

**MINUTES OF THE ORDINARY MEETING OF
CHOBHAM PARISH COUNCIL
HELD IN THE PARISH PAVILION, RECREATION GROUND,
STATION ROAD, CHOBHAM, SURREY GU24 8AJ
ON THURSDAY 27th FEBRUARY 2020 at 8.00pm**

Present: Cllr Coombs (Chairman), Cllr Mrs Beach, Cllr Green, Cllr Moynagh,
Cllr Rowbotham, Cllr Mrs Tedder (part) and Cllr Varney

In attendance: Clerk - Mrs Annette Barber (minutes)
BCllr Wheeler
Four member of the public was present

SCCllr Goodman and BCllr McGrath sent their apologies. SCCllr Goodman's report is attached as Appendix A

The Chairman agreed to move item 10a on the agenda to after item 5, to enable a resident to give her view on the proposed bus shelter.

20/726 Apologies for absence – Cllrs Brum and Hanney

20/727 No declarations were received from members on any disclosable pecuniary interests or other interests in respect to matters being considered at the meeting.

20/728 Minutes of the Ordinary Meetings of 30th January 2020

It was **RESOLVED** that the Chairman signed the minutes of 30th January 2020 as a correct record.

20/729 Public forum – A resident reported he had contacted the Leader of Surrey County Council regarding the problems with the ford at Lovelands Lane. He was waiting for a reply and asked the Parish Council for their support. This item of business was not on the agenda and will be discussed at the next Council meeting.

A resident from Delta Road reported she objected to the proposed bus shelter being located opposite her home as residents waiting in the shelter would be able see into her property. The resident noted should there be a bus shelter, she would prefer a timber to a metal one with glass. She also queried who, if anyone, would maintain the shelter. The resident also complained that the buses leave their engines running outside her property for up to 15 minutes.

20/730 Councillors' and Clerk's Reports

a. Members' Report – Cllr Coombs had attended a fund raising lunch at the Rugby Club in aid of injured players. Cllr Coombs noted he had attended the funeral of an ex- employee of the Parish Council, Tom Cooper. The Parish Councillors are personally funding a tree to be planted in memory of Tom in the Memorial Garden at the Recreation Ground.

b. Clerk's report – the Clerk reported:

20/705(c) – a letter of thanks had been sent to the Army Cadets for decorating the Christmas tree.

20/708 – a letter had been written to Surrey County Council requesting the Parish Council continues to be involved at the Local Area Committee should there be a change of format.

20/711 – the Clerk confirmed the Annual Parish Meeting is taking place on 16th April at 7.30pm. The guest speaker is the Chairman of the Museum.

20/715(e) – Surrey County Council has granted the Cultivation Licence to the Parish Council for maintaining the Leat.

20/731 Bus Shelter at Delta Road

Cllrs Coombs and Tedder are having a site meeting with Officers from Surrey County Council to discuss the proposed bus shelter. The Parish Council will consider the feed back it has received from residents, and this item will be discussed further at the March Council meeting.

20/732 Trust and Committee Meetings

Councillors **NOTED** the decisions made since 30th January 2020:

- a. Planning Committee 21st January, 4th and 18th February 2020
- b. Chobham Recreation Ground Charitable Trust 14th January 2020

20/733 Financial Matters

- a. It was **RESOLVED** to approve the payments since 30th January 2020, all agreed. The payments are shown in Appendix B. It was agreed for Cllrs Moynagh and Brum to sign the electronic payments authorisation after the meeting has closed.
- b. The income and expenditure statement as at 31st January 2020 was **NOTED**
- c. Bank reconciliations as at 31st January 2020 were **NOTED**
- d. The balance sheet as at 31st January 2020 was **NOTED**
- e. The CIL balances were **NOTED** as follows:

Amount £	Expenditure £	Balance £	Expiry date
10,685.40	0.00	10,685.40	27 th April 2023
18,467.28	0.00	18,467.28	30 th November 2023
7,017.91	0.00	7,017.91	31 st May 2024
696.30	0.00	696.30	30 th November 2024
Total £36,866.89	0.00	£36,866.89	

