

**MINUTES OF THE ANNUAL MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON TUESDAY 17 MAY 2011
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllrs Bowerman, Brazil, Hogger, Lightfoot, Nicholls, Peskett, Pindar, Symes, Wetenhall
4 local government electors

63.11 APOLOGIES FOR ABSENCE

Cllr Bill Barker

64.11 DECLARATION OF ACCEPTANCE OF OFFICE

All Councillors signed the Declaration of Acceptance of Office.

65.11 ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR

Cllr Pindar was nominated by Cllr Symes, was seconded by Cllr Nicholls and elected. He signed the Declaration of Acceptance of Office as Chairman for the forthcoming year and took the Chair.

66.11 ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR

Cllr Symes was nominated by Cllr Nicholls, seconded by Cllr Hogger and elected. He signed the Declaration of Acceptance of Office as Vice Chairman for the forthcoming year.

67.11 REGISTER OF INTERESTS AND DISCLOSURE OF INTERESTS

None disclosed at this time. The Clerk had distributed forms which need to be completed and returned to her by 31 May.

ALL

68.11 REVIEW OF STANDING ORDERS

NALC had recently announced a further revised version, but this had not been made available yet so the Effingham updated copies could not be completed. The Clerk will provide copies as soon as the information is available. Meanwhile, information manuals for reference on other Effingham issues were given out.

SM

69.11 REVIEW OF FINANCIAL REGULATIONS

The update will also be issued shortly as above.

70.11 DATES FOR FUTURE PARISH COUNCIL MEETINGS

Following discussion of known absences and clashes, dates were set for future meetings.
In 2011: Tuesdays 21 June, 19 July, 30 August, 4 October, 1 November, 6 December.
In 2012: Tuesdays 3 January, 31 January, 28 February, 27 March, 24 April, 22 May
Annual Parish Meeting: 17 April 2012.

ALL

It was agreed to continue the rota of inviting residents to meetings.

71.11 PARISH COUNCIL AUDITORS, INSURERS, CONTRACTS, SUBSCRIPTIONS, MEMBERSHIPS

It was agreed to continue the following:

Bank accounts Both with Santander (previously Alliance & Leicester).
(One new signatory will be needed soon).

Auditors
BDO Stoy Hayward External auditors
Peter Frost Internal auditor
Insurers Aviva, through Came & Co.

Memberships

NALC	National Association of Local Councils
SCAPTC	Surrey Association of Town and Parish Councils
SLCC	Society of Local Council Clerks
CPRE	Campaign for the Protection of Rural England
Surrey Community Action	
Surrey Hills Society	
NSALG	National Association of Allotment Gardeners

'Service' contracts

Mr Houlton	Maintenance of Burial Ground
Sheena Sloan	Cleaning of Parish Room
DIS	NALC's Direct Information Service
HCI Data	E-mail and web-site host
Phone Coop	Telephone and broadband services
BTS	Photocopier contract
Cornwell Management	Courtyard security
ADT Fire Services	Maintenance of fire equipment in Parish Room
EDF	Electricity supply
Sutton and E. S'y	Water Parish Room & Allotments

72.11 REPRESENTATIVES APPOINTED TO LIAISE WITH OUTSIDE ORGANISATIONS

Parish Councillors reviewed and confirmed the following:

EVRT

To be decided; see 80.11

Smiths Charity

Effingham Parish Council appoints 4 Trustees. The present ones are Michael Bray, Gill Walker, Terry Driscoll and Rev. Andrew Mackenzie. These remain in post until they wish to stand down - there is no term.

Surrey Police	James Nicholls
Friends of Effingham Common	Ian Symes
GBC Standards & Audit Ctee	Ian Symes
Joint Communities group	Andrea Lightfoot (& Clerk)
Surrey Community Action	Arnold Pindar
Protection of Home Farm	
Co-ordinating Committee by reason of residency.	Liz Hogger, James Nicholls, (& Clerk). Hilda Brazil is a member
GBC Officer Liaison (HFE)	Clerk (& Liz Hogger)
Open Spaces Society	James Wetenhall kindly subscribes on behalf of EPC
The Howard School	All councillors, according to interest / availability

It was agreed that new councillors might have special areas of interest not on this list, which will emerge in due course.

