



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 21 JULY 2022
AT THE VILLAGE HALL

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.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs P Chapman, S Jeacock, D Nicholas, N Sanctuary and G Worthington were AGREED.

2. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor and Surrey County Councillor.
- Cllr R Burbridge declared she is a Trustee of Rowleys.

3. TOWN TWINNING – PRESENTATION FROM CLLR R. DENTON ON VISIT TO SEMUR-EN-AUXOIS

Cllr R Denton attended the Semur Fetes Du Bagues in late May 2022. He attended dinner with the President of the Semur European Society, visited the UNESCO World Heritage site Abbey du Fontenay, attended the Mayoral ceremony and the Fetes due Bagues Opening Ceremony, Annual Horse Race & Awards Ceremony. Cllr R Denton has made links with the Chamber of Commerce, European Friendship Club, Mayor's Office and Semur Football Club. There is interest from the Belgium twin of Semur-en-Auxois to twin with Cranleigh too. He said the Council has opportunities to make links for education, sport, music, tourism and community. The Council thanked Cllr R Denton for representing the Council and AGREED to add further discussion on town twinning to the agenda for the next Council meeting.

4. PUBLIC SESSION

There were no members of the public present at the meeting.

5. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 23 June 2022 and extraordinary Parish Council meeting on 07 July 2022, having previously been circulated, were AGREED and signed by the Chairman as a true record.

6. CHAIRMAN'S REPORT

The Council NOTED the report from the Chairman:

- The Chairman attended the celebration event held by Surrey County Council for the recent tree planting scheme.

7. CLERK'S REPORT

The Council NOTED the following report:

- NALC Dementia Friendly Communities short survey was completed at the meeting.
- Photo call for new litter bins as part of s106 application on Tuesday 02 August 2022 at 9.30am. Cllrs M Scully and E Townsend will attend.
- Memorial safety work commences in the cemetery on Monday 25 July 2022.
- Godalming Town Council are organizing an event for the Ukraine National Day on 24 August. The Clerk is liaising with the Cranleigh Ukraine guests through Cllr C Gould.
- Goodwins are investigating the leak outside the Band Room. The Parish Council is working with the Leisure Centre and has established that it is the mains water and potential stop cock point. The Council's insurers have confirmed that we are not covered for the repair of the pipework. Source of leak has been identified below the paving outside the Band Room. Work started today to repair the leak, but as yet it has not been located. The Leisure Centre has asked if we will pay for the water charges now or have the water supply turned off to the Band Room, Council Office, CAB, Scouts, Guides and public toilets. The Leisure Centre have known for years that they had a leak somewhere. The water has had to be turned off as the hole keeps filling with water.
- The Council's claim for the Welcome Back Fund for the bollard painting project has been approved.
- The Council has had an enquiry from an individual who would like to hire the Village Hall for a Friday market.
- The Lego Brick Bus has been booked for the Christmas Lights switch on event on 19 November 2022.
- The Clerk enquired if strategic CIL could be used to improve the Lashmere play area. WBC replied to say any Strategic CIL bid must be related to infrastructure necessary to support growth. It will be for any submitted bid to demonstrate how such project will support growth. Additionally, Strategic CIL is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. From the information stated in another email trail from Cllr Gould, it does seem that many of the improvement suggested may be more orientated to resolving existing deficiencies – and therefore Strategic CIL would not be an appropriate funding route. Notwithstanding this, WBC would suggest that given the fairly localised impact of such project, that a consideration of Neighbourhood CIL may be more appropriate.
- Following the Parish Council's request for WBC to bid for free trees for the rear of the bonfire site, Windmill Common and Cranleigh Mead, WBC said last year they planted some 7500 trees and that has had some consequences with consultation issues and maintenance arrangements, especially now with the drought, so WBC has decided to have a much more modest planting effort this year and be better prepared next year. Both Windmill Common and Cranleigh Mead are on their list, but the latter site in particular will need quite a bit of consultation.
- The Tree Survey Report was received yesterday. The Clerk will review and seek quotations for the works required.
- The renewable energy feasibility study work is ongoing, a meeting has been organized with the Cranleigh Climate Change Group on Tuesday 09 August 2022.
- There is a meeting of the Finance Committee on Thursday 18 August to discuss investments.

- The Clerk attended the SLCC Surrey branch meeting this week. There was a presentation about the Godalming Youth Service and discussion on budget pressures for next year. The next meeting will focus on the election timetable.
- Thank you to Cllr C Walker who attended the Youth Centre during the heatwave to help with a fire alarm call. The heatwave had knocked out the power, Council's computers, cameras, fire alarms and mobile phone signal.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

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

- During the Local Plan Part 2 public examination, the housing number calculation was challenged by developers, particularly promoting development in Cranleigh. CVHT also challenged the ASVI designation. Summing up will take place tomorrow.
- The Council is discussing the Climate Change and Sustainability SPD later on this agenda.
- Waverley has started their planning application pre-enquiry service to move applications through the system quicker.
- Film Waverley have formed a partnership with Creative England to compile an online database of local resources for the film industry including venues, security, catering and accommodation.
- Cranleigh Lions helped transport Ukrainian guests to the Jobs Fair held in Farnham attended by 250 people and supported by DWP.
- The Alfold Road improvements will not impact the red telephone box. Cllr E Townsend may have access to some funds to restore the telephone box.
- The Traffic Regulations Order for the High Street 20 mph speed limit was sealed on 24 May 2022.
- The Elmbridge Road bridge has sunk further, work is planned for the end of the year.
- The Leisure centre project have a meeting with Well North and the NHS, the Parish Council is invited to send two representatives.

