



CRANLEIGH PARISH COUNCIL

# NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

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Thursday 21 May 2026 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 21 May 2026 at the Council Chamber.**

Beverley Bell FSLCC  
**Parish Clerk**

14 May 2026

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](#)

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 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 16 April 2026.
  
7. CHAIRMAN'S REPORT  
**Recommendation:**
  - To note the report.
  
8. CLERK'S REPORT  
**Recommendation:**
  - To note the report.
  
9. REPORT FROM WEST SURREY, SURREY AND WAVERLEY COUNCILLORS  
**Recommendation:**
  - To note the reports.
  
10. MINUTES OF COMMITTEES
  - To receive and approve as a correct record the Finance Committee on 22 January 2026.
  - To receive and approve as a correct record the Planning Committee on 07 and 27 April 2026.
  - To receive and approve as a correct record the Property and Asset Committee on 05 February 2026.**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
- Financial Regulations
- Investment Strategy
- General Reserves Policy
- Fixed Asset Register – Council to determine method of valuation and minimum fixed asset value.
- Insurance Schedule – including fidelity guarantee
- 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
- Data Protection Policy
- General and Internal Privacy Notices
- CCTV Policy
- VDU 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 16 April 2026 to follow.
2. Bank Reconciliation for 31 March 2026 to follow.
3. Cashbook Reconciliation and earmarked reserves for 31 March 2026 to follow.
4. To review cashflow and investment with CCLA PSDF.
5. To allocate Neighbourhood CIL funding of £201,179.36 to the Machine Shed Project EMR.
6. To consider grant applications: Kent, Surrey and Sussex Air Ambulance, The Teen Project.
7. To review signatories on the bank mandate.
8. To review the schedule of direct debit payments.

**Recommendation:**

1. To agree the expenditure list to 16 April 2026.
2. To approve the bank reconciliation to 31 March 2026.
3. To approve the cashbook reconciliation and earmarked reserves allocation to 31 March 2026.
4. To review cashflow and investment with CCLA PSDF.
5. To allocate Neighbourhood CIL funding of £201,179.36 to the Machine Shed Project EMR.
6. To consider grant applications: Kent, Surrey and Sussex Air Ambulance, The Teen Project.
7. To approve the bank signatories.
8. To approve the schedule of direct debit payments.

15. INTERNAL AUDIT

- Report from the Internal Auditor on the year-end Internal Audit for financial year 01/04/25 – 31/03/26.
- Report from Councillors on the scope and effectiveness of the Internal Audit.

**Recommendation:**

- To approve the recommendations in the year-end Internal Audit report for financial year 01/04/25 – 31/03/26 to the full Council.
- To adopt the report from Councillors in attendance at the Internal audit on the scope and effectiveness of the Internal Audit.

16. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 01/04/25 – 31/03/26

**Recommendation: To approve the annual return for financial year 01/04/25 – 31/03/26:**

- **Assertion 10 compliance – review of controls in accordance Local Governance and Accountability Practitioners Guide.**
- **Annual Governance Statement**
- **The Accounting Statements**
- **To note the period of public rights to inspect the AGAR from Wednesday 03 June 2026 to Tuesday 14 July 2026.**

17. HENRY SMITH GRANTS

To approve the allocation of the Henry Smith grant fund payments.

**Recommendation: To approve the allocation of the following grant funding:**

- **Cranleigh Community Fund £4,900**
- **Food Bank £1,000**
- **Rowleys £925**

18. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field – to review the decision to prevent Council grounds staff using the tractor and flail mower in the conservation field.
- Centenary Garden
- Community Speedwatch
- Recreation Users
- Youth Council
- Village Hall Events
- Performing Arts Meeting
- Cranleigh Carnival and Parade

**Recommendation:**

- **To note the reports.**

19. LOCAL GOVERNMENT REORGANISATION

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

**Recommendation:**

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

20. COMMUNITY ASSET TRANSFER

To receive an update on the nomination of Rowleys as a Community Asset Transfer to the Parish Council.

