

**MINUTES OF THE ANNUAL MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON TUESDAY 19 MAY 2009
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllr Crouch, Chairman

Cllrs Clark, Driscoll, Hogger, Jones, Lightfoot, Nicholls, Pindar, Symes, Wetenhall

Cllr Barker

62.09 APOLOGIES FOR ABSENCE

None.

63.09 REGISTER OF INTERESTS AND DISCLOSURE OF INTERESTS

Cllr Pindar reported that he was standing as Liberal Democrat candidate for The Horsleys in the forthcoming County Council elections.

64.09 ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR

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

Cllr Hogger moved a motion to express the Parish Council's great gratitude and appreciation to Cllr Crouch for his many years of service first as Clerk, then Councillor and Chair. This was unanimously supported.

In reply Cllr Crouch said that despite the Council having had 'some moments', it had been fun! - and also a privilege to work for, and with, the Councillors. He believed a great measure of the Council's success had come from its being free of political commitment. Cllr Wetenhall expressed his gratitude that Eddie will stay on and the Council will still continue to have the benefit of his experience.

Cllr Pindar gave his personal thanks to Eddie for his role as councillor during the past 3 years; some sticky issues had been handled delightfully. He had also helped enormously during the Clerk's absence. Cllr Pindar then thanked the councillors for electing him and said that whilst some things were likely to change, he hoped everyone would let him know their feelings or reactions and not stay quiet. He signed the Declaration of Acceptance of Office.

Cllr Barker also gave his thanks to Eddie before offering apologies at having to leave the meeting for other business.

65.09 ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR

Cllr Pindar explained that this did not necessarily have to be a declaration of intent to be the next Chairman. Cllr Jones indicated willingness to stand. He was nominated by Cllr Pindar, seconded by Cllr Wetenhall and elected all in favour.

66.09 DATES FOR FUTURE PARISH COUNCIL MEETINGS

Following discussion of known absences and clashes, dates were set for meetings up to May 2010 and the Clerk will circulate the list.

SM

67.09 PARISH COUNCIL SUBSCRIPTIONS, MEMBERSHIPS, CONTRACTS

It was agreed to continue the following:

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 Playing Fields Association

'Service' contracts

Mr Houlton	Maintenance of Burial Ground
DIS	NALC's Direct Information Service
HCI Data	E-mail and web-site host
BT	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
BDO Stoy Hayward	External auditors
Peter Frost	Internal auditor

TD

68.08 REPRESENTATIVES APPOINTED TO LIAISE WITH OUTSIDE ORGANISATIONS

Parish Councillors reviewed and confirmed the following appointments.

KGV current Scheme – 2 Trustees: Cllrs Driscoll and Jones agreed to continue, with the thanks of other councillors

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 will find out how much a Parish Council membership would cost.

JW

69.09 MEMBERS OF ADVISORY GROUPS WITHIN THE PARISH COUNCIL

Allotments: Cllrs Clarke & Jones

Burial Ground: Cllrs Crouch & Lightfoot, Clerk

69.09 VOLUNTEERS

a The following give voluntary help to the Parish Council and it was agreed the Chairman would write and thank them:

Phil Vallis, John Barrett Allotments representatives

Tony Clark Allotments maintenance

Trevor Markham 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

Sarah Peskett Volunteer Tree Warden

Jo Fiuza and

Keith Cornwell School governors

Effingham Emergency group

Chris Hogger is willing to give help with local history and web-site development.

AP

70.09 PROJECTS IN HAND, AND PLANNED

Financial & Admin

Risk assessment

Contract

Pension

Web-site development

Change telephone and broadband supplier

Audits

Parish Room

Blocked drains
Crumbling walls
Telephone socket for meeting room
Cupboard for Mary Rice Oxley's collection
Hang pictures
Sift paperwork to reduce volume

Highways & Transport

TRO for Orestan / Dirtham Lane track
20mph zone for village centre
Beech Ave re-planting
Beech Ave 'bridleway'
Overhanging trees opposite Crossways
Pursue maintenance of station
Bollards, shops area
Bus-stop area
Improvement of BW131, Effingham Common

GSA

New KGV Scheme and Trustees
'Emergency' project
PHFCC
Commons Day
Village Day
Visit to Howard of Effingham
Barnes Wallis exhibition
Update of Effingham reference book & other local history stuff

Allotments

Noticeboard & Trespassers sign
Overhanging trees

Burial Ground

Fell tree & ?replant
Burial Ground extension
Burial Ground secure shed
Get wall repaired
Get steps repaired
'No dogs' notice
Ownership notice

71.09 MINUTES OF THE MEETING 24 APRIL 2009

The Minutes were signed as a true record.