- f. It was **NOTED** £90,000 has been transferred from HSBC deposit account to HSBC current account; £80,000 is to be paid into the Unity Trust deposit account and £10,000 will be kept in the current account to cover year end expenditure.
- g. It was **NOTED** that the merging of the Chobham Burial accounts and the Parish Councils accounts on the RBS system had been completed.
- h. The Clerk reported the Internal Auditor had advised that the Burial Committee bank accounts should be closed and the funds transferred into the Parish Council accounts as it is no longer a joint committee. The Burial Committee is a standing committee and cannot be treated as a separate entity.
It was **RESOLVED** to close the Burial Committee bank accounts and transfer the funds into the Parish Council bank accounts, proposed by Cllr Green, seconded by Cllr Brum, all agreed.

- Cllr Tedder arrived having attended the Local Area Committee
- i. It was **RESOLVED** to approve the direct debits paid from the Parish Council current accounts for Chess Telecom, ICO and NEST pensions, proposed by Cllr Coombs, seconded Cllr Rowbotham, all agreed.
 - j. The Clerk reported that there was £20,000 in ear marked reserves for projects for Chobham Recreation Ground Charitable Trust. It was **AGREED** for Chobham Recreation Charitable Trust to fund smaller projects from this earmarked reserve. It was **RESOLVED** to transfer funds from general reserves into ear marked reserves for the following projects:
 - Future purchase of burial grounds £60,000
 - Development of burial grounds £20,000
 - Public toilets at Recreation Ground £25,000
 - Outdoor gym equipment at Recreation Ground £15,000
 Proposed by Cllr Coombs, seconded by Cllr Green, all agreed.

20/734 Neighbourhood Plan Update

Cllr Tedder reported the Neighbourhood Plan Steering Group was gathering the evidence for the draft Plan and the next meeting is on March 10th 2020.

20/735 Review of Standing Orders, Financial Regulations, Member's Code of Conduct and Publication Scheme

The Council had reviewed the above documents.

It was **RESOLVED** to approve the Parish Council's Standing Orders, Financial Regulations, Members' Code of Conduct and Publication Scheme, proposed by Cllr Coombs, seconded by Cllr Rowbotham, all agreed.

20/736 Village Initiative Projects Update

- a. **Zebra Crossing High Street** – Surrey County Council had sourced the heritage lamp posts with intergrated halo beacons; the approximate cost of these posts is in excess of £10000. The cost to replace the belisha beacons to halo beacons using the existing posts is £5000. The Clerk noted one of the current posts was leaning having been hit by a vehicle. It was **AGREED** to obtain a quotation from Surrey County Council to replace the current posts with halo beacons and spot lights.
- c. **Flooding Station Road** - the Clerk had chased Surrey County Council regarding the blocked drain at Station Road. The Parish Council discussed the dangerous situation of vehicles having to drive through several inches of water or in the middle of the road. In addition, the wash from driving through the flood has damaged the tarmac outside the Memorial Gates at the Recreation Ground. It was **AGREED** for the Clerk to write to the leader of Surrey County Council requesting a contribution towards the resurfacing costs of the tarmac.
- d. **Grit Bin Brick Hill** – Cllr Coombs and Cllr Tedder are meeting Surrey County Council Officers on 6th March to determine the exact location of the grit bin at Brick Hill.
- e. **Footpaths/Rights of Way** – The Clerk reported Surrey County Council had agreed to clear the overgrowth of the three footpaths for £700 and to resurface footpath 9a for a cost approximately £10,000. The Parish Council had agreed to spend £5000 on improving the three footpaths and Surrey County Council have offered to fund the remaining £5000. The Parish Council noted the ditch behind Tesco needed to be cleared before the surfacing of footpath 9a should take place. The Council requested

the Clerk to write to Surrey County Council noting the maintenance of footpaths is the responsibility of Surrey County Council and not the Parish Council.

It was **RESOLVED** to agree to the three footpaths being cleared and for footpath 9a to be surfaced for a total cost of approximately £10,000; the Parish Council funding £5000 and Surrey County Council funding the balance, proposed by Cllr Cllr Varney, seconded Cllr Green, all agreed.

