

**MINUTES OF THE ANNUAL MEETING OF EFFINGHAM PARISH COUNCIL**  
**8.00pm, Tuesday 28 May, 2013**  
**King George V Hall**  
**Brown's Lane, Effingham**

**PRESENT** Cllr Pindar in the Chair  
Cllrs Bell, Bowerman, Hogger, Lightfoot, Symes, Wetenhall  
SCC Cllr Barker  
10 local government electors  
2 Surrey Police officers  
Surrey County Council Broadband Programme Manager

**77.13 APOLOGIES FOR ABSENCE**  
Cllr Moss – On holiday

**Agenda suspended at the request of Cllr Barker**

Surrey County Council Programme Manager for the Superfast Broadband project introduced the proposed communication posters for use to promote the project on broadband cabinets and asked for feedback on a preferred option.

The Parish Council and residents agreed that the least obtrusive communication would be best and that due consideration be given to Effingham's Conservation Area status.

**78.13 ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR**  
Cllr Pindar was nominated by Cllr Symes, seconded by Cllr Wetenhall and elected. Cllr Pindar signed the Declaration of Acceptance of Office as Chairman for the forthcoming year and took the Chair.

**79.13 ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR**  
Cllr Symes was nominated by Cllr Hogger, seconded by Cllr Bowerman and elected. Cllr Symes signed the Declaration of Acceptance of Office as Vice Chairman for the forthcoming year.

**80.13 REGISTER OF INTERESTS & DISCLOSURE OF INTERESTS**  
No new interests requiring an update to statements were declared.

**81.13 PARISH COUNCILLOR VACANCIES**  
There are currently two vacancies on the Parish Council. One is available for co-option and a Notice of Vacancy has been posted for the second vacancy. Clerk to post further information inviting interest in the vacancies on the website and noticeboard. Any interested parties to have an initial confidential discussion with the Clerk. **CR**

**82.13 REVIEW OF STANDING ORDERS**  
All current Standing Orders will continue unchanged and will be reviewed as necessary.

**83.13 REVIEW OF FINANCIAL REGULATIONS**  
All current financial regulations will continue unchanged and will be reviewed as necessary

**84.13 DATES OF FUTURE MEETINGS**

The following dates were agreed:

25 June, 30 July, 27 August, September - No meeting  
1 October, 29 October, November - No meeting, 3 December  
7 January, 28 January, 25 February, 25 March, 29 April

27 May – Annual meeting of the Parish Council  
22 April - Proposed for Annual Parish Meeting

**85.13 PARISH COUNCIL AUDITORS, INSURERS, CONTRACTS, SUBSCRIPTIONS, MEMBERSHIPS**

The following were reviewed and confirmed, or altered as shown:

*Auditors*

BDO LLP External auditors  
Peter Frost Internal auditor

*Bank accounts*

Santander  
Clerk to investigate the use of two separate banks, one for the current account and one for the deposit account to minimise risk. **CR**

*Insurers*

Aviva, through Came & Co.  
This was renewed at 31 March 2013 under a 3yr Long Term Agreement with sums insured index linked by 3%.

*'Service' contracts and suppliers of utilities*

James Nicholls Maintenance of Burial Ground  
Clerk to investigate use of a monthly cleaner for the Parish Room. **CR**  
HCI Data E-mail and web-site host  
Phone Co-op Telephone and broadband services  
BTS Photocopier contract  
Cornwell Management Courtyard security  
ADT Fire Services Maintenance of fire equipment in Parish Room  
EDF Electricity supply  
Sutton & E. S'y Water Parish Room & Allotments

*Subscriptions and Memberships*

NALC National Association of Local Councils  
SCAPTC Surrey Association of Town and Parish Councils  
SLCC Society of Local Council Clerks  
CPRE Campaign for the Protection of Rural England  
Surrey Community Action  
Surrey Hills AONB  
DIS NALC's Direct Information Service

**86.13 TIMETABLE FOR REVIEW OF BURIAL GROUND FEES & ALLOTMENT RENTS**

Cllrs Bell and Pindar declared an interest as allotment holders.  
It was agreed that burial ground fees and allotment rents would be reviewed every two years in July.

