

# Effingham Parish Council



To Councillor .....

**I HEREBY GIVE YOU NOTICE**  
**that the Annual Meeting of Effingham Parish Council will be held**  
**in the King George V Hall, Browns Lane, on Tues 29th May 2018 at 8pm**  
**All members of the Council are hereby summoned to attend for the**  
**purpose of considering and resolving upon the business to be**  
**transacted at the meeting, as set out hereunder.**

Members of the public are welcome to attend and observe. At the Chairman's discretion they may be invited to speak during any item. Additionally, at the beginning of the meeting, up to five members of the public may address the Parish Council for up to two minutes on matters within the Parish Council's scope.

To do this, please give details to the Clerk as below, **before the meeting.**

**Jon Short, Clerk and Responsible Financial Officer**

## **BUSINESS TO BE DONE**

<b>153/18</b>	<b>TO ELECT THE CHAIRMAN FOR THE FORTHCOMING YEAR:</b>
<b>154/18</b>	<b>TO ELECT THE VICE CHAIRMAN FOR THE FORTHCOMING YEAR:</b>
<b>155/18</b>	<b>SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE (2017/18)</b> Chairman and Vice Chairman to sign:
<b>156/18</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
<b>157/18</b>	<b>TO REVIEW THE REGISTER OF INTERESTS &amp; OTHER INTERESTS AFFECTING THIS AGENDA, INCLUDING INTERESTS FOR PARISH COUNCILLORS ACTING WITHIN THE CUSTODIAN TRUSTEE FOR THE EFFINGHAM VILLAGE RECREATION TRUST.</b>

<b>158/18</b>	<b>TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING OF 24TH APRIL 2018</b>
<b>159/18</b>	<b>TO DEAL WITH ANY MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA</b>
<b>160/18</b>	<b>TO REVIEW THE PARISH COUNCILS':</b> i) <b>STANDING ORDERS</b> ii) <b>FINANCIAL REGULATIONS AND</b> iii) <b>CODE OF CONDUCT:</b> (Clerk notes)
<b>161/18</b>	<b>To Sign the Accounting Statements for 2017/18 for Effingham Parish Council:</b> Chairman and Clerk/RFO to sign.
<b>162/18</b>	<b>INTERNAL AUDIT:</b> To receive the EPC internal audit for 2017/18 from Mulberry & Co. (Clerk notes)
<b>163/18</b>	<b>Effingham Village Recreation Trust:</b> To approve the Procedure proposed by the Working Group, for the appointment by the Council of Trustees of the Effingham Village Recreation Trust. (192/18) (Clerk notes)
<b>164/18</b>	<b>TO REVIEW THE FOLLOWING PARISH COUNCIL POLICIES:</b> 01) Policy against Bribery 02) Policy on the Acceptance of Gifts and Hospitality 03) Policy against Fraud & Corruption 04) Policy on Whistle-blowing 05) Complaints Procedure 06) Policy on Equality 07) Policy on Guidance Statements on Freedom of Information 08) Policy on Retention and Disposal of Records and Documents 09) Policy on Press & Media Protocols 10) Policy on Data Protection and Information Security 11) Council Employees' Code of Conduct 12) Protocol for Dealings by Council Staff with Members of the Public
<b>165/18</b>  <b><u>2018</u></b>	<b>TO CONFIRM MEETING DATES FOR FUTURE PARISH COUNCIL MEETINGS:</b> June 19th July 31st August 28th September 25th October 30th November 27th December - none

<p><b><u>2019</u></b></p>	<p>January 8th  January 29th  February 26th  March 26th  April 9th (Annual Parish Council Meeting)  April 30th  May 28th (Annual Meeting of the Parish Council)</p>
<p><b>166/18</b></p>	<p><b>TO REVIEW PARISH COUNCIL AUDITORS, CONTRACTS, SUBSCRIPTIONS AND MEMBERSHIPS:</b></p> <p><u>Auditors:</u></p> <p>External Auditor (allocated) - <b>PKF Littlejohn</b>  Internal Auditor - <b>Mulberry &amp; Company</b></p> <p>Agree to appoint Mulberry &amp; Company as Internal Auditor for 2018/19</p> <p><u>Bank Accounts:</u></p> <p>Parish Council Current Account provider - <b>Unity Trust Bank</b>  Parish Council Savings Account provider - <b>Santander Bank</b></p> <p><u>other -</u></p> <p>Parish Council pre-charged Debit Card provider - <b>Frees Family Finance Ltd</b></p> <p><u>Insurance:</u></p> <p>Parish Council provider - <b>Hiscox</b>  (3 year agreement 2016-2019)</p> <p><u>Service contracts and suppliers of utilities:</u></p> <p>Parish Council burial ground maintenance - <b>Countrywide Grounds Maintenance</b>  (2 year agreement 2017-2019)  Parish Council email provider - <b>HCI Data</b>  Parish room phone/broadband provider - <b>Phone Coop</b>  Parish room photocopier contract - <b>BTS</b>  Courtyard security - <b>Cornwell</b>  Parish room fire equipment - <b>ADT</b>  Electricity provider to parish room - <b>EDF</b>  Clean water provider to parish room / allotments - <b>SES</b>  Waste water provider to parish room - <b>Castle Water</b>  Parish room PAT testing – under review</p>