- f. **Bench at Burr Hill** – The Clerk reported Surrey Heath Borough Council tried to install the bench at Burr Hill Lane but a resident prevented the installation. The resident has written to the Parish Council objecting to the installation of a bench outside his property. Cllr Tedder noted several residents had requested the provision of a bench between the bus stop at Bowling Green Road and Delta Road. Having sought advice from Surrey County Council regarding the location of the bench, the Parish Council had arranged for the installation of the bench. It was **AGREED** for the Clerk to write to the resident and the Parish Council will reconsider the location of the bench.

20/737 Wildflower Seeds at Jubilee Mount

The Clerk reported Chobham Commons Preservation Committee had provided a list of wildflower seeds they wish to plant at Jubilee Mount. It was agreed for the Clerk to forward the list to Surrey Wildlife Trust for comment. It was noted that the cutting of the grass at Jubilee Mount would need to be collected rather than left and more than one annual cut may be needed. The Parish Council would consider funding some of the project should this be required.

It was **RESOLVED** to permit Chobham Commons Preservation Committee to sow the agreed wildflower seeds at Jubilee Mount, proposed by Cllr Coombs, seconded Cllr Tedder, all agreed.

20/738 Grass verge at Watts Parade

Cllr Coombs reported that two residents had slipped on the grass verge at Watts Parade. The Clerk had written to Surrey County Council who are looking into ways of improving the slippery verge. Cllr Tedder noted the problem had arisen since the one way system was introduced and drivers had to exit their vehicles on the grass verge rather than on the road. It was **AGREED** for the Clerk to write to Surrey County Council expressing its concern of the risk to the public of the slippery verge. The Parish Council considers installing a line of 18inch concrete slabs along the verge would solve the problem or reverting the one way system back to a two way system.

20/739 General correspondence – the Clerk reported all Councillors were invited to the Museum AGM to be held on 2nd April 2020 at 7.00pm.

The Clerk had circulated to Members the Highways Tree Planting Scheme. Cllr Beach noted it was unclear whether Surrey Highways would consult with Parishes before trees were planted on verges or not. It was **AGREED** for the Clerk to write to Surrey County Council requesting that the Parish Council is notified of all proposed planting of trees on verges .

20/740 Agenda Planning:

Review of Delegation Scheme, Complaints Procedure, Media and press Policy
Capital expenditure and movement in EMR
Lovelands Lane, grass verge along Station Road

20/741 **Date of next meeting:** 26th March 2020

20/742 **Payment of Staff for updating the RBS system** – this item was discussed in the confidential part of the meeting as it relates to staff salary.
It was **RESOLVED** to pay a member of Staff for updating the RBS system due to the merging of the Burial Committee accounts into the Parish Council accounts, proposed by Cllr Green, seconded Cllr Tedder, all agreed.

20/743 **Maintenance contract for the Leat** – this item was discussed in the confidential part of the meeting. It was **RESOLVED** to award the contract for the maintenance of the Leat and the one off clearance of the Leat to MK Landscapes, proposed by Cllr Green, seconded Cllr Coombs, all agreed.
It was **RESOLVED** to award the contract for clearing the bottom of the Leat and washing the railings to Foramaflow, proposed by Cllr Tedder, seconded Cllr Coombs, all agreed.

20/744 **Exclusion of the Public and Press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960: The Council resolves to exclude the press and public from the meeting at this point prior to the consideration of the following item by reason of the confidential nature of the business to be transacted.**

Approved as a correct record of the Meeting
Cllr Coombs, Chairman of Chobham Parish Council

Signed

Date

Meeting closed 9.25pm

Appendix A

Cllr Mike Goodman's report February 2020

SCCllr Goodman's report February 2020

The Government promised to strengthen the laws to control illegal traveller encampments and last November they launched a consultation process to seek the views of the public in taking measures to criminalise the act of trespassing when setting up an unauthorised encampment in England and Wales. Can I encourage you to go on line using the following link <https://www.homeofficesurveys.homeoffice.gov.uk/s/l1EI5/> and make your views known, this will help shape future Government policy.

