

**MINUTES OF THE ANNUAL MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON TUESDAY 29 MAY 2012
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllrs Bowerman, Brazil, Hogger, Nicholls, Peskett, Pindar, Symes, Wetenhall
Cllr Barker and 2 local government electors

64.12 APOLOGIES FOR ABSENCE

Cllr Lightfoot - indisposed.

65.12 ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR

Cllr Pindar was nominated by Cllr Symes, seconded by Cllr Hogger and elected. He will sign the Declaration of Acceptance of Office as Chairman for the forthcoming year and took the Chair.

66.12 ELECTION OF VICE CHAIRMAN FOR THE FORTHCOMING YEAR

Cllr Symes was nominated by Cllr Wetenhall, seconded by Cllr Brazil and elected. He will sign the Declaration of Acceptance of Office as Vice Chairman for the forthcoming year.

67.12 REGISTER OF INTERESTS AND DISCLOSURE OF INTERESTS

Cllr Bowerman requested a new form so that she could update her statement to include Trusteeship of EVRT. The Clerk will provide this.

SM

By agreement the order of Agenda items was altered at this point.

83.12 HIGHWAYS & TRANSPORT

Current issues

None.

Reports and correspondence relating to Highways matters

Comments for transmission to Surrey County Council

Cllr Barker referred to a growing feeling there should be an audit of the service provided by the Highways section. There had been recent expensive errors. He asked for items the Parish Council would like him to bring to the attention of the forthcoming Local Committee. The following were listed:

Difficulty of getting repairs and expense to the public where private contractors have damaged roads

Slowness of implementation of agreed speed limits

Pedestrian barrier supposedly to be mended soon, but at present still not complete after several years

Inaccuracy of the information held by Highways both about the network, and about proposed projects.

Cllr Hogger referred to the helpfulness of individual officers, but pointed out how difficult it was to know who was supposed to be dealing with what and who was organising any particular project. The Clerk was grateful for recent strimming of difficult areas which had finally been done after being on the list for years.

Cllrs Nicholls and Peskett (latter if available) agreed to go to the Local Committee meeting to put some of these points in person.

**JN
SP**

Cllr Symes was advised about pressing for signage about deer on Effingham Common Road.

Cllrs could report plastic sheeting caught in trees to the SCC contact number.

Joint Communities meeting

It was confirmed this would be in Effingham, but Cllr Lightfoot could not attend.

Yew Tree Close

Cllr Barker reported that Surrey CC has approached residents of Yew Tree Close to encourage them to buy back land which is currently publicly owned.

Beech Close

A resident reported that contractors' plant and machinery being used to resurface Beech Avenue is often parked in Beech Close and is damaging the surface there, where the potholes had only just been mended 2 months ago. The Clerk to report.

SM

Resurfacing of A246

There was no further news about exactly when this would take place. Cllr Hogger and the Clerk had pressed for the work to include installation of the filter light for the right turn into Beech Avenue, but it seemed unlikely this would happen.

Return to published order of Agenda

68.12 CO-OPTION TO FILL A VACANCY

It was agreed that the Clerk will produce details alerting people to the vacancy, to be displayed in public and which Councillors will give to people they think are likely to be interested. The timetable will be for CVs to be received by the end of June, with interviewing in July and a decision at the Parish Council meeting at the end of July.

ALL
SM

69.12 REVIEW OF STANDING ORDERS

All current Standing Orders will continue unchanged. A new Standing Order was agreed: 'Alcohol is not permitted in the room where any Parish Council Meeting or Annual Parish Meeting is taking place'.

SM

70.12 REVIEW OF FINANCIAL REGULATIONS

All current Financial Regulations will continue unchanged, with the exception of alterations to certain limits as follows:

Emergency work: the Clerk can authorise this up to £200 (formerly £100).

Projects over £20k: 3 tenders must be sought

Projects £1 - £20k: 3 quotations must be sought

Projects £200 - £1k: 3 estimates should be obtained if possible (formerly £100 - £1k).

71.12 DATES FOR FUTURE PARISH COUNCIL MEETINGS 2012-13

The following were agreed:

26 June (Cllr Symes will chair), 31 July, 28 August, 25 September, 30 October, (November - no meeting), 4 December, Thursday 3 January, 29 January, 26 February, 26 March, 23 April.

16 April - Annual Parish Meeting

22 May – Annual meeting of the Parish Council.

ALL

72.12 PARISH COUNCIL AUDITORS, INSURERS, CONTRACTS, SUBSCRIPTIONS, MEMBERSHIPS

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

Auditors

BDO LLP

Peter Frost

External auditors

Internal auditor. It was agreed to investigate a change.

