



*representing
the civil parish
of Shalford,
Peasmarsh
and Chilworth*

SHALFORD PARISH COUNCIL

Mrs N Livesey
Clerk to the Council

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MINUTES

Shalford Parish Council Meeting on Thursday 26th June 2014 at Peasmarsh Village Hall at 7:30 p.m.

- 1) Attendance and apologies: Present:** Cllrs. Bill Birkett (Chairman), Mary Phillips (Vice-Chairman), Norah Morden, Mike Parsons, David Thomson and Nick Wiggins.
In Attendance: Nuala Livesey (Parish Clerk) GBC Cllr Neil Ward, PCSO Damon Young, 8 local residents.
Apologies: Cllrs Trevor Lewis, Phillip Bawden and Jackie Young, GBC Cllr James Palmer, SCC Cllrs Johnson and Taylor.
- 2) Local Code of Conduct – Disclosure of Interests:** Cllr Birkett declared a personal interest in planning app 14/P/00981 3-5 Kings Rd Shalford
- 3) Stonebridge Site:** Chris Parker of STAG outlined the groups proposals to restore the land at Stonebridge depot and make it into a wildlife refuge now that it has been declared unsuitable for redevelopment for residential use. He asked for the approval of Shalford PC for this plan and assistance with obtaining the cooperation of Guildford BC to bring this plan to fruition. Cllr Birkett agreed that the Council would discuss the proposal later in the meeting.
- 4) Minutes: Confirmation:** The Council considered and confirmed the minutes of the last Council meeting held on the 22nd May 2014. The minutes were then signed by the Chairman.
- 5) Police Report:** PCSO Damon Young reported that a window of an elderly resident had been smashed. Two BMW's which can be remotely unlocked had been stolen from Little Orchard Way. There had been an attempted burglary in Little Orchard Way and a burglary in the Street and criminal damage to a Scout marquee set up the night before the village fete. Face creams had been stolen from Boots by a male, and a vehicle in Ashleigh gardens had been damaged on two occasions, non payment for petrol at the Peasmarsh garage had occurred four times since the last report. He did emphasise that there was no particular pattern of burglary but that instances always increased in warm weather. He reminded residents to be vigilant about locking doors and gates, closing windows at night and closing doors when going upstairs. He also encouraged people to register their property with Immobilise which is a nationwide database of stolen items which is successful in returning items if they are recovered.
- 6) Councillor Report:** Cllr Neil Ward reported that the Draft Local Plan was about to go out to consultation for three months until the 22nd September. He emphasised the importance of residents as well as the PC making representation to GBC as despite what may be thought no firm decisions had yet been made and this consultations was the time to raise concerns He confirmed that development in Chinthurst lane and the Stonebridge site were no longer being considered but the site at Heard's farm in Chilworth was still in the draft plan and the boundary change behind Shalford Village Hall was a known issue but needed comment from

local residents if they wanted further consideration to be given to it. He explained that it was vitally important for GBC to have a realistic and acceptable housing number agreed and that pressures from London to push more housing out into Surrey, Sussex and Hants were unhelpful. The Chairman confirmed that there were a number of issues that the PC would be defending robustly including the boundary change round the village hall, the inclusion of a triangle of private land at Findon Lodge on Christmas Hill and the inequity of boundaries being drawn up that did not seem to match with any existing natural boundaries or hedgerows. The PC was particularly concerned that boundary changes had been made subsequent to a meeting with GBC members Monika Juneja and Stephen Mansbridge. Cllr Ward emphasised that any petitions would have to be repeated and there was a need to start again with any comment.

The Chairman reported on behalf of Cllr James Palmer that at the recent Local Committee meeting John Hilder had visited Peasmarsh and concluded that new signage and road markings were required to help slow down traffic. He felt that use of a VAS sign would be difficult as the existing lighting columns were not suitable. Cllr Palmer also reported that he appeared to agree that the current access arrangements for Oakdene Road were inadequate and he would look into reopening the closed end possibly just for emergency vehicles but that consultation would be carried out before any further decisions were made. The pedestrian refuge on the A281 should be built in the 2014/15 financial year.

