

MINUTES OF ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL

8.00pm, Tuesday 23rd June 2015
King George V Hall, Browns Lane, Effingham.

Present

Cllr Pindar - Chair
Cllr's Symes (VC), Brazil, Hogger, Hackett, Cornwell and Nicholls
Parish Clerk
2 local residents

90.15 APOLOGIES FOR ABSENCE
Cllr's Lightfoot, Moss and Martland

91.15 REGISTER OF INTERESTS AND OTHER INTERESTS AFFECTING THIS AGENDA
Cllr Hogger declared her interest as a member of Guildford Borough Council's Planning Committee, and therefore does not comment on planning applications.
Cllr Hogger declared her interest in items 100.15 & 102.15e of the Agenda as a Trustee of EVRT, and left the room when these items were debated.
Cllr Pindar declared that he had be reappointed as chair of The National Consumer Federation
Cllr Brazil & Nicholls declared their membership of The National Federation of Gypsy Liason Groups (South East)

92.15 MINUTES OF THE PREVIOUS MEETING
The minutes of the ordinary meeting of May 18th 2015 were agreed and signed

93.15 MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA
To agree the date of the 2016 Annual Chairman's meeting, not agreed, so will be added to the next Agenda

94.15 MATTERS RAISED BY RESIDENTS
None

**95.15 PLANNING MATTERS:
New Planning Applications**

15/P/00812 Upper Leewood Farm, Effingham Common Road. KT24 5JQ
Change of use of rural buildings to uses B1 (business), B2 (general industrial) and B8 (storage and distribution) (retrospective application)
To meet GBC Planning deadlines - an objection to this application had been submitted prior to this meeting

- 15/P/00813 Upper Leewood Farm, Effingham Common Road. KT24 5JQ
Retention of farm office building, erection of 5 stables, tack room and haybarn and retention of associated hard standing and dung storage area. Construction of riding menage surrounded by fencing.
To meet GBC Planning deadlines - an objection to this application had been submitted prior to this meeting
- 15/P/00868 St.Terasas School, Effingham Hill. RH5 6ST
Extension and alteration to the main car-park, construction of a driveway and drop off area to the prep school, the construction of 2 bus shelters, replacement grass verges and entrance alterations.
No comment
- 15/P/00891 The Sheiling, Orestan Lane, Effingham. KT24 5SN
Alteration to roof to allow the extension of habitable accommodation in the roof-space including side dormer window and rear juliet balcony.
No comment
- 15/P/00950 Manor Barn House, Browns Lane, Effingham. KT24 5NL
Single storey side extension together with relocation of existing gateway.
Comment - This proposal includes a locally listed flint wall and gateway which should be sensitively refilled and rebuilt using existing flint/clay tile and brick materials and style. The new access should be the same width as the existing. Any permissions required for the change of entrance should be requested from Surrey County Council Highways Tiles and bricks to the extension should also be in keeping and sensitive to the original building.
- 15/P/00966 10 Strathcona Avenue, Bookham. KT23 4HP
Erection of garage with room over.
Comment - The upper floor should be in keeping with other local development.
- 15/P/01034 Leebrook, Effingham Common Road, Effingham. KT24 5JE
Insertion of 6 dormer windows with 1 new gable end window and 1 new gable end tall window with juliet balcony to roof of main house, 4 dormer windows to existing garage together with and external spiral staircase and doorway.
Objection - This would be the only property in the locality with 3 storeys for residential living. There would be an increase in light pollution in this sensitive area. The proposed balcony would be inappropriate considering the location. The gable end windows are not appropriate in this locality.

15/T/00100 Plough Inn, Orestan Lane, Effingham. KT24 5SW
Reduce to ground level 3 semi-mature elm suckers located to the rear of The Plough (Effingham Conservation Area)
No comment

Late received Planning Applications

15/P/01064 28 Woodlands Road, Effingham. KT23 4HF
Single storey rear infill extension.
No comment

15/P/01067 Beechwood, Beech Avenue, Effingham. KT24 5PJ
Variations to previous application.
No comment

15/P/01097 The Nutshell, Orestan Lane, Effingham. KT24 5SN
Rear extension and raising and alterations of the roof to create habitable accommodation at 1st floor incl 2 dormer windows to front elevation, a juliet balcony on rear elevation, and roof lights to rear and side elevations.
No comment

