

THURSLEY PARISH COUNCIL
Minutes of Meeting

Tuesday 6th June 2017 at 7.30 pm
The Village Hall, Thursley

Attendees: Cllr J. Mendelssohn (Chair) Cllr. S. Edwards Cllr J. Luff
 Cllr J. Malton Cllr J. Swift Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer (SCC) Mrs N. Bates (Warden)

1.0 WELCOME AND APOLOGIES

The Clerk reported that apologies had been received from Cllr Horwood, Cllr Hunter, Cllr Jenny Else and Cllr David Else who were absent due personal and business commitments. These apologies were approved by the Council.

2.0 DECLARATIONS OF INTEREST

No members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007.

3.0 APPROVAL OF PREVIOUS MINUTES

The minutes of the Parish Council meeting on 2nd May 2017 were approved by the Council and signed by the Chairman.

4.0 MATTERS ARISING FROM THE MINUTES

It was noted that a response had been received from Highways England advising that as a result of the A3 minor access study which was recently completed, Warren Park has been included as one of the sites that will be explored further to see if there are any mitigation measures that can be implemented to improve the egress/access arrangements.

5.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

(5.1) Cllr Harmer advised that he would be relinquishing some of his previous responsibilities at County Hall but would instead be chairing the Audit Committee.

(5.2) Cllr Harmer advised that SCC were in the process of making cost savings and that the Local Highways funding would be reduced and as a result only £40k would be available to Waverley. He advised that he had made a recommendation about how cuts to these funding streams could be avoided and that further discussion was due to take place.

(5.3) Cllr Harmer reported that there were 29 new members from a total of 81. Cllr Harmer was thanked for his continued support for the Western Villages.

6.0 PLANNING

- (6.1) WA/2017/0766 – Hill House Farm, GU8 6QJ
Change of use of land to amend the domestic curtilage of the dwelling together with the construction of a tennis court and fence with associated landscaping.

Following review of the plans it was resolved that the Parish Council had no comment regarding this application.

- (6.2) WA/2017/0766 – Hill House Farm, GU8 6QJ
Application under Section 73A to vary Condition 1 of WA/2005/1817 as inserted by NMA/2016/0105 to vary design of garage to allow a basement boiler space and a flue for a biomass boiler to be installed.

Following review of the plans it was resolved that the Parish Council had no comment regarding this application.

- (6.3) WA/2017/0870 – Red Lodge, Dye House Road, GU8 6QA
Erection of single storey extension and alterations with ancillary works following demolition of existing garage; erection of detached outbuilding.

Following review of the plans it was resolved that the Parish Council had no comment regarding this application.

- (6.4) WA/2017/0901 – Emley Farm, Bowlhead Green, GU8 6NW
Listed building consent for renovation and minor alterations to the stable building.

Following review of the plans it was resolved that the Parish Council supported this application.

- (6.5) Following recent communications from WBC regarding the appeal lodged by the applicants of Uplands Stud, Cllr Mendelssohn advised that he had been advised by the WBC Enforcement Team that their report to support their request for an injunction will go before the Full Council at their July meeting and if approved, action will then take place.

It was noted that there was currently a backlog of appeals with the Planning Inspectorate but that as soon as WBC had received notification of the appeal, the information would be included on their website and all neighbours and interested parties would be informed of the appeal hearing date.

- (6.6) Cllr Mendelssohn advised receipt of a notification from National Trust advising of their application to the Secretary of State for consent to carry out restricted works on Hindhead Commons for the installation of new fencing. It was noted that following advice from a local landowner regarding the proposed works, the Parish Council had no comment.

- (6.7) It was noted that following representation at the recent Central Committee Planning meeting, the application for works at Thistle Rough had been approved.

- (6.8) Discussion took place regarding the use of synthetic slate tiles on works currently planned to take place in the village and whether these complied with the village design statement. It was noted that the Conservation Officer had advised that slate or a slate alternative were acceptable.

(6.9) Cllr Mendelsohn advised that he had been approached by a resident in The Street asking for advice about the possible extension of the lay-by outside of her property. **It was agreed the Cllr Mendelsohn write to the homeowner to advise that the Parish Council do not have the authority to allow planning matters and that they would need to speak to the WBC planning department before undertaking any work. It was noted that drainage may need to be considered as part of the process.**

(6.10) Cllr Mendelsohn advised that he had been contacted by the Deputy Mayor of Haslemere to request a meeting so that they could co-operate with Thursley Parish Council regarding the Punchbowl planning application.

It was noted that some of the Barons operations based close to the Punchbowl were moving location.

