

# EWHURST PARISH COUNCIL

## WITH ELLENS GREEN

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CONFIDENTIAL MINUTES OF THE EWHURST PARISH COUNCIL WITH ELLENS GREEN ANNUAL PARISH COUNCIL MEETING HELD AT 7.45 PM ON MONDAY 21ST MAY 2018 AT THE EYSC (FIRST FLOOR).

Attendance: Parish Councillors: Mike Turner (Chair); Val Dixon Henry; Elaine Benson; Tom Fawcett; Ian Davis; Mike White; Michael Benoy. Jane Bromley, Parish Council Clerk. 3 members of the public.

- 80(2018) ELECTION FOR CHAIR FOR 2018-2019. Cllr Dixon Henry proposed Cllr Turner who was willing to stand and seconded by Cllr Davis and all in favour.
- 81(2018) APOLOGIES FOR ABSENCE: Parish Councillors: Richard Cleaves and Julie Francis.
- 82(2018) DECLARATIONS OF INTERESTS. Cllr White declared an interest in the Bowls Club as buildings officer for that organisation.
- 83(2018) MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16<sup>th</sup> APRIL 2018. The Council Resolved to approve the minutes as an accurate account of the meeting.
- 84(2018) ELECTION FOR VICE CHAIR FOR 2018-2019. Cllr Turner proposed Cllr Cleaves who had indicated his willingness to stand, seconded by Cllr Dixon Henry and all in favour.
- 85(2018) PLANNING COMMITTEE ELECTION FOR CHAIR & VICE CHAIR FOR 2018-2019. Cllr Turner proposed Cllr Dixon Henry as Chair, this was seconded by Cllr White and all in favour.  
Cllr Turner proposed Cllr Davis as Vice Chair, this was seconded by Cllr Dixon Henry and all in favour.
- 86 (2018) ADJOURNMENT: -  
Vaughan Ebrahim Tennis coach spoke about tennis coaching for seniors at Ewhurst. After some discussion Cllr Turner proposed in principle the idea was acceptable to the Parish Council and all agreed. Cllrs Benson and Fawcett were to meet with Mr Ebrahim to discuss the detail and come back to the Parish Council with a proposal. **ACTION EB/TF**  
John White Lay Minister, Ewhurst Parish Church spoke representing Ewhurst C of E and Baptist Churches. The churches would be holding a joint service on Sunday 11<sup>th</sup> November 2018 in commemoration of the end of WWI. John white requested that the Parish council take a lead in coordinating the Ewhurst organisations to ensure that the weekend was filled with activities in remembrance of this event and those that served in the war. Cllr Benson was to liaise with John White regarding this. **ACTION EB**
- 87(2018) APPENDIX 1 THE PLANNING COMMITTEE. The observations of the Planning Committee were noted. It was further noted that an amended application has been submitted for The Bulls Head development and that this application being for five properties would be discussed at the June Parish Council meeting. **ACTION Clerk**
- 88(2018) APPENDIX 2 RECEIPTS AND PAYMENTS for April 2018. Noted with no comments.
- 89(2018) APPOINTMENT OF AUDITOR FOR THE FORTHCOMING YEAR: The Parish Council Resolved to reappoint the auditor Peter Frost of Peter J Consultants as internal auditor for 2018-2019.
- 90(2018) REPORTS – Richard Cleaves – Finance and Extra Maintenance. No report.  
Julie Francis - Ground Maintenance. No report.

Val Dixon Henry – Planning. Cllr Dixon Henry reported on planning applications to have been allowed and refused. Cllr White had received a complaint from a resident regarding activity and noise created on the Back

ward Point site on a Saturday morning. The Clerk was to look in the management plan for the site to ascertain whether works were permitted on a Saturday morning as they often were with larger developments and advise the resident accordingly. **ACTION Clerk**

Elaine Benson – Community. There had been a lot of positive feedback from the Annual Parish meeting. The lapel microphones had not worked and the Ewhurst players had confirmed these were the responsibility of the Parish Council. The Clerk is to purchase new power packs for these. **ACTION Clerk**  
The AED had been installed at the Bulls Head on the wall facing Pitch Hill. Familiarisation classes for the Automated Defibrillator were to be held on 4<sup>th</sup> July at the Village Hall and posters had gone up to advertise this. There were 20 places available.

The preparations for the Carnival on 14<sup>th</sup> July were progressing well and Parish Council volunteers were needed for the Pimms Stall.

Cllr Benson proposed that some decoration/planting occur in front of the war memorial at the recreation ground to commemorate the end of WWI and Cllr Turner undertook to supply centenary poppies for this area in time for November 2018. It was proposed that a more permanent solution to plant up the area be discussed early next year. **ACTION MT/EB**

Cllr Benson had been approached at the Annual Parish meeting by a resident of Mapledrakes Close whose boundary was adjacent to the Burial Ground. She was concerned about an Oak tree on the boundary and Cllr Benson was to visit the location to ascertain the problem and report back to the Parish Council. **Action EB**

Ian Davis - Community Liaison. The problem as to the tidiness of the Village Hall after weekend usage was discussed. Cllr Turner had arrived at a solution and had asked the EYSC cleaner if he would undertake cleaning duties at the Village Hall to include 2 hours on a Sunday evening.