**87.13 REPRESENTATIVES APPOINTED TO LIAISE WITH OUTSIDE ORGANISATIONS**

Parish Councillors reviewed and confirmed the following:

*EVRT*

The following are EPC's appointments:

Chris Bell  
Gill Bowerman  
Liz Hogger

*Smiths Charity*

Effingham Parish Council appoints 4 Trustees. The present ones are Michael Bray, Gill Walker, Terry Driscoll and Rev. Mackenzie.

*Councillor liaison to:*

Surrey Police - Cllr Bell  
Friends of Effingham Common - Cllr Symes  
GBC 'Standards & Audit' Ctee - Cllr Symes  
Joint Communities group - Cllr Lightfoot  
Surrey Community Action - Clerk  
Protection of Home Farm Co-ordinating Committee - Cllrs Hogger & Bowerman  
GBC Officer Liaison (Home Farm) Cllr Hogger & Clerk  
Open Spaces Society - Cllr Wetenhall  
The Howard School - Cllrs Lightfoot & Moss  
Youth & community initiatives - TBC

**88.13 MEMBERS OF ADVISORY GROUPS WITHIN THE PARISH COUNCIL**

Parish Councillors reviewed and confirmed the following:

Risk inspections - Cllr Bowerman  
Allotments - Cllr Bell  
Burial Ground - Cllr Lightfoot  
Community Funding - Cllrs Symes & Lightfoot  
Sarah Peskett has volunteered to continue as tree warden as a resident volunteer. She has also volunteered, to take responsibility for all footpath surveys. The Parish Council agreed and thanked Sarah for this help.

**89.13 THANKS TO VOLUNTEER HELPERS**

The following help the Parish Council on a voluntary basis.

James Wetenhall - Personal membership of Open Spaces Society, for EPC's benefit  
Chris Hogger - Web-master and general IT support  
Phil Vallis, John Barrett, Trevor Markham, Liz Cooper, Elaine Elliott, Kate Mitchell, Andy Gibbs - Allotments management  
Anthony Clark - Allotments maintenance

**90.13 PROJECTS IN PROGRESS & PLANNED**

The project list below shows all current and proposed projects.

**Financial and Admin**

Community Fund - All  
Electronic communications policy - Cllr Bell & Clerk

**Highways and Transport**

Sprucing Up project - Cllr Hogger  
Improvement of Rights of Way on the Common - Cllr Symes  
Traffic Regulation Order for Dirtham Lane track - Cllr Hogger  
Beech Ave 'bridleway' - Cllr Wetenhall

Beech Ave tree-planting - Cllr Wetenhall  
**GSVA**  
Commoners Day - Cllr Symes  
Lengthsman Project - Cllrs Lightfoot & Symes

**Allotments**

Overhanging trees - Cllr Bell

**Burial Ground**

Tree safety of neighbouring ground - Clerk  
Repairs to flint wall - In hand with church

**Parish Room**

Internal redecoration - Clerk  
Door security - Clerk

**91.13 MINUTES OF THE ORDINARY MEETING OF 23 APRIL 2013**  
Draft minutes were agreed and signed.

**92.13 MATTERS ARISING FROM PREVIOUS MINUTES**  
**(Not elsewhere on the Agenda)**  
No response submitted for feedback on the rail strategy.

**93.13 MATTERS RAISED BY RESIDENTS**  
A resident asked if microphones could be made available for Parish Council meetings. Clerk to investigate KGV facilities.

**CR**

The recent hedge clearance along the A246 by Guildford Borough Council was discussed. A resident had concerns about the cost and time taken on this work. Cllr Hogger advised that this had been carried out following a request by a resident and was additional work to that normally carried out for the Parish.

Two residents raised concerns about the activities of Bookham Vanguard and the possible impacts on Effingham. To be discussed under Planning.

A resident asked when the EVRT AGM was to be held. This is scheduled for 9th July 2013.

