

# MINUTES OF THE ORDINARY MEETING OF

## Effingham Parish Council

Tuesday 31st August 2021, 8pm, The Barnes Wallis Hall.

**Present:**

Councillors: Cornwell, Hogger, Muscat, Palmer & Pindar (Vice Chairman).

**Also in attendance:**

Cllr Colin Cross and 2no EVRT Managing Trustees / local government electors

### BUSINESS DONE

171/21	<b>Apologies For Absence:</b> Apologies were received from Cllrs Hackett, Moss, Roscoe, Symes (Chair) & Thorne.
172/21	<b>REVIEW of The Register Of Interests &amp; Other Interests Affecting this Agenda:</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.
173/21	<b>Minutes:</b> The minutes of the previous meeting of the 27 <sup>th</sup> of July were considered, approved & then signed by Cllr <b>Pindar</b> . (Vice Chair)
174/21	<b>Matters Arising:</b> Cllr <b>Hogger</b> gave her apologies for not providing a draft revised Standing Orders document in time for this meeting.

### GOVERNANCE

175/21	<b>Items relating to governance:</b> Cllr <b>Pindar</b> was given delegated authority to draft a reply to The Cabinet Office's consultation into a National Resilience Strategy. A copy of the draft will be distributed to councillors before submission.  The External Audit Report and Certificate for 2020/21 from PKF Littlejohn LLP was received and approved.
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## MATTERS RAISED

176/21	<b>MATTERS raised by Effingham organisations and residents</b> None.
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## PLANNING APPLICATIONS

177/21	<p><b>The reports from the Planning Review Group &amp; BH Planning Research Group were received:</b> <u>The following application responses were agreed:</u></p> <p><b>21/P/01561</b> <b>The Croft</b>, Heathway, East Horsley. KT24 5ET Garden Home Office, situated in rear garden. (retrospective) <b>No comment.</b></p> <p><b>21/P/01589</b> <b>9 Beech Close</b>, Effingham, Surrey. KT24 5PQ Part two storey, part single store rear extension with internal alterations to existing house, this includes conversion of existing garage into a utility and office .....</p> <p><b>No comment.</b></p> <p><b>21/P/01621</b> <b>Thistledown</b>, Orestan Lane, Effingham. KT24 5SN Replacement three bedroom dwelling. <b>No comment.</b></p> <p><b>21/P/01668</b> <b>Ranmore</b>, Beech Avenue, Effingham. KT24 5PJ Erection of detached open-sided garage. <b>No comment.</b></p> <p><b>21/T/00226</b> <b>39 Middle Farm Place</b>, Effingham. KT24 5LA Tree 1: Norway Maple, prune to previous reduction points .....</p> <p><b>No comment.</b></p>
178/21	<p><b>Previous planning applications:</b> Notification of results are set out in <b><u>Appendix 1</u></b></p>
179/21	<p><b>Responses to Guildford Borough Council on any late received planning applications:</b></p> <p><b>21/P/01632</b> <b>Meadview</b>, Mount Pleasant, Effingham, Leatherhead. KT24 5NS Proposal for two storey side extensions to both sides of an existing single storey detached dwelling, partially raising the roof and including the demolition of an existing double garage and workshop. <b>Request time extension to comment.</b></p>

