

MINUTES OF ORDINARY PARISH COUNCIL MEETING OF

Effingham Parish Council

Tuesday 27th September 2016, 8pm KGV Hall, Browns Lane.

Present:

Cllr Pindar (Chair)

Cllr's Cornwell, Hackett, Hogger, Martland, Moss, Nicholls & Symes (VC)
Parish Clerk

SCC Councillor Bill Barker

4 local government electors

236/16	<p>APOLOGIES FOR ABSENCE: None</p>
237/16	<p>REGISTER OF INTERESTS & OTHER INTERESTS AFFECTING THIS AGENDA: 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. Cllr Symes declared an interest in planning application 16/P/0149 (Heath View)</p>
238/16	<p>MINUTES OF THE PREVIOUS MEETING OF 30TH AUGUST 2016: The minutes were approved and duly signed by the Chairman.</p>
239/16	<p>MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA: None</p>
240/16 (1)	<p>THE AUDIT REPORTS FOR EFFINGHAM PARISH COUNCIL FOR YEAR ENDED 31ST MARCH 2016, PRODUCED BY BDO LLP (external) & Peter J Consultants (internal): The following issues were raised to assist the council in improving it's internal controls or working practices:</p> <p><u>Asset Register</u> It was noted that the value of assets held by the Parish Council should be updated as the value of fixed assets included in the Annual Return could be understated.</p> <p>Action - Clerk A review of the Parish Council's assets will be carried out in time for the next audit. (2016/17)</p>

<p>(2)</p> <p>(3)</p> <p>(4)</p>	<p><u>Backing-up-</u> It was high lighted that to prevent issues arising from Fire or Theft at the Council's Offices, an "offsite" Back-up procedure should be in place. i.e. Hard Drive, Memory Stick, Cloud etc</p> <p>Action - Clerk The Parish Clerk and Parish Council will need to consider this risk, and possible solutions.</p> <p><u>EPC Financial Systems</u> Regarding the EPC quarterly bank reconciliations prepared by the Clerk/RFO - someone in addition to the Clerk/RFO should be appointed by the Parish Council to check figures against Bank Statements and sign to this effect.</p> <p>Action - The Parish Council will make an appointment.</p> <p>Regarding the Parish Council's Financial Regulations, the annual review is overdue.</p> <p>Action - Chairman The Parish Council will review the PC's Financial Regulations, and make any necessary updates.</p> <p><u>Approval of Annual Return</u></p> <p>The audit highlighted that the "The Annual Accounting Statement" had been approved before the "The Annual Governance Statement". The Accounts and Audit Regulations 2015 states "The Annual Governance Statement" should be approved in advance of the relevant authority approving the statement of account.</p> <p>Action - Clerk to initiate This procedure will be followed in future audit years.</p>
<p>241/16</p>	<p>New Councillor co-options:</p> <p>Decision - After careful deliberation by the Parish Council, the following new Councillors will be Co-opted at the next Parish Council meeting on October 25th 2016 -</p> <p>Alison Mayell (North Ward) Martin Whiteman (South Ward)</p>
<p>242/16</p>	<p>MATTERS RAISED BY RESIDENTS None</p>
<p>243/16</p>	<p>Planning Matters: New planning applications considered:</p>

16/P/01749	<p>Burnside, Heath View, East Horsley, Surrey. KT24 5EA Two storey side extension following demolition of existing garage</p> <p>Objection -</p> <ol style="list-style-type: none"> 1) Over development of the site which was originally on about a third of the footprint of that proposed by the new planning application. 2) Removal of a double garage and the possible re-building of the garage elsewhere on the plot. 3) Concerns over mature oaks in a neighbouring garden, although the present application has attempted to mitigate the risks to the trees.
16/P/01765	<p>The Orchard House, Beech Avenue, Effingham. KT24 5PJ Variation of Condition 2 of application 14/P/02071, approved 26.01.2015, to allow the substitution of drawing numbers to allow changes to include alterations to the roof, addition of a dormer extension and roof windows</p> <p>No comment</p>
16/P/01776	<p>Morcotta, Lower Farm Road, Effingham, Surrey. KT24 5JJ Proposed two storey front extension, single storey front and side extension together with front porch following demolition of existing garage</p> <p>Objection -</p> <ol style="list-style-type: none"> 1) Closing of gap between properties - which is out of character with neighbouring properties 2) Reduction in the openness of the Green Belt 3) Closing up of the present sightline
16/P/01784	<p>Beagles Den, Dog Kennel Green, Ranmore, Surrey. RH5 6SS Use of the existing building as a dwelling (retrospective)</p> <p>Objection -</p> <ol style="list-style-type: none"> 1) Vehicular access - this may not be possible as access to the site would need to be via a privately owned access road (to Limekiln Farm) or via a privately owned bridleway. There doesn't appear to exist a natural right of access to this site. 2) Property name - there appears to have been various changes of property name regarding the major building on this site (from Cottage to Farm) when the kennels were still owned by this property - also the kennel building name appears to of also changed in the past (from Beagles Den to Limekiln Cottage), which now leads to some confusion regarding past use of the kennel building. We would suggest this needs a thorough investigation to avoid possible confusion. 3) There appears to be conflicting history regarding this building that needs verifying. 4) The kennels are within an area of outstanding natural beauty - which must be considered, regarding any possible development of the site.

