

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 30th May 2017 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

123/17	TO ELECT THE CHAIRMAN FOR THE FORTHCOMING YEAR:
124/17	TO ELECT THE VICE CHAIRMAN FOR THE FORTHCOMING YEAR:
125/17	TO RECEIVE APOLOGIES FOR ABSENCE:
126/17	TO REVIEW THE REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA, INCLUDING INTERESTS FOR PARISH COUNCILLORS ACTING WITHIN THE CUSTODIAN TRUSTEE FOR EFFINGHAM VILLAGE RECREATION TRUST.
127/17	TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING OF 25TH APRIL 2017.

128/17	TO REVIEW THE PARISH COUNCIL'S STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT:
129/17	TO REVIEW THE FOLLOWING PARISH COUNCIL POLICIES: 1) Policy against Bribery 2) Policy on the Acceptance of Gifts and Hospitality 3) Policy against Fraud and Corruption 4) Policy on Whistle-blowing 5) Complaints Procedure 6) Policy on Equality 7) Policy and Guidance Statements on Freedom of Information 8) Policy on Retention and Disposal of Records and Documents Policy on Press and Media Protocols 9) Policy on Data Protection and Information Security 10) Council Employees' Code of Conduct 11) Protocol for Dealings by Council Staff with Members of the Public 12)
130/17	TO CONFIRM DATES FOR FUTURE PARISH COUNCIL MEETING: June 27th July no meeting August 1st August 29th September 26th October 31st November 28th December no meeting January - 2nd January - 30th February - 27th March - 27th April - 10th (Parish Council Annual Meeting) April - 24th
131/17	TO REVIEW PARISH COUNCIL AUDITORS, CONTRACTS, SUBSCRIPTIONS AND MEMBERSHIPS: <u>Auditors:</u> External Auditor (allocated) - BDO LLP Internal Auditor - Peter J Consultants <u>Bank Accounts:</u> Parish Council Current Account provider - Unity Trust Parish Council Savings Account provider - Santander

	<p><u>Insurance:</u></p> <p>Parish Council provider - Hiscox (2016-2019)</p> <p><u>Service contracts and suppliers of utilities:</u></p> <p>Parish Council burial ground maintenance - Countrywide Grounds Maintenance (2017-2019) Parish Council email / website provider - HCI Data Parish room phone/broadband provider - Phone Coop Parish room photocopier contract - BTS Courtyard security - Cornwell Parish room fire equipment - ADT Electricity provider to parish room - EDF Clean water provider to parish room / allotments - SES Waste water provider to parish room - Castle Water Parish room PAT testing - UK Safety Management</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>132/17</p> <p><u>Currently Councillor</u></p> <p>*****</p> <p>*****</p> <p>*****</p> <p>Moss</p> <p>Symes</p> <p>Symes</p> <p>Pindar</p> <p>Hogger & Nicholls</p> <p>Symes</p>	<p>TO APPOINT REPRESENTATIVES TO LIASE WITH OUTSIDE ORGANISATIONS:</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 Standards and Audit Committee</p> <p>Surrey Community Action</p> <p>Protection of Home Farm Estate</p> <p>Open Spaces Society</p>

All Cllrs Moss	Howard of Effingham Youth & Community initiatives
133/17 ***** Hackett <u>Currently</u> Clerk Clerk Clerk Clerk Clerk <u>Councillor</u> Moss Symes Hogger Pindar Hackett	TO APPOINT MEMBERS OF ADVISORY GROUPS: Planning - Rights of Way - Risk Inspections - 1) Bus Stops and salt bins 2) Shops area and village centre 3) Burial Ground 4) Allotments 5) Parish room, office & WC Physical risk assessments are currently completed by the Clerk on a quarterly basis. <u>Web Master IT support -</u> Currently - Chris Hogger <u>Allotment Management</u> Currently - Liz Cooper, Elaine Elliot, Kate Mitchell & Philip Vallis. <u>Allotment Maintenance</u> Currently - Trevor Markham
134/17	TO REVIEW PROGRESS ON PROJECTS IN HAND, AND FUTURE PLANS:
135/17	TO DEAL WITH ANY MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA:

