

**THURSLEY PARISH COUNCIL**  
**Minutes of Meeting**

**Tuesday 14<sup>th</sup> July 2020 at 7.00 pm**  
**Remote meeting via Zoom Video Conferencing**

**Attendees:** Cllr J. Mendelssohn (Chair)      Cllr S. Edwards      Cllr H. Flavell  
Cllr P. Hunter      Cllr J. Luff      Cllr R. Owen  
Cllr J. Swift      Mrs E. Felton (Clerk)

**Also attending were:** Cllr D. Harmer SCC      Mr & Mrs Powell

**1.0 WELCOME AND APOLOGIES**

The Clerk reported that all Parish Councillors were present so no apologies were necessary.

**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 held on 2<sup>nd</sup> June 2020 were approved by the Council and would be signed by the Chairman and provided to the Clerk electronically.

**4.0 APPROVAL OF PLANNING COMMITTEE MINUTES**

The minutes of the Planning Committee meeting held on 29<sup>th</sup> June 2020 were approved by the Council and would be signed by the Chairman and provided to the Clerk electronically.

**5.0 ACTIONS FROM PREVIOUS MINUTES**

(5.1) Councillor Hunter advised that following unsuccessful attempts to speak to local Highways England staff regarding signage during tunnel closures, he had instead spoken to the Kier Site Manager about the issue. He advised that he understood that a communication had been sent to Kier staff but unfortunately the situation had not improved. **Councillor Hunter agreed to keep Councillor Swift informed of any progress.**

It was noted that night-time tunnel closures were expected over the next few weekends.

(5.2) It was noted that Cllr Luff had agreed to speak to Highways England about resurfacing of sections of the A3 shortly after it had been white-lined.

(5.3) Discussion took place regarding the safety concerns on the access/egress into Warren Park following accidents over recent months resulting in a sign having to be replaced twice. **It was agreed that Councillor Hunter and Councillor Luff would prepare a letter to Highways England to remind them that the slipway works still need to be undertaken and highlighting the safety concerns.**

(5.4) Cllr Mendelsohn confirmed that he had included reference to the tree planting scheme in his report included in the parish magazine.

Cllr Mendelsohn proposed that agenda item 10) Hammer Pond be discussed at this point in the meeting as Mr and Mrs Powell were attending to contribute to the discussions. This was agreed by Councillors.

## **6.0 HAMMER POND**

Cllr Mendelsohn provided an update on the status of the planning application currently being considered for the reinstatement of Hammer Pond. It was noted that the Environment Agency had objected to the plans and that Mr and Mrs Powell had suggested that a S106 condition be considered, should WBC be minded to approve the plans.

Cllr Mendelsohn had advised that he had spoken to Mr Michael Woodhouse from Natural England and he suggested that the original timeline of a start date in September was still possible.

Discussion took place regarding the area of land which Natural England need to have ownership of prior to the works taking place. Mr Powell advised that his understanding was that the change of land ownership had not yet been agreed.

Mr Powell advised that he and his wife were neutral in their consideration of the plans. It was noted that there were on-going discussions regarding the proposal between engineers for both Natural England and those engaged by Mr and Mrs Powell.

Mr Powell advised that he had written to WBC asking them to attach a S106 to the application so that a proper and sufficient maintenance and management regime be included to ensure the ongoing efficacy of the objectives of the scheme and that proper and effective measures are in place to ensure the continuation of a good and sufficient flow into the Silkmill Stream and the Forked Pond Feeder, with the proper use and maintenance of such measures.

In response to a question from Cllr Harmer, Mr Powell advised that he had written to the Environment Agency to provide background information to their representations but had not yet received a response.

Discussion took place regarding the planned timing of the works due to a number of obstacles which Natural England may face. It was noted that it had been suggested that a contractor to undertake the works had been identified.

**Following discussion, it was agreed that the Clerk send a supplementary letter to WBC Planning to support Mr and Mrs Powell's comments regarding the use of a S106 agreement should the application be successful.**

Cllr Mendelsohn thanked Mr and Mrs Powell for their attendance and contribution to the discussions.

Mr & Mrs Powell left the meeting at 7.40 pm.

## PUBLIC QUESTION TIME

No member of the public had raised questions for consideration or were present at the meeting.

### 7.0 COUNTY COUNCILLOR AND BOROUGH COUNCILLOR REPORTS

(7.1) Cllr Harmer advised that as some SCC staff had been seconded to different roles during recent months, communications may be delayed as a result. It was noted that the legal team were currently under pressure due to their involvement in a number of areas.

(7.2) Cllr Harmer reported that SCC will be looking to invest in capital projects to improve neighbourhoods and that in due course, Borough, Town and Parish Councils and community organisations would be invited to apply for significant investment items.

