

# MINUTES OF ORDINARY PARISH COUNCIL MEETING

## Effingham Parish Council

Tuesday 28th November 2017, 8pm KGV Hall, Browns Lane.

**Present:**

Cllr's Cornwell, Hackett, Hogger, Martland, Nicholls, Symes (Acting Chair)

After 336/17: Cllr Jones.

Parish Clerk

5 local government electors

<b>332/17</b>	<b>APOLOGIES FOR ABSENCE:</b> Cllr's Pindar, Mayell & Moss. SCC Cllr Iles.
<b>333/17</b>	<b>REVIEW REGISTER OF INTERESTS &amp; OTHER INTERESTS AFFECTING THIS AGENDA:</b> 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.
<b>334/17</b>	<b>MINUTES OF THE PREVIOUS MEETING OF 31st OCTOBER 2017:</b> After a minor addition, the minutes were approved and duly signed by Cllr Symes. (acting Chair)
<b>335/17</b>	<b>MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA</b> <b>None.</b>
<b>336/17</b>	<b>COUNCILLOR VACANCY: SOUTH WARD:</b> Co-option applicant Tony Jones introduced himself and his relevant experience and explained why he had applied to join the Parish Council. Cllr Symes proposed his co-option, and Cllr Cornwell seconded the proposal. A vote was taken, and Tony Jones was duly co-opted, after signing the Declaration of Acceptance of Office & completing the Register of Interests form.
<b>337/17a</b>	<b>EPC 2018/19 BUDGET:</b> The 1st draft of the 2018/19 budget was considered, and proposals made for the 2nd draft. The Clerks first draft was accepted on the basis that the band D precept value would not increase greater than 1.9% of the 2017/18 value. Cllr Symes proposed, and Cllr Martland seconded the proposal, there were 6 votes in favour with 1

	<p>abstention. The Clerk will make necessary amendments for final improvement at the next PC meeting. (02.01.2018)</p> <p>Cllr Cornwell reported that there had been little advancement regarding the Spruce Up Fund (EMR), and possible Parish Council projects.</p>
<b>337/17b</b>	<p><u>"Budget Proposal EVRT and Village Plan</u></p> <p><b>1.</b> The SLA remains at £12,000, and an extra payment of £20,000 is set up, described as 'Supplementary contribution towards the provision of services and facilities at the King George V Hall and Fields'. This would be paid to EVRT in equal quarterly installments alongside the SLA payments. EVRT would be required to report back to EPC in April 2019 explaining how this contribution was used to provide services and facilities at KGV in the financial year 2018/19.</p> <p><b>2.</b> During 2018, EPC intends to consult Effingham residents about the services to be provided by the Parish Council and paid for via the precept, including the provision of facilities at the KGV. EPC is minded to continue a supplementary payment in 2019/20, if necessary, alongside a renewed SLA, subject to a satisfactory out-come, and a strengthening of the Managing Trustees. EPC also intends to work with the EVRT Trustees on a longer-term business plan for the future improvement of facilities at the KGV in line with the wishes of residents, including a possible rebuild of the KGV Hall. This can be seen as a continuation of the wider Village Plan project, and therefore the 'Neighbourhood Plan' fund should be renamed 'Village Plan' and an extra £1,000 be added to this fund for 2018/19 to cover the cost of this consultation. This could be funded from either a reduction in the combined 'Trees and Spruce-up' fund (see 3) or a reduction to the Community Fund.</p> <p><b>3.</b> The funds for 'Trees and Sprucing-up' should be combined into one fund.</p> <p>The motion to approve the 2018/19 EVRT funding proposal was proposed by Cllr Symes and seconded by Cllr Martland. Six councillors voted in favour of the proposal, with Cllr Hogger abstaining.</p>
<b>338/17</b>	<p><b>TO CONSIDER SCC'S PUBLIC CONSULTATION:</b></p> <p>A Parish Council response to SCC's public consultation on the new Surrey Waste Local Plan (SWLP) was considered, and a working group of Councillors delegated to make a Parish Council representation. (Cllr's Symes, Martland &amp; Jones)</p>

