

MINUTES OF THE ANNUAL MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Monday 18th May 2015
King George V Hall, Browns Lane, Effingham

Present

Cllr Pindar - Chair

Cllr Symes - Vice Chair, Cllr's Brazil, Hogger, Lightfoot, Moss, Hackett, Nicholls, Martland
Parish Clerk **Cllr Cornwell was also present (Clerk)**

5 local government electors

66.15	All newly elected to sign the Declaration of Acceptance of Office
	All attending Cllr's signed the Declaration of Acceptance of Office Book, and the Parish Clerk counter signed each entry.
67.15	To elect a Chairman for the forthcoming year
	Cllr Pindar was proposed by Cllr Symes and seconded by Cllr Martland. Cllr Pindar was elected as Chairman.
68.15	To elect a Vice Chairman for the forthcoming year
	Cllr Symes was proposed by Cllr Pindar and seconded by Cllr Hogger. Cllr Symes was elected as Vice Chairman.
69.15	To receive apologies for absence
	Apologies for absence was received from Cllr Lightfoot, who will sign the Declaration of Acceptance of Office Book in the Parish Rooms with the Parish Clerk at a later date.
70.15	To review the Register of Interests, and to disclose interests affecting this Agenda
	All Cllr's were instructed to complete a Register of Interests and return them to the Parish Clerk within 28 days. Cllr Hogger declared her interest as a member of Guildford Borough Council's Planning Committee and therefore does not comment on planning applications. Cllr Pindar (Chairman) declared an interest in the Planning Application at 18 Woodlands Road, Effingham. (15/P/00669) and so did not comment when discussed. Cllr Nicholls declared being a member of the Surrey Gypsy Traveller Forum
71.15	To review the Parish Council's Standing Orders
	Standing Orders were reviewed at the meeting, and it was agreed that there would be no amendments.
72.15	To review the Parish Council's Financial Regulations
	Financial regulations were reviewed at the meeting, and it was agreed a Risk Manager Lead should be appointed. It was noted that due to the lack of Parish Clerk in the last quarter of the year, only 3 of 4 quarterly risk assessments had been carried out.
73.15	To confirm the dates of future Parish Council Meetings
	The following dates were agreed for Ordinary and Annual Meetings - (2015) June 23rd, July 28th, August 25th, October 27th, December 1st. (2016) January 5th, January 26th, February 23rd, March 29th, April 26th.

	The date of the 2016 Chairman's Annual Meeting is to be agreed at the next ordinary meeting.
74.15	To review Parish Council auditors, contracts, subscriptions and memberships
	Auditors
BDO LLP	It was agreed to appoint BDO LLP as the Parish Council's external auditors proposed by Cllr Symes and seconded by Cllr Cornwell
Peter Frost	It was agreed to appoint Peter Frost as the Parish Council's internal auditor proposed by Cllr Symes and seconded by Cllr Cornwell
	Bank Accounts
Santander	It was agreed to retain Santander for current and saving accounts proposed by Cllr Moss and seconded by Cllr Martland It was also agreed to carry out a review of our banking requirements and consider alternative providers, by the next AGM Parish Clerk
	Insurers
Aviva	It was agreed to retain Aviva for the Parish Council's insurance through the broker Came and Co proposed by Cllr Symes and seconded by Cllr Hogger
	"Service' contracts and suppliers of utilities
Burleys HCI Data Phone Co-op BTS Cornwell Property ADT Fire EDF S&E Surrey Water	Maintenance of Parish burial ground E-mail and web-site provider Telephone and broadband provider Photocopier contract Courtyard security Maintenance of fire equipment in Parish Room Electricity provider - review before next AGM Parish Clerk Water provider to Parish Room and allotments It was agreed to retain the listed Service providers. Proposed by Cllr Hogger and seconded by Cllr Moss
	Subscriptions and Memberships
NALC	National Association of Local Councils
SCAPTC	Surrey Association of Town and Parish Councils
SLCC	Society of Local Council Clerks
SCA	Surrey Community Action
Surrey Hills	AONB
	It was agreed to continue with membership of the listed groups and societies Proposed by Cllr Symes and seconded by Cllr Moss
75.15	Appointment of representatives to liaise with outside organisations
EVRT	The following are Effingham Parish Council's appointees - Gill Bowerman Liz Hogger Dr Christopher Hogger & Christopher Iles