Bank accounts Both Santander (previously Alliance & Leicester).
Cllr Symes will investigate alternatives, in order not to have all resources with one institution.

Insurers Aviva, through Came & Co.
Cllr Hogger proposed and Cllr Symes seconded a motion that the Parish Council confirms it does not wish to take out extra Fidelity Guarantee insurance, on the basis that it has assessed the risk and does not see the need.

'Service' contracts and suppliers of utilities

Vacancy Maintenance of Burial Ground. Following the retirement of Gerald Houlton through ill health, Cllr Nicholls is attempting this voluntarily in the short term

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

Cleaning services Clerk to contact Sheena Sloan who had provided this, before the Clerk's extended absence.

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

NSALG It was decided not to continue this.

DIS NALC's Direct Information Service

73.12 REVIEW OF BURIAL GROUND FEES

This was deferred to the next meeting for further discussion of the fees table, including the effects of a 5% increase across the board. The definition of residency will be considered again. There was broad agreement that in principle a garden of remembrance for ashes would help preserve space and this will be researched. The question of identifying further ground for future use, possibly as woodland burial, was discussed.

ALL

74.12 REVIEW OF ALLOTMENT RENTS

It was agreed not to make a change for September 2012. A resident had written to ask again for information on how the previous rises had been arrived at. Cllr Symes will complete his income/costs analysis.

75.12 REPRESENTATIVES APPOINTED TO LIAISE WITH OUTSIDE ORGANISATIONS

Parish Councillors reviewed and confirmed the following:

EVRT

EPC's four appointed Trustees currently are

Mark Jones

Gill Walker

John Blackburn

Gill Bowerman.

Smiths Charity

EPC's four appointed Trustees currently are
Michael Bray
Gill Walker,
Terry Driscoll
Rev. Mackenzie.

Councillors confirmed they would liaise with other groups as follows:

| | |
|-------------------------------|--|
| Surrey Police | Cllr Nicholls |
| Friends of Effingham Common | Cllr Symes |
| GBC 'Standards & Audit' Ctee | Cllr Symes |
| Joint Communities group | Cllr Lightfoot (& Clerk) |
| Surrey Community Action | Cllr Pindar |
| PHFCC | Cllrs Brazil, Hogger, Nicholls (& Clerk) |
| Open Spaces Society | Cllr Wetenhall |
| The Howard School | Cllrs Hogger, Lightfoot, Peskett (& Clerk) |
| Youth & community initiatives | Cllr Brazil |

76.12 MEMBERS OF ADVISORY GROUPS WITHIN THE PARISH COUNCIL

- Rights of Way (inspections, and generally, with help from residents if possible):
Cllr Peskett (with Cllr Wetenhall) to supervise, all councillors to participate. The Chairman thanked Cllr Peskett for recent completion of the surveys and submission of the report to SCC Rights of Way team.
- Risk inspections: supervised by Cllr Bowerman; all must participate
- Parish Room maintenance: Cllr Bowerman is helping with this
- Allotments: Clerk with Chair or Vice Chair if necessary
- Burial Ground: Cllr Lightfoot
- Trees and ecology: Cllr Peskett

77.12 THANKS TO VOLUNTEER HELPERS

The following help the Parish Council on a voluntary basis.

- James Wetenhall
Personal membership of the Open Spaces Society, for EPC's benefit
- Chris Hogger
Web-master and general IT support. Cllrs Lightfoot, Bowerman and the Clerk will arrange for themselves to be trained.
- Phil Vallis, John Barrett, Trevor Markham, Liz Cooper, Elaine Elliott, Kate Mitchell, Andy Gibbs
Allotments management
- Anthony Clark
Allotments maintenance

78.12 PROJECTS IN HAND, AND PLANNED

The Clerk had circulated a list of these. It was decided to identify 4 key projects and groups to take them forward. *Ex officio* the Chairman and Vice Chair are members of them all:

1. Neighbourhood Plan development
Cllr Hogger and Cllr Symes to lead jointly. It was agreed in principle that given the size of this project it will probably need a co-ordinator who is not on the council.
2. Community Fund
Cllr Hogger to lead. A meeting is needed soon, to make groups aware of this fund. The Clerk to write to all village organisations and make them aware of it.
3. Emergency Group
Cllr Pindar to lead.

