

**MINUTES OF THE ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON TUESDAY 26 JUNE 2012
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllr Symes in the Chair
Cllrs Bowerman, Brazil, Hogger, Lightfoot, Nicholls, Peskett
2 local government elector

87.12 APOLOGIES FOR ABSENCE

Cllr Pindar (business trip); Cllr Wetenhall (away)
Cllr Barker and PCSO Culross.

88.12 REGISTER OF INTERESTS AND DISCLOSURE OF INTERESTS

Cllr Bowerman disclosed that she is Trustee of EVRT.

89.12 MINUTES OF THE MEETING OF 29 MAY 2012

The Minutes were agreed to be a true record and signed.

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

Upper Leewood Farmyard and Brick Kiln Farm

Activities concerning possible change of use were noted, Cllr Barker will be informed. **SP**
GBC consultation on Green Space in the Borough: the Clerk and Cllr Peskett will complete. **SM**

91.12 MATTERS RAISED AT THE ANNUAL PARISH MEETING

Nothing to raise (item covered on the previous Agenda).

92.12 MATTERS RAISED BY RESIDENTS

Nothing raised.

93.12 PLANNING MATTERS

New applications

12/P/00943 5 Beech Close

First floor rear extension above existing kitchen to provide additional bedroom with en-suite. No comment.

12/P/00981 Hillcrest, Orestan Lane

Two storey rear extension with solar panels on west-facing roof. Councillors asked for concerns about the volume of the additional extension in the Green Belt, its dominating effect on smaller neighbouring bungalows, views from the Public Footpath and consequences of contractors' vehicles for parking to be brought to the attention of the Planning Officer.

12/P/00990 6 Victory Cottages

Single storey side extension, rear lean-to and front entrance porch. No comment.

12/P/01015 The Manor House School, Manor House Lane

Consultation from Mole Valley Council for installation of 2 No 19m x 2.44m green metal containers adjacent to footpath on north west boundary.

It was agreed to re-submit the comment as agreed at the last meeting.

12/P/01022 Homedale, Orestan Lane

Certificate of Lawfulness for a proposed development to establish whether a single storey rear extension would constitute permitted development (as amended by drawings received 20/06/12). No comment.

Results / progress on previous planning applications

12/P/00535	12 Beech Close	Approved	
12/P/00646	Littledown, 3 Salmons Rd	Approved	
12/P/00692	Orestan House, Orestan Lane	Refused	
12/P/00734	The Grove, Guildford Rd	Approved (unlikely a refusal could be defended at appeal)	
Two Firs Scrapyard		The uses had been certified, but the stated hours of working had not been supported by the evidence, and had been restricted to exclude nights. Cllr Hogger will ensure residents of Orestan Lane are aware.	LH

Other planning matters

None.

Reports and correspondence relating to other Planning matters:

Delays receiving planning applications

Cllr Wetenhall had written to GBC Planning to complain about delays in receiving notification of applications, which cut down the time for comment. The Clerk had experienced problems with information not arriving or being incomplete. The reply had indicated that these problems were also being experienced elsewhere.

Suggestions for Gypsy and Traveller sites

Cllr Brazil reported that some parishes had been contacted by GBC Planning Services asking them to suggest places for Gypsy and Traveller accommodation in their areas. This had not been received in Effingham. The Clerk to follow up.

SM

Seminar on Gypsy and Traveller issues, 12 July, GBC

Cllrs Brazil and Peskett would like to take up the two places and will check availability.

SP
HB

94.12

HIGHWAYS AND TRANSPORT

Current Highways and Transport matters

None.

Reports and correspondence relating to Highways matters

Local Committee

As suggested by Cllr Barker Cllr Nicholls had attended the previous meeting to take up with officers the failure to progress various items. Cllr Barker was very grateful for this. Direct discussions with John Hilder had subsequently taken place, and would continue.

