



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 17 FEBRUARY 2022
AT SNOXHALL COMMUNITY CENTRE

Councillors

Cllr E Townsend*
Cllr N Sanctuary* (Chairman of the Council)
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*

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Ms Hilary Jubert of the Downs Link Campaign and three members of the public via zoom.

1. APOLOGIES FOR ABSENCE

The apologies of Cllr R Burbridge (prior commitment), C Gould (prior commitment), R Tyler (unwell) and C Walker (prior commitment) were AGREED.

2. GUEST SPEAKER: MS HILARY JUBERT- THE DOWNS LINK CAMPAIGN

Ms Jubert said she is the Chairman of the Downs Link Bridge Campaign and the Bridleway Safety Officer for the British Horse Society. She has walked or cycled the Downs Link for the last 30 years. Over the last 10 years she has campaigned to highlight the safety issues of the Downs Link crossing over the A281 at Rudgwick and request for a bridge. Sadly in 2020 a cyclist was killed at this crossing point. She attended the inquest into his death and heard the coroner ask WSCC to make the crossing safe.

Ms Jubert said the A281 is a strategic HGV route in the 2011 West Sussex Transport Plan. The Downs Link is a public footpath linking Guildford to Shoreham. It is also used by the British Heart Foundation for a charity cycle ride of 2,500 cyclists; they provide a full time marshall for this crossing point. Cllr D Nicholas arrived. She said she is waiting for WSCC to publish their Feasibility Study into this crossing point, WSCC are talking with SCC and Sustrans. Councillors discussed alternatives to a bridge including a tunnel and Pegasus crossing. Cllr G Worthington arrived. Ms Jubert said the Rudgwick and Slinfold Parish Councils support the bridge campaign and she asked if Cranleigh Parish Council would do so too. The Chairman said the Parish Council is unable to support the bridge campaign until it has seen the Feasibility Study.

3. PUBLIC SESSION

A member of the public asked about a planning appeal, Cllr E Townsend replied that no appeal date has been set yet.

4. DECLARATIONS OF INTEREST

- Cllr N Sanctuary declared an interest as Chairman of the Glebelands School Governors.
- Cllr E Townsend declared she is a Waverley Borough Councillor and Surrey County Councillor.
- Cllr D Nicholas declared he is a member of the Football Club.
- Cllr P Chapman declared he is a member of the Cricket Club.

5. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 20 January 2022 having previously been circulated, were AGREED and signed by the Chairman as a true record.

6. CHAIRMAN'S REPORT

The Council NOTED the following report:

- The Parish Council's application to SCC's Your Fund for a MUGA is through to the next stage and more details have been requested for the tennis club project.
- Cranleigh Lions are working on a project to provide a youth shelter in this Jubilee year.

7. CLERK'S REPORT

The Council NOTED the following report:

- WBC are seeking comments on the application to name the road Tylers Court for the four flats at Exeter House, the Council supported this road name.
- The Clerk was asked to check if the Council is a member of the Wey & Arun Canal Trust, she confirmed the Council is a member which renews on 01 June annually.
- The Parish Council wrote to Angela Richardson MP about hybrid Council meetings. She has replied to say that she has written to the appropriate Minister in the Department for Levelling Up, Housing and Communities, bringing these issues to their attention. She said she will be in touch as soon as she receives a substantive response from the Minister.
- The Clerk attended the Flood Forum meeting, which no longer includes discussion on asbestos pipes.
- The Clerk attended the WBC Economic Development meeting which discussed BID. Cranleigh, Farnham and Godalming expressed their wish to be part of BID, but Haslemere might not take part.
- The Clerk met with WBC officers to discuss the Leisure Centre plans and its impact on the skate park and tennis courts. There may be a future requirement for a site compound but until plans advance further no decision can be made about where this should be installed. The demolition of the current Leisure Centre is not likely to take place until early 2026 and take about four months, so this will delay any plans for the new skate park until after this work is complete. The Council will need to factor in the building works into any plans for the tennis courts site too.
- The high-level smoke detectors have been replaced at the Village Hall and are now safely accessible without the need for scaffolding. The new ceiling lights are installed, and the scaffolding has been removed. The next phase is the construction of the CAT ladder. Works are due to complete 04 March 2022.
- The composting bay has been installed at the Beryl Harvey Conservation Field.
- The free trees from Surrey County Council through the Forestry Commission arrived at the cemetery this week and have been planted around the attenuation basin as part of the Queen's Green Canopy. There are more trees available, and delivery is awaited to complete the hedgerow.
- Our apprentice has done a great job following the Clerk's planting scheme for the Garden of Remembrance.

