

# MINUTES OF THE ORDINARY MEETING OF

## Effingham Parish Council

Tuesday 26th July 2022, 8pm, The Barnes Wallis Hall.

Statement by Cllr Symes (Chair):

*“Those attending will be encouraged to use hand sanitiser and wear a face covering. Please respect other attendees’ personal space by socially distancing.”*

**Present:**

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

**Also in attendance:**

Parish Clerk,  
3 representatives from Roundtree Development & 5 local residents.

### BUSINESS DONE

209/22	<b>Apologies For Absence:</b> None.
210/22	<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.  Cllr <b>Moss</b> declared an interest as a parish council-nominated trustee of the Effingham Village Recreation Trust charity, which provides a village hall and public recreation facilities for the residents of Effingham.  Cllr <b>Hackett</b> declared an interest as a director of Roundabout Facilities CIC (RFC), publisher of the Roundabout Effingham.  Cllr <b>Thorne</b> declared an interest in the presentation by Roundtree Developments. (The Coach House & The Paddock properties)

211/22	<p><b>Minutes:</b> The Minutes of the previous meeting of - <b>June 28th, 2022</b>, were considered, approved and then signed by Cllr Symes (Chair).</p>
212/22	<p><b>Matters arising from the Minutes not otherwise on the Agenda, along with noting decisions made between parish council meetings:</b></p> <p>The objection decision regarding planning application 22/P/00955 was ratified by councillors.</p> <p><b>22/P/00955 Tap Farm</b>, Orestan Lane, Effingham. KT24 5SJ Certificate of Lawfulness for an existing use to establish whether the conversion of the corner stable shown in exhibit AT1 of the Statutory Declaration has been used as a dwelling house (Use Class C3) since July 2015. (objection previously agreed by councillor email exchange)</p>

## GOVERNANCE

213/22	<p><b>Items relating to governance:</b></p> <p>The following updated policies and procedures were considered &amp; agreed for adoption:</p> <p>(01) Policy against Bribery (02) Policy on the Acceptance of Gifts &amp; Hospitality (03) Policy against Fraud &amp; Corruption (04) Policy on Whistleblowing (05) Complaints Procedure (06) Policy on Equality (07) Policy &amp; Guidance Statements Freedom of Information (08) Policy on Retention and Disposal of Records &amp; Documents (10) Policy on Data Protection and Information Security</p>
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## MATTERS RAISED

214/22	<p><b>MATTERS raised by Effingham organisations and residents:</b></p> <p>A local resident requested they might be permitted to up-cycle the old iron gate &amp; fence previously located at St. Lawrence Primary School. The parish council suggested they should provide a detailed proposal for consideration.</p>
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## PLANNING

<b><u>215/22</u></b>	<p><b><u>Presentation</u></b></p> <p>There was a presentation by Roundtree Development Ltd in support of their developing plans for The Coach House &amp; The Paddock properties, followed by questions and answers.</p> <p>After feedback from councillors and local residents, it was agreed the draft plans seen during the meeting would be updated to reflect conflicts with Effingham’s Neighbourhood Plan, and to take account of Effingham’s Conservation Area and the history of the properties. There was agreement that the additional proposed properties (x8) should have the latest green technology and go beyond current governments standards for new properties. The overall site was confirmed as being approximately 2 acres in size, with a dwelling per hectare figure of 13.4.</p>
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## PLANNING APPLICATIONS

<b>216/22</b>	<p><b>Responses to Guildford Borough Council on planning applications received, as of Tuesday 19.07.2022:</b></p>
<b>21/P/02644</b>	<p><b>Effingham Golf Club</b>, Guildford Road, Effingham. KT24 5PY Alterations comprising remodelling of existing putting green and surrounding area to create an improved practice facility, the creation of a run-off area from the 18th green, the provision of two new putting greens and associated soft and hard landscaping. (amended application) <b>No comment.</b></p>
<b>21/T/00140</b>	<p><b>Moorcroft</b>, The Street, Effingham. KT24 5LQ T5-T6 - cypress; T10 apple; G4 - two espalier fruit trees <b>Already approved.</b></p>
<b>217/22</b>	<p><b>Previous planning applications:</b> Notification of results are set out in <b><u>Appendix 1</u></b></p>
<b>218/22</b>	<p><b>Responses to Guildford Borough Council on any late received planning applications:</b> None.</p>
<b>219/22</b>	<p><b>Other Planning Matters:</b></p> <p><b>Enforcement cases:</b> (June 2022) Enforcement cases closed 1 Current enforcement cases 11 of which 7 are classified low priority &amp; 4 are classified medium priority. The oldest case is dated 28.11.2012 the latest 08.03.2022</p>