<p>16/P/01804</p>	<p>Hawthorns, 23 The Street, Effingham, Surrey. KT24 5LQ Proposed new infill front porch, replacement front gable dormer window and first floor front extension with gable dormer window, part single/part two storey rear extension following demolition of existing conservatory, trio of gable dormer windows to replace existing flat dormer extension (south elevation), replacement windows throughout, weatherboard cladding and removal of existing tile hanging.</p> <p>Objection - The proposed 3 dormer windows overlook a neighbouring property (Overdale). The proposed balcony would be a privacy issue for neighbouring properties. And would comment that policy EN4 (Dark Skies Policy) within EPC's emerging Neighbourhood Plan requires the screening of sky lights to prevent light pollution.</p>
<p>16/P/01866</p>	<p>Outlands Lodge, Outlands, Effingham, Surrey. KT24 5QN Creation of a new vehicular access onto Guildford Road with new access gates and revised fencing</p> <p>Objection - The Parish Council considers that the proposal is dangerous considering the nature of the road (A246) and the speed of traffic using it.</p>
<p>16/T/00194</p>	<p>Moorcroft, The Street, Effingham, Surrey. KT24 5LQ (T1) Canadian Maple (Acer) located at Hawthorns - crown reduce by 50% or fell, (T2) Walnut located at Moorcroft - remove branches back to boundary (Effingham Conservation Area)</p> <p>No comment</p>
<p>244/16</p>	<p>Late received planning applications considered:</p>
<p>16/P/01896</p>	<p>Lime Kiln Farm, Dog Kennel Green, Ranmore Common. New outdoor swimming pool measuring 12m x 6m.</p> <p>No comment</p>
<p>245/16</p>	<p>Results of previous planning applications:</p>
<p>16/P/00872</p>	<p>Lime Kiln Farm, Dog Kennel Green, Ranmore Cm. RH5 6SS Two-storey replacement dwelling with associated parking and landscaping.</p> <p>Approved</p>
<p>16/P/00428</p>	<p>Land to the north & south side of 105 Calvert Rd, Eff. Construction of six new traveller pitches on two separate plots. One plot consists of 2no pitches & 1no utility block, and one plot to consist of 4no pitches and 2no utility blocks.</p> <p>Approved</p>

<p>16/P/00872</p> <p>16/P/01427</p> <p>16/W/00067</p>	<p>Lime Kiln Farm, Dog Kennel Green, Ranmore Cm. RH5 6SS Two-storey replacement dwelling with associated parking and landscaping. Approved</p> <p>Westmoor, Orestan Lane, Effingham, Surrey. KT24 5SN Proposed erection of a two storey detached dwelling with detached garage following demolition of existing dwelling. Refused</p> <p>Hares Holt, Orestan Lane, Effingham, Surrey. KT24 5SN Prior notification for a single storey 6m-rear extension, 2.9m in height with an eaves height of 2.9m. Refused</p>
<p>246/16</p> <p>EN/16/0268</p> <p>EN/16/0291</p> <p>EN/16/0307</p>	<p>Other planning matters: New Planning Enforcement Cases (Aug 16)</p> <p>Pen Y Bryn, Dirtham Lane, Effingham, Surrey. KT24 5SD Alleged unauthorised construction of first floor rear extension.</p> <p>Greenfields Farm, TAP FARM, Orestan Lane, Effingham, Sy. KT24 5SJ Alleged unauthorised residential use of the site. (see note)</p> <p>Summerdown Manor, Effingham Hill, Dorking. RH5 6ST Alleged unauthorised widening of driveway, erection of fence & felling of protected trees.</p>
<p>247/16</p>	<p>To receive reports and correspondence relating to other planning matters:</p> <p>Berkeley Homes / Howard of Effingham Planning Appeal.</p> <p><u>Berkeley Homes / Howard Appeal Working Group</u> Decision:</p> <p>i) The Appeal Working Group is authorised to instruct the recommended heritage expert at a maximum fee of £9000.00</p> <p>ii) The Parish Council will arrange to make sufficient funding to meet this fee available in the Legal Contingency Fund, and authorise the viring of funds from existing Ear Marked Reserves.</p> <p>All Councillors voted in favour of the proposals. Cllr Symes suggested that any expenditure on the appeal in excess of the £30,000 Legal Contingency budget should come from the current 2016/17 budget and be vired from other projects.</p>