It was noted that following further consideration by SCC, the formal launch of the project was likely to take place in October with a closing date for bids of February 2021.

(7.3) Cllr Harmer advised that additional funds were to be made available for the SCC Countryside Team who are responsible for rights of way. It was noted that this would be available for capital projects, not routine maintenance.

Cllr Harmer advised that Central Government were keen to have an increased number of cycle routes. He highlighted that there were plans for a cycle route from Haslemere to Farnham which passed through Thursley by the Punchbowl.

(7.4) Discussion took place regarding an article in the press suggesting that SCC should consider repainting zebra crossings in the county in support of the LGBTQ+ community. **Cllr Harmer asked that he be provided with a copy.**

(7.5) Following discussion it was agreed that Cllr Harmer should make his own enquiries regarding Hammer Pond.

### 8.0 PLANNING ISSUES AND COMMUNICATIONS

(8.1) WA/2020/0970 – French Lane to Cosford Road, Thursley  
Application for a deemed consent under Section 37 (1) Form B (Type III) of the Electricity Act 1989 for works to upgrade the existing 11KV overhead high voltage cables.

Following discussion and review of the documents, it was agreed that the Parish Council had no comment regarding the application.

(8.2) WA/2020/0954 - Ridgeway Farm, Sailors Lane, Thursley GU8 6QP  
Erection of a stable block and construction of a canter track and trotting track.

Following discussion and review of the documents, it was agreed that the Parish Council objected to the application.

**The Clerk was asked to submit an objection to the application** with reference to the previous application WA/2017/2187, Condition 4) of the approval which states:

'The storage barn hereby permitted shall be used solely for private equestrian purposes and at no time shall be used for any other purposes whatsoever, including but not limited to commercial uses.

Reason – In order to protect the character and amenity of the area from inappropriate development in accordance with the NPPF and policies C1, C3, D1, D4 and RD14 of the Local Plan 2002'.

She was asked to highlight that the site appears to be being used for commercial activity as per their website, in contradiction to the above condition and also concerns regarding over-development of the site and potential problems regarding increased usage of a narrow country lane.

(8.3) The Clerk reported that in response to a letter written to the parishioner using a field in Highfield Lane for equestrian purposes, she had been informed that no development or installation of services had taken place and if, in due course, planning permission is required they will follow the seek the appropriate approvals.

(8.4) Cllr Mendelsohn advised that the homeowner of Forge Cottage in Bowlhead Green had asked that the defibrillator be removed and be relocated within the village. It was noted that Mr and Mrs Ranson had agreed that it be positioned on their barn wall.

**Cllr Hunter agreed to make contact with an electrician to make the necessary arrangements so that removal could take place as soon as possible. He agreed to contact Cllr Mendelsohn once a date had been agreed so that he could contact the homeowner. Cllr Hunter further agreed to contact Cllr Swift to coordinate the move.**

Following discussion regarding payment of the electrical supply to the unit in its current location, **Cllr Mendelsohn agreed to contact the homeowner to ask whether she considered there was an outstanding amount taking into account previous payments, a period of two months during which time no power was being supplied and very limited power being required during recent months due to the increased temperature.**

## 9.0 FINANCE

(9.1) The following list of payments for July and August was presented, duly authorised and approved for payment:

<b>Voucher Reference</b>	<b>Payee</b>		<b>Amount</b>
012	Elstead Parish Council	Fire fund transfer	2,394.00
013	Maxwell & Co	Internal audit fee	570.00
014	E. Felton	Salary & expenses July	386.68
015	E. Felton	Salary & expenses August	387.08
016	HMRC	August payment	93.00
017	R. Knight	Tree survey	34.50
	<b>TOTAL</b>		514.58

(9.2) It was noted that the transfer of funds to Elstead Parish Council had taken place following electronic approval by Councillors. Cllr Hunter suggested that a letter should be sent to Mr Chris Heanley informing him that the funds had been transferred to the new funding arrangements. **The Clerk was asked to make the necessary arrangements.**

(9.3) The Clerk advised that there may be additional costs received prior to the next scheduled Parish Council meeting in September in relation to tree works, purchase of defibrillator pads and play area inspection costs.

(9.4) Cllr Mendelsohn advised that the payment to Mr Richard Knight was the cost of him carrying out the annual tree survey on the recreation ground. He reported that as a result of this survey, some works to remove dead wood on the large oak tree by the play area was required.

Following discussion, it was agreed that on this occasion, due to the level of work required, **Mr Knight be asked to carry out the works required.** It was noted that if the tree works required were more complex, the usual tendering process would have been followed but the cost of the works was likely to be minimal and could be undertaken as part of routine maintenance.

(9.5) The Budget Review 2020-21 document was reviewed. It was noted that funds had been received for the tree scheme, the fire fund amount had been transferred to Elstead Parish Council and that income and expenditure to date was at the expected level.

