



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT 6.30 P.M.  
ON THURSDAY 26 MAY 2022  
AT THE COUNCIL CHAMBER

Councillors

Cllr E Townsend\*

Cllr N Sanctuary\*

(Vice 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\*

(Chairman of the Council)

Cllr R Tyler

Cllr C Walker\*

Cllr G Worthington\*

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, one member of the public via zoom.

1. ELECTION OF CHAIRMAN

Cllr S Jeacock nominated Cllr M Scully as Chairman, was seconded by Cllr P Chapman and AGREED. Cllr M Scully signed his declaration of acceptance of office and took the chair.

2. ELECTION OF VICE CHAIRMAN

Cllr E Townsend nominated Cllr C Walker who declined the nomination. Cllr S Jeacock nominated Cllr N Sanctuary, was seconded by Cllr P Chapman and AGREED. Cllr N Sanctuary signed the declaration of acceptance of office.

3. APOLOGIES FOR ABSENCE

The apologies of Cllr R Denton (work commitment) and Cllr R Tyler (unwell) were AGREED.

4. PUBLIC SESSION

Mr J Dennison wished to give an update on his business plan for the Cranes bar at Snoxhall Pavilion. He said the Football and Cycle Clubs would use the bar most evenings and over the summer the Football Club plans to recruit more ladies and girls to their teams. He said Stonescapes have agreed to supply the material for the hardstanding and KHL Construction and volunteer labour from the Football Club would build it. The Cycle Club are donating cycle stands. Men in Sheds have agreed to make the picnic benches using materials donated by Jewsons. Mr Dennison is still working to his original timeline and could open with a TENS until he is able to obtain a premises licence. The Football Club have endorsed the project and agreed to fund Sky Sports. Mr Dennison said he is happy to work with the nursery and help them pack away at the end of every day. The Chairman thanked Mr Dennison for his update. Cllr G Worthington arrived.

## 5. DECLARATIONS OF INTEREST

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

## 6. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 28 April 2022 with the amendment to the figure £100,000, and the minutes of the extraordinary Parish Council meeting on 11 May 2022, having previously been circulated, were AGREED and signed by the Chairman as a true record.

## 7. CHAIRMAN'S REPORT

The Council NOTED the report from the former Chairman:

- In discussions with Sean Murphy at the Leisure Centre regarding the progress of funding and building a Tennis Club or at least renovating the Tennis Courts. Advised that the Surrey Your Fund had given permission for The Tennis Club concept to remain on their list of projects but that we will require significant input on planning, design, funding before we can move this further. Advised that the land where the Tennis Courts currently sits is the proposed site for the new MUGA and Youth Meeting area.
- Met with various representatives of companies to show land for the proposed MUGA. All companies have been selected as part of the tendering exercise. All requested site visits, which these meetings are fulfilling.
- Met with Trevor Coby of the Royal British Legion with a proposal to light the war memorial at night. We discussed neighbour impact, installation parameters and power supply. Chair advised that the Parish Council does not own the War Memorial and must defer to Waverley, however, we have maintenance obligations and as a result of recent electrical survey around the war memorial, we asked contractors to assess options for lighting. Waverley Borough Council have required to be advised of these options before they will consider whether they will permit lighting.
- Chairman held discussions with the Arts Centre as a consequence of attending their Board Meeting where it was approved that they would consider use cases for Arts Centre Activities in the Village Hall. It is anticipated these discussions would provide input to the overall buildings strategy and investment plans to be considered for the Business Case for 2022/23.
- A Ukrainian refugee has offered to make wall hangings for the Village Hall for the Dinner Dance. As the materials were already purchased and provided before cancellation, these will be ready and be used for future events. The Chair has been liaising and providing design and materials according to the Jubilee Budget.
- The reverend Roy Woodhams has requested that the Chair, their spouse/partner and Councillors attend the Queens Jubilee Service at St Nicholas Church on the morning of Sunday 05 June.

