

MINUTES OF THE ORDINARY MEETING OF

Effingham Parish Council

Tuesday 26th January 2021, 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. Recordings will be deleted in accordance with Effingham Parish Council's Standing Orders.

Present:

Councillors Hackett, Hogger, Moss, Muscat, Palmer,
Pindar (Vice Chairman), Roscoe, Symes (Chairman) & Thorne.

Also in attendance:

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

BUSINESS DONE

001/21	Absence: Apologies for absence: Cllr Cornwell .
002/21	Declarations of Interest: 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.
003/21	Minutes: After a small correction at 404/20 the minutes of the previous meeting of 5 th January 2021 were approved, and will be duly signed by the Chairman.
004/21	Matters arising from the Minutes not otherwise on the Agenda: None.
005/21	MATTERS raised by Effingham organisations and residents None

GOVERNANCE

006/21	Items relating to governance: None.
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PLANNING APPLICATIONS

007/21	<p>The report from the Planning Review Group was received. Responses to Guildford Borough Council on new planning applications, as at Tuesday 19th January 2020 were debated and agreed:</p> <p><u>Results of planning applications considered:</u></p> <p>21/P/00025 Fairview, Mount Pleasant, Effingham, Leatherhead. KT24 5NS Proposed infill side extension with a flat roof. New Gambrel style roof for a loft extension with Dormer cheeks and rooflights following demolition of small side addition. Internal modifications and front garden is re-arranged to provide a drive and parking area. No comment.</p> <p>20/P/02226 La Finca, Heathway, East Horsley, Guildford. KT24 5ET Proposed two storey extension to front, single storey and first floor extensions to the rear, new first floor dormers to rear and side and conversion of loft space above garage with new dormers; changes to fenestration. No comment.</p>
008/21	Previous planning applications: Notification of results are set out in <u>Appendix 1</u>
009/21	Late received planning applications: None.
010/21	<p>Other Planning Matters:</p> <p><u>For information:</u></p> <p><u>Wisley</u></p> <p>It was noted that the Secretary of State for Transport has delayed the decision over the proposed improvements to Junction 10 of the M25 by 4 months.</p> <p>It was agreed that a request from Ripley Parish Council regarding support for adding south facing slip roads to the Highways England proposed improvements to M25 J10 / A3 Wisley Interchange, would be considered at the next EPC Planning Review Meeting, and a decision made at February's parish council meeting. (23.02.21)</p>

	<p><u>GBC Enforcement</u> The clerk was instructed to submit an update request to the GBC Planning Enforcement Team, regarding a case that goes back to 2012.</p> <p><u>Conservation Area Appraisal</u> Cllr Hogger updated the parish council on the Conservation Area Appraisal. She explained that it wasn't possible for Guildford Borough Council (GBC) to give this project priority for adoption at the moment, due to workload on their Local Plan & and problems relating from the Covid pandemic. She did reassure councillors that an emerging draft Conservation Area Appraisal does carry weight when planning applications are considered.</p>
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GENERAL PLANNING MATTERS

011/21	<p>Neighbourhood / Local Plans Reports & updates on the Neighbourhood & Local Plans: None.</p>
012/21	<p>Berkeley Homes /Howard Of Effingham</p> <p>Cllr Symes proposed a motion which was seconded by Cllr Pindar:</p> <p><u>Motion:</u></p> <p>The Parish Council was made aware in early January that Berkeley Homes may be intending to submit a further planning application, seeking permission for additional homes at Effingham Lodge Farm as enabling development to fund the construction of the new Howard of Effingham School. Berkeley Homes has indicated that they aim to consult local stakeholders and residents towards the end of January.</p> <p>At an informal meeting held on 12 January, parish councillors agreed to make the following recommendations for consideration and decision at this meeting of the Council:</p> <ol style="list-style-type: none"> 1. That the Council should engage legal and/or planning advisors to advise the Council on its response to any new planning proposals for this site. 2. That the Chairman and Vice-Chairman are authorised to instruct such advisors, after email discussion with parish councillors, committing to an initial fee of no more than £3,000. 3. That parish councillors should form a working group to consider aspects of any new proposal, with members Cllrs Moss, Roscoe, Palmer and Pindar, and invite participation from Effingham Residents Association.

