



CRANLEIGH PARISH COUNCIL

NOTICE OF A MEETING OF THE PARISH COUNCIL

Thursday 18 September 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 18 September 2025** at **the Council Chamber**.

Beverley Bell FSLCC
Parish Clerk

27 August 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/83117525351?pwd=6qE4iJ0p0YfezecYQ8TaSaVmbcLbpi.1>

Meeting ID: 831 1752 5351

Passcode: 995290

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.

Cranleigh Parish Council, Council Office, Village Way, Cranleigh Surrey GU6 8AF
Tel: 01483 272311 Website: www.cranleigh-pc.gov.uk

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. **CO-OPTION OF NEW PARISH COUNCILLOR FOR CRANLEIGH EAST WARD**

Recommendation:

- To receive application letters from prospective new members and to decide on the co-option to fill the Parish Councillor vacancy for the Cranleigh east ward.

4. **GUEST SPEAKER: Rosemary Hurtle – SMART Cranleigh**

Recommendation:

- To participate in the Cranleigh SWOT analysis.

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 July 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 Planning Committee on 14 July, 04 and 26 August 2025.
- To receive and approve as a correct record the Property and Asset Committee on 13 March 2025.
- To receive and approve as a correct record the Subject Access Request Committee on 06 August and 26 August 2025.

Recommendation: To receive the minutes listed above.

11. COUNCIL STRUCTURE

- To nominate Parish Councillors to Committees and Outside Bodies.

Recommendation:

- **To nominate Parish Councillors to Committees and Outside Bodies.**

12. FINANCIAL MATTERS

1. The expenditure list for 21 August and 18 September 2025 to follow.
2. Bank Reconciliation for 31 July and 31 August 2025 to follow.
3. Cashbook Reconciliation and earmarked reserves for 31 July and 31 August 2025 to follow.
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. Conclusion of audit 01/04/24 – 31/03/25.
8. CIL expenditure deadline.

Recommendation:

1. **To agree the expenditure list to 21 August and 18 September 2025.**
2. **To approve the bank reconciliation to 31 July and 31 August 2025.**
3. **To approve the cashbook reconciliation and earmarked reserves allocation to 31 July and 31 August 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 note the conclusion of audit 01/04/24 – 31/03/25.**
8. **To receive an update on CIL expenditure deadline from the Clerk.**

13. OUTSIDE BODIES

To receive reports from outside bodies:

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

Recommendation:

- **To note the reports.**

14. DEVOLUTION

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

Recommendation:

- **To note the local government reorganization for Surrey.**

15. FINANCIAL REGULATIONS

- To update Financial Regulations and DELEGATE AUTHORITY to the Finance Committee to review all regular contracts.

Recommendation:

- **To update Financial Regulations and DELEGATE AUTHORITY to the Finance Committee to review all regular contracts.**

16. GDPR AUDIT
- To consider the recommendations of the GDPR Audit carried out on 30 June 2025.
 - To review the Council's Subject Access Policy.
 - To adopt a Portable and Home Working Policy.
 - To adopt a Business Continuity Policy.
- Recommendation:**
- **To consider the recommendations of the GDPR Audit carried out on 30 June 2025.**
 - **To adopt the amended Subject Access Policy.**
 - **To adopt a Portable and Home Working Policy.**
 - **To adopt a Business Continuity Policy.**
17. WBC STREET NAME ADDRESSING
- RE: SNN/2024/0151 - potential road name prefixes for development at Land At West Cranleigh Nurseries And North Of Knowle Park Between Knowle Lane And Alfold Road
- Recommendation:**
- To adopt the following prefixes:**
- Coral
 - Speckled
 - Freckled – we also thought Freckle or Freckles
 - Chicory
 - Dandelion
 - Purslane
 - Lettuce
 - Radish
 - Parsley
18. WAVERLEY ACTIVE TRAVEL
- To consider a letter of support for the Better Points Active Travel Scheme
- Recommendation:**
- **To consider a letter of support for the Better Points Active Travel Scheme**
19. 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.**
20. REMEMBRANCE SUNDAY
- To discuss Remembrance Sunday 2025.
- Recommendation:**
- **To appoint a Working Party to organize Remembrance Sunday 2025.**
 - **To investigate road closure professional service.**
21. RECOMMENDATIONS FROM THE PROPERTY AND ASSET COMMITTEE
- (This item may be held in private and confidential session – reason: commercial in confidence)*
- **To purchase two galvanized steel benches for the Centenary Garden funded from the Centenary Garden EMR.**
 - **To adopt the Ecology Report as policy for the Beryl Harvey Conservation Field.**
 - **To consider quotations for annual tree surgery and to appoint a contractor.**
 - **To fell tree 266 at the Elmbridge allotments due to its poor condition and proximity to the public highway.**

- To consider public consultation to fell trees 247 and 847, to appoint a contractor to fell the trees and to re-plant with native species.
- To install two 3kw dehumidifiers under the stage at the Village Hall funded from the Forward Maintenance Plan EMR.
- To consider quotations for the replacement of the Snoxhall Community Centre Sports Hall floor and funding.
- To review the standard terms and conditions to include CCTV recording.
- To appoint the Council's solicitor to review the venue hire agreements.
- To purchase a storage container for the Council Office.

22. 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:

- To consider the National Salary Award 2025 for the Clerks backdated to 01 April 2025.
- To consider the National Salary Award 2025 for the Grounds Staff backdated to 01 April 2025.
- To consider the performance award for grounds staff backdated to 01 August 2025.
- To consider quotations for a Staff Grading Review.

23. DATE OF NEXT MEETING

Thursday 16 October 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.