

# **MINUTES OF ORDINARY PARISH COUNCIL MEETING**

## **Effingham Parish Council**

**Tuesday 24th April 2018, 8pm KGV Hall, Browns Lane.**

**Present:**

Councillors Cornwell, Hackett, Hogger, Jones, Martland, Nicholls, Pindar (Chair), Symes (Vice Chair & Minute taker in the absence of the Clerk).  
7 local government electors  
2 visitors.

<b>120/18</b>	<b>APOLOGIES FOR ABSENCE</b> Councillors: Mayell and Moss, Cty Cllr Iles and Parish Clerk.
<b>121/18</b>	<b>REVIEW THE REGISTER OF INTERESTS &amp; OTHER INTERESTS AFFECTING THIS AGENDA</b>  Cllr Hogger declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore doesn't comment on planning applications and as an EVRT Managing Trustee regarding items covering EVRT.
<b>122/18</b>	<b>MINUTES OF THE PREVIOUS MEETING OF 27TH MARCH 2018</b> The following addition was made to the Minute at 102/18. “The Planning Procedural working group established by Minute 074/18 has met and requests formal approval for the following: 1. That the current informal working group be formally established and called ‘the Planning Review Group’ (or PRG) to inform and advise the Council on planning matters. 2. That the PRG and Councillors will initially work to guidelines as set out in the attached Proposal. It is expected that these will need to be reviewed in light of experience with any revisions being referred back to the Council for approval.”  After agreeing to this amendment the Minutes were approved and duly signed by Councillor Pindar (Chair).
<b>123/18</b>	<b>TO DEAL WITH ANY MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA</b> None.
<b>124/18</b>	<b>MATTERS RAISED BY RESIDENTS</b>

	<p>Two residents of Water Lane, Little Bookham, spoke about their concerns over the proposed development by Berkeley Homes mentioning the impacts on their homes in Water Lane from the development.</p>
<b>125/18</b>	<p><b>TO COMPLETE AND APPROVE THE ANNUAL GOVERNANCE STATEMENT 2017/18</b>  The Chairman read the statement and questions and the Annual Governance Statement was approved and signed.</p> <p><b>TO AGREE INTERNAL AUDITOR</b>  It was agreed to appoint Mark Mulberry as internal auditor.</p>
<b>126/18</b>	<p><b>TO REVIEW THE PARISH COUNCIL'S FINANCIAL REGULATIONS</b>  It was agreed that Cllrs Pindar and Symes would review the Financial Regulations and that Cllr Jones would check the work before reporting back to the Council.</p>
<b>127/18</b>	<p><b>Planning Matters</b>  <b>To consider new planning applications (as of 18<sup>th</sup> April):</b></p>
<b>18/P/00332</b>	<p><b>Ravenscroft</b>, Guildford Road, Effingham, KT24 5QL  Demolition of existing bungalow and replacement with a new chalet bungalow.  <b>No comment.</b></p>
<b>18/P/00378</b>	<p><b>St Lawrence Church</b>, Church St. Effingham, KT24 5LX  Display of free standing church notice board on the grass verge, next to public highway.  <b>No comment.</b></p>
<b>18/P/00572</b>	<p><b>Fairways</b>, Beech Avenue, Effingham. KT24 5PJ  <b>Certificate of lawfulness</b> to establish whether a proposed single storey side extension would be lawful.  <b>No comment.</b></p>
<b>18/P/00582</b>	<p><b>7, Chester Road</b>, Effingham, Leatherhead. KT24 5SQ  Erection of stables and entrance gates.  <b>Comment.</b>  It was resolved to comment to Guildford Borough Council that the stables may extend on to GBC owned land.</p>
<b>18/T/00086</b>	<p><b>1, Church Street, Effingham, KT24 5NA</b>  Fell Ash Tree in rear garden (Effingham Conservation Area)  <b>No Comment</b></p>
<b>128/18</b>	<b>Late received planning applications:</b>

