



CRANLEIGH PARISH COUNCIL

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

Village Way
Cranleigh
Surrey
GU6 8AF

27 April 2021

NOTICE OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend an online annual meeting of the Parish Council to be held at **7.00 pm** on **TUESDAY 04 MAY 2021** via **Zoom**

To join the meeting:

Topic: Annual Parish Council Meeting
Time: May 4, 2021 07:00 PM Greenwich Mean Time

Join Zoom Meeting
<https://zoom.us/j/97583895914>

Meeting ID: 975 8389 5914
One tap mobile
+443300885830,,97583895914# United Kingdom
+441314601196,,97583895914# United Kingdom

Dial by your location
+44 330 088 5830 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 481 5237 United Kingdom
+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 208 080 6591 United Kingdom
+44 208 080 6592 United Kingdom
Meeting ID: 975 8389 5914

Beverley Bell FSLCC
Parish Clerk

To all Members

AGENDA FOR THE ONLINE ANNUAL PARISH COUNCIL MEETING

1. ELECTION OF CHAIRMAN
Recommendation:
 - **To elect a Chairman.**
2. ELECTION OF VICE CHAIRMAN
Recommendation:
 - **To elect a Vice Chairman.**
3. APOLOGIES FOR ABSENCE.
Recommendation:
 - **To receive apologies and reasons for absence.**
4. PUBLIC SESSION
Recommendation:
 - **To note any comments from parishioners.**
5. 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.**
6. CO-OPTION OF PARISH COUNCILLOR TO THE CRANLEIGH EAST WARD
Recommendation:
 - **To receive application letters from prospective new members and to decide on the co-option to fill the Parish Councillor vacancy for the Cranleigh East ward.**
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 15 April 2021.**
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 15 March 2021
 - Personnel Committee Minutes 28 January 2021
 - Planning Committee Minutes 29 March 2021.**Recommendation: To receive the minutes listed above.**
12. COUNCIL STRUCTURE
 - To nominate new Parish Councillor to Committees and Outside Bodies.
 - To appoint Committee Chairmen and Vice Chairman**Recommendation:**
 - **To nominate new Parish Councillor to Committees and Outside Bodies.**
 - **To elect Committee Chairmen and Vice Chairman.**

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 5j:

- Standing Orders
- Financial Regulations
- Investment Strategy
- Fixed Asset Register
- Insurance Schedule
- 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

Please see our website for policies www.cranleigh-pc.gov.uk

Recommendation:

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

15. FINANCIAL MATTERS

1. The expenditure list for 04 May 2021 to follow.
2. Bank Reconciliation for 31 March 2021 to follow.
3. Cashbook Reconciliation for 31 March 2021 to follow.
4. Internal Audit 01/04/20 – 31/03/21: To consider the recommendation of the Finance Committee to approve the recommendations in the report from the Internal Auditor.
5. Internal Audit 01/04/20 – 31/03/21: To consider effectiveness of Internal Audit – report from Councillors in attendance.
6. Annual Return 01/04/20 – 31/03/21: To consider the recommendation of the Finance Committee to approve the annual return 01/04/20 – 31/03/21
 - a. The Annual Governance Statement
 - b. The Accounting Statements
7. Snoxhall Fields charity account year-end 01/04/20 – 31/03/21.
8. Investment Plan – to receive the recommendation of the Finance Committee to appoint a financial advisor.

Recommendations:

1. **To agree the expenditure list to 04 May 2021.**
2. **To approve the bank reconciliation to 31 March 2021.**
3. **To approve the cashbook reconciliation to 31 March 2021.**
4. **To approve the recommendation from the Internal Audit 01/04/20 – 31/03/21.**
5. **To approve the report by Councillors on the effectiveness of the Internal Audit 01/04/20 – 31/03/21.**
6. **To approve the Annual Return 01/04/20 – 31/03/21:**
 - **The Annual Governance Statement**
 - **The Accounting Statements**
7. **To approve the Snoxhall Fields charity account year-end 01/04/20 – 31/03/21 and to delegate authority to the Clerk to submit a NIL return to the Charity Commission.**
8. **To appoint a financial advisor.**

16. GENERAL DATA PROTECTION REGULATIONS 2019
Renewal of the consultancy for Data Protection Officer and Subject Access Request support.
Recommendation:
- **To appoint a consultant to provide Data Protection Officer and Subject Access Request support.**
17. S106
Update from the Clerk
Recommendation:
- **To note the update from the Clerk**
 - **To receive an update on the High Street litter bins.**
18. 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 receive an update from the Clerk on the legal challenge 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**
19. 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.**
20. CIL
Update from the Clerk on Neighbourhood CIL allocation.
Recommendation: To note the report.
21. BT PAYPHONE REMOVAL CONSULTATION 2021
Closing Date: 10 May 2021
Proposal to remove High Street Payphone
Recommendation:
- **To submit a response**
22. CLIMATE CHANGE POLICY
Recommendation:
- **To adopt the Climate Change Policy.**
23. MULTI USE GAMES AREA (MUGA)
Recommendation:
- **To discuss location and funding for a MUGA**
24. THE LISTENING PROJECT AT THE CENTENARY GARDEN
Recommendation:
- **To consider formally supporting the Listening Project**
25. LOCAL CYCLE AND WALKING INFRASTRUCTURE PLAN (LCWIP) FOR WAVERLEY
Recommendation:
- **To nominate persons with local knowledge to support the information gathering and network planning stages of LCWIP development.**

26. DEPARTMENT FOR DIGITAL, CULTURE, MEDIA AND SPORT (DCMS) CONSULTATION ON RURAL BROADBAND
<https://www.gov.uk/government/consultations/improving-broadband-for-very-hard-to-reach-premises>
 Closing Date: 11 June 2021
Recommendation:
- To delegate authority to a Working Party to prepare a response for the Clerk to submit and provide a copy to NALC
27. METAL DETECTING ON PARISH COUNCIL LAND
Recommendation:
- To follow WBC policy to not allow metal detecting on any of our open spaces due to sensitivities regarding archaeology, disturbance of plant/animal species.
28. CRANLEIGH VILLAGE HEALTH TRUST (CVHT)
 CVHT Response to letter exchange
Recommendation:
- To consider the response from CVHT to the Council's invitation again to join preliminary discussions on the One Public Estate project.
29. PROPERTY COMMITTEE RECOMMENDATIONS
 To consider the recommendations of the Property Committee and expenditure from reserves
Recommendation:
- 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 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 railings and to Gatwick Airport Community Trust for grant funding for the play park railings and to fund the balance from reserve.
30. SNOXHALL FIELDS ADULT PITCH IMPROVEMENTS
 Completion of pitch footpath
(This item may be held in private and confidential session – reason: commercial in confidence)
Recommendation:
- To appoint Centurian to complete the footpath on the southern boundary of the pitch funded from the Forward Maintenance Plan reserve 2021/22.
31. STAFF MATTERS
(This item may be held in private and confidential session – reason: staff in confidence)
Recommendation:
- To consider the recommendation from the Personnel Committee for the 2021 salary increase for grounds staff from 01 April 2021
32. DATE OF NEXT MEETING: Thursday 17 June 2021

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 non-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.