

MINUTES OF ORDINARY PARISH COUNCIL MEETING OF

Effingham Parish Council

Tuesday 28th June 2016, 8pm KGV Hall, Browns Lane.

Present

Arnold Pindar (Chair)

Cllr's Cornwell, Hogger, Martland, Nicholls & Symes (VC)

Parish Clerk

SCC Councillor Bill Barker

6 local government electors

152/16	APOLOGIES RECEIVED FOR ABSENCE: Cllr's Hackett & Moss
153/16	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/T/00123
154/16	MINUTES OF THE PREVIOUS MEETING OF 31st May 2016 The minutes were approved and duly signed by the Chairman.
155/16	MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA Cllr Symes advised that he will be reviewing and updating the Parish Council's Financial Regulations Policy shortly, and will present it for adoption at a future Parish Council meeting. Cllr Nicholls suggested a vote of thanks to Andrea Lightfoot and Hilda Brazil for their previous work as Parish Councillors. All Councillors agreed.
156/16	MATTERS RAISED BY RESIDENTS None
157/16	Planning Matters: New planning applications considered.

16/P/01111	<p>Effingham Post Office, The Street, Effingham. KT24 5LQ Two storey extension to rear. First floor rear and side extension over existing flat roof area to create two flats with a self contained retail unit on the ground floor. Demolition of existing garage and outbuildings. Alterations to existing front elevation. Creation of a parking area, bin store and cycle store with driveway extended to the rear of the site. Comment - provided car parking within the development should be used by new residents to avoid available shoppers parking.</p>
16/P/01125	<p>Morcotta, Lower Farm Road, Effingham. KT24 5JJ Two storey front and side extension and single storey front, side and rear extensions. Objection - proposal is considered to be an over development, unattractive and have a terracing affect on neighbouring properties.</p>
16/P/01160	<p>19 Lindens Close, Effingham. KT24 5NZ Proposed single storey side extension. No comment</p>
16/P/01167	<p>The Beeches, Beech Avenue, Effingham. KT24 5PJ Erection of a detached garage. No comment</p>
16/P/01176	<p>Upper Leewood Farm, Effingham Common Road. KT24 5JQ Certificate of lawfulness for a proposed development to establish whether a single storey detached garage and gym building, following demolition of existing garage and outbuildings, would constitute permitted development. For information only.</p>
16/T/00107	<p>The Old Post Cottage, Church Street, Effingham. KT24 5NA Application to reduce T1 Bay tree on northern boundary by 30% and cut back overhanging shrubs to boundary. Reduce row of Thuja conifers (T2) BY 30% (approx 5 metres) Effingham C.A. No comment</p>
16/T/00123	<p>Land adjacent to Lower Widgery, Heath View E.Horsley. T1 (Oak) - crown reduce by 20% (Tree Preservation Order P1/201/412) No comment</p>
158/16	<p>Late received planning applications considered: None</p>