4. Village Improvement
Cllr Peskett to lead.

79.12 MINUTES OF THE ORDINARY MEETING OF 24 APRIL 2012

No corrections.

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

Referring to the handling of the planning application for the Care Home in her capacity as Borough Councillor for Effingham, Cllr Hogger formally recorded her appreciation to the Case Officer who handled this issue in such a thorough and detailed way. She also wished to note how competently the Parish Council had led the debate and framed the comment, which provided a very clear statement of relevant issues, which the Case Officer could then reflect. She was pleased that the Council had brought up with the Planning Officers matters concerning reliability of information provided about the proposed access onto Lower Road.

81.12 MATTERS RAISED BY RESIDENTS

No matters raised.

It was agreed to re-start the scheme by which residents of specific roads would be invited to meetings before the July meeting. Volunteers for deliveries are as follows:

July - Cllr Bowerman

September - Cllr Wetenhall (and some in the post)

October - Cllr Symes

December - Alyson Reay and Ros Patey, if they will

End January - Cllrs Pindar and Bowerman

February - Cllr Brazil and Clerk

March - Cllrs Lightfoot, Symes and Peskett

May - Cllrs Nicholls and Hogger

June - Cllrs Brazil and Hogger

**ALL
SM**

The Clerk will check that the Neighbourhood Police have these dates and can field someone from the East Horsley beat for 31 July.

82.12 PLANNING MATTERS

New applications

(1) Comments authorised by Cllrs Lightfoot, Peskett, Symes and Wetenhall and submitted since the last meeting:

12/P/00646 Littledown, 3 Salmons Rd

Loft conversion incorporating rear velux roof light and obscurely glazed side bathroom velux roof light. No comment.

12/P/00673 The Long Barn, High Barn Road

Construction of stables

Effingham Parish Councillors have considered this application and object. The proposal is felt to be completely inappropriate for the site and against existing policy as follows:

- Planning application GU/R/418/4/73/EFF for this site, which gained approval, constituted 'conversion of existing stables into an extension to the main dwelling for sun lounge, stores, sauna, rest room, showers and toilet with guest bedrooms at first floor'. The Parish Council considers that the considerable expansion of residential accommodation on this site has been achieved by voluntarily forfeiting stables in the past, and this must be adhered to.
- No very special circumstances have been described to overcome the harm to the openness of the Green Belt.
- The proposed design is unnecessarily high and large for the stated purpose. In

this sensitive AONB location, where it will be visible from many directions, any building should be as small and unobtrusive as possible. At 13.55 in the Local Plan, it is stated that stables with a roof higher than 3.4m will not normally be permitted. At 13.54 the Local Plan states that in order to ensure the openness of the countryside is maintained, no more than 2 stables will normally be permitted on any site.

- At 13.52 the Local Plan requires that 'a stable... should normally be located within rather than beyond the curtilage of private dwellings to limit the amount of new building in the open countryside'. More building, with the accompanying introduction of services (such as electricity and lighting) and additional fencing dividing up the open area of the field, are against policy and opposed.
- The Parish Council notes that at 0.8 ha the area of the paddock set aside for three horses is not large enough (Local Plan 13.53). Incidentally, 0.809 ha is not equivalent to 2.148 acres as suggested by the plan.

12/P/00680 Tarn Hows, Dirtham Lane

Single storey rear extension. No comment.

12/P/00692 Orestan House, Orestan Lane

Erection of a detached canopy for a motor vehicle (retrospective application)

Effingham Parish Councillors have considered the above application and note that it is a retrospective application for a structure which has already been erected without consent. Councillors object to the proposal. As a freestanding metal structure, 2.5m high, right against the boundary with neighbours and in full view from their dwellings, of an 'industrial' appearance and design completely out of character with its surroundings, it is felt to be an inappropriate development for the area. Councillors support the reason for refusal given by the Planning Committee to identical application 11/P/01416: 'The detached canopy structure, by virtue of its design and materials fails to respect the context and character of the surrounding area. As a result the proposal is contrary to policies H9 and G5(7) of the Guildford Borough Local Plan 2003 (as saved by CLG Direction on 24/09/2007)'.

12/P/00708 82 Woodlands Road

Consultation from Mole Valley for erection of a three horse stable block on the land rear of 82 Woodlands Road

Effingham Parish Council is grateful to Mole Valley DC for providing this chance to comment on a site which is so close to the boundary with the parish, and also so close to the AONB.