7) Public session: A member of the public commented that he was pleased to see new trees for the Common was an agenda item later in the meeting. A member of the public asked if anything was being done to upgrade the benches round Shalford Common. The Chairman confirmed that there was money in the budget for renovation and replacement during this financial year. The Clerk confirmed that she was waiting for a report from a refurbishment company before deciding which needed renewing and which needed replacing. A member of the public reported that the large willow on the Christmas Hill area of the Common needed some attention as a large branch had fallen off it. The Clerk agreed to pass this on to GBC. A member of the public thanked the PC for the recent meeting regarding Peasmarsh allotments and the proposals to improve the site and encourage new tenants

8) Planning: Current Planning Applications (Appendix 1): The Council considered the planning applications listed at **Appendix 1** and recorded **No Objection** to any except:
14/P/00899 Sherrington Old Portsmouth Rd Peasmarsh: conversion of an outbuilding to a one bed annexe ancillary to main dwelling on the grounds of inadequate parking facilities
14/P/00980 Shalford Methodist Church Kings Rd: Conversion to a single dwelling and conversion and part demolition of the adjacent chapel to provide a garage on the grounds of the loss of a significant vista within the village and the loss of a restricted parking space to allow the driveway access.

Cllr Birkett withdrew during the discussions on app 14/P/00981 3-5 Kings Rd

9) Parish Plan: the Council considered the report presented to the meeting following the recent exploratory meeting held in Chilworth and Shalford to discuss a Parish Plan. The conclusion at this point was that it was difficult to say whether to go ahead. Those who did attend the meetings were positive but they were very low in number and already involved in many aspects of parish life. There were only 2/3 people who attended who were not already known to the Parish Council and therefore having the manpower to develop a plan would be very difficult. However what was clear was that communication with residents was not effective and needed to be the principal focus in the immediate future. It was agreed that in September the Council would consider a detailed Communications policy.

10) Parish allotments: Cllr Parsons presented the report of proposals for allotment improvements for the remainder of the year. The main focus this year would be on Peasmarsh allotments in order to clear overgrown plots, remove self seeded trees and open up the site to prevent further incursion of bramble etc from the edges. The Clerk was pleased to report that the allotment holders at Bradstone Brook would like to hold a tenants barbeque during August. Members agreed that this was a good idea

Resolved: to allocate the bulk of the remaining £1700 in the budget to improvements at Peasmarsh allotments as set out in the report discussed at the meeting;

11) GBC Local Plan: it was agreed that the Local Plan had been covered well in the GBC Councillor report and the public session. The Chairman urged members to look at the draft report and confirmed that he and the Vice Chairman would be studying it in detail to report to the next meeting.

12) Shalford Cemetery Chapel: The Clerk confirmed that she had received the following revised quotes from John Deal regarding the next phase of the chapel work.

Mortuary work £5,060 +VAT (incl £750 contingency)

Internal cleaning of pews etc £2,020 +VAT

There was currently £10,000 of Concurrent Grant available to use from GBC

The Council agreed that all the work should go ahead but that the cleaning work inside the chapel was the main focus in order to have the chapel looking good for Heritage Open Weekend in September.

13) Finance: Finance Report:

13.1) Report for the year up to the end of May 2014 (Appendix 2): This report provided an updated review of the 2014/15 accounts up to 31st May 2014. Income totalled £656.96 for April being mainly current account interest and an interment at Shalford cemetery. Expenditure was £9874.56 incl VAT which consisted of regular outgoings and the cost of the annual insurance policy and SSALC subscription for the year ahead. The cash balance at the end of May was £94,930.28 compared with £104,147.88 at the start of the month. In comparing actual with budget, expenditure at 9.1% was comfortably within budget for the year.

