

## MINUTES OF ANNUAL MEETING OF

### Effingham Parish Council

Tuesday 30th May 2017, 8pm KGV Hall, Browns Lane.

**Present:**

Cllr's Cornwell, Hogger, Martland, Mayell, Moss, Nicholls, Pindar, Symes & Whiteman

SCC Cllr Julie Iles

Parish Clerk

8 local government electors

123/17	<b>CHAIRMAN FOR THE FORTHCOMING YEAR:</b> Cllr Pindar was duly elected, proposed by Cllr Symes & seconded by Cllr Moss.
124/17	<b>VICE CHAIRMAN FOR THE FORTHCOMING YEAR:</b> Cllr Symes was duly elected, proposed by Cllr Hogger seconded by Cllr Martland.
125/17	<b>APOLOGIES FOR ABSENCE:</b> Apologies were received from Cllr Hackett.
126/17	<b>REVIEW OF REGISTER OF INTERESTS &amp; OTHER INTERESTS AFFECTING THIS AGENDA, INCLUDING THE INTERESTS FOR PARISH COUNCILLORS ACTING WITHIN THE CUSTODIAN TRUSTEE FOR EFFINGHAM VILLAGE RECREATION TRUST:</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. Cllr Cornwell declared an interest relating to the Parish Council contract with Cornwell (Home Barn Properties) Ltd.
127/17	<b>MINUTES OF THE PREVIOUS MEETING OF 25TH APRIL 2017:</b> The minutes were approved and duly signed by Cllr Pindar (Chair)
128/17	<b>REVIEW OF THE PARISH COUNCIL'S STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT:</b> A Parish Councillor Working Group consisting of Cllrs' Pindar, Symes, Mayell & Martland was formed to review the Parish

	Council's Standing Orders, Financial Regulations and Councillor Code of Conduct.														
<b>129/17</b>	<p><b>REVIEW OF THE FOLLOWING PARISH COUNCIL POLICIES:</b></p> <ol style="list-style-type: none"> <li>1) Policy against Bribery</li> <li>2) Policy on the Acceptance of Gifts and Hospitality</li> <li>3) Policy against Fraud and Corruption</li> <li>4) Policy on Whistle-blowing</li> <li>5) Complaints Procedure</li> <li>6) Policy on Equality</li> <li>7) Policy and Guidance Statements on Freedom of Information</li> <li>8) Policy on Retention and Disposal of Records and Documents</li> <li>9) Policy on Press and Media Protocols</li> <li>10) Policy on Data Protection and Information Security</li> <li>11) Council Employees' Code of Conduct</li> <li>12) Protocol for Dealings by Council Staff with Members of the Public</li> </ol> <p>A Parish Councillor Working Group consisting of Cllrs' Pindar, Symes, Mayell &amp; Martland was agreed to review the Parish Council's polices and procedures noted above.</p>														
<b>130/17</b>	<p><b>CONFIRMED DATES FOR FUTURE PARISH COUNCIL MEETINGS 2017/18:</b></p> <table style="width: 100%; border: none;"> <tr> <td>June 27th</td> <td>July 25th</td> </tr> <tr> <td>August 29th</td> <td>September 26th</td> </tr> <tr> <td>October 31st</td> <td>November 28th</td> </tr> <tr> <td>December (no meeting)</td> <td>January - 2nd</td> </tr> <tr> <td>January - 30th</td> <td>February - 27th</td> </tr> <tr> <td>March - 27th</td> <td>April - 10th (Parish Annual Meeting)</td> </tr> <tr> <td>April - 24th</td> <td></td> </tr> </table>	June 27th	July 25th	August 29th	September 26th	October 31st	November 28th	December (no meeting)	January - 2nd	January - 30th	February - 27th	March - 27th	April - 10th (Parish Annual Meeting)	April - 24th	
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<b>131/17</b>	<p><b>REVIEW OF PARISH COUNCIL AUDITORS, CONTRACTS, SUBSCRIPTIONS AND MEMBERSHIPS:</b></p> <p>The following were reviewed and approved for a further year, unless commented upon.</p> <p><u>Auditors:</u></p> <p><b>External Auditor</b> (appointed) - currently BDO LLP</p> <p><b>Internal Auditor</b> - Peter J Consultants It was considered appropriate to review this appointment - Clerk to report back at a future Parish Council meeting.</p> <p><u>Bank Accounts:</u></p> <p>Parish Council Current Account provider - <b>Unity Trust</b> The Clerk reported favourably regarding this provider.</p>														
<b>Review (Sept)</b>															

