

# Effingham Parish Council



To all Councillors

Publication date: 21st February 2024

**I HEREBY GIVE YOU NOTICE**  
that an Ordinary Meeting of Effingham Parish Council will be held  
on Tuesday February 27th, 2024, at 8pm, at

**KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham.  
KT24 5ND.**

**All members of the Council are hereby summoned for the purpose of considering  
and resolving upon the business to be transacted at the meeting, as set out  
hereunder.**

Members of the public are welcome to attend and observe. At the Chairman's discretion they may be invited to speak during any item. Additionally, at the beginning of the meeting under 'Matters raised by Effingham organisations and residents'; members of the public may address the Parish Council for up to two minutes each on matters within the Parish Council's scope. **(062/24)**

To do this, please give details to the Clerk as below, **BEFORE THE MEETING.**

**Jon Short, Clerk and Responsible Financial Officer**

A handwritten signature in dark ink, appearing to read 'Jon Short', written over a light blue horizontal line.

## **BUSINESS TO BE DONE**

<b>057/24</b>	To <b>RECEIVE</b> Apologies for Absence:
<b>058/24</b>	To <b>REVIEW</b> The Register of Interests & Other Interests Affecting this Agenda:
<b>059/24</b>	To <b>CONFIRM</b> The Minutes of the previous meeting of <b>January 30th, 2024</b> (Ordinary Meeting of the Parish Council).
<b>060/24</b>	To <b>CONSIDER</b> any matters arising from the Minutes not otherwise on the agenda, along with noting decisions made between parish council meetings:

## GOVERNANCE

061/24	<b>Items relating to governance:</b>
062/24	<b>MATTERS raised by Effingham organisations and residents.</b> (UP TO 15 MINUTES)

## PLANNING APPLICATIONS

063/24	<p><b>Reports from the Planning Review Group (PRG) &amp; BH Planning Research Group.</b></p> <p>Responses to Guildford Borough Council on planning applications, as of <b>Tuesday 20.02.2024</b></p>
24/P/00048 (21 <sup>st</sup> Feb)	<p><b>Effingham Golf Club</b>, Guildford Road, Effingham. KT24 5PY Listed Building Consent for the installation of photovoltaic panels on the roof of the clubhouse.</p>
24/P/00049 (21 <sup>st</sup> Feb)	<p><b>Effingham Golf Club</b>, Guildford Road, Effingham. KT24 5PY Listed Building Consent for the installation of photovoltaic panels on the roof of the clubhouse.</p>
24/P/00133 (26 <sup>th</sup> Feb)	<p><b>35 Leewood Way</b>, Effingham, Leatherhead. KT24 5JN Proposed single storey rear extension.</p>
24/P/00118 (27 <sup>th</sup> Feb)	<p><b>High Barn Farm</b>, High Barn Road, Effingham. KT24 5PP Part one, part two storey front, side and rear extensions, internal remodelling, changes to fenestration and erection of a outbuilding</p>
24/P/00147 (28 <sup>th</sup> Feb)	<p><b>9 Leewood Way</b>, Effingham, Leatherhead. KT24 5JN Insertion of rooflights to rear elevation roof slope.</p>
24/P/00146 (29 <sup>th</sup> Feb)	<p><b>Rookery Cottage</b>, Church Street, Effingham. KT24 5LZ Listed building consent for minor kitchen alterations including an extractor fan to the outside.</p>
24/P/00159 (5 <sup>th</sup> March)	<p><b>Chestnut Beech</b>, 255 Guildford Road, Effingham. KT24 5NP Construction of a two-storey building to the front of the site and a single storey building to the rear of the site comprising 5 no. x1 bed flats along with bin store, 5 car parking spaces and landscaping following demolition of the existing building.</p>
MO/2024/0096	<p><b>Land north of Lower Road and west of Little Bookham</b>, Surrey. Outline application with all matters reserved except for means of access for a residential led mixed use development including the erection of up to 200 no dwellings, a community building of up to 929sqm (use Class E and/or F) and traveller pitches up to .2ha ...</p>