**94.13 PLANNING MATTERS**

**New Applications**

Cllr Bell declared a personal interest in 13/P/00682 as a neighbour.

13/T/00102 - Fairway, Guildford Road, Effingham

Application to fell 2 x Lawson Cypress at rear of garden, and replace with Malus Floribunda and shrubs. Separate group of Lawson Cypress trees to rear of garage to be reduced by 5m in height. This is in Effingham Conservation Area.

**No Comments**

13/P/00748 - 12 Victory Cottages, Guildford Road, Effingham

Part two storey, part single storey side/rear extension

It was felt that a 56% increase in floor space was a large increase and could be considered overdevelopment for a building with heritage and

historic value. It was felt that the extension was likely to have an impact on the street scene.

**Objection**

13/P/00682 - 2 Church Cottages, Church Street, Effingham

First floor addition to rear elevation together with enlargement of shed

The property is a listed building in a Conservation Area. The proposed extension may contravene HE10 by affecting views in a Conservation Area. It was felt that the impact on the skyline would be significant both from the street and from the public amenity site opposite, a burial ground. The proposed extension is likely to impact significantly on the adjacent neighbouring property with a reduction in both view and daylight. The proposed workspace in the rear garden will cover 50% of the garden and will impact on sightlines. There was also no information supplied on the materials to be used for the workspace, an important consideration within a Conservation Area.

The proposed car parking space in the garden will mean that the property will have two entrances to Church Street. This is a well used but narrow street and raises a safety consideration. To create the car parking access will involve alterations to an historic flint wall. The garden is currently 1m above the level of the pavement and therefore a parked vehicle will be visible to the street.

**Objection**

**Previous Applications**

- 12/P/00416 - 10 Orchard Gardens, Effingham - Approved
- 12/P/01120 - 5 & 6 Effingham Place, Effingham - Approved
- 13/P/00263 - Lawn View, Orestan Lane, Effingham - Refused
- 13/P/00595 - Pen Y Bryn, Dirtham Lane, Effingham - Refused

**Other Planning Matters**

None

**Reports & Correspondence Relating to Other Planning Matters**

Cobham Motorway Service Area

Cllr Lightfoot reported on correspondence between Cllr Butcher and the Head of Planning at Elmbridge on lighting, landscaping and fencing compliance at the service area and consultation responses. Cllrs Lightfoot & Moss to respond on behalf of EPC.

AL  
PM

Surrey County Council Consultation on Planning Service

No response necessary as consultation was on the service for waste and mineral planning. EPC has not had relevant experience of this service .

**Reports from Parish Councillors**

Bookham Vanguard Neighbourhood Plan (BVNP)

Cllr Pindar submitted a response to Bookham Vanguard's consultation paper at w/c 13 May. The response included input and discussions with Cllrs Hogger, Lightfoot and Moss.

It is the Council's intention to monitor feedback and response to this consultation by BVNP. If concerns raised are ignored EPC will write formally to BVNP to advise that they intend to take legal advice on a judicial review and to Mole Valley District Council to highlight their duty of care for the project and the community in delegating this matter to BVNP.

AP

A resident thanked the Parish Council for their attention to this matter.

95.13

## **HIGHWAYS & TRANSPORT**

### **Current Highways Matters**

Prudential Ride London-Surrey 100 is taking place on 4 Aug 2013. Up to 20K amateur cyclists will be riding a 100-mile route on closed roads through London and Surrey. The route appears to come up the A25 onto the A246 but turning off at West Horsley. There is likely to be some disruption on the roads around Effingham.

### **Reports & Correspondence relating to other Highways matters**

None

### **Reports from Parish Councillors not included in the above, if any**

None

96.13

## **VILLAGE PLAN**

### **Minutes of the Steering Committee meeting**

The minutes of the Village Plan Steering Committee meeting held 8 May 2013 were adopted.

### **Steering Group Progress Report**

#### Review of funding application and communication plan

Cllr Moss was thanked for her work on the funding application and communication action plan. The Council agreed to amend the timescales of the action plan and to review the costings of the communication and consultation items for the funding application. Cllr Hogger to amend the action plan and final submission of funding application to be signed off by either the Chair or Vice Chair with delegated authority.

