



CRANLEIGH PARISH COUNCIL

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

Village Way
Cranleigh
Surrey
GU6 8AF

10 February 2022.

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 17 February 2022 at Snoxhall Community Centre.**

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: Feb 17, 2022 07:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/83394918420?pwd=Ymw0RFdFSWpFTTFkZThZNGphR0hVZz09>

Meeting ID: 833 9491 8420
Passcode: 596332
One tap mobile
+442080806592,,83394918420#,,,,*596332# United Kingdom
+443300885830,,83394918420#,,,,*596332# United Kingdom

Dial by your location
+44 208 080 6592 United Kingdom
+44 330 088 5830 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 208 080 6591 United Kingdom

Meeting ID: 833 9491 8420
Passcode: 596332

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. GUEST SPEAKER: MS HILARY JUBERT CHAIRMAN OF THE DOWNS LINK CAMPAIGN

Recommendation:

- To note the presentation.

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 20 January 2022.

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 18 October 2021.
- To receive and approve as a correct record the Planning Committee Minutes of 10 January 2022.
- To receive and approve as a correct record the Property & Asset Committee Minutes of 22 November 2021.

Recommendation:

- To receive the minutes listed above.

10. FINANCIAL MATTERS

1. The expenditure list to 17 February 2022 to follow.
2. Bank Reconciliation for 31 January 2022.
3. Cashbook Reconciliation for 31 January 2022.
4. To update Financial Regulations to include Pre-Approved Contractors List.
5. Grant Request from Park Mead School.
6. To set a revenue budget for the Jubilee.
7. Recommendations from the Finance Committee:
 - o To release funding from earmarked reserves.
 - o To set a revenue budget for the Youth Music Club.
 - o To set the fees and charges for 2022/23.

Recommendations:

1. **To agree the expenditure list to 17 February 2022.**
2. **To approve the bank reconciliation to 31 January 2022.**
3. **To approve the cashbook reconciliation to 31 January 2022.**
4. **To amend the Council's adopted Financial Regulations with the addition of the following clause 11.1 vii and to appoint a list of pre-approved contractors:**

The Council will have access to a list of pre-approved contractors (preferred suppliers) which can be used to supply routine services or can be contacted to provide essential maintenance and servicing or emergency services.

(This item may be held in confidential session – reason: commercial in confidence)

5. **To consider the Finance Committee recommendation on the Park Mead grant application.**
6. **To set a revenue budget for the Jubilee.**
7. **Recommendations from the Finance Committee:**
 - **To release £10,816.57 from the Snoxhall Fields Charity Reserve for the purchase of either a John Deere or Grillo machine.**
 - **To release £11,400 from the Snoxhall Fields Charity Reserve for the purchase of a front loader for the tractor.**
 - **To set up a Working Party to look the re-development of the Pavilion and Youth Centre and include this in the Business Plan consultation, and to consult with the Football Club.**
 - **To release of £30,332.17 from the following reserves for the installation of a storage compound at Snoxhall Fields:**
 - o **Forward Maintenance Plan 22/23 £20,135.01**
 - o **Forward Maintenance Plan 21/22 £1,656**
 - o **Cemetery EMR £8,309**
 - o **Business Plan 21/22 EMR £232.16**
 - **To release £1,965 from the Forward Maintenance Plan Reserve 2022/23 for a fuel bund.**
 - **To release £3,399.99 from the Forward Maintenance Plan Reserve 2022/23 for the purchase of a pedestrian trencher and materials.**
 - **To release £5,320 from the Snoxhall Fields Charity Reserve for the installation of surge protection at Snoxhall Pavilion.**
 - **To create a revenue budget of £450 for the hire of the Band Room for the Youth Music Club from the Chairman's Allowance in the Civic revenue budget.**
 - **To set the fees and charges for 2022/23.**

(This item may be held in confidential session – reason: commercial in confidence)

11. RISK ASSESSMENTS

Recommendation:

