



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 23 SEPTEMBER 2021  
AT CRANLEIGH VILLAGE HALL

Councillors

Cllr E Townsend\*

Cllr N Sanctuary\*

Cllr R Burbridge\*

Cllr P Chapman

Cllr R Denton

Cllr C Gould\*

Cllr S Jeacock

Cllr D Nicholas

Cllr M Scully\*

Cllr R Tyler\*

Cllr C Walker\*

Cllr G Worthington\*

(Chairman of the Council)

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, three members of the public in person and three members of the public via zoom.

1. APOLOGIES FOR ABSENCE

The prior commitment apology of Cllr R Denton, work commitment apology of Cllr D Nicholas and apologies from Cllrs P Chapman and S Jeacock who were unwell were AGREED.

2. ELECTION OF CHAIRMAN

Cllr E Townsend opened the meeting as Chairman of the Council. She gave a speech that it had been an honour and a privilege to serve as Chairman of the Parish Council but said she was stepping down due to her commitments as a borough and county councillor and she looked forward to continuing to work with the Parish Council. Cllr E Townsend nominated Cllr N Sanctuary as Chairman of the Council, was seconded by Cllr R Tyler and AGREED UNANIMOUSLY. Cllr N Sanctuary took the chair.

3. PUBLIC SESSION

There were no members of the public present who wished to speak.

4. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor and Surrey County Councillor.
- Cllr N Sanctuary declared an interest as Chairman of the Glebelands School Governors.
- Cllr R Burbridge declared an interest as a Trustee of Rowleys.

5. CO-OPTION OF PARISH COUNCILLOR TO THE CRANLEIGH EAST WARD

The Parish Council had received three applications of which one was withdrawn today due to a clash of meetings on a Thursday evening.

The Chairman invited Dominic Lazarus and Clive Walker to each speak for two minutes about why they would like to become a Parish Councillor.

Dominic Lazarus said he is a retired airline pilot and had previously served on the Parish Council in 2018 before taking up a job in the Channel Islands.

Clive Walker said he hoped to use his skills from his finance career and degree in sports science to help the Parish Council manage significant projects for the increasing population.

The Chairman invited Councillors to vote for their preferred candidate: Dominic Lazarus 2, Clive Walker 5. Clive Walker was DULY CO-OPTED to represent the Cranleigh East Ward.

#### 6. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 04 May 2021 and extraordinary Parish Council meeting held on 10 August 2021, having previously been circulated, were AGREED and signed by the Chairman as a true record.

#### 7. CHAIRMAN'S REPORT

The Council NOTED the following report:

- The Chairman said that Cllr E Townsend had done an amazing job as Chairman of the Parish Council and the village really appreciated it. The meeting gave a round of applause.
- The Parish Council will elect a new Vice Chairman at the October meeting.
- The Committees are working well and should help shorten the length of Council meetings.
- More Councillors with DBS checks are needed for the Youth Council. Cllrs R Burbridge and G Worthington volunteered to help.
- More volunteers are needed for Community Speedwatch.
- If you would like to raise an agenda item, please contact the Chairman or the Clerk.

#### 8. CLERK'S REPORT

The Council NOTED the following report:

- Our Youth Council returned for their first face to face meeting since COVID. They met in the Village Hall and really liked the venue. We were very lucky to have two Police dogs visit with Mary Forszewska as part of their Duke of Cornwall Community Safety Award.
- Community Speedwatch has begun, 25 vehicles in an hour were travelling in excess of the speed limit on the Horsham Road.
- The new train has been installed in the play park.
- The post and rail fencing has been installed along the access road to prevent unauthorized vehicular access on to the football pitches.
- The new street light is being installed over the next couple of weeks at Snoxhall Fields.
- The Clerk met a mobile coffee van company at Snoxhall Fields today.
- Council staff continue to monitor the CCTV cameras at Snoxhall Fields and report anti-social behaviour to the Police.
- The new flooring has been laid in the Youth Centre.
- The Parish Council welcomes Jack who has joined us on an Horticulture apprenticeship in the cemetery.
- The Amlets Lane allotments open next week and all plots are taken.
- WBC are looking for sites for on street EV chargers in Cranleigh, only one site has been put forward to date at Clappers Meadow. As Surrey will be applying for funding for these, they must full fill the criteria of being on street for residents with no off street parking. The Clerk asked for site suggestions by Monday.

