

MINUTES OF THE ORDINARY MEETING OF

Effingham Parish Council

Tuesday 30th June 2020, 8pm.

This meeting was held during the Coronavirus, COVID-19 pandemic, lockdown period and was held virtually over Zoom. For the purpose of this virtual meeting, the Council recorded the proceedings.

Present:

Councillors Cornwell, Hackett, Hogger, Muscat, Pindar (Vice Chairman), Roscoe, Symes (Chairman) & Thorne. County Councillor Iles

Also in attendance:

Parish Clerk
4 local government electors

194/20	APOLOGIES for Absence were received from: Cllr Mayell & Cllr Moss.
195/20	Cllr Hogger declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore doesn't comment on planning applications. Cllr Hackett declared an interest as a director of Roundabout Facilities CIC (RFC); publisher of the Roundabout Effingham
196/20	Minutes: After a minor amendment at minute 163/20, the May minutes were approved, and will be duly signed by the chairman.
197/20	Matters arising from the Minutes not otherwise on the Agenda: None.
198/20	MATTERS raised by Effingham organisations and residents A local resident reported that there was a dangerously over hanging tree, northbound on the Effingham Common Road, near to Tollgate Cottage. Action: Clerk to report this to SCC Highways.

GOVERNANCE

	Items relating to governance:																				
199/20	The newly drafted Privacy Notice, for the parish council website was considered and approved.																				
200/20	A parish council response to the Standards in Public Life (CSPL) consultation was considered, with Cllr Pindar agreeing to look at the document and report back his findings to the parish council. Action: Cllr Pindar																				
201/20	Cllr Symes's review of parish council policies and procedures was received, and the proposed amendments to the parish councillor co-option policy (14) agreed.																				
201/20a	The clerk made a request to councillors, that Operational & Strategic risk assessments be carried out on an annual basis, in addition to when situations might dictate a further assessment being necessary.																				
	<table> <tr> <td>6)</td> <td>Operational Risk</td> <td>Compliance</td> <td>(cllr Symes)</td> </tr> <tr> <td>7)</td> <td>Operational Risk</td> <td>Financial</td> <td>(cllr Pindar)</td> </tr> <tr> <td>8)</td> <td>Operational Risk</td> <td>Business Continuity</td> <td>(cllr Muscat)</td> </tr> <tr> <td>9)</td> <td>Operational Risk</td> <td>Mgmt. of people/projects/events</td> <td>(Pindar)</td> </tr> <tr> <td>10)</td> <td>Strategic Risk</td> <td></td> <td>(clerk + cllrs Pindar & Hackett)</td> </tr> </table>	6)	Operational Risk	Compliance	(cllr Symes)	7)	Operational Risk	Financial	(cllr Pindar)	8)	Operational Risk	Business Continuity	(cllr Muscat)	9)	Operational Risk	Mgmt. of people/projects/events	(Pindar)	10)	Strategic Risk		(clerk + cllrs Pindar & Hackett)
6)	Operational Risk	Compliance	(cllr Symes)																		
7)	Operational Risk	Financial	(cllr Pindar)																		
8)	Operational Risk	Business Continuity	(cllr Muscat)																		
9)	Operational Risk	Mgmt. of people/projects/events	(Pindar)																		
10)	Strategic Risk		(clerk + cllrs Pindar & Hackett)																		

PLANNING APPLICATIONS

202/20	The Planning Review Group report was received. Planning Applications received and considered, as of 23rd June.
20/P/00780	Land to west of Breton House , Heathway, E Horsley. KT24 5ET Variation of condition 2 (drawing numbers) of planning application 19/P/01119 approved 30.10.2019. OBJECTION (see appendix 3)
20/P/00796	Lime Kiln Farm , High Barn Road, Ranmore Common. RH5 6SS Conversion of existing stables to farm office and tack room with a proposed entrance porch and link and alterations to the existing barn garage/store following demolition of an existing stable/outbuilding. No comment.
20/P/00855	Brookfield , Effingham Common Road, Effingham. KT24 5JG Minor rear infill extension. (phase 4 on proposed plans) Withdrawn

