

**MINUTES OF THE ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON THURSDAY 3 JANUARY 2013
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllr Pindar in the Chair
Cllrs Bell, Bowerman, Hogger, Lightfoot, Moss, Peskett, Symes. Wetenhall
3 local government electors

01.13 APOLOGIES FOR ABSENCE
None.

02.13 DISCLOSURE OF PECUNIARY INTERESTS
Nothing declared at this point.

03.13 DISPENSATION TO PARTICIPATE IN SETTING THE PRECEPT
Formal applications for dispensation to take part in the business of setting the precept (see item 12.13) had been received from Cllrs Bell, Bowerman, Hogger, Lightfoot, Moss, Peskett, Pindar, Symes and Wetenhall, on the grounds that as residents of the parish they had a disclosable pecuniary interest in the setting of the precept. The dispensations were agreed and will stand until May 2015. Cllr Wetenhall registered a protest on the excessive bureaucracy this represented.

04.13 MINUTES OF THE MEETING OF 4 DECEMBER 2012
170.12 Recruitment of Clerk:
This should say that at the vote 3 councillors were in favour of starting the process from scratch.
With these corrections the Minutes were agreed and signed.

05.13 MATTERS ARISING FROM PREVIOUS MINUTES (not elsewhere on the Agenda)
None.

06.13 MATTERS RAISED BY RESIDENTS
None.

07.13 PLANNING MATTERS
New applications

12/P/01120 5&6 Effingham Place

Listed building application for the refurbishment of the west portico port / port cochere;
Replacement of parapet walling and associated repairs to structural metalwork
Selective replacement and refurbishment of rainwater and soil and vent goods with associated changes in fall of the roof
Replacement of slate and lead roof coverings and changes to flat roof coverings
Reconfiguration and refurbishment of valley gutters
Replacement of roof lantern
Repair of external window and door joinery and external re-decoration of the building (part retrospective application) (additional information received 03/08/12 and 03/09/12) (amended description 14/12/12).

A resident spoke in favour of the work as being the necessary result of poor quality work done when the property was first refurbished. Councillors expressed concern that consent was being sought retrospectively for a Listed building. No objection.

12/P/02022 St Teresa's School, Critten Lane

Infill extension to form new entrance to existing sports centre. Conversion of existing rooms to changing facility and multi-gym. Replacement roof coverings to sports hall. It was agreed to question the colour of the new proposed roof and how visible it would be

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from surrounding countryside; it must be appropriate.

It was agreed to write a separate letter directly to the School in connection with the Village Plan, asking for their current plans regarding size etc.

12/P/02033 The Orchard House, Beech Ave

Single storey side extension.

It was noted that the current extension would add yet further volume to an already much-extended property in the Green Belt, but the proposal was unobtrusive as such. No comment.

12/P/02052 Cheyme Cottage, Manor House Lane

Lawful Development Certificate to establish whether planning permission is required for a single storey rear extension. No comment

Results / progress on previous planning applications

12/P/00875 The Long Barn, High Barn Rd	Appeal dismissed
12/P/01668 The Nutshell, Orestan Lane	Refused
12/P/01743 Old Tallows, Orestan Lane	Approved
12/P/01867 St Lawrence Primary School	No objection

Other planning matters

Consultation on the Guildford Local Plan Sustainability Scoping Report

This document included a statement that a shortage of secondary school places after 2017 would exist, which would be addressed at three locations including Effingham. This conflicted with a recent SCC report that stated a shortage would exist after 2019 and did not mention Effingham. Cllrs Peskett and Bell will examine the document for further points of comment and circulate these, so that the comment can be submitted before the next Parish Council meeting owing to the deadline. Cllr Peskett commented how helpful this document will be as an exemplar for the one to be completed as part of Effingham's Neighbourhood Plan.