#### 9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The Council NOTED the report of Cllr E Townsend from WBC and SCC:

- Waverley Borough Council AGREED Local Plan Part 2 for regulation 19 public consultation last night.
- The bye-election for the Waverley Borough Council Cranleigh East Ward is on 07 October 2021.

- WBC have adopted new parking charges.
- The leader of Surrey County Council has written to Robert Jenrick MP in support of a unitary authority for Surrey.
- WBC have responded to the Boundary Commission Review of Parliamentary constituencies for 2023.
- WBC hope to provide homes for 5 – 10 Afghanistan families.
- Trinity College are looking for a new owner for Dunsfold Park, the ownership bid by WBC was rejected. The site has planning permission for 1,800 houses and an allocation of 2,600 houses in WBC's Local Plan Part 1. WBC are working on a Supplementary Planning Document for the garden village.

#### 10. MINUTES OF COMMITTEES

- The minutes of the Finance Committee on 29 April 2021 were RECEIVED.
- The minutes of the Personnel Committee on 29 April 2021 were RECEIVED.
- The minutes of the Planning Committee on 19 April 2021, 10 May 2021, 23 June 2021, 23 July 2021, 23 August 2021 were RECEIVED.
- The minutes of the Property & Asset Committee meeting of 25 March 2021 were APPROVED as a correct record and RECEIVED.

#### 11. COUNCIL STRUCTURE

The Council AGREED the following appointments:

- Cllr C Walker and G Worthington to join the Planning Committee.
- Cllr C Walker to join the Finance Committee and Cllr G Worthington to leave the Finance Committee.
- Cllr C Gould and C Walker to join the Property & Asset Committee.
- Cllr M Scully to join the Personnel Committee.
- Mr P Townsend to leave the Neighbourhood Plan Committee.
- Cllr C Gould to be a reserve nominated representative for the Arts Centre.
- Cllr C Gould and N Sanctuary to join the High Street Working Party.
- Cllr N Sanctuary gave notice that he would stand down as Chairman of the Finance Committee as it is good practice for the Council Chairman not to chair any committees.

#### 12. SCHEME OF DELEGATION

The Council AGREED to the proposed changes circulated with the agenda to remove remote meetings and to insert a clause to broadcast Council and Committee meetings on zoom to enable members of the public to attend remotely.

#### 13. FINANCIAL MATTERS

1. The expenditure lists for May, June, July, August and September 2021 were circulated earlier and were AGREED by the Council. Cllrs N Sanctuary and E Townsend will sign the cheques.
2. The bank reconciliations to 30 April 2021, 31 May 2021, 30 June 2021, 31 July 2021 and 31 August 2021 were AGREED.
3. The cashbook reconciliations to 31 March 2021, 30 April 2021, 31 May 2021, 30 June 2021, 31 July 2021 and 31 August 2021 were AGREED.
4. The Council NOTED the conclusion of the external audit for financial year 01/04/20 – 31/03/21; there were no except for matters for the Council to consider.
5. The Council APPROVED the following earmarked reserve movements:
  - Transfer Business Support Grant of £16,000 to the Snoxhall Fields Charity EMR.
  - Release £2,000 from Snoxhall Fields Charity EMR to fund new CCTV cameras at play park.
  - Release £1,775 from AED EMR to fund new AED at the Common Public Conveniences.

