

# Effingham Parish Council



To all Councillors

Publication date: 20th May 2020

## I HEREBY GIVE YOU NOTICE

**that the Annual Meeting of Effingham Parish Council will be held  
on Tuesday 26th May 2020 at 8pm.**

**All members of the Council are hereby summoned for the purpose of considering  
and resolving upon the business to be transacted at the meeting, as set out  
hereunder.**

Members of the public are welcome to join and observe. At the Chairman's discretion they may be invited to speak during any item. Additionally, at the beginning of the meeting under 'Matters raised by Effingham organisations and residents', members of the public may address the Parish Council for up to two minutes each on matters within the Parish Council's scope. (164/20)

To do this, please give details to the Clerk as below, **BEFORE THE MEETING.**

**Jon Short, Clerk and Responsible Financial Officer**

A handwritten signature in black ink, appearing to read 'Jon Short', written in a cursive style.

**To join an EPC virtual meeting, you will need to use Zoom software.**

For this specific meeting, please use the following loggins:

Meeting ID **839 2944 6754**

Password **697234**

<https://zoom.us/>

**For the purpose of this virtual meeting, the Council will be recording the  
proceedings.**

## **BUSINESS TO BE DONE**

<b>141/20</b>	To <b>ELECT</b> the chairman for the forthcoming year.
<b>142/20</b>	To <b>ELECT</b> the vice-chairman for the forthcoming year.
<b>143/20</b>	<b>SIGNING</b> of the declaration of acceptance of office. (2020/21) Chairman & Vice-Chairman to sign.
<b>144/20</b>	To <b>RECEIVE</b> Apologies For Absence:

<b>145/20</b>	To <b>REVIEW</b> The Register Of Interests & Other Interests Affecting this Agenda:
<b>146/20</b>	To <b>CONFIRM</b> The Minutes of the previous meeting of 28th April 2020. (Ordinary Meeting of the PC)
<b>147/20</b>	To <b>CONFIRM</b> the minutes of the meeting of 14 <sup>th</sup> May 2020. (Extraordinary Meeting of the PC)
<b>148/20</b>	To <b>CONSIDER</b> any matters arising from the Minutes not otherwise on the Agenda:

**GOVERNANCE**

<b>149/20</b>	<b>Items relating to governance:</b> To <b>APPROVE</b> the Accountings Statement 2019/20. Chairman and Clerk RFO to sign.
<b>150/20</b>	To <b>RECEIVE</b> the Parish Council Risk Assessment Report May 20 prepared by the parish clerk. (physical risk) <b>(clerk notes)</b>
<b>151.20</b>	To <b>RECEIVE</b> the Internal Audit for Year Ended 31 <sup>st</sup> March 2020, and consider any actions required from p10, Final Audit – Points Forward. <b>(clerk notes)</b>

<b>152/20</b>	<p>To <b>RECEIVE</b> and <b>CONSIDER</b> items relating to governance:</p> <p>To <b>REVIEW</b> the parish council's:</p> <ol style="list-style-type: none"> <li>1) Standing Orders</li> <li>2) Financial Regulations &amp;</li> <li>3) Code of Conduct</li> </ol> <p>To also <b>REVIEW</b> parish council policies:</p> <ol style="list-style-type: none"> <li>1) Bribery</li> <li>2) Acceptance of Gifts and Hospitality</li> <li>3) Fraud and Corruption</li> <li>4) Whistleblowing</li> <li>5) Complaints procedure</li> <li>6) Equality</li> <li>7) Freedom of Information</li> <li>8) Retention and Disposal of Records and Documents</li> <li>9) Press and Media</li> <li>10) Data Protection and Information Security</li> <li>11) Employees' Code of Conduct</li> <li>12) Dealings with Members of the Public</li> <li>13) Email</li> <li>14) Co-option</li> </ol> <p>=====</p>
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<p><b>153/20</b></p> <p><b>2020</b></p> <p><b>2021</b></p>	<p>To <b>CONFIRM</b> meeting dates for future parish council meetings:</p> <p>June 30<sup>th</sup>  July 28<sup>th</sup>  August 25<sup>th</sup>  September 29<sup>th</sup>  October 27<sup>th</sup>  November 24<sup>th</sup>  December – no meeting</p> <p>January 5<sup>th</sup>  January 26<sup>th</sup>  February 23<sup>th</sup>  March 30<sup>th</sup>  April 13<sup>th</sup> (Annual Meeting for the Parish of Effingham)  April 27<sup>th</sup>  May 25<sup>th</sup> (Annual Meeting of Effingham Parish Council)</p> <hr/>
<p><b>154/20</b></p>	<p>To <b>REVIEW</b> Parish Council Auditors, Contracts, Subscriptions and Memberships:</p> <p><b><u>Auditors:</u></b></p> <p>External Auditor (allocated) - <b>PKF Littlejohn</b>  Internal Auditor - <b>Mulberry &amp; Company</b></p> <p>Agree to appoint Mulberry &amp; Company as Internal Auditor for 2020/21</p> <hr/>
<p><b>155/20</b></p>	<p><b><u>Bank Accounts:</u></b></p> <p>Parish Council Current Account provider - <b>Unity Trust Bank</b>  Parish Council Savings Account provider - <b>Unity Trust Bank</b></p> <p><u>other -</u></p> <p>Parish Council pre-charged Debit Card provider - <b>Frees Family Finance Ltd</b></p> <hr/>
<p><b>156/20</b></p>	<p><b><u>Insurance:</u></b></p> <p>Parish Council provider – <b>Inspire Underwriting</b>  (3 year agreement 2019-2022)</p> <hr/>