	Cllr Hackett suggested "Crowd Funding" might be a possible alternative solution to funding.
248/16	GBC Planning Policy Consultation The Clerk has received correspondence from Guildford Borough Council inviting comments on 2 draft Supplementary Planning Documents (SPD's) deadline 17th October 2016. Cllr's Symes & Martland were delegated to draft and recommend a reply to GBC's request for comments on their SPD's.
249/16	Reports from Parish Councillors not included in the above: None
	FINANCIAL MATTERS:
250/16	Cheques were approved and signed (see appendix)
251/16	Precept / LCTSS The Clerk reported that the 2nd Precept / LCTSS payment of £31,858.50 has been received from Guildford Borough Council.
252/16	The Phone Co-op (Parish Room phone/broadband provider) The renewing of the Parish Council's contract with The Phone Co-op for Parish Room phone/broadband services was agreed, and for their 48 months cost saving contract.
253/16	To receive reports and or correspondence relating to other finance matters: None
254/16	To receive reports and correspondence relating to other Space / Amenity matters if any: None
255/16	To receive reports from Parish Councillors not included in the above, if any: None
	VILLAGE, NEIGHBOURHOOD & LOCAL PLANS
256/16	<u>Village Plan:</u> None
257/16	<u>Neighbourhood Plan:</u> To receive updates from ENPAG: The Effingham Neighbourhood Plan Advisory Group (ENPAG) has considered the representations received to the Regulation 14 consultation including comments from statutory bodies, local

258/16	<p>organisations and residents, and responses to the Consultation Survey Form, and has revised the Neighbourhood Plan to take these into account. The Parish Council is now requested to:</p> <p>i) Consider and agree that the 'Proposed Submission Draft' of the Neighbourhood Plan, dated 21 September 2016, can now be submitted for a Health Check, and authorise ENPAG to make any necessary minor drafting amendments and corrections before that is done.</p> <p>ii) Agree that ENPAG will draft a document giving detailed responses to all the representations made and submit this to the Parish Council for approval before it is published.</p> <p>All Parish Councillors voted in favour of the proposals.</p> <p><u>Local Plan:</u></p> <p>None</p>																
HIGHWAYS & TRANSPORT																	
259/16	<p>Current highway matters considered: The Parish Council considered the state of road signs and the overgrowth of vegetation onto paths and roads within the Parish, and it was agreed that Cllr Pindar would contact GBC/SCC with the Parish Council's concerns.</p>																
260/16	<p>Reports and correspondence relating to other Highway Matters: None</p>																
261/16	<p>Reports from Parish Councillors not included in the above: None</p>																
REPORTS																	
262/16	<p>To receive reports on:</p>																
262/16a	<p>Police and community issues - Crime figures (x8) July 2016</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Calvert Road -</td> <td>Violence & Sexual Offences</td> </tr> <tr> <td>Orestan Lane -</td> <td>Violence & Sexual Offences</td> </tr> <tr> <td>Chester Road -</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Barnes Wallace Close -</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Meadway -</td> <td>Other theft</td> </tr> <tr> <td>Browns Lane -</td> <td>Other theft</td> </tr> <tr> <td>Middle Farm Place -</td> <td>Public order</td> </tr> <tr> <td>Church Street -</td> <td>Vehicle crime</td> </tr> </table>	Calvert Road -	Violence & Sexual Offences	Orestan Lane -	Violence & Sexual Offences	Chester Road -	Anti-social behaviour	Barnes Wallace Close -	Anti-social behaviour	Meadway -	Other theft	Browns Lane -	Other theft	Middle Farm Place -	Public order	Church Street -	Vehicle crime
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262/16b	Allotments An allotment holder has written to the Clerk requesting they contact a local resident, regarding an overgrown hedge that is impacting on access to allotment paths. A letter has been sent to the homeowner with a request for action within 28 days.
262/16e	Friends of Effingham Common / 2016 Commoners Day The last Commoners Day meeting took place on the 22.09.16 to finalise details for the day. (Sunday 2nd October). Local businesses Bevan Butchers, The Bakery & The Village Market all have made generous donations to facilitate a bbq on the day with The Brockham Bonfire Committee loaning a commercial bbq range. All those on the ECD committee have carried out fantastic work in support of the event, from delivering event leaflets to organising interesting walks. Guildford Borough Council's Parks and Leisure Services department have, and continue to provide the necessary professional support required when organising an event of this size.
262/16g	Effingham Local History Group The date for the ELHG WW1 exhibition was confirmed as Saturday 3rd December 2016, from 11.00 to 17.00 within the KGV Hall, Browns Lane, Effingham.
262/16h	Local government / admin matters The GBC Governance Referendum on whether the Council should be run by a leader or change to a Directly Elected Mayor (DEM) was highlighted as being held on Thursday 13th October 2016.
262/16i	Parish Council Risk Updates Updates received regarding the Parish Council's Risk Register: The Clerk presented the 2nd quarter (July-Sept) PC Risk Assessment for physical risk throughout the parish. As a result of this, the Clerk has been instructed to seek a quotation for the repair/refurbishment of the Parish Council's bus shelters. (x3)
262/16j	Parish Rooms The Clerk has recently completed and returned a VAT Declaration to the PC's energy provider EDF Energy.
262/16k	Effingham Village Recreation Trust The mobile cafe business now within the KGV grounds has been well received; some concerns were voiced concerning opening hours - including those concerns voiced by Cllr Nicholls.