21/P/01665	<p><b>Tap Farm</b>, Orestan Lane, Effingham. KT24 5SJ  Certificate of Lawfulness for existing use to establish whether the use of the stable as a single dwelling house began more than four years before the date of this application since July 2015.  <b>Cllr Palmer delegated to draft a response.</b></p>
21/P/01677	<p><b>Lower Widgery</b>, Heath View, East Horsley. KT24 5EA  Single and double storey side/rear extensions, and conversion of existing garage and loft space to habitable accommodation, including one front and three roof lights, and a side dormer.  <b>Request time extension to comment.</b></p>
21/P/01706	<p><b>Greenfields Farm</b>, Orestan Lane, Effingham. KT24 5SJ  Proposed front porch, two front bay windows, conversion of garage to habitable accommodation, single and two storey rear extension including two Juliet balconies with additional balcony and changes to fenestration following removal of chimney stack.  <b>Request time extension to comment.</b></p> <p><u>Mole Valley Planning Application:</u></p>
MO/2021/1472	<p><b>Land to the South of Lower Road and West of Manorhouse Lane, Great Bookham.</b></p> <p>Berkeley Homes Change of Use Mole Valley Planning Application for H. of E. Playing field MO/2021/1472</p> <p>It was agreed that the Berkeley Home research group would be best Positioned well to draft a response to this application.</p>
180/21	<p><b>Other Planning Matters:</b></p> <p><u>For information:</u></p> <p><b><u>Planning Appeals:</u></b>  Appeals have been lodged against GBC’s refusal of the below planning applications:</p> <p><u>Inspector’s reference - APP/Y3615/Y/2/3268679</u></p> <p>20/P/01576 &amp; 01577 <b>Vine Cottage</b>, The Street, Effingham. KT24 5LQ  Replacement of existing unlisted garage in the grounds of a listed building with a usable sized garage and home office.</p> <p><u>Inspector’s reference - APP/Y3615/W/21/3270545</u></p> <p>20/W/00143 <b>Thornet Wood Stables</b>, Effingham Common Road. KT24 5JG  Installation of 1no 24m high FLI Cypress Tree mast with .....</p>

21/P/00120	<p><b><u>Additional Documents</u></b></p> <p><b>The Barn</b>, The Street, Effingham. KT24 5LP An additional document has recently been added to planning portal, relating to “Access improvement works”.</p> <p>It was agreed that Surrey County Council’s Highways Department should be contacted in an attempt to understand the decision making process for planning applications, where access to new housing development would appear to be unsafe or inappropriate. (Examples of applications that are of concern – The Barn, Berkeley Homes additional 110 dwellings &amp; Longacre)</p> <p><b><u>Enforcement cases</u></b></p> <p>There are currently 14 open enforcement cases, the oldest from November 2012 &amp; the most recent from July 2021. Of the 14 cases, 7 are considered low priority &amp; 7 medium priority. There have been no enforcement case closures in the last reporting period. (July 2021)</p>
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## GENERAL PLANNING MATTERS

181/21	<p><b>Neighbourhood / Local Plans</b> Reports on the Neighbourhood &amp; Local Plans: <b>No updates.</b></p>
182/21	<p><b>Berkeley Homes /Howard Of Effingham</b> Updates on the development:</p> <p>Cllr <b>Hogger</b> reaffirmed that the Berkeley Homes Viability Report had been sent to Guildford Borough Council’s consultants for analysis.</p>

## WORKING GROUPS

183/21	<p><b>Matters relating to Effingham Village Recreation Trust (EVRT)</b> Trustee Appointments, Conversion to CIO &amp; other Updates.</p> <p><u>Conversion to Charitable Incorporated Organisation (CIO).</u> Cllr <b>Hogger</b> confirmed that there was a meeting planned with EVRT Managing Trustees on Wednesday the 2<sup>nd</sup> of September, to discuss the details of the conversion of the charity to a CIO. Cllrs <b>Hogger, Roscoe &amp; Pindar</b> are due to represent the parish council and Cllr <b>Hogger</b> will report on the meeting at the earliest opportunity.</p>
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<b>184/21</b>	<b>Finance &amp; General Purposes Working Group: (AP/KC/IS/JS/CT)</b> No updates.
<b>185/21</b>	<b>Parish Council Website Working Group</b> No updates.
<b>186/21</b>	<b>Climate Change Working Group</b> No updates. Next meeting Thursday 2 <sup>nd</sup> September 2021.
<b>187/21</b>	<b>Transparency Working Group:</b> No updates.

