send a generic statement highlighting the danger of having isolated strategies and to avoid disproportionately and negatively affecting rural and remote villages. **(12/18). Minute to be removed next month.**

11.0 REVIEW OF ON-LINE PLANNING MEETING FORMAT

5135 Online plans: Cllrs are reasonably happy with the online format however some plans are tricky to see. The Clerk to ask WBC if it would still be possible to have large development plans still on paper. The online format to be reviewed again in six months time. **(12/18).**

12.0 ELSTEAD SOCIETY - AGREEMENT TO SET UP A SUB COMMITTEE & FINANCE CERTAIN PROJECTS

5136 Cllr J Mathisen proposed the establishment of a sub committee with the objective of improving the appearance of the village. Cllr J. Mathisen and Cllr K. Brooke were co-opted onto the sub-committee. The Clerk to attend meetings occasionally when it is required for formal minutes to be taken. Councillors agreed to the formation of this sub-committee. **(12/18). Minute to be removed next month.**

5137 Elstead Society: Cllr J. Mathisen to write an article for the January issue of the EVN explaining the purpose of the Elstead Society and to set up a meeting in early January where the terms of reference would be discussed. The Clerk to attend. **(12/18)**

5138 Cllr J. Mathisen proposed that the first Elstead Society project would be the erection of a Christmas tree on the Village Green. The tree would be supplied free and cllrs agreed that The Elstead Society could spend £150 to buy some battery operated Christmas lights which the PC would finance. **(12/18). Minute to be removed next month.**

13.0 CITIZENS ADVICE WAVERLEY – FUNDING REQUEST

5139 A letter was received from Citizens Advice Waverley requesting funding support. EPC agreed to fund CAW £500 as it supports residents. **(12/18) Minute to be removed.**

14.0 HOUSING NEEDS SURVEY REQUEST

5140 Cllr J Jacobs explained that it would be helpful to undertake an updated Housing Needs Survey. The last such survey was conducted in 2012. It would be helpful to see how many affordable homes would be needed. Elstead and Weyburn already have the numbers of houses to be sited on the Weyburn Site and other developers are proposing affordable housing so it would be useful to understand the number actually required. Cllrs agreed to this. The survey results should be back by the middle to end of March 2019. The estimated cost is £2,000 (to include printing and postage) which cllrs accepted. The Clerk to arrange. **(12/18)**

15.0 EXTERNAL AUDIT COMPLETION - REPORT

5141 The Clerk reported that the annual return for 2017/18 is complete and has been signed off by the external auditor. There were no issues raised by the external auditor. The Notice of Conclusion of Audit (and prior to this the notice of the public rights of exercise) were published on the PC noticeboard on the Green and on the PC's website in line with The Accounts and Audit regulations 2015 (SI 2015/234). The Notice of Conclusion was posted on 19th October as the external auditors were late completing the audit (the letter from PFK Littlejohn was dated 16.10.18). **(12/18). Minute to be removed next month.**

16.0 REPORTS AND CORRESPONDENCE

5142 A resident emailed to explain that the bus (route 46) was cancelled in December on two occasions. **(12/18) Minute to be removed next month.**

5143 A resident called to complain that vehicles are parking on verges opposite their property and this is affecting the verges. The PC discussed this but there is nothing it can do about this matter. **(12/18) Minute to be removed next month.**

5144 An email was received from Team Leader for Local Plans and Planning Policy asking for projects for the Infrastructure Delivery plan. Cllrs discussed this prior to the meeting and agreed the following: a new Sports pavilion at Burford Lodge (cost approx £200k), Elstead - Milford cycle route (cost unknown at present), extension of The Thursley Road carparking layby (cost at £50k). The Clerk to submit to WBC **(12/18). Minute to be removed next month.**

- 5145 WBC Directors advised that the government were late sending through any confirmation on council tax restrictions. This information had been due on 6.12.18. **(12/18). Minute to be removed.**
- 5146 An acknowledgement was received from Cllr Julia Potts to the letter sent by The Clerk on behalf of the PC. The letter stated that a meeting would be set up with The Leader and Cllr. P Murphy early 2019. **(12/18). Minute to be removed next month.**
- 5147 Richrd Knight agreed to attend a tree inspection course so that he can regularly check the PC's trees. The PC will still undertake a formal survey bi-annually with a certified arborculturist. **(18/12). Minute to be removed next month.**
- 5148 The Clerk received information on vacant allotments in Witley which was shared with the EVAA. **(18/12). Minute to be removed next month.**

17.0 ACCOUNTS FOR PAYMENT DECEMBER 2018

- 5149 The following accounts for December were presented for payment, duly authorised and cheques signed:

ACCOUNTS FOR PAYMENT - December 2018

Payee	Cheque no	Purpose	Amount
Smiths Charity various	3841-3864	Smiths Charity	£2,845.00
Juliet Williams	3865	Salary and working from home	£765.20
Juliet Williams	3866	admin expenses	£24.12
HMRC	3867	PAYE	£42.57
Elstead Village Hall	3868	room hire 10.12.18 for parish meeting	£17.00
Dale valley Training Ltd	3869	tree inspection course	£186.00
Citizens Advice Waverley	3870	Donation	£750.00
Smiths Charity	3871	Smiths Charity	£155.00
			£155.00
			£4,939.89

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

19.0 MATTERS RAISED BY MEMBERS

- 5151 Cllr J. Holroyd advised that she would like to do another public defibrillator training session one Saturday at the village hall. The Clerk and Cllr Holroyd to liaise over dates – there is no date as of yet. **(12/18).**
- 5152 The overgrown vegetation by Truxford Corner was raised again as this is dangerous for horses and cyclists. The Clerk to record at SCC online. **(12/18). Minute to be removed next month.**

- 5153 Damaged railing were highlighted on the Farnham Road. The Clerk to record at SCC online. **(12/18). Minute to be removed next month.**
- 5154 Broken up road on the Thursley Road. The Clerk to record at SCC online. **(12/18). Minute to be removed next month.**

Meeting closed at 10.30 pm