

# ALFOLD PARISH COUNCIL

**MINUTES** of Alfold Parish Council Meeting held on **Tuesday 14<sup>th</sup> January 2014** in Alfold Village Hall, Alfold.

**Present:** Dr J Masding (Chairman); Mrs P Mayne; Mrs B Ames; Mr C Copus; Mr K Deanus; Mr N Pidgeon; Mrs B Weddell (Clerk)

Mrs Mary Foryszewski, Waverley Borough Councillor and nineteen parishioners were in attendance.

**Apologies:** Apologies had been received from Mr N Budd.

		ACTION
<b>14/005</b>	<b>Declarations of Interest</b> Mr Deanus declared an interest in the Sports Association. Mrs Ames declared an interest in the Village Hall.	
<b>14/006</b>	<b>Minutes</b> The minutes of the meeting of the Parish Council held on 12 <sup>th</sup> November 2013 were approved as a correct record of the meeting and signed by the Chairman.  The minutes of the meeting of the Parish Council held on 26 <sup>th</sup> November 2013 were approved as a correct record of the meeting and signed by the Chairman.	
<b>14/007</b>	<b>Clerk's report on progress</b> <ul style="list-style-type: none"><li>▪ Regarding Jubilee Pond, the Clerk reported that Ben Johnstone would plant the Jubilee tree as soon as it has been delivered and then mulch the newly planted areas.</li><li>▪ The emptying of dog waste bins on the sports ground was now being carried out by Veolia.</li></ul>	
<b>14/008</b>	<b>Chairman's report</b> The Chairman had been in correspondence with Gill Dally of Waverley Borough Council regarding extension of the trial period of Tracy Cawdell as sub-postmistress. Business had increased significantly in the six months since Tracy took over and it was hoped the Post Office could remain open. Residents were encouraged to use the Post Office as much as possible.	
<b>14/009</b>	<b>Report from Borough Councillor</b> Cllr Foryszewski updated the meeting on recent decisions of planning applications by WBC. She also advised that three quite large applications are expected. A resident had contacted Cllr Foryszewski regarding a dangerous fallen tree, which she had reported to Surrey CC. Following the dreadful weather and lengthy power cut experienced over Christmas, it had been suggested that Waverley's Community Overview and Scrutiny Committee review what happened.	
<b>14/010</b>	<b>Report on recent flooding issues</b> The Chairman summarised the flooding that had occurred over the Christmas period and said that residents need to continue to provide reports to the parish council. The Chairman explained that the issue of sewage flooding would be dealt with at the meeting on 31 <sup>st</sup> January, to be chaired by Anne Milton MP, which is a follow-up of previous meetings arranged by Mrs Milton in response to	

complaints from residents of sewage flooding last year. Representatives of Thames Water, Southern Water, the Environment Agency, Surrey CC and Waverley BC would be in attendance and it was important that affected residents attend.

Flooding which was not sewage related would be discussed at the meeting this evening. The Chairman explained that the parish council does not have a responsibility to prevent flooding, however, it is in a strong position of being able to put pressure on the statutory authorities. The parish council can politely request individual landowners to take action if their ditches are blocked, and if landowners fail to act the parish council can report them to Surrey CC, who do have power of enforcement. The parish council had passed on requests from the Environment Agency and Surrey CC for those affected to provide reports of flooding; the Chairman stressed the importance of doing this.

The parish council heard reports of flooding from members of the public. One resident reported that flooding of his property had been caused by a lack of maintenance by Surrey Highways, which led to blocked drains and culverts. The Clerk advised that there is an area on Surrey CC's website for reporting blocked drains and culverts, similar to the page for reporting potholes; she will put the link on the parish council website and urge residents to use the reporting form. It was agreed that Mr Deanus, Mr Copus and Mrs Mayne would coordinate with residents in their areas of the village to gather together as much information as possible about the flooding that occurred over Christmas and the current state of the ditches and culverts. The information should be provided to the Clerk would arrange for a site meeting with Surrey Highways and Waverley to discuss the issues. The Clerk would also write to landowners with blocked ditches.