13.2) Internal Audit Report for the year ended 31st March 2014: The Clerk presented the draft report from the internal audit of the Council's records carried out by Ms Yvette How on 13th June. The Internal Audit Report concluded that there were no matters for concern but suggested that a monthly running total spreadsheet would make it easier for the internal auditor to track payments through the system

RESOLVED: The Council confirmed acceptance of the Internal Audit Report, as received

13.3) Annual Return for the year ended 31st March 2014

a) Draft Accounting Statements: The Clerk explained that this statement had been prepared from the Summary Receipts and Payments Account for the year ended 31st March 2012, presented to the Annual General Meeting on the 24th May, and no adjustments had subsequently been necessary to the figures shown in that summary.

b) Draft Annual Governance Statement: The Clerk explained that this had been completed on the same principles as those used for the previous year's statement and asked the Council to agree with the answers which were being given therein.

RESOLVED: The Council approved the documents as presented and authorised the Chairman to sign the Annual Return on its behalf.

13.4) Concurrent funding for 2015/16: Following on from the brief discussions at the last meeting it was agreed that a request for funding would be made for a new bench at Hornhatch play area, improvements to the driveway at Brookwood sports field, for major investment in the parish play areas (£5,000) and for continued work on the cemetery chapel. Playground improvements would be the priority. The Clerk agreed to get costings and complete the paperwork appropriately.

13.5) Wakeford and Sons grasscutting contract: the Council considered the figures for the contract for the forthcoming year and agreed to pay the 1.5% increase proposed so that the contract from July 14 for 12 months would be £868.50 inc VAT. It was also agreed that the contract should be put out to tender from next year as it had been running for a quite a few years now.

14) Authorisation of Expenditure: The Council agreed to the following expenditure:

Staples office supplies £50.84

P Birch War Memorial Lectern Cleaning £64.00

Navigus Planning Annual Assembly presentation £307 +VAT – ratified authorisation of the Chairman and Vice Chairman
Surfacing for new Peasmarsh Swings £2,402 + VAT (from S106 monies)

15) Trees on Shalford Common: the Council approved the addition of two new lime trees to the Common alongside Chinthurst Lane at a cost of £58.40 each, to be planted by GBC at no additional cost. The Clerk agreed to request the cost of some additional trees on the Shalford cemetery Chapel approach following the recent removal of dead apple trees.

16) Christmas Hill speed limit: The Council agreed to present their concerns to the GBC Local Committee regarding this issue.

17) World War I Commemorations: the Clerk reported that the crosses were ordered for the commemorations in August to be in place ahead of the service at St Mary's Church on 3rd August. St Thomas Church in Chilworth was looking at a commemorative service on 10th August.

18) Traffic Management in Peasmarsh: this had been covered in the Councillors report but the Chairman confirmed that the PC was pleased that SCC now appeared to be addressing the issues in Peasmarsh

19) Correspondence: The Clerk reported on recent correspondence and agreed to confirm to St Martha PC that Shalford would be happy to have a reciprocal arrangement of a member attending each others meetings in order to better communicate and work for the whole of Chilworth village on issues that affected both parishes. The PC did not wish to nominate anyone for the GBC Corporate Governance Committee and agreed to further publicise the issue of possible fracking in the local area

20) Members reports: the Chairman asked the members to consider the presentation that had been given earlier in the meeting by Chris Parker. The Council agreed in principle to support the initiative to develop the Stonebridge site into a wildlife refuge.

Cllr Morden: reported that hedges in Little Orchard Way were heavily overgrown over the pavement. Cllr Wiggins agreed that this was also the case in Tillingbourne Road
Cllr Birkett suggested this may be something that could be picked up under the Love Where You Live Campaign. He also drew the attention of members to a scheme supporting litter picking. The Clerk agreed to look into this scheme.

Meeting closed at 10.15pm

Date of Next Meeting: Thursday 24th July 2014, at 7.30.p.m., at **Shalford Village Hall.**

Signed.....Chairman

Date.....