### **TRANSPORT GROUP**

<b>188/21</b>	<b>Transport Group:</b> No updates. The clerk was instructed to request a parish councillor volunteer to complete a parish council response to the SCC Surrey Transport Plan 2022-2032 Consultation. (deadline 24.10.2021)
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### **COUNTRYSIDE ACCESS**

<b>189/21</b>	<b>Countryside Access matters:</b> No updates.
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### **SURREY COUNTY COUNCIL – COUNCILLOR CROSS**

<b>190/21</b>	<b>Reports &amp; updates from SCC County Councillor Cross:</b> SCC Cllr <b>Cross</b> spoke regarding a recent speech from the Prime Minister about Unitary authorities. It is understood Surrey County Council are still wishing for this to proceed in Surrey. Also discussed was Guildford and Waverley borough councils' partnership, where there are plans to combine services and administration functions. He also spoke about getting his wish to be involved with local road safety concerns when appropriate.
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### **FINANCIAL MATTERS**

<b>191/21</b>	<b>Council payments:</b> Payments for the month of August 2021 were acknowledged.  <b>(appendix 3)</b>
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192/21	<p><b>Bank reconciliations:</b> It was confirmed that the latest bank reconciliations (July 2021) had been checked and signed by Cllr <b>Thorne</b>.</p>
193/21	<p><b>Other Financial matters:</b></p> <p><b><u>Tree removal</u></b> The removal of a Lawson Cypress tree at the Shop Parade was discussed and approved. (subject to planning approval – ECA)</p> <p><b><u>Shop Parade Planters</u></b> The regular professional maintenance of the parish council’s shop parade planters was discussed (refreshing of plants etc). It was agreed that all of the parish council’s planters should be covered by this maintenance programme, to provide a co-ordinated appearance. <b>Clerk</b> to contact Bevans who have kindly maintained the planter outside their shop.</p> <p><b><u>Notice-board project</u></b> The Notice Board quotation from Fitzpatrick Woolmer for the supply of 2no notice boards and 1no Info / Lectern board was approved. Three alternative providers were approached to quote on the 11<sup>th</sup> of August, none of which have replied.</p>

## COMMUNITY AND ENVIRONMENT

194/21	<p><b>Community Fund:</b></p> <p><u>Grant requests received:</u></p> <p>A grant request from EFFRA in support of this year’s Heritage Day was considered and approved. (£20)</p> <p>A grant request from Guildford Young Carers to help fund their 2021 Funday was considered and approved. (£58)</p>
195/21	<p><b>Concurrent Functions Grant Aid (CFGGA)</b></p> <p>The following projects were approved to go forward to GBC for consideration:</p> <p><b>Project 1</b> <u>Local roads project</u> Project to source 2no Vehicle Activated Signs (VAS’s), to assist in the reduction of road safety issues on local roads. (£6676.00)</p> <p><b>Project 2</b> <u>KGV Playing Fields project</u> Project to source replacement litter bins (4x Jubilee 110 Dual Bins - £1888 + fitting) &amp; basket swing (£2850 + TigerMulch surfacing)</p>

<b>Other projects</b>	<p>It was agreed that EVRT &amp; EPC representatives should meet up to discuss outdoor play equipment plans for the charity. Cllrs <b>Hogger &amp; Muscat</b> volunteered to represent EPC.</p> <p>Two further projects were proposed by the clerk, which would be considered under different funding schemes.</p> <ol style="list-style-type: none"> <li>1) Tree Christmas Light project</li> <li>2) Bus shelter, wooden seating &amp; notice board refurbishment projects</li> </ol>
<b>196/21</b>	<p><b>Other Community Matters</b> Reports from Parish Councillors and any correspondence relating to other community or environmental matters: <b>None.</b></p>

### COUNCIL ADMINISTRATIVE MATTERS

<b>197/21</b>	<p><b>Updates:</b> None.</p>
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### REPORTS

<b>198/21</b>	<p><b>Reports received:</b></p> <p><b><u>Police and community issues</u> - Appendix 2 June 2021</b></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></p> <p><b><u>Shop Parade</u></b></p>
<b>199/21</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>200/21</b>	<b>Any Other Correspondence:</b> None.
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## NEXT AGENDA

<b>201/21</b>	New items of business for the Agenda of the next meeting: <b>None.</b>
	<b>Next meetings:</b> Ordinary Meeting - Tuesday 28th September 2021 (8.00pm) Venue – KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham. KT24 5ND.
	Next Planning Review Group meeting: Tuesday 21st of September 2021. (7.30pm).