<p><b>157/20</b></p>	<p><b><u>Service contracts and suppliers of utilities:</u></b></p> <p>Parish Council burial ground maintenance – <b>James Dobbe</b></p> <p>Parish Council email provider - <b>HCI Data</b></p> <p>Parish room phone/broadband provider - <b>Phone Coop</b></p> <p>Parish room photocopier contract – <b>BTS</b></p> <p>Courtyard security – <b>Cornwell</b></p> <p>Parish room fire equipment – <b>ADT</b></p> <p>Electricity provider to parish room – <b>BULB</b></p> <p>Clean/Waste water provider to parish room / allotments - <b>SES B.W</b></p> <p>Payroll services – <b>Surrey Community Action</b></p> <p>=====</p>
<p><b>158/20</b></p>	<p><b><u>Subscriptions and Memberships:</u></b></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  SPFA – Surrey Playing Fields Association  SHS – Surrey Hills Society</p> <p>=====</p>
<p><b>159/20</b>  Currently  Councillor:</p> <p>Hackett</p> <p>Mayell</p> <p>Pindar</p> <p>Moss</p> <p>Symes</p> <p>Symes</p>	<p>To <b>APPOINT</b> representatives to liaise with outside organisations:</p> <p>Surrey Association of Local Councils (SALC)  (Voting representative)</p> <p>Effingham Village Recreation Trust (EVRT)</p> <p>Smiths Charity</p> <p>Surrey Police</p> <p>Friends of Effingham Common</p> <p>Cllr Symes has been appointed to the Guildford Borough Council  Corporate Governance and Audit Committee. (2019-2023)</p>

Pindar	Surrey Community Action
Hogger	Protection of Home Farm Estate
Symes	Open Spaces Society
All Cllr's	Howard of Effingham
Moss	Youth & Community initiatives
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<b>160/20</b>	
Currently Councillor: All Cllr's	To <b>APPOINT</b> members of advisory groups:
Hackett	<b>Planning -</b>
	<b>Rights of Way -</b>
	<b>Risk Inspections -</b>
	1) Bus Stops and salt bins
	2) Shops area and village centre
	3) Burial Ground
	4) Allotments
	5) Parish room, office & WC
	Physical risk assessments are currently completed by the Clerk on a quarterly basis.
Symes	6) Operational Risk - Compliance
Pindar	7) Operational Risk - Financial
?	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>
	Currently - Chris Hogger
	<b><u>Allotment Management -</u></b>
	Currently - Liz Cooper, Elaine Elliot, Kate Mitchell & Philip Vallis.
	<b><u>Allotment Maintenance</u></b>
	Currently - Trevor Markham
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<p><b>161/20</b></p>	<p>To <b>AGREE</b> Financial Arrangements:</p> <p>To continue to pay the following by <b>standing order</b>:</p> <p><b>Effingham Village Recreation Trust</b> – Capital Replacement &amp; Facility Funding at the KGV Hall &amp; Playing Fields.  <b>James Dobbe</b> - Parish Council Burial Ground maintenance payments  <b>HMRC</b> - Employee TAX &amp; NI payments.  <b>The Surrey Pension Fund</b> - Employee pension payments.  <b>Clerk</b> - Employee salary payments.  <b>Advansys</b> – Parish Council Website, hosting and support.</p> <p>To continue to pay the following by <b>direct debit</b>:</p> <p><b>The Phone Co-op</b> - Parish Room broadband &amp; phone payments  <b>SES Business Water</b> - Parish Room &amp; Allotment water supply payments.  <b>Information Commissioners Office</b> - Data protection registration payments.  <b>Bulb Energy</b> – Parish Room electricity provider  <b>SES Water</b> – Water/waste water provision to parish room and allotments</p> <hr/>
<p><b>162/20</b></p>	<p>To <b>REVIEW</b> progress on projects in hand, and future plans:</p>
<p><b>163/20</b></p>	<p>To <b>CONFIRM</b> Working Groups and memberships:</p> <p>Finance and General Purposes (IS,AP,KC,JS)  Councillor Co-option tbc  Planning Review (all councillors)  Communication (CH,BR,LH,AP)  EVRT Trustee Appointment (IS,PM,AP,LH,CH,BR)  EPC/EHPC Commoners Liaison (IS,AP,LH)  Climate Change (JM tbc)  Transport (CT tbc)</p>

