

THURSLEY PARISH COUNCIL
Minutes of Meeting

Tuesday 3rd January 2017 at 7.30 pm
Thursley Village Hall, Thursley

Attendees: Cllr J. Mendelsohn (Chair) Cllr S. Edwards Cllr T. Horwood
Cllr P. Hunter Cllr J. Luff Cllr J. Malton
Cllr J. Swift Mrs E. Felton (Clerk)

Also attending were: Cllr D. Harmer Mrs N. Bates Mr B. Welch (until 8.55 pm)
Mr N. Chandler (until 8.15 pm)

1.0 WELCOME AND APOLOGIES

The Clerk reported that apologies had been received from Cllr Jenny Else (WBC) and Cllr David Else (WBC) due to ill-health. These apologies were accepted by the Council. It was noted that communications had been received from both Councillors over the Christmas period and that they continued to support the parish outside of the meetings.

2.0 DECLARATIONS OF INTEREST

Councillor Hunter disclosed a possible interest in agenda item 6 a) - a. WA/2013/1664 – Dell Cottage. It was noted that although he was a neighbour of the property, the issue to be discussed was with regards to WBC rather than the homeowner/property.

No other 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 6th December 2016 were approved by the Council and signed by the Chairman.

4.0 MATTERS ARISING FROM MINUTES

(4.1) Cllr Mendelsohn confirmed that he had written to Natural England for an update regarding Hammer Pond but no response had been received. **He agreed to write again to request information and to escalate the concerns of the Parish Council if no further updates are received.**

(4.2) Cllr Mendelsohn advised that the works to reinstate the footpath and improve the condition of the parking area by Church Cottages had taken place over the Christmas period and that he had received several calls to comment that the works had improved the area. It was noted that if required, an additional step could be installed if parishioners felt necessary.

Cllr Mendelssohn advised that he had spoken to a parishioner concerned about the ownership and works that had been undertaken to the area. Cllr Mendelssohn advised that he understood that the previous owners of one of the cottages had taken advice prior to selling the property and that legal arrangements were in place to this effect.

(4.3) It was noted that the 'No Horse' signs still need to be erected. **Cllr Hunter agreed to make arrangements for their installation.**

(4.4) It was noted that the comments regarding the planning application for Kestrel Woods had been registered with WBC following approval of accuracy by Councillors.

(4.5) Discussion took place regarding the communications with WBC regarding the increased number of homes at Warren Park. Cllr Luff advised that WBC had confirmed that Highways England had been consulted. **Cllr Luff reported that he had requested copies of the communications as a Freedom of Information request and would report back at the next meeting.**

(4.6) It was confirmed that the business operating from a property in Highfield Lane was deemed to not require a change of use certificate from WBC. It was noted that WBC were fully aware of the use of the workshop on the site and were supportive.

(4.7) The Clerk advised that the application for funds to improve the track on the recreation ground still required one signature for final approval before the funds could be received. The Clerk reported that in response to a request to the contractors to confirm their ability to source materials and meet the deadline for completion of works by the end of March 2017, she had received one response to confirm that it was possible.

Following discussion it was agreed that as soon as the funding is confirmed, the contract for the works be awarded to the contractor who confirmed his ability to adhere to the conditions.

(4.8) Cllr Mendelssohn confirmed that he had spoken to the parishioner who had raised a concern regarding tree outside her property that was on manorial waste, to advise that the dead wood could be removed by her gardener and he understood that this would be undertaken in due course.

(4.9) It was confirmed that the payroll amounts were correct.

(4.10) Following discussion regarding the registration of the Parish Field, **Cllr Mendelssohn agreed to speak to the Land Registry to investigate the registration process in light of the evidence available that the field has been in the ownership of the Parish Council for a considerable time. It was agreed that Cllr Mendelssohn and Cllr Hunter meet to discuss the registration and continue discussions with Natural England.**

The Clerk advised that she had spoken to the accountants regarding showing the Parish Field as an asset and it had been suggested that this be discussed with legal advisors once registration is complete.

(4.11) It was confirmed that cars still appear to be being parked close to the wall by the Clump. **Cllr Mendelssohn agreed to speak to the homeowner of the property.**

(4.12) The Clerk confirmed that she had received updated Pecuniary Interest forms from some Councillors.

(4.13) It was confirmed that Cllr Hunter had sent a response regarding the Frensham Great Pond communication.

(4.14) The Clerk advised that she had met with a WBC employee who was responsible for coordinating filming opportunities within the borough. It was noted that the Parish Council should be kept informed of plans to film in future. A question was raised about whether the parish would receive income from such filming.