<p>159/16</p> <p>16/P/00709</p> <p>16/P/00712</p> <p>16/P/00720</p> <p>16/P/00742</p> <p>16/P/00794</p> <p>16/P/00817</p> <p>16/P/00842</p>	<p>Results of previous planning applications received:</p> <p>Queensleigh, Salmons Road, Effingham. KT24 5QJ Certificate of Lawful Development to establish whether the erection of a side extension would constitute permitted development. Approved</p> <p>30 Orchard Gardens, Effingham. KT24 5NR Single storey side/rear extension. Approved</p> <p>17 Strathcona Avenue Retrospective application - retention of a single storey rear extension. Approved.</p> <p>32a Woodlands Road, Bookham, Leatherhead. KT23 4HF Single storey rear extension. Approved.</p> <p>Long Acre Two storey side extension with dormer and velux windows together with velux windows in existing roof. Refused.</p> <p>Land north of Lusty Glaze Outline application for new residential dwelling with associated access, amenity and parking. (all matters reserved) Refused.</p> <p>Browns Cottage, The Street, Effingham. KT24 5LP Single storey rear extension together with the repositioning of door on the south elevation following demolition of existing single storey rear extension. Approved.</p>
<p>160/16</p> <p>14/P/02109</p>	<p>Other planning matters considered:</p> <p>Berkeley Homes (Southern) Ltd and The Howard Effingham Planning Appeal- Public Enquiry / APP/Y3615/W/16/3151098</p> <p>Cllr Hogger gave an update from the Borough Council concerning the BH/HofE appeal. She was able to confirm that Guildford Borough Council had now appointed James Findlay QC to defend their decision to refuse permission for planning application 14/P/02109. She then went on to advise that the appeal would probably last 2 weeks, and that Effingham Parish Council needed to urgently decide if they also wanted to appoint legal representation, conditional on the Parish Council gaining rule 6 status. GBC have recommended Scott Stemp - Planning and Regulatory Barrister as a possible legal representative to the Parish Council, as he has past history regarding planning within Effingham. There was a discussion to decide whether 3 different quotes would be appropriate before deciding to appoint a barrister, however the vast majority of</p>

<p>161/16 16/W/00052</p>	<p>Councillor's were in favour in appointing an expert with a proven local record over simply cost.</p> <p><u>The following motions were passed:</u></p> <p>If rule 6 status was given they would appoint Scott Stemp to represent the PC, and that the barrister and his assistant would be engaged on a fixed cost basis.</p> <p>That Cllr's Pindar, Symes and Hogger had delegated authority to instruct barristers and to progress.</p> <p>A further motion was then passed confirming that in this specific instance the parish council would accept a single quotation (and not get two further quotations) on the basis that Scott Stemp had been highly recommended by GBC, and that parish councillors had witnessed him at a previous enquiry affecting Effingham.</p> <p>Denene, Orestan Lane, Effingham. KT24 5SN Prior notification for a single storey 5.3m rear extension, 3m in height with an eaves height of 2.6m For information.</p>
<p>162/16</p>	<p>Reports and correspondence received relating to other planning matters: To consider the offer from GBC Planning Services to supply the Parish Council an A3 printer, laptop and screen in support of their plans to go paperless regarding future planning applications. It was agreed that the clerk would explore the option of a large smart screen tablet with GBC, rather than the items suggested above.</p>
<p>163/16</p>	<p>Reports from Parish Councillors not included in the above: It was agreed that where possible, receivers of EPC grants should acknowledge where the funding was received from.</p>
<p>FINANCIAL MATTERS CONSIDERED:</p>	
<p>164/16</p>	<p>Cheques were approved and signed: See appendix</p>
<p>165/16</p>	<p>To receive reports and or correspondence relating to other finance matters: (139/16) An overspend reimbursement request from Gill Walker, regarding a recent Community Fund grant for the Queens Birthday event was considered and approved.(£30)</p>

166/16	(140/16) A Community Fund grant request from Vivien White to facilitate a Heritage Weekend event was reconsidered and then approved. (£500)
167/16	Reports and correspondence received relating to Space / Amenity matters: None
168/16	Reports received from Parish Councillors not included in the above: None
	VILLAGE, NEIGHBOURHOOD & LOCAL PLANS
169/16	Update from Effingham Neighbourhood Plan Advisory Group (ENPAG) : None
170/16	The EPC draft response to Guildford Borough Council's Local Plan was discussed and some points were agreed to be amended. Cllr's Cornwell, Hogger & Symes were delegated to amend the draft and submit to GBC before the 18th July deadline.
	HIGHWAYS & TRANSPORT
171/16	Current highway matters considered:
172/16	Reports and correspondence received relating to other Highway Matters: A letter was received from WRRRA regarding TrustFord parking issues on Woodlands Road, which included a petition signed by 278 local residents. Further action by WRRRA was planned including the involvement of Local Press.
173/16	Reports received from Parish Councillors not included in the above:
	REPORTS
174/16	Reports received:
174/16a	Police and community issues Reported crime - April 2016 (x4) Orchard Gardens - anti-social behaviour x1 The Crossroads - burglary x1 Calvert Road - burglary x1 Critten Lane - criminal damage & arson x1
174/16b	Allotments The annual "Gathering" was held on the 14th June this year, and there were 3 joint quiz winners: Liz Cooper, Linda Davies and Roy Donovan.