PUBLIC QUESTION TIME

Mrs Nicki Bates advised that she had received some leaflets from the Surrey Wildfire Service. It was suggested that if there were sufficient available, they be included in the next issue of the parish magazine. **Mrs Bates agreed to investigate whether this would be possible.**

Mrs Bates advised that the Point-to Point signs which had been erected in Peper Harow were an eyesore. **It was suggested that she contact Robert Fuller, the Chairman of the Parish Council.**

Mrs Bates highlighted the amount of rubbish and waste around the bin in the lay-by on Dye House Road. **She advised that she would be making arrangements for it to be cleared.** Discussion took place regarding the options for stopping the problem continuing.

Mrs Bates raised a concern regarding the overgrown vegetation at junctions which caused problems with visibility. Cllr Harmer advised that an email should be sent to Mr Steve Lindsey-Clark to request clearance.

It was noted that the white lines at the junction towards the northbound A3 on Dye House Road were not visible. **It was suggested that details of any such highways concerns be sent to the Clerk by the end of the week so that she could prepare a list for inclusion on the email to Mr Lindsey-Clark.**

It was suggested that there are likely to be several footpaths in the village at this time of year that have overgrown vegetation obstructing them. **Cllr Mendelsohn agreed to include a note in his monthly report to advise that landowners were responsible for clearing footpaths on their property.**

It was noted that the SFRS training which had taken place at the weekend had been very well organised and that parking on the recreation ground had not been an issue.

Mrs Bates advised that the latch on the gate to the play area was broken and would need replacing. It was noted that there had been a report of the bolts on the see saw being loose. The Clerk advised that she was speaking with the supplier to see if an alternative locking design could be installed. It was suggested that some of the wear and tear of the equipment was due to adult usage.

Mrs Bates suggested alternative arrangements for the mowing whilst Mr Richard Bates is not available. **The Clerk was asked to contact Mr Richard Knight to request that he take on the mowing duties until Richard is able to continue.** Cllr Mendelsohn stressed that Mrs Bates should ensure that Mr Bates does not return until he is fully recovered.

7.0 FINANCE

(7.1) The financial overview for May/June was presented, duly authorised and cheques signed:

959	CANCELLED		
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961	Sunshine Solar Ltd	269.34	Defibrillator equipment
962	E. Felton	363.48	Salary & Expenses
963	Post Office	172.80	HMRC payment
964	Maxwell & Co	546.00	Annual internal audit
965	Zurich Municipal	826.57	Annual insurance premium
TOTAL		£2,178.19	

(7.2) The Fixed Assets Register for 2017-18 was approved by the Council and signed by the Chairman.

(7.3) The Clerk reported that the internal audit of accounts for 2016-17 had been completed (*copies of the report had been distributed to members in advance of the meeting*). The recommended actions on the Audit Report were noted and approved (see Appendix A). It was agreed that all be actioned immediately. The Effectiveness of the Internal Audit report was approved.

(7.4) It was agreed to approve the Annual Governance Statement 2016-17 and this was duly signed by the Clerk and Chairman.

(7.5) It was agreed to approve the annual Accounting Statements for 2016-17 and this was duly signed by the RFO and Chairman.

(7.6) Cllr Harmer advised that the Local Allocation Grant funding was available and that applications should be submitted ASAP.

(7.7) Cllr Swift agreed to speak to the coach company to chase payment for Mr Richard Knight for the works he had recently undertaken to repair damage to the green which had been caused by their vehicle.

(7.8) The annual insurance policy was approved.

(7.9) Cllr Swift advised that there had been a problem with the water level in the pond at Bowlhead Green and that a funding application to CFS had been submitted. It was noted that funds previously received from the organisation had been returned to them but was now required.

8.0 HIGHWAYS

(8.1) Discussion took place regarding the problem of speeding vehicles on The Street. It was agreed that Cllr Mendelssohn would request a meeting on site with Mr Adrian Selby (SCC) to discuss possible resolution to the problem.

(8.2) Following a recent closure of the A3 due to an incident, there had been another example of traffic congestion in Bowlhead Green. **It was agreed that Cllr Mendelssohn would write to Highways England to highlight that diversionary signage during unplanned closures of the tunnel was still an issue.**

(8.3) The issue of cyclists speeding on Highfield Lane was discussed.

9.0 RECREATION GROUND SIGNAGE

Following agreement of the wording, the Clerk was asked to circulate a draft of the proposed sign to be installed at the entrance to the recreation ground for approval prior to the order being placed.