## 8. CLERK'S REPORT

The Council NOTED the following report:

- Waverley Local Plan Part 2 Examination in Public will commence at 10am on Tuesday 12th July 2022, and close on Thursday 21st July 2022. There are contingency days scheduled for Tuesday 6th and Wednesday 7th September 2022. The Parish Council has until Friday 17 June 2022 to decide if it wishes to participate in the examination in public. As the Council does not have any sites included in Part 2, the Parish Council will not take an active role in the examination.
- Waverley Borough Council has adopted the Affordable Homes Delivery Strategy 2022-25: Build More, Build Better, Build for Life and would like the opportunity to meet with the Parish Council to discuss delivering the strategy's action plan. The Clerk will invite WBC to the June meeting.

- The Mayor Elect would like to host a get-together with the Godalming, Farnham and Haslemere Town Mayor's and Cranleigh Chairman and their Consorts on Wednesday 1<sup>st</sup> June 11.00am – 1.00pm. They will be having a Jubilee Flag Raising Ceremony at 11am at The Burys and drinks and nibbles in the Mayor's Parlour afterwards. The Council AGREED for Cllr C Gould to attend.
- This year marks the 40th Anniversary of the Falklands War. On Friday 10th June at 3 p.m. the Cranleigh and District Branch of the Royal British Legion will be holding a service of remembrance at Cranleigh War Memorial. They would like to invite Cllrs Nigel Sanctuary and Liz Townsend to attend, together with any others from the Parish Council who may wish to be present, and it is of course open to the general public. In the evening of the 10th June at 7.30 p.m. there is a talk at Cranleigh Sports and Social Club by Captain Simon Bevan, who served on HMS Invincible for the duration of the war. All are welcome to attend. It was AGREED that Cllrs C Gould, N Sanctuary and M Scully would attend the service of remembrance.
- The Chairman and consort will attend the Mayor of Godalming's Tea Party on Sunday 19 June 3.00pm at Phillips Memorial Park. Cllr R Burbridge arrived.
- The Council received a response from the Senior Surrey Highways Engineer in their response to the 20mph speed limit consultation for Cranleigh High Street. He said the proposed 20 mph speed limit will be self-enforcing. The Council will only alter a speed limit where the prevailing speeds are found to be low enough to support a lower speed limit. In this instance speed readings taken at various locations along the High Street were found to be within the permitted tolerances to introduce a 20 mph speed limit that would be self enforcing. No other supporting measures are required.
- The Dunsfold Park SPD was adopted by WBC in February 2022. The sale of the site is taking longer than anticipated.
- The Clerk attended the High Street Working Party meeting and saw the options presented for improvements to the High Street which included pedestrianisation of the Post Office service road, narrowing the High Street by removing the bus lay-bys, removing the crossing points and removing the access road at the Village Hall frontage.
- The Clerk reported the criminal damage to the car park sign at Snoxhall Fields. Due to the age of the suspect it was not deemed youth related and the Police were unable to identify the suspects.
- The order for the tree survey has been placed with WBC and the work has begun.
- The Parish Council is incurring costs to remove an unauthorised four way tap at the Amlets Lane allotments.
- The Wallgate hand wash units are being installed at the Common public conveniences on Monday.
- The order has been placed for new litter bins in the High Street and Summerlands with WBC. The costs have increased since the Parish Council's original s106 application in July 2019 from £5,238 to £7,507, the increase in costs being met by WBC.
- Repair work to the aerial runway and play train have been ordered from the manufacturer.
- Memorial safety repairs will commence on Monday 25 July 2022. Notices will be placed on all failed memorials giving advance notice of the work on Monday 20 June 2022. Cllr C Gould asked for a copy of the notice to be provided to all Councillors.
- WBC are currently installing the bike shelters at the former bring site in the Village Way car park.
- No sites in Cranleigh were selected by SCC for the on street EV charger roll out. SCC will be going out to procurement for an EV charger concession agreement and WBC will keep us updated about the process if we wish to nominate a site in Cranleigh.
- Following the Council's successful grant application to One Stop for the noticeboard at Elmbridge Road, One Stop invited the Council, giving only seven days notice, to apply for a £500 Jubilee grant. The Clerk submitted an application for the Youth Council's Super Bloom flowerbed which has been successful.