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Reports and correspondence relating to other Planning matters:

Outdowns

A Gypsy or Traveller family had moved caravans onto land owned by their family. GBC Enforcement is acting promptly to follow due process; however, it was felt that the existing injunction on this land would not now carry weight owing to changed planning circumstances.

Long Barn – road flooding and mud

It was reported that the field has been restored, but the road is very damaged and suffers badly from mud and flooding. The Clerk to bring this again to the attention of SCC as a serious concern.

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Proposed development on A246 Bookham

ERRA had sent to EPC a copy of its letter of objection to proposals by the developer Gleeson for land on Guildford Road. This was noted.

Flooding

Cllr Lightfoot had photographed serious flooding of land either side of Effingham Common Road over the Christmas period. It was agreed this information needs to be recorded for the Village Plan, and also other similar areas prone to flooding eg Critten Lane, Orestan Lane, area near Effingham Junction Station bus layby and footway over the bridge. Cllr Lightfoot will submit the photos to the SCC group responsible for monitoring flooding risk via the SCC website.

08.13

HIGHWAYS AND TRANSPORT

Current Highways and Transport matters

Consultation by SCC Highways Authority on a common Permit Scheme with E Sussex CC

It was agreed that the Clerk will draft a comment for consideration (for submission by 20 February).

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Reports and correspondence relating to Highways matters

Church Street

It was reported that the surface of the road and the footway were in a disgraceful state. The level of traffic especially during big rugby events was too high for the road to cope, and the village infrastructure was being damaged at a cost to the public purse, with little hope of restitution. Traffic management should be a part of the Village Plan. Junction safety at the Browns Lane / Guildford Rd intersection was very poor and the verges were being ruined. In the past it had been mentioned that the Rugby Club were considering employing police help privately to improve the parking / marshalling. It was agreed that PCSO Culross had been trying to deal with this situation but he might need more support. It was agreed to write formally and ask for monitoring by the Police. It was agreed that the area would be monitored and instances of problems photographed, before writing.

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Bridleway claim, Beech Avenue

Cllr Wetenhall reported that the Inquiry had started on 19 December and run for 2 ½ days. The text of the closing submission, which had had to be written overnight, had been authorised by Cllrs Pindar, Wetenhall and Peskett. The Inspector had said the result should be available by the end of January.

Yew Tree Close

The residents of Yew Tree Close and SCC are in the final stages of resolving between them the ambiguous situation about who owns, and thus should maintain, the access road area. SCC is in the process of 'unadopting' the road.

09.13

GREEN SPACE AND VILLAGE AMENITIES

Current GSVa matters

Village Plan

Minutes of the Steering Committee meeting of 13 December 2012 were adopted. It was confirmed that Cllr Lightfoot was available to attend Steering Committee meetings and would act as Deputy to Cllr Moss.

There was discussion about co-ordinating public announcement of the project. It was agreed to wait until the Chairman's Report had been delivered to all residents. Events following that will be co-ordinated with GBC launching on-line the consultation on the Neighbourhood Area. On the EPC web-site will go the document describing the process to be gone through ('Proposal' document) together with a short introductory letter. This will be the text of a draft Press Release was discussed. It was agreed that the contacts should be Cllrs Hogger and Moss (as Communications Group). The rest of the text will be finalised at a meeting of the Steering Committee on 10 January; also to be made public when the consultation is launched.

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It was reported that all Working Groups have met and were discussing how to resolve issues of overlap between their work areas; also, the constitution of the Working Groups, ie the distinction between members and people contacted for their input, but not members as such. It was agreed that the Steering Committee should contact key village organisations such as ERRa.

Grants towards costs of the Village Plan

Useful research into a draft budget had begun. Cllr Bell will work further on shaping and refining the budget for the Effingham Village Plan. It was agreed the budget would probably reach over three financial years, judging by the timeline as currently shaped. It was agreed to write to Cllr Barker to find out how to put in a formal request to him for £2.5k funding during the life of the project.

