



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
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Village Way
Cranleigh
Surrey
GU6 8AF

11 January 2024.

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 18 January 2024 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: Jan 18, 2024 07:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://us06web.zoom.us/j/81072822194?pwd=h4xNRNHBaK0azrZSFMMy2CHFDAi7vt.1>

Meeting ID: 810 7282 2194
Passcode: 595663

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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. GUEST SPEAKER: MRS KATE WALKER, CRANLEIGH JOB CLUB

Recommendation:

- **To note the presentation.**

3. 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.**

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 14 December 2023 and the Minutes of the Extraordinary Parish Council Meeting held on 11 January 2024.**

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 Planning Committee Minutes of 11 December 2023.**

Recommendation:

- **To receive the minutes listed above.**

10. FINANCIAL MATTERS

1. The expenditure list for 18 January 2024 to follow.
2. Bank Reconciliation for 31 December 2023 to follow.
3. Cashbook Reconciliation and earmarked reserves for 31 December 2023.
4. To review cashflow and investment with CCLA PSDF.
5. To increase Village Hall match funding from £50,000 to £68,850 from the General Reserve.
6. To pay the Henry Smith Supplemental Grant.
7. Internal Audit 01/04/23 – 31/03/24 – mid year report.
8. Scope and effectiveness of Internal Audit 01/04/23 – 31/03/24 – mid year report.

Recommendations:

1. To agree the expenditure list to 18 January 2024.
2. To approve the bank reconciliation to 31 December 2023.
3. To approve the cashbook reconciliation and earmarked reserves allocation to 31 December 2023.
4. To review cashflow and investment with CCLA PSDF.
5. To increase Village Hall match funding from £50,000 to £68,850 from the General Reserve.
6. To pay the Henry Smith Supplemental Grant.
7. To consider the mid year Internal Audit report recommendations for financial year 01/04/23 – 31/03/24
8. To consider the mid year report on the scope and effectiveness of Internal Audit for financial year 01/04/23 – 31/03/24.

11. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field
- Centenary Garden
- Community Speedwatch
- Recreation Users
- Youth Council
- Youth Music Club

Recommendation:

- To note the reports.

12. CLIMATE LEAD COUNCILLOR

To appoint a Parish Council to lead on Climate Change.

Recommendation:

- To appoint a Parish Council to lead on Climate Change to liaise with outside bodies

13. SCC RIGHTS OF WAY IMPROVEMENT PLAN

To consider submitting a response. Closing date: 10 March 2024.

Recommendation:

- To submit a response.

14. WAVERLEY SUSTAINABLE TRANSPORT EXECUTIVE WORKING GROUP 20 MPH AREAS

To answer three questions from the Working Group:

- 1) What 20mph zones or areas do you already have in the parish?
- 2) Does Cranleigh parish council want a 20mph area (or specific zone)?
- 3) Where would the parish council want 20mph coverage?

Recommendation:

- To answer the three questions

15. RISK ASSESSMENT 2024

To review the Council's generic Risk Assessment 2024.

Recommendation:

- To approve the Risk Assessment.

16. FIXED ASSET REGISTER 01/04/23 – 31/03/24

To review the Fixed Asset Register 01/04/23 – 31/03/24.

Recommendation:

- To adopt the Fixed Asset Register 01/04/23 – 31/03/24.

17. INSURANCE

- To review the General Insurance Policy cover.
- To consider the necessity and a quotation for cyber insurance.

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

Recommendation:

- **To approve the insurance cover.**
- **To consider cyber insurance.**

18. PROJECTS

Update on:

- Snoxhall Machine Shed Planning Application
- Snoxhall MUGA Planning Application
- Snoxhall Pavilion Community Ownership Fund
- Village Hall Community Ownership Fund

Recommendation:

- **To note the updates.**
- **To appoint an architect/surveyor for the Village Hall**

19. WAR MEMORIAL

To consider a quotation to replace the rose beds around the War Memorial.

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

Recommendation:

- **To consider a quotation to replace the rose beds around the War Memorial.**

20. STAFF MATTERS

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

Recommendation:

- **To receive an update from the Clerk.**

21. DATE OF NEXT MEETING

Thursday 15 February 2024.

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.