LH  
PM  
CR

#### Other matters for resolution arising from the progress report

With revised project timescales and recent activity in the BVNP project, it was resolved that all meetings with interested parties would be postponed until late summer/early autumn. Clerk to reschedule.

CR

The Village Plan launch event expenses were agreed for Cllrs Bowerman and Moss. The Village Day event leaflet costs were agreed.

### **Other Matters**

#### Process for reviewing & agreeing the draft Terms of Reference for Working Groups & the existing Terms of Reference for the Village Plan Steering Committee

Finalising the Terms of Reference to be carried out by a 'Task & Finish' group to include Cllrs Pindar, Symes, Hogger and Moss and the Clerk. Meetings to take place in June and report to June EPC meeting. Sign off of final Terms of Reference to be scheduled for July EPC meeting.

CR

#### Additional Village Plan Steering Committee strategies & protocols

The importance of communication to this project was discussed and it was agreed that an engagement strategy and a documentation control protocol were required. The 'Task & Finish' group to address this.

CR

Future Parish Council meetings will also include a Village Plan budget item to review project expenditure.

97.13

## **GREEN SPACE AND VILLAGE AMENITIES**

### **Current Space/Amenity matters:**

#### Review lengthsman project

The Parish Council has concerns on the funding of this potential project.

AL

Cllrs Lightfoot and Symes to pursue with Guildford Borough Council and Surrey County Council. **IS**

To consider actions following the Parish Council visit to the Home Farm Estate at 18 May 2013

The Parish Council resolved to write to Guildford Borough Council in the strongest terms to stress the need for action on the outstanding issues at Chester Road and the unauthorised fencing of a plot on Calvert Road. **CR LH**

To consider the Parish Council appointment of a 4th EVRT trustee

The Parish Council appointed Sue Morris as a fourth EVRT trustee. This appointment was agreed for one year and has responsibility for reviewing and managing the financial accounts. Clerk to inform the Charity Commission. **CR**

To agree that the Parish Council will have a stand at the forthcoming Village Day

The Parish Council will host a stand at the Village Day manned by Cllrs Pindar and Symes. The event will be used to promote the Village Plan project. Cllr Lightfoot is producing a generic leaflet ready for the event. **AP IS**

**Reports & Correspondence relating to other Space / Amenity matters**

Completion of footpath survey

Sarah Peskett has produced a year end report on Rights of Way inspections which has been submitted to Guildford Borough Council. The Parish Council thanked Sarah and noted that she will continue as voluntary tree warden and carry out annual Rights of Way inspections.

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

98.13

**REPORTS**

Police and community safety issues

Surrey Police advised there had been 4 crimes reported in Effingham in the last month; one burglary, two acts of criminal damage and one public order offence. The police will have a stall at the Village Day to promote crime prevention.

The Parish Council and residents raised the issue of nuisance vehicles racing at weekends on the A246. Surrey Police advised all incidents should be reported to build a history and evidence base on this problem.

Allotments

Three vacant half plots are available for re-let. The Annual Allotment Meeting has been scheduled for 16 July.

Schools

The Parish Council would like to reinstate regular meetings with the Howard of Effingham School. EPC thanked the school for its speedy resolution to pupil behaviour in the burial ground. **CR**

Effingham Village Recreation Trust

Cllr Bell reported that the Heads of Terms with E&LRFC were in preparation. If these can be agreed then a licence will be drawn up and sent to the Custodian Trustee for sign off.

Home Farm Estate

A tour of Home Farm Estate for Parish Councillors took place on 18 May. Thanks were noted to James, Kelly and Laura for hosting and their hospitality.

Friends of Effingham Common

Following a meeting with Guildford Borough Council and the Friends of Effingham Common, the next Commoners Day is scheduled for Sept 2014. There will be no event in 2013 due the lack of planning and publicity time available following staff changes at both EPC and Guildford Borough Council.