## GENERAL PLANNING MATTERS

220/22	<p><b>Neighbourhood / Local Plans</b></p> <p><u>Update on GBC's Local Plan:</u></p> <p><b>Guildford Local Plan: Development Management Policies (Local Plan Part 2) Examination</b></p> <p>It was confirmed that the Secretary of State has appointed Mr David Reed BSc DipTP DMS to conduct the examination into the legal compliance and soundness of the Plan and to report to the Borough Council in due course.</p>
221/22	<p><b>Berkeley Homes /Howard Of Effingham</b></p> <p><u>Updates on the development:</u> <b>None.</b></p> <p><u>Updates from the Appeal Task Group:</u></p> <p>Cllr <b>Hogger</b> confirmed that all 3 parties (Berkeley Homes, Guildford Borough Council &amp; Effingham Parish Council) and their legal teams had been present at the Planning Inspector's Case Management Conference discussing arrangements for the Inquiry.</p> <p>It is now thought that there might be 10 sitting days, rather than the original 7 &amp; that it would be a topic not sequence based Inquiry.</p> <p>The Inspector requested that Berkeley Homes should agree common ground with the parish council at the earliest opportunity.</p> <p>The next task is the preparation of proofs of evidence by the witnesses.</p> <p>Cllr <b>Moss</b> confirmed that three of the four parish council expert witnesses had now confirmed their availability, and a fourth is expected to be confirmed soon. There had been an encouraging meeting with Surrey County Council's School Organisation Team.</p> <p>Vivien <b>White</b> (chair of EFFRA) enquired about time scales for interested parties, and Cllr Hogger advised her to ask the case officer at the Planning Inspectorate.</p>

## WORKING GROUPS

222/22	<p><b>Matters relating to Effingham Village Recreation Trust (EVRT)</b></p> <p>No updates.</p>
223/22	<p><b>Finance &amp; General Purposes Working Group (F&amp;GP): (AP/KC/IS/JS/CT)</b></p> <p>No updates.</p>

<b>224/22</b>	<b>Parish Council Website Working Group</b> Cllr <b>Hogger</b> reported that there were currently 2 website issues, and that the clerk had reported the details to Advansys's support department.
<b>225/22</b>	<b>Climate Change Working Group</b> No updates.
<b>226/22</b>	<b>Transparency Working Group:</b> No updates.

### TRANSPORT GROUP

<b>227/22</b>	<p><b>Transport Group:</b> Reports and recommendations from the Transport &amp; Highways Working Group:</p> <p>Cllr <b>Roscoe</b> spoke regarding the parking problems on Lower Road near to The Howard of Effingham School, and her plan to meet with School and Church representatives to consider options.</p> <p>Cllr <b>Palmer</b> spoke regarding the problem of HGV vehicles on local roads, and the lack of enforcement to discourage vehicles ignoring weight limit signs etc. He went onto convey his disappointment that SCC Cllr Cross had failed to attend the meeting as he would have welcomed the opportunity to discuss the issues with him. He did note that Surrey's Police Commissioner had sounded like a useful ally but had gone quiet recently.</p> <p>There were also conversations on the "on demand" bus service in a neighbouring village, and the start date for the road table project.</p>
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### COUNTRYSIDE ACCESS

<b>228/22</b>	<p><b>Countryside Access matters:</b> Reports from Parish Councillors and any correspondence relating to Countryside matters: Cllr <b>Hackett</b> asked for any outstanding path walking surveys to be completed asap.</p>
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### SURREY COUNTY COUNCIL – COUNCILLOR CROSS