	<p><u>Subscriptions and Memberships:</u></p> <p>SALC - Surrey Association of Local Councils  NALC - National Association of Local Councils  SLCC - Society of Local Council Clerks  CPRE - Campaign to Protect Rural England  DPA - Information Commissioners Office</p>
<p><b>167/18</b>  Currently  Councillor:</p> <p>Hackett</p> <p>Mayell</p> <p>Pindar</p> <p>Moss</p> <p>Symes</p> <p>Symes</p> <p>Pindar</p> <p>Hogger &amp;  Nicholls</p> <p>Symes</p> <p>All Cllr's</p> <p>Moss</p>	<p><b>TO APPOINT REPRESENTATIVES TO LIASE WITH  OUTSIDE ORGANISATIONS:</b></p> <p>Surrey Association of Local Councils (SALC)  (Voting representative)</p> <p>Effingham Village Recreation Trust (EVRT)</p> <p>Smiths Charity</p> <p>Surrey Police</p> <p>Friends of Effingham Common</p> <p>Guildford Borough Council Corporate Governance and  Standards Committee</p> <p>Surrey Community Action</p> <p>Protection of Home Farm Estate</p> <p>Open Spaces Society</p> <p>Howard of Effingham</p> <p>Youth &amp; Community initiatives</p>
<p><b>168/18</b>  Currently  Councillor:  All Cllr's</p> <p>Hackett</p>	<p><b>TO APPOINT MEMBERS OF ADVISORY GROUPS:</b></p> <p>Planning -</p> <p>Rights of Way -</p> <p>Risk Inspections -</p> <ol style="list-style-type: none"> <li>1) Bus Stops and salt bins</li> <li>2) Shops area and village centre</li> <li>3) Burial Ground</li> <li>4) Allotments</li> <li>5) Parish room, office &amp; WC</li> </ol>

<p>Symes Pindar Martland Pindar Hackett</p>	<p>Physical risk assessments are currently completed by the Clerk on a quarterly basis.</p> <p>6) Operational Risk - Compliance 7) Operational Risk - Financial 8) Operational Risk - Business continuity 9) Operational Risk - Management of people, projects &amp; events 10) Strategic Risk</p> <p><u>Web Master IT support -</u></p> <p>Currently - Chris Hogger</p> <p><u>Allotment Management -</u></p> <p>Currently - Liz Cooper, Elaine Elliot, Kate Mitchell &amp; Philip Vallis.</p> <p><u>Allotment Maintenance</u></p> <p>Currently - Trevor Markham</p>
<p>169/18</p>	<p><b>TO AGREE FINANCIAL ARRANGEMENTS:</b></p> <p>To continue to pay the following by <b>standing order</b>:</p> <p><b>Effingham Village Recreation Trust</b> - Service Level Agreement &amp; Supplementary contribution towards the provision of services and facilities at the KGV Hall &amp; Playing Fields payments.</p> <p><b>Countrywide Grounds Maintenance</b> - Parish Council Burial Ground maintenance payments</p> <p><b>HMRC</b> - Employee TAX &amp; NI payments.</p> <p><b>The Surrey Pension Fund</b> - Employee pension payments.</p> <p><b>Clerk</b> - Employee salary payments.</p> <p>To continue to pay the following by <b>direct debit</b>:</p> <p><b>The Phone Co-op</b> - Parish Room broadband &amp; phone payments</p> <p><b>SES Business Water</b> - Parish Room &amp; Allotment water supply payments.</p> <p><b>Information Commissioners Office</b> - Data protection registration payments.</p> <p>When appropriate, set up the following Direct Debits:</p> <p><b>EDF</b> (or other) - Parish Room electricity payments.</p> <p><b>Castle Water</b> - Parish Room waste water payments.</p>