339/17	<p><b>MATTERS RAISED BY RESIDENTS:</b> None.</p>
	<p><b>Planning Matters:</b> <b>New planning applications:</b></p> <p><b>Land rear of 5, Water Lane, Bookham. KT23 3HQ</b> Proposed works to existing buildings.</p> <p><b>Objection:</b></p> <ol style="list-style-type: none"> <li>1. The proposed roof lights would be contrary to our emerging Neighbourhood Plan in that it contravenes (EN4) Dark Skies Policy The proposed development would impact on sensitive wildlife corridors and ancient woodland, that the site backs onto. The 27 Roof Lights within the proposal would allow considerable light emission in contravention to this which states: "All proposed developments should have regard to Effingham's current status as a "dark skies" parish, and proposals should avoid light pollution and protect the night-time environment of intrinsically dark areas of village and countryside. Residential development should be designed to minimise light pollution, avoiding the use of unscreened roof-lights or atria." The policy would equally apply to Commercial developments.</li> <li>2. The proposed conversion will significantly change of appearance of the building. What is at present in keeping with other nearby glass houses will be dramatically different in materials if the development is permitted with solid walls and roofs.</li> <li>3. The stated use of the buildings is for Commercial purposes, presumably as several different units, yet no internal divisions are shown.</li> <li>4. If several different units, say storage or manufacturing, it would have employees so would need several ancillary faculties such as toilets, car parking, refreshment etc.</li> <li>5. Water Lane is a single-track road residential road. Commercial use of several units would produce substantial traffic movements including large lorries many times beyond what the glass houses would have had, for collections and deliveries, employee attendance, waste collection, together with all the associated noise and disturbance.</li> </ol> <p>EPC appreciate the desire to do something with these buildings and site but consider this planning application is a completely wrong and inappropriate development.</p>

	<p><b>Old Barn House</b>, Effingham Common Road. KT24 5JG Proposed front porch extension, conversion of garage store into inhabitable accommodation together with a single storey side extension to link house and garage following demolition of existing garage wall; single storey rear infill extension; loft conversion incorporating roof lights to front, side and rear elevations and balcony to rear together with alteration to fenestrations.</p> <p><b>Objection:</b> 1) The proposals appear to be an over development of the site. 2) From - Effingham Parish Council's emerging Neighbourhood Plan (EN4) Dark Skies Policy: Regarding Roof Lights within the proposal - All proposed developments should have regard to Effingham's current status as a "dark skies" parish, and proposals should avoid light pollution and protect the night-time environment of intrinsically dark areas of village and countryside. Residential development should be designed to minimise light pollution, avoiding the use of unscreened roof-lights or atria. 3) The Parish Council also voiced concerns regarding the lack of detail on the supplied plans / drawings.</p> <p><b>53 Strathcona Avenue</b>, Bookham, Leatherhead. KT23 4HW Single storey rear extension. <b>No comment.</b></p>
341/17	<p><b>Late received planning applications:</b> <b>None</b></p>
342/17	<p><b>Results of previous planning applications:</b></p> <p><b>17/P/01464</b> Land to the east of, Outdowns Lodge (Spinney Stables), Outdowns, Effingham, KT24 5QN Planning application for erection of 1x5-bed and 1x4-bed dwellinghouses with private covered parking, landscaping, refuse storage, and soft landscaping. <b>Refused.</b></p> <p><b>17/P/02072</b> <b>The Squirrels</b>, Effingham Common, Effingham. KT24 5JE Certificate of lawfulness to establish whether a single storey side extension would be lawful. <b>Approved.</b></p> <p><b>17/T/00229</b> Holly, Heathway, East Horsley, Leatherhead, KT24 5ET Oak (T8 on map) - thin crown by 30% and removal of lower epicormic growth (Tree Preservation Order No. 3 of 2003). <b>Tree Approved With Conditions</b></p>

