

# THURSLEY PARISH COUNCIL

## Minutes of Annual Meeting

**Tuesday 5<sup>th</sup> June 2018 at 7.30 pm**  
**Thursley Village Hall, Thursley**

**Attendees:** Cllr J. Mendelsohn (Chair) Cllr S. Edwards Cllr T. Horwood  
Cllr J. Luff Cllr J. Swift (from 7.50 pm) Mrs E. Felton (Clerk)

**Also attending were:** Mrs N. Bates Mr N. Ford Ms J. Christmas (to 8.20 pm)  
Mr A. Johnson (to 8.20 pm)

### 1.0 WELCOME AND APOLOGIES

The Clerk reported that apologies had been received from Cllr Hunter, Cllr Malton, Cllr David Harmer and Cllr David Else who were not able to attend due to personal and business commitments. These apologies were accepted by those present. It was noted that Cllr Swift would be late due to traffic congestion.

### 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 1<sup>st</sup> May 2018 were approved by the Council and signed by the Chairman.

### 4.0 ACTIONS FROM PREVIOUS MINUTES

(4.1) It was noted that Cllr Hunter had received a response from SCC advising that South East Water had fixed the water leak on Sailors Lane. **Cllr Hunter to provide a further update at next meeting.**

(4.2) Cllr Mendelsohn confirmed that he had spoken to Mrs Clea Beechey regarding Parish Council help with the WWI remembrance events planned in the village hall in November. **It was suggested that Cllr Horwood contact Mrs Suki Langdale and Mrs Beechey for further details for inclusion in the parish magazine.**

(4.3) Cllr Mendelsohn advised that he had attended the Uplands Stud appeal meeting for the removal of the S106 agreements, along with Cllr Swift. It was noted that there was barrister representation for all parties at the meeting. Cllr Mendelsohn advised that the outcome of the appeal should be known shortly.

(4.4) The Clerk advised that in response to a query regarding the erection of notices on the Parish Field, Zurich insurance company had advised that the area would be covered by the Parish Council public liability insurance cover if the land is maintained to ensure that it is fit for public use. It was noted that the area is fenced by Natural England and that the lease agreement with them should be in place in the near future.

(4.5) The Clerk reported that a Dementia Friendly session will take place in the village hall on Saturday 20<sup>th</sup> October at 11.00 am.

Cllr Mendelssohn proposed that the order of the agenda be changed. This was agreed.

## **5.0 RISK ASSESSMENT REVIEW**

It was noted that the Risk Assessment had been amended to include the additional risks identified at the previous meeting. The Risk Assessment document was approved.

## **6.0 ANNUAL REVIEW OF STANDING ORDERS**

The updated Standing Orders were approved. The requirements to comply with the Transparency Code were discussed. It was noted that due to grant funding receipts in previous years, the code did not apply but that this should be monitored.

## **7.0 GDPR**

The Clerk confirmed that the privacy notices and policies to comply with GDPR were in place and that the Parish Council were registered with ICO. It was noted that there were on-going discussions with Satswana who would be acting as the Data Protection Officer.

*Cllr Swift joined the meeting.*

## **8.0 COUNCILLOR ELECTION/CO-OPTION PROCESS**

Cllr Horwood confirmed that she had formally resigned from the role of Parish Councillor due to business and personal commitments and that this would be her last meeting.

The Clerk advised that a 'Notice of Vacancy' notice would be displayed until 26<sup>th</sup> June 2018 providing details of the process for an election to be requested. She explained that after that date, if an election is not necessary, the co-option process could begin with a closing date of early July to allow for co-option to take place at the September Parish Council meeting. It was noted that a parishioner had already expressed an interest in the role.

## **9.0 PLANNING**

(9.1) WA/2018/0716 – Upper Highfield Farmhouse, Highfield Lane, Thursley  
Listed Building consent for internal secondary glazing and alterations.

Following review of the plans and documents, it was resolved that the Parish Council had NO COMMENT regarding the proposal.

(9.2) WA/2018/0846 – Haybarn, Dye House Road, Thursley  
Erection of an additional dwelling and retention of additional building used as a dwelling

Cllr Mendelssohn reminded Councillors that they should consider the application on its own merits and that the retrospective elements should not be a consideration.

