

MINUTES OF THE ORDINARY MEETING OF

Effingham Parish Council

Tuesday 30th November 2021, 8pm, The Barnes Wallis Hall.

Statement by Cllr Symes (Chair):

*“Those attending will be encouraged to use hand sanitiser and wear a face covering, both of which are available at the meeting room door.
Please respect other attendees’ personal space by socially distancing.”*

Present:

Councillors: **Cornwell, Hogger, Muscat, Palmer, Roscoe, Symes (Chairman), Thorne.**

Also in attendance:

Parish Clerk &
3 local residents

BUSINESS DONE

266/21	Apologies For Absence: Apologies were received from Cllrs Hackett, Moss, Pindar & SCC Cllr Cross.
267/21	REVIEW of The Register Of Interests & Other Interests Affecting this Agenda: Cllr Hogger declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore doesn't comment on planning applications. Cllr Thorne declared an interest as a parish council-nominated trustee on Effingham Village Recreation Trust, which provides a village hall and public recreation facilities for the residents of Effingham. Since the matters under discussion in items 271/21, 279/21 & 290/21 on the agenda is aligned with the powers and duties of this parish council as set out in legislation, I consider that my role as trustee will not affect my objectivity in relation to the matters while acting as a parish councilor, and I will participate and vote on these items as required.

268/21	<p>Minutes:</p> <p><u>26th October 2021. (Ordinary Meeting of the Parish Council)</u> The minutes of the previous (Ordinary) meeting of the 26th of October 2021 were considered, and after a minor amendment approved. These minutes will be signed by Cllr Symes (Chairman) at the earliest opportunity.</p> <p><u>15th November 2021 (Extraordinary Meeting of the Parish Council)</u> The minutes of the (Extraordinary) meeting of the 15th of November were considered and approved. These minutes will be signed by Cllr Symes (Chairman) at the earliest opportunity.</p>
269/21	<p>Matters arising:</p> <p>Two local residents spoke briefly after the Extraordinary Meeting minutes had been approved, expressing concerns about EVRT and about parish council procedures.</p>

GOVERNANCE

270/21	<p>Items relating to governance:</p> <p>The Interim Internal Audit Report for Year ending 31st March 2021, was received and approved, noting the points forward section of the report.</p> <p>It was agreed to send the draft “Guidance on potential conflict of interests for Parish Councillors nominated and appointed by Effingham Parish Council to serve as Managing Trustees on Effingham Village Recreation Trust” document to Guildford Borough Council’s Monitoring Officer for advice on compliance. (drafted by Cllr Hogger) ACTION: Clerk</p>
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THE FUTURE OF EVRT

271/21	<p><u>The Future of EVRT</u></p> <p>EPC / EVRT Liaison Group – to agree the exact remit, memberships and Terms of Reference for the Liaison Group.</p> <p>This item was deferred until the parish council’s January 25th, 2022, meeting.</p>
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MATTERS RAISED

272/21	<p>MATTERS raised by Effingham organisations and residents: Vivien White (Chair of Effingham’s Resident Association) spoke regarding local resident’s concerns, and Berkeley Homes construction vehicles entering the Lodge Farm site from Lower Road. It was agreed that vehicle entry should be via the Effingham Common Road entrance and that the matter should be reported to Guildford Borough Council’s planning enforcement team asap. ACTION; Clerk</p>
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PLANNING APPLICATIONS

273/21	<p>The reports from the Planning Review Group & BH Planning Research Group were received: <u>The following application responses were agreed:</u></p>
21/P/01939	<p>Long Acre, Orestan Lane, Effingham. KT24 5SN Construction of stables following demolition of existing stables No comment</p>
21/P/02002	<p>Little Vineries, Lower Road, Effingham. KT24 5JP Remodelling of existing chalet bungalow into new two storey house following demolition of detached garage. No comment</p>
21/P/01952	<p>Merrivale, Effingham Common Road. KT24 5SN Single storey rear extension following demolition of existing conservatory. No comment</p>
21/P/01964	<p>Warren Farm Cottages, Guildford Road, Effingham. KT24 5QG Change of use of 1-5 Warren Farm Cottage, from ancillary residential accommodation to golf club to open market dwellings. (Use Class 3) No comment</p>
21/T/00298	<p>Ranmore, Beech Avenue, Effingham, Leatherhead. KT24 5PJ T1 & T2 Beech, raise crown to achieve clearance of 5m from ground level where tree branches cross boundary (P1/201/150) No comment</p>
21/P/02152	<p>Beechlawns, Outdowns, Effingham, Leatherhead. KT24 5QP Certificate of Lawfulness for existing use to establish whether the use of Stable Cottages as a single dwelling began more than 4 years before the date of this application. Objection (appendix 3)</p>