174/16c	Schools None
174/16d	Home Farm West - Calvert and Chester Roads None
174/16e	Friends of Effingham Common The third meeting of the ECD working group met on the 14th June and reviewed plans to date along with the initial event flyer.
174/16f	Smith's Charity None
174/16g	Effingham Local History Group None
	Local government / admin matters
174/16h	The adoption of the draft: " Council Employee Code of Conduct" document was considered un-necessary as it was already covered by an existing parish council policy.
174/16i	The recent FOI reply from The Howard Partnership Trust regarding staffing levels was received.
174/16j	The Parish Councils membership of Campaign to Protect Rural England (CPRE) was considered, and it was agreed to remain a member at this time.
174/16k	The EPC internal audit for 2015/16 from Peter J Consultants was received and accepted by the Parish Council.
174/16l	The Annual governance statement 2015/16 for Effingham Parish Council was completed, and duly signed by the Chairman.
174/16m	Parish Rooms None
174/16n	Effingham Village Recreation Trust Cllr Nicholls commented that the new grounds contractor at the KGV was completing excellent work there, he also went onto note the sad passing of Sandy Wells who had worked for 20yrs at the KGV.
	CORRESPONDENCE
176/16	Correspondence received since the last Parish Council Meeting: None

177/16	Parish business noted for the Agenda of the next meeting
	Next meeting - July 26th, 8pm KGV Hall.

Appendix

164/16

<u>Cheque No.</u>	<u>To -</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
300052	The Phone Co-op	Parish room broadband & phone	052.12 8.69 vat	
300053	BTS Copiers	Parish Room copier charges	145.58 24.26 vat	
300054	Jon Short	Clerk Wages (monthly)	1363.81	
300055	Jon Short	Clerk reimbursements	85.15 6.89 vat	
300056	Post Office	Clerk HMRC Tax /NI payments (quarterly)	0912.52	
300057	Surrey Pension Fund	Clerk Pension (monthly)	0579.28	
300065	EVRT	Service level agreement (quarterly)	2250 (u/r) 0750 (r/f) 3000.00	

Community Fund / outsourced printing / memberships / legal / other

	Paula Moss	NP Speaker gift	041.40 no vat	
	Paula Moss	NP Envelopes	053.55 8.90 vat	
	Paula Moss	NP - pens / glue / velco	019.47 2.47 vat	
300058	Paula Moss	TOTALS	114.42 011.37 vat	
300059	Peter J.Consultants	Internal Audit 2015/16	259.60 no vat	
300060	The Furniture Helpline	Bulk waste collection - Burial Ground	057.00 9.50 vat	
	<u>Queens Birthday</u>	<u>Event -Comm Fund</u>		
300061	Simply Print Partners CD Ltd	Outdoor banner	097.20 16.20vat	

300062	The Creative Workshop	Banner artwork	048.00 08.00vat	
300063	Rev'd Mandy MacVean	Event posters	066.00 11.00vat	
	Gill Walker	knives/plates/napkin	011.91 1.99 vat	
	Gill Walker	balloon set	005.99 ?? vat	
	Gill Walker	bunting	010.00 ?? vat	
	Gill Walker	banquet roll	????	
300064		Totals -		
300066	RBS Software	Clerk software training	480.00 96.00vat	

Cheque (300064) in favour of Gill Walker was not signed due to discrepancies on the invoices provided. An overspend of up to £30 was agreed by the Parish Council from the Community Fund, for this event.
(now £280 from £250)