- Licensing application for JEM House, closing date for comments 21 June 2022. The Clerk advised that an extraordinary meeting of the Parish Council would be required to submit comments within the deadline, the Council declined to hold an extraordinary meeting.
- The Clerk has been invited as guest speaker to the Community Energy Hub Conference at the World Wildlife Fund Living Planet Centre in Woking on 24 June 2022 to talk about community engagement for the Rural Community Energy Fund. There is a meeting with the Council's consultant to discuss the Feasibility Study on Monday 30 May 2022 at 5.00pm.
- There is a meeting of the Business Plan Working Party at 6.00pm on Monday on zoom to discuss the Community Showcase consultation.

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

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

- The High Street Working Party met to discuss initial ideas for the High Street improvements from s106 funding which will be subject to consultation.
- Local Plan Part 2 examination in public dates have been announced.
- A consultation will be held on a new economic development strategy.
- Four new social homes have been opened in Ewhurst.
- Cllr E Townsend met with officers to discuss school safety improvements at Glebelands and Cranleigh Primary Schools.
- Cllr E Townsend asked for community nominations for the Surrey Garden Party.
- WBC are in purdah from 23 June 2022 as there are two by-elections for Hindhead and Godalming. Consultation on the Sustainability SPD will be held after purdah.
- Cllr P Chapman asked Cllr E Townsend to find out how much the wooden posts cost on the Common around the Cricket Club, she said she would find out.

#### 10. MINUTES OF COMMITTEES

The minutes of the Planning Committee on 25 April 2022 were RECEIVED.

#### 11. COUNCIL STRUCTURE

The Council AGREED the following appointments:

- Following the Terms of Reference for the Finance Committee, the Council AGREED the membership of the Finance Committee: Cllrs M Scully, N Sanctuary, R Tyler, E Townsend, D Nicholas, P Chapman, C Walker.
- Cllr R Denton will be invited to join the Planning Committee.
- The Council AGREED to appoint all Councillors to the Subject Access Request Committee which will be held as and when required by three Councillors who are available.
- The Council followed NALC advice and disbanded all Working Parties.
- The Council APPOINTED Cllrs R Denton, S Jeacock, D Nicholas, E Townsend and G Worthington to the Recreation Users Group.
- Cllrs P Chapman, D Nicholas, E Townsend and G Worthington and the Clerk are working under delegated authority from the Council on the draft Business Plan.
- Cllrs N Sanctuary and M Scully and the Clerk are working under delegated authority from the Council on the Rural Community Energy Fund.

The Council APPOINTED the following Chairmen and Vice Chairmen:

<b>Committee</b>	<b>Chairman</b>	<b>Vice Chairman</b>
Finance	P Chapman	C Walker
Neighbourhood Plan	E Townsend	N Sanctuary
Personnel	R Tyler	R Burbridge
Planning	R Tyler	M Scully
Property & Asset	D Nicholas	G Worthington
Subject Access Request	N Sanctuary	

The Council NOMINATED the following representatives to outside bodies:

Acute Treatment Centre	Rowena Tyler, Cathy Gould
Chamber of Commerce	Nigel Sanctuary, Rob denton
Cranleigh Arts Centre	Rowena Tyler, Nigel Sanctuary, Cathy Gould
Cranleigh Brick and Tile Liaison Group	Nigel Sanctuary, Rowena Tyler
Cranleigh Community Fund	Rosemary Burbridge
Cranleigh in Bloom	Rosemary Burbridge, vacancy
Cranleigh Flood Forum	Steve Jeacock, Marc Scully, Liz Townsend
Cranleigh Library	Rosemary Burbridge, Rob Denton
Cranleigh Networking Group	Rowena Tyler, Liz Townsend
Cranleigh Vallendar Club	Nigel Sanctuary
Cranleigh Neighbourhood Watch	Vacancy
Dementia Friendly Cranleigh	Rowena Tyler
Destination Cranleigh	Dave Nicholas
Dunsfold Advisory Group	Nigel Sanctuary, Steve Jeacock
Gatwick - CAGNE	Vacancy
High Street SCC Working Party	Cathy Gould, Nigel Sanctuary
Internal Audit	Nigel Sanctuary, Philip Chapman
Older Persons Network	Rosemary Burbridge, Cathy Gould
Remembrance Day	Marc Scully
Rowleys	Rosemary Burbridge
Rural Services Network	Marc Scully
SALC	Nigel Sanctuary
Surrey Police	Clerk
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Steve Jeacock, Rowena Tyler
Waverley Cycle Forum	Dave Nicholas, George Worthington
WBC Town and Parish Planning Forum	Steve Jeacock, George Worthington, vacancy, vacancy
Wey & Arun Canal	Rosemary Burbridge, vacancy
Youth Council	Beverley Bell, Cathy Gould, Nigel Sanctuary, Liz Townsend, Rowena Tyler
Henry Smith Charity - 2 Councillors + 3 independent members	Rosemary Burbridge, Nigel Sanctuary Brian Cheesman, Roy Glasper, Michael Trent