(9.6) The Fixed Assets Register effective 1<sup>st</sup> July 2020 was reviewed and approved by Councillors.

(9.7) The Clerk reported that the internal audit of accounts for 2019-20 had been completed. It was noted that a copy of the full report had been provided to Councillors in advance of the meeting.

The recommendations included in the audit report were noted as follows:

Area	Recommendation	Notes:
Record keeping/audit trail	Add method of payment instead of cheque number	Clerk to implement
	Add total of payment to each invoice if multiple invoices	Clerk to implement
Evidence of internal control	Sign bank statement during independent checks	JS to complete as part of quarterly checks
Annual risk assessment	To be signed and dated	Clerk to implement
Level of Fidelity cover	Review level to reduce insurance premium	No additional cost for increased amount - no action needed
Issues raised by internal audit	Review actions to ensure they have been carried out	Clerk and JS to ensure actions are reviewed
PAYE over payment	Check payments v payroll records	Clerk to implement
Asset register	Amendments for bike and lawn mower	Amendments made and approved
Last year's figures	Restate boxes 4 & 6	AGAR restated

(9.8) The Statement of Internal Control document was approved and adopted by Councillors.

(9.9) The Review Effectiveness of Internal Audit document was reviewed and discussed by Councillors. The document was approved by Councillors and signed by the Clerk.

(9.10) It was agreed that the internal auditors be re-appointed for the 2020-21 reporting period.

(9.11) The Annual Governance Statement 2019-20 was considered by members. It was resolved that the Annual Governance Statement 2019-20 be approved.

(9.12) The Accounting Statement 2019-20 was considered by members. It was resolved that the Accounting Statement 2019-20 be approved.

(9.13) The Certificate of Exemption Certificate 2019-20 was approved by members. It was resolved that the Certificate of Exemption Certificate 2019-20 be approved.

**(9.14) The Clerk advised that she would make the necessary arrangements for the AGAR and supporting documents to be made available for display on the notice boards and website and also to be sent to the external auditors although an external audit was not required.**

## 10.0 HIGHWAYS

(10.1) Cllr Hunter reported that following concerns raised by Cllr Owen regarding speeding of vehicles on dip by the bridge at Smallbrook on Dye House Road, he had met with Mr Adrian Selby (SCC) on site to consider what options may be available to resolve the problem.

He reported that Mr Selby had advised that unfortunately there was little which Surrey Highways could do to improve the situation. Cllr Hunter suggested that the homeowner of Brook Cottage might want to consider motorising the gate and keeping it closed as much as possible to minimise risk.

**Following discussion, Cllr Hunter agreed to communicate with Mr Selby again to ask that he consider removing the central white line and installing white lines on either side of the road to indicate that the road is narrow. He was asked to send a copy of his communication with Adrian Selby with Cllr Harmer and Cllr Owen.**

(10.2) In response to a query raised by Cllr Swift regarding loose fence panels on the A3, **Cllr Hunter agreed to speak to Mrs Ranson to obtain clarification of the position so that he could speak to the appropriate department.**

(10.3) Cllr Owen highlighted that the section of Greensands Way by Cosford Farm in Bowlhead Green was completely impassable. Cllr Swift advised that he had met with Hannah Gutteridge (SCC) on site in January this year and that she was looking to see what could be done to improve the condition. **He advised that he would report back in due course.**

## **11.0 THURLSEY CLIMATE & SUSTAINABILITY GROUP**

(11.1) Cllr Mendelssohn thanked Cllr Swift for providing copies of the documents relating to this agenda item in advance of the meeting.

(11.2) Cllr Swift advised that Cllr Edwards had indicated that he would be relinquishing his role on the group but would be available to consult with if needed. He was thanked for his participation to date.

Cllr Swift highlighted that he alongside Cllr Owen were the two Parish Councillor members on the group moving forward.

(11.3) Cllr Swift advised that following work by the group to develop a solar park, it had proved to be an uneconomic project. It was noted that Cllr Mendelssohn had written to Mr Jeremy Hunt MP to ask for his support for the project but he had not yet received a response.

(11.4) Cllr Swift advised that he had prepared a draft response to the Community Orchard Project South East survey. Discussion took place regarding the siting of an orchard in the village. It was noted that five trees constitute an orchard for the purposes of this survey and that they could be nut trees as well as fruit trees.

Cllr Swift agreed to speak to Mr James Giles, Natural England, to ascertain whether the parish field may be a suitable site. It was noted that a lease with Natural England to rent the field had been signed the previous year.

## **12.0 AF COVENANT – BENCH PURCHASE**

Discussion took place regarding the siting and materials of the bench to commemorate VE day. It was noted that the commemorative event had been postponed and would now take place on 8<sup>th</sup> November 2020.