73.11 MEMBERS OF ADVISORY GROUPS WITHIN THE PARISH COUNCIL

Risk Assessment and inspection

Shared by all councillors

Rights of Way

All councillors; inspections co-ordinated by James Wetenhall and Sarah Peskett

Allotments

To be reviewed after the forthcoming allotment holders meeting

Burial Ground

Andrea Lightfoot, Sarah Peskett, Clerk

EVRT Funding

To be replaced by the system of informal meetings before each EPC meeting, as suggested by Mark Jones

Trees and green spaces

Sarah Peskett, Gill Bowerman

Web management
Gill Bowerman

VOLUNTEERS

The following help the Parish Council on a voluntary basis:

Chris Hogger	Web-master and general IT support
Phil Vallis, John Barrett, Trevor Markham	Allotments
Anthony Clark	Allotments maintenance
Terry Driscoll	Parish Room maintenance and IT support
Jessica Page	Photographic record of Parish Council assets and activities
Tony Page	Research, clerical and editorial support
Effingham Emergency group	

74.11 PROJECTS IN HAND, AND PLANNED

The list below is all the projects which are either already underway, or have funding allocated to them and need to be started, or should be started up from scratch by the new Council. It does not include routine admin duties of the Clerk.

There was discussion of the recent workload; Cllr Nicholls had stood in to man the Parish Room open hours so the Clerk could complete essential paperwork. It was agreed that Councillors might like to do this more often, and a rota for people to sign up to will be kept in the Parish Room.

SM

In discussion the priority projects amongst these were identified and are shown underlined. These will go on the next Agenda for review and to brief new councillors. People involved so far will write a brief update for circulation before the meeting.

ALL

Financial and Admin

Three year plan for the future work of the Council

Funding agreement for EVRT

Pursue more efficient admin. of Home Farm Estate with GBC

Review and update Contingency planning for loss of Clerk (who has the passwords, etc!)

Improve Risk Inspections

Planning

Development of a Neighbourhood Plan

Highways and Transport

The Sprucing Up project

Distribution of salt-bins

s.106 environmental improvement of The Street

Improvement of Rights of Way on the Common

TRO for Dirtham Lane track

Beech Ave 'bridleway'

Beech Ave tree-planting

Guildford Road tree-planting

St Teresa's traffic survey

Bollard repair in front of shops

GSA

'Emergency' project - contingency planning for the village

Commons Day

Allotments

Overhanging trees

Social event

Investigate self-governance

Burial Ground

Secure implements shed – planning application
Water supply installation
Tree safety of neighbouring ground
Burial Ground extension
Get Church to repair walls

Parish Room

Roof repairs to tiles
Re-hang pictures
Re-decorate internally
Sort out door security
Respond to Safety survey of electrical installations;
Box in alcove for more storage

75.11 MINUTES OF THE SPECIAL MEETING OF 26 APRIL 2011

The Minutes were signed as a true record. The Clerk read out a letter of thanks from Eddie in which he ends by saying 'Look after the place'.

76.11 MINUTES OF THE ORDINARY MEETING OF 26 APRIL 2011

At 57.11, it should be shown that the Annual Parish Meeting was chaired by Cllrs Symes and Wetenhall, not Pindar.

77.11 MATTERS ARISING FROM PREVIOUS MINUTES (not elsewhere on the Agenda)

None.

78.11 MATTERS RAISED BY RESIDENTS

Roads specially invited: Champion Down, Norwood Close, Norwood Rd, Strathcona Ave.
A resident had sent in the following question before the meeting:
'Why has the financial support of £26K been completely withdrawn from the KGV Field Association? I would be interested to know the background behind this decision and what were the alternatives?'

Cllr Pindar explained that funding had not been completely withdrawn. In 2010-11 the Parish Council had given £20,000 plus an additional £3,000 - the latter as a special one-off sum to help get the new Trust established, but with an explanation that this special one-off sum would not be repeated. When the current budget was discussed, there were other calls on the available funds and the grant had to be reduced. There had been the hope of setting up a three-year funding agreement but this had not succeeded, so the Parish Council had had to return to the one-year-at-a-time model and was offering to pay for specific items given that the Charity would discuss these and provide relevant information so that the details could be discussed and finalised at the forthcoming (June) meeting.