	<p><b>18/P/00759</b> <b>Woodleigh</b>, Effingham Common Road, Effingham, KT24 5JG It was resolved to ask for a time extension to comment. It was thought that the development would be back facing and out of alignment with other houses in the road. The extra time was needed to check this.</p> <p><b>18/P/00271</b> <b>Hooke Farm</b>, Effingham Common, Effingham, KT24 5JE Demolition of equine centre building, dwelling and removal of hard standing; erection of a replacement dwelling &amp; associated works. <b>Application withdrawn</b></p> <p><b>SCC Ref</b> <b>2017/0194</b> <b>/GU18/CON</b> <b>/00017</b></p> <p><b>Brick Kiln Farm</b>, Old Lane, Cobham, KT11 1NL Retrospective use of land for the importation, deposit, storage, processing and composting of green waste materials, the storage and processing of excavated waste deposited on the site and import and processing of excavated waste; ancillary recycling activities comprising storage, separation, breaking, screening, sorting of materials such as: hardcore, bricks, slates, tiles, concrete and engineering materials; the siting and operation of machinery for processing green waste and excavated waste used in the manufacture of artificial topsoil and the subsequent storage, sale and export of artificial topsoil product; including site access and internal access road, on a site area of some 2.6ha.</p> <p><b>Comment</b> It was decided to ask for a time extension, but as this is a SCC application it might not be allowed. There were several comments of concern with this development and it was agreed to liaise with East Horsley and Ockham parish councils over this planning application.</p>
<p><b>129/18</b></p> <p><b>17/P/02237</b></p> <p><b>18/P/00034</b></p>	<p><b>Results of previous planning applications:</b></p> <p><b>257 Guildford Road</b>, Effingham, Leatherhead. KT24 5NP Change of use from shop use to residential flat. <b>Refused.</b></p> <p><b>Summerdown Manor</b>, Effingham Hill, Dorking. RH5 6ST Creation of a new entrance and driveway to serve West Lodge, Summerdown Manor and Wiltshire House and closure of existing access road. <b>Approved.</b></p> <p><b>18/P/00139</b> <b>2 Woodlands Road</b>, Bookham, Leatherhead, KT23 4HF</p>

	<p>Proposed demolition of existing conservatory and converted garage, together with construction of right and left hand single storey extensions and rear single storey bay addition.</p> <p><b>Approved.</b></p>
<b>18/P/00178</b>	<p><b>Hillside Farm</b>, Salmons Road, Effingham, Surrey. KT24 5QH Proposed sand school arena with stable block and associated areas (tack room, storage and welfare facilities) following demolition of the existing 4 stables and hay barn.</p> <p><b>Approved.</b></p>
<b>18/P/00209</b>	<p><b>Three Acre Barn</b>, Guildford Road, Effingham. KT24 5QQ Conversion of two former equestrian buildings to form a single two-bed residential dwelling, with a glazed link extension.</p> <p><b>Approved.</b></p>
<b>18/P/00231</b>	<p><b>Tollgate Lodge</b>, Guildford Road, Effingham. KT24 5QL Erection of a replacement dwelling house following demolition of existing dwelling.</p> <p><b>Approved.</b></p>
<b>18/T/00046</b>	<p><b>Vine Cottage</b>, The Street, Effingham, Leatherhead. KT24 5LQ T1 - Leylandi - Fell (Effingham Conservation Area)</p> <p><b>Approved.</b></p>
<b>130/18</b>	<p><b>Other planning matters:</b> None</p>
<b>131/18</b>	<p><b>Berkley Homes / Howard of Effingham School Appeal:</b></p> <p><b>APP/Y3615/W/16/3151098</b></p> <p>The Chairman read the advice provided by EPC's barrister in the matter of the appeal by Berkeley Homes &amp; The Howard of Effingham School.</p> <p>The following motion was agreed by councillors:</p> <p>"Effingham Parish Council (EPC) notes the legal advice from its barrister that 'there is no realistic basis on which EPC could challenge the Secretary of State's (SoS) decision' in the case of the Berkeley Homes /Howard of Effingham (BH/HoE) planning appeal. EPC accepts the advice and will not seek judicial review.</p> <p>EPC will scrutinise all future BH/HoE planning applications and monitor the actions of the developer and the school to ensure that the development accords with the planning approvals and planning conditions laid down by the SoS."</p> <p>The Chairman proposed, and it was agreed, to form a small group to see what more could be done regarding the appeal decision. Cllr Hogger is to organise a date for the meeting and it was agreed that councillors, Vivien White, representing</p>
<b>14/P/02109</b>	