<p><b>17/T/00231</b></p> <p><b>17/W/00108</b></p> <p><b>17/W/00112</b></p>	<p><b>Browns</b>, Browns Lane, Effingham, Leatherhead, KT24 5NL Row of five Limes - Crown lift lowest laterals over main road. One Large Leylandii - Remove small section at top to improve overall shape &amp; form.1:5 to 2 metres.(Conservation Area) <b>Tree Application Approved.</b></p> <p><b>25 Strathcona Avenue</b>, Bookham, Leatherhead, KT23 4HW Prior notification for a single storey 6 metre rear extension, 3.275 metres in height with an eaves height of 2.950 metres. <b>(W) Prior Approval Not Required.</b></p> <p><b>The Squirrels</b>, Effingham Common, Effingham. KT24 5JE Prior Notification for a single storey 8 metre rear extension, 3.8 metres in height with an eaves height of 2.8 metres. <b>(W) Prior Approval Not Required.</b></p>
<p><b>343/17</b></p> <p><b>17/P/02291</b></p> <p><b>17/P/01506 &amp; (17/P/00702)</b></p>	<p><b>Other planning matters:</b></p> <p><b>Leewood Farm Yard</b>, Effingham Common Road. KT24 5JG <b>Certificate of lawfulness for existing use:</b> The uses present on site is for Class B8 (storage &amp; distribution) with elements of B2 (industrial/light industrial) and B1 (business) and sui generis. =====</p> <p><b>APP/Y3615/W/17/3185297 (Appeal)</b></p> <p><b>Meadowsweet</b>, Heathway, East Horsley. KT24 5ET Proposed sub-division of existing residential plot.....</p> <p>Appeal to the Secretary of State against the refusal of planning permission decision of Guildford Borough Council.</p>
<p><b>344/17</b></p>	<p><b>BH/HofE Appeal</b> Updates: <b>None.</b></p>
<p><b>345/17a</b></p> <p><b>345/17b</b></p>	<p><b>Wisley Appeal</b> Updates: It is hoped that the Inspector's report will be sent to the Secretary of State in March 2018, along with a decision in May/June 2018.</p> <p>Correspondence from Ockham Parish Council was received for information only purposes.</p>
<p><b>346/17</b></p>	<p><b>Reports and correspondence relating to other planning matters:</b> <b>None.</b></p>

<b>347/17</b>	<b>Reports from Parish Councillors not included in the above: None.</b>
	<b>TO CONSIDER FINANCIAL MATTERS:</b>
<b>348/17</b>	<b>Payments were approved.</b> see appendix.
<b>349/17</b> (316/17)	<b>Grant application from EVRT:</b> The Parish Council considered a grant application for enhanced security of the "scout-gate" entrance, from the A246 into the KGV Playing Fields. (up to £4000) It was decided that Cllr Hackett & the Clerk would meet with the KGV Manager to discuss options / quotations, and explore other options. Cllr Hackett to report back to the next Parish Council meeting. (2nd Jan 2018)
<b>350/17</b>	<b>Reports and or correspondence relating to other finance matters: None.</b>
<b>351/17</b>	<b>Community Fund:</b> A grant application from the 1st Effingham Scouts, for access track improvements (£425) was considered but not approved because of insufficient information and councillors also questioned whether the project was necessary and whether it would be value for money.
<b>352/17</b>	<b>CFGA</b> A decision is expected soon from GBC regarding Effingham Parish Council's grant applications to the CFGA Fund.
<b>353/17</b>	<b>Reports and correspondence relating to other Space / Amenity matters: None.</b>
<b>354/17</b>	<b>Reports from Parish Councillors not included in the above: None.</b>
	<b>NEIGHBOURHOOD &amp; LOCAL PLANS</b>
<b>355/17</b>	<b>Updates received regarding:</b>  <b>Neighbourhood Plan from ENPAG:</b> Cllr Hogger reported that ENPAG's suggested extra text had now been sent to Dan Knowles at GBC. It is hoped that the Neighbourhood Plan amendments will be completed early December 2017, and then sent to EPC for approval. It is hoped that the final Neighbourhood Plan will be published mid January 2018. ENPAG are due to meet shortly to make plans for the referendum campaign. (Referendum date: 22nd February 18)

