



CRANLEIGH PARISH COUNCIL

NOTICE OF A MEETING OF THE PARISH COUNCIL

Thursday 20 February 2025 at 7.00pm
Council Chamber

To ALL MEMBERS OF THE COUNCIL

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held at **7.00pm on Thursday 20 February 2025 at the Council Chamber.**

Beverley Bell FSLCC
Parish Clerk

13 February 2025.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/85194152401?pwd=3aWp14nFlfB0FXvJUeEaoebR5Lcb9X.1>

Meeting ID: 851 9415 2401

Passcode: 090744

One tap mobile

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Please note that there is a maximum capacity of 25 persons in the Council Chamber including the Council.

Members Questions

At the discretion of the Chairman, those members of the public, residing or working within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, for a maximum of 3 minutes per person or 15 minutes overall.

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 16 January 2025.

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 on 14 November 2024.
- To receive and approve as a correct record the Personnel Committee on 14 November 2024.
- To receive and approve as a correct record the Planning Committee on 06 and 27 January 2025.

Recommendation: To receive the minutes listed above.

9. FINANCIAL MATTERS

1. The expenditure list for 20 February 2025 to follow.
2. Bank Reconciliation for 31 January 2025 to follow.
3. Cashbook Reconciliation and earmarked reserves for 31 January 2025.
4. To review cashflow and investment with CCLA PSDF.

Recommendation:

1. To agree the expenditure list to 20 February 2025.
2. To approve the bank reconciliation to 31 January 2025.
3. To approve the cashbook reconciliation and earmarked reserves allocation to 31 January 2025.
4. To review cashflow and investment with CCLA PSDF.

10. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field
- Centenary Garden
- Community Speedwatch
- Recreation Users
- Youth Council
- VE Day

Recommendation:

- **To note the reports.**

11. SCHEME OF DELEGATION

To receive the recommendation from the Working Party on the review the Council's Scheme of Delegation in conjunction with Standing Orders and Financial Regulations.

Recommendation:

- **To update the Council's Scheme of Delegation in conjunction with Standing Orders and Financial Regulations.**

12. COUNCIL STRUCTURE

To update appointments to Committee and Outside Bodies.

Recommendation:

- **To update appointments to Committee and Outside Bodies.**
- **To elect a Vice Chairman for the Finance Committee.**
- **To appoint an observer for the Internal Audit.**
- **To appoint Councillors to help with Youth Council.**

13. BANK MANDATE

To update the bank mandate for the CCLA and Lloyds accounts.

Recommendation:

- **To update the bank mandate for the CCLA and Lloyds accounts.**

14. LIONS CARNIVAL 2025

To consider a Parish Council stand and appointing Councillors to help.

Recommendation:

- **To consider a Parish Council stand and appointing Councillors to help.**

15. WIFI POLICY

To review the WIFI Policy to enable members of the public to connect to the Village Hall WIFI.

Recommendation:

- **To amend the WIFI Policy.**

16. DRAFT TRANSPORT STRATEGY

<https://transportforthesoutheast.org.uk/our-vision/transport-strategy/>

Closing Date: 07 March 2025.

Recommendation:

- **To consider submitting a response.**

17. LAND USE IN ENGLAND CONSULTATION

[Land use in England - GOV.UK](https://www.gov.uk/land-use-in-england)

Closing Date: 25 April 2025.

Recommendation:

- **To consider submitting a response.**

18. VILLAGE HALL INTERACTIVE DISPLAY
To receive an update from Cllr E Townsend on planning requirements.
Recommendation:
- **To the provision of an interactive display for the Village Hall.**
19. VILLAGE HALL PATRONAGE
To receive a report from Cllr M Scully on Village Hall Patronage.
Recommendation:
- **To consider inviting Village Hall Patrons.**
20. SNOXHALL FIELDS
- To consider repair, replacement or removal of the Supernova roundabout.
 - To consider quotation for the repair of the Leisure Centre bridge.
- Recommendation:**
- **To consider repair, replacement or removal of the Supernova roundabout.**
 - **To consider quotation for the repair of the Leisure Centre bridge.**
21. INTERNAL AUDITOR
To consider the recommendation of the Finance Committee for internal audit services for financial year 01/04/25 – 31/03/26
(This item may be held in private and confidential session – reason: commercial in confidence)
Recommendation:
- **To appoint an Internal Audit for financial year 01/04/25 – 31/03/26.**
22. DEBTORS
(This item may be held in private and confidential session – reason: commercial in confidence)
Recommendation:
- **To receive an update on debtors from the Finance Committee.**
23. STAFF MATTERS
(This item may be held in private and confidential session – reason: staff in confidence)
- **To receive an update from the Personnel Committee.**
 - **To make a decision on salary scale for grounds staff.**
24. DATE OF NEXT MEETING
Thursday 20 March 2025 at 7.00pm

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.