- 68% of respondents support the restoration of the Alfold Road red telephone box and 48 members of the public have offered to help with the restoration project. This will be included on the agenda for the next meeting of the Property & Asset Committee.
- Covid has started to impact our staff who have responded well and ensured services continued as normal.
- The Clerk attended the SLCC Practitioners Conference this week. The presentations are available for one month so the Clerk can brief other members of staff. This represents good value training at £75 + VAT for the three day conference.
- The Clerk has used her delegated authority to move the Council meetings one week back for the months of March through to June due to annual leave commitments of the Chairman and the Clerk.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

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

- WBC will meet to agree the budget next week, a £5.00 on Council Tax increase is expected.
- The Dunsfold Park SPD is being presented for adoption next week.
- Bollard painting in the High Street will take place on 05 March.
- The Friday Night project has re-started with 80 – 90 attendees per week.
- She attended the Flood Forum and heard Thames Water say they would no longer discuss water infrastructure at the Forum. Following a discussion about water issues, it was agreed to have an agenda item next month.
- She is reviewing the planning validation process and biodiversity checklist under her Planning Portfolio.
- She attended the Police briefing and learned that Cranleigh has a lower number of Police Officers than Farnham, Godalming and Haslemere.
- SCC plan to increase their budget by 4.99%.
- A reduced bus service is running due to lack of drivers.

9. MINUTES OF COMMITTEES

The minutes of the Finance Committee on 18 October 2021 were RECEIVED.

The minutes of the Planning Committee on 10 January 2022 were RECEIVED.

The minutes of the Property & Asset Committee on 22 November 2021 were RECEIVED.

10. FINANCIAL MATTERS

1. The expenditure list for February 2022 was circulated earlier and AGREED by the Council. Cllrs N Sanctuary and E Townsend will sign the cheques.
2. The bank reconciliation to 31 January 2022 was AGREED and signed by Cllr P Chapman.
3. The cashbook reconciliation to 31 January 2022 was AGREED.
4. The Council AGREED to amend the Council's adopted Financial Regulations with the addition of the following clause 11.1 vii and to appoint a list of pre-approved contractors for a one year trial:
The Council will have access to a list of pre-approved contractors (preferred suppliers) which can be used to supply routine services or can be contacted to provide essential maintenance and servicing or emergency services.
5. The Council considered the recommendation of the Finance Committee and AGREED that it was unable to provide any funding for the Park Mead Primary School application for funding for a MUGA.
6. The Council AGREED to release £5,000 from the General Reserve to provide a revenue budget for the Jubilee celebrations.
7. The Council AGREED to release £10,816.57 from the Snoxhall Fields Charity Reserve for the purchase of a Grillo machine.

8. The Council AGREED to release £11,400 from the Snoxhall Fields Charity Reserve for the purchase of a front loader for the tractor.
9. The Council AGREED to form a Working Party to investigate the re-development of the Pavilion and Youth Centre and include this in the Business Plan consultation, and to consult with the Football Club. Cllrs P Chapman, S Jeacock, D Nicholas, N Sanctuary, E Townsend and G Worthington will form the Working Party.
10. The Council AGREED to release of £30,332.17 from the following reserves for the installation of a storage compound at Snoxhall Fields, subject to confirmation that planning permission is not required:
 - o Forward Maintenance Plan 22/23 £20,135.01
 - o Forward Maintenance Plan 21/22 £1,656
 - o Cemetery EMR £8,309
 - o Business Plan 21/22 EMR £232.16
11. The Council reviewed the Designing Out Crime Report from Surrey Police and AGREED to purchase two cube security devices for the storage compound at a cost of £754 to be funded from the Business Plan 22/23 EMR.
12. The Council AGREED to release £1,965 from the Forward Maintenance Plan Reserve 2022/23 for a fuel bund.
13. The Council AGREED release £3,399.99 from the Forward Maintenance Plan Reserve 2022/23 for the purchase of a pedestrian trencher and materials.
14. The Council AGREED to release £5,320 from the Snoxhall Fields Charity Reserve for the installation of surge protection at Snoxhall Pavilion.
15. The Council AGREED to use the Chairman's Allowance to fund the hire of the Band Room for the Youth Music Club. Cllr G Worthington left the meeting.