	<p><b>GBC's Local Plan:</b> Cllr Hogger reported that GBC's Executive committee considered the Local Plan at it's meeting on the 20th November 2017, and then Full Council made a decision to submit the plan to the Secretary of State on the 21st November 2017.</p>																												
	<p><b>HIGHWAYS &amp; TRANSPORT</b></p>																												
356/17	<p><b>Current highway matters considered:</b></p>																												
357/17	<p><b>Reports and correspondence received relating to other Highway Matters:</b> Primary School parent parking in Leewood Way was considered. No Parish Council action was considered appropriate at this time, as the road is in private ownership. Cllr Nicholls volunteered to approach the Catholic Church &amp; The Royal British Legion to see if they might allow their car-parks to be used during busy school drop off / pick up times.</p>																												
358/17	<p><b>Reports from Parish Councillors not included in the above:</b> Cllr Cornwell reported that the path on The Street travelling toward the A246 was dangerously slippery with leaves, and presented risk of injury to users - including school children and their carers. The Clerk was instructed to report this situation to Guildford Borough Council.</p>																												
	<p><b>REPORTS</b></p>																												
359/17	<p><b>Reports received:</b></p>																												
	<p><b>Police and community issues - September 2017</b></p>																												
359/17a	<table> <tr> <td><u>Crime on or near to:</u></td> <td><u>13 Incidents</u></td> </tr> <tr> <td>Lindens Close</td> <td>Other theft</td> </tr> <tr> <td>Mount Pleasant</td> <td>Public order</td> </tr> <tr> <td>Mount Pleasant</td> <td>Violence &amp; sexual offences</td> </tr> <tr> <td>KGV Sports/recreation area</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Barnes Wallis Close</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Barnes Wallis Close</td> <td>Vehicle crime</td> </tr> <tr> <td>Yew Tree Walk</td> <td>Criminal damage &amp; arson</td> </tr> <tr> <td>Lower Road</td> <td>Other theft</td> </tr> <tr> <td>ECC Sports/recreation area</td> <td>Anti-social behaviour</td> </tr> <tr> <td>ECC Sports/recreation area</td> <td>Other theft</td> </tr> <tr> <td>ECC Sports/recreation area</td> <td>Violence &amp; sexual offences</td> </tr> <tr> <td>Calvert Road</td> <td>Anti-social behaviour</td> </tr> <tr> <td>Beech Avenue</td> <td>Other theft</td> </tr> </table>	<u>Crime on or near to:</u>	<u>13 Incidents</u>	Lindens Close	Other theft	Mount Pleasant	Public order	Mount Pleasant	Violence & sexual offences	KGV Sports/recreation area	Anti-social behaviour	Barnes Wallis Close	Anti-social behaviour	Barnes Wallis Close	Vehicle crime	Yew Tree Walk	Criminal damage & arson	Lower Road	Other theft	ECC Sports/recreation area	Anti-social behaviour	ECC Sports/recreation area	Other theft	ECC Sports/recreation area	Violence & sexual offences	Calvert Road	Anti-social behaviour	Beech Avenue	Other theft
<u>Crime on or near to:</u>	<u>13 Incidents</u>																												
Lindens Close	Other theft																												
Mount Pleasant	Public order																												
Mount Pleasant	Violence & sexual offences																												
KGV Sports/recreation area	Anti-social behaviour																												
Barnes Wallis Close	Anti-social behaviour																												
Barnes Wallis Close	Vehicle crime																												
Yew Tree Walk	Criminal damage & arson																												
Lower Road	Other theft																												
ECC Sports/recreation area	Anti-social behaviour																												
ECC Sports/recreation area	Other theft																												
ECC Sports/recreation area	Violence & sexual offences																												
Calvert Road	Anti-social behaviour																												
Beech Avenue	Other theft																												
359/17b	<p><b>Burial Ground:</b> <b>None.</b></p>																												

359/17c	<p><b>Schools:</b> The Parish Council noted St.Lawrence Primary School's recent Ofsted report, where the school achieved a "good" rating in all five areas assessed. It was agreed to send a letter of congratulation to the Mrs Walden. (Head teacher)</p> <p style="text-align: right;">Clerk to action</p>
359/17d	<p><b>Home Farm West - Calvert and Chester Roads:</b> Cllr Nicholls reported that the electricity supply in the Calvert/Chester Road area of the village had now been upgraded, and that residents were grateful for this.</p>
359/17e	<p><b>Friends of Effingham Common/Commoners Day:</b> The date of the 2018 Commoners Day is now confirmed as Sunday 30th September. The first meeting of the Commoners Day working group is Thursday 30th November 2017, 2.30pm in the Parish Room.</p>
359/17f	<p><b>Smith's Charity:</b> <b>None.</b></p>
359/17g	<p><b>Effingham Local History Group:</b> <b>None.</b></p>
359/17h	<p><b>Local government / admin matters:</b> <b>None.</b></p>
359/17i	<p><b>Update for Risk:</b> Cllr Martland high lighted that there was a need to review non-physical risk in the near future.</p>
359/17j	<p><b>Parish Rooms:</b> Repairs have been made to a sticking interior door, and dripping tap. Exterior paintwork has now been refreshed.</p>
359/17k	<p><b>Effingham Village Recreation Trust:</b> Liz Hogger (EVRT Trustee) - gave an update on the replacement playground equipment for the KGV Playing Fields. It was confirmed that the main play tower was now on order, and that an appeal had been started for the 2nd phase of the project - it is hoped £18k can be raised. The appeal organiser's email address is <b>friendsofKGVEffingham@gmail.com</b> &amp; the appeal team comprises: Vicky Harris, Sarah Montgomery, Vivien White &amp; Louise Wishart. Collection tins will be in many local shops including Loolabel's Cafe.</p>
360/17	<p><b>Reports from Parish Councillors not included in the above:</b> Cllr Martland reported on the CAA consultation on aircraft noise, and encouraged affected residents to undertake the consultation survey before the 5th January 2018 deadline. <a href="https://consultations.caa.co.uk/policy-development/aviation-noise-impacts/">https://consultations.caa.co.uk/policy-development/aviation-noise-impacts/</a></p>