15/P/01100 Manor Barn House, Browns Lane, Effingham. KT24 5NL
Detached timber framed oak garage (revision to 14/P/01733 approved 17.11.14 to replace gable ends with hipped ends)
No comment

15/P/01101 Taplow Farm, Salmons Road, Effingham. KT24 5QH
Conversion of existing barn and stables to a single dwelling house.
No comment

15/P/01110 Paddock View, Orestan Lane, Effingham. KT24 5SN
Part 2 storey, part first floor extension incl juliet balcony to rear elevation and roof lights to side elevation.
No comment

Results of previous Planning Applications

15/P/00225	East Court, Beech Avenue, Effingham.	KT24 5PN	Refused
15/P/00491	Conyngnam House, Beech Avenue.	KT24 5PH	Approved
15/P/00504	61 Calvert Road, Effingham.	KT24 5SE	Refused
15/P/00506	60 Calvert Road, Effingham.	KT24 5SF	Refused
15/P/00519	Land adjacent to 61 Calvert Road.	KT24	Approved
15/P/00523	61a Calvert Road, Effingham.	KT24 5SE	Refused
15/P/00547	Badgers Farm, High Barn Rd.	KT24 5PP	Refused
15/P/00623	Manor Barn House, Browns Lane.	KT24 5NL	Approved
15/P/00627	Kayos Cottage, Guildford Rd.	KT24 5QQ	Approved
15/P/00669	18 Woodlands Road, Effingham.	KT23 4HF	Approved
15/P/00674	Taplow Farm, Salmons Road.	KT24 5QH	Withdrawn

15/N/00053	St.Terasas School, Effingham Hill.	RH5 6ST	Approved
15/W/00057	Wise Folly, Effingham Common.	KT24 5JE	Refused

Other planning matters

15/T/00061 It was agreed that the Parish Council would reply to a recent e-mail received from the owners of Middle Farm Place, regarding the Parish Councils request for a replacement tree to be planted to replace one recently felled. Cllr Lightfoot to action

96.15 GREEN SPACES AND VILLAGE AMENITIES
None

97.15 VILLAGE PLAN

Update from the Village Plan Steering Group.

Cllr Hogger gave a report on behalf of Cllr Moss on progress.
Summary -

Consultation Forum

Consultation Forum for residents currently running at 174 members
An Environmental Task Group has been established from members of the consultation group. This group will meet on the 29th June to review policies for the Environmental section of the NDP. Team is lead by Cllr's Lightfoot and Symes.

A housing Task group has been established with EFFRA members and others (led by Cllr Hogger) and new draft numbers and mix established. The team will draft policies for the NDP.

VPSC met on the 4th June to screen 15 sites proposed for development in the parish. The results have been circulated and will be sent out again alongside this report. Four sites identified as front runners will be invited to present at next EPC.

Meetings/reviews have taken place with owners of the top 4 sites, additional meetings are also planned.

Next key actions

Attendance and engagement at Village Day - recruitment to Consultation Forum, the handing out of information and exhibition of draft policies.

Comments from local residents will be encouraged.

Two further sites have been brought forward to be screened.

Additional meetings with landowners will take place.

To meet formally to review the VDS.

Task groups to update policies.

Emerging Plan template to be drafted.

Village wide consultation to take place from 1st September 2015.

98.15 HIGHWAYS & TRANSPORT

Current highway matters:

None

Reports & correspondence relating to other Highway Matters

Vegetation works have been carried out by SCC on Lower Road near to The Howard of Effingham School, the Clerk will make an inspection to ensure all agreed works have been carried out.

It was highlighted by Cllr Hogger that any proposed parking restrictions in this locality should be carefully considered as this would inevitably lead to displacement of existing parked vehicles to other locations within the village.

A local resident has contacted SCC regarding the re-painting of railings near to St.Lawrence Primary School.

99.15 REPORTS

Police and community issues

A local resident had contacted the Parish Clerk, and gave thanks for the Parish Councils involvement in the reduction of anti-social behavior around the British Legion club on Lower Road.

Crime figures for May 2015 (x4)

2 x burglary non dwelling

2 x theft - power tools / bike

Allotments

The annual Allotment AGM was held on Tuesday 9th June and was attended by 18 allotment holders including Cllr Brazil and the Parish Clerk. The Summer BBQ Quiz was won by Sharon Smith.

