

**MINUTES OF THE ANNUAL MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON TUESDAY 18 MAY 2010
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllr Pindar, Chairman
Cllrs Clark, Crouch, Driscoll, Lightfoot, Nicholls, Symes, Wetenhall

62.10 APOLOGIES FOR ABSENCE

Cllrs Hogger and Jones.

63.10 REGISTER OF INTERESTS AND DISCLOSURE OF INTERESTS

None disclosed at this time. The Clerk congratulated Parish Councillors that sound practice had recently averted a potential problem, when a member of public had challenged the circumstances in which the Parish Council had commented on a planning application. This was very gratifying.

64.10 ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR

Cllr Pindar was nominated by Cllr Crouch; seconded by Cllr Driscoll; elected all in favour.

65.10 ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR

Cllr Symes was nominated by Cllr Clark, seconded Andrea Lightfoot; elected all in favour.

On behalf of the Parish Council, Cllr Pindar presented Cllr Crouch with a framed photograph taken just before last year's Annual Meeting, to thank him again for his excellent service to the Parish.

66.10 DATES FOR FUTURE PARISH COUNCIL MEETINGS

Following discussion of known absences and clashes, dates were set for meetings up to May 2011 and the Clerk will circulate the list.

SM

67.10 REVIEW OF STANDING ORDERS

NALC had published a new model. EPC had last reviewed its standing orders in July 2007. Cllr Crouch had studied the new model and there were 22 points of difference. He and the Clerk will meet to put forward points where changes are recommended.

**CEWC
SM**

68.10 REVIEW OF FINANCIAL REGULATIONS

These will also be reviewed as above; however no new model has been suggested.

**CEWC
SM**

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

It was agreed to continue the following:

External Auditor

BDO Stoy Hayward

Internal Auditor

Peter J Frost

Insurer

Came & Co (Aviva)

Subscriptions and memberships

National Association of Local Councils

Surrey Association of Town and Parish Councils

Society of Local Council Clerks

Campaign for the Protection of Rural England
Surrey Community Action
Surrey Hills Society
National Association of Allotment Gardeners

'Service' contracts

Mr Houlton	Maintenance of Burial Ground
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

70.10 REPRESENTATIVES APPOINTED TO LIAISE WITH OUTSIDE ORGANISATIONS

Parish Councillors reviewed and confirmed the following appointments.

EVRT: Cllr Jones agreed to continue as a Trustee, with the thanks of other councillors. The Parish Council's other existing appointments are John Blackburn, Caroline Irwin and Gill Walker.

Smith's Charity: Michael Bray and Terry Driscoll continue as the two Trustees appointed by the Parish Council

Friends of Effingham Common / Guildford Borough Council: Cllr Symes

Surrey Police: Cllr Nicholls informally, but all councillors should try to go to the Neighbourhood Panel meetings

Joint Communities group: Cllr Lightfoot and Clerk

Surrey Community Action: Cllr Pindar

Protection of Home Farm Co-ordinating Committee: Cllrs Crouch, Hogger, Nicholls & Clerk

Guildford Borough Council (Home Farm Estate): Cllr Hogger and Clerk

Open Spaces Society: Cllr Wetenhall

Howard of Effingham School: Cllrs Pindar, Lightfoot, Hogger and Nicholls

Cllr Hogger suggested it would be helpful to identify a point of liaison in St Lawrence Primary School, and St Teresa's.

**LH
SM**

71.10 MEMBERS OF ADVISORY GROUPS WITHIN THE PARISH COUNCIL

Allotments: Cllrs Clarke & Jones

Burial Ground: Cllrs Crouch & Lightfoot, Clerk

EVRT Funding: Cllrs Pindar, Hogger and Nicholls

VOLUNTEERS

The following give voluntary help to the Parish Council

Phil Vallis, John Barrett	Allotments
Tony Clark	Allotments maintenance
Trevor Markham	Allotments maintenance
Cllr Driscoll	Parish Room maintenance and IT support
Cllr Driscoll & Chris Hogger	Web-site development
Jessica Page	Photographic record of Parish Council assets and activities
Tony Page	Research, clerical and editorial support
Sarah Peskett	Volunteer Tree Warden
Effingham Emergency group	

72.10 PROJECTS IN HAND, AND PLANNED

Financial and Admin

Web-site development (Surrey Community Info will host this at no cost; Local History group would like to have a link)

Audits

Three year plan

'Service Level Agreement' for EVRT

Pursue more efficient admin. of Home Farm Estate with GBC

Parish Room

Flint wall repairs

Hang pictures

Re-decorate internally

Sort out door security

Periodic Safety survey of electrical installations

Highways and Transport

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

GSA

'Emergency' project

PHFCC

Commons Day

Village Day

Local History project

Improve litter, verges maintenance etc

Allotments

Overhanging trees

Social event

Investigate self-governance

Burial Ground

Tree safety survey

Burial Ground extension

Secure implements shed – planning application

Water supply installation

Get Church to repair walls

73.10 MINUTES OF THE MEETING 27 APRIL 2010

The Minutes were signed as a true record.