- Release £2,862.92 from Youth Council EMR to fund musical instruments.
- Release £1,145 from the Snoxhall Fields Charity EMR to fund re-decoration of the Youth Centre
- Release £468.75 from the Snoxhall Fields Charity EMR to fund the play train safety inspection.
- Release funds from the Snoxhall Fields Charity EMR to fund the tractor flail and four new bins
- Release £1,424.32 from the Business Plan EMR to fund gates for the composting bays
- Release £1588.80 from the Neighbourhood Plan EMR and £146.20 from the General Reserve for the Neighbourhood Plan consultancy fees

14. S106/CIL

The Council NOTED the following report from the Clerk:

- The s106 application for the High Street litter bins is awaiting sign off by the budget holder at WBC. There is no remaining PIC funding for the shade shelter application.
- The Council has received all s106 funding from major developments now and will monitor expenditure against deadlines.

The Council AGREED to submit a bid for strategic CIL for the play park railings, Cllr E Townsend abstained from the vote having declared an interest as a member of WBC's CIL Advisory Board.

15. CRANLEIGH VILLAGE HEALTH TRUST

The Council NOTED the following report from the Clerk:

The draft notes of the meeting have not yet been approved by CVHT but should be done next week. CVHT have said the key point is that the Trust is keen to work with CPC and OPE/WBC on ways to support healthcare improvements for the Cranleigh and wider community and is conscious that it is accountable to the Charity Commissioners for how it uses the land in furtherance of the objectives for which it was set up.

16. CRANLEIGH NEIGHBOURHOOD PLAN

The Council AGREED the following site allocations in Cranleigh Neighbourhood Plan on 10 August 2021:

N25 South of Amlets Lane	10
N26 East of Longfields	20 (self/custom build)
N29 Longfield	18
N36 Amlets Place	13
N40 Bloggs Way	4
65 dwellings	

Following consultation with Waverley Borough Council, the number of houses per site has been adjusted as follows:

N25 South of Amlets Lane	12
N26 East of Longfields	12 (self/custom build)
N29 Longfield	25
N36 Amlets Place	13
N40 Bloggs Way	6
68 dwellings	

The Parish Council AGREED the adjusted housing numbers in the Neighbourhood Plan.

17. TRANSPORT PLAN CONSULTATIONS

The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and E Townsend and the Clerk to submit responses to the West Sussex and Surrey Transport Plan consultations.

18. WBC CONSULTATIONS

The Council DELEGATED AUTHORITY to Cllr C Gould and the Clerk to submit responses to the Gambling Act 2005 Statement of Policy and Sex Establishment Policy consultations.

19. YOUTH MUSIC CLUB

Cllr N Sanctuary reported two successful taster sessions in August with 11 young people registered. He thanked the Clerk and Admin Clerk for Finance for their admin management and safeguarding work and the volunteers for their assistance. The Council AGREED for the Youth Music Club to formally begin in October 2021.

20. STREET WATCH

The Council DELEGATED AUTHORITY to Cllrs R Burbridge, and M Scully and the Clerk to investigate street patrols for Cranleigh and to bring a report back to the Council.

21. CENTENARY GARDEN – The Listening Project

Mr Brian Freeston presented the Listening Project. He said the website of recorded content would be managed by Cranleigh Arts Centre and he was looking for Parish Council support in principle to support his funding applications. The Parish Council AGREED in principle with the Listening Project concept and to support the Your Surrey fund application for the Listening Project.

22. QUEEN'S PLATINUM JUBILEE

The Parish Council DELEGATED AUTHORITY to Cllrs, R Burbridge, N Sanctuary and G Worthington and the Clerk to investigate the beacon lighting, Queen's green canopy and other forms of celebration and to bring a report back to the Council.

23. YOUR FUND SURREY

Cllr N Sanctuary gave a report on the Parish Council's applications for a MUGA and tennis courts. He said the SCC process had changed from a general idea to a specific idea.

The Parish Council AGREED to support the Hoppa bus Your Fund application. Cllr E Townsend abstained from the vote having declared an interest as WBC funds the Hoppa bus.

24. CEMETERY

The Council considered a request by one family to purchase three graves at the time of purchase, contrary to the Council's adopted Rules and Regulations. The Council listened to the applicant's extenuating circumstances and AGREED to make a one-off exception to its Rules and Regulations. There was one abstention to the vote.

