

MINUTES OF THE ORDINARY MEETING OF

Effingham Parish Council

Tuesday 10th January 2023, 8pm, The Village Room .

Present:

Councillors **Cornwell, Hackett, Hogger, Moss, Muscat, Palmer, Pindar** (Vice Chair), **Roscoe & Symes** (Chair).

Also in attendance:

Parish Clerk, Vivien White (EFFRA Chairman) & 1 local resident.

BUSINESS DONE

001/23	Apologies For Absence: Cllr Thorne .
002/23	Review of the Register Of Interests & Other Interests Affecting this Agenda: <u>Statement read by Cllr Symes:</u> Effingham Parish Council as sole trustee of Effingham Village Recreation Trust, EVRT, the charity that manages the KGV Hall and Fields, acts as a corporate body, and holds meetings of the Trustee separately from meetings of the Council. Individual councillors are not individual trustees. Individual councillors, therefore, do not have disclosable pecuniary interests or other interests to declare in relation to the EVRT charity at meetings of the Council. 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.
003/23	Minutes: The Minutes of the previous meeting of - November 25th, 2022 , were considered, approved and then duly signed by Cllr Symes (Chair).

004/23	<p>Matters arising from the Minutes not otherwise on the Agenda, along with noting decisions made between parish council meetings:</p> <p>It was agreed to ratify the decision made by councillor email exchange, to seek a 2nd opinion regarding the taking forward of a Judicial Review, following the successful appeal by Berkeley Homes. The parish council thanked an anonymous local resident for a donation that facilitated the expert planning advice.</p>
--------	--

GOVERNANCE

<p>005/23</p> <p><u>Dates (5a)</u> 2023</p> <p><u>Risk (5b)</u></p>	<p>Items relating to governance:</p> <p>Meeting dates for the new calendar year were agreed:</p> <p>January 31st (Ordinary Meeting) February 28th (Ordinary Meeting) March 28th (Ordinary Meeting) April 11th (<u>Annual Parish Meeting</u>) April 25th (Ordinary Meeting) May 16th (<u>Annual Meeting of the Parish Council</u>) June 27th (Ordinary Meeting) July 25th (Ordinary Meeting) August 29th (Ordinary Meeting) September 26th (Ordinary Meeting) October 31st (Ordinary Meeting) November 28th (Ordinary Meeting) December – no meeting</p> <p>The risk assessment for physical, operational & strategic risk was received by councillors. (dated 8th December 2022)</p>
---	--

MATTERS RAISED

006/23	<p>MATTERS raised by Effingham organisations and residents</p> <p>The letter received from a local resident regarding the amendment of the parish council’s Financial Regulations and transparency of the dealings between the Sole Trustee and the parish council was considered.</p> <p>The resident asked a question regarding the amendment of the parish council’s Financial Regulations and Standing Orders (agreed at the meeting in November) and the transparency of the relationship between the sole trustee and the parish council. Also how the parish council in its role as sole trustee of EVRT would provide fuller information about the charity to residents, and</p>
--------	---

	<p>when would the parish council website be updated to explain the new governance arrangements for the charity.</p> <p>It wasn't possible to give a full verbal reply at the meeting, so the following written reply is provided:</p> <p>The parish council's amended Financial Regulations and Standing Orders, which set out the parish council's role as the trustee of a charity, are already available on the parish council website. Other pages on the council's website concerning EVRT will be updated when time allows. Full information about the charity's governance is already provided on the EVRT website. It is the parish council's intention as sole trustee to improve the transparency of EVRT's operations, taking into account the procedures followed by other councils who are sole trustees. Any further questions about EVRT operations or governance should be addressed to the Trustee rather than to meetings of the parish council.</p> <p>Residents can contact the trustee directly from the EVRT website https://www.effinghamkgv.co.uk/the-charity/</p> <p>or via the email address: trustees@evrt.org.uk</p>
--	--

PLANNING APPLICATIONS

007/23	<p>Reports from the Planning Review Group & BH Planning Research Group. N/A</p> <p>Responses to Guildford Borough Council on planning applications, as of Tuesday 03.01.2023 None.</p>
008/23	<p>Previous planning applications: Notification of results are set out in <u>Appendix 1</u></p>
009/23	<p>Responses to Guildford Borough Council on any late received planning applications:</p>
21/P/01849	<p>Tap Farm, Orestan Lane, Effingham, Surrey. KT24 5SJ The parish council noted the recent amendments to the application, and agreed to consider a reply by email exchange.</p>
010/23	<p>Other Planning Matters:</p>
For info -	<p>Enforcement cases: Enforcement Cases Closed Current Enforcement Cases Figures not provided by GBC since 1st Oct 2022.</p>