170/18	<b>TO REVIEW PROGRESS ON PROJECTS IN HAND, AND FUTURE PLANS:</b>
171/18	<b>MATTERS RAISED BY RESIDENTS</b> Local government electors (Effingham Residents) can ask the Chairman and Councillors for updates of particular items, or explain matters of concern within the Parish Council's scope. Councillors will deal with as much as possible straightaway, and follow up if necessary after the meeting,(Fifteen minutes is allocated to this item)
172/18	<p><b>Planning Matters:</b> <b>To consider new planning applications:</b> As at Wednesday 23rd May 2018, the following had been rec'd:</p> <p><b>18/P/00667</b>    <b>11 Norwood Close</b>, Effingham, Leatherhead. KT24 5NY Proposed porch to front of property, single storey rear extension and changes to fenestration.</p> <p><b>18/P/00770</b>    <b>36 Strathcona Avenue</b>, Bookham, Leatherhead. KT23 4HP Proposed porch to front of property, convert garage to habitable accommodation, single storey extension to rear of property, loft conversion and changes to fenestration.</p> <p><b>18/P/00771</b>    <b>Tollgate Lodge</b>, Guildford Road, Effingham. KT24 5QL Variation of condition no 2 (drawing numbers) of application no 18/P/00231, approved on 16.04.2018 to add three side dormer windows.</p> <p><b>18/P/00875</b>    <b>47 Norwood Road</b>, Effingham, Leatherhead. KT24 5NU Proposed erection of a single storey side/rear extension, single storey rear covered loggia, front porch and new roof light following demolition of existing garage.</p> <p><b>18/P/00944</b>    <b>9 Manor Gardens</b>, Effingham, Leatherhead. KT24 5PF First floor side extension.</p> <p><b>18/P/00950</b>    <b>5 Middle Farm Close</b>, Effingham, Leatherhead. KT24 5LB Single storey rear and side extension.</p> <p><b>18/T/00098</b>    <b>Robinswood</b>, Beech Avenue, Effingham. KT24 5PJ T1-3 Beech, T4, T6 &amp; T11 Yew, T5 &amp; T12, T7 Whitebeam, T8 Holly, T9 &amp; T10 Field Maple fell (Tree Preservation Order P1/201/451 (no 2) 2001 Area A1).</p>
173/18	<b>To consider any late received planning applications:</b>

<b>174/18</b>	<b>To receive results of previous planning applications:</b>
<b>18/P/00378</b>	<b>St.Lawrence Church</b> , Church Street, Effingham. KT24 5LX Display of a free standing church notice board, on the grass verge next to public highway. <b>Approved.</b>
<b>18/P/00486</b>	<b>The Beeches</b> , Beech Avenue, Effingham. KT24 5PJ <b>Certificate of lawfulness</b> for a proposed development to establish whether a single storey rear extension would be lawful. <b>Approved.</b>
<b>18/P/00506</b>	<b>40 Orchard Gardens</b> , Effingham, Leatherhead. KT24 5NR Erection of a detached 3 x bed dwelling house following demolition of existing garage. <b>Refused.</b>
<b>18/P/00512</b>	<b>Huckamoor</b> , Orchard Close, East Horsley, L/head. KT24 5EZ <b>Certificate of lawfulness</b> for a proposed development to establish whether a single storey rear extension would be lawful. <b>Refused.</b>
<b>18/P/00582</b>	<b>7 Chester Road</b> , Effingham, Leatherhead. KT24 5SQ Erection of stables and entrance gates. (retrospective) <b>Approved.</b>
<b>18/T/00086</b>	<b>1 Church Street</b> , Effingham, Leatherhead. KT24 5NA Fell Ash tree in rear garden (Effingham Conservation Area) <b>No objection</b>
<b>175/18</b>	<b>Other planning matters:</b> (for information)  <b>APP/Y3615/W/18/3196433</b>
<b>17/P/02086</b>	<b>Effingham Post Office</b> , The Street, Effingham. KT24 5LQ Proposed erection of single storey dwelling in rear garden.  An <b>appeal</b> has been lodged against GBC's non-determination of the above application.
<b>18/W/00054</b>	<b>Jangada</b> , Lower Farm Road, Effingham. KT24 5JL <b>Prior notification</b> for a single storey 5.45 metre rear extension, 3.0 metres in height with an eaves height of 3.0 metres.
<b>18/W/00068</b>	<b>Huckamoor</b> , Orchard Close, East Horsley, L/head. KT24 5EZ <b>Prior notification</b> for a single storey 7.92 metre extension, 2.96 metres in height with an eaves height of 2.75 metres.