Mike Turner - Website, Communications and Highways. The new website was progressing and a link for inspection of the new site was to be provided to the Councillors shortly. Cllr Turner noted that BT were now offering, at a price, door to door fibre connection. Cllr Turner was to inspect the top of the Rapsley footpath and the blocked culvert in that area. **ACTION MT**

Tom Fawcett – Parish Buildings. Highways. Cllr Fawcett was looking into replacing the VAS that was stolen with a version of the VAS produced by Westcotec that displayed the car number plate when passing at speed. Cllr Fawcett was to check that this was acceptable to SCC Highways and the Clerk was to check whether a different model of VAS could be purchased to replace that model stolen **ACTION TF/Clerk**  
Cllr Fawcett was chasing Surrey police for some enforcement activity in Ewhurst and it was reported that that evening an enforcement van had been seen in the vicinity of Mapledrakes Road.

- 91(2018) PARISH CLERK REPORT– Stoolball Club request to use recreation grounds and EYSC two evenings a week for training and matches next summer April, to July. The Parish Council determined that this activity was too dangerous with a hard ball for a public place but suggested the polo club or Duke of Kent School.
- 92(2018) TERMS OF REFERENCE RECOMMENDED FOR RE- ADOPTION.  
Appendix 3 Planning Committee Terms of Reference- Re Adopted  
Appendix 4 Carnival Committee Terms of Reference – Re Adopted after amendment to reflect that the Committee itself chose its Chairs only to be subsequently approved by the Parish Council. **ACTION Clerk**  
Appendix 5 Developer Liaison Committee Terms of Reference. Re Adopted after amendment to reflect that the group was a Working Group and that attendance of the public at meetings was by invitation. **ACTION Clerk**  
Neighbourhood Plan Steering Group. The group have not yet submitted to the Parish Council their updated Terms of Reference and so these will be recommended for re-adoption at the next Parish Council Meeting.
- 93(2018) POLICIES AND PROCEDURES RECOMMENDED FOR ADOPTION/RE-ADOPTION  
Appendix 6 Standing Orders – Re Adopted and Financial Regulations -Adopted.  
Appendix 7 Complaints Procedure- Re Adopted.  
Appendix 8 Freedom of Information Act- Re Adopted  
Appendix 9 Policy to deal with Press and Media- Re Adopted.  
Appendix 10 Policy for dealing with correspondence and enquiries- Re Adopted.

- 94(2018) Appendix 11 DATA PROTECTION POLICY AND STATEMENTS. The Parish Council Resolved to adopt the attached policy and statements for use in the course of Parish Council business.
- 95(2018) Appendix 12 DOCUMENT RETENTION POLICY. The Parish Council Resolved to adopt the attached policy for use in the course of Parish Council business.
- 96(2018) REVIEW OF THE PARISH COUNCIL'S MEMBERSHIP OF EXTENAL BODIES: NALC; SALC; GACC; CPRE; ICO; SPFA. The Parish Council considered that these memberships should be continued and that no other memberships need be added at this time.
- 97(2018) POWER OF GENERAL COMPETENCE: The Parish Council Resolved to re- adopt this Power.
- 98(2018) SET THE DATES AND TIMES AND LOCATIONS OF THE YEAR'S PARISH COUNCIL MEETINGS. The Parish Council Resolved to hold its meetings as follows:
- 1) In a year which is not an election year, the Annual Meeting of a Council shall be held on Third Monday in May.
  - 2) The Council, will have nine ordinary meetings in each year and they shall be held on Third Monday in the month except August and December. Unless it is necessary to change the date when due notice will be given.
  - 3) If no other time is fixed, the Annual Parish Meeting of the Council shall take place at 7.30pm between 1<sup>st</sup> March and 31<sup>st</sup> May.
- 99(2018) PORTFOLIOS: The following portfolio arrangements were accepted for the forthcoming Parish Council year:  
 Richard Cleaves: Finance and extra maintenance (grounds).  
 Julie Francis: Allotment; Burial Ground and Recreation Ground maintenance.  
 Val Dixon Henry: Planning, The Glebe Centre Committee.  
 Elaine Benson: Community events and AEDs.  
 Ian Davis: Community organisations liaison.  
 Mike Turner: Communications; The Glebe Centre Committee.  
 Mike White: Parish Buildings in conjunction with the assistant clerk. The Glebe Centre Committee.  
 Michael Benoy: Neighbourhood Plan Liaison.  
 Tom Fawcett: VAS and other Highway matters.  
 Assistant Clerk: Parish Community buildings, website and archiving.
- 100(2018) Appendix 13 PARISH COUNCIL INSURANCE: The Parish Council considered the quotes for additional insurance The Parish Council Resolved to go ahead with the higher levels of insurance for the Parish Buildings subject to checking why the premium increase for the EYSC seemed out of proportion to the increase for the Village Hall. The insurance against cyber- attack was not to be taken up. ACTION Clerk
- 101(2018) REPORT: NEIGHBOURHOOD PLAN: - Update. The Sustainability Assessment is currently being consulted upon by statutory bodies. The site assessments are not yet forthcoming from the Consultant.
- 102(2018) BOUNDARY HEDGE AND TREE MATTERS:  
 Following members carrying out site visit to two locations the Parish Council to discuss and decide:  
 Appendix 14 CONTRIBUTION TOWARDS TREE SURGERY FOR BOUNDARY TREE RECREATION GROUND AREA NEAR THE BOWLS CLUB- site visit carried out by Cllr White.  
 After discussion it was Resolved proposed by Cllr White and seconded by Cllr Fawcett, all in favour, that a 50% contribution would be offered and that the tree surgeon be asked to invoice the Parish Council for its share of the cost. Action Clerk
- BURIAL GROUND HEDGE REQUEST BY NEIGHBOUR TO REMOVE HEDGE IN FAVOUR OF A FENCE – site visit carried out by Cllrs White and Dixon Henry. After discussion it was Resolved by the Parish Council, proposed by Cllr Turner and seconded by Cllr Dixon Henry, all in favour, to Ratify Cllr White's request to the resident that the hedge not be removed, but a fence be erected behind the hedge in line with the resident's neighbour's fence without damaging the hedge.

