

MINUTES OF ORDINARY PARISH COUNCIL MEETING

Effingham Parish Council

Tuesday 2nd January 2018, 8pm KGV Hall, Browns Lane.

Present:

Cllr's Cornwell, Hackett, Hogger, Jones, Martland, Mayell, Moss,
Nicholls (part), Pindar (Chair), Symes (Vice Chair)

Parish Clerk

5 local government electors

001/18	APOLOGIES FOR ABSENCE: SCC Cllr Julie Iles.
002/18	REVIEW THE REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA: Cllr Hogger declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore doesn't comment on planning applications and as an EVRT Managing Trustee regarding items covering EVRT. Cllr's Hackett & Hogger declared an interest in planning application 17/P/02518, being residents of Strathcona Avenue.
003/18	MINUTES OF THE PREVIOUS MEETING OF 28th NOVEMBER 2017: After 2 minor corrections (337/17a & 357/17) - the minutes were approved and duly signed by Cllr Pindar (Chair).
004/18	MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA: None
005/18	THE EPC 2018/19 BUDGET - 2nd DRAFT: The 2nd draft EPC Budget was considered, and approved by all Councillors with no amendments. Clerk to submit precept requirement to Guildford Borough Council by 19th January 2018.
006/18	MATTERS RAISED BY RESIDENTS: 2018-2019 A local resident raised questions concerning the levels of Parish Council funding in support of the Effingham Village Recreation Trust. The questions asked, and the answers given by Councillor Pindar on behalf of Effingham Parish Council, can be found in appendix.

<p>007/18</p> <p>17/P/02237</p>	<p>Planning Matters: New planning applications:</p> <p>257 Guildford Road, Effingham, Leatherhead. KT24 5NP Change of use from shop to residential flat. Objection:</p> <p>On the basis that no attempt has been seen to market this new property as a retail unit. The application also fails to pay account to policies from Effingham's Neighbourhood Plan:</p> <p><u>ENP-LE1: Safeguarding Village Shops & Retail Facilities</u> To ensure that people living and working in Effingham can access everyday goods and services, we will resist the loss of rural shops and service units that provide for everyday needs (within Use Class A) within rural areas but outside of Effingham Local Centre, unless a minimum of 12 months marketing for that Use Class is demonstrated. EPC considers that there hasn't been sufficient time to market this retail shop.</p> <p><u>ENP-LE2: Effingham's Rural Economy</u> The retention and development of local services and community facilities in our village, such as local shops, meeting places, sports venues, cultural buildings, public houses and places of worship, which respect the character of the countryside, will be supported. EPC considers the retention of retail shops very important in the sustainability of a small rural village.</p>
<p>17/P/02335</p>	<p>Crosslands, Guildford Road, Effingham, L/head. KT24 5PE Listed Building Consent for the conversion of bathroom into a wet room. No comment</p>
<p>17/P/02419</p>	<p>Outdowns Lodge, Outdowns, Effingham, L/head. KT24 5QN Demolition of existing outbuildings and erection of detached building comprising a double garage and additional habitable space. Objection:</p> <p>The planning application does not contain any statement that explains the reason or need for the development. The proposed development looks capable of being an independent residence from Outdowns Lodge and one that could be further expanded to be a bigger residence within its own curtilage.</p> <p>The proposed development is adjacent to the grade 2 Outdowns Lodge listed building, within the Green Belt and would have a</p>

	negative effect on surrounding land and woodland. There were also concerns that the construction materials would not be in keeping with Outdowns Lodge.
17/P/02518	95 Strathcona Avenue , Bookham, Leatherhead. KT23 4HR Proposed replacement conservatory roof. No comment.
17/T/00302	Vine Cottage , The Street, Effingham, Leatherhead. KT24 5LQ Removal of cherry tree in rear garden (Effingham Conservation Area) No comment.
008/18	Late received planning applications: None
009/18	Results of previous planning applications:
17/P/01112	Hooke Farm , Effingham Common, Effingham. KT24 5JE Demolition of equine centre, dwelling and curtilage buildings, and removal of hard standing: erection of replacement four bedroom detached dwelling. Withdrawn.
17/P/01656	Tap Farm , Orestan Lane, Effingham, Leatherhead. KT24 5SJ Proposed change of use of stables from equestrian use to dog care and training centre (retrospective application). Approved.
17/P/02122	31 Norwood Road , Effingham, Leatherhead. KT24 5NT Erection of single storey side extension as granny annexe. Approved.
17/P/02212	Cheyne Cottage , Manor House Lane, Bookham. KT23 4EJ Part demolition of two storey and single storey rear extension. Construction of first floor extension to accommodate a bedroom area. Approved.
17/P/02247	Old Barn House , Effingham Common Road. KT24 5JG Proposed front porch extension, conversion of garage store into habitable accommodation together with single storey side extension to link house and garage following demolition of existing garden wall, single storey rear infill extension, loft conversion incorporating roof lights to front, side and rear elevations and balcony to rear together with alterations to fenestration. Approved