<p><b>Review</b></p>	<p>Parish Council Savings Account provider - <b>Santander</b>  The Clerk suggests reviewing this provider, in order to maximise interest on investment savings.</p> <p><u>Insurance:</u></p> <p>Parish Council provider - <b>Hiscox</b> (2016-2019)</p> <p><u>Service contracts and suppliers of utilities:</u></p> <p>Parish Council burial ground maintenance -  <b>Countrywide Grounds Maintenance</b> (2017-2019)  Effinghamparishcouncil.gov.uk domain name provider - <b>HCI Data</b>  Website Host - <b>Surrey Community.info</b>  Parish room phone/broadband provider - <b>Phone Coop</b>  Parish room photocopier contract - <b>BTS</b>  Courtyard security - <b>Cornwell</b>  Parish room fire equipment - <b>ADT</b>  Electricity provider to parish room - <b>EDF</b>  Clean water provider to parish room / allotments - <b>SES</b>  Waste water provider to parish room - <b>Castle Water</b></p>
<p><b>Review</b> (Sept)</p>	<p>Parish room PAT testing - <b>UK Safety Management</b></p> <p><u>Subscriptions and Memberships:</u></p> <p>SALC - Surrey Association of Local Councils  NALC - National Association of Local Councils  SLCC - Society of Local Council Clerks  CPRE - Campaign to Protect Rural England  DPA - Information Commissioners Office</p>
<p><b>132/17</b> <u>Councillor</u></p>	<p><b>REPRESENTATIVES APPOINTED TO LIASE WITH OUTSIDE ORGANISATIONS:</b></p>
<p>Hackett</p>	<p>Surrey Association of Local Councils (SALC)  (Voting representative)</p>
<p>Mayell Pindar</p>	<p>Effingham Village Recreation Trust (EVRT)  Smiths Charity</p>
<p>Moss</p>	<p>Surrey Police</p>
<p>Symes Symes</p>	<p>Friends of Effingham Common  Guildford Borough Council Corporate Governance and Standards Committee</p>
<p>Pindar</p>	<p>Surrey Community Action</p>
<p>Hogger &amp; Nicholls</p>	<p>Protection of Home Farm Estate</p>

Symes	Open Spaces Society
All Cllrs	Howard of Effingham School
Moss	Youth & Community initiatives
<b>133/17</b>	<b>TO APPOINT MEMBERS OF ADVISORY GROUPS:</b>
All Cllr's	Planning -
Hackett	Rights of Way -
<b><u>Currently</u></b>	Risk Inspections -
Clerk	1) Bus Stops and salt bins
Clerk	2) Shops area and village centre
Clerk	3) Burial Ground
Clerk	4) Allotments
Clerk	5) Parish room, office & WC
	Physical risk assessments will be completed by the Clerk, on a quarterly basis.
<b><u>Councillor</u></b>	
Symes	6) Operational Risk - Compliance
Pindar	7) Operational Risk - Financial
Martland	8) Operational Risk - Business continuity
Pindar	9) Operational Risk - Management of people, projects & events
Hackett	10) Strategic Risk
	<b><u>Web Master IT support -</u></b>
	Chris Hogger kindly agreed to continue support.
	<b><u>Allotment Management</u></b>
	Liz Cooper, Elaine Elliot, Kate Mitchell & Philip Vallis.
	<b><u>Allotment Maintenance</u></b>
	Trevor Markham
<b>134/17</b>	<b>REVIEW PROGRESS ON PROJECTS IN HAND, AND FUTURE PLANS:</b> None currently
<b>135/17</b>	<b>MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA:</b> None