Cllr Swift reported that following discussions with Mrs Nicki Bates regarding the location of the bench, several sites had been identified. Following discussion it was agreed that the bench be placed on the outside of the church wall.

It was suggested that in light of its location, a more traditional material and style may be appropriate. **Following discussion Cllr Swift agreed to investigate options further so that a decision could be made at the Parish Council meeting on 1<sup>st</sup> September.** It was noted that Cllr Swift had arranged for a brass plaque to be fixed to the bench to include the AF Covenant logo and information.

### 13.0 CRICKET/FOOTBALL CLUB UPDATE

Cllr Mendelssohn advised that he had spoken further to the parishioner who was interested in using the recreation ground as a home base for football fixtures but after speaking with Mr Barry Rapley, it would appear that it may not be possible for them to both co-exist.

He reported that the cricket club expected to increase the number of fixtures for the coming year to include both weekend days.

It was agreed that the matter be reviewed in spring next year when cricket club usage will be known. Cllr Mendelssohn advised that he had informed the football club representative of the current position and he was happy for further discussions in due course.

### 14.0 PRESERVE OUR RESERVE UPDATE

(14.1) Cllr Mendelssohn advised that approx. £40k funds had been raised to date as part of the 'Preserve Our Reserve' project. He advised that the first meeting of the committee had met and a second meeting would take place at the end of August to consider the cost estimates which Natural England were preparing.

It was noted that the intention was to apply for CIL funding to support elements of the planned works so multiple applications may be submitted for different cost amounts to secure as much funding as possible.

Cllr Mendelssohn advised that the intention was also to form a 'Friends of Thursley Common' group of volunteers and that a working party of five people had been formed to move the proposal forward. He advised that the intention would be for 'friends' to be present on the common to support visitors by providing information and education on safe use of the area.

(14.2) Cllr Mendelssohn advised that following the fire SCC had initiated a Fire debrief meeting with all parties, including Elstead and Thursley Parish Council representatives, participating in a Zoom meeting.

He advised that Tom Horwood (WBC) had subsequently sent out a fire debrief document summarising the discussions and the learning points. He suggested that there were a number of points for consideration at a Parish Council level.

It was noted that Cllrs Jenny and David Else had sent a response to this document just prior to the Parish Council meeting. He highlighted one of their points raised was about Parish Council members being volunteers and the need for officers to fulfil their role in such circumstances.

**Cllr Mendelssohn advised that he would be speaking to Mr Pat Murphy, Chair of Elstead Parish Council, so that a coordinated response could be prepared.**

Cllr Harmer raised a concern about on-going prevention and preparation of a strategy on the matter. Cllr Mendelssohn advised that the POR committee were primarily focused on the restoration of the board walks and other project to improve the visitor experience on the common. However, the POR committee is very aware of the broader issues such as traffic management, parking, etc. and that discussion with SCC was likely to take place during the autumn term as part of the next steps in the process. **Cllr Harmer and Cllr Mendelssohn agreed to schedule an informal chat about the broader issues.**



## 15.0 PARISH COUNCIL UPDATE

Cllr Mendelssohn advised that Cllr Edwards had indicated that he wished to resign as a Parish Councillor but that he would be available to consult with on specific issues if required. He advised that he understood Cllr Edward's position and respected his decision although it would be a loss to the Parish Council because of his experience.

The Clerk was asked to start the process of informing WBC of the resignation. Discussion took place regarding the possibility of an election or co-option process. **Councillors were asked to consider the skills and experience required for the new Councillor to complement the existing members.**

Cllr Edwards was thanked for his hard work and support.

Cllr Hunter left the meeting at 9.35 pm.

## 16.0 CORRESPONDENCE/COMMUNICATIONS

(16.1) The Clerk reported that generally communications had been shared with Councillors on receipt. She asked Councillors to consider whether they were able to support a proposal prepared by Busbridge Parish Council for an Urgent Treatment Centre (UTC) at Milford hospital. Following discussion, it was agreed that Councillors supported the proposal.

(16.2) **Cllr Owen suggested that the Clerk made enquiries as to whether it was possible to lengthen the chain on the zip wire** on the play area to deter adults from using the piece of equipment as suggested by Cllr Swift.

(16.3) Discussion took place regarding the three fire-fighters who were training on the common in advance of an expedition to antarctica.

(16.4) Cllr Mendelssohn highlighted the good work of the group that had arranged the litter pick on the common.

## 17.0 MATTERS FOR CONSIDERATION AT NEXT MEETING

- Items carried forward from above
- Clerks Remuneration 2020-21 (if available)

The meeting closed at 9.45 pm.

The date of the next meeting is **Tuesday 1<sup>st</sup> September 2020** at 7.00 pm.

Signed .....

**1<sup>st</sup> September 2020**