10.0 MANORIAL WASTE CLEARANCE

Cllr Mendelssohn advised that he had spoken to the homeowner of Tilhurst, Dye House Road who had enquired about clearing the manorial waste land in front of the property. **Following discussion it was agreed that Cllr Mendelssohn would write to the homeowner to thank her for her kind offer of arranging and funding the works.**

11.0 THURSLEY VILLAGE WEBSITE

Deferred.

12.0 VILLAGE DESIGN STATEMENT

Cllr Swift reported that no comments had been received regarding the proposed amendments to the Village Design Statement. **It was suggested that following agreement of the VDS group, he would coordinate discussions with the appropriate person at WBC to obtain guidance in advance of the final version being prepared.**

13.0 HAMMER POND

Cllr Mendelssohn reported that Natural England had advised that they were in the process of considering two options for resolution of the problems at Hammer Pond and would report further in due course.

14.0 PARISH FIELD

Cllr Mendelssohn advised that following the recent decision not to pursue the land swap suggestion involving the parish field, he had met with Mr Matt Larkin from Natural England to discuss the possibility of an option on the land involved but that this had not been accepted. A summary of the discussions at the meeting had been circulated to Councillors in advance of the meeting.

Following discussion it was agreed that the proposal to prepare a new twenty one year lease with an increased annual rent amount of £600 be approved. It was noted that there was a five year rent review clause and that the costs for the process were to be borne by Natural England. It was suggested that the Parish Council arrange independent legal advice of the lease documentation.

Cllr Mendelssohn advised that Natural England were also happy to arrange for registration of the parish field on behalf of the Parish Council with the associated legal costs to be shared between both parties.

15.0 BOATS

Cllr Mendelssohn advised that the paper regarding BOATS would be available for review at the September Parish Council meeting.

16.0 EMERGENCY PLAN

Cllr Malton advised that she was in receipt of information and that she would be discussing the Emergency Plan with Cllr Horwood in due course.

17.0 CORRESPONDENCE

(17.1) Cllr Luff advised that he had received notification from the Village Hall Committee that if the hall is not cleared by the nursery in advance of Parish Council meetings, the Parish Council should request a refund for their booking fee. Cllr Luff was thanked for taking this to the VH Committee and preparing the room for the meeting.

(17.2) Cllr Mendelssohn asked if it would be possible to change the date of the meeting in September as he was not able to attend on Tuesday 5th. **Following discussion it was agreed that the meeting take place on Monday 4th September. The Clerk was asked to make arrangements for this date to be publicised and parties informed.**

18.0 MATTERS FOR CONSIDERATION AT NEXT MEETING

- Items carried forward as above
- Financial Regulations

Cllr Mendelssohn and Cllr Swift gave their apologies for the July meeting as they were not able to attend.

The meeting closed at 9.25 pm

Signed

Tuesday 4th July 2017

Date of next meeting is Tuesday 4th July 2017 at 7.30 pm.

Thursley Parish Council Internal Audit Notes 2017

These notes are intended as guidance to the Thursley Parish Councillors following an internal audit carried out in May 2017. The audit was carried out to ensure that the Parish Council's systems comply with the relevant procedures and controls expected to be in operation. In all significant respects control objectives were achieved throughout the financial year to 31 March 2017. Other comments and recommendations are listed below:

- The 2016 External audit report referred to 2 minor issues which referred to fixed assets and the internal auditors recommendations. No action was required regarding the fixed assets comments and the recommendations of the internal auditor have been implemented.
- Risk assessment -The Council is required to carry out a risk assessment at least once a year and record the fact in the minutes. A risk assessment was prepared in January 2017 and the details included in the agenda for the January Council meeting. I understand that the assessment was subsequently discussed in Council but the findings not recorded in the minutes. As the minutes are a legal record of the decisions made by the Council it is important that the minutes are accurate and include all items discussed, before being signed at the following meeting. I recommend that the prior meeting's agenda is reviewed and compared to the actual minutes before signing them.
- The financial regulations of the Council require that all salaries shall be agreed by Council. The clerk received a small salary increase in March 2017 in line with agreed National scale rates and payment was authorised in the minutes, albeit the increase was not recorded as agreed in the minutes. A local council may, by resolution, exclude the public from a meeting whenever publicity of that which is to be discussed would be prejudicial to the public interest. This may be because it is a confidential matter, such as the clerk's employment or details of tenders and contracts, which is being discussed. If this is to happen, the meeting should still be advertised in the usual way. A resolution is passed and the public are excluded for only the agenda items which are confidential. I recommend that the Council opt for a resolution to exclude the public when considering any future salary scale adjustments for the clerk so that these can be discussed and agreed by Council and any resolutions made recorded in the minutes.
- NALC issued updated model financial regulations in 2016. I recommend that the Council review these in the current year and update the existing regulations, as required.