Cllr Hogger reported that work on the pedestrian barrier had now been commissioned. Design work in advance of implementation of the A246 speed limit reductions was underway.

Night time juggernauts, Lower Road

It was agreed the Clerk would contact VOSA and Planning Enforcement to find out whether this was authorised.

SM

Lower Road yellow lining

A resident mentioned disappointment that SCC had chosen to disregard residents' submissions about possible improvements. The original lining had now been removed, but the new lines not in place, which was unhelpful and hard to understand. Cllr Hogger will check on the schedule.

LH

Deer signage, Effingham Common Road

Cllr Symes' request had been acknowledged.

Fallen tree

Cllr Nicholls reported a fallen tree near Manor Gardens which is blocking the footway for residents with impaired mobility. The Clerk to report to SCC.

SM

Helipad, Great Mornshill Wood

Increased helicopter activity over Effingham was discussed. This helipad was stated to have been there for several years.

95.12 GREEN SPACE AND VILLAGE AMENITIES *continued*

Current GSVa matters

Mr Houlton's retirement

The Parish Council recorded its sincere thanks to Mr Houlton, whose family had taken excellent care of the Burial Ground for three generations. It was agreed to find a permanent way of marking the Council's thanks. The Clerk to investigate.

SM

Progress on arrangements for maintenance of the Burial Ground

An advertisement had been drawn up and circulated. The Clerk reported on the help being provided by Cllr Nicholls until a permanent arrangement with a contractor could be made, and that for this he would be reimbursed expenses. The Clerk will investigate whether it could be possible for him to tender for the contract.

SM

Review of Burial Ground fees

A revised scale of charges and a report on income and expenditure over recent years had been circulated. Councillors had investigated other charges made locally. It was agreed to adopt the 5% increase with immediate effect and maintain one scale only from now on, but to review again when the impact of costs associated with a new contractor were known. A review should also take into account the likely future situation where the Burial Ground was full, ie generating no income, only costs. Cllrs Lightfoot and Bowerman will investigate the design and costing of a Garden of Remembrance for ashes.

SM
GB
AL

Definition of 'residency' (as in qualifying to purchase a grave space)

The Clerk had circulated a possible redefinition:

'The Burial Ground is provided for the interment of people who at the time of death are residents of the civil parish of Effingham and have been so for a significant part of their lives. It is unlikely that permission to purchase a new grave space would be granted unless the deceased had lived in Effingham for at least ten years, part of which should be within the last two years. In the case of a child under 12, the child's parents / carers should be resident in the parish and have been so for at least five years.'

It was agreed that this be adopted as a 'guideline' not a 'rule' and the Chairman retained discretion,

Reports and correspondence relating to GSVa matters

Village Day

This had gone well and the report from ICE was awaited with interest.

Community Fund

Cllr Hogger had circulated possible dates for a meeting of the working group.

Sprucing up

The Clerk will get on with inviting Gavin Smith to meet Cllr Peskett and herself to start discussions.

SM

96.12 REPORTS

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

No PCSO report. The Clerk had asked the Neighbourhood Police to confirm that they would send representatives to forthcoming meetings when specific roads were invited.

Effingham & District First Responders had been among those specially invited to the service to celebrate the Queen's Diamond Jubilee at Guildford Cathedral. A defibrillator for public use in emergencies was now installed in the centre of the village (the butcher's).

Allotments

The annual gathering had gone very well. Allotment holders were strongly in favour of reverting to the position where half a plot was half the price of a full one. Cllr Symes had promised to review this and to look at what charges would generate the required income for the present year, in order to re-set the rates for September. It had been agreed that the income did not have to cover a percentage of the general overheads of the Council. It had been agreed that the basis of the charge to Effingham allotment holders was not competition or comparison with other authorities, as for a business.

Schools

The planned meeting with the school had been cancelled by the school, which now wanted suggestions for further dates. A letter on a September consultation about admissions had been received.