	<p>4. The working group should report back to the Parish Council at each monthly meeting.</p> <p>All councillors voted in favour of the motion.</p> <p><u>To note:</u></p> <p>EMR 335 Legal/Planning Contingency has £4k in reserves.</p> <p style="text-align: center;">=====</p> <p>20/D/00155 Effingham Lodge Farm, Lower Road. KT24 5JP Discharge of conditions 2 (materials), 18 (sensitive lighting management scheme), 20 (FTTP) and 21 (accessible and adaptable dwellings) of planning permission 19/P/01760, approved on 18/02/2020.</p>
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WORKING GROUPS

013/21	<p>EVRT Trustee Appointment Working Group: (IS/PM/AP/LH/CH/BR) Although no formal process has been started, the parish council were pleased there were ongoing conversations with 2 local residents regarding trustee vacancies.</p>
014/21	<p>Finance & General Purposes Working Group: (AP/KC/IS/JS/CT) The clerk recommended that the F&GP working group should meet soon to consider the following:</p> <ul style="list-style-type: none"> 1) The parish council insurance renewal documents & 2) How strategic risk should be considered and reported <p>Clerk to organise a meeting.</p>
015/21	<p>Transport Group: Reports and recommendations from the Transport & Highways Working Group. None.</p>
016/21	<p>Parish Council Website Working Group Cllr Hogger confirmed that a couple of issues had been corrected by the website provider, and that she had now received the requested higher level login.</p>
017/21	<p>Climate Change Working Group</p> <p>Updates:</p>

	<p>Cllr Muscat spoke regarding the high levels of attendance at the last working group meeting (21.01.21). During this meeting there were 2 guest speakers, Clare Courtier from Surrey Wildlife Trust and Jon Budd from Effingham Golf Club (EGC). EGC have won many award recently for their bio-diversity work. There has been a great start to the year with many projects underway including Cycle Paths, Recycling, Biodiversity and Tree Planting. The working group are looking at ways to involve children in local projects & competitions. Cllr Hogger was thanked for adding a Climate Change page to the Parish Council website. https://www.effinghamparishcouncil.gov.uk/climate-change/ It is hoped the working group will continue to work with other local parish councils, to achieve larger goals such as linking cycle path routes between parishes.</p>
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COUNTRYSIDE ACCESS

<p>018/21</p>	<p>Countryside Access matters: Reports from Parish Councillors and any correspondence relating to Countryside matters: Cllr Hackett reported that an increase of traffic continues on local paths. Cllr Symes confirmed GBC are still progressing the Local Nature Reserve application for Effingham Common, although this has been delayed due to the Covid pandemic.</p>
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SURREY COUNTY COUNCIL – COUNCILLOR ILES

<p>019/21</p>	<p>Reports & updates from SCC County Councillor Iles: Cllr Iles gave her monthly update on Covid cases along with the Covid vaccine programme. She was pleased to see that infection cases were reducing, and that approximately 100k local residents had already received their first jab. Cllr Moss was concerned that other areas of the country were having greater success in rolling out the vaccine program and that there was a lack of local vaccine centres to support the older population or those with transport issues. It was agreed that Cllr Moss would draft a letter to send to Cllr Iles to highlight her concerns. Cllr Iles confirmed some SCC officers had been re-deployed to support other departments, and that some non-critical services might be affected (i.e. library services). She then went on to suggest 3 of the proposed tree planting projects should be fully fundable by SCC. She then confirmed her continued efforts regarding the construction route for the proposed Berkeley Homes / Howard of Effingham School project, and the prevention of inappropriate HGV movements within the parish. It was also confirmed that the St. Lawrence Primary School road table project would be taken forward in the next financial year.</p>
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FINANCIAL MATTERS

020/21	Payments: Council payments for the month of January 2020 were acknowledged. Appendix 4
021/21	Bank reconciliations: Cllr Thorne confirmed reconciliations were up to date.
022/21	Other Financial matters: Effingham Parish Council has been awarded a Members Allocation grant from Surrey County Council, that will contribute towards the overall cost of the Car Park Security Works at the KGV Playing Fields. (£750) The parish council thanks Cllr Iles for her assistance with applying for the grant and then supporting the bid to a successful conclusion.

COMMUNITY AND ENVIRONMENT

023/21	Community Fund: The clerk confirmed that Effingham Cricket Club were preparing to make a grant application.
024/21	Concurrent Functions Grant Aid (CFGa) Updates: The clerk confirmed that the CFGa grant payment from GBC had now been received for the 2020/21 KGV Playing Fields Health Track Project.
025/21	Other Community Matters None.