17/T/00260	Robinswood , Beech Avenue, Effingham. KT24 5PJ Various works to 11 trees. Approved with conditions.
17/T/00264	18 The Grove , Effingham, Leatherhead. KT24 5AF T1 Yew - reduce 4 limbs that overhang the road Approved.
010/18	Other planning matters: For information: Verge to front of St.Lawrence Church , Effingham. KT24 5LX Display of a free-standing notice board on grass verge. Withdrawn.
011/18	BH/HofE Appeal Updates: Councillor Hogger reported on the Parish Council response to the Planning Inspectorate's latest email regarding the GBC Local Plan. After consulting with the Parish Council's barrister, it was decided not to make a formal submission regarding the weight of the GBC Local Plan, but instead to notify that Effingham's Neighbourhood Plan would be going to referendum on the 22nd February. (the same date as the SOS's appeal decision was expected)
012/18	Wisley Appeal Updates: None.
013/18	Reports and correspondence relating to other planning matters: It has come to the attention of the Parish Council, that there may be the unauthorised rebuilding of a property on the A246, along with other planning infringements. It is understood that GBC Enforcement are investigating the situation.
014/18	Reports from Parish Councillors not included in the above: None.
	TO CONSIDER FINANCIAL MATTERS:
015/18	Payments were approved: (see appendix)
016/18	Reports and or correspondence relating to other finance matters: A village Christmas Light funding proposal by Cllr Hackett for 2018 was considered. A working group comprising of Cllr Hackett, Mayell & Moss was formed to consider options, and report back at a future Parish Council meeting.

017/18	Community Fund: To consider new applications: None
018/18	CFGA (Concurrent Functions Grant Aid) At its meeting on 28 November 2017 GBC's Council's Executive recommended approval of grant aid in respect of concurrent functions. There were two projects relating to this application - 1) Environmental/Safety improvements to KGV Hall & Fields 2) Replacement tree & seating for shopping parade area Total value of funding - £4990.00
019/18	Reports and correspondence relating to other Space / Amenity matters: None.
020/18	Reports from Parish Councillors not included in the above: None.
NEIGHBOURHOOD & LOCAL PLANS	
021/18	Updates received regarding: Neighbourhood Plan from ENPAG: There was an update regarding the Parish Council referendum leaflet, when it was noted that its contents should be impartial & factual without attempting to influence voters.
022/18	GBC's Local Plan: The Guildford borough Submission Local Plan: strategy and sites (2017) had been submitted to the Secretary of State for Local Government on 13 December 2017 for independent examination.
HIGHWAYS & TRANSPORT	
023/18	Current highway matters considered: None.
024/18	Reports and correspondence relating to other Highway Matters: The Clerk reported that the replacement Shopping Parade oak bollards had now been installed, and that the outstanding works to the beech trees on A246 had also been completed.
025/18	Reports from Parish Councillors not included in the above: None.
REPORTS	
026/18	Reports received:

026/18a	<p>Police and community issues</p> <p>Crime on or near: (x17) October 2017</p> <p>Beech Avenue Burglary Beech Close Burglary Critten Lane Burglary Critten Lane Violence & sexual offences Crocknorth Road Bicycle theft Crocknorth Road Other theft Crossways Vehicle crime Hogden Lane Burglary Leewood Way Anti-social behaviour Leewood Way Burglary Lutchens Close Violence & sexual offences Manor Gardens Violence & sexual offences (x2) Middle Farm Place Anti-social behaviour Mount Pleasant Anti-social behaviour Orestan Lane Public order Sports/recreation Area Violence & sexual offences</p>
026/18b	<p>Allotments</p> <p>The Clerk reported that fly tipped material had now been removed from the allotments.</p>
026/18c	<p>Burial Ground</p> <p>The Clerk reported that a dead tree and large branch had now been removed from the Burial Ground.</p>
026/18d	<p>Schools</p> <p>The Clerk confirmed that a letter had been sent to St.Lawrence Primary School, congratulating them on their recent Ofsted Report.</p>
026/18e	<p>Home Farm West - Calvert and Chester Roads</p> <p>The management of the Home Farm Estate by Guildford Borough Council was discussed, with the recommendation to revisit the current situation at a later PC meeting.</p>
026/18f	<p>Friends of Effingham Common</p> <p>None.</p>
026/18g	<p>Smith's Charity</p> <p>None.</p>
026/18h	<p>Effingham Local History Group</p> <p>None.</p>
026/18i	<p>Local government / admin matters</p> <p>None.</p>