PUBLIC QUESTION TIME

Mrs Nicki Bates advised that she understood that Mr McLean had offered Natural England some materials for works to Hammer Pond. **Cllr Mendelssohn agreed to speak to them and copy Cllr Luff into the communications.**

Mr Brian Welch raised a question regarding the ownership and responsibility of garden waste. Following discussion it was confirmed that it was good etiquette and common sense for the property in which the leaves are located to dispose of them accordingly. The arrangements for disposal of garden waste were highlighted.

Mr Nigel Chandler raised concerns regarding the works being undertaken by Church Cottages. Cllr Mendelssohn explained that the subject had been discussed earlier in the meeting under 'Matters Arising' and he repeated his comments on the subject. Mr Chandler advised that he had spoken to WBC who suggested that planning approval was required for the works. He also raised a concern about the works not complying with the VDS.

Following discussion it was confirmed that it was the understanding of the Parish Council that the parking arrangements had been in place for over twenty years and that the previous homeowner had obtained legal advice to investigate the continued use of the land for this purpose prior to selling the property. It was confirmed that the Parish Council understood that the parking area would be used for the same number of cars in the same area and that the only change had been to improve the surface.

In response to a question from Mr Chandler regarding the preparation of plans for the area, it was confirmed that the plans had been prepared for the owners of Church Cottages, not the Parish Council. The issue that the Parish Council had was with the deterioration of the footpath which had now been reinstated.

Mr Chandler left the meeting.

5.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

(5.1) Cllr Harmer advised that funding continued to be a concern of SCC with options to address the shortfall being discussed. He advised that he expected a resolution to be available within 5-6 weeks and that he would report further in due course.

(5.2) Cllr Harmer reported that he had some funding available under the 2016-17 Local Allocation Fund grant.

6.0 PLANNING

(6.1) WA/2013/1604 – Dell Cottage, Pitch Place

The Clerk reported that WBC had confirmed that the external materials used on the extension on the main residence did not comply with the approved planning conditions but WBC were not able to restrict the use of cladding on the exterior of the garden studio as this had been allowed under General Permitted Development.

It was agreed that the concern of the Parish Council was that WBC appeared not to be referring to the Thursley Village Design Statement, a document which they had adopted, when considering the garden studio application as part of the planning process. It was noted that although Dell Cottage is an example of WBC not adopting the document, there are several other examples within the village and that there are likely to be more in the future.

It was also noted that the use of such materials are also contrary to the Surrey Hills Policy C3 which states '*respect or enhance existing landscape character by appropriate design*'.

Mr Welch confirmed that he was not aware of the need to ensure that the materials used on the main residence should match the existing house and he had matched them to the garden studio instead. He advised that since the adoption of the VDS, the range and quality of cladding had improved and the use of such materials was now more acceptable in an AONB/AGLV etc. **It was noted that this should be considered when updating the VDS.**

It was agreed that the issue of WBC not adhering to the VDS document when considering planning applications should be raised with them along with other concerns that the Parish Council have regarding the planning process. **It was suggested that the Clerk check with other parishes to ascertain if they would be interested in joining a meeting with WBC to raise their concerns.**

(6.2) Cllr Mendelssohn advised that there had been some communication with WBC regarding the ability of WBC staff at the recent appeal hearing for the Old Mill Farm application. It was suggested that although the WBC staff may have been well prepared, the legal advisor acting on behalf of the applicant was better prepared and more used to speaking at such hearings. It was noted that the decision of the appeal hearing was not yet available.

(6.3) Discussion took place regarding the planning application for nine houses at Uplands Stud in light of the recent refusal to set aside the S106 agreements for the site. Discussion also took place regarding the implications for the recent Certificate of Lawfulness issued for the same site.

Mr Welch left the meeting.

7.0 FINANCE

(7.1) The following financial overview for January was presented, duly authorised and the cheques for payment were approved and signed:

| | | | |
|--------------|-------------|----------------|-------------------|
| 935 | E. Felton | 277.50 | Salary & Expenses |
| 936 | Post Office | 169.60 | HMRC payment |
| TOTAL | | £447.10 | |

(7.2) It was noted that the funding for the recreation grounds is still to be confirmed.

(7.3) The Clerk advised that she had not received a response from Billmeir Trust regarding the funding request for a defibrillator for Pitch Place. Cllr Swift advised that funding from other sources may be possible if this is not successful. It was noted that the installation costs account for £1k of the total cost of £2,350. It was agreed to leave the total costs in the budget for 2016-17 at present and include £500 for defibrillator costs in the 2017-18 budget.

Cllr Swift and Cllr Hunter agreed to discuss the power supply to the defibrillator unit in Bowlhead Green.

(7.4) Following review of the draft budget for 2017-18 it was agreed that the Precept amount remain at the current level of £14,887. **It was suggested that a note to inform parishioners that there is no change is included in the monthly report for inclusion in the parish magazine.**

8.0 HIGHWAYS

(8.1) It was noted that there had been no response received from SCC regarding the traffic issues on the A3 and Hindhead Tunnel following Cllr Hunter's attendance at a meeting at County Hall to raise the matter.

