



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Website: www.cranleigh-pc.gov.uk

Village Way
Cranleigh
Surrey
GU6 8AF

14 October 2021

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held at **7.00 pm** on **THURSDAY 21 October 2021** at **Cranleigh Village Hall**

Members of the public and press are entitled to attend this meeting in person but are encouraged to join the meeting via zoom using this link:

To Join the Meeting:

Topic: Parish Council Meeting
Time: Oct 21, 2021 06:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/82227098413?pwd=ZGpvODJValduUmdyMUhVRC80VXNSZz09>

Meeting ID: 822 2709 8413
Passcode: 629934
One tap mobile
+442034815240,,82227098413#,,,,*629934# United Kingdom
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Dial by your location
+44 203 481 5240 United Kingdom
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Beverley Bell FSLCC
Parish Clerk

To all Members

AGENDA FOR THE PARISH COUNCIL MEETING

1. APOLOGIES FOR ABSENCE.
Recommendation:
 - To receive apologies and reasons for absence.
2. ELECTION OF VICE CHAIRMAN
Recommendation:
 - To elect a Vice Chairman.
3. PUBLIC SESSION
Recommendation:
 - To note any comments from parishioners.
4. DECLARATIONS OF INTEREST
Recommendation:
 - To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.
5. PARISH COUNCIL MINUTES
Distributed separately.
Recommendation:
 - The Council to approve and the Chairman to sign as a correct record, the Minutes of the Parish Council Meeting held on 23 September 2021.
6. CHAIRMAN'S REPORT
Recommendation:
 - To note the report.
7. CLERK'S REPORT
Recommendation:
 - To note the report.
8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS
Recommendation:
 - To note the reports.
9. MINUTES OF COMMITTEES
 - To receive and approve as a correct record the Finance Committee Minutes of 19 July 2021.
 - To receive and approve as a correct record the Personnel Committee Minutes of 19 July 2021.
 - To receive and approve as a correct record the Planning Committee Minutes of 13 September 2021.**Recommendation:**
 - To receive the minutes listed above.
10. FINANCIAL MATTERS
 1. The expenditure list to 21 October 2021 to follow.
 2. Bank Reconciliation for 30 September 2021.
 3. Cashbook Reconciliation for 30 September 2021.
 4. Budget 01/04/22 – 31/03/23 – report from the Finance Committee.
 5. Grant Applications: The Hygiene Bank

Recommendations:

1. To agree the expenditure list to 21 October 2021.
2. To approve the bank reconciliation to 30 September 2021.
3. To approve the cashbook reconciliation to 30 September 2021.
4. To consider the report and budget and precept for 01/04/22 – 31/03/23
5. To consider the grant applications.

11. CRANLEIGH VILLAGE HEALTH TRUST (CVHT)
To receive an update from the meeting with CVHT and WBC to discuss the One Public Estate project.
Recommendation:
 - To note the report.
12. THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND CONSULTATION
Draft recommendations for ward boundaries in Waverley
[Local Government Boundary Commission for England Consultation Portal \(lgbce.org.uk\)](http://lgbce.org.uk)
Closing Date: 13 December 2021
Recommendation:
 - To DELEGATE AUTHORITY to nominated Councillors and the Clerk to prepare and submit a response to the consultation.
13. WBC LOCAL PLAN PART TWO AND ADDENDUMS
[Waverley Borough Council - Local Plan Part 2](#)
Closing Date: 12 November 2021
Recommendation:
 - To DELEGATE AUTHORITY to nominated Councillors and the Clerk to prepare and submit a response to the consultation.
14. WBC BIODIVERSITY FOR OPEN SPACES
Opportunity to feed into Surrey Wildlife Trust's report to Waverley Borough Council.
Closing Date: 31 October 2021
Recommendation:
 - To DELEGATE AUTHORITY to nominated Councillors and the Clerk to prepare information on local biodiversity plans/strategies and aspirations for submission to Surrey Wildlife Trust
15. GATWICK FUTURE PLANS CONSULTATION
[Northern Runway and our Future Plans | Gatwick Airport LGW](#)
Closing Date: 01 December 2021
Recommendation:
 - To DELEGATE AUTHORITY to nominated Councillors and the Clerk to prepare and submit a response to the consultation.
16. FOUNTAIN SQUARE ACCESS ROAD CLOSURE
Request from Surrey County Council for the Parish Council to carry out the preliminary consultation
Recommendation:
 - To carry out the preliminary consultation on the closure of the Fountain Square access road.
17. BUSINESS PLAN REVIEW
2023 - 2027
Recommendation:
 - To DELEGATE AUTHORITY to nominated Councillors and the Clerk to prepare the Business Plan review and bring a report back to Council.

18. CRANLEIGH CIVIC SOCIETY
Conserving the Cottage at the Hospital
Recommendation:
- **To support the project to conserve the cottage at the hospital for national, cultural and social importance.**
19. ROYAL BRITISH LEGION
Request to consider the provision of a museum in Cranleigh
Recommendation:
- **To consider the request.**
20. SMART CRANLEIGH
To receive a report from Cllr C Gould.
Recommendation:
- **To note the report.**
21. LGA CODE OF CONDUCT
Report from the Clerk on the adoption of the LGA Model Code of Conduct by WBC.
Recommendation:
- **To DELEGATE AUTHORITY to nominated Councillors and the Clerk to bring a report back to Council about the adoption of the new model code.**
22. RURAL COMMUNITY ENERGY FUND STAGE 1 GRANT APPLICATION
Closing Date: 08 November 2021
To apply for a Stage 1 Feasibility grant to investigate consultancy and professional fees for the provision of renewable energy for community buildings in the centre of Cranleigh.
Recommendation:
- **To DELEGATE AUTHORITY to nominated Councillors and the Clerk to complete and submit the Stage 1 application form**
23. CRANLEIGH WAR MEMORIAL
(This item may be held in private and confidential session – reason: commercial in confidence)
To consider quotations for maintenance and cleaning for Remembrance Sunday
Recommendation:
- **To appoint a contractor to be funded from the General Reserve.**
24. STAFF MATTERS
(This item may be held in private and confidential session – reason: staff in confidence)
To consider the recommendation from the Personnel Committee
To consider a request from staff for a Single Point of Contact for an habitual complainant.
Recommendation:
- **To consider the recommendation from the Personnel Committee:**
 - **To consider a request from Cllr C Gould for the Council to employ an additional member of staff to maintain the Council’s website.**
 - **To consider the draft Staff Salary Budget for financial year 01/04/22 – 31/03/23**
 - **To consider hybrid working arrangements for the Clerks**
 - **To appoint a Single Point of Contact for an habitual complainant.**
25. DATE OF NEXT MEETING: Thursday 18 November 2021

Please note that the agenda and all associated papers can be found on the Parish Council website. Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.