	<p>MATTERS RAISED BY RESIDENTS 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)</p>
136/17	<p>Planning Matters: To consider new planning applications: Copies of planning applications to be considered by the Parish Council will be in the KGV Hall from 7pm. As at 24th May 2017 the following had been received:</p>
17/P/00437	<p>Manor Barn House, Browns Lane, Effingham. KT24 5NL Replace the end wall of the kitchen on side elevation, with a metal-framed full width glass wall with internal alterations. Erection of an open canopy on the side elevation. Relocation of the gate in the flint wall. Construction of a log store to the rear of the garage. Reinstatement of the canopy to the rear of the house.</p>
17/P/00751	<p>White Lodge, Effingham Hill, Dorking. RH5 6ST Ground-works to allow for the improvement and updating of a concrete base for 3 mobile field shelters and creation of a track from the gate at the top of the hill to improve access and accommodation for three horses. (retrospective)</p>
17/P/00784	<p>Sunny View, north of 67, Calvert Road, Effingham. KT24 5SF Use of land to site a permanent caravan.</p>
17/P/00865	<p>Porch End, 4 The Street, Effingham. KT24 5LU Proposed extension to existing rear dormer.</p>
17/P/00870	<p>Hylands, Guildford Road, Effingham. KT24 5QF Certificate of Lawfulness for a proposed development to establish whether a single storey side, single storey rear extensions would constitute permitted development.</p>
17/P/00986	<p>Greenacres, High Barn Road, Effingham. KT24 5PT Variation of Condition 2 (drawing numbers) of planning application 16/P/00201 approved 23/03/2016.</p>
17/P/01007	<p>Huckamoor, Orchard Close, East Horsley. KT24 5EZ Proposed relocation of main entrance and front porch, single storey rear extension, removal of chimney stack on west elevation and changes to fenestration throughout.</p>

17/T/00109	Wildacre , Browns Lane, Effingham. KT24 5NL T1 (Willow) - cut back. T2 (Ash) - pollard back to previous pruning points. T3 (Magnolia) - reshape and rebalance and reduce the 2.4 metre crown to 1.8 metres. (Effingham Conservation Area)
137/17	To consider any late received planning applications:
138/17	To receive results of previous planning applications:
17/P/00451	38 Strathcona Ave , Bookham. KT23 4HP Erection of two storey side/rear extension including rear..... Refused
17/P/00537	St.Terasas School , Effingham Hill, Dorking. RH5 6ST Erection of a two storey building for use as a 6th form centre..... Approved
17/P/00638	74 Norwood Road , Effingham, Leatherhead. KT24 5NX Part two storey, part single storey front extension and single storey side extension. Approved
17/P/00659	The Shireburn , Effingham Common Road. KT24 5JG Demolition of existing utility and part garage and proposed single storey rear extension, mock mono-pitch roof over garage to front elevation and front storm porch with changes to fenestration. Approved
139/17	To consider other planning matters: For information: Unresolved Planning Enforcement Cases now number 16 for the parish. The oldest is dated 28.11.12 and the latest 26.04.17.
140/17	BH/HofE Appeal: To receive reports and updates:
141/17	Wisley Appeal: To agree Parish Council funding for a residents survey, to be undertaken with EFFRA, planned for distribution during May/June 2017.
142/17	To receive reports and correspondence relating to other planning matters if any:
143/17	To receive reports from Parish Councillors not included in the above, if any:

	TO CONSIDER FINANCIAL MATTERS:
144/17	To approve and sign cheques (see Clerk notes)
145/17	To Sign the Accounting Statements 2016/17 for Effingham Parish Council: Chair & RFO to sign
146/17	To receive reports and or correspondence relating to other finance matters:
	COMMUNITY FUND:
147/17	To receive a Community Fund report from the Clerk, for 2016/17 . (clerk notes) Opening C/F balance for 2017/18 is £21,616.13, from which £4545.83 has already been allocated, plus an outstanding grant claim (EVRT / KGV) £1257.00. Available balance as of 30.05.2017 is <u>£15,813.30</u>
148/17	To consider a Community Fund Grant request from the 1st Effingham Scout Group, for improvements to the parking area in front of the HQ building, within the KGV grounds. (£1020 +vat)
149/147	To receive reports and correspondence relating to other Space / Amenity matters if any:
150/17	To receive reports from Parish Councillors not included in the above, if any:
	NEIGHBOURHOOD & LOCAL PLANS
151/17	To receive updates regarding: Neighbourhood Plan from ENPAG:
152/17	GBC's Local Plan:
	HIGHWAYS & TRANSPORT
153/17	To consider current highway matters:
154/17	The Clerk has been in regular contact with Surrey County Council's Highways Department regarding the sale of vehicles from the side of the A246. Enforcement action by GBC is being considered, although this may only partially resolve the situation.
155/17	To receive reports and correspondence relating to other Highway Matters: <u>Update from Clerk -</u>
156/17	Junction of Orestan Lane with Effingham Common Road: Surrey County Council Highways have investigated safety

	concerns at the blind junction, and have added this highway item to their running list. The Highways Task Group is due to consider options for this junction, at their next meeting in the Autumn.																								
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158/17	COMMUNICATION WORKING GROUP: To receive updates, if any:																								
	REPORTS																								
159/17	To receive reports on:																								
159/17a	<p>Police and community issues March 2017 / incidents x 13</p> <p>Crime on or near:</p> <table> <tr> <td>Sport/recreation area</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Lower Road</td> <td>Other theft</td> </tr> <tr> <td>Lutchens Close</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Middle Farm Place</td> <td>Violence & sexual offences</td> </tr> <tr> <td>Yew Tree Walk</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Barnes Wallis Close</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Mount Pleasant</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Chester Road</td> <td>Other theft</td> </tr> <tr> <td>Beech Avenue</td> <td>Violence & sexual offences</td> </tr> <tr> <td>Critten Lane</td> <td>Burglary</td> </tr> <tr> <td>Critten Lane</td> <td>Vehicle crime</td> </tr> <tr> <td>Crocknorth Road</td> <td>Vehicle crime (x2)</td> </tr> </table>	Sport/recreation area	Anti-social behaviour	Lower Road	Other theft	Lutchens Close	Anti-social behaviour	Middle Farm Place	Violence & sexual offences	Yew Tree Walk	Anti-social behaviour	Barnes Wallis Close	Anti-social behaviour	Mount Pleasant	Anti-social behaviour	Chester Road	Other theft	Beech Avenue	Violence & sexual offences	Critten Lane	Burglary	Critten Lane	Vehicle crime	Crocknorth Road	Vehicle crime (x2)
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159/17b	Allotments																								
159/17c	Burial Ground																								
159/17d	Schools																								
159/17e	Home Farm West - Calvert and Chester Roads																								
159/17f	Friends of Effingham Common																								
159/17g	Smith's Charity																								
159/17h	Effingham Local History Group																								
159/17i	Local government / admin matters																								

159/17j	Update for Risk
159/17k	Parish Rooms
159/17l	<p>Effingham Village Recreation Trust</p> <p>(119/17l) At the last Parish Council meeting, Cllr Nicholls queried if there was a meeting due between the Parish Council & the Managing Trustees. The Clerk can report that no meeting is planned at this time.</p>
160/17	To receive reports from Parish Councillors not included in the above, if any
	CORRESPONDENCE
161/17	To receive correspondence received since the last Parish Council Meeting
162/17	Surrey County Council's briefing document relating to public rights of way maintenance and budget cuts. (Clerk Notes)
	NEXT AGENDA -
163/17	To note parish business for the Agenda of the next meeting
	Next meeting - Tuesday June 27th, 8pm, KGV Hall.