(8.2) Cllr Swift raised a concern regarding the transfer of packages between vehicles in Bowlhead Green. **It was agreed that he should contact the Police to report the matter.**

(8.3) Cllr Edwards raised a concern regarding the large crater/pot hole in the area outside of Copper Beeches in Highfield Lane. Cllr Mendelssohn confirmed that SCC were aware that the temporary repair that they had undertaken had only lasted a few days. **It was agreed that the issue should be reported online to ensure a quick response.** It was noted that SCC's long term solution to the problem was in the budget for 2017-18.

9.0 NEIGHBOURHOOD WATCH UPDATE

Cllr Hunter reported that he had spoken to Ms Christmas regarding the future role of the Neighbourhood Watch Coordinator. The Clerk was asked to send Cllr Malton details of the new system which the Police had introduced to report and highlight criminal activity so that she could investigate prior to the appointment of a new coordinator.

Cllr Hunter agreed to speak to Ms Christmas again to obtain details of the database held for Neighbourhood Watch purposes to supply to the Clerk.

10.0 PARISH FIELD

Discussion took place regarding the need to ensure that parishioners are informed about any negotiations regarding the parish field. It was agreed that following initial discussions which take place shortly, parishioners should be kept informed and have the opportunity to consider the options prior to any decision making process.

11.0 ANNUAL ASSEMBLY

Following discussion, it was agreed that Cllr Edwards approach the Army to invite them to speak at the Annual Assembly on 27th April 2017 for a period of fifteen minutes. The Clerk was asked to approach representatives from National Trust to see if they would be willing to bring along their information boards regarding the proposed works to the Hindhead Café for parishioners to view. It was agreed that speakers from local organisations be limited to five minutes presentation time.

12.0 PARISH FIELD

See (4.1) and 10.0 above.

13.0 FILMING OPPORTUNITIES

See (4.14) above.

14.0 CORRESPONDENCE

The Clerk reported that one item of correspondence had been received from the Planning Inspectorate advising that an inquiry was due to be held on 1st June 2017 regarding the plans to modify the Definitive Map and Statement for the area by adding a bridleway from Tilford Road, Frensham for 187 metres to and across the boundary onto Hankley Common. It was noted that this had been approved at a Local Committee meeting but an objection had been received which resulted in an inquiry being necessary. It was agreed that no further action was necessary.

15.0 MATTERS FOR CONSIDERATION AT NEXT MEETING

- Joint approach to WBC regarding planning concerns.

The meeting closed at 9.35 pm

Date of next meeting is Tuesday 7th February 2017 at 7.30 pm.