20/P/00901 & 00902	Ranmore Manor , Ranmore Common, Dorking. RH5 6SX Full and listed building consent for a proposed raised patio with matching steps in rear garden, swapping of double door and window openings with replacement timber double door and window and provision of a new porcelain facing tiles to existing garden patio. No comment.
20/P/00991	The Willows , Effingham Common, Effingham. KT24 5JE Installation of a freestanding aluminium greenhouse. No comment.
20/T/00146	5 The Steps , The Street, Effingham, Leatherhead. KT24 5L T1 – Ash tree, remove 4 lower limbs, T2 – Yew tree, reduce to a height of approx. 8'. T3 – Beech Tree, crown reduce by approx 20% (Effingham Conservation Area) OBJECTION (see appendix 3)
20/T/00149	8,9 and 13 The Crossroads , Effingham, Leatherhead. KT24 5PD Various tree works. (6 trees / Effingham Conservation Area) No comment.
20/T/00159	Effingham Golf Club , Guildford Road, Effingham. KT24 5PY Various tree works (19 trees / TPO's) OBJECTION (see appendix 3)
20/T/00160	Effingham Golf Club , Guildford Road, Effingham. KT24 5PY Ash x6 – fell due to Ash dieback (Effingham Conservation Area) OBJECTION (see appendix 3)
20/T/00161	Effingham Golf Club , Guildford Road, Effingham. KT24 5PY Various tree works (7 trees / Effingham Conservation Area) OBJECTION (see appendix 3)
203/20	Previous planning applications: Notification of results are set out in <u>Appendix 1</u>
204/20	Late received planning applications: It was agreed that the clerk would request an extension to comment on the below planning applications, until after July's pc meeting. Action: Clerk
20/P/01007	32 Orchard Gardens , Effingham, Leatherhead. KT24 5NR Replace an existing Leylandii hedge with a closed board fence.
20/P/01009	Windy Ridge , Effingham Common Road, Effing. KT24 5JG Proposed two storey side and rear extension and demolition of existing garage and construction of a replacement garage together with replacement windows and rendering.

205/20	Other Planning Matters: <u>For information:</u> An appeal has been lodged against the Council's refusal of the below application. Inspectorate's Ref: APP/Y3615/W/20/3249129
19/P/02169	Land north of Wayfarers, The Warren, East Horsley, Leatherhead, KT24 5RH Proposal- Erection of a detached house

GENERAL PLANNING MATTERS

206/20	Neighbourhood / Local Plans <u>GBC Local Plan:</u> It was agreed that councillors would meet as soon as practical, to discuss and agree a parish council response to the Draft Local Plan Development Management Policies consultation. (deadline 22nd July 2020)
207/20	Berkeley Homes /Howard Of Effingham There were no new updates regarding the Berkeley Homes / Howard of Effingham School developments. The sad passing of Tony Pidgley (chairman & founder of Berkeley Group Holdings) on the 26 th June 2020 was noted.

WORKING GROUPS

208/20	Communications Working Group: (CH, BR, LH, AP) (this group is currently stood down)
209/20	EVRT Trustee Appointment Working Group: (IS/PM/AP/LH/CH/BR) The parish council has received the sad news that EPC appointed Trustee Phil Blows, has resigned from the EVRT board on the 10 th of June, due to family & work commitments. Effingham parish council would like to thank him for his time spent helping the charity. An application from Robert Hope to the role of EPC appointed Trustee, of the Effingham Village Recreation Trust, was considered and approved by all councillors. He is appointed a Trustee for a period of four years from today's date, 30 th June 2020
210/20	Finance & General Purposes Working Group: (AP/KC/IS/JS)

	A proposal by Cllr Hackett that Cllr Thorne might join the Finance & General Purposes Working Group was seconded by Cllr Cornwell. All councillors voted in favour of the appointment.
211/20	Transport Group: The minutes from the Transport Group meeting of Tuesday 16 th June 2020 were received. Cllr Thorne stood down from the role of chair of the group, and Cllr Roscoe agreed to take over. It was agreed that Cllr Roscoe would ask councillors for future project suggestions, for the group to explore and action, such as cycle routes / dropped curbs etc. It was high-lighted that although the transport group had not been able to address issues such as speeding vehicles, that valuable relations had been formed with local authority & law enforcement representatives.
212/20	Parish Council Website Working Group No updates.
213/20	Climate Change Working Group (CCWG) The minutes and Consolidation of Information & Sources database were received from the working groups first meeting. (03.06.2020) Cllr Muscat (chair CCWG) confirmed that he was planning a further meeting in July, and would be seeking further members for the group, from outside the parish council.