11. RISK ASSESSMENTS

Cllr S Jeacock commented that the Council no longer allows bonfires having declared a climate emergency, the Clerk replied that the allotment licence agreements will be updated from 01 October 2022.

The Council NOTED and AGREED the amendments to the risk assessments as follows:

- Key safe codes should be on a program for regular update.
- Public reporting of risk assessments is through the meeting minutes.
- Grasstex due to re-start play equipment inspection this week.
- ROSPA post installation play inspection only done once immediately after installation of new equipment.
- Improved forecasting of cashflow to maintenance plan and planned expenditure is needed.
- Need a statement on how we assess borrowing and risk to finances.
- The purpose of the Staff Handbook is to inform staff of their responsibilities and Council rules.
- High visibility clothing should be worn when necessary.
- Complaints – the role of the Monitoring Officer is defined in statute, as are sanctions available to the Monitoring Officer, not the Parish Council.
- The Local Government Ombudsman has no jurisdiction over Parish Councils.
- Automatic remote backup is of the Sharepoint. No data held locally.
- No GDPR breach documents.
- No redacting policy, the Council will consider this during its review of policy documents this year.

12. INSURANCE

Cllr D Nicholas left the meeting.

The Council NOTED the review of the Council's insurance schedule, and that Councillor Chapman agreed to review requests for Money Laundering Policy with a commercial hirer. Cllr D Nicholas returned.

13. FIXED ASSET REGISTER 01/04/21 – 31/03/22

The Council AGREED the review of the Fixed Asset Register 01/04/21 – 31/03/22 and list of changes during the financial year.

14. WBC COMMUNITY GOVERNANCE REVIEW

The Parish Council AGREED to submit the draft response circulated with the agenda to WBC to reduce the number of Parish wards from five to two by creating two new Parish Wards of Cranleigh East and Cranleigh West by:

- Adding Elmbridge and rural to Cranleigh West
- Adding North to Cranleigh East

Polling District	Parish/Town	Parish Ward	No of Cllrs	Electorate 2020	Projected Electorate 2027	No of Electors per Cllr 2027
CEA/CEB	Cranleigh	East	7	5422	6743	963
CWA	Cranleigh	West	5	3853	4618	923

Cllr G Worthington returned.

15. SURREY COUNTY COUNCIL MINERALS AND WASTE LOCAL PLAN - ISSUES & OPTIONS PUBLIC CONSULTATION

The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and E Townsend and the Clerk to prepare the submit the Council's response to this consultation.

16. GUILDFORD BOROUGH COUNCIL LOCAL PLAN

Cllr S Jeacock left the meeting. The Council AGREED not submit any comments to this consultation. Cllr S Jeacock returned.

17. WAVERLEY AFFORDABLE HOMES DELIVERY STRATEGY 2022-25: CONSULTATION

The Council AGREED to submit the draft response prepared by Cllr N Sanctuary to the consultation.

18. DEFRA CONSULTATION ON BIODIVERSITY NET GAIN

Cllr P Chapman left the meeting.

The Council AGREED that Councillors as individuals may submit a response to this consultation.

19. CRANLEIGH BUSINESS IMPROVEMENT DISTRICT (BID)

The Chamber of Commerce had contacted the Chairman to advise that the cost of the BID is likely to be £27,000 of which WBC are providing a £10,000 grant. The Chamber are providing some funding but there remains a shortfall of £8,667. If the BID is successful, this shortfall can be funded by the BID, but this funding will be lost if the BID fails. The Council heard that both Farnham and Godalming Town Councils are funding their BID shortfalls. Cllr P Chapman returned.

The Council AGREED to underwrite the BID shortfall to a maximum of 50% to be re-paid on successful BID outcome.

