

# MINUTES OF THE ORDINARY MEETING OF

## Effingham Parish Council

Tuesday 27<sup>th</sup> October 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, Moss, Muscat, Palmer, Pindar, Roscoe, Symes (Chairman) & Thorne.

**Also in attendance:**

Parish Clerk, Surrey County Councillor Iles & 4 local government electors

### BUSINESS DONE

<b>324/20</b>	<b>Absence:</b> Apologies for absence: None
<b>325/20</b>	<b>Declarations of Interest:</b>  Cllr <b>Hogger</b> declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore doesn't comment on planning applications. Cllr <b>Hackett</b> declared an interest as a director of Roundabout Facilities CIC (RFC); publisher of the Roundabout Effingham
<b>326/20</b>	<b>Minutes:</b> After a <b>minor amendment</b> to 311/20, the minutes of the previous meeting of 29 <sup>th</sup> September 2020 were approved, and will be duly signed by the chairman.
<b>327/20</b>	<b>Matters arising from the Minutes not otherwise on the Agenda:</b> None.

<p><b>328/20</b></p>	<p><b>MATTERS raised by Effingham organisations and residents:</b></p> <p><u>Letter from EFFRA</u>  A letter received from Effingham Residents Association (EFFRA) regarding recent traveller incursions was received and debated. Cllrs were sympathetic in principal to the letter, however identified Surrey as not having any short-term transit sites as a major problem. Cllr <b>Iles</b> (SCC) suggested that although Surrey County Council had identified land as being suitable for sites within Surrey, there was strong resistance from the boroughs with that identified land. Cllr <b>Hogger</b> agreed to draft a reply to EFFRA, for councillors to consider and the clerk to send.</p> <p><u>Cllr Iles (OBE)</u>  The Surrey-based national president of the Conservative Women’s Organisation was awarded an OBE in the Queen’s birthday honours. Julie <b>Iles</b>, also a county councillor who lives in and represents the Horsleys division, was honoured for the part she has played in getting more women onto the green benches.</p> <p>The parish council congratulated Cllr <b>Iles</b> on receiving her award.</p>
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**GOVERNANCE**

<p><b>329/20</b></p>	<p><b>Items relating to governance:</b></p> <p>The Risk Assessment for physical risk, completed by the clerk was received.</p> <p>The recently updated GBC Code of Conduct for Councillors and Co-opted members was considered and agreed for adoption by the parish council. Cllr <b>Symes</b> agreed to make a small number of parish council specific amendments.</p> <p>The resignation letter from EPC appointed EVRT Managing Trustee Tim Clarke (Effingham Village Recreation Trust) was received. Tim had completed 2 years of valued service to the charity. The parish council wished to pass on all their thanks to Tim.</p>
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**PLANNING APPLICATIONS**

<p><b>330/20</b></p>	<p>The report from the Planning Review Group was received. Responses to Guildford Borough Council on new planning applications, as at Tuesday 20th October 2020 were debated and agreed:</p>
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20/T/00276	<p><b>Woodstock</b>, Orestan Lane, Effingham. KT24 5SP  T1 (Silver Birch) – Reduce crown by 5m in height &amp; by 3m radius all round. T2 .....</p> <p><b>No comment.</b></p>
331/20	<p><b>Previous planning applications:</b>  Notification of results are set out in <b><u>Appendix 1</u></b></p>
332/20	<p><b>Late received planning applications:</b></p>
20/T/00314	<p><b>37 Middle Farm Place</b>, Effingham, Surrey. KT24 5LA  T1 – Sycamore – prune by a 1/3 T2 – Copper Beech – prune by a 1/3 T3 – Cherry prune by a .....</p> <p><b>No comment.</b></p>
20/T/00282	<p><b>38 Middle Farm Place</b>, Effingham, Surrey. KT24 5LA  T1 - Acer reduce crown height by 3.6m and spread by 3m leaving anticipated dimensions of height 7m &amp; spread 5m. T2 Acer - reduce crown by 2.5m and spread by 2m, leaving anticipated dimensions of height 7m &amp; spread 3m. (Effingham Conservation Area)</p> <p><b>No comment.</b></p>
20/P/01770	<p><b>Hooke Farm</b>, Effingham Common, Effingham. KT24 5JE  Single storey rear extension and side extension to garage, alteration to front bay windows.  Cllr <b>Symes</b> to investigate and report back to council.</p>
20/P/01708	<p><b>Land at Wisley Airfield</b>, Hatch Lane, Ockham. GU23 6NU  Detailed application for engineering operations to form a new roundabout and stub road.  <b>Add to next agenda</b> (November 24<sup>th</sup> 2020)</p>
333/20	<p><b>Other Planning Matters (discussed by the planning group):</b></p> <p><b><u>Land at Church Street, Effingham (19/P/01726)</u></b></p> <p>The parish council decided against Millgate Homes speaking at October’s pc meeting, as the majority of parish council objections hadn’t been addressed by their revised application.  The parish council did however note the proposed additional provision of burial ground land, and considered this was acceptable as being a workable extension.  (subject to appropriate terms in a S106 agreement)</p> <p><b><u>Former Wisley Airfield</u></b></p> <p>The clerk has contacted Taylor Wimpey/Cratus to request that Effingham Parish Council be invited onto the Former Airfield Community Liaison Group. (CLG)</p>

