

Effingham Parish Council



To all Councillors

Publication date: 24th April 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 30th April 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

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| 116/19 | To RECEIVE Apologies For Absence: |
| 117/19 | To REVIEW The Register Of Interests & Other Interests Affecting This Agenda: |
| 118/19 | To CONFIRM The Minutes Of The Previous Meeting Of 26 th March 2019. |
| 119/19 | To CONSIDER any matters arising from the Minutes not otherwise on the Agenda: |
| 120/19 | MATTERS raised by Effingham organisations and residents (UP TO 15 MINUTES) 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

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| 121/19 | To RECEIVE and CONSIDER items relating to governance: |
| 122/19 | SIGNING OF the Annual Governance Statement 2018/19 by the Chairman & Parish Clerk. |
| 123/19 | SIGNING OF the Accounting Statements 2018/19 by the Chairman & Parish Clerk. |
| 124/19 | To RECEIVE and CONSIDER the EPC Internal Audit Report (year ended 31st March 2019) conducted on the 17 th April 2019 by Mulberry & Co. (Registered Auditors) (clerk notes) |
| 125/19 | To RECEIVE the following reports from Effingham Village Recreation Trust: <ul style="list-style-type: none"> 1) Service Level Agreement 2018/19 – End of Year Monitoring Report. 2) Services and Facilities Supplement 2018/19 – End of Year Monitoring Report. (clerk notes) |
| 126/19 | To CONFIRM the extension of appointment of Chris Iles, as Managing Trustee to the Effingham Village Recreation Trust charity, by one month. (previous minute 103/19) |
| 127/19 | To CONSIDER and AGREE the draft Parish Councillor Co-Option policy prepared by Cllr Symes. (clerk notes) |
| 128/19 | To CONSIDER and AGREE the changing of the June Parish Council meeting date, from the 25 th June to the 18 th June, to align with co-option deadlines. |

PLANNING APPLICATIONS

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| 129/19 | To RECEIVE a report from the Planning Review Group and CONSIDER responses to Guildford Borough Council on new planning applications, as at Tuesday 23 rd April: (clerk notes) |
| 19/P/00493 | 9 Manor Gardens , Effingham, Leatherhead. KT24 5PF First floor side extension. |
| 19/P/00504 | Ashenhurst , Orchard Close, East Horsley, L/head. KT24 5EZ Demolition of existing attached garage and construction of proposed single storey extension for future carer. |

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| 19/P/00603 | Taplow Farm , Salmons Road, Effingham. KT24 5QH Proposed outdoor equestrian area. |
| 19/P/00623 | Brookfield , Effingham Common Road, Effingham. KT24 5JG Proposed part single storey part two storey side extension following demolition of existing garage and utility room. |
| 19/P/00655 | Phoenix Cottage , Effingham Common Road, Effingham. KT24 5JG Construction of an additional vehicular entrance and a new vehicle standing and turning area. Re-positioning of the existing entrance gate. |
| 19/P/00656 | Phoenix Cottage , Effingham Common Road, Effingham. KT24 5JG Erection of a three bay oak framed garage to the front of the property. |
| 19/T/00078 | St.Lawrence Church , Church Street, Effingham. KT24 5LX Various Tree Works. |
| 19/T/00086 | 1 The Steps , The Street, Effingham, Leatherhead. KT24 5LT T1 Scots Pine in front garden – climb and dismantle to near ground level. T2 Magnolia in front garden – reduce and reshape by 2 metres. T3 Beech hedge and Yew hedge front and LHS – trim top and sides and remove end Beech closest to steps. (Effingham Conservation Area) |
| 130/19 | To CONSIDER reponses to Guildford Borough Council on any late received planning applications: (clerk notes) |
| 131/19 | Previous planning applications: To RECEIVE notification of results set out in <u>Appendix 1</u> |
| 132/19 | Other Planning Matters: There are currently 11 open Enforcement Cases in Effingham, 3 of which are considered medium priority and 8 considered low priority. The oldest case is from 28 th Nov 2012, the latest 7 th March 2019. |
| 19/P/00629 | The Old Stables , Salmons Road, Effingham. KT24 5QH Variation of condition 2 (drawing numbers) of planning application 15/P/01101 approved 21.07.2015 and removal of conditions 3 (materials), 5 (demolition), 6 (boundary treatment), 7 (Energy Use) and 8 (method statement) |

GENERAL PLANNING MATTERS

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| 133/19 | <p>Neighbourhood / Local Plans To RECEIVE reports on the Neighbourhood Plan & GBC Local Plan:</p> <p>To CONSIDER Effingham’s Neighbourhood Plan policy ENP-ENV4 (Dark Skies) – and how it might be best used to reduce the impact of light pollution from new development within the parish, in light of advice from Guildford Borough Council’s planning department.</p> <p style="text-align: right;">(clerk notes)</p> |
| 134/19 | <p>Berkeley Homes /Howard Of Effingham To RECEIVE and CONSIDER any updates on the development:</p> |
| 135/19 | <p>Other Planning Matters To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to other planning matters:</p> |

WORKING GROUPS

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| 136/19 | <p>Communications Working Group: To RECEIVE and CONSIDER any reports from the Communications Working Group (CH, AM, LH, AP)</p> <p>To CONSIDER a proposal from Cllr Hackett, for the parish council to support a further edition of the Village Magazine.</p> |
| 137/19 | <p>EVRT Trustee Appointment Working Group: (IS/PM/AP/TJ/CH) To RECEIVE and CONSIDER any reports and recommendations from the Trustee Appointments Working Group:</p> |
| 138/19 | <p>To CONSIDER and AGREE the formation of a Parish Council Working Group to receive parish councillor co-option applications, arrange interviews if appropriate, and to make recommendations to full council.</p> |

HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

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| 139/19 | <p>Highways, Transport & Countryside Access matters: To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to highways matters:</p> <p>To CONSIDER the letter received from SCC Highway Traffic Engineer Bahram Assadi, regarding the possible use by Effingham Parish Council of the loan Vehicle Activated Sign (VAS). The clerk recommends that the “new” parish council should consider appointing a lead councillor to manage any speed awareness projects.</p> |
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| | <p>Proposed Traffic Regulation Order (TRO) Public Byway Open to All (BOAT) no.137 (Effingham) and (Wotton)</p> <p>To CONSIDER the letter received from SCC Countryside Access, regarding their promotion of making a Traffic Regulation Order to close Public Byway Open to All Traffic (BOAT 137) either side of Critten Lane and at Ranmore Common Road, to all vehicles over 7ft or 2133mm wide as shown on drawing 3/1/58/H18. (deadline to comment 13.05.2019) (clerk notes)</p> |
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FINANCIAL MATTERS

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| 140/19 | <p>Invoices for payment To RECEIVE and APPROVE invoices for payment in (clerk notes)</p> |
| 141/19 | <p>Bank reconciliation To RECEIVE & APPROVE the latest bank reconciliations. (not available – to be brought to May parish council meeting)</p> |
| 142/19 | <p>Other Financial matters To RECEIVE and CONSIDER any reports or correspondence relating to other finance matters:</p> <p>To CONSIDER the Parish Council’s financial situation, at year end. The clerk recommends that the “new” Finance and General Purposes Working Group meets as soon as practical to consider the year-end financial situation, along with Earmarked Reserves. To note – parish council reserves have increased in the last financial year, almost to the recommended 50% of precept.</p> |
| 143/19 | <p>To CONSIDER and APPROVE the clerk’s proposal to change parish council savings provider from Santander to Unity Trust. This will enable better financial control of funds, and a small increase of interest rate.</p> |
| 144/19 | <p>To CONSIDER the invitation to apply for Members’ Community Allocation Funding from Surrey County Council. (Share of £5k, deadline to apply is 31st Jan 2020) (clerk notes)</p> |

COMMUNITY AND ENVIRONMENT

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| 145/19 | <p>Community Fund: To RECEIVE grant requests, if any:</p> <p>The clerk is anticipating a funding request from St.Lawrence Church, to support a church clock repair project.</p> |
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| 146/19 | <p>Concurrent Functions Grants To RECEIVE any updates.</p> <p>The clerk is anticipating that the various CFGA projects approved for the KGV Playing Fields, are likely to start soon. This will include additional outdoor seating, replacement path paving and exterior lighting.</p> |
| 147/19 | <p>Other Community Matters To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to other community or environmental matters</p> |

COUNCIL ADMINISTRATIVE MATTERS

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| 148/19 | To RECEIVE updates, if any: |
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REPORTS

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| 149/19 | <p>To RECEIVE reports on:</p> <p><u>Police and community issues</u> - Appendix 2 February 2019</p> <p><u>Allotments</u></p> <p><u>Burial Ground</u></p> <p><u>KGV Hall and Fields</u></p> <p><u>Home Farm West - Calvert and Chester Roads</u></p> <p><u>Friends of Effingham Common</u> The clerk can confirm that the parish council's objection to the proposed changes to the direction of footpath 114, was sent on the 8th April.</p> <p><u>Parish Room</u> The clerk will be requesting quotations from electric contractors to replace light fittings in the parish room.</p> |
| 150/19 | <p>Other Parish Matters To RECEIVE and CONSIDER any reports from Parish Councillors and any correspondence relating to other parish matters</p> |

CORRESPONDENCE

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| 151/19 | Any Other Correspondence To RECEIVE and CONSIDER any other correspondence For INFORMATION - letter received from residents at Outdowns. <p style="text-align: right;">(clerk notes)</p> |
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NEXT AGENDA

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| 152/19 | To NOTE new items of business for the Agenda of the next meeting |
| | Next meeting – Annual Meeting of the Parish Council: Tuesday 21st May 2019, 8pm KGV Hall, Browns Lane, Effingham. |
| | Next Planning Review Group meeting: Tuesday May 14th 2019, 7.30pm Parish Room. |

APPENDIX 1

Planning Results

131/19

- 19/P/00278** **Long Acre**, Effingham Common Road, Effingham. KT24 5JG
Demolition of existing garage, erection of part single storey, part two storey side extension and front porch.
Withdrawn.
- 19/P/00279** **18 Woodlands Road**, Bookham, Leatherhead. KT23 4HF
New entrance gates and piers with walling. New window on side elevation of the existing building. New tiling to existing gable.
Approved.
- 19/P/00291** **The Cottage**, Orestan Lane, Effingham. KT24 5SN
Proposed front porch and single storey rear extension with pitched roof roof.
Refused.
- 19/P/00295** **2 Ranmore Meadows**, Crocknorth Road, Dorking. RH5 6SL
Single storey side and rear extensions. Conversion of space in loft for habitable accommodation with the addition of 2 rooflights and enlargement of side elevation second storey window.
Approved.
- 19/T/00048** **Kayos Cottage**, Guildford Road, Effingham. KT24 5QQ
Various tree works.
Approve with conditions.
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APPENDIX 2**149/19****Crime Figures****February 2019****11 Incidents**

On or near:

Champion Down

Other theft

Church Street

Criminal damage and arson

Heathway

Burglary

Middle Farm Place

Anti-social behaviour

Mount Pleasant

Violence and sexual offences

Orestan Lane

Burglary

Orestan Lane

Violence and sexual offences (x3)

Strathcona Avenue

Burglary

The Crossroads

Other theft