HIGHWAYS, TRANSPORT & COUNTRYSIDE ACCESS

214/20	Highways, Transport & Countryside Access matters: No updates.
215/20	Reports & updates from SCC County Councillor Iles: Cllr Iles gave an update on the re-opening of some Surrey County Council services. She then went onto discuss the apparent increase in speeding vehicles on local roads and hoped that these incidents would reduce, as things returned to normal - post pandemic. It was also confirmed that Surrey was a pilot area for the NHS Test & Trace service.

FINANCIAL MATTERS

216/20	Invoices for payment: Invoices were received and approved for payment. Appendix 4
217/20	Bank reconciliation: The new procedure of the clerk leaving bank reconciliations for Cllr Thorne to collect from the parish room, and then check and sign off, was confirmed as working well.

218/20	<p>Other Financial matters:</p> <p><u>Effingham Village Recreation Trust (EVRT)</u></p> <p>The corrected Annual Monitoring Report for 2018-2019 was received.</p> <p>A request for a late final draw down payment for Management Support Funding (2019/20) was considered, but not agreed. (£2,769)</p> <p>Schedule 4 of the KGV Funding Agreement (26.02.2019) states: “Management Support Funding which is unspent in any year shall not be available to EVRT in future years unless specifically agreed in advance by the Council”</p> <p>Cllr’s Symes & Muscat agreed to make contact with EVRT trustees asap to give, and then explain the decision.</p>
---------------	---

COMMUNITY AND ENVIRONMENT

	<p>Community Fund: Grant requests received:</p>														
219/20	<p>A grant request from Effingham Cricket Club was considered but not approved, the grant was to help with operational costs. It was decided that a (socially distanced) face to face meeting with the Cricket Club would be the best way forward.</p> <p>Action: Clerk to send invitation to the club.</p>														
220/20	<p>A grant request from 1ST Effingham Scouts Group was received and agreed in principal, the grant was for replacement doors at their scout HQ. (£3376.33 excl vat). It was explained that the parish council would like to see 3 quotations for a project of this size, and that they looked for to receiving 2 additional quotations for comparison.</p>														
221/20	<p>A grant request from the British Red Cross was considered but not approved. It was confirmed that the Community Fund should only be used for local projects that benefited local residents.</p>														
222/20	<p>A grant request from Effingham Village Recreation Trust for service parts for an Automated External Defibrillator (AED) was considered and approved. (£833)</p>														
	<table> <thead> <tr> <th style="text-align: left;"><u>Community Fund 20/21 Financial update:</u></th> <th style="text-align: right;"><u>Balance</u></th> </tr> </thead> <tbody> <tr> <td>2020/21 Opening balance</td> <td style="text-align: right;">£20,013</td> </tr> <tr> <td>Temporary Village Store grant</td> <td style="text-align: right;">£5,000 £15,013</td> </tr> <tr> <td>Kent Surrey Sussex Air Ambulance</td> <td style="text-align: right;">£0,250 £14,763</td> </tr> <tr> <td>CFGA commitment – EVRT path</td> <td style="text-align: right;">£3,234 £11,529</td> </tr> <tr> <td>Effingham Volunteer Drivers</td> <td style="text-align: right;">£0,250 £11,279</td> </tr> <tr> <td>St.Lawrence Church Farmers Market</td> <td style="text-align: right;">£0,630 <u>£10,649</u></td> </tr> </tbody> </table>	<u>Community Fund 20/21 Financial update:</u>	<u>Balance</u>	2020/21 Opening balance	£20,013	Temporary Village Store grant	£5,000 £15,013	Kent Surrey Sussex Air Ambulance	£0,250 £14,763	CFGA commitment – EVRT path	£3,234 £11,529	Effingham Volunteer Drivers	£0,250 £11,279	St.Lawrence Church Farmers Market	£0,630 <u>£10,649</u>
<u>Community Fund 20/21 Financial update:</u>	<u>Balance</u>														
2020/21 Opening balance	£20,013														
Temporary Village Store grant	£5,000 £15,013														
Kent Surrey Sussex Air Ambulance	£0,250 £14,763														
CFGA commitment – EVRT path	£3,234 £11,529														
Effingham Volunteer Drivers	£0,250 £11,279														
St.Lawrence Church Farmers Market	£0,630 <u>£10,649</u>														

223/20	Concurrent Functions Grants Updates: It is hoped that work on the KGV Health Track CFGA Project will start soon.
224/20	Other Community Matters None.