<b>229/22</b>	Reports & updates from SCC County Councillor <b>Cross</b> <b>None.</b>
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## FINANCIAL MATTERS

230/22	<p><b>Council Payments:</b> Payments for the month of <b>July</b> 2022 were acknowledged. <b>(see appendix 3)</b></p>
231/22	<p><b>Bank reconciliation:</b> The latest bank reconciliations (<b>June</b> 2022) have been checked and signed off by Cllr <b>Thorne</b>.</p>
232/22	<p><b>Other Financial matters:</b></p> <p><u>Reports or correspondence relating to other finance matters:</u></p> <p>The clerk provided a quarterly update on the parish council’s financial situation with the following reports:</p> <ol style="list-style-type: none"> <li>1) Annual budget by centre</li> <li>2) Detailed receipts and payments by budget heading</li> <li>3) Earmark reserves report</li> </ol> <p>Questions were invited by the clerk on any element of the parish council’s finances.</p> <p>The proposal by Cllr <b>Moss</b> to appoint Stephen Pidwell as an expert witness to represent EPC in the forthcoming Planning Appeal with Berkeley Homes at a cost of £2,000 was agreed by all councillors.</p>

## COMMUNITY AND ENVIRONMENT

233/22	<p><b>Community Fund:</b></p> <p>The grant request from Effingham Village Recreation Trust for a Habitat Survey with Management Recommendations, for the KGV Playing Fields was considered and agreed in principle. (£932.00 +vat) The parish council decided the timescale for the Survey would be dependent on the appropriate funds being available.</p> <p>A grant request from Effingham Residents Association for up to £150.00 forwards marketing costs, in support of the forthcoming Heritage Days event was agreed. (September 2022)</p>
234/22	<p><b>Concurrent Functions Grant Aid (CFGGA)</b> No updates.</p>
235/22	<p><b>Other Community Matters</b> Reports from Parish Councillors and any correspondence relating to other community or environmental matters. <b>None.</b></p>

## REPORTS

<p>236/22</p>	<p><b><u>Reports received:</u></b></p> <p><b><u>Police and community issues</u></b> - Appendix 2    May 2022</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>Cllr <b>Cornwell</b> confirmed that a Parish Room damp survey had recently been carried out, and the resulting report was due soon.</p> <p>The old iron gate &amp; fence from St.Lawrence Sch. was considered. (see 214/22)</p> <p><b><u>Shop Parade</u></b></p>
<p>237/22</p>	<p><b>Other Parish Matters:</b> Reports from Parish Councillors and any correspondence relating to other parish matters:</p> <p>Cllr <b>Thorne</b> spoke regarding the decision making process for the recently agreed expenditure for legal representation at the Berkeley Homes Appeal. It was agreed that Cllr <b>Roscoe</b> would prepare a report on the matter as distribute to councillors. Cllrs <b>Symes</b> confirmed that the decision would also be fully covered in the Chairman’s Autumn Report that will be distributed to all local residents.</p>

## CORRESPONDENCE

<p>238/22</p>	<p><b>Other Parish Matters:</b> Reports from Parish Councillors and any correspondence relating to other parish matters</p> <p>An update from Cllr <b>Pindar</b> regarding the consultation on changes to the Annual Return for charities was received. It was agreed that no action by the parish council would be appropriate for this item.</p>
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**NEXT AGENDA**

<b>239/22</b>	<b>New items of business for the Agenda of the next meeting:</b> None.
	<b>Next meetings:</b> (8.00 pm start unless otherwise stated)  Ordinary Meeting of the Parish Council – <b>Tuesday 30th August 2022</b>  Venue – KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham. KT24 5ND.
	Next Planning Review Group meeting: <b>Tuesday 23rd of August 2022.</b> (7.30pm).