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

None.

75.10 POLICE AND SAFETY

PCSO's report

PCSO Culross was not present. There was discussion of the new reporting arrangements which would start in June. Information about ballot boxes, and who owned / could open them, was awaited.

76.10 PLANNING MATTERS

New applications

10/P/00616 Sheepwalk Cottage (MO/10/0281)

The Parish Council's comment on the previous application, 07/P/02673, had been submitted.

10/P/00650 The Squirrels, Effingham Common

Lawful Development Certificate to establish whether a proposed rear conservatory constitutes permitted development. No comment.

10/P/00699 Lyndhurst, Links Way, Bookham

Single storey side extension. No comment.

10/P/00734 Miles House, Beech Avenue

Amendment to 09/P/01179 approved 29.09.2009, for two storey side extension and detached garage following demolition of existing garage and store, comprising repositioning of garage, front gable to existing house, addition of Juliet balconies to two rear windows of existing house and minor changes to fenestration including changes to window design on rear elevation and convert hip to gable and addition of roof lights to front and rear side.

It was noted that this seemed to be retrospective; also that earlier consents had included informatives discouraging further extension. It was agreed to comment that the design of the large windows was considered to be questionable in this location (overlooking the Golf Club and Rights of Way). The Clerk to write.

SM

10/T/00067 St Lawrence's Church, Church St

Fell two Elwoods Cypress (T1 and T2) (Effingham Conservation Area). No comment.

2009/1230 (Elmbridge) Land near Junction 25, Cobham

Amendments to location of balancing ponds and construction of access under motorway. Cllr Lightfoot had studied this. No comment.

Results / progress on previous applications

10/N/00003 3 Mount Pleasant	Refused
10/P/00256 Miles House, Beech Ave	Approved
10/P/00306 The Vineries, Lower Rd	Approved
10/P/00419 The Coolins, Manor House Lane	To Planning Committee
10/P/00470 La Tuya, Orestan Lane	Approved
10/P/00485 Greenboughs, Heath View	Approved
10/P/00499 20 Norwood Road	Approved
10/P/00616 Sheepwalk Cottage, Sheepwalk Lane	No objection (Mole Valley app).
Cricket Club, Effingham Common	The application for works on common (new nets) has been granted consent.
Tim Todd and The Baleman Services Newmarsh Farm	To Traffic Commissioner's Public Inquiry, 3 June. This falls in half term when the main SCC officer cannot go. It is not clear why these 'new' applications have been bundled together.

Other Planning matters

None.

Reports and correspondence relating to other Planning matters:

Joint parishes group proposed for Gypsy and Traveller issues

An invitation to join this new group had been received. It was agreed that EPC wished to send representatives as observers, in the hope that the group was seeking positive solutions, not just negative ones. Cllr Hogger agreed to attend the meeting when details were received. The Clerk to write.

LH
SM

77.10 VILLAGE GREEN SPACES AND AMENITIES

Current GSVAs matters

Results of the recent 'forward planning' meeting

This had been much enjoyed by all who attended. 'Thoughts arising' had been circulated. The next meeting will be on 30 June (8pm, Parish Room).

ALL

Nomination of areas for a special clean up by GBC

The following were mentioned:

Public footpath, St Laurence Church to All Saints Church

St Lawrence Primary School to Windy Ridge (Effingham Common Road)

Madge's Lane

Beech Avenue, where there have been clearances

The Clerk will submit these.

SM

Reports and correspondence relating to other Green Space matters:

None.

78.10 HIGHWAYS & TRANSPORT

Current issues

Response to Guildford Borough Council's consultation on a proposed licensing policy for Taxi and Private Hire

Cllr Pindar had studied this. He felt that enforcement of policy would always be an issue, but, beyond this, no comment.

Reports and correspondence relating to Highways matters

Beech Ave

SCC Estates Management, as owner of the woodland areas, has written in support of EPC's objection to the re-classification of FP591 as a bridleway.

Guildford Road trees

SCC Highways has written to confirm that following inspection the row of limes on the green island opposite Grove House are in a very dangerous condition; they must be felled and stumps ground out. SCC is happy for EPC to re-plant. Some while ago EPC set aside money for this, (ie, no decision needed, apart from opinions on species). Residents are pleased by the idea of a new beginning.

Golf Club cedar

Cllr Clark asked for the Clerk to write again suggesting that when this is felled, a new one is planted somewhere else on the grounds.

SM

Annual parish Rights of Way survey

Cllr Wetenhall has distributed the report forms. Records of previous maintenance history of each footpath / bridleway can now be studied in the Parish Room.

ALL

Locations for salt bins

The following were confirmed. Councillors named will look for a suitable location

- Orestan Lane – the sharply rising section

- Church Road / Chapel Hill – wide green area on The Street

- The Street – much bigger bin needed near the traffic lights

- Strathcona / Norwood Road link – Cllr Nicholls will look for a suitable spot

JN

- Woodlands Road – existing bin is cracked and needs replacement but a second is

needed further up the slope near the junction with Links Way – Cllr Pindar to look for a spot

AP

- Strathcona Ave, east end – Cllr Hogger to identify a spot

LH

- Beech Ave, north of East Court – Cllr Wetenhall to identify a suitable spot

JN

- Norwood Road car park – could be the site for a larger salt-dump.

