



**CRANLEIGH PARISH COUNCIL**

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

Village Way  
Cranleigh  
Surrey  
GU6 8AF

09 February 2023.

**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 16 February 2023 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: Feb 16, 2023 07:00 PM Greenwich Mean Time

Join Zoom Meeting  
<https://us06web.zoom.us/j/89299520815?pwd=VIJ2NmzMWjZ4cINySIZGQTJENisrUT09>

Meeting ID: 892 9952 0815  
Passcode: 048363  
One tap mobile  
+443300885830,,89299520815#,,,,\*048363# United Kingdom  
+441314601196,,89299520815#,,,,\*048363# United Kingdom

Dial by your location  
+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  
+44 208 080 6592 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. 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. PUBLIC SESSION

**Recommendation:**

- To note any comments from parishioners.

4. 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 19 January 2023.

5. CHAIRMAN'S REPORT

**Recommendation:** To note the report.

6. CLERK'S REPORT

**Recommendation:** To note the report.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

**Recommendation:** To note the reports.

8. MINUTES OF COMMITTEES

To receive and approve as a correct record the Finance Committee Minutes of 07 November 2022.

To receive and approve as a correct record the Personnel Committee Minutes of 07 November 2022.

To receive and approve as a correct record the Planning Committee Minutes of 09 January 2023.

**Recommendation:**

- To receive the minutes listed above.

9. FINANCIAL MATTERS

1. The expenditure list for 16 February 2023 to follow.

2. Bank Reconciliation for 31 January 2023 to follow.

3. Cashbook Reconciliation for 31 January 2023 to follow.

4. To receive the Finance Committee's recommendation and to appoint an Internal Auditor for financial year 01/04/23 – 31/03/24.

5. The Finance Committee recommend the release of £1,072 from Snoxhall Charity Reserve to 201 4040 for the for the removal of the Rock n Cross

**Recommendations:**

1. To agree the expenditure list to 16 February 2023.

2. To approve the bank reconciliation to 31 January 2023.

3. To approve the cashbook reconciliation to 31 January 2023.

4. To appoint an Internal Auditor for financial year 01/04/23 – 31/03/24.

5. To release of £1,072 from Snoxhall Charity Reserve to 201 4040 for the removal of the Rock n Cross.

10. COUNCIL STRUCTURE  
To consider a request from Cllr S Jeacock to join the High Street Working Party  
**Recommendation:**
- **To request Cllr S Jeacock to join the High Street Working Party.**
11. RISK ASSESSMENT 2023  
To receive the recommendation from the Finance Committee on the review of the Risk Assessment 2023.  
**Recommendation:**
- **To adopt the Risk Assessment 2023.**
12. FIXED ASSET REGISTER 01/04/23 – 31/03/24  
To receive the recommendation from the Finance Committee on the review of the Fixed Asset Register 01/04/23 – 31/03/24  
**Recommendation:**
- **To adopt the Fixed Asset Register 01/04/23 – 31/03/24.**
13. INSURANCE  
To receive the recommendation from the Finance Committee on the review of the insurance policy.  
**Recommendation:**
- **To approve the insurance review and invite quotations for renewal on 01 August 2023.**
14. SNOXHALL FIELDS
- To review the amended service level agreement for the Snoxhall Fields charity
  - To review the boundary licence agreement
  - To review the footpath claim
- Recommendation:**
- **To adopt the service level agreement for a further five years from 01 April 2023.**
  - **To issue the boundary licence agreement.**
  - **To consider the next steps for the footpath claim.**
15. POLICIES REVIEW  
To receive Councillor comments on the policies review:
- Breach Notification Form
  - Data Protection training Policy
  - CCTV Policy Checklist
  - CCTV Footage Request Form
  - DPIA Procedure
  - Example DPIA Form
  - Information Security Policy
  - Internal Privacy Notice
  - External General Privacy Notice
  - Internal General Privacy Notice Staff Cllrs
  - Data Retention and Disposal Policy
  - Fair Processing Procedure
  - Retention of Records Procedure
  - Subject Access Request Checklist
  - Breach Notification Policy
  - CCTV Policy
  - WIFI Policy
- Recommendation:**
- **To update and adopt all policies.**

16. LIONS CARNIVAL  
To consider a Parish Council and Youth Council stand  
**Recommendation:**
- **To consider a Parish Council and Youth Council stand.**
17. CORONATION WORKING PARTY  
To provide feedback from the Working Party meeting.  
**Recommendation:**
- **To note the feedback**
18. THAMES WATER CONSULTATION WATER RESOURCES MANAGEMENT PLAN 2024  
[www.thames-wrmp.co.uk](http://www.thames-wrmp.co.uk).  
Closing Date: 21 March 2023.  
**Recommendation:**
- **To submit the response prepared by Councillors R Burbridge, E Townsend and C Walker to Thames Water**
19. CRANLEIGH DRAINAGE ISSUES  
To discuss recent flooding and ice incidents  
**Recommendation:**
- **To request action from Surrey County Council to address long term flooding issues on the Horsham Road and Elmbridge Road.**
20. HIGH STREET IMPROVEMENTS  
To receive a report from the zoom meeting on 26 January 2023.  
**Recommendation:**
- **To submit comments to Surrey County Council.**
21. WBC REVIEW OF PUBLIC SPACES PROTECTION ORDERS RELATING TO DOG FOULING AND DOG CONTROLS  
Closing Date: 24 February 2023  
**Recommendation:**
- **To submit a response.**
22. CRANLEIGH VILLAGE HEALTH TRUST
- To note the update from CVHT.
- Recommendation:**
- **To note the update.**
23. YOUTH MUSIC CLUB  
To consider a request to purchase a drum kit  
**Recommendation:**
- **To approve the purchase of a drum kit to be funded from the Civic Miscellaneous Expenses budget**
24. PRE-APPROVED CONTRACTORS LIST 2023  
To receive the Clerk's Report on expenditure with pre-approved contractors over the last three years and to receive the recommendation from the Finance Committee to approve the list of pre-approved contractors.  
(This item may be held in confidential session – reason: commercial in confidence)  
**Recommendation:**
- **To approve the list of pre-approved contractors for 2023.**

25. GUIDE HALL LEASE

To consider a request from Cranleigh Guiding to vary the lease to permit commercial hire.  
To consider the advice of the Council's solicitor.

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

**Recommendation:**

- **To consider the request from Cranleigh Guiding.**

26. WAVERLEY CITIZENS ADVICE BUREAU

To consider a request to vary the lease

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

**Recommendation:**

- **To consider the request to vary the lease.**

27. SNOXHALL PAVILION HIRERS

To receive an update from the Clerk.

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

**Recommendation:**

- **To note the update.**
- **To consider any further action.**

28. STAFF MATTERS

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

**Recommendation:**

- **To re-issue the Staff Handbook with the Council's latest policies.**
- **To receive the Personnel Committee's recommendation on staff recruitment.**
- **To receive the Personnel Committee's recommendation on the request from Community Energy South to seek and grant funding and employ a temporary member of staff to support the Cranleigh Climate Action Group.**

29. DATE OF NEXT MEETING:

**Annual Parish Meeting Thursday 09 March 2023.**

**Parish Council Meeting Thursday 16 March 2023.**

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.