



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Website: www.cranleigh-pc.gov.uk

Village Way
Cranleigh
Surrey
GU6 8AF

09 April 2020

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend an online meeting of the Parish Council to be held at **6.00 pm** on **THURSDAY 16 April 2020**

To join the meeting:

Please join my meeting from your computer, tablet or smartphone.

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Beverley Bell FSLCC
Parish Clerk

To all Members

AGENDA FOR THE ONLINE PARISH COUNCIL MEETING

1. APOLOGIES FOR ABSENCE.

Recommendation:

- **To receive apologies and reasons for absence.**

2. STANDING ORDERS

To amend Standing Orders in response to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

Recommendation:

- **To adopt the amended Standing Orders.**

3. PUBLIC SESSION

Recommendation:

- **To note any comments from parishioners.**

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. 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 February 2020 and the Minutes of the Extraordinary Parish Council Meetings held on 24 February 2020 and 17 March 2020.**

6. CHAIRMAN'S REPORT

Recommendation: To note the report.

7. CLERK'S REPORT

Recommendation: To note the report.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Recommendation: To note the reports.

9. MINUTES OF COMMITTEES

Planning Committee Minutes 17 February 2020, 09 March 2020 and 30 March 2020.

Recommendation:

- **To receive the minutes listed above.**

10. FINANCIAL MATTERS

1. The expenditure list for 19 March 2020 and 16 April 2020 to follow.
2. Bank Reconciliation for 29 February 2020 and 31 March 2020 to follow.
3. Cashbook Reconciliation for 29 February 2020 and 31 March 2020 to follow.
4. Fixed Term investment maturity 23 March 2020.
5. Cyber insurance.
6. Grant applications: Home Start Waverley

Recommendations:

1. **To agree the expenditure list to 19 March and 16 April 2020.**
2. **To approve the bank reconciliation to 29 February and 31 March 2020.**
3. **To approve the cashbook reconciliation to 29 February and 31 March 2020.**
4. **To agree the Fixed Term investment.**
5. **To consider taking out cyber insurance.**
6. **To consider the grant application.**

11. S106/CIL - Update from the Clerk

Recommendation:

- **To note the update from the Clerk**

12. CORONAVIRUS COVID 19

Report by the Chairman and Clerk on the work on the Street Champions

Recommendation:

- **To note the report.**

13. SNOXHALL FIELDS RECREATION GROUND

- Replacement of fencing adjacent to Littlemead Brook
- Replacement of damaged drain on cricket field side

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

Recommendation:

- **To appoint a contractor to replace the fencing along Littlemead Brook to be funded from the Snoxhall Fields charity reserve.**
- **To appoint a contractor to replace the damaged drain on the cricket field side of Snoxhall Fields to be funded from the Snoxhall Fields charity reserve.**

14. BUILDING LEASES

To consider health and safety responsibilities for leased premises

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

Recommendation:

- **To appoint the Council’s solicitor to advise on health and safety responsibilities for leased premises to be funded from the Council’s professional fees revenue budget.**

15. THREE YEARLY BASIC TREE SURVEY

To consider quotations for the three yearly basic tree survey

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

Recommendation:

- **To appoint a contractor to be funded from the Council’s Tree Management revenue budget.**

16. CRANLEIGH VILLAGE HALL

Structural work updates for:

- Rear wall project
- Main hall ceiling lights
- Stage replacement

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

Recommendation:

- **To receive an update from the Clerk on the rear wall project.**
- **To appoint the Conservation Architect to produce a modified scheme for the rear wall at a cost of £1,575 + VAT to be funded from the Council’s Village Hall Structural Fees EMR.**
- **To approve the modified scheme at no extra building works cost on the contract sum.**
- **To appoint the Conservation Architect for the main hall ceiling lights project for developed design at £1,450 + VAT, technical design at £2,520 + VAT and construction £2,250 + VAT to be funded from the Village Hall PWLB revenue budget.**
- **To seek the input of the Structural Engineer on the scheme of works designed by the Conservation Architect to be funded from the capital reserve.**
- **To seek a quotation from the roofing contractor to carry out the scheme of works designed by the Conservation Architect to be funded from the capital reserve.**
- **To appoint a contractor to seal asbestos around ceiling lights at a cost of £420 + VAT to be funded from the Village Hall PWLB revenue budget.**
- **To appoint a contractor to replace ceiling light fittings at a cost of £5,735 + VAT to be funded from the Village Hall PWLB revenue budget and balance from capital reserve.**
- **To appoint a structural engineer to design a system of safe access to the roofspace**
- **To receive an update from the Clerk on an insurance claim for water ingress to the stage**

17. DATE OF NEXT MEETING: Parish Council Meeting Thursday 21 May 2020.

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleigh-pc.gov.uk
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