



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 16 FEBRUARY 2023  
IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge\*

Cllr P Chapman

Cllr R Denton

Cllr C Gould

Cllr S Jeacock\*

Cllr D Nicholas\*

Cllr N Sanctuary (Vice Chairman of the Council)

Cllr M Scully\* (Chairman of the Council)

Cllr E Townsend

Cllr R Tyler

Cllr C Walker\*

Cllr G Worthington\*

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, two members of the public.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs P Chapman, R Denton, C Gould, N Sanctuary, E Townsend and R Tyler were AGREED.

2. DECLARATIONS OF INTEREST

- Cllr R Burbridge declared she is a Trustee of Rowleys.
- Cllr C Walker declared he is a member of the Newlands Residents Association.
- Cllr D Nicholas declared he is a member of the Football Club.
- Cllr S Jeacock declared an interest in the Guide Hall.

3. PUBLIC SESSION

- A member of the public from Hitherwood attended the meeting to raise concern about overgrown trees at Snoxhall Fields. Cllr D Nicholas offered to have a look and report back to the Council.
- The Girl Guiding District Commissioner attended the meeting to ask for a variation of the Guide Hall lease to allow external hire for community bookings to help them with rising energy costs.

4. MINUTES

The draft minutes of the Parish Council meeting held on 19 January 2023, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMAN'S REPORT

The Council NOTED the following report:

- The Parish Council is deeply saddened to learn of the passing of its former Clerk Pauline Whitehead and sends its sincere condolences to her family. All Councillors are invited to her thanksgiving service.

- The Lions President Trevor Dale has asked for suggestions for a big project to mark the Lions centenary in Cranleigh next year. The Council AGREED to ask Cllr N Sanctuary to contact the Lions to discuss a stand for the new 3G pitch at Glebelands School.

## 6. CLERK'S REPORT

The Council NOTED the following report:

- WBC are holding a candidate briefing session via zoom at 6.30pm on Monday 06 March 2023 to explain the elections process.
- Cllr E Townsend has organized a visit to the sewage treatment plant for a maximum of 10 visitors. Cllrs D Nicholas, M Scully and Cllr C Walker have asked to attend.
- There is a consultation on the proposed extension of the Surrey Hills AONB boundary starting on 07 March to 13 June 2023. The Clerk is attending a briefing on the review of the Surrey Hills AONB next month and has added an agenda item to the March meeting for the Council to consider the appointment of a planning consultant to assist the Council with its response.
- The Surrey Climate Commission has an away day on 01 March 2023 to discuss their priorities and objectives and invites community groups to join them.
- The Waverley Borough Council (Reorganisation of Community Governance) Order 2023 has now been made reducing the number of Cranleigh wards from 5 to 2 for the May 2023 elections.
- The National Planning Policy Framework consultation runs until 02 March 2023.
- Following a briefing note issued by NALC, the Clerk sought advice on VAT exemption for multiple pitch bookings from our County Association who confirmed the Council continues to charge appropriately for VAT.
- A meeting has been organized with two financial advisors for Cllrs P Chapman, N Sanctuary and C Walker next week.
- The Council has a request from the Mosaic Partnership to complete a baseline statement for Cranleigh BID by the end of February.
- A member of the public asked the Parish Council to provide street lighting on Village Way from the Leisure Centre to the Co-op. The Clerk explained that this section of Village Way is Waverley Borough Council responsibility and the frontage of Co-op is Co-op responsibility. Councillors commented that the new Leisure Centre may have external lighting.
- Works to stabilize the Elmbridge bridge over the Downs Link commenced this week and will continue for six weeks, but should not disrupt traffic.
- Works to replace the water pipes in Horsham Road have started and will continue until May 2023. The Clerk has reported the pothole developing in the shared carriageway through the road works.
- From 01 April 2023, on street parking enforcement will be handled by Surrey County Council through NSL.
- From 01 April 2023, Surrey County Council (SCC) will take over responsibility for Environmental Maintenance (grass cutting, weed spraying and treatment of noxious weeds) across the whole of the County. approach 4 urban cuts, 2 rural cuts and 1 weed spray treatment per annum.
- The Clerk has asked for advice from WBC Heritage Officer for the War Memorial lighting project.
- Surrey Highways are investigating the gullies in North Downs this week, which block and lead to flooding on the southern end of Snoxhall Fields.
- The Council has provided free use of the Snoxhall Community Centre for our Ukrainian guests to have a free trial of pickle ball.
- The 5% retention sum is payable next month on the Village Hall ceiling lights project.
- Three new black litter bins and two green composting bins have been ordered for the cemetery.