<p>21/W/00128</p> <p>21/T/00311</p> <p>21/P/02156</p> <p>21/P/02078</p>	<p>Grass verge near King George V Hall, Browns Lane. KT24 5ND Prior notification under schedule 2, part 16 of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the installation of a "slim line" phase 8 monopole c/w wraparound cabinet at base, 3no. additional ancillary cabinets and associated ancillary works. Objection (appendix 3)</p> <p>High Barn House, Beech Avenue, Effingham. KT24 5PJ Total of 17 individual trees to be removed and 1 x tree group consisting of 2 x Sycamores. Tree removals are for health and safety reasons or to improve growth of nearby trees. (TPO P1/201/150) No comment</p> <p>42 Norwood Road, Effingham, Leatherhead. KT24 5NX Certificate of Lawfulness for a proposed development to establish whether the conversion of existing garage into habitable accommodation along with changes to fenestration would be lawful. No comment</p> <p>45 Strathcona Avenue, Bookham, Leatherhead. KT23 4HW Single storey rear extension , conversion of garage into habitable space along with front façade additions and changes to fenestration No comment</p>
<p>274/21</p>	<p>Previous planning applications: Notification of results are set out in <u>Appendix 1</u></p>
<p>275/21</p> <p>21/P/02285</p> <p>21/P/02246</p> <p>21/P/02281</p>	<p>Late received planning applications:</p> <p>31 Orchard Gardens, Effingham, Leatherhead. KT24 5NR Single storey and first floor front extensions, hipped roof to single storey front elevation, single storey rear extension, garage conversion and changes to fenestration. It was agreed that Cllrs Symes would draft an objection, and that a decision would be made by email exchange.</p> <p>Orchard Walls, Beech Avenue, Effingham, KT24 5PG Demolition of the existing property and erection of 8 dwellings with a new access provided onto Beech Close. It was agreed that Cllrs Symes and Cornwell would draft an objection, and that a decision would be made by email exchange. *****</p> <p>The Royal British Legion Club, Lower Road, KT24 5JP Advertisement consent for 2 externally illuminated fascia signs. Informative request: (appendix 3)</p>

276/21	<p>Other Planning Matters: (for information)</p> <p><u>APP/Y3615/D/21/3278091</u></p>
21/P/00497	<p><u>Appeal started</u></p> <p>Kayos Cottage, Guildford Road, Effingham. KT24 5QQ Erection of detached, single storey ancillary outbuilding.</p> <p>*****</p>
20/P/00685	<p><u>APP/Y3615/W/20/3255071</u></p> <p><u>Hearing date set (11th January 2022)</u></p> <p>Longacre, Outdowns, Effingham. KT24 5QR Change of use of land to accommodate one gypsy pitch with three touring caravans, one day room and hardstanding for occupation by the applicants and their family. (retrospective) (hearing against the non-determination of the planning application)</p> <p>It was agreed that a parish council presence at the appeal would be desirable. ACTION: Councillors to check their availability.</p> <p>*****</p>
20/P/01708	<p>Land at Wisley Airfield, Hatch Lane, Ockham. GU23 6NU Detailed application for engineering operations to form a new roundabout and stub road.</p> <p>Application will be considered by GBC's Planning Committee at its meeting on 1st December 2021 starting 7pm.</p>

GENERAL PLANNING MATTERS

277/21	<p>Neighbourhood / Local Plans Cllr Hogger updated the parish council on GBC's Local Plan. She informed the parish council that GBC would be consulting on, the Local Plan part 2, comprising new Development Management Policies starting early January 2022. (Regulation 19)</p>
278/21	<p>Berkeley Homes /Howard Of Effingham</p> <p>It was agreed to contact GBC regarding the apparent missing representations regarding planning applications 21/P/01306 & 21/P/01283. ACTION: Clerk</p>