GENERAL PLANNING MATTERS

011/23	<p>Neighbourhood / Local Plans</p> <p>Reports on the Neighbourhood & Local Plans:</p> <p>The consultation on Guildford Borough Council’s Local Plan: Development Management Policies - Main Modifications 2022 was considered, and the decision made not to comment at this time.</p>
012/23	<p>Berkeley Homes /Howard Of Effingham</p> <p>Updates on the development: None.</p> <p>Updates from the Appeal Task Group: N/A</p>

WORKING GROUPS

013/23	<p>Finance & General Purposes Working Group (F&GP): (AP/KC/IS/JS/CT)</p> <p>Reports and recommendations from the Finance & General Purposes Working Group:</p> <p><u>Community Fund / CFGA</u></p> <p><u>Projects to be completed by 31.03.2023</u></p> <p>Noticeboard project – it was agreed the clerk would ask GBC for an extension to complete this project, due to funding concerns. (£1,267)</p> <p><u>Projects to be completed by 31.03.2024</u></p> <p>Play Equipment project – should a replacement project application be received from EVRT, then the parish council would consider whether or not to support it with an updated application to GBC. (£3,118)</p> <p>Vehicle Activated Sign project – a support team of volunteers and further research is needed before the parish council can take this project further. (£3,488)</p> <p><u>Projects to be completed by 31.03.2025</u></p> <p>KGV Older Children Play Equipment project – waiting approval from GBC. (£8,000)</p>
--------	---

	<u>Interim Internal Audit recommendations</u> <u>(clerk notes)</u>
(1)	<p><u>Parish Council specific email addresses</u> – the clerk reported to the auditor that good progress had been made moving councillors over to parish council specific email addresses. The F&GP WG recommends no action at this time – however from May 2023 all councillors must use the allocated email address.</p>
(2)	<p><u>Website accessibility statement</u> – Cllr Hogger and the clerk will look at this observation when they meet in January.</p>
(3)	<p><u>Risk Management</u> – please see 005/23</p>
(4)	<p><u>Negative Ear Mark Reserves balance</u> –</p> <p>The F&GP WG recommendation to balance the Legal & Planning Contingency EMR, by the transfer of £45,638.50 from General Reserves was agreed by all councillors.</p>
(5)	<p><u>General Reserves</u> – the F&GP WG will meet in the new financial year to look at General Reserves and consider options to replenish funds.</p>
(6)	<p><u>Payroll query</u> – no anomaly found. (reported this to auditor)</p>
(7)	<p><u>Reconciliation statement signing</u> – procedure now updated.</p> <p><u>Other:</u></p> <p>The F&GP WG in the new parish council year will look at the Financial Services Compensation Scheme (FSCS) maximum of £85k per banking provider, and how that might impact the parish council at various times throughout the financial year.</p>
014/23	<p>Parish Council Website Working Group Updates: Cllr Hogger & the clerk will meet in January to discuss outstanding matters and for the clerk to receive training on routine website updates.</p>
015/23	<p>Climate Change Working Group Updates: The working group are due to meet w/c 16th January for their first meeting of the new year. Cllr Pindar agreed to present a climate change themed presentation at the Annual Parish meeting in April.</p>
016/23	<p>Transparency Working Group: Updates: None.</p>

TRANSPORT GROUP

017/23	Transport Group: Reports and recommendations from the Transport & Highways Working Group. Cllr Roscoe spoke regarding the MDVC Demand Responsive Transport solution, and whether it could be expanded to cover Effingham. Cllr Palmer spoke about quarterly meeting with a representative from SCC Highways, which had stalled since Bahrain Assadi (Snr Traffic Engineer) moved to the south-east side of the county.
---------------	--

COUNTRYSIDE ACCESS

018/23	Countryside Access matters: Reports from Parish Councillors and any correspondence relating to Countryside matters: Cllr Hackett spoke regarding local paths, and specifically one that flooded near to the King George V Playing Fields.
---------------	--

