

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 31st May 2016 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

116/16	To elect the Chairman for the forthcoming year
117/16	To elect the Vice Chairman for the forthcoming year
118/16	To receive apologies for absence
119/16	To review the register of interests & other interests affecting this agenda
120/16	To review the Parish Council's Standing Orders & Financial Regulations

<p>121/16</p>	<p>To review the following Parish Council policies (x11) -</p> <p>Code of Conduct Complaints procedure Bribery Acceptance of Gifts and Hospitality Fraud and Corruption Whistleblowing Equality Press and Media Protocols Data Protection & Information Security Guidance Statements on Freedom of Information Retention and Disposal of Records and Documents</p>
<p>122/16</p>	<p>To confirm dates for future Parish Council meetings (Tues)</p> <p>June 28th 2016 July 26th 2016 August 30th 2016 September 27th 2016 October 25th 2016 November 29th 2016 December 2016 - no meeting January 3rd 2016 January 31st 2017 February 28th 2017 March 28th 2017 April 11th 2017 (Annual Parish Meeting / Chairman) April 25th 2017</p>
<p>123/16</p> <p>BDO LLP P.Frost</p> <p>Unity Trust Santander Santander</p> <p>Hiscox</p>	<p>To review Parish Council Auditors, Contracts, Subscriptions and Memberships.</p> <p><u>Auditors</u></p> <p>Current external auditors Current internal auditor</p> <p><u>Bank Accounts</u></p> <p>Current account provider Savings account provider Current account - to be closed shortly after final transfer of £20,734.37 balance into Unity Trust account.</p> <p><u>Insurance</u></p> <p>Current Parish Council provider (2016-2019)</p>

<p>Countrywide HCI Data Phone Coop BTS Cornwell ADT EDF S&ESW</p> <p>UK Safety Management</p> <p>SALC NALC SLCC CPRE DPA</p>	<p><u>"Service contracts and suppliers of utilities</u></p> <p>Parish Council burial ground maintenance Parish Council e-mail and website provider Parish room telephone and broadband provider Parish room photocopier contract Courtyard security provider Maintenance provider for parish room fire equipment Electricity provider to the parish room Water and waste water provider to the parish room and Parish Council's allotments Parish room PAT testing</p> <p><u>Subscriptions and Memberships</u></p> <p>Surrey Associations of Local Councils National Association of Local Councils Society of Local County Clerks Campaign to Protect Rural England Information Commissioner's Office - (data protection)</p>
<p>124/16</p> <p>EVRT</p> <p>Smiths Charity</p> <p>Surrey Police</p> <p>Friends of Eff Common</p> <p>GBC Std's & Audit Ctee</p> <p>Sy Commun Action</p> <p>Protection of HF Estate</p> <p>Open Spaces Soc</p> <p>The HofE School</p>	<p>To appoint representatives to liaise with outside organisations.</p> <p>Currently - Gill Bowerman, Liz Hogger, Dr Chrisopher Hogger & Christopher Iles</p> <p>Currently - Michael Bray, Gill Walker, Terry Driscoll & James Brennan</p> <p>Currently - Cllr Moss</p> <p>Currently - Cllr Symes</p> <p>Currently - Cllr Symes</p> <p>Currently - Cllr Pindar</p> <p>Currently - (ex Cllr Brazil), Cllr Hogger & Nicholls</p> <p>Currently - Cllr Symes</p> <p>Currently - All Cllr's as required</p>