WORKING GROUPS

<p>279/21</p>	<p>Matters relating to Effingham Village Recreation Trust (EVRT) Trustee Appointments, Conversion to CIO & other Updates.</p> <p>The KGV Funding Agreement 2019-23 Annual Monitoring Report for 2020-21 was received and approved.</p> <p>Cllr Hogger pointed out that the KGV Funding Agreement covered four years of funding, and the parish council are budgeting for the Management Support Funding (MSF) to be available in 2022/23. Noting that the covid pandemic had disrupted the initial project for three years of MSF and that the conversion to a CIO was not completed, it was agreed that the clerk should write to EVRT inviting them to submit a plan for the use of MSF for 2022/23.</p>
<p>280/21</p>	<p>Finance & General Purposes Working Group: (AP/KC/IS/JS/CT) No updates.</p>
<p>281/21</p>	<p>Parish Council Website Working Group: It was agreed to post a photo of the Shop Parade Christmas Lights on the parish council website. ACTION: Cllr Roscoe to provide an image.</p>
<p>282/21</p>	<p>Climate Change Working Group Updates: Cllr Muscat gave an update on the following working group activities: Carbon projects, Grass Verges, Biodiversity, Surveys, ECR Pond, Cycle Paths & Infrared Cameras. Full details can be found on the parish council's website. effinghamparishcouncil.gov.uk/climate-change Cllr Palmer spoke regarding plans to expand the Blue Hart Campaign to neighbouring parishes. (The Blue Campaign was founded in 2014 by Fergus Beeley, and encourages Councils to reduce cutting verges with an aim to increase biodiversity & biomass) Cllr Muscat explained the problems regarding a possible tree planting project, which was now on hold.</p>
<p>283/21</p>	<p>Transparency Working Group: To RECEIVE updates:</p> <p>Cllr Symes confirmed he would call a meeting of the Transparency Working Group soon.</p>

	<p>Cllr Hogger suggested the parish council might list grants provided to local groups and organisations on the parish council website to promote parish council transparency and openness. This was agreed and will be completed at year ends.</p> <p>It was also suggested that provided grants could be included within the Chairman's bi-yearly newsletter.</p>
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TRANSPORT GROUP

284/12	<p>Transport Group: Reports and recommendations from the Transport & Highways Working Group. None.</p>
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COUNTRYSIDE ACCESS

285/21	<p>Countryside Access matters: Reports from Parish Councillors and any correspondence relating to Countryside matters: None.</p>
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SURREY COUNTY COUNCIL – COUNCILLOR CROSS

286/21	<p>Reports & updates from SCC County Councillor Cross:</p> <p><u>Report provided:</u> Fortunately Bahram Assadi has been retained as the SCC Highways link for our areas. He comes back from leave tomorrow and I hope to set up a meeting to discuss priorities and progress to date, upcoming budget issues etc. I am unclear as to what progress or otherwise is being made ref the H of E development and hope we might hear something from LH in that regard and I would like it known that she has my fullest support in her efforts to safeguard your parish interests and has done a great job to date.</p> <p>The current (and rapidly becoming infamous) closure by SCC of Ockham Rd N and its drastic effect on the many local shops, restaurants and businesses nearby is a prime example of where their concerns really lie. SCC would rather punish these hard pressed businesses at this key time , to the extent that they will lose circa £140.000 over the next 2 weeks, than tell a solitary developer he must wait till post Xmas to connect up one new house so it is fit for occupation.</p> <p>No amount of pleading or petitions (from 800+ locals) has changed their minds so you have to wonder what power this one developer can bring to bear on SCC that an entire village can't ? Let our local parish councils be both aware and beware !</p>
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FINANCIAL MATTERS

287/21	<p>Payments: Council payments for the month of November 2021 were acknowledged. (appendix 4)</p>
288/21	<p>Bank reconciliation: The clerk confirmed that the latest bank reconciliations (October 2021) have been checked and signed by Cllr Thorne</p> <p>Cllr Thorne suggested that it might be useful for another councillor to takeover bank reconciliation checking in the new year.</p>
289/21	<p>Other Financial matters: Reports or correspondence relating to other finance matters:</p> <p>Cllr Symes reported on the Finance & General Purposes working groups recommendation to agree a Spinal Column Point increase to the clerk's remuneration package. All councillors voted in favour of the increase.</p>
290/21	<p>2022/23 Budget: The clerk's 3rd draft of the parish council's 2022/23 budget was considered at length. Councillors were keen to make provision for future boundary changes and possible planning appeals, however, were very aware of rising inflation and other factors affecting local residents. It was suggested that the budget shouldn't increase by more than 2% (from £121,770 in 2021/22 to £124,202). Cllr Hogger motioned to agree a £124,202 budget, Cllr Cornwell seconded the motion. The motion was passed with 5 councillors voting in favour and 2 abstaining. The 2022/23 band D precept is calculated to be £88.41. (the 2021/22 band D precept was £87.64)</p>

COMMUNITY AND ENVIRONMENT

291/21	<p>Community Fund: No new requests.</p>
292/21	<p>Concurrent Functions Grant Aid (CFGGA) An order for 2no noticeboards has been sent to the agreed manufacturer, delivery is likely to be 6 weeks. The info board will be ordered once the artwork has been completed and approved.</p>
293/21	<p>Other Community Matters Reports from Parish Councillors and any correspondence relating to other community or environmental matters: None.</p>