25. RECOMMENDATIONS FROM THE PROPERTY & ASSET COMMITTEE

The Council AGREED the following recommendations:

- To purchase a Nexus 140 city litter bin to replace the tidy bear in the play park and four plaza litter bins at a cost of £2,018.02 + VAT to be funded from the Snoxhall Fields Charity Earmarked Reserve (EMR).
- To purchase a Breedon surface for under the shade shelter at a cost of £2,467.60 + VAT to be funded from the Snoxhall Fields Charity EMR.
- To purchase a Winton 200 flail at a cost of £2,947.34 + VAT to be funded from the Charity EMR.
- To purchase access gates and fencing be erected at a cost of £1,424.32 + VAT to be funded from the Business Plan EMR.
- There should be no administrative fee charged for change of ownership statutory declarations for historic incorrect burial records.
- Memorials that have failed the safety inspection in the cemetery and not been repaired by their owners will be laid flat by the contractor that carried out the safety inspection and funded from the cemetery staff costs budget.

- To organise the following tree surgery appointing the same contractor as used previously, selected by competitive tender:  
 Elmbridge £1,390 + VAT – to be funded from recreation grounds maintenance budget  
 Cemetery £530 + VAT – to be funded from cemetery tree budget  
 Beryl Harvey £830 + VAT – to be funded from recreation grounds maintenance budget  
 Snoxhall £1,025 + VAT – to be funded from recreation tree budget
- To appoint WBC’s Arboriculturalist for further tree survey work at a cost of £320 + VAT to be funded from the recreation grounds maintenance budget.
- To appoint of the following contractors for the Village Hall ceiling lights project and to set a budget including 15% contingency funded from the Village Hall EMR and balance from the General Reserve: Case Electrical – ceiling lights, Cooper & Withycombe – CDM, Crucial Environmental – asbestos sealing, Robin Nugent – architect, Southern Fabrications – access ladder and Valley Builders – ceiling walkway.
- To appoint Valley Builders to make good the leak damage to the stage at the same time as the ceiling lights work at the Village Hall.
- To make a grant to the Chamber of Commerce of £1,831.92 to be funded from the Village Hall property maintenance budget for Christmas lights at Cranleigh Village Hall.
- To DELEGATE AUTHORITY to Cllrs D Nicholas, N Sanctuary, M Scully and G Worthington and the Clerk to undertake formal consultation with the Council staff and Village Hall hirers and to investigate moving the Council Office to the Village Hall, and to bring a report to the October Council meeting to enable the ceiling lights work and office work to be completed at the same time to minimize disruption to the Village Hall hirers.
- To include the following items in the 2022/23 Forward Maintenance Plan budget:
  - Replacement John Deere mower (including looking at with electric options)
  - Laser marking of the football pitches at the start of the season
  - New big container for Grounds Manager, moving Football Club into old container and freeing up old score room for potential hirers.
- The Council invited further suggestions from members by 30 September 2021 to enable the Clerk to include them in the first draft of the budget to the Finance Committee.
- The Council AGREED to write to the Portfolio Holder at WBC to ask for further details of their Leisure Centre plans as it is holding up Parish Council decision’s on the tennis courts.

26. STAFF MATTERS

This item was considered in private and confidential session: reason – staff in confidence.

- The Council AGREED To DELEGATE AUTHORITY to Cllrs D Nicholas, N Sanctuary, M Scully and G Worthington and the Clerk to undertake formal consultation with the Council staff to investigate moving the Council Office to the Village Hall.
- The Clerk left the meeting. The Council AGREED to permit hybrid working for the Clerk and Admin Clerks, subject to the business requirements and to delegate authority to the Clerk to organise the office staffing rota.
- The Council AGREED to appoint HR Services Partnership to provide advice on the amendment of contracts of employment to permit hybrid working.
- The Council AGREED staff performance awards.

27. DATE OF NEXT MEETING

\_Thursday 21 October 2021 at 7.00pm. The meeting closed at 9.35pm

Signature.....

Date.....