Smiths Charity

The Parish Council approved the appointment of James Brennan as C of E Trustee to the charity.

The Bank Reconciliation from the Charity was received, dated 22.12.14.

Surrey Gipsy Traveller Community Forum

Cllr Brazil reported that there would be a meeting of the SGTCF at Ash Community Centre on Thursday 2nd July 2015.

Parish Room

The Parish Clerk will research options for upgrading the Parish Room's broadband provider.

Schools - none
Home Farm Estate - none
Friends of Effingham Common - none
Effingham Local History Grp - none
Local government / admin matters - none

- 100.15 Effingham Village Recreation Trust**
The Parish Council were asked to approve the re-appointment of 2 existing Trustees (Gill Bowerman and Liz Hogger) for a further 4 years commencing 1st August 2015.
This was voted on and agreed.

Reports from Parish Councillors not included in the above, if any
none

- 101.15 CORRESPONDENCE**
Correspondence received since the last Parish Council
none

102.15 Financial Matters

- 102.15a** The Parish Council were asked to accept and approve the Re-
Stated Annual Accounts for 2013/14 (EPC finances) following
the discovery of some minor errors that effected the carryover
figures.
This was voted on and agreed by all councillors.

- 102.15b** The Parish Council were asked to receive and approve the
Annual Statement of Accounts for 2014/15 (EPC finances)
This was voted on and agreed by all councillors.

- 102.15c** The Parish Council were asked to receive and approve the
Report of the Internal Auditor for 2014/15 (EPC finances)
This was voted on and agreed by all councillors.

- 102.15d** The Parish Council were asked to agree the Annual Governance
Statement for 2014/15 (EPC finances) - this is to be submitted to
the External Auditor.
This was voted on and agreed by all councillors.

102.15e The Parish Council was asked to consider a funding request from EVRT from the EPC Community Fund - for Essential Refurbishment of the KGV Lower Club Room: Phase 1
This was voted on and agreed.
There was one objection (JN) and one abstention (LH)

To approve and sign cheques

Cheques were approved.

A summary of cheque payments is included at Appendix.

To receive reports and or correspondence relating to other finance matters

none

103.15 Parish Meetings:

There was a discussion on what steps could be taken to "speed up" Parish Meetings.

(all PC meetings should be kept to under 2 hours)

Items agreed -

- (1) EPC financial business should be moved up the Agenda.
The Clerk will consult will Cllr's Pindar & Symes to re-format the Agenda.
- (2) Councillors should familiarise themselves with Planning Applications to be considered, prior to the 8pm start of any PC meeting.
- (3) Any reports on an Agenda should be provided to Councillors prior to the PC meeting.
- (4) Any small items should be removed from the Agenda, and dealt with separately.
- (5) There should be a Planning Task Group, to consider Planning Applications prior to any PC meeting. It was suggested that Cllr Lightfoot should lead on this.
- (6) It was recommended that Councillors within Task Groups should set up separate e-mail distribution lists excluding the Parish Clerk - and only copy in the Clerk when -
 - a) Action is required by the Clerk (please add message to e-mail header)
 - b) Storage of an e-mail item is required on the Parish computer.
- (7) There should be a reduction of discussion detail.

NEXT AGENDA

Parish business for the Agenda of the next meeting

none

**The next meeting of the Parish Council was confirmed as -
Tuesday 28th July 2015 KGV @ 20.00.**

Appendix

<u>Payee</u>	<u>Item</u>	<u>Value</u>	<u>Cheque Number</u>	<u>Authority to Pay</u>
Burleys	grounds maintenance PC burial ground	0398.40	001104	Local Govt Act 1972 214
EVRT	AV equipment for EVRT as agreed 24.03.15 minute 49.15	0121.79	001105	
EVRT	Service level agreement - Q2 2015-16 (July-Sept)	3000.00	001106	
Clerk	re-imbusement	0115.38	001107	Local Govt Act 1972 112
Clerk	wages	1382.97	001108	Local Govt Act 1972 112
SLCC	membership renewal	0179.00	001109	Local Govt Act 1972 143
Co-op bus telecoms	landline and broadband	0028.97	001110	Local Govt Act 1972 111
Peter Frost	Internal audit 19.06.15	0212.35	001111	
SSALC	new cllr training - Cllr Hackett	0060.00	001112	Local Govt Act 1972 112