

**MINUTES OF THE ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON TUESDAY 26 FEBRUARY 2013
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllr Symes in the Chair

Cllrs Bowerman, Hogger, Lightfoot, Moss, Peskett, Pindar (to leave early), Wetenhall
(Cllr Lightfoot kindly volunteered to take the Minutes).

In attendance - Cty Cllr Barker, PCSO Gregor Culross, PC Karen Page and PCSO Jo Gallagher and 8 local government electors

30.13 APOLOGIES FOR ABSENCE

Cllr Bell (unwell), and Cllr Pindar who had to leave early due to an early flight the next day.

31.13 DISCLOSURE OF INTERESTS

Cllr Bowerman for EVRT and Cllrs Bowerman for planning application 13/P/00239 on Lower Farm Road and , Cllr Pindar for planning application 13/P/00214 on the Woodlands, Cllr Lightfoot for planning application 13/P/00185 on Effingham Common Road and Cllr Wetenhall for planning application 13/P/00208 on Beech Ave.

32.13 MINUTES OF THE MEETING OF 29 JANUARY 2013

Minutes were confirmed and signed without alteration.

33.13 MINUTES OF THE EXTRAORDINARY MEETING OF 12 FEBRUARY 2013

Minutes were confirmed and signed without alteration.

34.13 MATTERS ARISING FROM MINUTES (not elsewhere on the Agenda)

None.

35.13 MATTERS RAISED BY RESIDENTS

James Nicholls told the Parish Council that he was concerned about an employment matter at EVRT. He congratulated EVRT on the new works to the car park. He said he was concerned about fly tipping in the area and the condition of the playing fields. He was also disappointed that no member of the Parish Council had been to the GBC Home Farm meeting, and felt that the Parish Council was not fully aware of the problems of residents of the Home Farm Estate. Cllr Pindar replied that the Custodian Trustee (CT) is taking action on EVRT matters and has raised the topic of an employment matter with EVRT at the joint meeting on 31 January 2013. Cllr Hogger replied that the Clerk had been present at the Home Farm meeting representing the Parish Council. Cllr Hogger said that she took a close interest in the Home Farm Estate and attends all their meeting with GBC. However on this occasion she had given apologies due to a diary clash. Cllr Symes took an action to make arrangements for a visit to Home Farm for parish councillors. **IS**

Marion Williams said that the closure of the KGV car park had caused congestion in the area and EVRT had not warned people in advance of the closure. People had parked all over the village blocking roads. Patsy Dicks said the closure of the car park and the associated confusion had affected trade. Sandy Wells spoke about the car park matter and gave an update on EVRT and EPFA negotiations on the new licence. EVRT has not yet included a paragraph in the licence that the CT asked EVRT to include.

Cllr Pindar said he would take up the matters raised by Marion, Patsy and Sandy with EVRT. As he had to leave the meeting early he reported that the Parish Council had appointed a new clerk, Clare Ritchie, and she had given one month's notice to her present employer and would be taking up her new role during April 2013. Cllr Pindar paid tribute to Sue Morris for her 10 years as Clerk. Sue thanked Cllr Pindar for his kind words and echoed the words of her predecessor by telling the Parish Council to 'look after the place'.

36.13 PLANNING MATTERS

New applications

13/P/00115 Land rear of Kerri, Ranmore, The Brambles and Pine Trees (formerly Snowfield), Forest Lane, East Horsley.

Variation of condition 10 of planning application 11/P/01884 approved for three detached three bedroom bungalows with integral garages and creation of new access off Forest

Lane following partial demolition of existing house and new porch. The Parish Council had opposed the original planning application 11/P/01884, which had been granted at appeal. This application was seen as a minor change to the plans. No Comment.

13/P/00128 Wixwood, Dirtham Lane

Erection of single storey extension following demolition of existing conservatory. No Comment.

13/P/00185 Lynwood House, Effingham common Road

Single storey rear extension and internal alterations. No Comment.

13P/00208 Little Court, Beech Ave

Installation of five bar wooden gate. It was decided to Object on the grounds that there should be no right of way or right of entrance to the property conceded by this planning application.

13/P/00214 60, Woodlands Road

First floor extensions to front. No Comment.

13/P/00218 Longacre, Outdowns (and land north of Outdowns)

Change of use of land from agricultural to a single Gypsy pitch and laying of a unbounded hard surface track (retrospective application). It was agreed to Object to this application on the grounds of a new building in the green belt and outside the settlement area. A development in an AONB. It was a change in use of land from agricultural to domestic which the parish council opposes per se.

13/T/00033 Rookery Cottage, 6 Church Street

Fell two Sycamore trees (Effingham Conservation Area). It was agreed to Object on the grounds that the Parish Council is concerned about the overall appearance of this part of the village in general and the tree coverage of this area in particular. If these trees were removed the appearance would be changed for the poorer.

13/P/00254 Homedale, Orestan Lane

Demolition of existing bungalow and erection of replacement chalet style bungalow. No Comment.