	<p><b>MATTERS RAISED BY RESIDENTS</b></p> <p>A representative from Effingham Playing Fields Association (EPFA) spoke regarding a disagreement they have with Effingham Village Recreation Trust (EVRT) and then went on to say that they wished to build bridges with the EVRT Trustees. They believe their association benefited local residents, and that they were working hard to eliminate complaints. They also requested a meeting with all Managing Trustees. Cllr Pindar spoke confirming that matters between user groups and the EVRT were outside the Parish Council's remit as Custodian Trustee. It was suggested by Cllr Cornwell that the Parish Council might act as arbitrator if needed. Cllr Pindar commented that he was willing to have informal discussions if that would be helpful.</p>
<p><b>136/17</b></p> <p><b>17/P/00437</b></p> <p><b>17/P/00751</b></p> <p><b>17/P/00784</b></p>	<p><b>Planning Matters:</b>  <b>New planning applications as of 24th May 2017:</b></p> <p><b>Manor Barn House</b>, Browns Lane, Effingham. KT24 5NL  Replace the end wall of the kitchen on side elevation, with a metal-framed full width glass wall with internal alterations. Erection of an open canopy on the side elevation. Relocation of the gate in the flint wall. Construction of a log store to the rear of the garage. Reinstatement of the canopy to the rear of the house.  <b>Comment:</b>  The Parish Council have concerns regarding the proposed development specifically:  The property in question is a locally listed building (HE6)  The proposal is for a development within the Conservation Area (HE7)  Design code concerns regarding established views &amp; flint wall changes (G5)  &amp; from Effingham's Neighbourhood Plan  ENP-G2 which seeks to conserve the essential landscape, heritage and rural character of the Plan area.</p> <p><b>White Lodge</b>, Effingham Hill, Dorking. RH5 6ST  Ground-works to allow for the improvement and updating of a concrete base for 3 mobile field shelters and creation of a track from the gate at the top of the hill to improve access and accommodation for three horses. (retrospective)  <b>No comment</b></p> <p><b>Sunny View</b>, north of 67, Calvert Road, Effingham. KT24 5SF  Use of land to site a permanent caravan.</p>

	<p><b>Objection:</b></p> <p>Effingham Parish Council Objects to the proposal as there is insufficient detail relating to caravan type, how services will be provided, and that the proposal is within the Green Belt. The Parish Council additionally is strongly against the setting of a precedent for garden grabbing developments. The Parish Council understands that GBC are proposing 6 additional Gipsy &amp; Traveller pitches and this development proposal is at variance with the additional pitches allocated by the GBC Local Plan and EPC's Neighbourhood Plan.</p> <p><b>17/P/00865</b></p> <p><b>Porch End</b>, 4 The Street, Effingham. KT24 5LU Proposed extension to existing rear dormer.</p> <p><b>No comment</b></p> <p><b>17/P/00870</b></p> <p><b>Hylands</b>, Guildford Road, Effingham. KT24 5QF <b>Certificate of Lawfulness</b> for a proposed development to establish whether a single storey side, single storey rear extensions would constitute permitted development.</p> <p><b>17/P/00986</b></p> <p><b>Greenacres</b>, High Barn Road, Effingham. KT24 5PT Variation of Condition 2 (drawing numbers) of planning application 16/P/00201 approved 23/03/2016.</p> <p><b>17/P/01007</b></p> <p><b>Huckamoore</b>, Orchard Close, East Horsley. KT24 5EZ Proposed relocation of main entrance and front porch, single storey rear extension, removal of chimneystack on west elevation and changes to fenestration throughout.</p> <p><b>Comment:</b> Effingham's Neighbourhood Plan:</p> <p><b>(EN4) Dark Skies Policy</b> 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.</p> <p><b>17/T/00109</b></p> <p><b>Wildacre</b>, Browns Lane, Effingham. KT24 5NL T1 (Willow) - cut back. T2 (Ash) - pollard back to previous pruning points. T3 (Magnolia) - reshape and rebalance and reduce the 2.4 metre crown to 1.8 metres. (Effingham Conservation Area)</p> <p><b>No comment</b></p>
<p><b>137/17</b></p>	<p><b>Late received planning applications:</b> None</p>

<p><b>138/17</b></p> <p><b>17/P/00451</b></p> <p><b>17/P/00537</b></p> <p><b>17/P/00638</b></p> <p><b>17/P/00659</b></p>	<p><b>Results of previous planning applications:</b></p> <p><b>38 Strathcona Ave</b>, Bookham. KT23 4HP Erection of two-storey side/rear extension including rear..... <b>Refused</b></p> <p><b>St.Terasas School</b>, Effingham Hill, Dorking. RH5 6ST Erection of a two-storey building for use as a 6th form centre..... <b>Approved</b></p> <p><b>74 Norwood Road</b>, Effingham, Leatherhead. KT24 5NX Part two storey, part single storey front extension and single storey side extension. <b>Approved</b></p> <p><b>The Shireburn</b>, Effingham Common Road. KT24 5JG Demolition of existing utility and part garage and proposed single storey rear extension, mock mono-pitch roof over garage to front elevation and front storm porch with changes to fenestration. <b>Approved</b></p>
<p><b>139/17</b></p>	<p><b>Other planning matters:</b> For information: Unresolved Planning Enforcement Cases now number 16 for the parish. The oldest is dated 28.11.12 and the latest 26.04.17.</p>
<p><b>140/17</b></p>	<p><b>Berkley Homes / Howard of Effingham School Appeal:</b></p> <p>It was reported that Effingham Parish Council and Guildford Borough Council had both worked tirelessly in their cases for the dismissal of the appeal. The appeal was now coming to a close on Friday 2nd June, and Effingham Parish Council's witnesses had all provided well-researched and detailed evidence. Cllr Hackett gave evidence on traffic safety issues Cllr Moss gave evidence on educational need Cllr Cornwell gave evidence on school infrastructure Cllr Hogger gave evidence on planning policy objections Expert Witness Peter Bell gave evidence on the Conservation Area &amp; Expert Witness Paul Whitby gave evidence on Ecology impact Cllr Hogger reported that EPC's witnesses had impressed GBC's QC, and that the team could have done no more.</p> <p>A resident thanked the Parish Council for all their hard work.</p>

