



## CRANLEIGH PARISH COUNCIL

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Village Way  
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14 May 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 21 May 2020**

To join the meeting:

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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. GUEST SPEAKER: CRANLEIGH VILLAGE HEALTH TRUST  
**Recommendation:**
  - **To note the presentation.**
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. CO-OPTION OF NEW PARISH COUNCILLOR

**Recommendation:**

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

6. ELECTION OF VICE CHAIRMAN

**Recommendation:**

- **To elect a Vice Chairman.**

7. 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 2020 and the Minutes of the Extraordinary Parish Council Meeting held on 27 April 2020.**

8. CHAIRMAN'S REPORT

**Recommendation:**

- **To note the report.**

9. CLERK'S REPORT

**Recommendation:**

- **To note the report.**

10. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

**Recommendation:**

- **To note the reports.**

11. MINUTES OF COMMITTEES

Finance Committee Minutes 03 February 2020  
Personnel Committee Minutes 03 February 2020  
Planning Committee Minutes 20 April 2020.

**Recommendation:**

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

12. COUNCIL STRUCTURE

To nominate new Parish Councillor to Committees and Outside Bodies.

**Recommendation:**

- **To nominate new Parish Councillor to Committees and Outside Bodies.**

13. 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.**

14. COUNCIL POLICIES AND PROCEDURES

Review of the following Council policies and procedures in accordance with Standing Order 5k:

- Standing Orders
- Financial Regulations
- Code of Practice for Handling Complaints
- Fixed Asset Register
- Insurance Schedule
- Publication Scheme for the Freedom of Information Act 2000
- Press Policy

**Recommendation:**

- **To approve and adopt the Policies and Procedures listed above in accordance with Standing Order 5k.**

15. FINANCIAL MATTERS

1. The expenditure list for 21 May 2020 to follow.
2. Bank Reconciliation for 30 April 2020 to follow.
3. Cashbook Reconciliation for 30 April 2020 to follow.
4. Fixed Term investment maturity 21 May 2020.
5. Risk Management
6. Internal Audit 01/04/19 – 31/03/20: To consider the recommendation of the Finance Committee to approve the recommendations in the report from the Internal Auditor.
7. Internal Audit 01/04/19 – 31/03/20: To consider effectiveness of Internal Audit – report from Councillors in attendance.
8. Annual Return 01/04/19 – 31/03/20: To consider the recommendation of the Finance Committee to approve the annual return 01/04/19 – 31/03/20
  - i. The Annual Governance Statement
  - ii. The Accounting Statements
9. Recommendation from the Finance Committee for the allocation of reserves.

**Recommendations:**

1. **To agree the expenditure list to 21 May 2020.**
2. **To approve the bank reconciliation to 30 April 2020.**
3. **To approve the cashbook reconciliation to 30 April 2020.**
4. **To agree the Fixed Term investment.**
5. **To approve the Council's Risk Management Policy.**
6. **To approve the recommendations in the year-end Internal Audit report for financial year 01/04/19 – 31/03/20.**
7. **To approve the report by Councillors on the effectiveness of the Internal Audit for financial year 01/04/19 – 31/03/20.**
8. **To approve the annual return for financial year 01/04/19 – 31/03/20:**
  - a. **The Annual Governance Statement**
  - b. **The Accounting Statements**
9. **To allocate reserves with regard to the recommendation of the Finance Committee.**

16. S106/CIL - Update from the Clerk

**Recommendation:**

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

17. CORONAVIRUS COVID 19

Report by the Chairman and Clerk on the work on the Recovery Task Group

**Recommendation:**

- **To note the report.**

18. WEED CONTROL ON COUNCIL GROUNDS

Update from the Grounds Manager

**Recommendation:**

- **To consider the use of weedkiller chemicals or alternative weed control techniques on Council grounds.**

19. NEIGHBOURHOOD PLAN TIMETABLE

**Recommendation:**

- **To delegate authority to the Chairman and the Clerk to agree an indicative timetable and publish on the Council's website.**

20. AMLETS LANE ALLOTMENTS

**Recommendation:**

- **To approve the sale agreement and land transfer.**

21. QUEENSWAY ALLOTMENTS

To consider the offer from WBC of leasehold only for land at Queensway for allotments.

**Recommendation:**

- **To consider the feedback from Waverley Borough Council**

22. BT Kiosk Smithwood Common

**Recommendation:**

- **To agree adoption of Smithwood Common kiosk, maintenance and insurance.**

23. CRANLEIGH VILLAGE HALL

Update from the clerk on the structural work projects for:

- Rear wall project
- Main hall ceiling lights
- Stage replacement
- Insurance claim for water ingress

**Recommendation:**

- **To note the report.**

24. SNOXHALL FIELDS RECREATION GROUND

- Replacement of sandpit fencing in the play park whilst park is closed to the public.

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

**Recommendation:**

- **To appoint a contractor to replace the sandpit fencing to be funded from the Snoxhall Fields charity reserve.**

25. 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.**

26. PUBLIC CONVENIENCES WALLGATE HANDWASH UNITS REPLACEMENT

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

**Recommendation:**

- **To replace the Wallgate handwash units in the Village Way Public Conveniences funded from the Capital Reserve.**

27. LONG TERM HIRERS LICENCE FEES

To review the licence fees during the coronavirus pandemic

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

**Recommendation:**

- **To review the licence fees.**

28. CRANLEIGH VILLAGE HEALTH TRUST

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

**Recommendation:**

- **To discuss next steps with the restrictive covenant**

29. STAFF MATTERS

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

**Recommendation:**

- **To consider the update on staffing matters from the Personnel Committee.**
- **To consider the recommendation from the Personnel Committee on annual salary review of the grounds staff.**

30. DATE OF NEXT MEETING:

**Parish Council Meeting Thursday 18 June 2020.**

Please note that the agenda and all associated papers can be found on the Parish Council website [www.cranleigh-pc.gov.uk](http://www.cranleigh-pc.gov.uk)  
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