064/24	<p><b>Previous planning applications:</b> To <b>RECEIVE</b> notification of results set out in <b><u>Appendix 1</u></b></p>
065/24	<p>To <b>CONSIDER</b> responses to Guildford Borough Council on any late received planning applications: <b>(clerk notes/late items)</b></p>
066/24	<p><b>Other Planning Matters:</b></p> <p><u>APP/Y3615/D/23/3331768</u></p> <p><b>Three Acre Barn</b>, Guildford Road, Effingham. KT24 5QQ Outline application to consider access, appearance, layout, and scale for proposed dwelling.</p> <p>To <b>CONSIDER</b> a response to “Grounds for Appeal” statement &amp; other matters relating to the Planning Appeal.</p> <p><b>Enforcement cases:</b> (January 2024) Enforcement cases closed 0. Current enforcement cases 11 of which 7 are classified low priority &amp; 4 are classified medium priority. The oldest case is dated Nov 2012 the latest Dec 2023. <b>(clerk notes)</b></p>
22/P/02136 (23 <sup>rd</sup> Feb)	

## GENERAL PLANNING MATTERS

067/24	<p><b>Neighbourhood / Local Plans</b> To <b>RECEIVE</b> reports on the Neighbourhood &amp; Local Plans:</p>
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## WORKING GROUPS

068/24 (040/24)	<p><b>Finance &amp; General Purposes Working Group (F&amp;GP):</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports and recommendations from the Finance &amp; General Purposes Working Group:</p>
(1)	<p>To <b>CONSIDER</b> and <b>NOTE</b> the updated Physical Risk Assessment. <b>(appendix 3)</b></p>
(3)	<p>To <b>CONSIDER &amp; APPROVE</b> the draft Parish Council Investment Policy. <b>(appendix 3)</b></p>
(5)	<p><b><u>Allotment rental fees</u></b> At the F&amp;GP WG meeting, the clerk agreed to update councillors on income against expenditure for the PC Allotments, as part of the recent review of plot rental fees. In the financial year <u>2022-2023</u>, there was rental income of £1050 against expenditure of £602. (surplus of £448) In the financial year <u>2023-2024</u>, so far there has been rental income of £950 against expenditure of £1435. (deficit of £485)</p>

(6)	<p>The deficit is due in part to a one-off extensive hedge and boundary re-instatement project.</p> <p>An Asset of Community Value application has been completed for The Queen Stage PH and sent to Guildford Borough Council. Guildford Borough Council have acknowledged receipt of the application which is now under consultation.</p>
069/24	<p><b>Climate Change Working Group</b> To <b>RECEIVE</b> updates:</p>
070/24	<p><b>Transport Group:</b> To <b>RECEIVE</b> and <b>CONSIDER</b> reports and recommendations from the Transport &amp; Highways Working Group.</p>
071/24	<p><b>Berkeley Homes /Howard of Effingham Working Group</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any updates on the development:</p>
072/24	<p><b>Parish Councillor Co-Option Working Group</b> To <b>RECEIVE</b> updates:</p>

#### COUNTRYSIDE ACCESS

073/24	<p><b>Countryside Access matters:</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to Countryside matters:</p>
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#### SURREY COUNTY COUNCIL – COUNCILLOR REPORT

074/24	<p><b>Updates from SCC Councillor Dennis Booth:</b></p>
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#### FINANCIAL MATTERS

075/24	<p>To <b>ACKNOWLEDGE</b> council payments for the month of February 2024 (clerk notes/late items)</p>
076/24	<p><b>Bank reconciliation:</b> To <b>CONFIRM</b> that the latest bank reconciliations have been checked and signed as accurate by Cllr <b>Moss</b>.</p>
077/24	<p><b>Other Financial matters:</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports or correspondence relating to other finance matters:</p>

## COMMUNITY AND ENVIRONMENT

078/24	<p><b>Community Fund:</b> To <b>RECEIVE</b> grant requests, if any:</p> <p>A grant application from Effingham Cricket Club has been received. (grass mowing equipment - £2000)</p>
079/24	<p><b>Concurrent Functions Grant Aid (CFGGA)</b> To <b>RECEIVE</b> updates on the following projects:</p>
080/24	<p><b>Other Community Matters</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other community or environmental matters.</p>