**Signed..... (Cllr Symes Chairman)**

**Date.....**

**APPENDIX 1**

**Planning Results**

**217/22**

- 21/P/02609** **Hooke Farm**, Effingham Common Road, Eff. KT24 5JE  
Erection of 5no. dwellings following demolition of existing non-agricultural buildings.  
**Refused.**
- 22/P/00810** **30 Leewood Way**, Effingham, Leatherhead. KT24 5JN  
Certificate of Lawfulness for a proposed development to establish whether a rear extension and loft conversion would be lawful.  
**Refused.**
- 22/P/00939** **4 Beech Close**, Effingham, Leatherhead. KT24 5PQ  
Single and double storey extension to rear, with dormer on rear elevation. Raise roof of front stair well.  
**Approved.**

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**APPENDIX 2****Crime figures (x15)****236/22****May 2022**

Beech Close	Other theft
Browns Lane	Public order
Chester Road	Violence & sexual offences
Dirtham Lane	Other theft
Effingham Common Road	Anti-social behaviour
Effingham Place	Anti-social behaviour
Heath View	Anti-social behaviour
Hogden Lane	Vehicle crime
Leewood Way	Criminal damage and arson
off Lower Road	Violence & sexual offences
Mount Pleasant	Violence & sexual offences
Mount Pleasant	Vehicle crime
Salmons Road	Other theft
Salmons Road	Anti-social behaviour
Yew Tree Walk	Criminal damage and arson

**APPENDIX 3****230/22****Acknowledged payments:****Standing Orders & Direct Debits Currently In Force**  
(approved May 31st, 2022, 148/22)

<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>		
01.07.2022	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.07.2022	EVRT	Facilities funding (quarterly)	7750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.07.2022	EVRT	Management Support Funding	5500.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) Expires 01.07.2023
30.07.2022	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111
29.09.2022	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112
20.07.2022	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.07.2022	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112

		<b>DIRECT DEBITS</b>		
28.07.2021	The Phone Co-op	Parish room broadband & phone	??	LGA 1972 s.111
23.07.2022	SES Business Water	PR Water - supply	0010.00	LGA 1972 s.133 <i>Payments to be taken on 22<sup>nd</sup> of the month</i>
23.07.2022	SES Business Water	Allotment Water - supply	0048.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 <i>Payments to be taken 22<sup>nd</sup> of the month</i>
07.12.2022	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
23.07.2022	Bulb	PR Electricity From March 22 increased to £125 per month.	??	LGA 1972 s.133 Payments 23 <sup>rd</sup> of month
28.07.2022	1&1 Ionos Ltd	pc emails	0008.40	LGA 1972 s.111
	1&1 Ionos Ltd	pc emails	0030.00	LGA 1972 s.111
	1&1 Ionos Ltd	pc emails	0030.00	LGA 1972 s.111
	1&1 Ionos Ltd	pc emails		LGA 1972 s.111

### **Previously agreed payments:**

	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Authority / Notes</b>
01.07.2022	Surrey Litho	Printing for Queens Jubilee celebrations	0025.00	LGA 1972, s.145
08.07.2022	Mr J A Dobbe	Burial Ground maintenance	0290.00	Open Spaces Act 1906, ss.9 and 10
08.07.2022	BTS	PR Photocopier	0048.60	LGA 1972 s.111
14.07.2022	No.5 Chambers	Legal Planning Support	2400.00	LGA 1972 s.111
14.07.2022	EVRT	CFGA/CF Waste Bin project	0508.18	Charities Act 2011 s.297 LGA 1972 s.139 (1) (b)
18.07.2022	T.J.Platt	PR damp survey	0450.00	LGA 1972, s.133

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

<b>Date</b>	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Balance</b>	<b>Authority</b>
		Balance brought forward 17.06.2022		<b>0092.34</b>	
24.06.2022		Top up	0250.00	0342.34	n/a
21.06.2022	The Sign Shed	Sign for allotment access track	0016.20	0326.14	Small Holdings & Allotment Act 1908, ss.23, 25 & 42
21.06.2022	Amazon	Padlock for allotment gate	0019.99	0306.15	Small Holdings & Allotment Act 1908, ss.23, 25 & 42
01.07.2022	Zoom	Video Conf	0014.39	0291.76	LGA 1972 s.111
16.07.2022	Microsoft	Office 365	0005.99	0285.77	LGA 1972 s.111
		<b>Balance at 17.07.2022</b>		<b>0285.77</b>	