



CRANLEIGH PARISH COUNCIL

NOTICE OF A MEETING OF THE PARISH COUNCIL

Thursday 17 July 2025 at 7.00pm
Council Chamber

To ALL MEMBERS OF THE COUNCIL

Councillors are respectfully summoned to attend the a meeting of the Parish Council to be held
at **7.00pm on Thursday 17 July 2025 at the Council Chamber.**

Beverley Bell FSLCC
Parish Clerk

10 July 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/87297482447?pwd=5RMcF8DE5tKVbn1qBB6lyJbWTb4dU.1>

Meeting ID: 872 9748 2447

Passcode: 982815

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 19 June 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 06 May 2025.
- To receive and approve as a correct record the Personnel Committee on 06 May 2025.
- To receive and approve as a correct record the Planning Committee on 02 and 23 June 2025.

Recommendation: To receive the minutes listed above.

9. **COUNCIL STRUCTURE**

- To nominate Parish Councillors to Committees and Outside Bodies.

Recommendation:

- To nominate Parish Councillors to Committees and Outside Bodies.

10. FINANCIAL MATTERS

1. The expenditure list for 17 July 2025 to follow.
2. Bank Reconciliation for 30 June 2025 to follow.
3. Cashbook Reconciliation and earmarked reserves for 30 June 2025.
4. To review cashflow and investment with CCLA PSDF.
5. To consider the Finance Committee's recommendation to switch the Council's current account from Lloyds to Unity Trust Bank.
6. To consider the Finance Committee's recommendation to invest £250,000 for 6 months with Insignis at an interest rate of 5.15%.
7. To consider the Finance Committee's recommendation to release a further £750 from the Grounds Maintenance Reserve for bespoke tyres for the new tractor, if needed.
8. To delegate authority to two Councillors and the Clerk to approve the August accounts for payment.

Recommendation:

1. **To agree the expenditure list to 17 July 2025.**
2. **To approve the bank reconciliation to 30 June 2025.**
3. **To approve the cashbook reconciliation and earmarked reserves allocation to 30 June 2025.**
4. **To review cashflow and investment with CCLA PSDF.**
5. **To switch the Council's current account from Lloyds to Unity Trust Bank.**
6. **To invest £250,000 for 6 months with Insignis at an interest rate of 5.15%.**
7. **To release a further £750 from the Grounds Maintenance Reserve for bespoke tyres for the new tractor, if needed.**
8. **To delegate authority to two Councillors and the Clerk to approve the August accounts for payment.**

11. OUTSIDE BODIES

To receive reports from outside bodies:

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

Recommendation:

- **To note the reports.**

12. DEVOLUTION

- To receive an update on the local government reorganization for Surrey.
- To respond to the Ministry of Housing, Communities and Local Government consultation on Local Government Reorganisation – closing date 05 August 2025.
[Proposals for local government reorganisation in Surrey - GOV.UK](https://www.gov.uk/proposals-for-local-government-reorganisation-in-surrey)
- To receive an update on Community Asset Transfers from Waverley Borough Council.

Recommendation:

- **To note the local government reorganization for Surrey.**
- **To submit a response to the consultation.**
- **To consider Community Asset Transfers from Waverley Borough Council.**
- **To consider a recommendation from the Clerk to increase the staff salary budget for financial year 01/04/26 – 31/03/27 to appoint a Deputy Grounds Manager to assist with current workload and potential asset transfers.**

13. NEIGHBOURHOOD CIL

- To consider a recommendation from the Finance Committee to allocate the Neighbourhood CIL for the periods of 01/04/24 – 30/09/24 and 01/10/24 – 31/03/25 to the Machine Shed project and earmarked reserve.
- To consider a recommendation from the Finance Committee to use the Neighbourhood CIL funds for the period 01/10/20 – 31/03/21 for implementation of the planning permission for the machine shed.

Recommendation:

- **To allocate the Neighbourhood CIL for the periods of 01/04/24 – 30/09/24 and 01/10/24 – 31/03/25 to the Machine Shed project and earmarked reserve.**
- **To use the Neighbourhood CIL funds for the period 01/10/20 – 31/03/21 for implementation of the planning permission for the machine shed.**

14. INTERNAL AUDITOR

To consider the terms of engagement to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities. for financial year 01/04/25 – 31/03/26:

- roles and responsibilities
- audit planning and timing of visits
- reporting requirements
- rights of access to information, members and officers
- period of engagement
- remuneration

Recommendation:

- **To appoint April Skies to undertake the internal audit for financial year 01/04/25 – 31/03/26 noting the terms of engagement.**

15. IT Policy

To approve the amended IT Policy.

Recommendation:

- **To adopt the amended IT Policy.**

16. LEISURE CENTRE BRIDGE

- To receive an update from the structural engineer on the bridge footings.
- To receive an update from Cllr E Townsend on SCC 106 funding and WBC LCWIP funding.

Recommendation:

- **To receive an update from the structural engineer on the bridge footings.**
- **To receive an update from Cllr E Townsend on SCC 106 funding and WBC LCWIP funding.**

17. CRANLEIGH VILLAGE HALL
To discuss hosting public WIFI

Recommendation:

- **To give agreement in principle to host public WIFI equipment at the Village Hall.**

18. STAFF MATTERS

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

Recommendation:

To consider the recommendations of the Personnel Committee:

- **The Committee AGREED to recommend to Council that the performance award for grounds staff from 01 August 2025 be deferred until the outcome of the National Salary Award for 01 April 2025.**
- **The Committee AGREED to recommend performance award advancement of one SCP from 01 August 2025 for one member of staff.**
- **To consider the Personnel Committee's recommendation for the Clerk's performance award for 01 August 2025.**
- **To appoint an independent HR company to review the Council's appraisal process.**
- **To await the outcome of the appraisal process review before considering engaging an independent review of staff structure and job descriptions.**
- **For the Clerk to prepare the 2026 – 2027 staff salary budget based on a 2.5% increase.**

19. DATE OF NEXT MEETING

Thursday 17 July 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.