

**MINUTES OF THE ORDINARY MEETING OF EFFINGHAM PARISH COUNCIL
HELD AT 8pm ON TUESDAY 30 OCTOBER 2012
AT KING GEORGE V HALL, BROWN'S LANE, EFFINGHAM**

PRESENT

Cllr Pindar in the Chair
Cllrs Bell, Bowerman, Hogger, Lightfoot, Moss and Symes
Cllr Barker and 5 local government electors

146.12 APOLOGIES FOR ABSENCE

Cllr Hogger unavoidably away owing to close family bereavement; Cllrs Peskett and Wetenhall (away); PCSO Culross.

147.12 DISCLOSURE OF PECUNIARY INTERESTS

Cllr Bowerman stated that as a Trustee of EVRT, she would leave the meeting when EVRT's application to the Community Fund was discussed.
Cllrs Hogger, Peskett and Symes declared that they were members of Effingham Local History Group which had put in an application for funding.

148.12 APPOINTMENT OF NEW CLERK

With great pleasure, Cllr Pindar introduced the newly-appointed Clerk, Linda Fuller, who would be taking up her duties as of 1 November. Sue Morris would stay on until the end of November to make the hand-over. Cllr Pindar had the draft contract and would complete this with Linda.

AP

149.12 MINUTES OF THE MEETING OF 25 SEPTEMBER 2012

136.12 Planning: The application number for Cheyme Cottage is 12/P/01536.
With this correction the Minutes were agreed and signed.

150.12 MINUTES OF THE EXTRAORDINARY MEETING OF 16 OCTOBER 2012

Cllr Hogger pointed out that she was a member of Champion Meadow Ltd.
With this correction the Minutes were agreed and signed.

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

A resident referred to the discussions at the last meeting concerning EVRT, and enquired about any outcome of the forum chaired by Alex Dick including members of EPFA, E&LRFC and EVRT, regarding EVRT matters. He was very keen that the discussions would not be allowed to lapse. There had been no further news but Cllr Bell said he would follow this up and report to the Parish Council.

CB

Cllr Pindar announced that two days previously, James Nicholls had resigned. This had been accepted and there was now a vacancy.

152.12 MATTERS RAISED BY RESIDENTS

None.

At this point, by agreement, part of Item 155.12 was taken.

155.12 GREEN SPACE AND VILLAGE AMENITIES

Current GSVa matters

Applications to the Community Fund

This was a discussion of preliminary bids.

Some bids were judged to have provided enough information, and their requests were decided.

Others were agreed in principle but conditional on satisfactory production of specific documents.

For other bids, it was felt that further information would be required in order for a decision to be made (as indicated in the invitation to bid). It was decided that the Community Fund working group (Cllrs Hogger, Bowerman, Lightfoot, Peskett) will meet again shortly to define exactly what further information they will ask for in these cases. Suggested items mentioned at the meeting are given below.

Further information where requested will be needed by Monday 26 November at the latest for inclusion in the paperwork for the Parish Council meeting of 4 December.

1. EPFA

(This bid is for a project where the money will be needed in 2013-14.)

Minded to agree.

Suggested further information to be sought:

Two additional quotations

Further information about the proposed design of the new bar the shutters will form part of

Most recent annual accounts

2. Brownies

Minded to agree.

Suggested further information to be sought:

Discuss with the Brownies how they feel about security of the items if available to other groups; how will this work in practice? Can they raise the cost of a lockable box themselves to keep the kit in? Would it be better if the price of a lockable box was included in the bid?

3. Cricket Club

Agreed – no further information sought.

4. Jubilee Oak

Agreed – get it planted asap.

5. Local History Group

All 4 items agreed but:

Projector would be bought by the Parish Council, stored in the Parish Room and available for use by village community groups including the History Group;

Other items conditional upon production of most recent accounts.

6. EVRT

MAINTENANCE ITEMS

a) Tree surveys

Agreed, but

- Amount to be paid against actual invoice for the work

- It should be confirmed that all trees are labelled for individual identification, as stated

- 10% for Manager's time not agreed.

b) Hedge trimming

Agreed, but

- 10% for Manager's time not agreed

- Payable on condition of the verges having been reseeded and repaired after damage by tractor tyres

- EPC would like to talk more about a project to enhance (=redesign and reconstruction of) the pedestrian entrance opposite Sibley's

c) Mowing amenity areas

No decision.

