



CRANLEIGH PARISH COUNCIL

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

Village Way
Cranleigh
Surrey
GU6 8AF

08 April 2021

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 **7.00 pm** on **THURSDAY 15 April 2021 via Zoom**

To join the meeting:

Topic: Parish Council Meeting
Time: Apr 15, 2021 07:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://zoom.us/j/98321392323>

Meeting ID: 983 2139 2323
One tap mobile
+13462487799,,98321392323# US (Houston)
+16699006833,,98321392323# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)

Meeting ID: 983 2139 2323
Find your local number: <https://zoom.us/u/aBYIVnfeY>

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. PUBLIC SESSION
Recommendation:
 - **To note any comments from parishioners.**
3. 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.**
4. CO-OPTION OF TWO PARISH COUNCILLORS TO THE CRANLEIGH EAST WARD
Recommendation:
 - **To receive application letters from prospective new members and to decide on the co-option to fill the two Parish Councillor vacancies for the Cranleigh East ward.**
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 18 March 2021.**
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 08 March 2021.
 - Property & Asset Committee Minutes 08 February 2021.**Recommendation:**
 - **To receive the minutes listed above.**
10. COUNCIL STRUCTURE
To nominate new Parish Councillor to Committees and Outside Bodies.
Recommendation:
 - **To nominate new Parish Councillor to Committees and Outside Bodies.**
11. FINANCIAL MATTERS
 1. The expenditure list for 15 April 2021 to follow.
 2. Bank Reconciliation for 31 March 2021 to follow.
 3. Cashbook Reconciliation for 31 March 2021 to follow.
 4. Fixed Term Investment matures 22 April 2021.
 5. Update the following Financial Regulation to increase expenditure limit from £500 to £2,000:
 - 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £5,000;

- a duly delegated committee of the council for items over £2,000; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.
6. Grant applications: Kent, Sussex and Surrey Air Ambulance, Cranleigh in Bloom, Cranleigh Civic Society, Cranleigh Chamber of Commerce, Guildford Parkinsons, COPSE Queensway Orchard
7. Charity reserve allocation recommendations from the Clerk at year-end 31 March 2021

Recommendations:

1. **To agree the expenditure list to 15 April 2021.**
2. **To approve the bank reconciliation to 31 March 2021.**
3. **To approve the cashbook reconciliation to 31 March 2021.**
4. **To agree Fixed Term Investment.**
5. **To amend the following Financial Regulation to increase expenditure limit from £500 to £2,000:**
 - 4.1. **Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:**
 - **the council for all items over £5,000;**
 - **a duly delegated committee of the council for items over £2,000; or**
 - **the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.**
6. **To consider the grant applications.**
7. **To make reserve allocations to the Charity reserve.**

12. S106
Update from the Clerk

Recommendation:

- **To note the update from the Clerk**
- **To receive an update on the High Street litter bins.**

13. CORONAVIRUS COVID 19

- Report by the Clerk on the mass vaccination centre.
- Report by the Clerk on arrangements for when the The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility Of Local Authority And Police And Crime Panel Meetings) (England and Wales) Regulations 2020 on holding remote meetings end on 06 May 2021.

Recommendation:

- **To note the report.**
- **To consider an action plan for resumption of face to face meetings for 07 May 2021.**
- **To agree the Scheme of Delegation.**

14. CRANLEIGH HIGH STREET

- Bank Holiday Events
- WBC Grass cutting

Recommendation:

- **To note the report from the Clerk on Bank Holiday Events**
- **To consider a suggestion by WBC to adjust the grass cutting regime for the large grassed areas on the High Street to cut the outer edges on a 2 – 3 week cycle and leave the middle sections to grow longer and cut in Sept/Oct.**

15. CRICKET CLUB BIN

Recommendation:

- **To receive a report from Cllr R Denton to the request for an additional bin at Cranleigh Cricket Club on the Common.**

16. CIL
Update from the Clerk on Strategic CIL allocation, matched funding and equipment purchase
Recommendation:
- **To appoint Eibe to supply and install the new train feature climbing frame in Snoxhall Fields to be funded from CIL and matched funding from CALA Homes grant application (if successful) and balance from Charity reserve.**
17. CEMETERY RULES AND REGULATIONS REVIEW
To only permit BRAMM AND NAMM registered Monumental Masons to work in Cranleigh cemetery.
Recommendation:
- **To adopt the revised Rules and Regulations.**
 - **To make a charge of £75 for the renewal of a memorial permit for the exact replacement of a memorial.**
 - **To make a charge of £50 administration fee for the statutory declaration to update the name of the owner of the Exclusive Right of Burial.**
18. CRANLEIGH VILLAGE HEALTH TRUST (CVHT)
CVHT Response to letter exchange
Recommendation:
- **To consider the response from CVHT to the Council's request for any meeting to form part of the Council meeting held in public.**
19. PROPERTY COMMITTEE RECOMMENDATIONS
To consider the recommendations of the Property Committee and expenditure from reserves
Recommendation:
- **To appoint Haven Memorials to undertake a memorial safety inspection of the cemetery and to release funding from the Forward Maintenance Plan reserve.**
 - **Subject to 28 day consultation outcome, to appoint Case Electrical to supply and install an additional street light in Snoxhall Fields and to release funding from the Charity reserve.**
- (The following items may be considered in private and confidential session: reason – commercial in confidence).**
- **To appoint Guildford Flooring to supply and install new altro flooring in Snoxhall Community Centre and to release funding from the Charity reserve.**
 - **To consider two quotations for the Snoxhall Fields access road fencing and decide on re-use of the pedestrian guard railing or new bow top railings, and to submit an application for s106/PIC funding for the access road and play park railings.**
20. DATE OF NEXT MEETING: Parish Council Meeting Tuesday 04 May 2021.

Please note that the agenda and all associated papers can be found on the Parish Council website [f](#) 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.