

DRAFT MINUTES

Shalford Parish Council Meeting on Thursday 17th November 2016 at Chilworth Village Hall

- 1) Apologies: Present:** Cllrs. Bill Birkett (Chairman) Mary Phillips (Vice Chairman), Adrian Cansell, Nigel Keane, Mike Parsons and David Thomson.
In Attendance: 3 local residents, SCC Cllr Keith Taylor, Cllr Patricia Allen (St Martha PC), Nuala Livesey (Parish Clerk).
Apologies: Cllr Nick Wiggan, SCC Cllr George Johnson, GBC Cllrs Michael Illman and Matt Furniss.
- 2) Local Code of Conduct – Disclosure of Interests:** Cllr Cansell confirmed an interest in agenda item 9 Chilworth Community Association as a member of that organisation.
- 3) Minutes: Confirmation:** The Council considered and confirmed the minutes of the last Council meeting held on the 20th October 2016. The minutes were then signed by the Chairman.
- 4) Surrey Rural Housing Enabler:** this item was postponed until the January 2017 meeting.
- 5) Councillor Report: Cllr Parsons** reported that the GBC Countryside team were working on Peasmarsh Common repairing the edge of the Common alongside Oakdene Road and considering whether to install wooden posts to keep the edge of the Common protected from parking cars.
Cllr Birkett reported that four bridges had been replaced on Shalford Common with a very good quality finish. He added that the parish had benefitted well from countryside work this year including cutting back trees and ditch clearance for which the council and residents were very grateful.
SCC Cllr Keith Taylor reported that SCC had agreed to go ahead with part night street lighting. This would commence in Guildford borough from 1st December and would result in many lights being switched off between midnight and 5am. Exceptions would include main roads, traffic calming areas, CCTV coverage and safety hot spots. It was estimated that this would save SCC approx. £200,000 county wide per year. He reported that the Transport Task Group had allocated 70% of the provisional budget for 2017/18. Unfortunately the proposal for a crossing on Christmas Hill had not been approved. £5k had been allocated to resurfacing work outside Tillingbourne School. The Project Horizon scheme had been reassessed earlier in the year and a new forward programme had been drawn up including all highways assets, not just road surfacing. The scheme would now include pavements, barriers, traffic lights etc
- 6) Crime Report:** the Clerk presented the published crime figures for September (attached at the end of these minutes).
- 7) Public session:** A resident of Dagden Road expressed his concerns about the planning application to replace no 25 Dagden Road with two new houses as he felt it was inappropriate and an ambiguous application containing inconsistencies that needed clarification. The proposal was out of keeping with the surrounding area and the implications for parking and access for

other resident was one of the many concerns. The Chairman confirmed that it would be given full consideration later in the meeting. A resident commented that since the introduction of new parking restrictions in Shalford the slip road from the A281 to Kings Road seemed to be causing more problems with people parking on the actual Common. The Chairman of Shalford Infant School PA was interested in what other options there might be for a Polling Station in Shalford as the school had no alternative at present than to close on polling days to ensure the safety of children. The Chairman agreed that this was a difficult situation and that every effort would be made to identify possible alternatives for the future..

8) Planning: Current Planning Applications (Appendix 1): The Council considered and agree to support all applications except:

16/P/02057 25 Dagden Road Shalford, erection of two detached dwellings following demolition of the existing house and garage: for a number of reasons including that it was inappropriate development in the Green Belt, did not retain the existing building line of the road, was misleading in its description as the property appeared to be a four bed house rather than a three bed house as stated. A copy of the full letter is available from the parish clerk or can be viewed on the GBC planning website

9) Traffic issues: the Clerk confirmed that arrangements needed to be made for the VAS training. Once the list had been confirmed some dates would be suggested for the new year. St Martha Cllr Patricia Allan confirmed that Cllr Peter Corning would like to attend if possible and that St Martha PC still hoped to find a location for the VAS near the Infants School.

10) Chilworth Community Association: the Chairman confirmed that the CCA had now been dissolved and that they had been unable to secure insurance cover for the building until the exact date of relinquishing the sub lease. The PC insurer had quoted £222.24 to cover the buildings until the insurance renewal date of 1st June 2017. A quote had been received for clearing the stream supplying Tangley Manor of £775.00. This work was now quite urgent in order for the stream to flow properly again. He confirmed that following a meeting with the trustees they had agreed that the grass would be cut again and mulched to prevent the grass deteriorating further. It had also been suggested that the remaining funds of the CCA could be passed to the PC for future use on maintaining Brookwood Field. This proposal would need to be put in writing to the PC. The Chairman acknowledged that many Chilworth people had worked hard over many years to make the field a valuable asset for the village and that the PC was determined to get it used again for football and possibly other sports. There were currently two groups interested in using the field on a regular basis for football which was a positive position to be in.

Resolved: to include the insurance of the field on the PC policy at a cost of £222.24 until the renewal date of 1st June 2017. **Proposed** Cllr Keane **Seconded** Cllr Phillips

Resolved: to authorise clearance work on the stream at the back of Brookwood field at a cost of £775.00 **Proposed** Cllr Cansell **Seconded** Cllr Thomson

11) Polling Stations: following on from the discussion in the public session the Clerk confirmed that following discussions with the GBC Returning Officer it was now clear what the criteria were for a Polling Station. The Returning Officer was aware that there were some parents who were unhappy that the school was being used, but that a thorough investigation had been carried out to find alternative venues in Shalford village. To date there had been no success but it was possible that the cemetery chapel would be suitable once renovation works had been completed. It was agreed that the PC would continue to look for alternative options ahead of the next review of venues in 2018.