<b>18/P/00829</b>	<b>Meadowsweet</b> , Heathway, East Horsley, L/Head. KT24 5ET <b>Certificate of lawfulness</b> to establish whether a single storey oak-framed outbuilding housing a swimming pool, gym and other associated uses would be lawful.
<b>176/18</b>	<b>Wisley Appeal</b> To receive updates, if any:
<b>177/18</b>	<b>To receive reports and correspondence relating to other planning matters, if any:</b>
<b>178/18</b>	<b>To receive reports from Parish Councillors not included in the above, if any:</b>
<b>179/18</b>	<b>Communications Working Group:</b> To receive updates, if any:
	<b>TO CONSIDER FINANCIAL MATTERS:</b>
<b>180/18</b>	<b>To approve payments</b> (see Clerk notes)
<b>181/18</b>	<b>To receive reports and or correspondence relating to other finance matters:</b> (Clerk notes)
<b>182/18</b>	<b>Community Fund:</b> To consider new grant requests: To consider a £300 grant request from KSS Air Ambulance. (Clerk notes)
<b>183/18</b>	<b>To consider a proposed £1000 budget towards 2018 Commoners Day expenditure.</b> (Clerk notes)
<b>184/18</b>	<b>CFGA</b> To receive updates, if any:
<b>185/18</b>	<b>To receive reports and correspondence relating to other Space / Amenity matters if any:</b>
<b>186/18</b>	<b>To receive reports from Parish Councillors not included in the above, if any:</b>
	<b>NEIGHBOURHOOD &amp; LOCAL PLANS</b>
<b>187/18</b>	<b>To receive updates regarding:</b>  <b>GBC's Local Plan:</b>
<b>188/18</b>	<b>HIGHWAYS &amp; TRANSPORT</b>



<b>189/18</b>	<b>To consider current highway matters:</b>																								
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<b>192/18</b>	<b>To receive reports on:</b>																								
<b>192/18a</b>	<p><b>Police and community issues</b>  <b>March 2018 / Incidents x14</b></p> <table border="0"> <tr> <td>Browns Lane</td> <td>Criminal damage and arson</td> </tr> <tr> <td>Champion Down</td> <td>Violence and sexual offences</td> </tr> <tr> <td>Dirtham Lane</td> <td>Criminal damage and arson</td> </tr> <tr> <td>Guildford Road</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Lutchens Close</td> <td>Burglary</td> </tr> <tr> <td>Lutchens Close</td> <td>Other theft</td> </tr> <tr> <td>Lutchens Close</td> <td>Vehicle crime</td> </tr> <tr> <td>Middle Farm Place</td> <td>Other theft (x2)</td> </tr> <tr> <td>Mount Pleasant</td> <td>Other theft</td> </tr> <tr> <td>Orchard Gardens</td> <td>Anti-social behaviour (x2)</td> </tr> <tr> <td>Salmon Road</td> <td>Violence and sexual offences</td> </tr> <tr> <td>Strathcona Avenue</td> <td>Violence and sexual offences</td> </tr> </table>	Browns Lane	Criminal damage and arson	Champion Down	Violence and sexual offences	Dirtham Lane	Criminal damage and arson	Guildford Road	Anti-social behaviour	Lutchens Close	Burglary	Lutchens Close	Other theft	Lutchens Close	Vehicle crime	Middle Farm Place	Other theft (x2)	Mount Pleasant	Other theft	Orchard Gardens	Anti-social behaviour (x2)	Salmon Road	Violence and sexual offences	Strathcona Avenue	Violence and sexual offences
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<b>192/18c</b>	<b>Burial Ground</b>																								
<b>192/18d</b>	<b>Schools</b>																								
<b>192/18e</b>	<b>Home Farm West - Calvert and Chester Roads</b>																								
<b>192/18f</b>	<b>Friends of Effingham Common</b>																								
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<b>192/18h</b>	<b>Effingham Local History Group</b>																								
<b>192/18i</b>	<p><b>Local government / admin matters</b>  There will be a revised agenda format commencing June's parish council meeting.</p>																								
<b>192/18j</b>	<b>Update for Risk</b>																								
<b>192/18k</b>	<b>Parish Rooms</b>																								
<b>192/18l</b>	<p><b>Effingham Village Recreation Trust</b>  Update from the Working Group formed to consider how EPC might appoint future EVRT Trustees, along with reports and recommendations.</p> <p style="text-align: right;"><b>(Clerk notes)</b></p>																								
<b>193/18</b>	<b>To receive reports from Parish Councillors not included in the above, if any</b>																								

	<b>CORRESPONDENCE</b>
<b>194/18</b>	<b>To receive correspondence received since the last Parish Council Meeting:</b> Request received from EFFRA asking for them to be added to the "Reports" section of the agenda.
	<b>NEXT AGENDA</b>
<b>195/18</b>	<b>To note parish business for the Agenda of the next meeting</b>
	<b>Next meeting - June 19<sup>th</sup> 2018 KGV Hall 8pm</b>