Smiths Charity	Effingham Parish Council appoints 4 Trustees. The present Trustees are Michael Bray, Gill Walker and Terry Driscoll. These remain in post until they wish to stand down - there is no term. Since the retirement of Rev Andrew McKenzie there is a vacancy and the Trustees need to be contacted regarding securing a further C of E Trustee
	Surrey Police Cllr Moss
	Friends of Effingham Common Cllr Symes
	GBC "Standards and Audit" Ctee Cllr Symes
	Surrey Community Action Cllr Pindar
	Protection of Home Farm Co-ordinating Committee Cllr's Brazil, Hogger & Nicholls
	GBC Officer Liaison (Home Farm) No longer required
	Open Spaces Society Cllr Symes
	The Howard School All Cllr's as req'd
	Youth and Community initiatives Cllr's Brazil & Moss
76.15	To appoint members of advisory groups
	Rights of Way (inspections, and generally, with help from residents of possible participate) supervision required - all Cllr's Lead Cllr Hackett assisted by Gill Bowerman
	Risk Inspections - all Cllr's must participate, supervision required Lead Cllr Martland
	Allotments - Lead Cllr Brazil
	Burial Grounds - Lead Cllr Lightfoot
	Trees and Ecology - Lead Cllr Lightfoot
	Voluntary Helpers
	Membership of Open Space Society for the benefit of EPC Cllr Symes
	Web-master and general IT support - Chris Hogger
	Allotments management - Liz Cooper, Elaine Elliot, Kate Mitchell, Andy Gibbs, Phil Vallis, John Barrett and Trevor Markham
	Allotments maintenance - Anthony Clark
77.15	To review progress on projects in hand, and future plans
	Review burial ground, provide additional facilities, expansion and maintenance Parish Clerk
	"Spruce Up" village Cllr Hogger Cllr Hogger did not agree to lead on "Spruce Up" (Clerk)
78.15	To sign the Interim Declaration for Parish Councillors acting within the Custodian Trustee for Effingham Village Recreation Trust

	Cllr Hogger spoke giving an explanation of the role of Parish Councillor in the position of EVRT Custodian Trustee's. All Parish Councillors were requested to sign the Interim Declaration at the meeting
79.15	To confirm the Minutes of the Ordinary meeting of 28th April 2015
	The Minutes were approved and duly signed by the Chairman
80.15	To Deal with any other matters arising from the Minutes not otherwise on the Agenda
	None
81.15	To appoint the Chairman of the Village Plan Steering Group
	Cllr Moss was proposed by Cllr Symes and seconded by Cllr Hogger Cllr Moss was elected as Chairman of The VPSG
	MATTERS RAISED BY RESIDENTS
	A resident spoke of their concerns regarding the percentage increase in precept compared to the previous year. They also made enquires regarding any future precept charges and any possible rebate / future reduction
	A resident spoke of their concerns regarding the Village Plan site selection process, and also of their concerns of transparency
82.15	PLANNING MATTERS
	To consider planning applications received by 12th May
15/P/00627	Kayos Cottage, Guildford Road, Effingham. KT24 5QQ no comment Erection of a replacement dwelling
15/P/00669	18 Woodland Road, Effingham. KT23 4HF no comment New entrance gates and piers, new window to side elevation of existing building
15/P/00674	Taplow Farm, Salmons Road, Effingham. KT24 5QH no comment Conversion of existing barn and stables to a single dwelling
MO/0629	Telecommunications Mast, Guildford Road, Bookham. research detail Proposed erection of a 17.5m high telecommunications mast with 6 shrouded antennae and equipment located in 2 existing equipment cabinets
	To receive results of previous planning applications
15/P/00311	Hylands, Guildford Road, Effingham. KT24 5QF refused
15/P/00384	Dunley Hill Farm, Ranmore Common, Effingham. RH5 6SX approved
15/P/00443	Touluish, Effingham Common Road, Effingham. KT24 5JG approved
15/P/00454	Greenacres, High Barn Road, Effingham. KT24 5PT approved