<p>026/18j</p> <p>Lead Cllr: Symes Pindar Martland Pindar Hackett</p>	<p>Update for Risk Councillors agreed to review areas of non-physical risk as defined below, before the next Parish Council meeting and report their findings to the Clerk.</p> <p>Operational risk - Compliance Operational risk - Financial Operational risk - Business continuity Operational risk - Management of people, projects & events. Strategic risk</p>
<p>026/18k</p>	<p>Parish Rooms None.</p>
<p>026/18l</p>	<p>Effingham Village Recreation Trust The installation date for the first phase of the KGV Toddler Playground refurbishment project, is the 22nd January 2018. The Parish Council is waiting on official confirmation from Surrey County Council, regarding a Members Allowance grant application from Councillor Julie Iles. (£1128) When confirmed it will facilitate the purchase of additional second phase play equipment. (Junior Spica & Pony Seesaw)</p> <p>The item: To consider the way forward following precept decisions was deferred until the next Parish Council meeting. (30.01.2018)</p>
<p>027/18</p>	<p>Reports from Parish Councillors not included in the above: None.</p>
<p>028/18</p>	<p>Communications Working Group: Cllr Hackett confirmed that he was working on a contact list data base, and hoped to organise an interested parties meeting soon.</p>
CORRESPONDENCE	
<p>029/18</p>	<p>Correspondence received since the last Parish Council Meeting: A request for Neighbourhood Plan advice & guidance has been received from West Clandon Parish Council, Cllr Moss has kindly agreed to offer the requested support.</p>
NEXT AGENDA	
<p>030/18</p>	<p>To note parish business for the Agenda of the next meeting</p> <p>(1) To consider the way forward following precept decisions.</p>
Next meeting - Tuesday Jan 30th 2018 8pm KGV Hall.	

APPENDIX

006/18

QUESTION TO EFFINGHAM PARISH COUNCIL CONCERNING EVRT FUNDING FOR 2018-2019

Q1. The report states that the estimated income and expenditure for 2018/19 are £76k and £92k respectively, with a deficit of £16k. There is no breakdown or justification of these amounts. In the absence of this information what due diligence has EPC undertaken to establish that these amounts are realistic and that funding this deficit is a proper use of public money?

Ans: The Parish Council is the Custodian Trustee of EVRT. In that capacity we have been given access to the detailed EVRT accounts and budgets. We have been given details of the estimated income and expenditure budget for 2018/19, and EPC therefore has confidence in these figures. It should be noted that the purpose of the £20K supplementary payment is to contribute to the realistic costs to EVRT of providing the facilities at the KGV used by the Effingham public; it is not intended to 'fund the deficit'.

Q2. KGV has always been supposed to be self funding. The EVRT report throws this out of the window. It proposes that Effingham residents pay around a third of the running costs, from the precept, for the free to access facilities. This proposal will impose a massive and ongoing burden on the precept. Do EPC accept or reject this proposal?

Ans. It has been an ambition throughout the history of the KGV charity for the charity to be as self-funding as possible. However, this has never been achieved and I now believe this is unachievable. The Parish Council has always supplied funding from the precept, at various levels over the years.

The KGV has never been 'self-funding' in the sense that user groups such as the school, rugby club, EPFA or even the WI, together provide all the income needed to maintain the hall, fields and playgrounds. Publicly available facilities have to be paid for by someone, and EPC contributes to the cost of these facilities on behalf of the residents. During 2018, EPC intends to consult residents about Parish Council services and the precept level, including what facilities residents want at the KGV and what they are prepared to pay for those facilities through the precept.

Q3. Their 2017 accounts show EVRT are holding substantial reserves of about £151k. Do EPC not think it would have been more appropriate to ask EVRT to use their own reserves rather than handing over public money?

Ans. On the matter of EVRT reserves, I have checked the position with the EVRT Treasurer. EVRT does not have reserves of £151K. This is a misreading of the accounts and something I often find difficult to interpret. The

2016/17 EVRT accounts show 'Unrestricted funds' of £151K, but just over £70K of this was a value put upon certain physical fixed assets, not accessible cash. The rest, nearly £81K consists of £60K that had to be retained (under Charity Commission guidance) as an emergency 6-months reserve. This left only about £20K of freely spendable money, and this has since been wholly committed to significant improvement projects, including over £11K on playground renewal and forthcoming alterations for better disabled access.