9. MINUTES OF COMMITTEES

- The minutes of the Finance Committee Minutes of 05 May 2022 were RECEIVED.
- The minutes of the Personnel Committee Minutes of 11 April 2022 were RECEIVED.
- The minutes of the Planning Committee Minutes of 06 and 27 June 2022 were RECEIVED.
- The minutes of the Property & Asset Committee Minutes of 11 April 2022 were RECEIVED.

10. FINANCIAL MATTERS

1. The expenditure list for July 2022 was circulated earlier and AGREED by the Council. Cllrs M Scully and E Townsend signed the cheques.
2. The bank reconciliation to 30 June 2022 was AGREED and signed by Cllr R Denton.
3. The cashbook reconciliation to 30 June 2022 was AGREED.
4. It was AGREED to invest the sum of £100,000 with Lloyds Treasury Reserve for 3 months on 27 July 2022 and £100,000 for 3 months on 30 August 2022 at an interest rate of 0.04%.
5. The Council DELEGATED AUTHORITY to the Clerk and Cllrs C Gould and N Sanctuary or E Townsend or D Nicholas to approve the August accounts for payment and sign the cheques.

11. COMMITTEE STRUCTURE

- The Council AGREED to remove Cllr R Denton from the Planning Committee.
- The Council AGREED to appoint Cllrs N Sanctuary and M Scully to the WBC Economic Development Strategy.
- The Council AGREED to appoint Cllrs C Walker and C Gould, with Cllr R Tyler as reserve to the Leisure Centre visit.

12. POLICIES REVIEW

The Council appointed the Councillors below to review the policies and bring comments to the next meeting:

- GDPR Breach Notification Policy PC
- Climate and Ecological Policy - MS
- Coat of Arms Policy - RT
- Co-option Policy - BB
- Correspondence Guidance - CW
- Discussion with Developer Policy - CW
- Equality Policy - CG
- Fairtrade Policy - CG
- First Aid Policy - RB
- FOI Publication Scheme - BB
- General Privacy Notice - PC
- Internal Privacy Notice - PC
- Members Allowances Policy - BB
- Planning Code of Good Practice - CW
- Subject Access Policy - PC
- Training Policy - RB
- Weed Control Policy - NB
- Whistleblowing Policy - RB
- Youth Council Data Protection Policy - RT
- Youth Council Safeguarding Policy - RT
- Youth Music Club Data Protection Policy - RT
- Youth Music Club Safeguarding Policy - RT
- Street Champions Data Protection Policy - CG
- Street Champions Safeguarding Policy - CG
- Community Speedwatch Policy - MS

13. SNOXHALL FIELDS CHARITY SERVICE LEVEL AGREEMENT

The Council AGREED to instruct Surrey Hills Solicitor to prepare the new service level agreement and asked Cllr N Sanctuary to review and provide comments to the Council.

The Council NOTED their insurer's advice:

'We can confirm that providing the Parish Council are the sole trustees of the Charity and have the sole responsibility for the maintenance and upkeep for this area of land then the existing Public Liability section would extend to include the legal liabilities of the Council as far as they apply.'

Cover is subject to the terms, conditions and exclusions of the policy and a Limit of Indemnity at £10,000,000. Cover is in respect of any one claim with no limit on the number of claims. However, cover is for legal liabilities only and would not necessarily cover ANY claim, but only those for which the Parish Council be held to be legally liable, and found of negligence.

We would take this opportunity to remind your Council of the General Conditions of the Policy particularly whereby the Insured shall keep the area insured in a good state of repair, take all reasonable precautions to prevent any accidents, injury, loss or destruction.'

Cllr E Townsend raised concern about large items of grounds maintenance equipment not stored in a secure compound and insurance risk. The Clerk replied that the Council does not have the facility at the moment, but is meeting the planning consultant on Tuesday to advance the storage compound plans.

14. THAMES WATER LETTER

The Council AGREED for Cllrs N Sanctuary, M Scully, E Townsend and R Tyler to write a letter for the Clerk to send to the Chief Executive of Thames Water to complain about various water issues in Cranleigh including poor customer service and poor communication when water supplies are running low. The Council AGREED that the Council's Planning Committee should raise concerns about water supply issues in response to all planning applications for new development.

15. WBC SHARE OF THE UK SHARED PROSPERITY FUND

The Council retrospectively APPROVED the response submitted to WBC within the consultation deadline.