COUNCIL ADMINISTRATIVE MATTERS

225/20	Updates: Cllr Symes reported on the sad news that due to work commitments, Cllr Mayell had resigned from her role as a parish councillor. Her work on the Effingham Conservation Area Appraisal was noted as being one of her many successes.
--------	---

REPORTS

226/20	To RECEIVE reports on: <u>Police and community issues - April 2020</u> Appendix 2 <u>Allotments</u> <u>Burial Ground</u> <u>KGV Hall and Fields</u> <u>Home Farm West - Calvert and Chester Roads</u> <u>Effingham Common</u> <u>Parish Room</u>
227/20	Other Parish Matters Updates: None.

CORRESPONDENCE

228/20	Any Other Correspondence To RECEIVE and CONSIDER any other correspondence Correspondence from a local resident had been received, regarding alleged speeding on the A246.
--------	---

NEXT AGENDA

229/20	New items of business for the Agenda of the next meeting: None.
	Next meeting – Ordinary Meeting of the Parish Council: Tuesday 28 th July 2020, 8pm
	Next Planning Review Group meeting: Tuesday 21st of July 2020. (7.30pm).

APPENDIX 1

Planning Results

203/20

- 20/P/00480** **Thornet Wood Stables**, Effingham Common Road, Effing. KT24 5JG
The installation of 1no 27.5m high Swann 30H lattice tower with 3no antennas, 2no 0.6m dis.....
REFUSED
- 20/P/00527** **Longacre**, Guildford Road, Effingham. KT24 5QF
Single storey side extension and roof extension including dormer window to front elevation and tw.....
REFUSED
- 20/P/00605** **Hillrise**, Orestan Lane, Effingham. KT24 5SN
Single storey rear extension and insertion of 2 roof lights.
REFUSED
- 20/P/00723** **Walton House**, Ranmore Common, Dorking. TH5 6SX
Erection of ground floor and first floor extensions with alterations together with a detached dou
WITHDRAWN
- 20/P/00855** **Brookfield**, Effingham Common Road, Effingham. KT24 5JG
Minor rear infill extension (phase 4 on proposed plans)
WITHDRAWN
-
-

APPENDIX 2**226/20**

Crime Figures	(x20)	April 2020
Browns Lane		Anti-social behaviour (x3)
Browns Lane		Violence and sexual offences
Champion Down		Public order (x2)
Champion Down		Anti-social behaviour
Chester Road		Anti-social behaviour (x2)
Crocknorth Road		Anti-social behaviour
Crocknorth Road		Violence and sexual offences
Effingham Common Road		Public Order
Effingham Common Road		Anti-social behaviour
Lindens Close		Anti-social behaviour (x2)
Middle Farm Place		Anti-social behaviour
Mount Pleasant		Anti-social behaviour
Orestan Lane		Anti-social behaviour (x2)
St Lawrence Church Hall		Anti-social behaviour

APPENDIX 3**Planning Applications****202/20****20/P/00780** **Land to west of Breton House, Heathway, E Horsley. KT24 5ET**

Variation of condition 2 (drawing numbers) of planning application 19/P/01119 approved 30.10.2019.

Effingham Parish Council **OBJECTS** to the planning application:

Permission was originally granted (ref. 19/P/01119) for the erection of one two-storey detached dwelling with associated parking, landscaping and amenity space. The revised application seeks a variation of condition number two, which relates to the existing site plan, the area plan, the roof plan, the ground floor and first floor plans and respective elevations.

Given the proposed changes result in a much larger property (see previously approved ground floor plan and proposed ground floor plan) we consider this to be a material amendment under the Town and Country Planning Act 1990, which requires a completely new planning application.

While there is no statutory definition of material amendments, we note that these could include but may not be limited to:

- a significant increase in size
- changes that alter the description of development
- changes to the application site area
- changes that would affect objections to the original proposal

We further note that permitted development rights do not apply to non-existent dwellings and that where a property is located in a designated area, then permitted development rights may, in any case, be restricted or removed in the interest of maintaining the character of the local area

20/T/00159 Effingham Golf Club, Guildford Road, Effingham. KT24 5PY

Various tree works (19 trees / TPO's)

Effingham Parish Council **OBJECTS** to the planning application.