- Clarification of exactly which areas are meant is needed

- Clarification of how the cost of £5k was arrived at is needed

d) Retrospective tractor repair

No decision. Information provided in the bid was too limited.

e) Playground safety and repairs
Agreed up to £2k payable against invoice
Manager's cost of 10% excluded.

PROJECTS

a) Tennis Courts

The Parish Council did not wish itself to be prescriptive about the methods chosen, but felt that before it could put money into the refurbishment it wanted more evidence of how it was envisaged the courts would be used. For instance

- will they be free, or cheap
- will there be a booking system and if so how will it work
- will numbers using the courts be monitored; if so how, and by whom
- will use of the courts be actively promoted eg by free coaching sessions

b) Seating

Agreed, but without the 10% manager's fee

c) Car park

Because it is such a large amount a more formal bid on this is needed, including:

- what is the total cost
- how much others are contributing, eg GBC, SCC and, especially, significant users (Rugby Club, EPFA amongst others)
- the detailed specification for the works.

It was not clear whether the work had to be fully completed or committed to by 31.03.13 to achieve the SCC grant.

At this point, by agreement, Item 154.12 was taken.

154.12 HIGHWAYS AND TRANSPORT

Current Highways and Transport matters

SCC's Local Flood Risk Management Strategy

Cllr Lightfoot volunteered to look at this consultation and draft comments on behalf of the Parish Council. Cllr Barker asked for a list of blocked drains in the area, to forward to SCC.

AL

SCC's survey on parish councils' desire for tree management services

Cllr Peskett (or the Clerk) will be asked to complete the survey.

SP
SM

Reports and correspondence relating to Highways matters

A246 speed limit

Cllr Hogger reported that John Hilder had confirmed that the necessary signage etc had been designed, priced and ordered. A copy of the design had been sent and presented no problems. A Road Closure Order will be needed.

Traffic beacon

Cllr Lightfoot noted the beacon missing near the school, which the Clerk will report.

SM

Alleged bridleway FP591

The Parish Council's Statement of Case had been drafted, checked and submitted to the Inspectorate.

Rights of Way Officer

Anne Woods, the RoW officer replacing James Browne, had said she would be interested to come to Effingham to discuss various improvements, potential projects etc.

SCC owned verges

SCC had been advised that it owns land alongside Orestan Lane (west of The Plough) and on the corner of Guildford Rd / Manor House Lane. Overgrown hedges and vegetation have now been cut back.

Return to advertised order of Agenda

153.12 PLANNING MATTERS

New applications

12/P/01603 57 Strathcona Ave

Convert part of an attached garage to form a utility area. No comment.

12/P/01619 Pen Y Bryn, Dirtham Lane

Certificate of Lawfulness for proposed use to establish whether the construction of an ancillary building to house a swimming pool and associated plant rooms located in the rear garden constitutes Permitted Development. No comment.

12/P/01664 Hillcrest, Orestan Lane

Two storey rear extension (with accommodation within the roof space) Cat slide dormer to west to accommodate stairs. Ground floor rear extension to end of two storey extension. A resident had contacted Cllr Symes with serious concerns about the impact on the neighbouring dwelling. After considerable discussion of whether this was an improvement on the previous application to which the Parish Council had objected, it was agreed not to object as such, but to reiterate the concerns expressed previously (volume of expansion outside the Settlement Area and in the Green Belt; domination of neighbour and loss of light; visibility from Public Footpath) and especially the request for a method statement on parking to prevent obstruction of neighbours and working hours.

12/P/01668 The Nutshell, Orestan Lane

Remove roof and add first floor and roof, extend kitchen to form family room on ground floor. No comment.

12/P/01536 Cheyme Cottage, Manor House Lane (Amended description)

Two storey rear extension, two storey side extension and conversion of existing garage to habitable accommodation.

It was noted that this is a retrospective application. It was agreed to object on the grounds that it was outside the Settlement Area, in the Green Belt, and there was no special circumstance to justify harm to the openness of the Green Belt.

12/P/01746 Browns Cottage and Farmside, The Street

Certificate of Lawfulness for a proposed development to establish whether the replacement of the existing Clay "Peg Tile" roof tiles with clay peg tiles of variegated colours would constitute permitted development. No comment.