<p><b>164/20</b></p>	<p><b>MATTERS raised by Effingham organisations and residents</b>  <b>(UP TO 15 MINUTES)</b></p> <p>Effingham organisations and residents can ask the Chairman and Councillors for updates of particular items, or explain matters of concern within the Parish Council's scope. Councillors may deal with matters or questions straightaway, or follow up by letter or email after the meeting.</p>
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## PLANNING APPLICATIONS

<b>165/20</b>	To <b>RECEIVE</b> a report from the Planning Review Group and <b>CONSIDER</b> responses to Guildford Borough Council on new planning applications, as at Tuesday 19th May 2020. <b>(clerk notes/late items)</b>
<b>20/P/00685</b>	<b>Longacre</b> , Outdowns, Effingham. KT24 5QR Change of use of land to accommodate one gypsy pitch with three touring caravans, one day room, and .....
<b>20/P/00723</b>	<b>Walton House</b> , Ranmore Common, Dorking. RH5 6SX Erection of ground floor and first floor extensions with alterations together with a detached dou.....
<b>20/P/00737</b>	<b>Orchard Walls</b> , Beech Avenue, Effingham.KT24 5PG Demolition of the existing property and erection of 8 dwellings with a new access provided onto B.....
<b>20/P/00776</b>	<b>82 Strathcona Avenue</b> , Bookham, Leatherhead. KT23 4HR Erection of two single storey rear extensions.
<b>20/P/00796</b>	<b>Lime Kiln Farm</b> , High Barn Road, Ranmore Common. RH5 6SS Conversion of existing stables to farm office and tack room with proposed entrance porch and li.....
<b>20/P/00803</b>	<b>1 Old Post Office Cottages</b> , The Street, Effingham. KT24 5LS Part single-storey and part two-storey rear extensions, first floor extension to front of side ele.....
<b>166/20</b>	Previous planning applications: To <b>RECEIVE</b> notification of results set out in <b><u>Appendix 1</u></b>
<b>167/20</b>	To <b>CONSIDER</b> responses to Guildford Borough Council on any late received planning applications: <b>(clerk notes/late items)</b>
<b>168/20</b>	<b>Other Planning Matters:</b>

## GENERAL PLANNING MATTERS

<b>169/20</b>	<b>Neighbourhood / Local Plans</b> To <b>RECEIVE</b> reports on the Neighbourhood & Local Plans:  <u>For information:</u> Guildford Borough Council have announced a seven-week Regulation 18 consultation that will begin in early June, all comments received will be considered as part of preparing the Regulation 19 Proposed Submission Local Plan.
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<b>170/20</b>	<b>Berkeley Homes /Howard Of Effingham</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any updates on the development:
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## WORKING GROUPS

<b>171/20</b>	<b>Communications Working Group: (CH, BR, LH, AP)</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from the Communications Working Group.
<b>172/20</b>	<b>EVRT Trustee Appointment Working Group: (IS/PM/AP/LH/CH/BR)</b> To <b>RECEIVE</b> updates from the Trustee Appointments Working Group, including any new applications.
<b>173/20</b>	<b>Finance &amp; General Purposes Working Group: (AP/KC/IS/JS)</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports and recommendations from the Finance & General Purposes Working Group:  <u>For information:</u> The F&GP Working Group meet on Thursday 14 <sup>th</sup> May, to consider Year End Reports, Ear Marked Reserves (EMR's) & the Annual Governance & Accountability Return (AGAR) 2019/20. It was agreed that the working group would recommend to full council that EMR's year end balances should be carried forward to the new financial year (181/20) & that the AGAR for 2019/20 should be signed by the clerk & chairman. (149/20)
<b>174/20</b>	<b>Transport Group:</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports and recommendations from the Transport & Highways Working Group.
<b>175/20</b>	<b>Parish Council Website Working Group</b> To receive updates:
<b>176/20</b>	<b>Climate Change Working Group</b> To receive updates:

## HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

<b>177/20</b>	Highways, Transport & Countryside Access matters: To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to highways matters:
<b>178/20</b>	To <b>RECEIVE</b> reports & updates from SCC County Councillor Iles



## FINANCIAL MATTERS

<b>179/20</b>	Invoices for payment To <b>RECEIVE</b> and <b>APPROVE</b> invoices for payment. <b>(clerk notes/late items)</b>
<b>180/20</b>	Bank reconciliation To <b>RECEIVE &amp; APPROVE</b> the latest bank reconciliations.
<b>181/20</b>	To <b>Consider</b> and <b>Approve</b> the carrying forward of EMR balances to the new financial year: Community Fund £8014, Elections £2420, Office Equipment £925, Village & NP £1662 & Spruce Up £6538.
<b>182/20</b>	Other Financial matters To <b>RECEIVE and CONSIDER</b> any reports or correspondence relating to other finance matters:

## COMMUNITY AND ENVIRONMENT

<b>184/20</b>	<b>Community Fund:</b> To <b>RECEIVE</b> grant requests, if any:
<b>185/20</b>	The grant request from the Effingham Village Recreation Trust (EVRT) for replacement wooden benches, has been withdrawn.
<b>186/20</b>	<u>Effingham Cricket Club (ECC):</u> An appeal has been started to financially support Effingham Cricket Club, whose normal funding has disappeared due to the Covid-19 pandemic. Financial support has been requested by the ECC Committee, who hope is to raise £15,000. As of 19 <sup>th</sup> May, £5,332 had been raised. <a href="https://www.justgiving.com/campaign/ECC">https://www.justgiving.com/campaign/ECC</a>
<b>187/20</b>	<b>Concurrent Functions Grants</b> Updates:
<b>188/20</b>	<b>Other Community Matters</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other community or environmental matters

## COUNCIL ADMINISTRATIVE MATTERS

<b>189/20</b>	To <b>RECEIVE</b> updates, if any:
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## REPORTS

<p><b>190/20</b></p>	<p>To <b>RECEIVE</b> reports on:</p> <p><b><u>Police and community issues</u></b> - December 2019 <span style="float: right;"><b>Appendix 2</b></span></p> <p><b><u>Allotments</u></b></p> <p><b><u>Burial Ground</u></b></p> <p><b><u>KGV Hall and Fields</u></b></p> <p><b><u>Home Farm West - Calvert and Chester Roads</u></b></p> <p><b><u>Effingham Common</u></b></p> <p><b><u>Parish Room</u></b> Current issues: Exterior doors need easing.</p>
<p><b>191/20</b></p>	<p>Other Parish Matters To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other parish matters</p> <p>To <b>CONSIDER</b> the option of providing a bus shelter or bench at the Church Street bus stop on Lower Road. (479 &amp; 678 services) <b>(Councillor Roscoe)</b></p>

## CORRESPONDENCE

<p><b>192/20</b></p>	<p>Any Other Correspondence To <b>RECEIVE</b> and <b>CONSIDER</b> any other correspondence</p>
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## NEXT AGENDA

<p><b>193/20</b></p>	<p>To <b>NOTE</b> new items of business for the Agenda of the next meeting</p>
	<p><b>Next meeting –</b></p> <p><b>Ordinary Meeting of the Parish Council:</b> Tuesday 30<sup>th</sup> June 2020, 8pm (to be confirmed during this meeting)</p>
	<p><b>Next Planning Review Group meeting:</b></p> <p>Tuesday 23<sup>rd</sup> of June 2020. (7.30pm). (to be confirmed during this meeting)</p>

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**APPENDIX 1****Planning Results****xxx/20**

**20/P/00459 Blossden Cottage, Salmons Road, Effingham. KT24 5QJ**  
Two storey rear extension including first floor Juliet balcony.  
**REFUSED**