**Recommendation:**

- **To receive an update on the nomination of Rowleys as a Community Asset Transfer to the Parish Council.**

21. BUSINESS PLAN 2027 - 2031

To receive an update from the Working Party.

**Recommendation:**

- **To receive an update from the Working Party.**

22. SURREY COUNTY COUNCIL WAYMARKING SIGN

To consider the Memorandum of Understanding for the installation of the SCC waymarking sign at Snoxhall Fields.

**Recommendation:**

- **To consider the Memorandum of Understanding for the installation of the SCC waymarking sign at Snoxhall Fields.**

23. SURREY COUNTY COUNCIL HIGH STREET DISABLED PARKING BAY RE-LOCATION

To comment on the consultation to re-locate the High Street disabled parking bay.  
Closing Date: 29 May 2026.

**Recommendation:**

- **To comment on the consultation to re-locate the High Street disabled parking bay.**

24. [CEMETERY MEMORIAL REQUEST](#)

To consider a request for a memorial not in accordance with the Council adopted Rules and Regulations for the cemetery.

**Recommendation:**

- **To consider a request for a memorial not in accordance with the Council adopted Rules and Regulations for the cemetery.**

25. SNOXHALL FIELDS

To consider the release of funds from the Snoxhall Fields Charity EMR to purchase two aluminum portable goals to create a small football pitch for use over the summer holidays

**Recommendation:**

- **To consider the release of funds from the Snoxhall Fields Charity EMR to purchase two aluminium portable goals to create a small football pitch for use over the summer holidays.**

26. SNOXHALL MACHINE SHED  
To receive an update on utilities connection.  
To receive an update on revised tender.  
(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).  
**Recommendation:**
- **To consider quotations for utilities connections for the Machine Shed.**
  - **To consider the revised tender.**
27. SNOXHALL COMMUNITY CENTRE AND PAVILION REFURBISHMENT  
To receive an update on the initial meeting with the architect.  
(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).  
**Recommendation:**
- **To receive an update on the project.**
28. LEISURE CENTRE BRIDGE  
• Update on planning permission for the Leisure Centre Bridge Project.  
• To consider tenders for the replacement bridge.  
(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).  
**Recommendation:**
- **To note the update.**
  - **To appoint a contractor.**
29. SUBJECT ACCESS REQUEST  
To receive an update on the court claim for compensation.  
(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).  
**Recommendation:**
- **To receive an update on the court claim for compensation.**
30. PICKLEBALL  
To receive the recommendation of the Finance Committee on their request for a discount for block booking.  
(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).  
**Recommendation:**
- **To make a decision on a discount for block booking.**
31. CAB LEASE  
To receive an update on the renewal of the lease for the CAB Office for one year from 31 May 2026.  
(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).  
**Recommendation:**
- **To note the update on the renewal of the lease to Citizens Advice South West Surrey for one year lease from 31 May 2026.**

32. SNOXHALL FIELDS PLAY PARK

- To consider the Council's insurers advice relating to a recent accident.
- To appoint a contractor to install a new swing bay funded from the Your Fund Surrey grant and Snoxhall Fields EMR.

(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).

**Recommendation:**

- **To consider the advice of the Council's insurer.**
- **To appoint a contractor to install a new swing bay funded from the Your Fund Surrey grant and Snoxhall Fields EMR.**

33. SNOXHALL FIELDS CAR PARK

To directly award the car park management agreement with Waverley Borough Council for a period of five years from 01 September 2026 under Section 25 of the Procurement Act 2023. To review tariffs from 01 September 2026.

(This item may be considered in private and confidential session under (Public Bodies (Admission to Meetings) Act 1960): reason – commercial in confidence).

**Recommendation:**

- **To directly award the car park management agreement with Waverley Borough Council for a period of five years from 01 September 2026 under Section 25 of the Procurement Act 2023.**
- **To review tariffs from 01 September 2026.**

34. 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.**

35. DATE OF NEXT MEETING

Thursday 18 June 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.