- The trees donated by Surrey County Council will be planted next week around the green storage container.
- The coronation banners will be installed next week, having been to Wales for flameproofing.
- Pest Control have dealt with a mice infestation at the Council Office.
- Asbestos encapsulation was carried out at the Pavilion changing rooms following the annual re-inspection.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend sent her apologies.

8. MINUTES OF COMMITTEES

The minutes of the Planning Committee Meeting of 09 January 2023 were RECEIVED.  
The minutes of the Finance Committee Meeting of 07 November 2022 were RECEIVED.  
The minutes of the Personnel Committee Meeting of 07 November 2022 were RECEIVED.

9. FINANCIAL MATTERS

1. The expenditure list to 16 February 2023 was circulated earlier and AGREED by the Council. Cllrs D Nicholas and G Worthington signed the cheques.
2. The bank reconciliation to 31 January 2023 was AGREED and signed by Cllr C Walker.
3. The cashbook reconciliation to 31 January 2023 was AGREED.
4. The Council AGREED to appoint Mike Platten as Internal Auditor for financial year 01/04/23 – 31/03/24.
5. The Council AGREED to release the sum of £1,072 from the Snoxhall Fields Charity Reserve to fund the removal of the Rock n Cross.

10. COUNCIL STRUCTURE

The Council AGREED to ask SCC if Cllr S Jeacock can join the High Street Working Party as a Parish Council nominated representative.

11. RISK ASSESSMENT 2023

The Council APPROVED the 2023 Risk Assessment.

12. FIXED ASSET REGISTER 01/04/23 – 31/03/24

The Council NOTED the changes to the Fixed Asset register this year and APPROVED the Fixed Asset Register for financial year 01/04/23 – 31/03/24.

13. INSURANCE

The Council APPROVED the review of the insurance policy and AGREED to seek three quotations for renewal this year.

14. SNOXHALL FIELDS

- The Council AGREED to enter into a Service Level Agreement for the management of the Snoxhall Fields charity for a further five years from 01 April 2023, and to add maintenance of the Parish Council footpaths to the agreement.
- The Council discussed the boundary licence agreements for householders adjacent to Snoxhall Fields who occupy a strip of the recreation ground under a licence agreement. The Council asked the Clerk to obtain further advice on making the licence transferable to new house owners and whether a charge can be lodged with HM Land Registry.
- The Council AGREED not to pursue the claim for a right of way across third party land at Snoxhall Fields at the moment.

15. POLICIES REVIEW

The Council ADOPTED the following policies:

- Breach Notification Form
- Data Protection training Policy
- CCTV Policy Checklist
- CCTV Footage Request Form
- DPIA Procedure
- Example DPIA Form
- Information Security Policy
- Internal Privacy Notice
- External General Privacy Notice
- Internal General Privacy Notice Staff Cllrs
- Data Retention and Disposal Policy
- Fair Processing Procedure
- Retention of Records Procedure
- Subject Access Request Checklist
- Breach Notification Policy
- CCTV Policy
- WIFI Policy

16. LIONS CARNIVAL

The Council AGREED to have a stand at the Lions Carnival on Saturday 24 June 2023 and to invite the Youth Council to join the stand. The new Council organise the carnival stand.

17. CORONATION WORKING PARTY

The Clerk gave an update from the Working Party meeting last night:

- Permission is being sought for the closure of Fountain Square, use of Stocklund Square and use of the Common by the War Memorial.
- A TENS is being requested for Horsham Band, Rock Choir, Youth Music Club and Open Mic.
- A Street Trading Licence is being requested for the sweet stall, Moooh ice cream and hog roast.
- Children's fun fair rides, children's entertainer, craft fair and market stalls are organised.
- The Arts Centre are helping the Scouts and Guides to make decorations for the event.
- Lions are displaying their flags along the High Street. The coronation banners will be installed in the Village Hall next week and illumination of the War Memorial and Village Hall is being investigated.
- Cranleigh in Bloom are updating the village flowerbeds.
- A map and timeline for the event are being created.
- Banners to advertise the event will be ordered soon, and the Council asked for logos of all organisations involved to be included along the bottom of the banner.
- The Council AGREED to order litter bins for the Common and to organise a litter pick at the end of the day.