## APPENDIX 1

## Planning Results

## 178/21

- 20/P/02022    **The Royal British Legion**, Lower Road, Effingham. KT24 5JP  
Part change of use of a Royal British Legion Hall .....  
**Approved**
- 20/P/02226    **La Finca**, Heathway, East Horsley, Guildford. KT24 5ET  
Proposed two storey extension to front, single storey and first .....  
**Approved**
- 21/P/00297    **Oakwood Cottage**, Effingham Common Road, Effingham. KT24 5JH  
Two storey side extension, single storey rear extension and .....  
**Refused**
- 21/P/00809    **7 Orchard Gardens**, Effingham. KT24 5NR  
Single storey rear infill extension following demolition of existing ...  
**Approved**
- 21/P/01025    **Thistledown**, Orestan Lane, Effingham. KT24 5SN  
Proposed replacement three bedroom detached dwelling.  
**Withdrawn**
- 21/P/01194    **13 Leewood Way**, Effingham, Surrey. KT24 5JN  
Demolition of existing conservatory and erection of a replacement ....  
**Approved**
- 21/W/00297    **Hooke Farm**, Effingham Common, Effingham. KT24 5JE  
Prior notification – change of use from agricultural to C3 residential....  
**Refused**



**APPENDIX 2****June 2021****Crime Figures****(x11)****198/21**

Barnes Wallis Close	Violence and sexual offences
Browns Lane	Violence and sexual offences
Hogden Lane	Anti-social behaviour
Leewood Way	Anti-social behaviour
Lindens Close	Criminal damage and arson
Links Way	Anti-social behaviour
Lower Farm Road	Violence and sexual offences (x2)
Near to Lower Road	Violence and sexual offences
Norwood Road	Violence and sexual offences
The Crossroads	Theft from the person

**APPENDIX 3****Council payments****191/21**

<b>DATE</b>	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Authority</b>
		<b>STANDING ORDERS</b>		
01.10.2021	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.10.2021	EVRT	Facilities funding (quarterly)	7750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.10.2021	EVRT	Management Support Funding	5500.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) Expires 01.07.2023
25.08.2021	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111
29.09.2021	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.08.2021	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.08.2021	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
		<b>DIRECT DEBITS</b>		
28.08.2021	The Phone Co-op	Parish room broadband & phone	00xx.xx	LGA 1972 s.111
23.08.2021	SES Business Water	PR Water - supply	0001.00	LGA 1972 s.133 <i>Payments to be taken on 22<sup>nd</sup> of the month</i>

23.08.2021	SES Business Water	Allotment Water - supply	0002.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 <i>Payments to be taken 22<sup>nd</sup> of the month</i>
07.12.2021	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
23.08.2021	Bulb	PR Electricity	0025.00	LGA 1972 s.133 Payments 23 <sup>rd</sup> of month

### **Previously agreed payments:**

	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Authority / Notes</b>
13.08.2021	Dobbe	Parish Council Burial Ground maintenance	£0,215.00	Open Spaces Act 1906, ss.9 and 10
18.08.2021	PFK Littlejohn LLP	External Audit	£0,480.00	LGA 1972 s.111

### **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 21st July 2021		<b>0183.34</b>	
30.07.2021	Zoom	Video conferencing	0014.39	0168.95	LGA 1972 s.111
15.08.2021	Microsoft	Office 365	0005.99	0162.96	LGA 1972 s.111
		<b>Balance at</b>			

### **Monies received:**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
10.08.21	L.Hawkins & Sons	Burial Fees	1050.00	