	<p><b><u>Planning Enforcement:</u></b>  As of 01/10/20, there are 16 open planning enforcement cases, the oldest from Nov 2012, the latest from Sept 2020.  These cases are classified low priority (x9) &amp; medium priority (x7).</p>
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**GENERAL PLANNING MATTERS**

<b>334/20</b>	<p><b>Neighbourhood / Local Plans</b></p> <p><b><u>Effingham’s Neighbourhood Plan Review</u></b>  It was agreed to start making plans to review Effingham’s Neighbourhood Plan (NP) in 2021. Items of particular interest for review include climate change and developer’s non-compliance with housing mix.  Cllr <b>Moss</b> agreed to make a start regarding legal requirements and Terms of Reference. Cllr <b>Hogger</b> suggested Dan Knowles at GBC would be a good source of advice.</p> <p><b><u>NPPF 2018 para 33</u></b>  Policies in local plans should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary</p>
<b>335/20</b>	<p><b>Berkeley Homes /Howard Of Effingham</b>  Cllr <b>Hogger</b> confirmed there were no new updates on the development.</p>

**WORKING GROUPS**

<b>336/20</b>	<p><b>EVRT Trustee Appointment Working Group: (IS/PM/AP/LH/CH/BR)</b>  Updates from the Trustee Appointments Working Group, including any new applications.  <b>None.</b></p>
<b>337/20</b>	<p><b>Parish Councillor Appointment Working Group:</b>  The working group comprises – Cllr <b>Symes</b> (Chair), Cllr <b>Pindar</b> (Vice Chair), Cllr <b>Cornwell</b> &amp; the <b>Clerk.</b> (+ Cllr’s Hackett &amp; Moss)</p> <p>The confidential working group reports regarding the applicants were received by councillors.  Applicants Perry Stock &amp; Jeremy Palmer both spoke for 5 minutes in support of their application.  All meeting attendees (except councillors) were moved to a virtual waiting room, whilst councillors considered &amp; debated the applications.  As the vote was to be a secret ballot, councillors voted for their preferred applicant by emailing the clerk.  The clerk collated the votes, and then moved those in the waiting room back in to the meeting.</p>

	<p>The clerk announced that Jeremy <b>Palmer</b> had been duly co-opted. Cllr <b>Symes</b> thanked both applicants.</p>
<b>338/20</b>	<p><b>Finance &amp; General Purposes Working Group: (AP/KC/IS/JS/CT)</b>  The clerks first draft of the 2021/22 budget had received general support by the Finance &amp; General Purposes WG. (see 347/20)</p>
<b>339/20</b>	<p><b>Transport Group:</b></p> <p>Cllr <b>Roscoe</b> (Group Chair) confirmed the most popular projects for the Transport Group to take forward:</p> <ol style="list-style-type: none"> <li>1) A 20mph speed limit near to St. Lawrence &amp; The Howard of Effingham schools</li> <li>2) The policing of HGV movements within the parish</li> <li>3) The provision of dropped curbs throughout the village to provide access to the shop parade</li> </ol> <p>SCC Cllr <b>Iles</b> confirmed that the provision for road tables near the schools was top of the SCC running list, and should hopefully be considered for funding in the next financial year. She then went on to confirm that much work had been already been carried out by the Safer Travel Team to enable this.</p> <p>It is hoped that SCC Officers will take over responsibility from Surrey Police for nuisance HGV's in the county regards weight restrictions etc. It is planned to hold a meeting soon for members of the Working Group to meet the Traffic Engineer from Area Team 2 SW (Bahram Assadi).</p>
<b>340/20</b>	<p><b>Parish Council Website Working Group</b></p> <p>Cllr <b>Hogger</b> has started on a "to do" list for snagging items on the new website, once completed the clerk will forward to Advansys for actioning. The Climate Change Working Group has requested a presence on the new website.</p>
<b>341/20</b>	<p><b>Climate Change Working Group</b></p> <p>Cllr <b>Hogger's</b> report from the recent virtual Surrey Climate Action Day meeting was received.</p> <p>Cllr <b>Muscat</b> (W/G Chair) thanked Cllr <b>Hogger</b> for attending.</p> <p>Cllr <b>Cornwell</b> reported on bug diversity which was well received.</p> <p>Cllr <b>Muscat</b> then reported on the recent working group meeting (22.10.20) which was well attended by a mixture of councillors and local residents, and promised to distribute minutes from the meeting shortly.</p> <p>Updates were given on additional "Wet Spots", Cycle Path proposals and possible locations for electric vehicle charging points.</p>