Clerk

Mr Deanus/ Mr Copus/ Mrs Mayne

Clerk

**14/011**

#### **Neighbourhood Plan Update**

After some discussion, it was agreed that the Neighbourhood Plan Area should not include Dunsfold Park, although its strategic impact on the area would be taken into consideration. The Clerk would write to Waverley BC formally requesting designation of the Neighbourhood Plan Area. The Chairman advised that Mr Deanus had offered to take a lead role in the Neighbourhood Plan process, which was welcomed by the parish council.

Clerk

**14/012**

#### **Precept on Waverley Borough Council for the year ending 31.3.15 including Grant Allocations**

The budget figures for the year ending 31.3.15 were approved.

After full consideration of the grant applications received, the following grants were approved:

Alfold Sports Club for Bonfire Night	£300
Parish Magazine s.137	£275
Alfold PCC for churchyard maintenance	£500

The Village Hall had submitted a grant application for funding towards the cost of a PA system and hearing loop. It was agreed in principle that the parish council would accept the grant request subject to the Village Hall providing further information about quotes and timing and applying to Biffa for a grant. The parish council would consider the application fully when the results of the Biffa grant are known.

It was agreed that £4000 would be set aside in the budget as a contingency fund to help ameliorate flooding issues in the village.

Taking into consideration current reserves held and budget figures, proposed by Mr Deanus and seconded by Mr Copus it was agreed that the Precept for the year ending 31.3.15 would be £21,523.

**14/013      Accounts for payment**

Payments were approved and receipts were noted. The attached Order for Payments was signed by the Chairman, one Councillor and the Clerk.

**14/014      Planning. Summary of the status of recent Planning Applications for information only**

WA/2013/1769 Change of use from offices to four dwellings and associated works. Units 1-6 and 9-12 Alfold Business Centre. **Refused**

WA/2013/1742 Change of use and alterations to barn to provide a dwelling. Wildwood Livery, Hook Street, Rudgwick. **Withdrawn**

WA/2013/1617 Outline application with all matters reserved for the erection of 104 dwellings. Land West of Sweeters Copse, Loxwood Road **Withdrawn**

WA/2013/1593 Erection of two polytunnels for livestock use. Bonfire Hanger, Rosemary Lane **Invalid**

**14/015      Planning**

There were no new planning applications for consideration.

**14/016      General Matters**

The letter to Waverley, which had previously been circulated, requesting that Alfold Stores be included on Waverley's register of Assets of Community Value was approved.

**14/017      Next meetings**

13th February 7.30pm, Green Room, Alfold Village Hall

11th March 7.30pm, Alfold Village Hall

**There being no further business, the Chairman closed the meeting at 21:20**

Clerk

Alfold Parish Council  
Budget Detail - By Combined Account Code  
Note : Draft Budget Report

Note: (-) Net Expenditure means Income is greater than Expenditure

	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Projected Actual	Budget	C/Fwd Budget
<b>Budget Expenditure</b>							
5500 Reserve Fund	0	0	0	0	0	0	0
<b>Other Cost/Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Budget Expenditure</b>							
515 VAT on Payments	130	0	0	-38	0	0	0
1403 Sexton	15	50	0	0	15	50	0
4000 Salaries	6,424	6,530	0	4,178	6,500	6,565	0
4013 Chairman's Expenses	0	100	0	0	100	100	0
4014 Election Costs	0	0	0	0	0	0	0
4015 Emptying dog waste bins	0	0	0	0	96	0	0
4018 Delegate Fees	83	60	0	0	0	60	0
4019 Audit	437	480	0	299	299	400	0
4020 Insurance	736	760	0	756	756	780	0
4021 Hall Hire	600	600	0	0	600	600	0
4022 Office Supplies	130	200	0	0	50	200	0
4023 Software	164	170	0	107	107	150	0
4024 Recruitment	0	0	0	0	0	0	0
4025 Subscriptions	289	306	0	10	315	310	0
4026 Training	88	500	0	0	165	500	0
4027 Website	85	65	0	65	65	85	0
4028 Legal Fees	0	0	0	0	0	0	0
4029 Housing needs survey	40	0	0	0	0	0	0
4100 Neighbourhood Plan	0	0	0	0	0	10,000	0
4200 Common Maintenance	2,604	2,600	0	1,519	2,600	2,650	0