Youth & Community initiatives	Currently - (ex-Cllr Brazil) & Cllr Moss																				
125/16	To appoint members of advisory groups.																				
Planning	The forming of an advisory group to report to EPC on Planning applications is deferred until the current Parish Councillor vacancies are filled.																				
Rights of Way	Currently - Cllr Hackett. To be assisted by local residents.																				
Risk Inspections	Currently - all Cllr's as below. <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">1. Bus stops and salt bins</td> <td>Paula Moss</td> </tr> <tr> <td>2. Shops area and village centre</td> <td>James Nicholls</td> </tr> <tr> <td>3. Burial Ground</td> <td>Keith Cornwell</td> </tr> <tr> <td>4. Allotments</td> <td>(ex-Cllr Brazil)</td> </tr> <tr> <td>5. Parish Room, office and WC</td> <td>(ex-Cllr Lightfoot)</td> </tr> <tr> <td>6. Operational risk: Compliance</td> <td>Ian Symes</td> </tr> <tr> <td>7. Operational risk: Financial</td> <td>Arnold Pindar</td> </tr> <tr> <td>8. Operational risk: Business continuity</td> <td>Liz Hogger</td> </tr> <tr> <td>9. Operational risk: Management of people, projects & events</td> <td>Arnold Pindar</td> </tr> <tr> <td>10. Strategic risk</td> <td>Cliff Hackett</td> </tr> </table>	1. Bus stops and salt bins	Paula Moss	2. Shops area and village centre	James Nicholls	3. Burial Ground	Keith Cornwell	4. Allotments	(ex-Cllr Brazil)	5. Parish Room, office and WC	(ex-Cllr Lightfoot)	6. Operational risk: Compliance	Ian Symes	7. Operational risk: Financial	Arnold Pindar	8. Operational risk: Business continuity	Liz Hogger	9. Operational risk: Management of people, projects & events	Arnold Pindar	10. Strategic risk	Cliff Hackett
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	Voluntary Helpers																				
Open Space	Membership of Open Space Society - Cllr Symes																				
Web Master IT support	Provision of Website & IT support to PC - Chris Hogger																				
Allotment Management	Liz Cooper, Elaine Elliot, Kate Mitchell & Phillip Vallis																				
Allotment Maintenance	Anthony Clarke																				
126/16	To review progress on projects in hand, and future plans.																				
127/16	To sign the declaration for Parish Councillors acting within the Custodian Trustee for Effingham Village Recreation Trust. (EVRT)																				
128/16	To confirm the minutes of the previous meeting of April 26th 2016.																				

129/16	To deal with any matters arising from the minutes not otherwise on the agenda.
130/16	<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>
131/16	<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 Wednesday 25th May the following had been received -</p> <p>16/P/00742 32a, Woodlands Road, Bookham. KT23 4HF Single storey rear extension.</p> <p>16/P/00779 Farmside, The Street, Effingham. KT24 5LP Single storey rear extension with two velux roof lights, following demolition of the existing flat roofed rear extension.</p> <p>16/P/00794 Longacre, Effingham Common Road. KT24 5JG Two storey side extension with dormer and velux windows together with velux windows in existing roof.</p> <p>16/P/00817 Land north of Lusty Glaze, Dirtham Lane. KT24 5SD Outline application for new residential dwelling with associated access, amenity and parking (all matters reserved)</p> <p>16/P/00842 Browns Cottage, The Street, Effingham. KT24 5LP Single storey rear extension together with the repositioning of door on south elevation following demolition of existing single storey rear extension.</p> <p>16/P/00872 Lime Kiln Farm, Dog Kennel Grn, Ranmore Com. RH5 6SS Two storey replacement dwelling with associated parking and landscaping.</p> <p>16/P/00932 The Nutshell, Orestan Lane, Effingham. KT24 5SN Single storey rear infill extension following the demolition of the existing garage</p> <p>16/P/000985 Fairways, Beech Avenue, Effingham. KT24 5PJ Erection of a two storey side extension to the south elevation, first floor rear extension to the north and south side of the house and a single storey side extension, following demolition of two existing garages.</p>

16/P/01015	Low Rigg , Lower Farm Road, Effingham. KT24 5JL Certificate of Lawfulness to establish whether the conversion of the existing garage to a habitable room constitutes permitted development.
16/T/00087	38 Middle Farm Place , Effingham. KT24 5LA Fell Rowan tree adjacent to the drive (Effingham Conservation Area)
132/16	To consider any late received planning applications.
133/16	To receive results of previous planning applications
16/N/00041	Manor Barn House , Browns Lane, Effingham. KT24 5NL Approved
16/P/00298	St.Lawrence Primary Sch. , Lower Road, Eff. KT24 5JP Approved
16/P/00414	Greenacres , High Barn Road, Effingham. KT24 5PT Approved
16/P/00426	Kayos Cottage , Guildford Road, Effingham. KT24 5QQ Refused
16/P/00461	Greenacres , High Barn Road, Effingham. KT24 5PT Approved
16/P/00521	257 Guildford Road , Effingham. KT24 5NP Approved
16/P/00562	Cats Bells , Orestan Lane, Effingham. KT24 5SN Approved
134/16	To consider other planning matters:
16/P/00409	Tollgate Farm , Effingham. KT24 5QL Permission given by GBC planning for prior approval for planning application for a large barn.
135/16	To receive reports and correspondence relating to other planning matters
	<u>Enforcement Cases</u>
	<u>New</u>
EN/16/00140	Land adjacent to Effingham Hill Farm , High Barn Rd. RH5 Alleged creation of menage without planning permission.
	<u>Resolved</u>
EN/16/00006	Moonshine , Effingham Common Road. KT24 5JW Complaint regarding driveway - dismissed