## REPORTS

081/24	<p>To <b>RECEIVE</b> reports on:</p> <p><b><u>Police and community issues</u></b> - Appendix 2 December 2023</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>
082/24	<p><b>Other Parish Matters:</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any reports from Parish Councillors and any correspondence relating to other parish matters.</p>

## CORRESPONDENCE

083/24	<p><b>Any Other Correspondence:</b> To <b>RECEIVE</b> and <b>CONSIDER</b> any other correspondence.</p>
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## NEXT AGENDA

<b>084/24</b>	To <b>NOTE</b> new items of business for the agenda of the next meeting:
	<b>Next meetings:</b> (8.00 pm start unless otherwise stated)  Ordinary Meeting of the Parish Council – <b>Tuesday 26<sup>th</sup> March 2024</b>  Venue – KGV Hall & Playing Fields, The Barnes Wallis Hall, Browns Lane, Effingham. KT24 5ND.
	Next Planning Review Group meeting: <b>Tuesday 19<sup>th</sup> March 2024.</b> (7.30pm).

### APPENDIX 1

### Planning Results

064/24

None.

### APPENDIX 2

### Crime figures (x4)

081/24

#### December 2022

Beech Avenue  
Chester Road  
Church Street  
Strathcona Avenue

Anti-social behaviour  
Violence & sexual offences  
Anti-social behaviour  
Violence & sexual offences

Updated Physical Risk Assessment:

Potential hazard	IS THERE ANY <b>DAMAGE / DILAPIDATION?</b> OR <b>RISK OF HARM?</b>	IF SO, HOW URGENT OR SERIOUS IS IT? 1 = Very low 5 = Very high
<b>Bus shelters (3)</b>		
In front of TW White	Refurbished in October 2023, would benefit from litter pick.	1
Opposite TW White	Refurbished in October 2023, would benefit from litter pick.	1
Opposite station	Refurbished in October 2023, would benefit from litter pick.	1
<b>Salt bins (10)</b>		
Beech Ave (opposite "Warren Field")	¾ full, full of rubbish	1
Orestan Lane west of Plough (Leaside Cottage)	Full, lid doesn't fit due to bulging sides to bin	1
Orestan Lane nr island (Woodsway)	Full, all good	1
Church Street Sir Douglas Haig Car Park	Part of building site – probably won't survive	1
Church St / Chapel Hill (Old Stantons)	Full, all good	1
Norwood Road nr junct A246 (car-park)	½ full, mis-formed bin	1
Norwood Close, far end	Bin missing	1
Norwood Road (No.55)	Full, all good	1
Norwood / Strathcona link top (81 Strathcona)	½ full, all good.	1
Strathcona / Woodlands jnc	Full, all good	1

Potential hazard	IS THERE ANY <b>DAMAGE / DILAPIDATION?</b> OR <b>RISK OF HARM?</b>	IF SO, HOW URGENT OR SERIOUS IS IT? 1 = Very low 5 = Very high
<b>Shops area and village centre</b>		
Parish Council Noticeboard near post office (x3)	PC Board has some condensation, 2 new, all serviceable	1
<i>Fence beside the Post Office</i> (Jointly owned by EPC, Post Office and neighbour)	Fence has recently been repaired by Moorcroft development contractors.	1
Tree nearest the Post Office	Tree replaced in 2019/20 – doing well, no issues.	1
Bollards around grass	All bollards in place – 2 appear to have been knocked recently but are still standing.	1
Public bench	Replaced 2019/20	1
Galleon sign on post	Refurbished 2019/20	1
Public bench in front of former Vicarage	Refurbished in October 2023	1
Trees in front of KGV on Browns Lane	Mixture of new and old trees, some removed, all appear structurally sound. From A246 going towards KGV car park entrance - 1st tree missing, 2nd tree now a stump, 3rd tree (young tree), 4th tree mature sound, and past KGV car park entrance- 5th tree mature sound, 6th, 7th & 8th trees (young trees).	1



Potential hazard	IS THERE ANY <b>DAMAGE / DILAPIDATION?</b> OR <b>RISK OF HARM</b>	IF SO, HOW URGENT OR SERIOUS IS IT? 1 = Very low 5 = Very high
<b>Burial Ground</b>		
Steps and street boundary walls	Checked and appeared ok	1
Side and rear walls and fences	Checked and appeared ok	1
Trees	Some hanging branches from The Former St.Lawrence Playing Fields site	2
Seats and benches	Refurbished in October 2023	1
Paths and walking areas	Checked and appeared ok	1
Headstones	Checked and appeared ok	1
Risk from neighbouring properties	None seen	1
Notice board	Refurbished in October 2023	1

