



CRANLEIGH PARISH COUNCIL

## NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

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Thursday 15 May 2025 at 7.00pm  
Council Chamber

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To ALL MEMBERS OF THE COUNCIL

Councillors are respectfully summoned to attend the annual meeting of the Parish Council to be held at **7.00pm on Thursday 15 May 2025 at the Council Chamber.**

Beverley Bell FSLCC  
**Parish Clerk**

08 May 2025.

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

Topic: Parish Council Meeting  
Time: May 15, 2025 07:00 PM London  
Join Zoom Meeting  
<https://us06web.zoom.us/j/87858700375?pwd=hwUI0T1PNSSX5TYXlgbfxI1gkRMP7K.1>

Meeting ID: 878 5870 0375  
Passcode: 941638

One tap mobile  
+442034815240,,87858700375#,,, \*941638# United Kingdom  
+442039017895,,87858700375#,,, \*941638# United Kingdom

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.

Cranleigh Parish Council, Council Office, Village Way, Cranleigh Surrey GU6 8AF  
Tel: 01483 272311 Website: [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk)

## **AGENDA FOR THE ANNUAL PARISH COUNCIL MEETING**

1. **ELECTION OF CHAIRMAN**  
**Recommendation:**
  - To elect a Chairman.
2. **APOLOGIES FOR ABSENCE**  
**Recommendation:**
  - To receive apologies and reasons for absence.
3. **ELECTION OF VICE CHAIRMAN**  
**Recommendation:**
  - To elect a Vice Chairman.
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. **PUBLIC SESSION**  
**Recommendation:**
  - To note any comments from parishioners.
6. **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 17 April 2025.
7. **CHAIRMAN'S REPORT**  
**Recommendation:**
  - To note the report.
8. **CLERK'S REPORT**  
**Recommendation:**
  - To note the report.
9. **REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS**  
**Recommendation:**
  - To note the reports.
10. **MINUTES OF COMMITTEES**
  - To receive and approve as a correct record the Finance Committee on 13 February 2025.
  - To receive and approve as a correct record the Personnel Committee on 13 February 2025.
  - To receive and approve as a correct record the Planning Committee on 31 March and 22 April 2025.**Recommendation: To receive the minutes listed above.**

11. COUNCIL STRUCTURE

- To nominate Parish Councillors to Committees and Outside Bodies.
- To elect Committee Chairmen and Vice Chairman.

**Recommendation:**

- **To nominate new Parish Councillor to Committees and Outside Bodies.**
- **To elect Committee Chairmen and Vice Chairman.**

12. CALENDAR OF MEETINGS

To consider and approve the calendar of meetings for the year as attached, and delegate authority to the Clerk to amend calendar as and when necessary.

**Recommendation:**

- **To approve the calendar of meetings for the year, and delegate authority to the Clerk to amend calendar as and when necessary.**

13. COUNCIL POLICIES AND PROCEDURES

- Review of the following Council policies and procedures in accordance with Standing Order 5j:
- Standing Orders to NALC 2025 model.
- Financial Regulations to NALC 2025 model.
- Investment Strategy
- General Reserves Policy
- Fixed Asset Register – Council to determine method of valuation and minimum fixed asset value.
- Insurance Schedule
- Risk Management Strategy
- Risk Assessment
- Health and Safety Policy
- Terms of Reference for Committees and Scheme of Delegation
- Publication Scheme for the Freedom of Information Act 2000
- Code of Practice for Handling Complaints
- Press Policy
- Please see our website for policies [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk)

**Recommendation:**

- **To approve and adopt the Policies and Procedures listed above in accordance with Standing Order 5j.**