- **To approve the generic risk assessment and specific risk assessments.**

12. INSURANCE

Recommendation:

- **To review the Council's current insurance schedule.**

13. FIXED ASSET REGISTER 01/04/21 – 31/03/22
Recommendation:
- **To review the Fixed Asset Register 01/04/21 – 31/03/22**
14. WBC COMMUNITY GOVERNANCE REVIEW
[Waverley Borough Council - Community Governance Reviews](#)
 Closing Date: 25 February 2022
Recommendation:
- **To submit the response to the Community Governance Review.**
15. SURREY COUNTY COUNCIL MINERALS AND WASTE LOCAL PLAN - ISSUES & OPTIONS PUBLIC CONSULTATION
[Minerals and waste local plan - Surrey County Council \(surreycc.gov.uk\)](#)
 Closing Date: 07 March 2022.
Recommendation:
- **To submit the response to the consultation.**
17. GUILDFORD BOROUGH COUNCIL LOCAL PLAN
 Development Management Policies and Draft Parking Supplementary Planning Document Consultations
<https://www.guildford.gov.uk/article/25707/Part-2-of-our-Local-Plan>
<https://guildford.inconsult.uk/PSPD22/consultationHome>
 Closing Date: 18 February 2022
Recommendation:
- **To submit the response to the consultations.**
18. WAVERLEY AFFORDABLE HOMES DELIVERY STRATEGY 2022-25: CONSULTATION
www.waverley.gov.uk/housingstrategy
 Closing date: 24 February 2022
Recommendation:
- **To submit a response**
19. DEFRA CONSULTATION ON BIODIVERSITY NET GAIN
[Consultation on Biodiversity Net Gain Regulations and Implementation - Defra - Citizen Space](#)
 Closing Date: 05 April 2022
Recommendation:
- **To delegate authority to a Working Parties of Councillors to prepare the Council's draft response for the Council to consider at their March meeting.**
20. CRANLEIGH BUSINESS IMPROVEMENT DISTRICT (BID)
 Recommendation from the Finance Committee on participation
Recommendation:
- **To report the Council's decision to WBC and to discuss BID funding**
21. WBC STREET TRADING CONSENT CONSULTATION
 Artisan markets in Cranleigh High Street
 Closing Date: 26 February 2022
Recommendation:
- **To submit a response.**
22. COUNCIL STRUCTURE
 To nominate representatives for:
- Destination Cranleigh website
 - Older Persons Network
- Recommendation:**

- **To appoint Councillor representatives.**

23. QUEEN'S PLATINUM JUBILEE

Recommendation:

- **To note the update.**

24. LIONS CARNIVAL

To decide if the Council requires a stand

Recommendation:

- **To decide if the Council requires a stand and to appoint Councillors to organise the stand.**

25. COUNCIL MEETINGS SOUND SYSTEM

Recommendation:

- **To consider the purchase of microphone/sound system**

26. SURREY HILLS AONB REVIEW

To consider planning consultancy fees in advance of the next phase of consultation.

(This item may be held in confidential session – reason: commercial in confidence)

Recommendation:

- **To appoint the planning consultant to assist the Council with its response to the next phase of consultation.**

27. RURAL COMMUNITY ENERGY FUND GRANT

Update on the Feasibility Study grant application

(This item may be held in confidential session – reason: commercial in confidence)

Recommendation:

- **To select and appoint a contractor upon successful grant application.**

28. COMMUNITY BUILDINGS

- To receive the recommendation from the Finance Committee

(This item may be held in confidential session – reason: commercial in confidence)

Recommendation:

- **To review the leases.**
- **To consider the request from a hirer.**

29. STAFF MATTERS

(This item may be held in confidential session – reason: staff in confidence)

Recommendation:

- **To receive an update on hybrid working and IT.**
- **To appoint a consultant to carry out a grading review of the Clerks roles.**
- **To increase working hours for one member of staff**

30. DATE OF NEXT MEETING:

Thursday 17 March 2022

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.