	<p>Effingham Residents Assoc., other interested residents and CPRE would be invited to join.</p> <p>Cllr Hogger is to check with GBC to see if they have information about the developer's plans for starting the work.</p>
<b>132/18</b>	<p><b>Wisley Appeal:</b> None.</p>
<b>133/18</b>	<p><b>Reports and correspondence relating to other planning matters:</b> None</p>
<b>134/18</b>	<p><b>Reports from Parish Councillors not included in the above:</b> None.</p>
<b>135/18</b>	<p><b>Communications Working Group:</b> Cllr Hackett reported on progress including the recruitment of several volunteers.</p>
	<b>FINANCIAL MATTERS:</b>
<b>136/18</b>	<p><b>Payments were approved.</b></p>
<b>137/18</b>	<p><b>Reports and or correspondence relating to other finance matters:</b> None</p>
<b>138/18</b>	<p><b>Community Fund - to consider new applications:</b> To consider a grant request from KGV Toddlers' Playground Appeal in association with EVRT for: 1) Playground equipment (£5200) 2) Fencing for play area (£2800)</p> <p>The application from the KGV Toddlers' Playground Appeal group was discussed. Th representatives of the group briefed the parish council that the Appeal has raised £16,300 to date. There are two requirements: firstly, for playground equipment to the value of £19,500 and secondly, for a fencing around the play area requiring an additional £12,000. The volunteers will continue to fund-raise but are asking the Community Fund for £8000 to help meet the costs. There is some urgency with the playground equipment component as the supplier is running a competition which the KGV Toddlers' Playground Appeal could enter and if they win would gain significant extra monies for the playground. There are also some new donors who will contribute if the parish council provides a grant.</p> <p>After consideration EPC agreed to provide a grant from the Community Fund to:</p> <ol style="list-style-type: none"> <li>1. Provide £5600 immediately, to be committed to the playground part of the project, so that the group can enter the competition organised by Kompan and start to</li> </ol>

	<p>move forward with the project.</p> <p>2. Get 3 quotations from two other playground suppliers if the group do not win the competition organised by Kompan.</p> <p>No decision on any grant for the fencing component of the request would be made until full details about the fencing proposals were shown to the parish council, and three detailed and priced quotations made available.</p> <p>Any grant awarded by the parish council must be clearly acknowledged by the recipients on the equipment for which the grant was provided. Recommended wording for the acknowledgement is “Purchased with funds provided by Effingham Parish Council”.</p>
<b>139/18</b>	<p><b>CFGAs - to receive updates:</b></p> <p>It was reported that concurrent funding with GBC was progressing for the replacement of the KGV steps and the erection of wooden bollards around the car park.</p>
<b>140/18</b>	<p><b>Reports and correspondence relating to other Space / Amenity matters:</b></p> <p>None.</p>
<b>141/18</b>	<p><b>Reports from Parish Councillors not included in the above:</b></p> <p>None.</p>
<b>NEIGHBOURHOOD &amp; LOCAL PLANS</b>	
<b>142/18</b>	<p><b>To receive updates regarding:</b></p> <p><b>Neighbourhood Plan (NP):</b> Guildford Borough Council has decided to ‘make’ (adopt) the Effingham Neighbourhood Plan under Section 38A(4) of the Planning and Compulsory Purchase Act 2004. This decision was made at a Council meeting held on 10 April 2018.</p> <p>It was noted that Keith Walker should have been included in the thanks for helping with the Neighbourhood Plan. By this note he duly receives the thanks of the parish council.</p> <p>It was agreed that Dan Knowles, GBC, would be officially thanked by the parish council for his generous help to the parish council with the NP.</p>
<b>143/18</b>	<p><b>GBC's Local Plan:</b> Cllr Hogger reported that the GBC Local Plan was proceeding to formal examination.</p>
<b>HIGHWAYS &amp; TRANSPORT</b>	
<b>144/18</b>	<p><b>Current highway matters:</b></p> <p>None</p>