<b>361/17</b>	<b>Communications Working Group:</b> Cllr Hackett confirmed that he would give an update on progress in the new year.
	<b>CORRESPONDENCE</b>
<b>362/17</b>	<b>Correspondence received since the last Parish Council Meeting:</b> <b>None.</b>
<b>362/17a</b>	<b>Parking by school parents - Leewood Way:</b> See 357/17
<b>362/17b</b>	<b>Local postcodes:</b> The Parish Council discussed postcode anomalies within the Parish, with no further action planned at this time.
	<b>NEXT AGENDA</b>
<b>363/17</b>	<b>Parish business noted for the Agenda of the next meeting:</b>
	<b>Next meeting - January 2nd 2018 - 8pm - KGV Hall.</b>

**Appendix:**

348/17

	To	Description	£	Authority
19220 (Electronic transfer)	Surrey Litho	Chairman's report printing	150.00 no vat	LGA 1972 s.111
300249 (cheque)	The Royal British Legion	Wreaths	050.00 no vat	Charities Act 2011 s297, LGA 1972 s139(1)(b)
SO222739A	Kompan	C/F Grant - EVRT Young Children's Playground equipment Approved - 318/17	4461.30 (743.55) 50% deposit	Public Health Act 1875, s.164 Public Health Act 187-1961 Open Spaces Act 1906 LGA (Miscellaneous Provisions) 1976 s19
176382692	Arbortech Tree-Technology	Strimmer guards for beech trees on A246	0091.80 (15.30)	Highways Act 1980, S.11

**Regular agreed payments - (standing orders)**

	To	Description	£	Authority
	EVRT	Service Level Agreement (Quarterly) - (01.01.18)	3000.00	Public Health Act 1875, s.164 Public Health Act 187-1961 Open Spaces Act 1906
	Countrywide Grounds Mnce	Burial Grounds Mnce (Monthly) (28.11.17)	0218.50	Open Spaces Act 1906, s.9 and 10
	HMRC	Clerk TAX/NI (Quarterly) (31.12.17)	0896.31	LGA 1972 s.112
	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly) (25.11.17)	0579.36	LGA 1972 s.112
	Jon Short	Clerk Salary (Monthly) (30.11.17)	xxxxxxx	LGA 1972 s.112

**Direct Debit Payments:**

	To	Description	£	Authority
Created	The Phone Co-op	Parish room broadband & phone - 28.11.2017	0046.34 (7.72)	LGA 1972 s.111
Outstanding	Currently EDF	PR Electricity		LGA 1972 s.133
Created	SES Business Water	PR Water - supply 22.02.18	028.17	LGA 1972 s.133 Payments to be taken bi-yearly on the 22nd Sept / Feb
Created	SES Business Water	Allotment Water - supply 22.02.18	158.81	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 Payments to be taken bi-yearly on the 22nd Sept / Feb
Created	Information Commissioners Office	Data protection registration - 08.12.17	0035.00	LGA 1972 s.111 Payments to be taken annually on the 8th December
Outstanding	Castle Water	PR Water - waste		LGA 1972 s.133

**Purchases using pre-charged debit-card:**

Ref	To	Description	£	£ (vat)	Balance	Authority
			Money in	Money out		
30.10.17		Balance b/f			0064.05	
01.11.17	Waitrose	Long life milk		0002.75	0061.30	LGA 1972, s.144
15.11.17		Top up from Unity Trust (new pc computer)	1543.00		1604.30	x
09.11.17		Top up from Unity Trust	0185.95		1790.25	x
20.11.17	Amazon	A4 Clear Pockets		0006.71 (1.12)	1783.54	LGA 1972, s.133
21.11.17	Bargin Booze	Refreshments for training course		0010.08	1773.46	LGA 1972, s.144
02.11.17	Seaton	Printed signs		0043.20 (7.20)	1730.26	LG&RA 1997, s.31
27.11.17	Apple	Replacement PC computer		1479.00 (246.50)	0251.26	LGA 1972 s.111
27.11.17	Parkers & Son	Replacement fluorescent tube for parish room		0007.99 (1.33)	0243.27	LGA 1972, s.133
					0243.27	