Following review of the plans and documents, it was resolved that the Parish Council OBJECTED to the proposal based due to the following concerns:

- Possible over-development of the site
- Location of proposed properties on the site
- Invasion of privacy of neighbouring property/light pollution
- Increased access/traffic requirements
- Environmental impact to wildlife/ancient woodlands
- AONB/Green Belt/Greensands Way

**Cllr Mendelssohn agreed to prepare a letter of objection.**

(9.3) Discussion took place regarding possible unlawful development and business use at a site in Bowlhead Green. **Following discussion, the Clerk was asked to highlight the concerns of the Parish Council to WBC and request that they review the current development and usage of the site.**

## **10.0 LOCAL PLAN PART 2 CONSULTATION**

Cllr Swift reported that he had attended the WBC Local Plan Part 2 consultation briefing the previous evening with Cllr Mendelssohn. It was noted that the consultation period was from 25<sup>th</sup> May to 9<sup>th</sup> July 2018.

Cllr Swift advised that some of the policies included in the plan were more appropriate than others to Thursley such as Development in Rural Areas, Local Green Spaces, Conservation Area etc. **Following discussion, it was agreed that Cllr Swift provide the Clerk with a summary list of policies and the link to the consultation website for distribution to Councillors. Councillors were asked to review the documents in advance of the July Parish Council meeting and prepare a list of comments so that a submission could be agreed at that meeting if appropriate.**

### **PUBLIC QUESTION TIME**

Mrs Nicki Bates advised that the 97a footpath sign had still not been repaired/replaced. **The Clerk was asked to chase SCC Countryside team to provide an update.**

A question was raised regarding the recent erection of wooden posts by the play area and on Dye House Road. It was noted that these were to indicate the route of the new cycle trails, for which the launch event was taking place on Friday 8<sup>th</sup> June. **Cllr Horwood asked Cllr Mendelssohn to enquire whether leaflets were available for inclusion in the parish magazine.**

A question was raised regarding building works at a property within Thursley. **Cllr Mendelssohn agreed to make enquiries.**

Mrs Bates provided Councillors with a copy of the grass areas which Mr Richard Bates mows on behalf of the Parish Council. It was noted that some homeowners maintain some of the grass areas by their properties themselves whereas others ask Mr Bates to do so.

Cllr Mendelsohn reported that he had asked the cricket club if they could arrange for the grass on the recreation ground to be cut and that they had agreed that this would happen next time they were mowing.

It was noted that a group of metal detectorists had once again been seen digging on the recreation ground but had left following intervention by Cllr Edwards. Cllr Mendelsohn reported that he had also spoken to a group who were having a barbeque close to the 'No BBQ' sign.

It was noted that one of the rockers in the play area has been broken and a quote for a replacement unit had been received with a cost of approx. £800. **The Clerk was asked to speak to the supplier to advise them that the Parish Council were disappointed with the quality of the product.** It was agreed that it was not possible to commit to replace the unit at this time. **The Clerk was asked to contact the insurance company to enquire whether a claim for a replacement was possible.**

Discussion took place regarding removal of the remaining part of the rocker. It was noted that the annual inspection of the play area was due to take place during June.

It was suggested that an additional sign be erected to ensure that the equipment is not misused.

It was noted that Mr John Hepburn and Mr Michael Roberts undertake regular litter picking in the village. **It was agreed that a note of thanks should be sent to them.**

In response to a question regarding the status of Hammer Pond repairs, Cllr Mendelsohn advised that he had spoken to Mr Matt Larkin of Natural England and that he had reported that Natural England were close to a resolution of the problem.

On behalf of a parishioner, Cllr Mendelsohn raised a concern regarding the use of garden machinery on a Sunday. Discussion took place regarding the lighting of bonfires which caused the same issues with neighbours. It was noted that working families have no choice but to undertake garden maintenance etc. at weekends. **Cllr Mendelsohn agreed to include a comment in his Parish Council report.**

Cllr Mendelsohn reported that he had spoken to Mr James Giles to request that the overgrowth by the side of Sawyers is cut back.