16. BUSINESS PLAN 2023 – 2027

The Council DELEGATED AUTHORITY to Cllrs P Chapman, D Nicholas, E Townsend and C Walker and the Clerk to create a survey monkey consultation to run during September to inform the draft Business Plan to be considered for adoption by the Council in October.

17. WBC CLIMATE CHANGE AND SUSTAINABILITY SUPPLEMENTARY PLANNING DOCUMENT

Cllr C Gould attended the seminar about this consultation document. Cllr E Townsend said the Supplementary Planning Document supplements existing planning policy and makes it more robust. The Council AGREED to support the SPD.

18. GATWICK AIRPORT NORTHERN RUNWAY PROPOSALS

The Council DELEGATED AUTHORITY to Cllrs C Gould and E Townsend to draft a response for the Clerk to submit to the consultation.

19. CHARITY COMMISSION ANNUAL RETURN CHANGES CONSULTATION

The Council DELEGATED AUTHORITY to the Clerk to submit a response to this consultation raising concern that the additional questions around Sole Managing Trustees will increase the charity's costs as external professional assistance will be required to complete the Annual Return.

20. PROPERTY & ASSET COMMITTEE RECOMMENDATIONS

- Water bottle refilling station – The Council AGREED to purchase a water bottle filling station for installation next to the public toilet at Snoxhall Fields to be funded from the Snoxhall Fields Charity Reserve.
- Cemetery Toilets CIL application and 50% matched funding – this item was deferred to the September meeting awaiting the quotation for the toilets to enable a discussion on matched funding available from the Parish Council.
- Replace rotten timbers around the multi-play unit and blocks – The Council AGREED to replace the timbers to be funded from the Snoxhall Fields Charity Reserve.
- Replacement goal posts for bottom and middle pitches and Bruce McKenzie Field – The Football Club have been awarded 75% funding from the Football Association and asked the Parish Council to fund 50% of the remaining funding. The Council AGREED to fund £562.50 from the General Reserve.
- Additional dog litter bin at Snoxhall Fields – The Council AGREED to fund the supply and installation of an additional dog litter bin close to the Downs Link to be funded from the Snoxhall Fields Charity Reserve. The Clerk was asked to arrange repair of the dog litter bin by the Beryl Harvey Field allotments.
- Snoxhall Fields public toilet drainage improvements – The Council AGREED to appoint a contractor for the work to be funded from the Snoxhall Pavilion Reserve.
- The Council AGREED to update the allotments licence agreement to include shed OR polytunnels and to prohibit bonfires.
- The Council AGREED to increase the allotment licence fee by 4% from 01 October 2023.

- The Council AGREED to fell the cemetery oak tree 0065 to a 5 – 6m monolith and asked the Clerk to obtain a second quotation. The Council AGREED that the contractor should be appointed on ability to do the work within the required timescale and then price. The Council AGREED to appoint the Surrey Wildlife Trust ecologist to supervise the work and advise on a replacement tree.

21. VILLAGE HALL WALL HANGINGS

The Council deferred this item to the next meeting for the Clerk and Cllr N Sanctuary to investigate fire proofing and installing the wall hangings as stage backdrops.

22. SNOXHALL PAVILION

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

The Clerk gave a powerpoint presentation of the issues raises by the two clients about their draft licence agreements.

The Council AGREED:

- Cranes Bar may open using TENS prior to the full premises licence but the Council requires a revision of the event description on the TENS to include ‘and open to members of the public’.
- The Council AGREED for Cllr M Scully to support the Clerk as Proper Officer working with the clients.
- The Council AGREED that in line with its current policy that no free setup time is offered to any clients. The Council is a fair landlord handling public funds.
- Both licence agreements will have a mid term review point of 01 March 2023.
- The Council AGREED that the Cranes Bar licence agreement will include a clause ‘no cash to be left on the premises overnight’.
- The Council AGREED the temporary advertising banners for Cranes Bar.
- The Council AGREED for three TVs to be installed on wall mounted brackets in the club room and removed at the end of every session and locked in the snug room.
- The Council AGREED to provide shelving in the Nursery store room, quiet room and in the club room.
- The Council AGREED to install a lockable folding partition in the club room to securely lock away Nursery equipment when the bar is open to be funded from the Snoxhall Fields Charity Reserve.
- The Council AGREED to replace the carpet area in the club room with altro flooring to be funded from the Snoxhall Fields Charity Reserve.
- The Council AGREED to offer the Snug room to Cranes Bar for storage and to fund a contractor to move the Council filing to the Council Office for sorting, and eventual storage in the cupboard behind the small kitchen in the Village Hall.
- The Council AGREED for access to the cellar through the alleyway.
- The Council asked the Clerk to find out more about CCTV and access to third party client footage.

23. DATE OF NEXT MEETING

Thursday 15 September 2022 at 7.00pm. The meeting closed at 9.30pm

Signature.....

Date.....