The resident was concerned that the Charity would not be able to manage. The Chairman explained that the Parish Council had only arrived at this decision reluctantly and with difficulty. He personally hoped to run an event and raise £1k. He explained that the Trustees have to manage with the available funding. Cllr Hogger explained that the precept was not the only source of funding to the Charity. The Charity also receives money from users such as the Howard School, which contributes much more than the Parish Council. The Parish Council fully understands and appreciates how much residents value the Playing Fields.

79.11 PLANNING MATTERS

New applications

11/P/00670 32 Woodlands Road

Erection of one detached 4-bedroom house with integral single garage following demolition

of existing garage building. No comment.

11/P/00672 Kirkland, High Barn Road

Proposed six bedroom detached house and integral double garage following demolition of existing dwelling and swimming pool (re-submission of refused application 10/P/01253). No objection, but the Clerk to write asking that if consent were to be given, there would be a condition requiring removal of the miscellaneous and untidy items stored around the boundary before demolition can begin.

SM

11/P/00691 2 Ranmore Meadows, Crocknorth Road

Single storey extension on the south elevation, porch extension to the east elevation, three dormer windows to the north elevation and one dormer to the south to facilitate loft conversion and extension of garage. It was agreed to object on the basis that the original consent was given as a special case in the Green Belt (following demolition of the Ranmore Arms) and that as much development as was appropriate had been carefully agreed at that time.

SM

11/P/00702 Hooke Field, Heathway, East Horsley

Two storey side extension following demolition of existing garage. No comment.

2011/5182 Land near Junction 10, M25 Cobham Surrey

To change layout of fuel forecourt to include amendment to parking arrangements and changing shop building to single storey (Amendments to reserved matters (Details pursuant to planning permission 1995/0601 (M25 Service Area) to consider details of the Reserved Matters of Layout, Scale, Appearance and Landscaping of a restaurant, toilets, overnight accommodation, petrol/diesel forecourt, parking and picnic areas, and to discharge conditions 15 and 17 concerned with ground levels and landscaping. There appeared to be no details on the Elmbridge web-site by the time of the meeting. It was agreed the Clerk will investigate and convene councillors to comment if necessary.

SM

11/P/00740 Howard of Effingham School

Construction of a two-storey extension to the existing Science building to provide an enlarged science facility, offices at ground level and three offices at first floor level. It was agreed that there was no objection but the Parish Council would request the School's Forward Plan for expansion and car-parking, as had been done for St Teresa's in connection with the most recent application.

SM

11/P/00747 T W White & Son, Guildford Road

Advertisement consent for 3 externally illuminated rolled aluminium fascias, 2 non-illuminated welcome sign [sic] and 1 wall mounted sign. It was agreed to object to illuminated signage as for previous applications; also to comment that the use of aluminium was not felt to be a sympathetic choice for this location in the Conservation Area next to the Listed Building. It was agreed to ask that if consent was given, a condition be imposed asking for the removal of all other advertising signage on the site.

SM

10/P/01451 Ranmore Manor, Ranmore Common

Change of use of office space within main manor building to create 2 dwellings with single storey side extension, 2 detached two storey houses with basements, single storey office building with basement and associated parking and landscaping, following demolition of existing motor workshop, office building and spray shop (amended plans received 10 May 2011),

Residents of the site had been in touch to register their concerns about the amended plans. Owing to the lack of time in which to study such a detailed and important application before the meeting, it was agreed to convene all Councillors who can attend at the Parish Room at 10.00 on Monday 23 May to formulate a response.

ALL

Results / progress on previous applications

MO/2011/2074 Guildford Road

Approved. Both CPRE and ERRA had written to EPC about their disappointment and annoyance. ERRA had wished to know if the decision could be challenged.

Other Planning matters

Proposal to erect a fence along the boundary of St Lawrence Primary School's playground beside Effingham Common Road

A letter from the Head had been received asking for the Parish Council's comments. Councillors noted the very great pressure the duty of safeguarding pupils places on Heads, but were unclear about what this meant for the boundary treatment in practice, and whether it implied there would have to be further boundary work in the future. It was agreed the Clerk will write to Mr Gibbs thanking him for his consideration; also asking if he would meet with Cllr Peskett to explain more about the situation and discuss what other options, if any, exist.

