



CRANLEIGH PARISH COUNCIL

NOTICE OF A MEETING OF THE PARISH COUNCIL

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

Beverley Bell FSLCC
Parish Clerk

11 December 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: Dec 18, 2025 07:00 PM London
Join Zoom Meeting
<https://us06web.zoom.us/j/81562023233?pwd=FQ9P9bfpwWSYclfpIpHq6pfDzXbu4b.1>

Meeting ID: 815 6202 3233
Passcode: 097131

One tap mobile
+442034815240,,81562023233#,,,*097131# United Kingdom
+442039017895,,81562023233#,,,*097131# 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.

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 20 November 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 07 July 2025.
- To receive and approve as a correct record the Personnel Committee on 07 July 2025.
- To receive and approve as a correct record the Planning Committee on 17 November and 01 December 2025.

Recommendation: To receive the minutes listed above.

9. FINANCIAL MATTERS

1. The expenditure list for 18 December 2025 to follow.
2. Bank Reconciliation for 30 November 2025 to follow.
3. Cashbook Reconciliation and earmarked reserves for 30 November 2025 to follow.
4. To review cashflow and investment with CCLA PSDF.
5. To consider the recommendation of the Finance Committee on the interim Internal Audit report for financial year 01/04/25 – 31/03/26.
6. To consider the recommendation of the Finance Committee on the report on the scope and effectiveness of the interim Internal Audit for financial year 01/04/25 – 31/03/26.

Recommendation:

1. To agree the expenditure list to 18 December 2025.
2. To approve the bank reconciliation to 30 November 2025.
3. To approve the cashbook reconciliation and earmarked reserves allocation to 30 November 2025.
4. To review cashflow and investment with CCLA PSDF.

5. **To consider the interim Internal Audit report for financial year 01/04/25 – 31/03/26.**
6. **To consider the report on the scope and effectiveness of the interim Internal Audit for financial year 01/04/25 – 31/03/26.**

10. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field
- Centenary Garden
- Community Speedwatch
- Recreation Users
- Youth Council
- Christmas Day Lunch
- Performing Arts Meeting
- Lions Carnival 2026 - flags

Recommendation:

- **To note the reports.**

11. DEVOLUTION

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

Recommendation:

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

12. COUNCIL STRUCTURE

- To elect a Vice Chairman for the Personnel Committee.
- To nominate a Councillor for the vacancy on the Finance Committee.

Recommendation:

- **To elect a Vice Chairman for the Personnel Committee.**
- **To nominate a Councillor for the vacancy on the Finance Committee.**

13. IT POLICY

To update the Council's IT Policy using the NALC template.

Recommendation:

- **To adopt the amended policy.**

14. PROPER PRACTICE CONSULTATION

[CIPFA consultations](#) | [CIPFA](#)

The Smaller Authorities' Proper Practices Panel (SAPPP), in collaboration with the Chartered Institute of Public Finance and Accountancy (CIPFA), and supported by Smaller Authorities' Audit Appointments (SAAA) and the Ministry of Housing, Communities and Local Government (MHCLG), has launched a [joint consultation](#) on the future direction of Proper Practices.

This is a valuable opportunity for clerks and councillors to voice their opinions. SAPPP is especially keen to receive feedback on:

Presentation of accounts — how to make financial reporting clearer and more accessible to all

Internal auditor competency — ensuring audit standards are both practical and effective

Closing Date: 02 January 2026

Recommendation:

- **To submit a response.**

15. SURREY HILLS NATIONAL LANDSCAPE (AONB) BOUNDARY VARIATION PROJECT

<https://www.gov.uk/government/publications/surrey-hills-area-of-outstanding-natural-beauty-boundary-variation>

Closing Date: 14 January 2026

Recommendation:

- **To submit a response.**

16. COMMONS ACT 2006 (SECTION 38) – NOTICE OF PROPOSED AIR QUALITY SENSOR INSTALLATION AT CRANLEIGH COMMON (CL221)
The proposed works relate to the installation of a small air pollution (air quality) sensor at: Cranleigh High Street (Fountain Square), 131 High St, Cranleigh, Surrey GU6 8AU In front of Stan Barbers shop.
Closing Date: 31 December 2025.
Recommendation: To submit a response.
17. SCC PROPOSED 20MPH SPEED LIMIT PARSONAGE ROAD
[Have Your Say Today - Parsonage Road, Cranleigh - Commonplace](#)
Closing Date: 05 January 2026
Recommendation: To submit a response.
18. WBC SNN/2024/0530 - POTENTIAL NEW ROAD NAME AT SITE OF LAND TO REAR OF LITTLE PARK HATCH, BOOKHURST ROAD, CRANLEIGH
To suggest a new road name for the six dwellings.
Recommendation: To suggest a new road name for the six dwellings.
19. SNOXHALL MACHINE SHED
Update on the Machine Shed tender and Strategic CIL submission.
Recommendation: To note the update.
20. LEISURE CENTRE BRIDGE
Update on the Leisure Centre Bridge Project.
Recommendation: To note the update.
21. STAFF MATTERS
To receive an update on staff matters from the Clerk.
(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – staff in confidence).
Recommendation: To receive an update on staff matters from the Clerk and any actions necessary.
22. BUDGET AND PRECEPT 01/04/2026 – 31/03/2027
(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).
To receive the recommendation of the Finance Committee on:
- The level of earmarked reserves.
 - The staffing budget for financial year 01/04/2026 – 31/03/2027.
 - To consider a request from Cranleigh BID for funding for the road closure for the Christmas Lights Switch On Event 2026.
 - The budget and precept for financial year 01/04/2026 – 31/03/2027.
 - The fees and charges for financial year 01/04/2026 – 31/03/2027.
- Recommendation:**
- **To determine the level of earmarked reserves to carry forward to financial year 01/04/2026 – 31/03/2027.**
 - **To agree the staffing budget for financial year 01/04/2026 – 31/03/2027.**
 - **To consider a request from Cranleigh BID for funding for the road closure for the Christmas Lights Switch On Event 2026.**
 - **To agree the budget and precept for financial year 01/04/2026 – 31/03/2027.**
 - **To agree the fees and charges for financial year 01/04/2026 – 31/03/2027.**

23. DATE OF NEXT MEETING

Thursday 15 January 2026 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.