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

None.

73.09 POLICE AND SAFETY**PCSO's report**

PCSO Culross was not present.

74.09 PLANNING MATTERS**New applications**

09/P/00601 The Orchard House, Beech Ave

Construction of double garage and alteration to existing garage including roof space to provide office / studio and storage. The Planning Officer had explained that the applicant said the extant consent for a cellar would not be implemented. No comment.

09/P/00628 Smallburgh, Leewood Way

Single storey side / rear extension following demolition of existing side extension, first floor side extension within existing roof profile, plus pitched roof to existing front bay. It was agreed to object on the basis of the closure of the typical gap between properties in this location.

SM

09/P/00633 Aldington, Lower Farm Road

Attached double garage to side. No comment.

09/P/00653 Willow Cottage, Effingham Common

Single storey extension to side and rear following demolition of existing conservatory, with construction of spiral cellar below kitchen/diner (amendment to 08/P/01621 approved 19.11.08, to incorporate spiral cellar). No comment.

09/P/00678 The Granary, Orestan Lane

Rear conservatory. No comment.

09/T/00073 St Laurence's Church, Church St

T1 – Cedar tree in churchyard: crown reduce by up to 20% (Effingham Conservation Area). No comment.

Results / progress on previous applications

09/P/00181 The Long Barn, High Barn Road	Refused
09/P/00317 13 Norwood Close	Approved
09/P/00367 49 Norwood Road	Approved
09/P/00406 Three Acre Barn	Approved, with a condition to remove internal floors and partitions within three months.

Other Planning matters

None

Reports and correspondence relating to other Planning matters:

Badger Farm

It was understood that GBC are still waiting until August, when the time period specified by the Inspector comes to an end.

SPA Strategy

Cllr Hogger warned that a consultation on this will start soon, and GBC are still planning a car-park on the Common. They are aware they would have to contact the KGV Trustees. Cllr Lightfoot felt the Friends of Effingham Common should investigate whether the Common can actually be a designated SANG.

75.09 VILLAGE GREEN SPACES AND AMENITIES

Current GSVA matters

Appointment of two Councillors as Trustees of the KGV under the new Scheme

It had been agreed that of the four appointments the Parish Council would make, two should be councillors and two not. There was discussion about the method for appointing non-councillors. It was agreed the opportunity should be as widely advertised as possible. Certain details of the Scheme still needed final confirmation but the advertisement process should start as soon as possible. Details of the interview and selection process will have to be thought through so that the whole process is open and fair.

SM

The Clerk explained the Charity Commission's willingness to place a statutory advertisement alerting the public to the change of Scheme before the next KGV AGM. It was agreed this would be helpful because there will no longer be elected Trustees in the new Scheme. The Clerk will let the Commission know.

SM

Reports and correspondence relating to other Green Space matters:

Proposed closure of Effingham surgery

The letter from the surgery to the PCT following the consultation had been copied to the

Parish Council and circulated. Dr Gosden had agreed to come and talk to the next meeting. Meanwhile it was agreed the Clerk should ask the PCT for copies of the evidence on which the surgery had based their analysis, so that this could be seen before the next meeting.

SM

76.09 HIGHWAYS & TRANSPORT

Reports and correspondence relating to Highways matters

HGV Operator Centre, Effingham Common Road

A G Edwards Demolition had registered an application with the Traffic Commissioner for HGVs to be licensed at Leewood Farmyard. In the past GBC had taken enforcement action against the expansion of activity at this site. It was agreed the Clerk should take this up with GBC. The issue of mud on the road was a great concern given the accident record.

SM

Statutory notices

The Clerk reported that ERRA had kindly organised a volunteer to watch out for statutory notices in the *Surrey Advertiser* every week. This was hugely appreciated. The Clerk had circulated a table showing *known* Operator Centres and current HGV licences in Effingham, but operator centres are established by usage not licence.

Flint wall, The Street

Cllr Nicholls reported a wall opposite the butchers beginning to lean at a worrying angle. The Clerk will report it to Highways.

SM

At this point Cllr Nicholls gave apologies and left the meeting.