12. CALENDAR OF MEETINGS

The Council AGREED the calendar of meetings for 2022 - 23 and delegated authority to the Clerk to amend the calendar as and when necessary.

13. COUNCIL POLICIES AND PROCEDURES

The Council AGREED the review of the following Council policies and procedures in accordance with Standing Order 5j:

- Standing Orders – review in accordance with latest NALC model issued 29 April 2022 to update procurement rules and clarification that an extraordinary meeting of Council will be called for urgent matters and not referred to Committees.
- Financial Regulations

- Investment Strategy
- Fixed Asset Register
- Insurance Schedule – It was AGREED to ask the Property & Asset Committee to review standard terms and conditions for bouncy castles. It was AGREED for the Clerk to ask the Council's insurer about cover for the Snoxhall Fields charity.
- Risk Management Strategy
- Risk Assessment
- Health and Safety Policy
- Terms of Reference for Committees and Scheme of Delegation. It was AGREED to add the Neighbourhood Plan Committee to Standing Committees. It was AGREED to add the following points to the Terms of Reference of the Finance Committee:
  - To make a recommendation to the Council on the Investment Strategy.
  - To make a recommendation to the Council on investment approach.
- Publication Scheme for the Freedom of Information Act 2000
- Code of Practice for Handling Complaints
- Press Policy

#### 14. FINANCIAL MATTERS

1. The expenditure list for May 2022 was circulated earlier and AGREED by the Council. Cllrs D Nicholas and G Worthington signed the cheques.
2. The bank reconciliation to 30 April 2022 was AGREED and signed by Cllr R Burbridge.
3. The cashbook reconciliation to 30 April 2022 was AGREED.
4. The Council APPROVED the report of the Internal Auditor for financial year 01/04/21 – 31/03/22.
5. The Council APPROVED the report on the scope and effectiveness of the Internal Audit for financial year 01/04/21 – 31/03/22 by Cllr N Sanctuary.
6. The Parish Council APPROVED the Annual Governance Statement for the Annual Governance and Accountability Return for financial year 01/04/21 – 31/03/22.
7. The Parish Council APPROVED the Accounting Statements for the Annual Governance and Accountability Return for financial year 01/04/21 – 31/03/22.
8. The Parish Council APPROVED the period of public rights to inspect the Annual Governance and Accountability Return from Monday 13 June 2022 to Friday 22 July 2022.
9. The Parish Council AGREED the recommendation from the Finance Committee to re-allocate the sum of £6,100 from the Youth Service Agreement EMR to the Youth Shelter EMR.
10. The Parish Council AGREED the recommendation from the Finance Committee to re-allocate the sum of £85,000 from the General Reserve to the Business Plan.
11. The Parish Council AGREED the recommendation from the Finance Committee to allocate £1,200 from the General Reserve to a Town Twinning Reserve.

#### 15. SNOXHALL FIELDS CHARITY SERVICE LEVEL AGREEMENT

The Council AGREED to instruct the Council's solicitor to renew the licence agreement from 01 April 2023 with the following amendments:

- Condition in clause 2.4 is not named.
- What is recital 1 in clause 1.7?
- Clause 10 – does our insurance policy include the liability of the trust?
- Clause 12 – check our hire agreements exclude the Parish Council's liability. The Parish Council should be covered by the hirer's policy.