12/T/00185 37 Middle Farm Place

T1 and T2 – Sycamore and copper beech: Prune tops and sides to allow more light and prune lower branches to prevent them scratching passing vehicles (Effingham Conservation Area). No comment.

Results / progress on previous planning applications

12/P/01070 Home Farm House, The Street To appeal.

12/P/00789 Meadow Cottage, Effingham Common Rd Approved

Other planning matters

Action towards a Neighbourhood Plan

Cllr Moss reported on a meeting held to discuss this. A document recording results of the discussion had been available in 'Drop Box'; she would e-mail councillors the link to this if they had not seen it. There was an opportunity to work towards a Village Plan which would be further-reaching (more aspirational) and beyond the scope of just a Neighbourhood Plan. Other documents were being placed in the Drop Box and further meetings were being held. A briefing pack for leaders of workstreams was underway.

Cllr Hogger asked if there would be another meeting of the workstreams. She congratulated Cllr Moss on her work so far. She explained that GBC had a dedicated officer, Dan Knowles, who would need to be formally notified, and could be asked to meet the working group here and advise about funding. She will provide the contact details (Action LH).

Cllr Moss asked whether GBC could grant access to use of 'Survey Monkey' for the consultation process.

It was agreed that Cllr Moss was authorised to contact Dan Knowles and invite him to explain more about the process.

The Chairman of East Horsley Parish Council had asked whether the Parish Council was interested in the two villages working on the Neighbourhood Plan jointly. It was decided to defer the answer until it was known what money and support services might be available, but acknowledged that there might potentially be some areas where the work would have to be parish-specific, and some where the process might benefit from linking up.

Reports and correspondence relating to other Planning matters:

The Long Barn

The submission to the Inspectorate has been sent in. Cllrs Wetenhall and Peskett will attend the hearing if possible on 29 November; other Councillors can go to observe.

Changes to Planning Policy

ERRA had sent a copy of its letter to Sir Paul Beresford MP about planning policy and the recent government announcement that very large extensions will in future not need planning consent.

Planning training

Cllrs Lightfoot and Bell requested places on a training course offered by GBC on 20 November.

155.12 GREEN SPACE AND VILLAGE AMENITIES *continued*

Current GSVA matters

Report on Village Day 2012 from ICE

Councillors found this refreshingly honest, open and showed how the money given had to be accountable. The Clerk was asked to thank the group, wish them well for 2013 and release the cheque for the remainder of the grant.

SM

Parish Council Nomination of Trustee to EVRT

Cllr Pindar proposed Cllr Bell, who had agreed he would be willing to accept nomination. This was seconded by Cllr Symes and approved by all. Cllr Bell' term of appointment would be for 4 years. The Clerk was asked to notify the Chairman of the Trustees.

SM

It had been noted that another Parish Council appointed Trustee, John Blackburn, had apparently not formally received confirmation and thanks for agreeing to be a Trustee. The Clerk was asked to write to regularise the position and apologise.

SM

Commoners Day and GBC's future plans for the Common

This item was deferred.

Reports and correspondence relating to GSVA matters

Mr Houlton

The engraved salver for Mr Houlton was ready, and the Clerk would make arrangements to deliver it.

SM

156.12 REPORTS

Police and safety community issues (report of session before the start of the present Agenda)

PCSO Culross reported 8 crimes for the previous month: 1 criminal damage (shed), 4 thefts (2 of lead flashing, one wallet, one set of number plates), and 3 burglaries (tools from a building site and jewellery / electronics from 2 dwellings). This was unusually higher for this time of year. It included several shed break-ins. Problems were wider spread, not confined to Effingham; efforts were being made to tackle it. There had been a further REED Day (Roadside Education and Enforcement Day) which had encountered speeding, use of mobile phones and driving without seat belts. It was noted with approval that some penalty

notices had been fixed to obstructing cars parked on Effingham Common Road, and GBC had been contacted with a request for lengthening the double yellow lines. Cllr Hogger stated that the road had formerly been a Clearway, and perhaps the signs for this could be replaced. PCSO Culross will ask the Casualty Reduction Officer if this can be followed up, and the Clerk will contact SCC. **SM**

A resident asked what if anything was being done to resolve the dangerous road conditions caused by Rugby Club visitors parking inconsiderately. PCSO Culross said the Rugby Club were considering private hire of Police Officers and 'watch this space'.

Allotments

Nothing to report.

Schools

Nothing to report.