Further Highways reports

The items were below were reported at the end of 77.08 but relate to Highways.

Footpaths survey

Cllr Wetenhall reported that this was now nearly complete, but asked for the remaining ones to be sent to him.

Alleged Bridleway, Beech Avenue

The letter explaining EPC's opposition to the claim, and the reasons why it believed the landowner had objected, had been sent to SCC.

St Teresa's Travel Plan

A copy of the April Minutes had been sent to the Bursar, and he had been asked to send the data about traffic movements and the re-designed entrance. Fifteen pupils were observed to be using the shuttle buses from KGV. Invoices for two terms' use had been sent to the School.

77.09 REPORTS

Allotments

Cllr Jones reported that the social gathering had gone well. Mr Markham had been thanked publicly and various useful discussions had been broached. It had proved well worth doing and it seemed most would like it to be an annual event. He thanked the Clerk for organising it.

Schools

It was noted that the Howard of Effingham School had taken EPC's comments on the Strategic Plan on board and this was much appreciated.

KGV

A previously unannounced firework display on a week night had raised many complaints from residents. Cllr Jones reported that there had been a meeting with the Rugby Club. There had been various misunderstandings but the Rugby Club was now clear this could not happen again.

SM

A copy of the byelaws would be appreciated.

Home Farm Estate

Nothing to report.

Friends of Effingham Common

There had been another Volunteers' Day. One pond is now clear and another will be tackled. Male skylarks had been seen, but no nesting couples, and it was feared they were being disturbed. Rabbits were now presenting a problem.

Cllr Hogger asked if there would be another formal meeting of the Friends soon, and Cllr Symes will raise this with Peter Bergman.

IS

Smith's Charity

Nothing to report.

Local Government / Admin matters

In answer to a recent enquiry by a member of the public it was agreed that permission could not be given for the burial of pets in the Burial Ground.

The annual Employer's Return had been submitted to the Inland Revenue.

The internal audit must be completed very soon.

It was agreed the Parish Room would be closed during the week of the Clerk's absence.

78.09 CORRESPONDENCE

St Teresa's School	Invitations to Prizegiving 9 July, 7pm. Cllr Pindar can go.	AP SM
Our Lady of Sorrows Church	The Lychgate edition 12	
Effingham with Little Bookham	Parish magazine May 09	
GBC	Advance news of Sustainable Community Strategy consultation, 15 May to 17 July	
	Notice of Meetings of Council and Committees, 12 May	
	Agenda and papers for Standards and Audit Committee, 18 May	
	Agenda and papers for Planning Committee, 19 May	
	Report of the Borough Remembrancer for 2008-9	
Surrey County Playing Fields	Newsletter, Spring 09	
DIS	No.708	

79.09 FINANCIAL MATTERS

Current matters

Statement of accounts for 2008-9

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

Annual Return for 2008-9

The relevant sections of the document had been circulated. The insurance value of EPC's assets remained to be inserted. Councillors confirmed responses to Sections 1 and 2 and these were written in and signed.

Risk reporting

A simpler style of report form had been circulated. There was discussion over how to get councillors to complete these properly and on time. It was agreed to issue the forms and have them signed in the format suggested. The following people agreed responsibilities as follows:

Burial Ground – Cllr Crouch
 Shops area – Cllr Jones
 Allotments – Cllr Clark
 Parish Room – Cllr Driscoll
 Bus shelters – Cllr Wetenhall
 Operational risk: Business continuity – Cllr Driscoll
 Operational risk: Compliance – Cllr Symes
 Operational risk: Financial– Cllr Pindar
 Operational risk: People management – Cllr Pindar
 Strategic risk: Cllr Symes .

The Clerk will issue the sheets and quarterly dates by which they must be completed. **ALL**

Cheques for approval and signature

The following cheques were authorised and signed:

	£	Authority to pay
KGV (return of funds)	131.69	Local Govt Act 1972 s.133
S Morris, reimbursement	422.48	Local Govt Act 1972 s112
Mark Jones, reimbursement	7.99	Smallholdings & Allotment Act 1908
Jenny King, reimbursement	15.73	Smallholdings & Allotment Act 1908

80.09 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Village Day is 4 July. The following agreed to take a turn at helping with the EPC stall:
 Cllrs Symes (morning set up); Pindar, Hogger, Jones and Crouch. Cllr Crouch will draw up a timetable. **ALL**

‘Commons Day’ will be Saturday 19 September.