262/16I	Reports from Parish Councillors not included in the above: None
	CORRESPONDENCE
263/16	Correspondence received since the last Parish Council Meeting:
264/16	A local resident recently spoke to the Clerk regarding the current status of The Royal British Legion (Club) on Lower Road Effingham. The Clerk was unable to confirm to them whether or not the Club was closed permanently as they were waiting for an update on the matter. It was suggested at the meeting that The RBL Club was now permanently closed.
265/16	The Clerk has received correspondence from "Save Newlands Corner Campaign Group", regarding the proposal by SCC to erect 3 car parking charge machines on the Newlands Corner site. The Parish Council will continue to monitor developments there.
266/16	The Clerk has received an invitation from Surrey ALC for their 2016 AGM, Cllr Hackett has kindly agreed to attend on behalf of the Parish Council.
	NEXT AGENDA
267/16	To note parish business for the Agenda of the next meeting None
	Next meeting - Tuesday October 25th - 8pm KGV Hall.

250/16 Appendix

<u>Cheque No.</u>	<u>To -</u>	<u>Description</u>	<u>£</u>	<u>Authority / VAT</u>
300094	The Phone Co-op	Parish room broadband & phone	0047.94	0007.99
300095	EDF Energy	Parish room electricity	0096.77	??
300096	Sutton & East Surrey Water	Parish room water supply / waste	0055.19	0000.00
300097	Sutton & East Surrey Water	Allotment water supply	0096.98	0000.00
300098	Countywide Grounds Maintenance	Burial Ground maintenance	0210.00	0035.00
300099	Jon Short	Clerk Wages (monthly)	1363.81	0000.00
300100	Jon Short	Clerk reimbursements	0063.10	0006.08

300101	Post Office	Clerk HMRC Tax /NI payments (quarterly)	0923.73	0000.00
300102	Surrey Pension Fund	Clerk Pension (monthly)	0579.28	0000.00
300103	EVRT	Service level agreement (quarterly) unrestricted funds restricted funds 3rd quarter Oct-Dec	 2250.00 0750.00 3000.00	 0000.00 0000.00

Community Fund / outsourced printing / memberships / legal / other

300104	HCI Data Limited	Parish Council Website renewal - 2yrs until 10.11.18	0083.76	0013.96
300105	Surrey Hills Society	Membership - Approved by the Parish Council	0025.00	
300106	CPRE	Membership - approved - 30.08.16	0036.00	
300107	Surrey County Council	Supply of climbing wall for Commoners Day event 02.10.16	0285.00	0000.00
300108	Data Clerk 5 (A.C)	Data input on ENPAG survey	0009.00	0000.00
300109	Data Clerk 6 (H.C)	Data input on ENPAG survey	0024.00	0000.00
300110	Aldrich Gardening	Fitting of Notice Board at PC Burial Ground	0070.00	0000.00
300111	Zoe Face Painter	ECD Attraction	0170.00	0000.00

Note:

Parish Council meeting of 28.02.2017

There was Parish Council agreement to correct the incorrectly-stated property name on the minutes from the EPC Parish Council meeting of 27.09.2016 - from Greenfield Farm to Tap Farm. (minute 246/16)

Greenfield Farm was incorrectly referenced by GBC, regarding Enforcement Case EN/16/0291.

Clerk 01.03.2017