SURREY COUNTY COUNCIL – COUNCILLOR CROSS

019/23	Reports & updates from SCC County Councillor Cross: It was agreed to contact Cllr Cross regarding the following matters: 1) An introduction to the new SCC Traffic Engineer for Guildford – Soe Hein. 2) An update on the Road Table project & road painting for the roads near to St.Lawrence Primary School. 3) An update on Cllr Cross’s “Members Community Allocation” for 2022/23.
---------------	--

FINANCIAL MATTERS

020/23	Council Payments: Payments for the month of December 2022 were acknowledged. (see appendix 3)
021/23	Bank reconciliation: To clerk confirmed that the latest bank statements & reconciliations (November 2022) have been checked and signed by Cllr Thorne .

022/23	<p>Other Financial matters: Reports or correspondence relating to other financial matters:</p> <p>The clerks final draft budget for 2023/24 was considered and approved. The budget for 2023/24 was agreed at <u>£131,342</u></p> <p>After the GBC LCTSS grant of £1,561, the precept requirement was calculated to be <u>£129,781</u>.</p> <p>Because of a boundary change with East Horsley, there will be a reduction of precept contributing properties for 2023/24, compared with 2022/23.</p> <p>This means the budget will increase by 4.5%, however and regrettably the precept rate will increase by 11%.</p> <p><u>Precept costs – by band</u></p> <table border="1"> <thead> <tr> <th>Band</th> <th>Precept 2023/24 (£)</th> <th>Proportion To pay</th> <th>2022/23</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>065.75</td> <td>067%</td> <td>059.23</td> </tr> <tr> <td>B</td> <td>076.55</td> <td>078%</td> <td>068.96</td> </tr> <tr> <td>C</td> <td>087.34</td> <td>089%</td> <td>078.68</td> </tr> <tr> <td>D</td> <td>098.14</td> <td>100%</td> <td>088.41</td> </tr> <tr> <td>E</td> <td>119.73</td> <td>122%</td> <td>107.86</td> </tr> <tr> <td>F</td> <td>141.32</td> <td>144%</td> <td>127.31</td> </tr> <tr> <td>G</td> <td>162.91</td> <td>166%</td> <td>146.76</td> </tr> <tr> <td>H</td> <td>196.28</td> <td>200%</td> <td>176.82</td> </tr> </tbody> </table> <p>It is the Chairman’s intention to cover this in greater detail, in his next Chairman’s report delivered in hardcopy to all residents.</p>	Band	Precept 2023/24 (£)	Proportion To pay	2022/23	A	065.75	067%	059.23	B	076.55	078%	068.96	C	087.34	089%	078.68	D	098.14	100%	088.41	E	119.73	122%	107.86	F	141.32	144%	127.31	G	162.91	166%	146.76	H	196.28	200%	176.82
Band	Precept 2023/24 (£)	Proportion To pay	2022/23																																		
A	065.75	067%	059.23																																		
B	076.55	078%	068.96																																		
C	087.34	089%	078.68																																		
D	098.14	100%	088.41																																		
E	119.73	122%	107.86																																		
F	141.32	144%	127.31																																		
G	162.91	166%	146.76																																		
H	196.28	200%	176.82																																		

COMMUNITY AND ENVIRONMENT

023/23	<p>Community Fund: No new grant requests have been received.</p>
024/23	<p>Concurrent Functions Grant Aid (CFGGA) No updates have been received.</p>
025/23	<p>Other Community Matters Reports from Parish Councillors and any correspondence relating to other community or environmental matters. None.</p>

REPORTS

<p>026/23</p>	<p>To RECEIVE reports on:</p> <p><u>Police and community issues - Appendix 2</u></p> <p>October 2022 (x4) & November 2022 (x10)</p> <p><u>Allotments</u></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></p> <p>Cllr Cornwell confirmed that the replacement guttering for the outbuildings opposite the parish room, had now been completed by GBC.</p> <p>The clerk confirmed the parish room front door was swollen and almost impossible to open. A contractor to resolve the issue is being sort.</p> <p><u>Shop Parade</u></p>
<p>027/23</p>	<p>Other Parish Matters: Reports from Parish Councillors and any correspondence relating to other parish matters: None.</p>