The Clerk will find out about designs suitable for conservation areas.

SM

79.10 REPORTS

Allotments

The social evening is imminent. It was agreed to invite people on the waiting list.

Cllr Clark kindly offered to provide the wine.

Schools

The meeting with the Howard of Effingham school has been re-scheduled for 8 July.

EVRT

A resident had copied EPC in on a complaint to the manager of the KGV fields about the remains of Fireworks Night not being cleared away yet. The Clerk will refer the writer to the Trustees.

SM

Through the Clerk, Cllr Jones (not present) had asked for three items to be reported in committee. These were discussed. It was agreed that a meeting between Parish Councillors and Trustees will take place. The Parish Council will clarify with the Trustees that matters raised by residents, which concern the impact/s of the Charity on residents' experience of living in the village, are legitimate subject matter to come before the Parish Council. This is neither a desire by the Parish Council to interfere in management, nor an expression of negativity by the Parish Council.

AP

Home Farm Estate

Residents have been extremely angry about trying to arrange normal road-sweeping and litter collection. They want the Calvert and Chester Road street signs to be changed to say that these are private roads owned by GBC, to avoid the endless arguing about who is responsible. The road surface is in a terrible state. GBC has agreed to clear out the drains. White-lining at the junction of Calvert and Orestan Lanes has been completed.

Friends of Effingham Common

There was a large turnout for the most recent work day. The new Cricket nets had been formally 'opened', at a celebration which showed the size of the youth contingent of the club.

There has been another meeting to plan for Commoners Day. The first meeting of a local history group has been held and researches into the Common on a variety of aspects have begun.

Smith's Charity

Nothing to report.

Local Government / Admin matters

There is an issue about use of the narrow corridor of land between the Parish Room and the neighbour, since it was fenced off by contractors on the neighbour's instruction. Cllr Driscoll has kindly begun work on a web-site hosted by Surrey Community info, which is free.

The Clerk will be away from 29 May to 4 June, which includes one day (Tuesday 1 June) when the Parish Room would normally be open.

80.10 CORRESPONDENCE

The following correspondence received was noted:

GBC	Agenda and reports for Planning Committee meeting, 18 May
	Agenda and reports for Standards and Audit Committee, 17 May
	Agenda and reports for a meeting 11 May and also a special meeting, of the Council, 13 May
	Report of the Borough Remembrancer for 2009-10
SCC	Agenda and reports & supplementary papers for County Council meeting, 11 May
Surrey Community Playing Fields Asscn	Newsletter
CPRE	<i>Countryside Voice</i>
NSALG	Allotment and Leisure Gardener Issue 2, 2010

81.10 FINANCIAL MATTERS**Current matters**Statement of accounts for 2009-10

The accounts had been circulated. The Clerk explained significant over- and under-spends. Cllr Crouch proposed adoption of the accounts seconded by Cllr Wetenhall and this was agreed.

Annual Return for 2009-10

The relevant sections of the document had been circulated. Councillors confirmed responses to Sections 1 and 2 and these were written in and signed.

Allocation of sum carried forward

A paper on *Financial position of EPC's different funds at April 2010* had been circulated. Various sums are shown carried forward earmarked for particular projects. There is also a sum carried forward from the General account - £3,304.26 but this is largely earmarked already because EPC is committed to expenditure on Flint walls and Minor village works (repair of bollards etc). GBC was very disappointed that EPC does not want to proceed with the bus-shelter and suggested that if EPC could provide £1,000 GBC would match this and SCC contribute £3000, which would achieve a good standard of bus shelter.

It was agreed that £235, unspent from the 2009-10 General section of the budget, would be carried forward into the Contingency fund for 2010-11.

Risk reporting

Another round of this is due. The Clerk will issue papers.

ALL**Cheques for approval and signature**

The following cheques were authorised and signed:

	£	Authority to pay
Phone Coop	28.20	Local Govt Act 1972 s111
GBC (Planning services)	85.00	Local Govt Act 1972 s214

82.10 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Dates of forthcoming meetings and events as known at present:

VOSA Public Inquiry	10.00, Thursday 3 June, Eastbourne
PHFCC	8pm, Wednesday 19 June, Parish Room
Allotments group	8pm, Tuesday 25 May, KGV
GBC / Home Farm	10.00am, Millmead
Local historians	7.30pm, Monday 7 June, Parish Room
Commoners Day	9.00am, Wednesday 9 June, Parish Room
Joint Communities	7.30, Monday 21 June, Ockham, Rovers Den
EPC stall, Village Day	Saturday 26 June, open 13.00 – 17.00
EPC Forward Plan	8pm, Wednesday 30 June, Parish Room
Village clean-up	10.00, Saturday 3 July, meet at KGV carpark
Howard liaison	4pm, Thursday 8 July, Howard of Effingham