Potential hazard	IS THERE ANY <b>DAMAGE / DILAPIDATION?</b> OR <b>RISK OF HARM?</b>	IF SO, HOW URGENT OR SERIOUS IS IT? 1 = Very low 5 = Very high
<b>Allotments</b>		
State of track surface	Checked and appeared ok	1
State of grass paths	Checked and appeared ok	1
Parking and 'public' areas Any signs of tipping or bonfires?	No sign of fly tipping / bonfires	1
Cess pit	Never discovered	1

Trees and hedge boundaries with neighbours	Majority of boundary hedge trimmed in October 2023	2
Fence boundaries with neighbours	Checked and appeared ok	1
Taps and standpipes	Checked and appeared ok	1
Notice board	Refurbished October 2023	1

Potential hazard	IS THERE ANY <b>DAMAGE / DILAPIDATION?</b> OR RISK OF HARM?	IF SO, HOW URGENT OR SERIOUS IS IT? 1 = Very low 5 = Very high
<b>Parish Room, Office and WC</b>		
Doors and accesses	Main front door sticking slightly in damp weather – not currently a problem	2
Furniture –safety as a public area and a work area	Checked and appeared ok	1
Plumbing & drains	Checked and appeared ok	1
Electricals	Checked and appeared ok	1
Office equipment	Checked and appeared ok	1
Exterior – roof, guttering, rendering, flint, frames etc	Possible issues with missing / mis-lodged tiles, possible issue with guttering / drains	2
Security of building, and of Clerk	No issues	1
Risk from neighbouring properties	Checked and appeared ok	1
Fire prevention	Fire extinguisher recently serviced	1
Interior walls etc	Dampness to walls remains a problem, some ventilations issues highlighted by report not addressed.	2

**EFFINGHAM PARISH COUNCIL**  
**STATEMENTS OF GUIDANCE AND POLICY**  
**(17) Investment Policy 2024**

<b>Version</b>	<b>Date of adoption</b>	<b>Minute Reference</b>	<b>Review Date</b>	<b>Originator</b>
1		068/24		JS

**1. Introduction**

- 1.1 The Local Government Act 2003 Section 12 provides a local authority with the power to invest:
  - (a) For any purpose relevant to its functions under any enactment; or
  - (b) For the purpose of prudent management of its financial affairs
- 1.2 Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.3 The council acknowledges its duty of care to the community regarding the prudent investment of funds.

**2. Objectives**

- 2.1 The council’s priorities are, in the following ranking order:
  - (a) The security of capital to minimise the risk of losses
  - (b) The liquidity of investments to meet the cash flow needs of the council
  - (c) Maximising income within the framework of the national economic situation
- 2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

**3. Investments**

- 3.1 All investments and deposits will be in pounds sterling (£) and placed with UK registered financial institutions. Wherever possible, these institutions will be included in the Financial Services Scheme. (FSCS)

- 3.2 Where appropriate to do so, and to benefit from a higher rate of interest, an instant access deposit account may be used for any surplus funds needed for current expenditure. A monthly 'feed' or 'sweep' may be set up between the instant access account and the council's primary current account.
- 3.3 Funds not needed for current expenditure (i.e, general or earmarked reserves) may be placed on longer term investments, taking account the cash flow requirements of the council and the financial projections of the council's business plan.
- 3.4 The council will keep under review its position in relation to whether it qualifies for protection under the Financial Services Compensation Scheme (FSCS) and consider spreading the financial risk by placing investments with a number of different financial institutions to remain under the relevant qualifying FSCS threshold at the time.
- 3.5 If the financial institution chosen to invest with is not covered by the FSCS compensation guarantee, the credit rating of the institution will be a minimum of 'A', and these will be monitored regularly.

The Parish Clerk and Responsible Financial Officer has delegated authority to transfer deposits between the parish council's current and savings accounts, in alinement with the Parish Council's agreed investment policy.