COUNCIL ADMINISTRATIVE MATTERS

294/21	Updates: None.
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REPORTS

295/21	<p>To RECEIVE reports on:</p> <p><u>Police and community issues</u> - Appendix 2 September 2021</p> <p><u>Allotments</u> The parish clerk confirmed that he had contacted the Environment Agency regarding a property that had discharged the contents of their swimming pool onto the parish council's allotments. The clerk also confirmed that GBC's Animal Welfare Officer had now contacted a resident near the allotments regarding their aggressive dogs. GBC's Animal Welfare Officer has now posted a Community Protection Notice Warning Letter to them. Under the Antisocial Behaviour, Crime and Policing Act 2014, this letter must be served before a prosecution. It was agreed to re-agenda the issue of a land snatch on the allotments until the new year.</p> <p><u>Burial Ground</u></p> <p><u>KGV Hall and Fields</u></p> <p><u>Home Farm West - Calvert and Chester Roads</u></p> <p><u>Effingham Common</u></p> <p><u>Parish Room</u> Cllr Cornwell informed the parish council that the CCTV equipment on the Home Farm estate had been upgraded and expanded.</p> <p><u>Shop Parade</u></p>
296/21	<p>Other Parish Matters: Reports from Parish Councillors and any correspondence relating to other parish matters: None.</p>

CORRESPONDENCE

297/21	<p>Correspondence received:</p> <p>The Royal British Legion had contacted the parish council regarding a change of building name on Lower Road. The parish recommended they contact the borough council regarding this.</p> <p>Effingham Cricket Club had contacted the parish council regarding the repositioning of a defibrillator from inside their clubhouse, to an exterior wall. The parish council replied in support of their proposal. Two local residents had contacted the parish council regarding various problem on narrow local roads (HGV's, Effingham Common Road (ECR), the junction of Orestan Lane with ECR & Lower Road and speeding traffic of all sizes). Cllr Palmer agreed to write to these residents informing them of what steps the parish council were taking to resolve these problems.</p>
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NEXT AGENDA

298/21	To NOTE new items of business for the Agenda of the next meeting
	<p>Next meetings: Ordinary Meeting - Tuesday 11th January 2022 (8.00pm) Venue – KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham. KT24 5ND.</p>
	<p>Next Planning Review Group meeting: Tuesday 4th of January 2022. (7.30pm).</p>

APPENDIX 1 **Planning Results** 274/21

- 21/T/00277** **The Lodge Cottage**, Effingham Place, Effingham. KT24 5JT
 T1 Mixed species hedge LH boundary remove Sycamore and Ash Saplings within and treat stumps to in.....
Approved
- 21/T/00250** **Rookery Cottage**, Church Street, Effingham. KT24 5LZ
 Beech tree – crown thin by 20% and reduce height by 2m (ECA)
Approved
- 21/T/00309** **39 Middle Farm Place**, Effingham, Leatherhead. KT24 5LA
 T1 (Spruce Tree) – fell. (ECA)
Approved

- 21/T/00298** **Ranmore**, Beech Avenue, Effingham. KT24 5PJ
T1 & T2 – raise crown to achieve clearance of 5m from ground level where tree branches
Approved
- 21/W/00115** **Little Vineries**, Lower Road, Effingham. KT24 5JP
Prior notification under schedule 2, part 1 Class AA of the Town and Country Planning (General Permitted)
Approved
- 21/P/01939** **Long Acre**, Orestan Lane, Effingham. KT24 5SN
Construction of stables following demolition of existing stables.
Approved
- 21/W/00104** **Chestnut Beech**, 255 Guildford Road, Effingham. KT24 5NP
Prior notification under schedule 2, part 3, Class MA of the Town and Country Planning (General P.....)
Approved
- 21/P/01758** **Phoenix Cottage**, Effingham Common Road, Effingham. KT24 5JG
Construction of detached garage.
Refused

APPENDIX 2

September 2021

Crime Figures (x 13) 295/21

Browns Lane	Public order
Browns Lane	Violence and sexual offences
Calvert Road	Violence and sexual offences (x2)
Crocknorth Road	Violence and sexual offences (x2)
Hogden Lane	Anti-social behaviour
Hogden Lane	Violence and sexual offences
Lower Road / HofE	Public order
Norwood Close	Violence and sexual offences
Orestan Lane	Criminal damage & arson (x2)
Yew Tree Walk	Anti-social behaviour

21/P/02152 Beechlawns, Outdowns, Effingham, Leatherhead. KT24 5QP

Certificate of Lawfulness for existing use to establish whether the use of Stable Cottages as a single dwelling began more than 4 years before the date of this application.