12) Dunsfold Park development: the Chairman reported that GBC had sent a supplementary letter of comment to Waverley BC regarding Dunsfold Park and mitigation measures for the A281 and Broadford Road Shalford. It firmly expressed the view that the Common land status would make any changes difficult, but proposed that a Grampian condition be applied to these proposals to ensure that any works were completed ahead of any development at Dunsfold Park

itself could commence. The Joint Parishes Group continued to commission reports to fight the development but it was agreed that no further contribution would be made at this point.

- 13) Resilience Planning:** the Chairman reported that a local resident with very good experience of flood and resilience issues had produced a very detailed first draft of a resilience plan for Shalford but that this would need specific detail for each of the three villages . He added that it did flag up some implications for a Neighbourhood Plan which would need to be addressed. Cllr Parsons suggested looking at the Burpham plan which had recently been approved by GBC. The Chairman confirmed that he had one or two people in mind who might be persuaded to get involved in preparing a Neighbourhood Plan for the parish.
- 14) Finance: Finance Report:**
- 13.1) Report for the year up to the end of October 2016 (Appendix 2):** This report provides an updated review of the 2016/17 accounts up to 31st October 2016. Income for October totalled £505.69 being mainly cemetery income and allotment rents. Expenditure for the month was £5863.31 incl VAT being mainly regular monthly outgoings, a contribution to the Joint Parishes Group, S38 application costs and a new office laptop. The cash balance at the end of September was £144,903.67 compared with £150,261.29 at the start of the month. In comparing actual with budget, expenditure at 41.2% was comfortably within budget for the year.
- 13.2) Budget proposals 2017/18:** the Clerk confirmed that at the pre budget meeting of the Finance Committee it was agreed that with the necessary increase in budget to cover the Clerk's pension and the maintenance of Brookwood Field this would result in an increase of approximately 6.5% overall. This would require the Concurrent Grant projects of benches for the cemetery and bus shelters for Tiltham Green to be covered from reserves. It was agreed to aim to keep the increase below 7% if possible and to finance the concurrent grant projects from reserves.
- 15 Authorisation of Expenditure:**
Shrub clearance at Shalford cemetery £550.00 plus VAT
- 16) Smiths Charity distribution:** Cllr Parsons confirmed the distribution of £2800 of donations for the current year. This consisted of £550 to Chilworth, £1250 to Shalford and £1000 to Peasmarsch. There is currently still money available for distribution so requests will continue to be considered until Spring 2017
- 17) Volunteer activity:** the Chairman confirmed that the last session of the year had taken place at the end of October and had been well attended. A few residents had also carried out some more work since then. At the FOS meeting the footpath between the school and Pewleys Estate Agents had been reported as very overgrown. The Clerk confirmed that this was a public footpath and had reported it to SCC.
- 18) S38 Commons application:** The Clerk confirmed that the consultation on the application for the youth shelter and play area extension had resulted in four comments from the Open Spaces Society and Natural England who were both supportive of the proposals, and from two residents both of whom opposed the retention of the youth shelter and one of who supported the extension to the play area while one was against any change. The PC needed to reply to the comments and await further comments from the Planning Inspectorate.
- 19) Councillor vacancies:** the Chairman reminded the meeting that the council was still without two councillors, one for Peasmarsch and one for Shalford. There were one or two people who might be interested in the future but not immediately.
- 20) Report from St Martha PC meeting:** Cllr Cansell reported that SCC Highways dept was trying to get the road resurfaced between Chilworth and Albury which was in very poor condition. However budget restrictions were so far making this very difficult. The PC was considering the level of precept it would be requesting for 2017/18 depending on the outcome of discussions

with GBC to take on the management of West Lodge. Members of the council were meeting with Anne Bott of SSALC to discuss preparing a Neighbourhood Plan and the members had thanked the Chilworth members of Shalford PC for helping with a leaflet drop for the recently held Gunpowder Mills Annual meeting.

21) Correspondence: The Clerk confirmed that GBC had offered the PC an A3 printer to help with viewing planning applications. This would be provided and monitored on a six monthly basis once funding had been secured within the authority. The SCC Highways Officer had confirmed that the crossing point at the end of Poplar Road would be installed in the final quarter of this financial year and the crossing point in The Street would be completed in the 2017/18 financial year. An email from a resident detailing parking on the Common behind the cricket pavilion had been forwarded to the GBC Countryside Manager and a flyer detailing the Shalford Christmas tree lighting on Friday 9th December was circulated to all members.

22) Members reports: Cllr Phillips reminded the meeting that the Shalford Christmas fair was taking place at the village hall on Saturday 17th November
Cllr Cansell reminded the meeting of the email he had circulated asking members to vote for Tillingbourne School in their attempt to secure funding for repairs and restoration of the swimming pool

Confidential item: Press and public excluded

22) Parish Clerk's salary: the Chairman reported that following a brief discussion with Anne Bott of SSALC she had confirmed that if additional responsibilities were taken on by the Clerk the pay scale could be reviewed.

Meeting closed at 10.pm

Date of Next Meeting: Thursday 15th December at **Shalford Village Hall.**

Signed.....Chairman

Date.....