



CRANLEIGH PARISH COUNCIL

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

Village Way
Cranleigh
Surrey
GU6 8AF

10 November 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 **7.00pm on Thursday 17 November 2022 at the Council Chamber.**

Members of the public and press are entitled to attend this meeting in person and may also attend via zoom using this link:

To Join the Meeting:

Topic: Parish Council Meeting
Time: Nov 17, 2022 07:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/88032129211?pwd=KzJMQINidnZQSXBxYmdBdXh1Z0xTQT09>

Meeting ID: 880 3212 9211
Passcode: 360403
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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. 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.**
3. GUEST SPEAKER: MS LYNN HANNAH, CHIEF EXECUTIVE OFFICER, WAVERLEY CITIZENS ADVICE BUREAU
Recommendation:
 - **To note the presentation.**
4. PUBLIC SESSION
Recommendation: To note any comments from parishioners.
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 October 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 August 2022.
 - To receive and approve as a correct record the Personnel Committee Minutes of 04 July 2022.
 - To receive and approve as a correct record the Planning Committee Minutes of 10 October 2022.**Recommendation:**
 - **To receive the minutes listed above.**
10. FINANCIAL MATTERS
 1. The expenditure list for 17 November 2022 to follow.
 2. Bank Reconciliation for 31 October 2022 to follow.
 3. Cashbook Reconciliation for 31 October 2022 to follow.
 4. Fixed Term Investments – recommendation from Finance Committee to invest £100,000 on six months.
 5. Recommendation from the Finance Committee on investment approach and Request for Proposal.
 6. Internal Audit 01/04/22 – 31/03/23 – mid year report
 7. Scope and effectiveness of Internal Audit 01/04/22 – 31/03/23 – mid year report from Cllrs P Chapman and N Sanctuary.
 8. Budget and precept, fees and charges 01/04/23 – 31/03/24

Recommendations:

1. To agree the expenditure list to 17 November 2022.
2. To approve the bank reconciliation to 31 October 2022.
3. To approve the cashbook reconciliation to 31 October 2022.
4. To consider the Finance Committee recommendation and to approve Fixed Term Investments.
5. To consider the recommendation from the Finance Committee on investment approach and Request for Proposal.
6. To consider the mid year Internal Audit report recommendations for financial year 01/04/22 – 31/03/23
7. To consider the mid year report on the scope and effectiveness of Internal Audit for financial year 01/04/22 – 31/03/23.
8. To consider the draft budget and precept, fees and charges 01/04/23 – 31/03/24

11. POLICIES REVIEW

- To receive Councillor comments on the policies review.

Recommendation:

- To update and adopt all policies.

12. TOWN TWINNING

Recommendation:

- To discuss town twinning policy.

13. CODE OF CONDUCT AND CIVILITY AND RESPECT PLEDGE

- To consider training on the LGA Model Code of Conduct and Civility and Respect Pledge
- To consider adoption of the LGA Model Code of Conduct
- To consider adopting the Civility and Respect Pledge
- To consider adopting the new Civility and Respect Officer/Member Protocol

Recommendation:

- To consider training on the LGA Model Code of Conduct and Civility and Respect Pledge
- To consider adoption of the LGA Model Code of Conduct
- To consider adopting the Civility and Respect Pledge
- To consider adopting the new Civility and Respect Officer/Member Protocol

14. THAMES WATER PUBLIC MEETING

Recommendation:

- To provide Cranleigh Village Hall for the public meeting.
- To discuss Cranleigh water issues to raise with Thames Water.

15. CRANLEIGH HIGH STREET IMPROVEMENTS

Consultation response date: 25 November 2022.

<https://cranleighhighstreet.commonplace.is/>

Recommendation:

- To consider a response to the public consultation.

16. SCC EWHURST ROAD PEDESTRIAN CROSSING CONSULTATION

Closing date: 02 December 2022

Recommendation: To submit a response

17. FIDELITY GUARANTEE

To consider the recommendation of the Finance Committee to review the level of fidelity guarantee required and adjust insurance cover accordingly

Recommendation:

- To consider the recommendation from the Finance Committee to review the fidelity guarantee and insurance cover.

18. LIONS FUNDING
To consider projects for potential funding from Cranleigh Lions
Recommendation:
- **To suggest projects for funding from Cranleigh Lions**
19. NEIGHBOURHOOD CIL APPLICATION
Jigsaw School for Scooter Track £29,626.32
Recommendation:
- **To consider the request with regard to the Council's adopted CIL Protocol and alignment with the Council's Business Plan priorities.**
20. CRANLEIGH BUSINESS PLAN SURVEY RESULTS
To discuss the Business Plan survey results and update the Business Plan.
Recommendation:
- **To discuss the Business Plan survey results, to update the Business Plan.**
 - **To consider any further actions.**
21. WBC AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT
Closing Date 28 November 2022.
www.waverley.gov.uk/HousingSPD
Recommendation:
- **To submit a response.**
22. SNOXHALL FIELDS RIGHT OF WAY
To consider submitting a claim to Surrey County Council for a right of way over land between Snoxhall Pavilion and the match football pitch.
Recommendation:
- **To submit the claim to Surrey County Council.**
23. FOOTBALL CLUB FEES
The Finance Committee recommends the following fees for the 2022 – 2023 season with an appeals process:
- Snoxhall Pavilion Football Storage Room fee £800 per annum.
 - Changing room use fee £25 per session, a session is Saturday or Sunday morning or mid week evening.
 - Floodlights £30 + VAT per game.
 - Pitch fee per football club £1,500: youth, adults, vets, girls, womens. Total £7,500 per annum.
- Recommendation:**
- **To adopt the new fee structure for the 2022 – 2023 season.**
24. ALFOLD ROAD TELEPHONE BOX
- To receive an update from Cllr C Gould on the condition of the telephone box.
 - To consider a quotation to remove the telephone box.
- (This item may be held in confidential session – reason: commercial in confidence)*
Recommendation:
- **To appoint a contractor to remove the telephone box.**
25. BERYL HARVEY FIELD FENCING
To decide on stock fence or entire boundary fence replacement and quotation from Surrey Wildlife Trust.
(This item may be held in confidential session – reason: commercial in confidence)
Recommendation:
- **To appoint Surrey Wildlife Trust to produce an ecology report.**
 - **To replace the stock fence from General Reserve**

26. WAVERLEY CITIZENS ADVICE BUREAU
To consider the presentation tonight.
(This item may be held in confidential session – reason: commercial in confidence)
Recommendation:
- **To consider the request from Waverley Citizens Advice Bureau.**
27. CRANLEIGH VILLAGE HEALTHCARE TRUST
(This item may be held in confidential session – reason: commercial in confidence)
To provide an update from the meeting with the Council.
Recommendation:
- **To note the update.**
28. SNOXHALL PAVILION
- To receive an update from the Clerk on pavilion hirers.
(This item may be held in confidential session – reason: commercial in confidence)
- Recommendation:**
- **To note the update.**
 - **To consider any further action.**
29. STAFF MATTERS
- To consider the recommendations from the Personnel Committee.
 - To approve the National Salary Award 2022 – 2023 for the Clerks.
(This item may be held in confidential session – reason: staff in confidence)
- Recommendation:**
- **To approve the Personnel Committee recommendations.**
 - **To approve the National Salary Award 2022 – 2023 for the Clerks.**
30. DATE OF NEXT MEETING:
Thursday 15 December 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.