<b>145/18</b>	<b>Reports and correspondence relating to other Highway Matters:</b> None																						
<b>146/18</b>	<b>Reports from Parish Councillors not included in the above:</b>  Cllr Cornwell noted that the annual footpath survey was now due.																						
	<b>REPORTS</b>																						
<b>147/18</b>	<b>Reports received:</b>																						
<b>147/18a</b>	<b>Police and community issues - February 2018</b>  <table> <tr> <td><u>Crime on or near</u></td> <td><u>10 incidents</u></td> </tr> <tr> <td>Beech Avenue</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Lindens Close</td> <td>Shoplifting</td> </tr> <tr> <td>Lutchens Close</td> <td>Ant-social behaviour</td> </tr> <tr> <td>Lutchens Close</td> <td>Public Order</td> </tr> <tr> <td>Mount Pleasant</td> <td>Criminal damage and arson</td> </tr> <tr> <td>Mount Pleasant</td> <td>Vehicle crime</td> </tr> <tr> <td>Mount Pleasant</td> <td>Violence and sexual offences</td> </tr> <tr> <td>Norwood Road</td> <td>Vehicle crime</td> </tr> <tr> <td>Sports/recreation Area</td> <td>Other crime</td> </tr> <tr> <td>Sports/recreation Area</td> <td>Violence and sexual offences</td> </tr> </table>	<u>Crime on or near</u>	<u>10 incidents</u>	Beech Avenue	Anti-social behaviour	Lindens Close	Shoplifting	Lutchens Close	Ant-social behaviour	Lutchens Close	Public Order	Mount Pleasant	Criminal damage and arson	Mount Pleasant	Vehicle crime	Mount Pleasant	Violence and sexual offences	Norwood Road	Vehicle crime	Sports/recreation Area	Other crime	Sports/recreation Area	Violence and sexual offences
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<b>147/18b</b>	<b>Allotments</b> Cllr Pindar confirmed he had turned on the allotment's water supply.																						
<b>147/18c</b>	<b>Burial Ground</b> None.																						
<b>147/18d</b>	<b>Schools</b> None.																						
<b>147/18e</b>	<b>Home Farm West - Calvert and Chester Roads</b> Cllr Nicholls reported that there had been fly tipping in the area. He agreed to organise a visit by councillors to Home Farm West to see the problems and to view the new pitches.																						
<b>147/18f</b>	<b>Friends of Effingham Common</b> The next meeting is at 2.30pm on Thursday 3 May in the parish room.																						
<b>147/18g</b>	<b>Smith's Charity</b> None.																						
<b>147/18h</b>	<b>Effingham Local History Group</b> None.																						
<b>147/18i</b>	<b>Local government / admin matters</b> To consider the revised NALC model Standing Orders It was agreed that Cllrs Pindar, Hogger and Symes would review the new NALC Standing Orders on 14 May at Cllr Pindar's home starting at 9.15am. They would at the same time review the Financial Regulations.																						
<b>147/18j</b>	<b>Update for Risk</b>																						