Howard School consultation on admissions criteria

It was agreed that the Parish Council would respond with no objection but re-stating its concern that Effingham children who were unable to get into one of the feeder primary schools might not be successful in gaining a place.

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Reports and correspondence relating to GSVa matters

None.

10.13 REPORTS

Police and safety community issues (report of session before the start of the present Agenda)

There had been no report. The Clerk reported that Effingham residents were intending to go to one of the meetings hosted by the new Police Commissioner specifically to ask about the future of the PCSOs and state how much Effingham appreciated its officer. It was agreed that the Parish Council would write similarly.

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Allotments

No further news.

Schools

No further news.

EVRT

The Custodian Trustee had replied to the letter from EPFA noting that it had no powers to act in the way requested, and explaining that EPFA should approach the Trustees first, but if this did not suffice, to approach the Charity Commission.

Home Farm Estate

No further news.

Friends of Effingham Common

It was agreed that the Clerk would contact GBC to find out more about how far finding a replacement for Adam Owen had proceeded, and allocation of GBC budget towards Commoner's Day and other projects.

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Smith's Charity

The Christmas vouchers had been distributed.

Effingham Local History Group

No further news.

Local government / admin matters / website

The Clerk reported that heavy workload was preventing progress on producing formal policies for Complaints, Press and Publicity, and Freedom of Information. Cllr Pindar has the British Standard document for Complaints. Cllrs Symes and Bell offered to produce drafts (respectively, first two and third).

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11.13 CORRESPONDENCE

The following correspondence which had been received since the last meeting was noted:

Horsley Countryside Preservation Soc GBC	Around & About Horsley Agenda and reports, meetings of the Council, 13 December, and Planning Committee, 18 December
CPRE	Fieldwork, Winter 2012
NALC	DIS no 798, 799

12.13 FINANCIAL & ADMIN MATTERS

Budget 2013-14

A second draft had been circulated incorporating information from GBC about the effect of both the change to the council tax base and the LCTSS grant (confirmed for one year only). As a result of these changes, keeping the Band D figure the same as in the current year would yield a lower total precept (for the second year running). Following discussion

it was agreed to:

- confirm the proposal to add to the Training budget (£250)
- add £500 for new office / Parish Room equipment likely to be needed for the Village Plan
- bring the Community Fund back up to £20,000
- put £5,000 into the Village Plan
- make a substantial 'Sprucing up' fund of £6,380.

It was agreed in principle to raise the amount precepted on residents (ie excluding the LCTSS grant) by 2%. The new figures will be calculated and circulated for approval, and submitted to GBC by 23 January.

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Recruitment of new Clerk

At the last meeting, after uncertainty about how to proceed, it had been agreed to re-interview earlier candidates. In the event this approach had been abandoned and the circumstances of this were described.

After a discussion about likely costs and how to improve on the previous procedure, there was a vote about whether to use SSALC or to manage in-house. The result was 4 to use SSALC, 2 against and 2 abstained. With this decision the timetable for advertisement, sifting and interviewing was set. All residents will be circulated with information about the vacancy (and also the vacancy for a councillor), to be delivered with the Chairman's report. It was agreed that Cllr Hogger will supervise getting the Report and the inserts printed and distributed as soon as possible; costs for a black and white A3 folded item, and a single page double-sided, 1,200 of each, were agreed. The Chairman will arrange for the adverts to go in the Press. There will be a meeting to discuss the job description on Monday 7 January. Following this it will be circulated to all councillors for confirmation before sending to SSALC.

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Cheques for approval and signature

The following cheques were authorised and signed:

Phone Coop	30.49	Local Govt Act 1972 s111
BTS	59.40	Local Govt Act 1972 s111
James Nicholls	260.00	Local Govt Act 1972 s214
HMRC	1.512.15	Local Govt Act 1972 s112

Reports and correspondence relating to Finance & Admin matters

Nothing further.

13.13 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Date of the next meeting: Tuesday 29 January 2013.