

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 TUESDAY 28 MAY 2013 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 each on matters within the Parish Council's scope.

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

Clare Ritchie, Clerk & Responsible Financial Officer

Tel: 01372 454911 Email: clerk2010@effinghamparishcouncil.gov.uk

**BUSINESS TO BE DONE**

Opportunity for members of the public to address the Parish Council

- 77.13 To receive apologies for absence
- 78.13 To elect the Chairman for the forthcoming year
- 79.13 To elect the Vice Chairman for the forthcoming year
- 80.13 To review the Register of Interests, and to disclose interests affecting this Agenda
- 81.13 To discuss filling the vacancies for two parish councillors
- 82.13 To review Parish Council Standing Orders
- 83.13 To review Parish Council Financial Regulations
- 84.13 To confirm dates for future Parish Council meetings
- 85.13 To review Parish Council auditors, banking arrangements, insurers, contracts, subscriptions & memberships
- 86.13 To agree a timetable for the review of fees related to the Burial Ground & allotment rents
- 87.13 To appoint representatives to liaise with outside organisations
- 88.13 To appoint members of advisory groups
- 89.13 To note and thank volunteer helpers
- 90.13 To agree a timetable for the review process on projects in hand & future plans
- 91.13 To confirm the Minutes of the Ordinary Meeting of 23 April 2013
- 92.13 To deal with any matters arising from the Minutes not otherwise on the Agenda
  
- 93.13 **MATTERS RAISED BY RESIDENTS**  
Local government electors can ask the Chairman & Councillors for updates on particular items, or explain matters of concern within the Parish Council's scope. They will deal with as much as possible straightaway, and follow up if necessary after the meeting.  
(15 minutes is allocated to this item)
  
- 94.13 **PLANNING MATTERS:**  
**To consider new planning applications received by 28 May:**  
*Copies of planning applications to be considered by the Parish Council will be in the KGV Hall from 7pm. As at 21 May 2013 the following had been received:*

- 13/P/00682 2 Church Cottages, Church Street, Effingham  
First floor addition to rear elevation together with enlargement of shed
- 13/P/00748 12 Victory Cottages, Guildford Road, Effingham  
Part two storey, part single storey side/rear extension
- 13/T/00102 Fairway, Guildford Road, Effingham  
Application to fell 2 x Lawson Cypress at rear of garden, and replace with Malus Floribunda and shrubs. Separate group of Lawson Cypress trees to rear of garage to be reduced by 5m in height. This is in Effingham Conservation Area.

**To receive results of previous planning applications**

**To consider other planning matters:**

**To receive reports and correspondence relating to other Planning matters**

Cobham Motorway Service Area

Surrey County Council consultation on Planning service for minerals, waste and SCC owned development applications

**To receive reports from Parish Councillors not included in the above, if any**

Bookham Vanguard Neighbourhood Plan Green Belt Review response

**95.13 HIGHWAYS & TRANSPORT**

**To consider current Highways matters:**

Prudential Ride London cycle events

**To receive reports and correspondence relating to other Highways matters**

**To receive reports from Parish Councillors not included in the above, if any**

**96.13 VILLAGE PLAN**

**To receive and adopt Minutes of the Steering Committee meeting**

Village Plan Steering Committee meeting held 8 May 2013

**To receive a progress report from the Steering Committee**

To review funding application and communication plan

To consider other matters for resolution arising from the progress report

**To consider other matters for resolution:**

To consider the process for reviewing and agreeing both the draft Terms of Reference for Working Groups and the existing Terms of Reference for the Village Plan Steering Committee

To consider what additional Village Plan Steering Committee strategies and protocols maybe necessary including an engagement strategy and a document control protocol

**97.13 GREEN SPACE AND VILLAGE AMENITIES**

**To consider current Space / Amenity matters:**

Review lengthsman project

To consider actions following the Parish Council visit to the Home Farm Estate at 18 May 2013

To consider the Parish Council appointment of a 4th EVRT trustee

To agree that the Parish Council will have a stand at the forthcoming Village Day

**To receive reports and correspondence relating to other Space / Amenity matters**

Completion of footpath survey

**To receive reports from Parish Councillors not included in the above, if any**

**98.13 REPORTS**

**To receive reports on:**

Police and community safety issues

Allotments

Schools

Effingham Village Recreation Trust

Home Farm Estate

Friends of Effingham Common

Smith's Charity

Effingham Local History Group

Local government / admin. matters

**To receive reports from Parish Councillors not included in the above, if any**

**99.13 CORRESPONDENCE**

**To deal with correspondence received since the last Parish Council meeting**

**100.13 FINANCIAL & ADMIN MATTERS**

**To consider current financial and/or admin matters:**

To agree the timetable for the review of the Parish Council's Asset Register

To adopt the Statement of Account for 2012-13

To note the allocation of funds for 2013-14

To review risk register

To consider funding for an Automatic External Defibrillator for KGV from the Community Fund

To agree the funding for 4hrs/wk admin support for the Village Plan project

To consider funding for CiLCA training for Clerk

**To approve and sign cheques**

**To receive reports and or correspondence relating to other Finance matters**

**101.13 NEXT AGENDA**

**To note parish business for the Agenda of the next meeting**

Provisional date: Tuesday 25 June 2013