Last week Storm Dennis saw the second major storm in two weeks to hit Surrey. Surrey Highways on average receive 13 emergency calls per day but at the height they received 323 with 277 related to trees and 12 to flooding. Last week also saw 33 roads closed at various times over the weekend caused by flooding or trees. Last week's storm led to approximately fifty properties being flooded. The storm did ease on Sunday and that meant the areas of flooding were contained. It was pleasing that Chobham and the surrounding villages although having areas of surface flooding on roads did not suffer any property flooding. However, we will continue to work with the Environment agency SCC and SHBC to protect the villages from flooding.

I have put a proposal to the Police and trading standards to track HGV's illegally using Chobham High Street. I am still waiting confirmation if this is going to be a workable solution and I am hopeful that I will have positive news this coming week.

Further to my announcement last year that Surrey is to plant 1.2 million trees by 2030. I am pleased that Surrey's tree week March 1st will see the planting of between forty and fifty thousand trees and each MP in Surrey will be planting a tree. I am encouraging all Councils in Surrey including parishes and residents to plant trees. There will also be a program to plant more trees along the highway.

I have asked the highways to see if anything can be done regarding Watts Parade, however this is going to be challenging.

I pleased that the Parish at long last have received their licence to carry work out on the Leat.

I have had a meeting with the CEO of SWR regarding the continuing problems of punctuality and the recently announced further strikes by workers on this line. There are no easy solutions and I have written to the minister to set up a meeting to discuss this ongoing issue.

A reminder that Heathrow will be consulting in April and once we have more details I will update the council.

Appendix B

Time: 14:21

Chobham Parish Council

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Current Account Parish

List of Payments made between 01/02/2020 and 29/02/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/02/2020	ICO	DD	35.00		Annual subscription
05/02/2020	NEST	DD	263.18		Pension contribution Jan 20
11/02/2020	Unity Deposit Account Parish	20/541	10,000.00		Current a/c to Unity a/c
12/02/2020	Unity Deposit Account Parish	20/542	10,000.00		Current a/c to Unity a/c
13/02/2020	Unity Deposit Account Parish	20/543	10,000.00		Current a/c to Unity a/c
14/02/2020	Unity Deposit Account Parish	20/544	10,000.00		Current a/c to Unity a/c
17/02/2020	Unity Deposit Account Parish	20/545	10,000.00		Current a/c to Unity a/c
18/02/2020	Unity Deposit Account Parish	20/546	10,000.00		Current a/c to Unity a/c
19/02/2020	Unity Deposit Account Parish	20/547	10,000.00		Current a/c to Unity a/c
20/02/2020	Unity Deposit Account Parish	20/548	10,000.00		Current a/c to Unity a/c
27/02/2020	Chess Telecom	DD	49.16		Telephone/b/broad Feb 20
28/02/2020	Nigel Jeffries Landscapes Ltd	20/549	987.50		Rec grd maintenance Jan 20
28/02/2020	R & J Playground Ltd	20/550	216.00		Repairs to toddler swing
28/02/2020	Larkstel	20/551	62.40		Dog waste Jan 20
28/02/2020	Rialtas Business Solutions	20/552	300.00		Merging of CBC with CPC a/c
28/02/2020	Hazelford Ltd	20/553	2,161.91		PAYE/NIC/NEST 3Q 20
28/02/2020	AES	29/554	96.00		Pest control
28/02/2020	MK Landscape	20/555	458.33		Village maintenance/potholes
28/02/2020		20/557			Salary Feb 20
28/02/2020	Staff	20/558	3059.11		Salary Feb 20
28/02/2020		20/559			Salary Feb 20/ holiday pay
28/02/2020	Chobham Burial Committee	20/556	1,144.80		VAT reclaim 3Q 19/20
28/02/2020	Chobham Burial Committee	20/556	-1,144.80		VAT reclaim 3Q 19/20
28/02/2020	Current Account JBC	TR/20/29	1,144.80		VAT reclaim 3Q 19/20
Total Payments			88,833.39		