COUNCIL ADMINISTRATIVE MATTERS

026/21	Updates: None.
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REPORTS

027/21	Reports received: <u>Police and community issues</u> Appendix 2 <u>Allotments</u> <u>Burial Ground</u> <u>KGV Hall and Fields</u>
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	<p><u>Home Farm West - Calvert and Chester Roads</u></p> <p><u>Effingham Common</u></p> <p><u>Parish Room</u></p>
028/21	<p>Other Parish Matters: None.</p>

CORRESPONDENCE

029/21	<p>Any Other Correspondence Correspondence has been received from a local resident regarding Church Street, and anticipated construction traffic issues resulting from the BH / HofE project.</p>
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NEXT AGENDA

030/21	<p>New items of business for the Agenda of the next meeting: None.</p>
	<p>Next meeting – Ordinary Meeting of the Parish Council: Tuesday 23rd February 2021 (8.00pm)</p>
	<p>Next Planning Review Group meeting: Tuesday 16th February 2021 (7.30pm).</p>

APPENDIX 1 **Planning Results** **008/21**

- 20/P/01893** **Grand View**, Salmons Road, Effingham, Leatherhead. KT24 5QH
Single storey rear extension.
Refused
- 20/T/00346** **The Old Vicarage**, Church Street, Effingham, L/head. KT24 5LX
T1 (Mature oak tree) - Crown lift to leave a 5.3m clearance over adjacent road & 2.5m clearance
- No objection**
- 20/T/00351** **Browns**, Browns Lane, Effingham, Effingham. KT24 5NL
Remove any dead wood from 5 large lime trees, dismantle & remove large Leylandii tree
- No objection**

APPENDIX 2**027/21****Crime Figures****(x9)****November 2020**

Beech Avenue	Anti-social behaviour
Calvert Road	Other crime
Chester Road	Criminal damage and arson
Church Street	Violence & sexual offences
Critten Lane	Anti-social behaviour
Lutchens Close	Anti-social behaviour
Middle Farm Place	Anti-social behaviour
Norwood Close	Anti-social behaviour
Strathcona Avenue	Other theft

APPENDIX 3**Planning****007/21****None.****APPENDIX 4****Payments****020/21**

Standing Orders & Direct Debits Currently In Force
(approved May 2020 161/20)

<u>DATE</u>	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
		STANDING ORDERS		
01.01.2021	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.01.2021	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
20.01.2021	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111
27.03.2021	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112

20.01.2021	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.01.2021	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
		DIRECT DEBITS		
28.01.2021	The Phone Co-op	Parish room broadband & phone	0046.14	LGA 1972 s.111
	SES Business Water	PR Water - supply	0000.00	LGA 1972 s.133 <i>Payments to be taken on 22nd of the month</i>
23.01.2021	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>
07.12.2021	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
23.01.2021	Bulb	PR Electricity	0010.00	LGA 1972 s.133 <i>Payments 23rd of month</i>

Previously agreed payments:

	To	Description	£	Authority / Notes
04.01/2021	RBS Software	Software support and maintenance licence	0148.80	LGA 1972 s.111
04.01.2021	EVRT	Management Support funding	5500.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
06.01.2021	Surrey Litho	A5 Community Business	0118.00	LGA 1972 s.111
06.01.2021	Fire Protection Services	Annual service charge	0049.18	LGA 1972 s.133
06.01.2021	Surrey Community Action	Payroll fees	0018.00	LGA 1972 s.112
07.01.2021	BTS	Parish Room copier	0046.73	LGA 1972 s.111
11.01.2021	Ocee Design	Office chair	0166.80	LGA 1972 s.133
11.01.2021	Secure-a-Field	C/F Grant – EVRT	3600.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
13.01.2021	Jon Short	Clerk reimbursements (Title deeds)	0021.00	LGA 1972 s.111
25.01.2021	Anthony Norris	Anti-dog fence allotments	0190.00	Small Holding & Allotment Act 1908
25.01.2021	Surrey Hills Society	Membership 21/22	0025.00	Charities Act 2011 s.297 & LGA 1972 s139(1)(b)

25.01.2021	Surrey Playing Fields	Membership 21/22	0010.00	Charities Act 2011 s.297 & LGA 1972 s139(1)(b)
25.01.2021	No.5 Chambers	Planning legal support – L.Buckley-Thomson	0600.00	LGA 1972 s.111 & s.222
25.01.2021	No.5 Chambers	Planning legal support – Scott Stemp	0960.00	LGA 1972 s.111 & s.222
25.01.2021	Tim Hobbs	Hedge cutting allotments (October 2020)	0288.00	Small Holding & Allotment Act 1908

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 as at 31st December 2020		£0143.86	
06.01.21	Amazon	Envelopes	0008.40	0135.46	LGA 1972 s.111
13.01.21	H.M Land Registry	Title plan	0003.00	132.46	LGA 1972 s.111
15.01.21	Microsoft	Office 365	005.99	0126.47	LGA 1972 s.111
19.01.21	H.M Land Registry	Title plans	0006.00	0120.47	LGA 1972 s.111
				0120.47	

Monies received:

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
19.01.21	GBC	CFGA Grant (KGV Playing Fields)	3,234.00	