20. WBC STREET TRADING CONSENT CONSULTATION

- The Council SUPPORT the licensing application for the Artisan markets.
- The Clerk advised that the Chamber of Commerce have asked if the Council would consider making an application for a street trading licence for the High Street to reduce licence costs for the markets. The Clerk had contacted WBC to establish the process and costs and advised that it would pass increased risk onto the Parish Council who would be required to scrutinise every event held under its licence. The Council DECLINED to apply for a street trading licence for the High Street as it does not have the resources to support it.

21. COUNCIL STRUCTURE

The Council AGREED to appoint:

- Cllr D Nicholas to Destination Cranleigh.
- Cllrs R Burbridge and C Gould to the Older Persons Network.

22. QUEEN'S PLATINUM JUBILEE

- Cllr G Worthington gave an update on his work with the Lions and Rotary on the Picnic in the Park planned for Sunday 05 June 2022 12.30 – 4.00pm
- Cllr N Sanctuary gave an update on the Dinner Dance in the Village hall on Friday 03 June 2022. 12 tables are planned, of which two tables have already been sold at £75 per ticket.
- The Clerk said the beacon lighting team are meeting on Monday at 11.00am.
- The next Working Party meeting is on Tuesday 22 February 2022 at 7.00pm on zoom.
- The Clerk reported that the Youth Council had begun discussing the Council's request for details for a sensory garden at the play park and the discussion had evolved to Jubilee planting. The Clerk had discussed the Youth Council's idea with the Grounds Manager and he has proposed a Jubilee flowerbed outside the Council Office. The Council AGREED to proceed with the Jubilee flowerbed at a cost of £500 to be funded from the flowerbed revenue budget with a plaque acknowledging the work of the Youth Council.

23. LIONS CARNIVAL

The Council AGREED to provide a Parish Council stand on Saturday 25 June 2022. Cllrs D Nicholas, N Sanctuary, M Scully and E Townsend will organise the stand.

24. COUNCIL MEETINGS SOUND SYSTEM

The Council AGREED to return to the Council Chamber for all meetings and will investigate a sound system for the Village Hall as part of the next phase of improvements.

25. SURREY HILLS AONB REVIEW

Cllrs P Chapman, M Scully and N Sanctuary left the meeting having declared an interest. Councillors nominated Cllr E Townsend to take the chair.

The Council entered private and confidential session as this item is commercial in confidence.

The Clerk explained that a lot of the preparation work for the Council's response to the next phase of the AONB review has already been done, but until the consultation is seen, the consultant cannot give a definite quotation but estimates 3 – 4 days more work.

The Council AGREED to appoint the planning consultant to support the Council with its response to the consultation for up to 4 days work to be funded from the professional fees revenue budget.

Cllrs P Chapman, M Scully and N Sanctuary returned.

26. FEES AND CHARGES 01/04/22 – 31/03/23

The Council entered private and confidential session as this item is commercial in confidence.

The Council AGREED to increase cemetery fees by 12.5%, football fees by 5% and long term hirer fees by 7%.

The Council NOTED that the increase in long term hirer fees is necessary due to rising energy costs relating to their occupancy.

21. RURAL COMMUNITY ENERGY FUND GRANT

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

The Council AGREED to follow up the references of the contractors and for Cllrs M Scully and N Sanctuary to attend the zoom meeting with WBC on Thursday.

22. COMMUNITY BUILDINGS

This item was considered in private and confidential session: reason – commercial in confidence. The Council DELEGATED AUTHORITY to Cllrs P Chapman and N Sanctuary and the Clerk to meet with the hirer.

23. STAFF MATTERS

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

- The Council AGREED to increase the working hours of one member of staff from 30 to 37 hours per week.
- The Council AGREED to proceed with the grading review for the Clerks through the County Association and for the Personnel Committee to proceed with the grading review of the Grounds Staff.
- The Council AGREED to extend the hybrid working trial to the end of the calendar year as it is working well and asked the Clerk to investigate new computer workstations and bring details to the next meeting.

24. DATE OF NEXT MEETING

Thursday 24 March 2022 at 7.00pm. The meeting closed at 10.25pm

Signature.....

Date.....