EVRT

The Clerk reported letters from the Chairman of the Trustees confirming that Brendan Kelly and Mark Jones had been co-opted until 31 August 2013.

A meeting of the Custodian Trustee will take place on 13 November, to receive the Annual Accounts published at the Charity's AGM and to decide what to do about being a signatory to the leases.

Home Farm Estate

The road re-surfacing has begun. GBC has produced a report analysing encroachment on its property in the Home Farm area. The Clerk had reviewed this for accuracy, which gave rise to concern. Cllr Hogger will take this up with the Head of Property at GBC. **LH**

Friends of Effingham Common

The Clerk was thanked for her work ensuring that Commoners Day was a success. **SM**
Around 450 people attended the event. The Scouts were also thanked for lending their marquees, and all the work involved. Many many people gave their time voluntarily, and this was much appreciated.

Smith's Charity

No further news.

Effingham Local History Group

No further news.

Local government / admin matters / website

Cllr Symes and Cllr Peskett had attended the SCAPTC conference and had come away with useful information which included offers of training and joint parish action on Highways verge maintenance etc. The training course on Neighbourhood planning has taken place. Information about a further training course offered by SCAPTC had been circulated. GBC's training course on Ethical Standards for Councillors has been delayed until after Christmas.

Information about recording PAYE on-line has been received from HMRC.

The organiser of the GBC Handyman scheme will give a talk if required.

Cllr Moss has suggested the use of 'Drop Box' for large electronic documents. This will be reviewed shortly.

The Chairman's half-year report needs completion.

157.12 CORRESPONDENCE

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

Robert Hall	News that parish magazine will now be bi-monthly; more parish news wanted The Horsley Directory
GBC	Agenda and reports, meeting of the Council, 11 October Agenda and reports, meeting of the Planning Committee, 16 October <i>Through the Looking Glass</i> , arts newsletter Oct 12 – Jan 13
Surrey County Council	Agenda and reports for Council meeting, 16 October Minutes of meeting of the Local Committee, 12 September
Surrey Community Action Surrey Hills Society Open Spaces Society	Annual Review Views newsletter, Autumn 2012 News release about changes to legislation over claiming village greens
Came & Co. NALC	Parish Matters newsletter (insurance) DIS no 793, 4, 5

158.12 FINANCIAL & ADMIN MATTERS

Ideas for the draft Budget, 2013-14

Contributions towards the drafting of the budget, which will be on the Agenda for the meeting of 4 December, were encouraged. The change in the Council Tax base will have an impact on the calculations this year.

Completion of the quarterly Risk inspection

Cllr Bowerman had co-ordinated the returns and produced a report. There were no significant risks identified.

Risk inspection report

Cllr Bowerman reported that all forms were complete except one, which she would attend to. She gave out further forms for return to her by 15 October.

ALL

Report of the external auditor

The points raised were:

- Internal auditor's recommendations. These have been noted and addressed (98.12, meeting of June 2012)
- Re-statement of fixed assets. The external auditor made a note for the reader of the Annual Statement, there was no action to be taken.
- Fixed Assets. Assets valued at £nil should be valued at £1. This will be done.
- Fidelity Guarantee. This is now provided as standard within the Parish Council's insurance.

These points having been noted, understood and accepted, the report of the External Auditor was adopted.

Cheques for approval and signature

The following cheques were authorised and signed:

Phone Coop	34.66	Local Govt Act 1972 s111
EDF	125.00	Local Govt Act 1972 s111
Fire Protection Services	34.19	Local Govt Act 1972 s111
HCI Data	81.60	Local Govt Act 1972 s111
James Nicholls	260.00	Local Govt Act 1972 s214
Friends of Effingham & District Responders	94.08	Local Govt Act 1972 s145

Horsley Community Bus Asscn	21.50	Local Govt Act 1972 s145
James Wetenhall reimbursement	45.12	Local Govt Act 1972 s111
Ian Symes reimbursement	55.00	Local Govt Act 1972 s111
Sussex Associations of Local Councils	240.00	Local Govt Act 1972 s111
BDO LLP	516.00	Local Govt Act 1972 s111
Royal British Legion	35.00	Local Govt Act 1972 s137

Reports and correspondence relating to Finance & Admin matters

Nothing further.

159.12 PARISH BUSINESS FOR THE AGENDA OF THE NEXT MEETING

Date of the next meeting: Tuesday 4 December 2012.