	<p>The Clerks 4th quarter physical risk assessment for Jan - March 2018 was noted.</p> <p>Cllr Hackett asked Cllr Jones to help him with his risk assessment and this was agreed.</p>
<b>147/18k</b>	<p><b>Parish Rooms</b></p> <p>To consider changing energy provider for the Parish Room. More information was required about the change and it was agreed that this should be an item on a future agenda.</p>
<b>148/18</b>	<p><b>Effingham Village Recreation Trust</b></p> <p>Managing Trustee resignations from Chris Hogger (Hon Treasurer) &amp; Liz Hogger (Hon Secretary) were noted.</p> <p>There was discussion on the subject of appointing Trustees to EVRT. It was agreed to leave the matter to a working group consisting of: Cllrs Hackett, Jones, Moss, Pindar and Symes.</p>
<b>149/18</b>	<p>The EVRT Service Level Agreement 2017/18 End of Year Monitoring Report was noted.</p>
<b>150/18</b>	<p><b>Reports from Parish Councillors not included in the above:</b> None.</p>
	<p><b>CORRESPONDENCE</b></p>
<b>151/18</b>	<p><b>Correspondence received since the last Parish Council Meeting:</b></p> <p>To consider a parish council response to a government open consultation on the effectiveness of powers for dealing with unauthorised development and encampments. Consultation closes 11.45pm on 15th June 2018.</p> <p>It was decided not to take part in this consultation.</p>
	<p><b>NEXT AGENDA</b></p>
<b>152/18</b>	<p><b>Parish business for the Agenda of the next meeting:</b> None.</p>
	<p><b>Next meeting -</b> <b>29<sup>th</sup> May 2018, 8pm KGV Hall, Browns Ln.</b></p>

### **136/18 Payments**

	To	Description	£	Authority
	EDF Energy	Parish Room Electricity Jan-Mar 18	0398.14	LGA 1972 s.111
19389	Surrey Litho	Leaflets - A Village Magazine	0048.00 no vat	LGA 1972 - Section 137(1)

#### Regular agreed payments - (standing orders)

	To	Description	£	Authority
	EVRT	Service Level Agreement (Quarterly) - 01.07.2018	3000.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
	EVRT	Supplementary contribution towards the provision of services and facilities at the KGV Hall and Playing Fields. 01.07.2018	5000.00	Local Government (Miscellaneous Provisions) Act 1976, s.19
	Countrywide Grounds Mnce	Burial Grounds Mnce (Monthly) 28.04.2018	0218.50	Open Spaces Act 1906, s.9 and 10
	HMRC	Clerk TAX/NI (Quarterly) 27.06.2018	1369.32	LGA 1972 s.112
	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly) 20.04.2018	0590.93	LGA 1972 s.112
	Jon Short	Clerk Salary (Monthly) 25.04.2018	xxxxxxxx	LGA 1972 s.112

#### Direct Debits:

	To	Description	£	Authority
Created	The Phone Co-op	Parish room broadband & phone - 01.05.18	0046.04 (7.67)	LGA 1972 s.111
Outstanding	Currently EDF	PR Electricity		LGA 1972 s.133
Created	SES Business Water	PR Water - supply 22.04.18	0019.00	LGA 1972 s.133 Payments to be taken bi-yearly on the 22nd Sept / Feb Changed to monthly
Created	SES Business Water	Allotment Water - supply 22.04.18	0021.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 Payments to be taken bi-yearly on the 22nd Sept / Feb Changed to monthly
Created	Information Commissioners Office	Data protection registration 08.12.2018	0035.00	LGA 1972 s.111 Payments to be taken annually on the 8th December
Outstanding	Castle Water	PR Water - waste		LGA 1972 s.133

#### Purchases using pre-charged debit-card:

Ref	To	Description	£ (vat)	Balance	Authority
		Balance brought forward from March 18		0073.71	
28.03.18		Top up from Unity Trust account	0506.27	0579.98	
29.03.18	Post Office	Postage of Chairman's Report	0032.16	0547.82	LGA 1972 s.111
28.03.18	Halfords (expressco)	Community Fund grant - 2 x Gazebos (077/18) St.Lawrence Church	0329.98 (55.00)	0217.84	LGA 1972 s.137