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Alfold Parish Council  
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	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Projected Actual	Budget	C/Fwd Budget
4220 Recreation Ground Maintenance	1,260	1,260	0	761	1,260	1,270	0
4221 Play Area Equipment Maintenan	137	350	0	0	350	400	0
4222 Play Area Replacement Fund	0	1,000	2,000	0	0	1,000	3,000
4226 Notice Boards	0	0	0	0	0	0	0
4300 Jubilee Pond Maintenance	660	5,660	0	1,502	5,660	700	0
4301 Jubilee Pond Repairs	0	0	0	0	0	0	0
4350 Traffic Safety Issues	0	1,500	0	0	0	0	0
4400 Cemetery Maintenance	3,910	3,000	0	1,750	3,000	3,050	0
4401 Cemetery Rates	153	180	0	157	157	160	0
4501 Grants	0	0	0	0	0	0	0
4502 Alfold Bonfire Society Annual	250	300	0	0	300	300	0
4503 Alfold Sports Council Grant to	0	0	0	0	0	0	0
4504 Grant Contingency Fund (Cricke	0	0	0	0	0	0	0
4505 Parish Magazine Grant s.137	275	275	0	275	275	275	0
4506 PCC Grant Churchyard Maintenanc	500	500	0	0	500	500	0
4508 CCTV Grant	0	0	0	0	0	0	0
4509 Youth Club Grant S.137	1,000	0	0	0	0	0	0
4600 Sports Council Grant	1,000	1,000	0	0	0	0	1,000
<b>OverHead Expenditure</b>	<b>20,969</b>	<b>27,446</b>	<b>2,000</b>	<b>11,340</b>	<b>23,170</b>	<b>30,105</b>	<b>4,000</b>
<b>Budget Expenditure</b>							
4225 Litterbins	0	0	0	0	0	0	0

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Alfold Parish Council  
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	Last Year		Current Year			Next Year	
	Actual	Agreed Budget	Fwd/Rev Budget	Actual YTD	Projected Actual	Budget	C/Fwd Budget
<b>Direct Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Budget Income</b>							
115 VAT on Receipts	0	0	0	0	0	0	0
1000 Precept	22,650	22,650	0	21,669	21,669	21,523	0
1001 Compensatory Grant	1,224	1,101	0	550	1,101	880	0
1002 Sports Rents	0	495	0	0	495	495	0
1010 Wayleave	0	0	0	3	3	3	0
1011 Grants	0	0	0	1,131	2,131	1,013	0
1090 Bank Interest	86	120	0	64	88	100	0
1091 Interest on Consuls	3	3	0	4	4	4	0
1092 Consolidated Stock	1	1	0	0	0	1	0
1400 Burial & Memorial Fees	2,887	400	0	280	400	400	0
1402 Cemetery Field Rent	50	50	0	0	50	50	0
<b>Total Income</b>	<b>26,901</b>	<b>24,820</b>	<b>0</b>	<b>23,702</b>	<b>25,941</b>	<b>24,469</b>	<b>0</b>
<b>Total Net Expenditure</b>	<b>-5,932</b>	<b>2,626</b>	<b>2,000</b>	<b>-12,361</b>	<b>-2,771</b>	<b>5,636</b>	<b>4,000</b>

# Alfold Parish Council

Schedule of receipts and order for payments for January 2014

To be approved under Agenda item 13 at the Parish Council meeting on 14.1.14

## RECEIPTS

Payer:	Detail:	Amount:
		£00.00
	<b>Total</b>	<b>£00.00</b>

## PAYMENTS

Payee:	Detail:	Amount:
B Weddell	January pay	£ 522.25
Veolia	Emptying dog waste bins Dec 13	£ 28.80
SSALC Ltd	Chairmanship training course	£ 105.00
	<b>Total</b>	<b>£656.05</b>

## EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

Payee:	Detail:	Amount:
Sabina Edwards	Plants	£ 1352.62
Johnstone Grounds	November grasscutting	£ 627.00
B Weddell	December pay	£ 522.25
	<b>Total</b>	<b>£ 2501.87</b>

**Total receipts            £0.00**

**Total expenditure       £3157.92**

Signed by Chairman: ..... Date: .....

Signed by Councillor: ..... Date: .....

Signed by Clerk/RFO: ..... Date: .....