Signed

7th February 2017

| Thursley Parish Council | | RECEIPTS/EXPENDITURE REVIEW BY MONTH 2017-18 | | | | | | | | | | | | | | |
|---|-------------------|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------------|
| Activity | | | | | | | | ACTUAL | | | | | | | FORECAST | Forecast 2017-18 TOTAL |
| | April | May | June | July | August | September | Apr -Sep 2017 | October | November | December | January | February | March | Oct - Mar 2018 | | |
| Grant Aid | £76.00 | | | | | | £76.00 | | | | | | | £0.00 | £76.00 | |
| Interest/Dividends | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Precept | £14,887.00 | | | | | | £14,887.00 | | | | | | | £0.00 | £14,887.00 | |
| Electricity Sub Station Rent | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Recreation Fees | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Compensatory Grant | £279.00 | | | | | | £279.00 | £279.00 | | | | | | £279.00 | £558.00 | |
| Local Support Grant | | | | | | | £0.00 | | | | | | £1,000.00 | £1,000.00 | £1,000.00 | |
| Refunds | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| VAT Reimbursement | | £2,987.10 | | | | | £2,987.10 | | | | | | | £0.00 | £2,987.10 | |
| Pavilion insurance monies | | | | | | £155.00 | £155.00 | | | | | | | £0.00 | £155.00 | |
| Parish Field Rent | | | | | | | £0.00 | | | | | | £564.00 | £564.00 | £564.00 | |
| VDS Sales | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Total Receipts | £15,242.00 | £2,987.10 | £0.00 | £0.00 | £0.00 | £155.00 | £18,384.10 | £279.00 | £0.00 | £0.00 | £0.00 | £0.00 | £1,564.00 | £1,843.00 | £20,227.10 | |
| Salaries | £260.00 | £260.00 | £260.00 | £260.00 | £260.00 | £260.00 | £1,560.00 | £260.00 | £260.00 | £260.00 | £260.00 | £260.00 | £260.00 | £1,560.00 | £3,120.00 | |
| HMRC | £173.00 | £173.00 | £173.00 | £173.00 | £173.00 | £173.00 | £1,038.00 | £173.00 | £173.00 | £173.00 | £173.00 | £173.00 | £173.00 | £1,038.00 | £2,076.00 | |
| Clerk Expenses | £25.00 | £25.00 | £25.00 | £25.00 | £25.00 | £25.00 | £150.00 | £25.00 | £25.00 | £25.00 | £25.00 | £25.00 | £25.00 | £150.00 | £300.00 | |
| Pension costs | £5.00 | £5.00 | £5.00 | £5.00 | £5.00 | £5.00 | £30.00 | £5.00 | £5.00 | £5.00 | £5.00 | £5.00 | £5.00 | £30.00 | £200.00 | |
| Warden fee | £100.00 | | | | | | £100.00 | £100.00 | | | | | | £100.00 | £200.00 | |
| Grasscutting | | | | | | | £0.00 | £500.00 | | | | | | £500.00 | £500.00 | |
| Fees - SCAPTC | £210.00 | | | | | | £210.00 | | | | | | | £0.00 | £210.00 | |
| Grants/Payments | | | | | | | £0.00 | | | | | | £500.00 | £500.00 | £500.00 | |
| Insurance Premiums | | | £800.00 | | | | £800.00 | | | | | | £200.00 | £200.00 | £1,000.00 | |
| Playground inspection fee | | | | | | £100.00 | £100.00 | | | | | | | £0.00 | £100.00 | |
| Admin Expenses | | | | | | | £0.00 | | | | | | £150.00 | £150.00 | £150.00 | |
| Hall Facilities | | | | | | | £0.00 | | | | | | £400.00 | £400.00 | £400.00 | |
| Audit Fees | | | | | | £200.00 | £200.00 | | | | | | | £0.00 | £200.00 | |
| Internal Audit | | | £500.00 | | | | £500.00 | | | | | | | £0.00 | £500.00 | |
| Recreation Ground | | | | | | | £0.00 | | | | | | £1,000.00 | £1,000.00 | £1,000.00 | |
| Playground Furniture & Maintenance | | | | | | | £0.00 | | | | | | £500.00 | £500.00 | £500.00 | |
| Defibrillator & Expenses | | | | | | | £0.00 | | | | | | £500.00 | £500.00 | £500.00 | |
| Village design statement | | | | | | | £0.00 | | | | | | £1,000.00 | £1,000.00 | £1,000.00 | |
| Election costs | | | | | | | £0.00 | | | | | | £1,000.00 | £1,000.00 | £1,000.00 | |
| Village support costs | | | | | | | £0.00 | | | | | | £1,000.00 | £1,000.00 | £1,000.00 | |
| Other expenses | | | | | | | £0.00 | | | | | | £400.00 | £400.00 | £1,000.00 | |
| Pavilion Rebuild costs | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Donations | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Village Hall | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Sign Posts | | | | | | | £0.00 | | | | | | £2,000.00 | £2,000.00 | £2,000.00 | |
| Training | | | | | | | £0.00 | | | | | | £200.00 | £200.00 | £200.00 | |
| Website | | | | | | | £0.00 | | | £600.00 | | | | £600.00 | £600.00 | |
| s137 payments | | | | | | | £0.00 | | | | | | | £0.00 | £0.00 | |
| Vat on payments | £500.00 | | £100.00 | | | £50.00 | £650.00 | | | £150.00 | | | £600.00 | £750.00 | £1,400.00 | |
| Total Payments | £1,273.00 | £463.00 | £1,863.00 | £463.00 | £463.00 | £813.00 | £5,338.00 | £1,063.00 | £463.00 | £1,213.00 | £463.00 | £463.00 | £9,913.00 | £13,578.00 | £19,656.00 | |
| Opening Bank Balance | £12,714.85 | | | | | | | | | | | | | | | |
| Bank Balance at month end | £26,683.85 | £29,207.95 | £27,344.95 | £26,881.95 | £26,418.95 | £25,760.95 | £25,760.95 | £24,976.95 | £24,513.95 | £23,300.95 | £22,837.95 | £22,374.95 | £14,025.95 | £14,025.95 | £14,025.95 | |
| Fire Fund (ring fenced) | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | £2,923.00 | | | |
| Payments | | | | | | | | | | | | | | | | |
| Play Area Fund (ring fenced) | £104.70 | £104.70 | £104.70 | £104.70 | £104.70 | £104.70 | | £104.70 | £104.70 | £104.70 | £104.70 | £104.70 | £104.70 | | | |
| Receipts | | | | | | | | | | | | | | | | |
| Payments | | | | | | | | | | | | | | | | |
| Bank balance inc. ring Fenced Amount | £29,711.55 | £32,235.65 | £30,372.65 | £29,909.65 | £29,446.65 | £28,788.65 | | £28,004.65 | £27,541.65 | £26,328.65 | £25,865.65 | £25,402.65 | £17,053.65 | | | |