13/P/00263 Lawn View, Orestan Lane

Erection of a five bedroom detached house (amendment to planning application 12/P/01886). It was agreed to Object on the grounds that this was overdevelopment and the size and mass of the property was over 77% larger than the original property. This development was in the green belt and outside the settlement area. It was also decided to reiterate, from the Parish Council's objection to 12/P/01886, that amalgamation of the volumes of the former dog kennels was being used to create a very large and solid mass well away from the property. In itself this might later be used as volume to expand the habitable space of the accommodation. It was decided to respond that if the application was to be granted, a condition should be put upon the outbuilding that it could not be used as habitable space.

13/P/00264 Land at Chasemore Farm, Bookham Rd., Downside, Cobham

Consultation from Elmbridge Borough Council for equine farming facilities incorporating a foaling unit, main yard, pre-foaling yard, isolation yard, new combined exerciser/lunge ring, two sand rings, stud office, two turn out barns and ancillary facilities for horses, relocation of stable barn from site centre to Yearlings site; alterations to existing site entrances and construction of new internal access roads. No objection to this so long as there was no building within the protected woodlands.

13/P/00239 Honey Pots, Lower Farm Road

Variation of condition 02 of 12/P/02013 to allow minor changes to the fenestration detail, insertion of two small roof lights on each of the side roof slopes and the erection of two gable dormer windows on the rear roof slope. No Comment.

Results / progress on previous planning applications

12/P/01070 Site at Home Farm House, The Street	Appeal dismissed
12/P/02013 Honeypots, Lower Farm Road	Approved
12/P/02165 82, Strathcona Ave	Approved
GU12/P/01867 Land at St Lawrence School	Approved (SCC authority for this Planning App.)

Other planning matters:

There was no further news about the Care Home planning application.

Reports and correspondence relating to other Planning matters:

To consider signing up to the Guildford Residents Groups 'Aspirations Initiative'

After debate on this matter it was decided that the Parish Council were in sympathy with the aims of the Group and would like to continue to be part of the correspondence group and to receive email updates on progress. On the subject of 'signing up' it was decided to undertake additional research and find out which Parish Councils had 'signed up', and who were the other members of the Group. It was also decided to look into Guildford Vision and how it compares (and contrasts) with Aspirations. Cllr Lightfoot volunteered to investigate and report to the next Parish Council meeting.

AL

37.13 HIGHWAYS AND TRANSPORT

Current Highways and Transport matters

To consider extending the grit/salt bins project.

It was reported that GBC may be withdrawing support for the scheme and no longer supplying grit/salt to top up the bins. Their current position is not clear so it was felt that the expansion of the scheme locally should be held in abeyance until the matter is clarified. In the meantime the Parish Council will write and object to any abandonment of the scheme.

IS

To note a suggestion for the Sprucing Up project

An email had been received from a resident about an idea to spruce up the entrance to Manor House Lane. The Sprucing Up work group will consider the idea and reply to the resident.

LH

Reports and correspondence relating to Highways matters

Surrey County Council

Cty Cllr Barker reported on matters at SCC. He is much in favour of local parish councils joining together and taking on a Lengthsman's agreement. He is concerned about Upper Leewood Farm and asked to be kept informed of activities disturbing local residents.

Trees on Guildford Road

Cllr Peskett has requested the paperwork confirming the Parish Council's responsibility for the trees.

Beech Ave bridleway

Cllr. Wetenhall reported that the bridleway alongside Beech Avenue had been confirmed at appeal.

38.13 VILLAGE PLAN

To receive and adopt Minutes of the Steering Committee meeting, 13 February 2013

Minutes were received and adopted.

To receive a progress report from the Steering Committee

Cllr Moss reported on progress of the Village and Neighbourhood Plan. The Plan will be launched at the Annual Meeting on 16 April 2013 and details of the launch will be available for review at the next meeting. Terms of Reference, draft budget, GANTT chart and timetable were among the documents that had been produced. A website would be available shortly giving residents easy access to documents and giving opportunities for feedback. From April there will be an opportunity for local residents to be involved in the Plan. Cllr Moss will present details of the launch on 16 April 2013 to the next Parish Council meeting.

PM

To consider other matters for resolution:

To agree Terms of Reference (ToR) for the Steering Committee and Working Groups

The ToR was received and agreed.

39.13 GREEN SPACE AND VILLAGE AMENITIES

Current matters

To discuss Parish Council involvement in Village Day, 8 June 2013

Cllr Bell, who had previously volunteered to act as Parish Council liaison with ICE, was confirmed in that role. Cllr Bell will liaise with ICE, the charity organising Village Day and will organise Council and Councillor involvement.

CB

To receive reports and correspondence relating to Space/Amenities:

Cllr Peskett reported that the 2013 footpaths project will start shortly. She will be issuing each Councillor with their tasks during early March, with a return date set for mid April.

**SP
ALL**

40.13 REPORTS

Police and safety community issues (report of session before the start of the present Agenda)

PCSO Culross introduced PC Karen Page and Traffic PCSO Jo Gallagher. He said 6 crimes had been committed in Effingham in January. The average crime rate per month in Effingham was also 6.