<b>141/17</b>	<b>Wisley Appeal:</b> Funding for a survey of residents was agreed (£595.00). This joint survey to be undertaken with EFFRA is planned for distribution during June 2017. Residents are requested to return completed questionnaires to either Effingham Parish Council's office or Sibleys Newsagents by 7th July 2017.
<b>142/17</b>	<b>Reports and correspondence relating to other planning matters:</b> None
<b>143/17</b>	<b>Reports from Parish Councillors not included in the above:</b> None
	<b>TO CONSIDER FINANCIAL MATTERS:</b>
<b>144/17</b>	<b>Cheques were approved &amp; signed:</b> See appendix
<b>145/17</b>	<b>The 2016/17 Accounting Statements for Effingham Parish Council:</b> The Accounting Statement for 2016/17 was approved, and duly signed by the Chairman and Clerk/RFO.
<b>146/17</b>	<b>Reports and or correspondence relating to other finance matters:</b> None
	<b>COMMUNITY FUND:</b>
<b>147/17</b>	The Clerk provided a <b>2016/17</b> Community Fund report. Opening C/F balance for <b>2017/18</b> is £21,616.13, from which £4545.83 has already been allocated, plus an outstanding grant claim (EVRT / KGV) £1257.00. Available balance as of <b>30.05.2017</b> is <b><u>£15,813.30</u></b>
<b>148/17</b>	A Community Fund Grant request from the 1st Effingham Scout Group was considered and approved. This grant is for improvements to the parking area in front of the HQ building, within the KGV grounds. (£1020 +vat)
<b>149/147</b>	<b>Reports and correspondence relating to other Space / Amenity matters:</b> None
<b>150/17</b>	<b>Reports from Parish Councillors not included in the above:</b> None



	<b>NEIGHBOURHOOD &amp; LOCAL PLANS</b>
	<b>To receive updates regarding:</b>
<b>151/17</b>	<b>Neighbourhood Plan from ENPAG:</b> It was confirmed that Effingham's NP had completed Regulation 16 Consultation, and was now going through to an examiner. As the NP progresses it gathers more weight in planning, and this has been particularly helpful during the BH/HofE appeal.
<b>152/17</b>	<b>GBC's Local Plan:</b>  It was confirmed that GBC's Local Plan has been passed by GBC, and that a 6 week Regulation 19 Consultation was about to commence on the 9th June. Comments will be accepted only on the changes made, not the whole plan.
	<b>HIGHWAYS &amp; TRANSPORT</b>
<b>153/17</b>	<b>To consider current highway matters:</b>
<b>154/17</b>	The Clerk has been in regular contact with Surrey County Council's Highways Department regarding the sale of vehicles from the side of the A246. Enforcement action by GBC is being considered, although this may only partially resolve the situation.
<b>155/17</b>	<b>To receive reports and correspondence relating to other Highway Matters:</b>  <u>Update from Clerk -</u>
<b>156/17</b>	<b>Junction of Orestan Lane with Effingham Common Road:</b> Surrey County Council Highways have investigated safety concerns at the blind junction, and have added this highway item to their running list. The Highways Task Group is due to consider options for this junction, at their next meeting in the Autumn.
<b>157/17</b>	<b>To receive reports from Parish Councillors not included in the above, if any:</b>  Concerns were raised regarding mobility access issues at the parade of shops on The Street. It was suggested that the Parish Council should evaluate the area, and request improvements be made by the appropriate authority. i.e. dropped curbs  Concerns were also raised regarding the increased quantity of heavy goods vehicles in the village, especially those using Church Street to turn or those getting stuck on narrow road sections. Cllr's thought this may be due to Calvert Road being temporarily closed or Sat Nav issues. The Parish Council agreed further research necessary.