Smith's Charity

None

Effingham Local History Group (ELHG)

Cllr Hogger declared an interest and membership of ELHG.

A visit to the Parish Room by war veterans took place on 19 May to view the Barnes Wallace portrait and the burial ground. Cllr Hogger thanked the Parish Council for allowing access.

ELHG requested permission to promote availability of their publications on the website. The Parish Council to allow this providing all information is on the ELHG pages only.

ELHG are considering using KGV for larger meetings and will discuss the purchase and installation of a large projector screen for the hall with KGV management.

Local government / admin. Matters

The Internal Audit inspection is scheduled for 6 June 2013.

Handover to the new Clerk will be complete by the end of May. Parish Council thanked Sue Morris for a timely & thorough handover process.

**Reports from Parish Councillors not included in the above, if any**

None

99.13

**CORRESPONDENCE**

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

|                                 |   |
|---------------------------------|---|
| GBC                             | Planning Committee Agenda 21 May 2013   |
| SCC                             | County Council Agenda & Reports for 21 May 2013   |
| Aging Well                      | Surrey Aging Well Commitment document   |
| ERRA                            | Copy of correspondence to MVDC on planning application for land to North of Guildford Road, Bookham |
| CPRE                            | Report & Financial Statement for 2012   |
| Effingham Parish Magazine       | May-June 2013   |
| Surrey Arts Open Studios        | Summer Event information  |
| GBC                             | Enforcement cases report  |
| SCC                             | Surrey Contemporary Arts Exhibition information   |
| Society of Local Council Clerks | Membership renewal pack   |



EVRT Appointment of fourth trustee

100.13

**FINANCIAL & ADMIN MATTERS**

**Current Financial and/or Admin Matters:**

Review of the Parish Council's Asset Register

It was agreed that this would be reviewed in Sept 2013

**CR**

Statement of Accounts for 2012-13

Adopted and signed. Proposed by Cllr Symes and seconded by Cllr Bell.

Allocation of funds for 2013-14

Noted. Cllr Wetenhall Suggested consideration of a formal policy on the size of reserves to prevent build up.

**CR**

Review risk register

Cllr Bowerman reported on 2012-13 Risk Register. All risk assessments had been completed. Proposed review of register to be scheduled for Sept 2013.

**GB**

Funding for an Automatic External Defibrillator from the Community Fund

Cllr Bell advised that full funding had now been found to provide 2 Automatic External Defibrillators for KGV site with full insurance and maintenance cover.

Funding for 4hrs/wk admin support for Village Plan project

Cllr Pindar to write to Cllr Barker to request a contribution to funding from Local Allocations. Admin support deferred until Sept subject to Village Plan Action Plan timetable.

**AP**

Funding for CiLCA training for Clerk

Agreed

**Cheques for Approval & Signature**

The following cheques were authorised and signed:

|                       |          |                          |
|-----------------------|----------|--------------------------|
| Clare Ritchie         | £167.10  | Local Govt Act 1972 s112 |
| Clare Ritchie         | £1128.19 | Local Govt Act 1972 s112 |
| SCC Pension Fund      | £149.24  | Local Govt Act 1972 s112 |
| SCC Pension Fund      | £298.49  | Local Govt Act 1972 s112 |
| Ian Symes             | £48.00   | Local Govt Act 1972 s111 |
| SALC                  | £19.20   | Local Govt Act 1972 s111 |
| Gill Bowerman         | £35.00   | Local Govt Act 1972 s111 |
| James Nicholls        | £260.00  | Local Govt Act 1972 s214 |
| Surrey Wildlife Trust | £2184.00 | Local Govt Act 1976, s19 |
| Phone Co-op Ltd       | £25.93   | Local Govt Act 1972 s111 |
| SLCC                  | £181.00  | Local Govt Act 1972 s111 |
| Paula Moss            | £502.00  | Local Govt Act 1972 s111 |

**Reports & Correspondence Relating to Other Finance Matters**

None

101.13

**NEXT AGENDA**

Date of the next meeting is Tuesday 25 June 2013