PCSO Culross reported on a disturbing theft from a lady at the cash point in East Horsley. He urged everyone to be vigilant and aware of what was going on around them when at cash points and if they had any doubts about people nearby to press the cancel key, take their card and walk away.

Allotments

No report.

Schools

No report.

EVRT

EVRT business was taken later in the meeting.

Home Farm Estate

There had been a further meeting between GBC officers and PHFCC – residents of Calvert and Chester Roads. The Clerk had represented the Parish Council.

Friends of Effingham Common

Brian Hendry has said he will contact GBC for an update on Adam Owen's replacement. He will also liaise with Nick Rowe (GBC) about Volunteer Days. Nick Rowe has also asked EPC for discussions about Commoners' Day.

Smith's Charity

Michael Bray and other Trustees have been making contacts with other similar charities so that they can share information. Smith's Charity always makes a presentation at the Annual Meeting and Michael should be contacted to confirm the date.

AP

Effingham Local History Group

The next exhibition, 'Edwardian Effingham' will be on 20 April in St Lawrence Church hall.

Local government / admin matters / website

No report – but associated matters are under 42.13 below.

41.13 CORRESPONDENCE

The following correspondence received since the last meeting was noted:

GBC

Agenda and reports, meetings of Planning Committee for 5 and 26 February. Report of Council Meeting 14 February.

Surrey County Council

Agenda and reports for Council meeting, 14 February.

Surrey Community Action
CPRE
NSALG
NALC

Winter Newsletter
Surrey Voice
'Allotment', issue 1, 2013
DIS nos 801 and 802

42.13 **FINANCIAL & ADMIN MATTERS**

Progress on appointment of the a new Clerk

Cllr Pindar (before he had to leave the meeting) reported that the Parish Council had appointed a new clerk, Clare Ritchie. She had given one month's notice to her present employer and would be taking up her new role during April 2013.

Process for filling the vacancy for a Parish Councillor

As there had been no nominations it was agreed to wait until after the launch of the Village Plan before considering filling the post.

Review the most recent risk inspections

Cllr Bowerman reported on the current risk assessment. It is necessary to consider upgrading the doors and locks in the parish office. Advice would be sought and a decision taken when the new clerk joins.

Model Publication System

The draft Model Publication System with pricing, procedures describing how the public can get information from the Parish Council, and forms for requesting the information online were approved – including the wording for the website and Reference Manual. In addition draft policies describing how the Parish Council will handle requests for information for: Freedom of Information, Environmental Information Regulations and Data Protection were approved. This comprehensive pack is fully compliant with the Freedom of Information Act 2000, Environmental Information Regulations 2004 (EIR) and Data Protection Act 1998.

A Complaints Procedure was approved including the wording for the website and Reference Manual.

Communications Policy comprising Press and Media and Publicity

Cllr Hogger raised some important points in relation to the above policy. It was agreed that the points were of such a nature that they needed to be considered in full and Cllr Hogger volunteered to outline the points in an email and to suggest amendments to the policy. The policy was NOT approved. It was decided to discuss Communications Policy again at a future meeting.

LH

To approve text about the role of EPC regarding the EVRT on the website

It was decided to review the text and discuss the matter again at a future meeting. The text was NOT approved.

LH

SALC Meeting

Cllrs Bowerman and Symes will attend and represent the Parish Council at the SALC meeting on 21 May 2013.

GB/
IS

Request by EVRT for grant for refurbishment of tennis courts

Cllr Bowerman reported that the Sports Surfacing Solutions' (SSS) quote was favoured by Lorna but the EVRT Managing Trustees would make the final decision about which company would be awarded the contract. The Parish Council approved £3590.38 for EVRT. This being 50% of the total amount of the SSS quote less VAT. There is a condition, which is that the work be guaranteed – if possible for 3 years. Cllr Bowerman will report to the Parish Council when the condition is fulfilled, by it being a note in the contract with SSS or other provider.

GB

Cheques for approval and signature

The following cheques were authorised and signed:

Phone Coop	35.16	Local Govt Act 1972 s111
Netherne Printing Services	90.00	Local Govt Act 1972 s111
James Nicholls	260.00	Local Govt Act 1972 s214

Reports and correspondence relating to Finance & Admin matters

Cllr Pindar reported that he had rejected an invoice from Fish for Jobs. The Parish Council had advertised the Clerk's job with them in September 2012. He said that he had been AP quoted, verbally, a price of about £280 for the advertisements. The invoice received was for £2800 and should not be paid. He would take up the matter with the supplier.

43.13 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Date of the next meeting: THURSDAY 26 February 2013.

THE FOLLOWING ITEM WAS TAKEN IN COMMITTEE

To agree a sum for legal expenses on behalf of Councillors – if incurred

It was agreed to set aside a sum for legal expenses in connection with the EVRT /KGV Charity. The following resolution was agreed: 'The Parish Council will set aside up to £1000.00 (one thousand pounds) for any legal expenses incurred on behalf of Councillors and / or the Custodian Trustee in relation to the EVRT / KGV Charity'.