Q4. For 2018/9 EPC have already approved funding as follows: SLA £12k, Supplementary £20k and Children's play equipment £8k. There is also a probable £4K for the Scout gate. Grand total £44k and the financial year has not even started yet. The report states many figures are estimates and that there is no contingency for unforeseen events. So the probable requirement is £50k plus. Further, the report notes that the Trust is vulnerable to the loss of a major licensee e.g. the rugby club. In that case another third of the income would be lost and the funding requirement from EPC would rise to around £80k. These are huge sums of money and would be ongoing. At what point does EPC say enough is enough and decline to provide further funding?

Ans. EPC's budget for 2018/19, subject to final approval tonight, includes the fixed amounts of £12K from the Service Level Agreement and £20K as a one-off supplementary contribution towards the provision of services at the KGV. The payments towards play equipment and the refurbishment steps at the eastern end of the field come from the Community Fund which provides funding for specific capital projects judged to be of benefit to Effingham residents.

This is available for any village group to bid for whether at the KGV or elsewhere (e.g. the Cricket Club, the Scouts and St Lawrence Church Hall have all received grants from this Fund in recent months.) I do not accept that the required KGV payment is likely to be greater than £50K. This suggestion has no basis. As the report points out, the future funding model for the KGV from 2019 on, and the public facilities available there, need to be reviewed to ensure that the facilities wanted by Effingham residents can be provided by the charity, and are not wholly dependent on funding from other licenced users. The consultation with residents that I have already mentioned will feed into this review, which it is hoped will be completed in time for the results to be included in EPC's 2019/20 budget. It is EPC's intention that Effingham residents will decide how much should be spent from the precept on KGV facilities.

In conclusion, the KGV trusts going back over 50 years or more have struggled to make ends meet and there has never been a fully satisfactory funding model. It is this that the Parish Council and EVRT want to address in the coming year in order to establish a mechanism that serves Effingham residents and is sustainable for the foreseeable future. Key to this are the views and interests of Effingham residents.

015/18

Financial Matters - payments approved:

Ref	To	Description	£	Authority
MAC/EF1	Process Matters2	GDPR Training	0445.00 (no vat)	LGA 1972 s.111
7737	Honeysuckle Bottom Oak	Oak bollards for outside parade of shops	0558.00 (93.00)	Highways Act 1980, s.96 (313/17)
37536239	Miss L English	Decorating of Parish Room exterior	0385.00 (00.00)	LGA 1972 s.113 (312/17)
SM18542	Rialta Business Solutions Ltd	Software license / support renewal	0139.20 (23.20)	LGA 1972 s.111
PS/002	Effingham Volunteer Drivers	Mobile phone top-up (C/F Grant)	0015.00	LG & Rating Act 1997 ss.26-29 (074/17)
522585	BTS Ltd	Photocopier charges	0081.66 (13.61)	LGA 1972 s.111
9500154370	SCC	SOLD - ECD (n/r) deposit for climbing wall	0052.95 (no vat)	Local Government (Misc Prov) Act 1976, s.19 (327/17)
1939	Aldrich Gardening	Bollard fixing, Tree removal, fly tipping	0523.00 (no vat)	Highways Act 1980, s.96 (314/17)

Regular agreed payments - (standing orders)

Ref	To	Description	£	Authority
	EVRT	Service Level Agreement (Quarterly) 01.01.18	3000.00	Public Health Act 1875, s.164 Public Health Act 187-1961 Open Spaces Act 1906
	Countrywide Grounds Mnce	Burial Grounds Mnce (Monthly) 28.12.17	0218.50	Open Spaces Act 1906, s.9 and 10
	HMRC	Clerk TAX/NI (Quarterly) 31.12.17	0896.31	LGA 1972 s.112
	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly) 25.12.17	0579.36	LGA 1972 s.112
	Jon Short	Clerk Salary (Monthly) 21.12.17	xxxxxx	LGA 1972 s.112

Direct Debit Payments:

Ref	To	Description	£	Authority
Created	The Phone Co-op	Parish room broadband & phone - 28.12.2017	0047.11 (7.85)	LGA 1972 s.111
Outstanding	Currently EDF	PR Electricity		LGA 1972 s.133
Created	SES Business Water	PR Water - supply 22.02.18	0028.17	LGA 1972 s.133 Payments to be taken bi-yearly on the 22nd Sept / Feb
Created	SES Business Water	Allotment Water - supply 22.02.18	0158.81	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 Payments to be taken bi-yearly on the 22nd Sept / Feb
Created	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 Payments to be taken annually on the 8th December
Outstanding	Castle Water	PR Water - waste		LGA 1972 s.133

Purchases using pre-charged debit-card:

Ref	To	Description	£ (vat)	Balance	Authority
		Carried forward from 27.11.2017		0243.27	
		No transactions from 27.11.2017 to 02.01.2018		0243.27	