If this application had fallen actually within the parish, the Parish Council would definitely object, as being against the provisions of the Guildford Local Plan. In converting from a field shelter, which can be placed anywhere in a field, to a stables, the proposed structure would not comply with several of the provisions of Policy R12 (Non-commercial horse-related development). For instance, although against the boundary it is sited in the middle of the field and not within a curtilage; the area of grazing falls short of the policy recommendation; the size (3 stables) is beyond the 2 stated by policy; and thus is not small-scale so, again, against policy. It may be that Mole Valley has a different policy, but Councillors would be grateful if you could convey this view to their planning officers.

(2) Applications considered for the first time at the meeting

112/P/00734 18 The Grove, Guildford Rd

Conservatory to rear. It was agreed that this would interrupt the symmetry and restrained lines of the original design, and would be particularly obvious on the key facade seen when approaching from the west. Also the maximum expansion of living space had been achieved by the developer at the time of the original consent. It was decided to object.

SM

12/P/00789 Meadow Cottage, Effingham Common Road

Erection of single storey rear extension. No comment.

12/P/00799 Hunters Moon, Orestan Lane

Certificate of Lawfulness to determine whether a proposed single storey rear extension constitutes permitted development. This was noted.

12/P/00827 16 Lindens Close

Single storey side and rear extension with window in side (north) elevation. It was decided to comment that the extension was very large, leading to proposals which looked cramped in the setting. The loss of the garage looked as if it would create a problem with car parking in the neighbourhood and further visual detriment.

SM

12/P/00875 The Long Barn, High Barn Road

Detached two storey six bedroom dwelling with detached staff accommodation.

(Amendment to planning application approved under reference 10/P/01279)

It was noted that an application for a void was at appeal and the result of this should be awaited if at all possible. It was noted that the plans did not provide sufficient information about the proposals: the true measurements of the void, different levels indicated by various staircases etc. It was also unclear why a commercial kitchen was needed for normal residential use. All / any necessary lighting, driveways, hardstandings etc to serve the underground garage should be shown on the plans but were not. The Parish Council remained unconvinced that the need for a structural void, not foreseen by the engineers, had become necessary once construction was underway, and felt that the demonstrable flooding problem in that area argued strongly against a void. If the volume of the garage building was now to be 'converted' to the void, the garage area should be grassed over and returned to Green Belt. The Parish Council continues in the opinion that exceptional circumstances for further expansion in the Green Belt had not been demonstrated, and the volume already approved exceeds what it would support given the original building on the site. The Parish Council strongly objects.

SM

12/P/00888 Brookfield, Effingham Common Road

Two storey side and rear extension and single storey rear extension, following the demolition of the existing garage, conservatory and outbuildings. No comment.

12/P/00535 12 Beech Close (additional plans)

Single storey front extension, raise existing ridge height by 0.99 metres together with alterations to front and rear window openings and addition of dummy pitch roof to existing garage. No comment.

MO/2012/0604 Manor House School, Manor House Lane

Installation of 2 12.19 x 2.44m green metal containers with timber sleepers underneath
The Parish Council sympathised with the school wanting to create a screen, but felt that the containers, visible from two Rights of Way in a parkland setting, would be an eyesore. There was concern about what flammable items were to be stored in them, away from close supervision; also, that temporary structures could not be given permanent permission. It was decided to object strongly and to register annoyance that GBC / the Parish Council had not been formally notified by Mole Valley.

Results / progress on previous applications

| | |
|---|--|
| 12/P/00363 Browns, Browns Lane | Approved |
| 12/P/00447 Meadow Platt, Ranmore Common | Refused |
| 12/P/00484 3 Dog Kennel Green | Approved |
| 12/P/00526 Care Home | Cllr Hogger reported the additional reason for refusal cited at the Planning Committee, which was that there was insufficient evidence the applicants could create the necessary access without passing over 3rd party land. |

Other Planning matters

Green spaces in the parish - consultation by GBC Planning Policy

Copies of the information were provided. It was agreed to tackle this outside the meeting.

ALL

Reports and correspondence relating to other Planning matters:

None.

84.12 VILLAGE GREEN SPACES AND AMENITIES

Current GSVa matters

Nomination of places for a clean up in GBC's 'Love where you live' campaign

The following were identified: Effingham Common Road ditches, verges opposite The Howard school, the Church Street bank, Guildford Rd.

Help and cover for the stall on Village Day

Cllrs Pindar and Symes will help man the stall. Ideally it will be alongside the History stall and Arnold's eggs and chicks game. The themes will be Commoners Day and the Community Fund.