CORRESPONDENCE

<p>028/23</p>	<p>Any Other Correspondence:</p> <p><u>School places consultations</u></p> <p>The email from a local resident regarding School places consultations for the St.Lawrence Primary School & Howard of Effingham School was considered. (deadline Friday 13th January 2023) Councillors were supportive of the proposals, and the clerk instructed to send a letter of support to the Howard Partnership Trust.</p>
----------------------	--

	<p><u>The Queen Stage Public House</u></p> <p>Emails from local residents regarding the temporary closure of The Queen Stage Public House, and related matters were considered. Cllr Symes (Chairman) confirmed that all emails received from local residents had now been answered and that the parish council’s website statement on the matter referenced. https://www.effinghamparishcouncil.gov.uk/the-queen-stage-parish-council-statement/</p> <p>Representatives from the parish (GBC, EPC & EFFRA) met with the site owners (Castellum) today, with a wish to find common ground regarding outstanding issues. The issues are the existing Asset of Community Value (ACV) status of the site (valid until Jan 2024), the provision of car parking spaces by the pub and the wish by the developer to remove parcels of land from the ACV. Although no agreements were forthcoming, it was hoped there would be an amicable solution soon.</p> <p>EPC decided to propose to GBC (the final decision maker) an alteration to the Asset of Community Value (ACV) boundary. EPC is proposing an alteration to keep the ACV designation on the pub and pub grounds whilst proposing to GBC that it is lifted from the area of the residential development of the proposed four houses. Cllr Hogger agreed to draw up a plan showing the amended ACV boundary, for submission to GBC. The Clerk to contact Delwyn Jones, GBC, letting him know that we are proposing an alteration to the ACV.</p>
--	--

NEXT AGENDA

029/23	New items of business for the Agenda of the next meeting: None.
	<p>Next meetings: (8.00 pm start unless otherwise stated)</p> <p>Ordinary Meeting of the Parish Council – Tuesday 31st January 2023</p> <p>Venue – KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham. KT24 5ND.</p>
	Next Planning Review Group meeting: Tuesday 24th of January 2023 (7.30pm).

Signed – Cllr Symes(Chairman)

Date –

APPENDIX 1**Planning Results****008/23**

22/P/01759 **18 Lindens Close**, Effingham, Leatherhead. KT24 5NZ
Erection of a single storey rear extension with changes to fenestration.
Approved

APPENDIX 2**Crime figures****026/23****October 2022 (x4)**

A246 Near Salmons Road	Burglary
Chester Road	Violence and sexual offences
Effingham Place	Anti-social behaviour
Effingham Place	Violence and sexual offences

November 2022 (x10)

Calvert Road	Anti-social behaviour
Calvert Road	Criminal damage and arson (x2)
Crocknorth Road	Anti-social behaviour
Crossways	Criminal damage and arson
Effingham Place	Violence and sexual offences
Leewood Way	Violence and sexual offences
Middle Farm Close	Violence and sexual offences
Near White Down Lane	Other theft
Orestan Lane	Violence and sexual offences

APPENDIX 3**Council Payments for December 2022****020/23****Standing Orders & Direct Debits Currently In Force**
(approved May 31st, 2022, 148/22)

DATE	To	Description	£	Authority
		STANDING ORDERS		
01.01.2023	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.01.2023	EVRT	Facilities funding (quarterly)	7750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.01.2023	EVRT	Management Support Funding	5500.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) Expires 01.07.2023
31.12.2022	advansys	Website hosting and support (monthly)	0090.00	LGA 1972 s.111
29.12.2022	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.12.2022	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.12.2022	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
		DIRECT DEBITS		
28.12.2022	The Phone Co-op	Parish room broadband & phone	0043.82 ??	LGA 1972 s.111
24.12.2022	SES Business Water	PR Water - supply	0010.00	LGA 1972 s.133 <i>Payments to be taken on 22nd of the month</i>
23.12.2022	SES Business Water	Allotment Water - supply	0048.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 <i>Payments to be taken 22nd of the month</i>
08.12.2022	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
23.12.2022	Bulb	PR Electricity	0198.43	LGA 1972 s.133 <i>Payments 23rd of month</i>
28.12.2022	1&1 Ionos Ltd	pc emails	0008.40	LGA 1972 s.111
26.12.2022	1&1 Ionos Ltd	pc emails	0030.00	LGA 1972 s.111
26.12.2022	1&1 Ionos Ltd	pc emails	0030.00	LGA 1972 s.111