Objection

There is insufficient evidence in the documents provided to prove that the use of Stable Cottages as a single dwelling began more than 4 years before the date of this application.

21/W/00128 Grass verge near King George V Hall, Browns Lane. KT24 5ND

Prior notification under schedule 2, part 16 of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the installation of a "slim line" phase 8 monopole c/w wraparound cabinet at base, 3no. additional ancillary cabinets and associated ancillary works.

Objection:

This is not a sustainable location for a mobile phone mast. The location is within the Effingham Conservation Area and a tall unattractive phone mast and would be very visible from all directions and as such out of character with the Conservation Area.

The proposed location of the mast and equipment is very close to a KGV children's playground, which is situated on the other side of the hedge. It is also just across the road from Browns Field where there is a school sports field.

Does the precautionary principle not apply with regard to the siting of masts, and associated equipment, near school playing fields and children's playgrounds?

The KGV fields are used by many local children including the Effingham and Leatherhead Rugby Club (their minis section also uses Browns Field on Sundays) and by Bookham Colts, a football club for children. Browns Field is also used by school pupils throughout the school week.

The actual location of the mast site seems to differ on different documents, but this objection assumes it is opposite the Brown's Field entrance to the school playing fields, on the western side of Browns Lane. This field is part of the facilities of the Howard of Effingham School.

The list of alternative sites does not include the existing phone mast on Guildford Road (A246), opposite the junction with Woodlands Road. Mast sharing or a second mast there should be considered.

21/P/02281 The Royal British Legion Club, Lower Road, KT24 5JP

Advertisement consent for 2 externally illuminated fascia signs.

Informative request:

Effingham Parish Council request that the Neighbourhood Plan polices ENP-ENV4 be considered when determining this application, and that any illumination be designed to minimise light pollution and be timer controlled.

APPENDIX 4

Payments

287/21

To acknowledge payments:

Standing Orders & Direct Debits Currently In Force
(approved May 4th, 2021, 112/21 & 113/21)

DATE	To	Description	£	Authority
		STANDING ORDERS		
01.01.2022	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.01.2022	EVRT	Facilities funding (quarterly)	7750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.01.2022	EVRT	Management Support Funding	5500.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) Expires 01.07.2023
25.11.2021	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111
29.12.2021	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.11.2021	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.11.2021	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
		DIRECT DEBITS		
28.11.2021	The Phone Co-op	Parish room broadband & phone	0044.23	LGA 1972 s.111
23.11.2021	SES Business Water	PR Water - supply	0001.00	LGA 1972 s.133 <i>Payments to be taken on 22nd of the month</i>
23.11.2021	SES Business Water	Allotment Water - supply	0008.00	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>
23.11.2021	Bulb	PR Electricity	0025.00	LGA 1972 s.133 Payments 23 rd of month

Previously agreed payments:

	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Authority / Notes</u>
02.11.2021	Pat Bleasby	Bulbs	0,035.00	Highways Act 1980, s.96
02.11.2021	Surrey Litho	Chairman's Letter printing	0,195.00	LGA 1972 s.111
10.11.2021	Mulberry & Co	Interim internal audit	0,216.00	LGA 1972 s.111
11.11.2021	ACRE	Publication	0,010.00	LGA 1972 s.111
11.11.2021	J.Dobbe	Burial ground maintenance	0,215.00	Open Spaces Act 1906, ss.9 & 10
29.11.2021	EVRT	Grant from SCC Cllr Iles – KGV Car-park bollards	0,750.00	LGA 1972, s.139
29.11.2021	Fitzgerald Woolmer	CFGA Noticeboard project	3,274.80	Charities Act 2011 s.297 LGA 1972 s.139(1)(b)

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 19.10.2021		0228.15	
20.10.21	Shop at Strood Green	Postage stamps	0031.68	0196.47	LGA 1972 s.111
26.10.21	Amazon	Stationery	0089.03	0107.44	LGA 1972 s.111
30.10.21	Zoom	Video Conf	0014.39	0093.05	LGA 1972 s.111
15.11.21	Microsoft	Office 365	0005.99	0087.06	LGA 1972 s.111
		Balance at 25.11.2021		0087.06	

Monies received:

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
16.11.21	Allotment holders	Cheque	0200.00	
Various	Allotment holders	Bank transfer	0225.00	
29.10.21	HMRC VTR	VAT Refund	0801.78	
		Total	1226.78	