

# Effingham Parish Council



To all Councillors

Publication date: 23rd January 2019

## I HEREBY GIVE YOU NOTICE

**that an Ordinary Meeting of Effingham Parish Council will be held in the King George V Hall, Browns Lane, on Tues 29th January 2019 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 under 'Matters raised by Effingham organisations and residents', 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, please give details to the Clerk as below, **before the meeting.**

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

A handwritten signature in black ink, appearing to read 'Jon Short', is written over a light blue horizontal line.

## **BUSINESS TO BE DONE**

<b>029/19</b>	To <b>RECEIVE</b> Apologies For Absence:
<b>030/19</b>	To <b>REVIEW</b> The Register Of Interests & Other Interests Affecting This Agenda:
<b>031/19</b>	To <b>CONFIRM</b> The Minutes Of The Previous Meeting Of 8 <sup>th</sup> January 2019.
<b>032/19</b>	To <b>CONSIDER</b> any matters arising from the Minutes not otherwise on the Agenda:
<b>033/19</b>	<b>MATTERS raised by Effingham organisations and residents (UP TO 15 MINUTES)</b> Effingham organisations and residents can ask the Chairman and Councillors for updates of particular items, or explain matters of concern within the Parish Council's scope. Councillors may deal with matters or questions straightaway, or follow up by letter or email after the meeting.

## GOVERNANCE

	To <b>RECEIVE</b> and <b>CONSIDER</b> items relating to governance:
<b>034/19</b>	To <b>ELECT</b> a Vice Chairman.
<b>035/19</b>	To <b>RECEIVE</b> the draft interim internal audit replies document. (6/19)
<b>036/19</b>	To <b>CONSIDER</b> the formation of a Finance and General Purposes committee or working group; meeting regularly to review accounts and budgets.
<b>037/19</b>	To <b>RECEIVE &amp; CONSIDER</b> the Information Governance Services proposal from Guildford Borough Council, regarding GDPR compliance support.

## PLANNING APPLICATIONS

<b>038/19</b>	To <b>RECEIVE</b> a report from the Planning Review Group and <b>CONSIDER</b> responses to Guildford Borough Council on new planning applications, as at Wednesday 23rd January: <b>(Clerk notes)</b>
<b>18/P/02441</b>	<b>Daleshurst</b> , Orestan Lane, Effingham, Leatherhead. KT24 5SL Erection of a single storey rear extension following demolition of existing conservatory.
<b>18/P/02447</b>	<b>Three Acre Barn</b> , Guildford Road, Effingham. RH5 6ST Demolition of existing buildings and erection of a replacement three bedroom dwelling.
<b>19/P/00062</b>	<b>1 Dog Kennel Green</b> , Ranmore Common, Dorking. RH5 6SS Construction of a dormer to the front elevation.
<b>19/T/00012</b>	<b>The Cottage</b> , The Street, Effingham, Leatherhead. KT24 5LQ The trees are 2 yews, 2 laurels, 1 Hornbeam & 1 Holm Oak beside and overhanging the lawn. The proposed work is to raise the crowns of the trees, removing and reducing lower branches so that the trees are a least 2m clear of the lawn.
<b>039/19</b>	To <b>CONSIDER</b> responses to Guildford Borough Council on any late received planning applications: <b>(Clerk notes)</b>
<b>040/19</b>	Previous planning applications: To <b>RECEIVE</b> notification of results set out in <b><u>Appendix 1</u></b>
<b>041/19</b>	<b>Other Planning Matters:</b> For information:

<b>19/W/00004</b>	<b>Long Acre</b> , Effingham Common Road, Effingham. KT24 5JG <b>Prior notification</b> for a single storey 8.0 metre rear extension, 3.3m in height and with an eaves height of 2.98 metres.
<b>19/P/00031</b>	<b>Long Acre</b> , Effingham Common Road, Effingham. KT24 5JG <b>Certificate of Lawfulness</b> for a proposed development to establish whether a single storey side extension with pitched roof, porch with mono-pitched roof, addition of Velux roof light to garage roof would be lawful.  <b>Update from:</b> Cllr Nicholls regarding the company Chartered Transport Limited, and the operator licence application at 2 Firs, Calvert Road.

### GENERAL PLANNING MATTERS

<b>042/19</b>	<b>Neighbourhood / Local Plans</b> To <b>RECEIVE</b> reports on the Neighbourhood Plan & GBC Local Plan:
<b>043/19</b>	<b>Berkeley Homes /Howard Of Effingham</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any updates on the development:
<b>044/19</b>	<b>Other Planning Matters</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other planning matters:

### WORKING GROUPS

<b>045/19</b>	<b>Communications Working Group:</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from the Communications Working Group (CH, AM, LH, AP)
<b>046/19</b>	<b>EVRT Trustee Appointment Working Group:</b> (IS/PM/AP/TJ/CH) To <b>RECEIVE</b> and <b>CONSIDER</b> any reports and recommendations from the Trustee Appointments Working Group:

### HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

<b>047/19</b>	Highways, Transport & Countryside Access matters: To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to highways matters:  The clerk believes they have identified the parish council that is currently evaluating the cluster funded Vehicle Activated (speed) Sign. (VAS) Another parish council has also noted their interest in trialling this sign. Before a trial can start by either parish council, training will need to be undertaken by those managing the project, which is likely to
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<b>048/19</b>	<p>cost upwards of £1200.00 (for up to 16 delegates). The clerk recommends that if the parish council wished to take this project forward, they should consider the formation of a Road Safety Committee or Working Group with appropriate Terms of Reference – as the project will likely have financial as well as other commitments.</p> <p>For information:  Cllr Iles has confirmed that a “pedestrian refuge” suggestion by Cllr Hogger, for where students cross Howard Road, near Effingham Junction Station, has been added to Surrey County Council’s 2020/21 running list, that will be consider in the autumn of this year. This proposal has been expanded upon to include an extension of the 30mph speed limit and village gateways.</p>
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### FINANCIAL MATTERS