EN/16/00119	Three Acre Barn , Guildford Road, Effingham. KT24 5QQ Complaint regarding tree works - dismissed
136/16	To receive reports from Parish Councillors not included in the above, if any
	TO CONSIDER FINANCIAL MATTERS:
137/16	To receive and approve the Annual Statement of Accounts for 2015/16 (EPC Finances).
138/16	To approve and sign cheques (see Clerk notes)
139/16	To receive reports and or correspondence relating to other finance matters: To consider a Community Fund grant request from Gill Walker (£250) in support of a village Queen's 90th Birthday celebration event. This event will be based around St.Lawrence Church & the Silver Jubilee Garden.
140/16	To consider a Community Fund grant request from Vivien White to facilitate a Heritage Weekend event later in the year.
	To receive reports and correspondence relating to other Space / Amenity matters if any
141/16	To consider any action required following the public footpath registration deadline highlighted by the Open Spaces Society.
142/16	To consider any action required following the recent letter received from GBC regarding EPC LGS requests.
143/16	To receive reports from Parish Councillors not included in the above, if any
	VILLAGE PLAN & GBC's LOCAL PLAN
144/16a	To receive any updates from Effingham Neighbourhood Plan Advisory Group. (ENPAG)
144/16b	To consider Guildford Borough Council's "Local Plan" and the holding of a public meeting on Sat 25th June to discuss the plan with residents.
	HIGHWAYS & TRANSPORT
145/16	To consider current highway matters:
146/16	To receive reports and correspondence relating to other Highway Matters

147/16	To receive reports from Parish Councillors not included in the above, if any
	REPORTS
148/16	To receive reports on:
148/16a	<p>Police and community issues - March 2016</p> <p>Crime figures (x7) -</p> <p>Orestan Lane - Public order Lower Road - Other (forgery/perjury or miscellaneous) Browns Lane - Public order Hogden Lane - Criminal Damage and arson (x2) Critten Lane - Anti-social behaviour Crocknorth Road - Anti-social behaviour</p> <p>To consider if any action is necessary by the Parish Council following the anti-social behavior by students at the KGV playing field on May 13th.</p>
148/16b	<p>Allotments -</p> <p>New notice-board to be sited w/c 16th May 2016 AGM date set for 14th June - 7.30pm KGV Hall.</p>
148/16c	<p>Parish Council burial ground</p> <p>New wooden bench to be sited w/c 16th May 2016</p>
148/16d	Boundary issues - ongoing with the owners of the former St.Lawrence Playing Field.
148/16e	To consider ground leveling, turf laying, small dead tree removal and replacement tree (Hawthorne?) at the Burial Ground. Quote received for £195.00 by local contractor.
148/16f	<p>Schools</p> <p>St.Lawrence Primary have agreed to take part in the 2016 Commoners Day.</p>
148/16g	The Clerk has made a Freedom of Information (FOI) request to The Howard Partnership Trust, regarding staffing numbers there - before and after the Trust was formed.
148/16h	<p>Home Farm West - Calvert and Chester Roads</p> <p>None</p>
148/16i	<p>Friends of Effingham Common</p> <p>None</p>

148/16j	Smith's Charity None
148/16k	Effingham Local History Group None
148/16l	Local government / admin matters To receive risk assessments from Councillors.
148/16m	Future EPC Risk Assessments - Clerk proposal
148/16n	Parish Rooms None
148/16o	Effingham Village Recreation Trust The date for the 2016 AGM is 13th June.
149/16	To receive reports from Parish Councillors not included in the above, if any
	CORRESPONDENCE
150/16	To receive correspondence received since the last Parish Council Meeting
	NEXT AGENDA
151/16	To note parish business for the Agenda of the next meeting
	Next meeting - June 28th 2016 KGV Hall. 8pm