- 103(2018) Appendix 15 REPAIR OF VILLAGE SIGN – BULLS HEAD GREEN. The Parish Council Resolved to authorise the repairs to go ahead with the inclusion of some method of preventing the rotting of the wooden post with either lead flashing or a bitumen sleeve. **ACTION Clerk**
- 104(2018) Appendix 16 REPAIR TO RECREATION GROUND GARAGE ROOF. The Parish Council to consider the repair to the roof of the garage situated in the Recreation Ground and used by the Football Clubs and Contractor for storage. The roof currently leaks and repair if thought necessary before the winter.  
The Parish Council Resolved to approve the expenditure and the quote for s steel roof supplied by All Elements Roofing Ltd for £2768 plus VAT.  
The Clerk was to ask the football clubs to remove their belongings from the garage and keep them in the changing room at the EYSC for the duration of the roof replacement. Jon Koefman was to be asked to cut back vegetation and remove rubbish from the vicinity **ACTION MW/ Clerk**.
- 105(2018) Appendix 17 THE GLEBE- Approval of the Heads of Terms and Licence to Occupy. The Parish Council Resolved to approve the Heads of Terms and authorised Cllr Turner to sign the Licence to Occupy. There was some discussion as to some elements of snagging that needed to be attended to: CO and CO2 detectors were thought necessary due to the old gas heating system; an occupied sign was needed for the disabled toilet.
- 105(2018) BOWLS CLUB LEASE. The Parish Council to agree representatives of the Parish Council at the Bowls Club Trustees meeting, date and time to be supplied by Councillor White, to discuss the lease agreement. It was Resolved, proposed by Cllr Turner and seconded by Cllr Dixon Henry, all in favour, that Cllrs Davis and Turner were authorised by the Parish Council to discuss the terms of the lease with the Bowls Club and to agree a solution and to report back to the Parish Council on the solution arrived at. **ACTION MT/ID**
- 106(2018) PARISH BUSINESS; - Items for general discussion. Cllr Turner recommended that all Councillors come to the next Parish Council meeting with suggestions for the CIL spending recommendations list to be consulted on with the community.  
The electrician was to be reminded to mend the lamp at the end of Gadbridge Lane. **ACTION Clerk**
- 107(2018) MATTERS FOR CONSIDERATION AT THE NEXT MEETING of the Parish Council, 18<sup>th</sup> June 2018.  
Glebe Update.

**CONFIDENTIAL AGENDA - EXCLUSION OF THE PUBLIC AND PRESS.**

*In view of the confidential nature of the business to be discussed members of the public or press present may be asked to withdraw from the meeting at this point in the public interest.*

- 108(2018) Pursuant to Procedure Rule 20 and in accordance with Section 100 A (4) of the Local Government Act 1972, the Parish Council Resolved to exclude the press and public for the duration of the meeting.
- 109(2018) STAFF MATTERS- The Interview Panel for the recruitment of the Assistant Clerk interviewed two suitable candidates and propose that the Parish Council after discussion and verbal recommendation from the interviewees make an offer of employment.  
  
The Parish Council Resolved to accept the verbal recommendation to offer employment to candidate Anita Kettle as Assistant Clerk to the Parish Council.
- 110(2018) Appendix 18 ASSISTANT CLERK LAPTOP- The Parish Council Resolved to accept the quote for the provision of a secure laptop for the assistant clerk to be used for Parish Council business only.