EVRT

Contracts with both the Rugby Club and EPFA were nearing completion. The issue of whether EPC needed to be a signatory was being investigated. Cllr Bowerman had undertaken to shape the bid to the Community Fund. Cllr Hogger mentioned the appalling state of the hedge beside the footway along the A246, which was now impassable and will write formally to EVRT as Borough Councillor insisting this is done or asking SCC to do the work.

SM

LH

Home Farm Estate

The bund had been constructed, but there was concern about how successful this would be since it did not fill the whole area and may allow earth to slip onto the road.

Friends of Effingham Common

The Annual General Meeting had taken place. Leaflets for neighbours of the Common telling them about Commoners Day were being delivered. The Cricket Club had developed a vision for the future and now had a member on the Friends' Committee.

Smith's Charity

The meeting noted with pleasure the forthcoming anniversary of 20 years since ordination of Rev. Andrew Mackenzie, one of the Trustees nominated by the Parish Council.

Effingham Local History Group

There had been a good presence at Village Day, and the 'Effingham in Wartime' book was now on sale to the general public.

Local government / admin matters / website

Nothing further to report.

97.12 CORRESPONDENCE

The following correspondence which had been received since the last meeting was noted:

Effingham with Little Bookham churches	Parish magazine, June.
Horsley Countryside Preservation Soc GBC	Around & About Horsley Agenda and reports, meeting of Planning Committee, 12 June Through the Looking Glass: arts June to September 2012
Surrey County Council	Agenda and reports for meeting of the County Council, 12 June
Cherry Trees	News, summer 2012
St John Ambulance	News, Spring 2012
NALC	DIS no 785

98.12 FINANCIAL & ADMIN MATTERS

Report and recommendations of the Internal Auditor for 2011-12

This had been circulated. The Parish Council noted the comments with broad approval. The report was adopted by the Council. The following action points were agreed (numbered as in the report):

- 1 (Appraisal) Agreed and to be actioned. **AP**
- 2 (Fidelity guarantee) Noted
- 3 (Off site computer back up) Noted and to be actioned **SM**
- 4 (Grant giving to EVRT) Noted. The Auditor's advice (repeated from previous years) that the Council should expect to see more detail than provided in the last set of EVRT's Annual Accounts was accepted, (although the Trustees had provided additional information on late sheets at last year's AGM). The information should be provided in full this year and it was agreed the Chairman will write to ask this. It was noted with dismay that the AGM would not be held until 21 August. **AP**
- 5 (Relationship of the Council to EVRT and on-site user groups) The Clerk is already pursuing investigations about 'ownership' and the issue of being a signatory party to new leases. **SM**

Statement of Governance for 2011-12

Councillors made the necessary statements and the document was signed.

Timescale on appointment of auditors

Councillors had agreed at the Annual Meeting of the Parish Council to change the internal auditor since it could be beneficial to have a fresh pair of eyes, but Cllr Symes proposed that this be deferred for the current year since change to banking arrangements would impose a burden on the Clerk's available time, and this was considered to be more urgent. This was agreed.

Imminent changes to the Ethical Standards regime for councillors

A report had been circulated. It was noted that the changes would need to be implemented assuming the forthcoming adoption of the new regime by GBC went ahead as planned.

Cheques for approval and signature

The following cheques were authorised and signed:

Surrey Bouncy Castle Hire	£250.00	Local Govt Act 1972 s.145
BTS Ltd	59.40	Local Govt Act 1972 s.111
Phone Coop	£37.13	Local Govt Act 1972 s.111
Mole Valley Printing Soc	10.00	Local Govt Act 1972 s.142
EDF	125.00	Local Govt Act 1972 s.133
EVRT	7,154.96	Local Govt Act 1972 s.145
Peter Frost	429.00	Local Govt Act 1972 s.211
HMRC	1,512.15	Local Govt Act 1972 s.112

Reports and correspondence relating to Finance & Admin matters

None.

99.12 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Date of the next meeting: Tuesday 31 July 2012.