	To consider other planning matters
EN/14/00160	Planning enforcement at Upper Leewood Farm, Effingham Common Road.
	An e-mail had been received from Joanna Searle (PPEO) from GBC Planning Enforcement, regarding an un-validated planning applications from the owner of Upper Leewood Farm and the outstanding Planning Enforcement issues. The Parish Council agreed to review any issues once validated planning applications had been received.
	To receive reports from Parish Councillors not included in the above, if any
	None received
83.15	GREEN SPACES AND VILLAGE AMENITIES
	To consider current Space / Amenity matters
	none
84.15	VILLAGE PLAN
	There was a vote on approving the TOR, VDS, letter for landowners and site selection process. The TOR and VDS were approved by all Cllr's. It was agreed to allow Cllr's more time to consider the proposed letter for landowners and the site selection process. It was further agreed there would be an urgent meeting to bring new Cllr's up to speed on Village Plan matters. Cllr Moss explained the urgency of completing the Village Plan before the GBC published their Local Plan. Cllr Hogger agreed that the meeting notes from a recent Village Plan meeting with GBC be uploaded onto the EPC website. Cllr Nicholls questioned the strength of the Village Plan and the method of speaking to Landowners. Cllr Lightfoot advised that landowners would be consulted only, regarding the Village Plan.
85.15	HIGHWAYS AND TRANSPORT
	To consider current highway matters
	None
	To receive reports from Parish Councillors not included in the above, if any
	None
86.15	REPORTS
	To receive reports on:
	Police and community safety issues
	There were 3 reported local crimes during April - 1 x criminal damage

	1 x burglary & 1 x violent crime (domestic)
	Allotments
	The date of the allotment AGM was confirmed as 9th June 2015
	Schools
	none
	Effingham Village Recreation Trust
	The AGM was confirmed as 7th July 2015. Item 5 on the Agenda is a report from the Treasurer, followed by the opportunity for questions
	Home Farm Estate
	none
	Friends of Effingham Common
	none
	Smith's Charity
	It was agreed a further Trustee be appointed to fill a recent vacancy
	Effingham Local History Group
	It was noted that the recent fire at Clandon Park resulted in a great loss to the nation
	Local Government / Admin. matters
	none
	To receive reports from Parish Councillors not included in the above, if any
	None
87.15	CORRESPONDENCE
	To deal with correspondence received since the last Parish Council meeting
	None
88.15	FINANCIAL MATTERS
	To consider current financial matters
	It was agreed that further additional signatories were required to conduct Parish Council financial business, it was further agreed that these would be Cllr's Cornwell and Symes (existing signatories are Cllr's Lightfoot and Pindar) This will be submitted to Santander once the Minutes were approved. Parish Clerk to Action
	To approve and sign cheques (listed in table below)
	To receive reports and or correspondence relating to other Finance matters

	It was agreed to retain UK Safety Management to carry out Appliance testing at the Parish Rooms (PAT)
	It was agreed that the Parish Clerk would research the upgrading of Broadband service into the Parish Rooms
	Next Agenda
	To note business for the Agenda of the next meeting
	None
	The next meeting of EPC will be on - Tuesday 23rd June 2015 - Ordinary Meeting of the Parish Council

Recipient	Item	Value	Cheque Number
Parish Clerk	re-imburement - stationery items	£081.36	001101
Parish Clerk	wages	£1382.97	001102
ICE	pitch rental - village day	£0030.00	001099
Cllr Moss	re-imburement - stationery items	£0054.76	001100
Co-op Telecoms	telecoms charges for April 2015	£0025.91	001103

EPC Minutes 18th May 2015
Jon Short (Clerk)
18.06.2015