<b>158/17</b>	<b>COMMUNICATION WORKING GROUP:</b> Updates: None
	<b>REPORTS</b>
<b>159/17</b>	<b>To receive reports on:</b>
<b>159/17a</b>	<b>Police and community issues</b> <b>March 2017 / incidents x 13</b>  <b>Crime on or near:</b>  Sport/recreation area Lower Road Lutchens Close Middle Farm Place Yew Tree Walk Barnes Wallis Close Mount Pleasant Chester Road Beech Avenue Critten Lane Critten Lane Crocknorth Road  Anti-social behaviour Other theft Anti-social behaviour Violence & sexual offences Anti-social behaviour Anti-social behaviour Anti-social behaviour Anti-social behaviour Other theft Violence & sexual offences Burglary Vehicle crime Vehicle crime (x2)
<b>159/17b</b>	<b>Allotments</b> None
<b>159/17c</b>	<b>Burial Ground</b> None
<b>159/17d</b>	<b>Schools</b> It was noted that pupils from the Howard of Effingham responded well to a request to observe a minute silence recently. (Manchester Attack)
<b>159/17e</b>	<b>Home Farm West - Calvert and Chester Roads</b> The Clerk was instructed to contact Keith Walker regarding facilitating a PHFCC meeting.
<b>159/17f</b>	<b>Friends of Effingham Common</b> Planning for the 2018 Commoners Day will commence soon.
<b>159/17g</b>	<b>Smith's Charity</b> None
<b>159/17h</b>	<b>Effingham Local History Group</b> None

<b>159/17i</b>	<b>Local government / admin matters</b> It was agreed that the Parish Council should be mindful of Data Protection Law changes due to take place on 25th May 2018. This new directive replaces the existing 1998 Act, and is known as General Data Protection Regulation (GDRP)
<b>159/17j</b>	<b>Update for Risk</b> None
<b>159/17k</b>	<b>Parish Rooms</b> None
<b>159/17l</b>  (119/17l)	<b>Effingham Village Recreation Trust</b>  At the last Parish Council meeting, Councillors queried if there was a meeting due between the Parish Council & the Managing Trustees. The Clerk reported that no meeting is planned at this time.  A representative from EVRT confirmed the date for their AGM. (13th June 7.30pm, KGV Hall)
<b>160/17</b>	<b>Reports from Parish Councillors not included in the above:</b> None
	<b>CORRESPONDENCE</b>
<b>161/17</b>	<b>Correspondence received since the last Parish Council Meeting:</b>
<b>162/17</b>	Surrey County Council's briefing documents relating to public rights of way maintenance and budget cuts were brought to the attention of the Parish Council.
	<b>NEXT AGENDA -</b>
<b>163/17</b>	<b>To note parish business for the Agenda of the next meeting</b>
	<b>Next meeting - Tuesday June 27th, 8pm, KGV Hall.</b>

**144/17**

<u>Cheque No.</u>	<u>To -</u>	<u>Description</u>	<u>£ (vat)</u>	<u>Authority</u>
300211	The Phone Co-op	Parish room broadband & phone	0047.39 (7.90)	LGA 1972 s.111
300212	Countywide Grounds Maintenance	Burial Ground maintenance January 2017	218.50 (36.42)	Open Spaces Act 1906, s.9 and 10
300210	Jon Short	Clerk Wages (monthly)	1373.13	LGA 1972 s.112
300208	Jon Short	Clerk reimbursements	0060.34	LGA 1972 s.112
300209	Surrey Pension Fund	Clerk Pension (monthly)	0579.36	LGA 1972 s.112
Community Fund / outsourced printing / memberships / legal / other				
300213	Asset Heritage Consulting	Fees / expenses BH/HofE Appeal	3705.08 (617.51)	LGA 1972 s.222
300214	Keith Cornwell	Meeting - catering expenses	0030.85	Local Auth. (Members Allowances) 2003, S1 2003/1021, Pt 5.
300215	Mr Scott Stemp	Brief on Planning Enquiry	0800.00 (133.33)	LGA 1972 s.222
300216	Ms Leanne Buckley- Thompson	Brief on Planning Enquiry	0400.00 (66.67)	LGA 1972 s.222
300207	Norris & Fisher Insurance	Effingham Volunteer Drivers C/F Grant in support of operational costs	0174.24 (15.84)	Local Gov. & Rating Act 1997 ss.26- 29
300217	Dyer & Son	Outsourced printing - Appeal	14.40 (2.40)	LGA 1972 s.111
300218	Society of Local Council Clerks (SLCC)	Full membership ALCC membership	0177.00 0010.00 <b>0187.00</b>	LGA 1972 s.111
300219	Peter J Consulting	Internal Audit 2016/17	0259.60	LGA 1972 s.111