## COUNTRYSIDE ACCESS

<b>342/20</b>	<b>Countryside Access matters:</b> Reports from Parish Councillors and any correspondence relating to Countryside matters: <b>None.</b>
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## SURREY COUNTY COUNCIL – COUNCILLOR ILES

<b>343/20</b>	<b>Reports &amp; updates from SCC County Councillor Iles</b>  SCC Cllr Iles spoke regarding tree planting and reminded the parish council to submit proposals for new tree planting projects at their easiest opportunity – various locations for planting were discussed. She then went on to discuss SCC’s The Community Projects Fund (CPF), which will provide £100m of capital funding over a 5 year period. (funding for – building works, equipment, vehicles, greenspaces etc). Cllr’s <b>Moss, Pindar &amp; Palmer</b> agreed to discuss this opportunity, and bring forward ideas at a future parish council meeting. She also reminded councillors that Surrey County Council was now receiving Members’ Community Allocation (MCA) fund applications, until the deadline of 29 <sup>th</sup> January 2021. She confirmed that SCC’s Local Resilience Team were working to provide free school meal throughout the pandemic and that SCC’s Unitary Authority plans were now on hold.
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## FINANCIAL MATTERS

<b>344/20</b>	<b>Payments:</b> Council payments for the month of October 20 were acknowledged.
<b>345/20</b>	<b>Bank reconciliations:</b> Cllr <b>Thorne</b> confirmed bank reconciliations were correct & up to date.
<b>346/20</b>	<b>Other Financial matters:</b>  An application from EVRT Trustees for the release of Management Support Funding (MSF) was received and agreed. It was further agreed to make MSF payments quarterly and in advance. (payments for quarters 1, 2 & 3 would now be released)

## EPC 2021/22 BUDGET

<b>347/20</b>	<p>The clerks 1<sup>st</sup> draft of the 2021/22 budget was considered and debated. Additional budgetary items that may need adding are:</p> <ol style="list-style-type: none"><li>1) A budget to support the 2021 Neighbourhood Plan review</li><li>2) A budget to support the proposed burial ground extension</li><li>3) A budget to support the Climate Change working group</li></ol> <p>Cllr's <b>Moss &amp; Muscat</b> agreed to contact the clerk asap with proposals.</p> <p>The clerks precept projections can be found at <b>Appendix 5</b>, for a budget of £117,268.</p>
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## COMMUNITY AND ENVIRONMENT

<b>348/20</b>	<p><b>Community Fund:</b> Grant requests: no new requests.</p>
<b>349/20</b>	<p><b>Concurrent Functions Grant Aid (CFGA)</b> Sue Morris (EVRT Trustee) announced that the new fitness circuits were now open at the KGV Playing Fields. The circuits are formed using a series of English oak marker posts that lead round a 1km or 2km loop. She then went on to report that this project had been well received by residents, and thanked Guildford Borough Council &amp; Effingham Parish Council for the grants that enabled this new facility.</p>
<b>350/20</b>	<p><b>Other Community Matters</b> Reports from Parish Councillors and any correspondence relating to other community or environmental matters: None.</p>

## COUNCIL ADMINISTRATIVE MATTERS

<b>351/20</b>	<p><b>Updates:</b> None.</p>
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## REPORTS

<b>352/20</b>	<p>To <b>RECEIVE</b> reports on:</p> <p><b><u>Police and community issues</u></b> - August 2020                      <b>Appendix 2</b></p> <p><b><u>Allotments</u></b> The purchase of a wildlife camera was considered and approved. (£86)</p> <p><b><u>Burial Ground</u></b></p>
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	<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></p>
<b>353/20</b>	<p><b>Other Parish Matters:</b> Reports from Parish Councillors and any correspondence relating to other parish matters. <b>None.</b></p>

**CORRESPONDENCE**

<b>354/20</b>	<p><b>Any Other Correspondence:</b> None.</p>
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**NEXT AGENDA**

<b>355/20</b>	<p><b>New items of business for the Agenda of the next meeting:</b> None.</p>
	<p><b>Next meeting – Ordinary Meeting of the Parish Council:</b> Tuesday 24<sup>th</sup> November 2020, (8.00pm)</p>
	<p><b>Next Planning Review Group meeting:</b> Tuesday 17<sup>th</sup> of November 2020. (7.30pm).</p>