## 11.0 FINANCE

(11.1) It was noted that all Councillors had applied for online access to the Parish Council bank account. It was agreed that Cllr Swift and Cllr Luff would act as the two main authorised signatories to release the online payments, but that other Councillors would be asked to undertake the role as required. The timings of the authorisation and release of payments was agreed.

(11.2) The following list of payments for June was presented, duly authorised and approved for online release:

Maxwell & Co	Internal audit costs	£552.00
P. Horwood	Assembly costs	£113.11
J. Swift	Petrol costs	£5.75

E. Felton	Salary & expenses	£670.44
HMRC	June payment	£383.55
Zurich	Annual premium	£842.07
<b>TOTAL</b>		<b>£2,566.92</b>

(11.3) The Clerk explained that the Fixed Assets Register had been amended to show an increased insurance value for the pavilion and the defibrillator unit for Pitch Place as discussed at the previous meeting. It was noted that the telephone box remained at the original value. The Clerk advised that the document had been amended to show the breakdown in the same format as the insurance documentation. The Fixed Assets Register @ 5<sup>th</sup> June 2018 was approved.

(11.4) It was noted that the insurance policy was due for renewal on 1<sup>st</sup> July and that the insurance premium had not increased from the amount originally quoted even though the fixed assets register value had increased. The level of cover was agreed as appropriate.

## 12.0 HIGHWAYS

**The Clerk was asked to contact Mr Adrian Selby, with a copy to Cllr Harmer, to request an update to the painting of white lines by the Clump.**

## 13.0 SILENT SOLDIERS

(13.1) Cllr Mendelssohn shared a notice which had been prepared by Mr Peter Hanauer in preparation for display for the WWI remembrance. It was agreed that the image and wording were appropriate, and the document should be widely used in the village to commemorate those that lost their lives. It was agreed that further discussion was needed about where it should be displayed and when it should take place.

(13.2) Discussion took place regarding the grant funding that may be available for purchase of a silent soldier at a cost of £750 as a permanent reminder for the village and the need for the village hall to make the application. It was noted that details of the funding process had been sent to Mrs Clea Beechey and Mrs Valerie Ferris. **The Clerk was asked to request that Cllr Malton contact the village hall representatives to make sure that they are aware of the application timescale.**

## 14.0 SURREY CYCLE HILLS

Further to the discussions which had taken place earlier in the meeting during public question time, Cllr Mendelssohn confirmed that he intended to attend the launch event.

## 15.0 CORRESPONDENCE

The Clerk reported the following items of correspondence:

- Offer from WBC's Refuse and Recycling department of a 'walk-about' with Councillors to discuss concerns regarding street cleaning, graffiti etc. **Following discussion, the Clerk**

**was asked to contact them to highlight concerns regarding fly-tipping in the bus stops in Dye House Road and slipways to the A3 but to confirm that a 'walk-about' was not required at this time.**

- WBC Waverley Economic Strategy document
- Surrey Hills newsletter and book copy for each Councillor
- Discussions with courier company to fund repairs to damages caused to grass area by the church by their vehicle.
- SALC Councillor Briefing and Awareness event on 10<sup>th</sup> July
- Request for funding from Air Ambulance – adherence to agreed policy, not to fund.
- Communication from a parishioner regarding overgrowth of hedging and grass area on Highfield Lane. **The Clerk to contact homeowners to request that they cut back hedging from the pavement.**

#### **16.0 MATTERS FOR CONSIDERATION AT NEXT MEETING**

- Items carried forward from above
- Removal of redundant road signs – **all to consider in advance of the meeting**

It was noted that Cllr Mendelssohn would not be attending the July meeting and that Cllr Hunter would be chairing in his absence. Councillors were asked to ensure that they attended the meeting if possible to ensure a quorate is in attendance.

Following discussion, it was agreed that the date of the September meeting be changed to Monday 3<sup>rd</sup> September. **The Clerk was asked to inform County and Borough Councillors.**

Cllr Horwood was thanked for her support and hard work as a Parish Councillor.

The meeting closed at 9.30 pm

Date of next meeting is Tuesday 3<sup>rd</sup> July 2018 at 7.30 pm.

Signed .....

**3<sup>rd</sup> July 2018**

DRAFT