<b>049/19</b>	<p>Invoices for payment  To <b>RECEIVE</b> and <b>APPROVE</b> invoices for payment in <b>Clerk Notes</b>.</p>									
<b>050/19</b>	<p>Bank reconciliation  To <b>RECEIVE &amp; APPROVE</b> the latest bank reconciliation.  (January’s reconciliation to be considered at February’s meeting)</p>									
<b>051/19</b>	<p>Other Financial matters  To <b>RECEIVE</b> and <b>CONSIDER</b> any reports or correspondence relating to other finance matters</p> <p>To <b>CONSIDER</b> the renewal of the Village Plan website due on the 5<sup>th</sup> February 2019, at an estimated cost of £130.00</p> <p>To <b>CONSIDER</b> any parish councillor proposals for a Community Cash Fund grant application:</p> <p>For <b>INFORMATION</b>:</p> <p>The parish clerk renewed the parish council’s broadband/phone contract with The Phone Coop, having checked their proposal was competitive.</p> <p>=====</p> <p><b>To AGREE Parish Council Insurance Renewal (31.03.2019)</b></p>									
<b>052/19</b>	<p>The parish council have been provided 3 possible renewal options from Came &amp; Company Insurance Brokers.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Option 1</td> <td style="width: 45%;">Inspire (AXA)</td> <td style="width: 40%; text-align: right;">£0913.98</td> </tr> <tr> <td>Option 2</td> <td>Hiscox</td> <td style="text-align: right;">£0959.68</td> </tr> <tr> <td>Option 3</td> <td>Ecclesiastical</td> <td style="text-align: right;">£1394.88</td> </tr> </table> <p>The above are subject to a broker fee of £50.00</p>	Option 1	Inspire (AXA)	£0913.98	Option 2	Hiscox	£0959.68	Option 3	Ecclesiastical	£1394.88
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	<p>The broker's recommendation is the Inspire policy, which is available with a 3 year long term agreement option, offering a 5% discount. The parish council's 2018/19 premium from Hiscox was <b>£878.33</b>. The Clerk having compared policies and spoken to the broker recommends to the parish council that Inspire is selected on a 3 year long term agreement at <b>£868.28</b> + brokers fee (£50). (Yearly increases to the premium are still possible subject to T&amp;C's) The clerk is checking that levels of cover are fit for purpose, and the brokers have questions from Inspire that the clerk has answered.</p> <p style="text-align: right;"><b>(Clerk notes)</b></p>
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### COMMUNITY AND ENVIRONMENT

<b>053/19</b>	<p><b>Community Fund:</b> To <b>RECEIVE</b> grant requests, if any:</p>
<b>054/19</b>	<p><b>Concurrent Functions Grants</b> To <b>RECEIVE</b> any updates.</p>
<b>055/19</b>	<p><b>Other Community Matters</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other community or environmental matters</p>

### COUNCIL ADMINISTRATIVE MATTERS

<b>056/19</b>	To <b>RECEIVE</b> updates, if any:
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### REPORTS

<b>057/19</b>	<p>To <b>RECEIVE</b> reports on:</p> <p><b><u>Police and community issues</u></b> - November 2018                      <b>Appendix 2</b></p> <p><b><u>Allotments</u></b></p> <p><b><u>Burial Ground</u></b></p> <p><b><u>KGV Hall and Fields</u></b></p> <p><b><u>Home Farm West - Calvert and Chester Roads</u></b></p> <p><b><u>Friends of Effingham Common</u></b></p>
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<b>058/19</b>	Other Parish Matters To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other parish matters
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## CORRESPONDENCE

	Any Other Correspondence To <b>RECEIVE</b> and <b>CONSIDER</b> any other correspondence
<b>059/19</b>	A letter has been received from EFFRA regarding the impact of new homes within the parish, on both local medical and parking facilities.
<b>060/19</b>	A letter along with land registry paperwork has been received from the proprietors of the land at Church Street. The purpose of this contact is to correct a previous land registry error that affects the parish council burial ground. The clerk requests delegated authority to consult with the parish council's solicitor to resolve this issue. (together with any associated costs)

## NEXT AGENDA

<b>061/19</b>	To <b>NOTE</b> new items of business for the Agenda of the next meeting
	<b>Next meeting -</b> Tuesday February 26 <sup>th</sup> 2019, 8pm KGV Hall, Browns Lane, Effingham.
	<b>Next Planning Review Group meeting:</b> Tuesday February 19 <sup>th</sup> 2019, 7.30pm Parish Room.

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### APPENDIX 1

### Planning Results

039/19

**18/P/02325 Pippins**, Lower Farm Road, Effingham, Leatherhead. KT24 5JL  
Erection of a single storey front extension to existing garage.  
**Approved.**

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### APPENDIX 2

056/19

Crime Figures

November 2018

8 Incidents

On or near:

Beech Avenue	Criminal damage and arson
Calvert Road	Violence and sexual offences
Chester Road	Violence and sexual offences
Chester Road	Burglary (x2)
Leewood Way	Vehicle Crime
Lower Road	Criminal damage and arson
Browns Lane	Criminal damage and arson

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