**APPENDIX 1      Planning Results      331/20**

- 20/P/01207**      **5 The Laurels**, The Street, Effingham. KT24 5LH  
Single storey side extension and the rebuilding of back of house facilities following fire.  
**APPROVED**
- 20/P/01255**      **East Court**, Beech Avenue, Effingham. KT24 5PN  
Construction of a new detached two-storey dwelling and outbuildings following demolition of existing dwelling and outbuildings, creation of new pond .....
- 20/P/01421**      **Percival Cottage**, The Street, Effingham. KT24 5LQ  
Single storey rear extension following demolition of existing conservatory.  
**APPROVED**



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**APPENDIX 2****352/20****Crime Figures****(x18)****August 2020**

Barnes Wallis Close	Anti-social behaviour
Browns Lane	Anti-social behaviour (x2)
	Public order
Chapel Hill	Anti-social behaviour
Chester Road	Possession of weapons
Crocknorth Road	Violence and sexual offences
Crossways	Anti-social behaviour
	Other theft
Dirtham Lane	Bicycle theft
Heathway	Anti-social behaviour
KGV Playing Fields	Anti-social behaviour
Lower Farm Road	Theft from the person
Mount Pleasant	Violence and sexual offences
Orchard Close	Anti-social behaviour
Strathcona Avenue	Anti-social behaviour
The Crossroads	Anti-social behaviour
Yew Tree Walk	Theft from the person

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**APPENDIX 3****Planning Applications****330/20**

None.

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**APPENDIX 4****Payments approved:****344/20****Standing Orders & Direct Debits Currently In Force**  
**(approved May 2020 161/20)**

<b><u>DATE</u></b>	<b><u>To</u></b>	<b><u>Description</u></b>	<b><u>£</u></b>	<b><u>Authority</u></b>
		<b>STANDING ORDERS</b>		
01.10.2020	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.10.2020	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 Mnce (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

20.10.2020	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111
27.12.2020	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.10.2020	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.10.2020	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
		<b>DIRECT DEBITS</b>		
28.10.2020	The Phone Co-op	Parish room broadband & phone	0045.70	LGA 1972 s.111
22.10.2020	SES Business Water	PR Water - supply	0000.00	LGA 1972 s.133 <i>Payments to be taken on 22<sup>nd</sup> of the month</i>
22.10.2020	SES Business Water	Allotment Water - supply	0005.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 <i>Payments to be taken 22<sup>nd</sup> 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>
23.10.2020	Bulb	PR Electricity	0010.00	LGA 1972 s.133 <i>Payments 23<sup>rd</sup> of month</i>

**Previously agreed payments:**

	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Authority / Notes</b>
30.09.20	Surrey Community Action	Payroll / Admin Fees	0024.00	LGA 1972 s.112
30.09.20	Beckley Garden Services (Dobbe)	Burial Ground Maintenance	0215.00	Contract is £225 per calendar month, from March to October, 2 visits per month. Open Spaces Act 1906, s.9 and 10

**Purchases using pre-charged debit-card:**

<u>Date</u>	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Balance</u>	<u>Authority</u>
		Balance brought forward at 24 <sup>th</sup> September 2020		<b>£0051.06</b>	
31.09.20	Zoom	Video conferencing software	0014.39	0036.67	LGA 1972 s.111
01.10.20	Unity Trust	Credit transfer (198.94)		0235.61	
02.10.20	Apple	Replacement key-board	0129.00	0106.61	LGA 1972 s.111
07.10.20	Royal British Legion	Poppy wreath	0021.98	0084.63	Charities Act 2011 s.297 LGA 1972 s.139(1)(b)
15.10.20	Microsoft	Microsoft 365	0005.99	0078.64	LGA 1972 s.111
22.10.20	Amazon	Envelopes	0006.95	0071.69	LGA 1972 s.111
		Balance as of 26/10/ 20		<b>£0071.69</b>	

**Monies received:**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
06.10.20	Guildford Borough Council	Precept 2 <sup>nd</sup> / final payment	60,885.00	
06.10.20	Guildford Borough Council	Council Tax Support Grant	00,780.50	
			<b>61,665.50</b>	

**APPENDIX 5      2021/22 Budget - projected precepts      347/20**

<b>Band</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
	(£115698/1391.81)	(£121770/1409.54)	(£117268)
A (67%)	055.70	057.88	056.45
B (78%)	064.84	067.38	065.72
C (89%)	073.99	076.88	074.99
<b>D (100%)</b>	<b>083.13</b>	<b>086.39</b>	<b>084.26</b>
E (122%)	101.41	105.39	102.79
F (144%)	117.70	124.40	121.33
G (166%)	137.99	143.40	139.87
H (200%)	166.26	172.78	168.52