Reports and correspondence relating to other Green Space matters:

Nothing further.

85.12 REPORTS

Police and community safety issues

No report on this occasion.

Effingham & District Community First Responders have a defibrillator for emergency public use which will be installed at the shops.

Allotments

The annual gathering will be on 19 June at KGV.

Schools

The school had postponed the forthcoming meeting and asked for alternative dates.

EVRT

There was a query over the date of the AGM.

Home Farm Estate

A further meeting between GBC and residents of Calvert and Chester Road had been held. Pressure to make the changes agreed was still being applied.

Friends of Effingham Common

The AGM will be on 30 May at 8pm in St Lawrence School.

Smith's Charity

Nothing to report.

Effingham Local History Group

The 'Effingham in Wartime' book (of which EPC holds half the copyright) is now in print and being sold to those who had pre-ordered it.

Two members of the group would like permission to scan an aerial photograph of Effingham which hangs in the Parish Room and it is presumed there is no objection. Agreed.

Local Government / Admin matters

The Clerk had submitted the Employer's return for 2011-12 to HMRC.

The visit of the internal auditor (to do the review of the effectiveness of the internal audit) is booked.

The notice announcing the opportunity for the public to inspect the books has been posted.

The annual Statement of Governance will be due at the next meeting. The submission to the external auditor has to be received by them by 9 July.

86.12 CORRESPONDENCE

The following correspondence received was noted:

| | |
|--|---|
| Effingham with Little Bookham churches | Parish magazine, April |
| E Horsley | The Horsley Directory |
| Horsley Countryside Preservation Soc | Around & About Horsley |
| GBC | Report of the Borough Remembrancer 2011/12 Agenda and reports, Annual meeting of the Council 2 May Agenda and reports, meeting of Planning Committee, 22 May Agenda and reports, meeting of the Council 8 May Agenda and reports, Standards and Audit committee, 30 May |
| Surrey County Council | Rights of Way and Countryside Access, Annual Report 2011-12 |
| Open Space Society | Spring 2012 edition |
| NSALG | Allotment Gardener, issue 2 2012 |
| CPRE | Fieldwork, and Surrey Voice |
| SLCC | The Clerk, May 2012 |
| NALC | DIS nos 782, 783, 784 Clerks & Councils Direct |

87.12 FINANCIAL MATTERS

Current matters

Update of the Parish Council's Asset Register

This had been circulated. The need to re-shape the list is part of new auditing requirements. The purpose of the change is to find a universal way of listing parish assets. The original cost of acquiring assets is now counted. There is no need to try to estimate a value for items that were gifts. The value for which the assets are insured is quite different. During the review it has become clear EPC is probably responsible for two further trees, which will need arboricultural inspection and risk inspections.

Statement of Account for 2011-12

Cllr Wetenhall proposed and Cllr Nicholls proposed adoption of the Statement of Accounts for 2011-12.

Allocation of funds for 2012-13

There was discussion about the re-allocation of balances to particular projects, for instance closing down projects now redundant. It was decided to make the following adjustments:

- Bring the Training Budget up from £48 to £200
- Rename the "Parish Plan" as 'Neighbourhood Plan' and bring this up to £2k
- Remove 'Burial Ground shed' allocation
- Rename 'Forward Plan' as 'Village Improvement and sprucing'
- Allocate any remainder to Contingency.

- Funds not claimed by KGV for 2011-12 will be allocated to the Community Fund. Invoices received still await inspection (Cllrs Pindar, Symes and Bowerman will do this when they can jointly meet, plus the Clerk, with Cllr Hogger if necessary). It was agreed that subject to these being acceptable EPC will pay the claim minus the figure for tractor repair. If EVRT needs help to cover this bill, it should put in a claim for 2012-13. It was agreed that the EVRT claim for 2011-12 will use up no more time on Parish Council agendas. Bids for 2012-13 will not follow the same format and must be based around individual projects as discussed with the Chairman of EVRT.

Cheques for approval and signature

The following cheques were authorised and signed:

| | £ | Authority to pay |
|------------|-------|---------------------------|
| Phone Coop | 36.72 | Local Govt Act 1972 s.111 |

| | | |
|--------|--------|---------------------------|
| I.C.E. | 30.00 | Local Govt Act 1972 s.145 |
| HMRC | 345.16 | Local Govt Act 1972 s.112 |

Reports on Financial matters

Nothing further.

88.12 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Cllr Pindar gave apologies.

Date of the next meeting

8pm, Tuesday 26 June 2012.