**SM
SP**

Reports and correspondence relating to other Planning matters:

None.

80.11 VILLAGE GREEN SPACES AND AMENITIES

Current GSVA matters

Means by which the Parish Council will seek to fill the current vacancy

Cllr Pindar will write some text inviting residents to get in touch, and this will be circulated via the web-site, noticeboard, community e-mail and leaflets to all households. Applicants will be invited to submit a CV. If there is a contest there will be a vote by Parish Councillors. The aim is that submissions will be received in time for discussion at the meeting of 19 July.

**AP
SM**

Means by which the Parish Council will appoint a Trustee for EVRT

It was reported that the two Chairmen will shortly meet. It was decided therefore to wait and take the opportunity to sound out EVRT's view; then to have the Trust confirm this, before taking steps to fill the vacancy. In theory the leaflet advertising a Parish Council vacancy could be used to invite residents interested in being a Trustee to get in touch. The importance for future relations of setting up a regular liaison group (whether formal or informal) with the Trustees, was again expressed.

AP

Reports and correspondence relating to other Green Space matters:

Commoners' Day

The working group has had a meeting to conclude the programme. Parish Councillors have met to review and confirm arrangements.

81.11 HIGHWAYS & TRANSPORT

Current issues

None.

Reports and correspondence relating to Highways matters

Construction of service road to the railway line

Cllr Bowerman reported that a new access road to the railway line was being laid via Little Bookham allotments (near the boundary with Effingham). It was agreed to try to find out more about this.

GB

Salt bins

Cllr Nicholls reported that he is continuing to pursue this subject with SCC.

82.11 REPORTS

Police and community safety issues

PCSO Culross reported that in April there had been 2 thefts (aluminium cable and a strimmer) and 2 burglaries (to a dwelling and a shed) and one incident of criminal damage. In May so far there had been 2 incidents of criminal damage to cars. The Neighbourhood Panel meeting had identified speeding on The Street, Effingham Common Road, Orestan Lane and Lower Road as the issue to tackle. Road markings outside the Howard School had been reviewed and re-painted. Three vehicles had been warned about causing an obstruction and the School contacted. He warned residents about the dangers of leaving windows and car windows open in the hot weather.

Surrey County Council St John Ambulance	Agenda and Reports for Council meeting, 10 May Surrey News – First Responder Lisa Forrest, who has the Mayor of Guildford’s Award for Community Service (fourth time this award has been given to a member of the group in four years)	
Surrey Clubs for Young People	Invitation to meet them and understand their work; Cllr Brazil and colleague Ann Wilson will follow this up and report back	HB
Surrey Co. Playing Fields Asscn	Spring Newsletter	
Surrey Hills Society	Spring Newsletter	
CPRE	Fieldwork, (April 11 Newsletter)	
NSALG (Allotments Soc)	Issue 2, 2011	
Soc of Local Council Clerks	Journal, May 2011	
NALC	DIS no 757 & 758	

84.11 FINANCIAL MATTERS

Current matters

Progress on EVRT’s request for funding

As agreed at the last meeting, a letter had been sent to EVRT concerning the way forward on funding individual projects. This will be copied to all councillors for information.

SM

Cheques for approval and signature

The following cheques were authorised and signed:

	£	Authority to pay
Surrey Community Action	35.00	Local Govt Act s1972 s143
Arnold Pindar (reimbursement)	47.39	Local Govt Act s1972 s112

Reports on Financial matters

Review of Standing Orders and Financial Regulations

The Standing Orders, and the figures triggering different approaches to expenditure, had been reviewed at the Meeting of Tuesday 1 March 2011.

Review of Burial fees

The current fees table had been reviewed at the meeting of 25 January 2011.

Review of allotment rents

Allotment rents had been reviewed at the meeting of 1 March 2011, when it was decided to raise the rents as of September 2011.

85.11 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Cllr Pindar will write to Anthony Clark who was unable to be at the recent gathering to thank him for his work as a Councillor.

AP

Date of the next meeting

8pm, Tuesday 21 June 2011