**20/P/00516 Beagles Den, Dog Kennel Green, Ranmore Common. RH5 6SS**  
Erection of a single storey rear extension, addition of dormer windows,  
raising and alterations t.....  
**APPROVED**

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**APPENDIX 2****xxx/20****Crime Figures****February (x8) & March (x20) 2020****Feb:**

2020-02	Surrey Police	Surrey Police	-0.403191	51.244604	On or near Critten Lane	E01030446	Guildford 003F	Anti-social behaviour	
2020-02	Surrey Police	Surrey Police	-0.413475	51.267162	On or near Chester Road	E01030446	Guildford 003F	Burglary	Investigation complete; no suspect identified
2020-02	Surrey Police	Surrey Police	-0.406802	51.271532	On or near Orestan Lane	E01030446	Guildford 003F	Criminal damage and arson	Investigation complete; no suspect identified
2020-02	Surrey Police	Surrey Police	-0.424492	51.280746	On or near Heath View	E01030446	Guildford 003F	Vehicle crime	Investigation complete; no suspect identified
2020-02	Surrey Police	Surrey Police	-0.413987	51.2402	On or near Crocknorth Road	E01030446	Guildford 003F	Violence and sexual offences	Investigation complete; no suspect identified
2020-02	Surrey Police	Surrey Police	-0.41512	51.266843	On or near Calvert Road	E01030446	Guildford 003F	Violence and sexual offences	Unable to prosecute suspect
2020-02	Surrey Police	Surrey Police	-0.396589	51.267975	On or near Manor Gardens	E01030447	Guildford 003G	Anti-social behaviour	
2020-02	Surrey Police	Surrey Police	-0.396959	51.273825	On or near Lower Road	E01030447	Guildford 003G	Violence and sexual offences	Under investigation

**March:**

2020-03	Surrey Police	Surrey Police	-0.41512	51.266843	On or near Calvert Road	E01030446	Guildford 003F	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.413475	51.267162	On or near Chester Road	E01030446	Guildford 003F	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.413987	51.2402	On or near Crocknorth Road	E01030446	Guildford 003F	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.413475	51.267162	On or near Chester Road	E01030446	Guildford 003F	Burglary	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.402861	51.273978	On or near Leewood Way	E01030446	Guildford 003F	Burglary	Under investigation
2020-03	Surrey Police	Surrey Police	-0.402861	51.273978	On or near Leewood Way	E01030446	Guildford 003F	Burglary	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.406802	51.271532	On or near Orestan Lane	E01030446	Guildford 003F	Criminal damage and arson	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.409303	51.286691	On or near Lower Farm Road	E01030446	Guildford 003F	Criminal damage and arson	Under investigation
2020-03	Surrey Police	Surrey Police	-0.406802	51.271532	On or near Orestan Lane	E01030446	Guildford 003F	Public order	Unable to prosecute suspect
2020-03	Surrey Police	Surrey Police	-0.399756	51.270087	On or near Yew Tree Walk	E01030446	Guildford 003F	Public order	Under investigation
2020-03	Surrey Police	Surrey Police	-0.409499	51.264815	On or near Salmons Road	E01030446	Guildford 003F	Violence and sexual offences	Under investigation
2020-03	Surrey Police	Surrey Police	-0.397239	51.270313	On or near Barnes Wallis Close	E01030447	Guildford 003G	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.394747	51.267365	On or near Norwood Close	E01030447	Guildford 003G	Anti-social behaviour	
2020-03	Surrey Police	Surrey Police	-0.390137	51.267626	On or near Links Way	E01030447	Guildford 003G	Burglary	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.394892	51.266918	On or near Champion Down	E01030447	Guildford 003G	Possession of weapons	Further investigation is not in the public interest
2020-03	Surrey Police	Surrey Police	-0.397017	51.269707	On or near Browns Lane	E01030447	Guildford 003G	Vehicle crime	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.397017	51.269707	On or near Browns Lane	E01030447	Guildford 003G	Violence and sexual offences	Local resolution
2020-03	Surrey Police	Surrey Police	-0.397017	51.269707	On or near Browns Lane	E01030447	Guildford 003G	Violence and sexual offences	Unable to prosecute suspect
2020-03	Surrey Police	Surrey Police	-0.393052	51.268286	On or near Mount Pleasant	E01030447	Guildford 003G	Violence and sexual offences	Investigation complete; no suspect identified
2020-03	Surrey Police	Surrey Police	-0.396959	51.273825	On or near Lower Road	E01030447	Guildford 003G	Violence and sexual offences	Action to be taken by another organisation

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