14. FINANCIAL MATTERS

1. The expenditure list for 15 May 2025 to follow.
2. Bank Reconciliation for 30 April 2025 to follow.
3. Cashbook Reconciliation and earmarked reserves for 30 April 2025.
4. To review cashflow and investment with CCLA PSDF.
5. Internal Audit 01/04/24 – 31/03/25: To consider the recommendation of the Finance Committee and to approve the recommendations in the report from the Internal Auditor.
6. Internal Audit 01/04/24 – 31/03/25: To consider the scope effectiveness of Internal Audit – report from Cllrs R Tyler and C Walker.
7. Annual Governance and Accountability Return (AGAR) 01/04/24 – 31/03/25:  
To consider the recommendation of the Finance Committee to approve the AGAR for financial year 01/04/24 – 31/03/25
  - a. The Annual Governance Statement
  - b. The Accounting Statements
8. Exercise of Public Rights – To approve the period of public rights to inspect the AGAR from Tuesday 03 June 2025 to Monday 14 July 2025.
9. Earmarked Reserves: To consider the recommendation of the Finance Committee on the level and rationale for the earmarked reserves.
10. To consider grant application from Cranleigh Arts Centre.

**Recommendation:**

1. To agree the expenditure list to 15 May 2025.
2. To approve the bank reconciliation to 30 April 2025.
3. To approve the cashbook reconciliation and earmarked reserves allocation to 30 April 2025.
4. To review cashflow and investment with CCLA PSDF.
5. Internal Audit 01/04/24 – 31/03/25: To consider the recommendation of the Finance Committee and to approve the recommendations in the report from the Internal Auditor.
6. Internal Audit 01/04/24 – 31/03/25: To consider the scope effectiveness of Internal Audit – report from Cllrs R Tyler and C Walker.
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15. OUTSIDE BODIES

To receive reports from outside bodies:

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

**Recommendation:**

- To note the reports.

16. SURREY HILLS NATIONAL LANDSCAPE

To consider the consultation of the Landscape Management Plan.

[Surrey Hills Management Plan 2025-2030 - Surrey Hills National Landscape](#)

Closing Date: 06 June 2025.

**Recommendation:**

- To submit a response.

17. DEVOLUTION

- To receive an update on the local government reorganization for Surrey.

**Recommendation:**

- To receive an update on the local government reorganization for Surrey.

18. WBC LOCAL PLAN WORKSHOP

To appoint two Councillors to attend the Local Plan Review Workshop

**Recommendation:**

- To appoint two Councillors to attend the Local Plan Review Workshop

19. LOCAL COUNCIL AWARD SCHEME

- To consider applying for the Local Council Award Scheme in September 2025
- To appoint a Working Party to review the Local Council Award Scheme submission
- To approve the Annual Report 2025.

**Recommendation:**

- **To consider applying for the Local Council Award Scheme in September 2025**
- **To appoint a Working Party to review the Local Council Award Scheme submission**
- **To approve the Annual Report 2025**

20. STREET TRADING CONSENT

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

- WBC Street Trading Licence application for Drifters to trade at Snoxhall Fields – closing date 27 May 2025.
- WBC Street Trading Licence application for Drifters as an itinerant trader across Waverley – closing date 27 May 2025.
- WBC Street Trading Licence application for Bodrum Kebab – closing date 03 June 2025.

**Recommendation:**

- **To submit a response to the consultation for Drifters.**
- **To submit a response to the consultation for Drifters.**
- **To submit a response to the consultation for Bodrum Kebab.**

21. SNOXHALL FIELDS ICE CREAM VENDORS

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

To consider applications from West Sussex Whippy and Drifters to trade at Snoxhall Fields.

**Recommendation:**

- **To consider applications from West Sussex Whippy and Drifters to trade at Snoxhall Fields.**

22. STAFF MATTERS

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

- To organize a Village Hall Open Event to recruit volunteers.
- To consider a request from a member of staff to reduce their working hours.

**Recommendation:**

- **To organize a Village Hall Open Event to recruit volunteers.**
- **To consider a request from a member of staff to reduce their working hours and to re-organise work schedule.**

23. DATE OF NEXT MEETING

**Thursday 19 June 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.