#### 16. GENERAL DATA PROTECTION REGULATIONS 2019

The Council AGREED to appoint GDPR-info for one year as Data Protection Officer to the Council.

17. WBC COMMUNITY GOVERNANCE REVIEW  
Recommendation 5 from Bramley Parish Council is to transfer the Smithbrook area from Bramley Parish Council to Cranleigh Parish Council. The Council voted last month to reject this boundary change, the Clerk will submit this response to the consultation.
18. LETTER TO THAMES WATER  
The Council had previously delegated authority to Cllrs N Sanctuary and E Townsend and the Clerk to send a letter to Thames Water about Cranleigh water issues. Cllr E Townsend said Thames Water will no longer take part in the public Flood Forum, but have said they would setup regular private meetings. Cllr E Townsend has asked for the meeting dates on three occasions and been advised that Thames Water is undergoing a re-structure. The Council AGREED to defer this agenda item to the July meeting to wait and see if the regular meetings are established by Thames Water.
19. WBC STREET TRADING APPLICATIONS  
Cllr E Townsend wished her abstention to the Swurls application to be recorded as she has already objected to their application.  
The Council AGREED to support the applications by Swurls and Bring and Braai provided that they supply all the necessary paperwork to WBC.
20. CORONAVIRUS
- The Council AGREED to retain the Coronavirus page on their website.
  - The Council AGREED to write to the Street Champions annually to thank them for volunteering and to ask them if they wished their details to be retained.
21. UKRAINE
- The Council ACCEPTED the offer from Cranleigh Leisure Centre to provide free venue accommodation for English lessons for Ukrainian visitors.
  - The Council ENDORSED the One Cranleigh Project by Cranleigh Lions, but is unable to offer any governance for the project.
  - The Council THANKED a Ukrainian visitor for making the Jubilee banners for the Village Hall.
22. PLATINUM JUBILEE
- The Council will meet at 9.00am on Thursday 02 June 2022 in the cemetery for a photograph for the Queen's Green Canopy.
  - The final zoom meeting to organise the beacon lighting and picnic in the park is on Tuesday 31 May 2022 at 7.00pm.
23. CARNIVAL STAND SATURDAY 25 JUNE 2022
- Cllrs D Nicholas, N Sanctuary, M Scully and E Townsend will host the stand for the Business Plan consultation.
  - The Youth Council will be invited to join the stand.
24. COMMUNITY SHOWCASE SATURDAY 02 JULY 2022  
Cllrs C Gould, D Nicholas, N Sanctuary, M Scully and E Townsend will assist with the Business Plan and Rural Community Energy Fund consultation.
25. CHRISTMAS LIGHTS SWITCH ON  
The Clerk had contacted the Chamber of Commerce and said the Christmas Lights switch on event is on Saturday 19 November 2022. The Council AGREED to help with the event and to ask the Chamber of Commerce what help they require.

26. CEMETERY RULES AND REGULATIONS

The Council APPROVED the amended Rules and Regulations.  
The Council APPROVED the amended Memorial Wall Policy.

27. ALLOTMENTS LICENCE AGREEMENT

The Council DELEGATED AUTHORITY to the Property & Asset Committee to review the licence agreement.

28. WBC ASSET TRANSFERS

This item was considered in private and confidential session: reason – commercial in confidence.  
The Council AGREED to ask WBC for more information:

- Cost of maintaining these areas including grounds maintenance and bin emptying.
- Does WBC receive any government grants for these areas?
- Will WBC pay the Parish Council’s conveyancing costs?

29. SNOXHALL PAVILION

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

- The Council DECLINED a request to lease the entire pavilion building as this could impact the Football Club’s advancement in the league.
- The Council has received two Business plans for the future use of Snoxhall Pavilion. The Council had questions about both Business Plans and deferred the item to the next meeting.

30. STAFF MATTERS

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

The Clerk gave a presentation on the Staff Grading Review and left the meeting whilst the Parish Clerk post was discussed. The Council AGREED all staff grading recommendations.

31. DATE OF NEXT MEETING

Thursday 23 June 2022 at 7.00pm. The meeting closed at 9.40pm

Signature.....

Date.....