The process laid down by GBC has not been followed by the applicant see Application Form Sections 7 and 10. The GBC process states that for a tree subject to a TPO and / or proposed work on trees in a conservation area the reasons for the proposed works should be supplied. No such reasons have been given so the process has not been followed.

The Application Form at Section 7 states that the applicant should propose replacement trees to replace those felled. There are no replacement trees proposed in any documentation provided by the applicant.

20/T/00160 Effingham Golf Club, Guildford Road, Effingham. KT24 5PY

Ash x6 – fell due to Ash dieback (Effingham Conservation Area)

Effingham Parish Council **OBJECTS** to the planning application.

The process laid down by GBC has not been followed by the applicant see Application Form Sections 7 and 10. The GBC process states that for a tree subject to a TPO and / or proposed work on trees in a conservation area the reasons for the proposed works should be supplied. No such reasons have been given so the process has not been followed.

The Application Form at Section 7 states that the applicant should propose replacement trees to replace those felled. There are no replacement trees proposed in any documentation provided by the applicant.

20/T/00161 Effingham Golf Club, Guildford Road, Effingham. KT24 5PY

Effingham Parish Council **OBJECTS** to the planning application.

Objection

- The process laid down by GBC has not been followed by the applicant see Application Form Sections 7 and 10. The GBC process states that for a tree subject to a TPO and / or proposed work on trees in a conservation area the reasons for the proposed works should be supplied. No such reasons have been given so the process has not been followed.
 - The Application Form at Section 7 states that the applicant should propose replacement trees to replace those felled. There are no replacement trees proposed in any documentation provided by the applicant.
-
-

20/T/00146 5 The Steps, The Street, Effingham, Leatherhead. KT24 5L
 T1 – Ash tree, remove 4 lower limbs, T2 – Yew tree, reduce to a height of approx. 8’.
 T3 – Beech Tree, crown reduce by approx. 20%
 (Effingham Conservation Area)

Effingham Parish Council **OBJECTS** to the planning application.

The work proposed, on what appear to be healthy trees, would have an adverse effect on the Effingham streetscape, within Effingham’s Conservation Area.

Appendix 4 **Payments approved:** **216/20**

	To	Description	£	Authority / Notes
25.06.2020	EPC	EPC pre-charge debit card	0178.16	
18.06.2020	Tim Hobbs	Trim allotment hedge and access road	0030.00	Small Holdings and Allotment Act 1908 ss.23, 25 and 42
01.06.2020	Beckley Garden Services	Burial Ground Maintenance May 2020	0215.00	Open Spaces Act 1906, s.9 and 10

Regular agreed payments - (standing orders)

DATE	To	Description	£	Authority
01.07.2020	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.07.2020	EVRT	Facilities funding (quarterly)	7750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
T.B.C	Dobbe Garden Services	Burial Grounds Mncc (Monthly)	0225.00	Contract is £225 per calendar month, from March to October, 2 visits per month. Open Spaces Act 1906, s.9 and 10
20.06.2020	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111 (from pre-charged debit card)
27.06.2020	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.06.2020	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.06.2020	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112

Direct Debit Payments:

	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
28.06.2020	The Phone Co-op	Parish room broadband & phone	0045.70	LGA 1972 s.111
22.06.2020	SES Business Water	PR Water - supply	0000.00	LGA 1972 s.133 <i>Payments to be taken on 22nd of the month</i>
22.06.2020	SES Business Water	Allotment Water - supply	0005.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 <i>Payments to be taken 22nd of the month</i>
07.12.2020	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
23.06.2020	Bulb	PR Electricity	0079.42	LGA 1972 s.133 <i>Payments 23rd of month</i>

Purchases using pre-charged debit-card:

<u>Date</u>	<u>To</u>	<u>Description</u>	<u>£ (vat)</u>	<u>Balance</u>	<u>Authority</u>
		Balance brought forward at 01.04.2020		0092.22	
04.06.20	Zoom	Video conferencing software	0014.39	0144.76	LGA 1972 s.111
15.06.20	Microsoft	Microsoft 365	0005.99	0092.22	LGA 1972 s.111
		Balance as of 25th June 2020		<u>0071.84</u>	