18. THAMES WATER CONSULTATION WATER RESOURCES MANAGEMENT PLAN 2024

The Council AGREED to submit the response prepared by Cllr C Walker.

19. CRANLEIGH DRAINAGE ISSUES

The Council AGREED to invite Surrey County Council to a meeting of the Council to discuss drainage issues on the Horsham and Elmbridge Road and link with future planning for housing development in the parish.

## 20. HIGH STREET IMPROVEMENTS

The Council were invited to an SCC zoom meeting to hear feedback on the recent public consultation on the High Street improvements. The Council then discussed the proposals and public feedback and AGREED to submit the comments below to SCC:

- Removal of roundabout at Horseshoe Lane – the Council objects to its removal as it slows traffic down.
- Raised table at St James Place – the Council objects to its installation as they would like to keep the Horseshoe Lane roundabout.
- Removal of bus lay-by outside Sainsburys – the Council would like to keep a bus lay-by here but reduce it to only one bus length to prevent car parking.
- Raised table at Rowland Road – the Council objects to this raised table. It would like to see a new mini roundabout serve this junction.
- Raised table Knowle Lane – the Council objects to this raised table. It would like to see a pedestrian refuge added to this junction for safer pedestrian crossing.
- Removal of parking outside Cook/Celebration Cakes – the Council objects to the removal of car parking here to support the businesses for pop and shop and deliveries and suggests using part of the orange section of widened footpath to provide short term parking.
- Removal of bus lay-by Fountain Square – the Council supports moving this bus lay-by down to Manns in conjunction with providing parking bays outside Cook/Celebration Cakes. The moving of the lay-by will enable this section of road to shift slightly north allowing for the parking bays.
- Fountain Square pedestrianisation – the Council support this proposal.
- Two disabled parking bays outside Subway on footway – the Council support this proposal in conjunction with the parking outside Cook/Celebration Cakes and moving the bus lay-by to Manns.
- Replace pedestrian island outside M&S with raised table – the Council object to the removal of the pedestrian island.
- Closure of Post Office access road – the Council objects to the closure of the access road.
- Removal of roundabout Village Way – the Council objects to the removal of this roundabout.
- Raised table Village Way junction – the Council objects to the raised table as it wishes to retain the roundabout at this junction.
- Closure of Village Hall access road to hammerhead turning circle – the Council objects to the closure of this access road as it is used by disabled persons visiting the chemist for prescriptions.
- Obelisk public realm improvement – the Council supports the enhancement of the Obelisk and its curtilage and protection of the monument.

## 21. WBC REVIEW OF PUBLIC SPACES PROTECTION ORDERS RELATING TO DOG FOULING AND DOG CONTROLS

The Council had no comments as it has previously declined to have the order extended to Parish Council land.

## 22. CRANLEIGH VILLAGE HEALTH TRUST

The Council had previously AGREED that any consultation questionnaire on the future use of the Paddock Field is the sole responsibility of CVHT. CVHT discussed the Council's decision at their Board meeting and felt it is important to point out that at the CPC/CVHT meeting on 10 January 2023, the consensus of opinion was that any questionnaire should be discussed and agreed by both the Parish Council and CVHT, and it was not the sole decision of CVHT to consult the public through a questionnaire. CVHT said the Trustees feel that any further discussions should be deferred till after the Council elections. The Council NOTED these comments.

## 23. YOUTH MUSIC CLUB

The Council AGREED to fund a new drum kit up to the value of £600 from the Civic Miscellaneous Expenses budget.

24. PRE-APPROVED CONTRACTORS LIST 2023

This item was considered in private and confidential session: reason – commercial in confidence. At the request of the Finance Committee, the Clerk had provided expenditure data for the last three years for each contractor. The Council AGREED the Pre-Approved Contractors List for 2023.

25. GUIDE HALL LEASE

This item was considered in private and confidential session: reason – commercial in confidence. On the advice of the Council’s solicitor, the Council AGREED to permit community hire of the Guide Hall for a period of one year until 31 March 2024, and to extend this offer to the Band Room and Scout HQ on request.

26. WAVERLEY CITIZENS ADVICE BUREAU

This item was considered in private and confidential session: reason – commercial in confidence. The Council has received a request to vary the lease to Waverley Citizens Advice Bureau and will be meeting with them on 23 February 2023 to discuss this in more detail. The request will be considered at the March Council meeting.

27. SNOXHALL PAVILION HIRERS

This item was considered in private and confidential session: reason – commercial in confidence. The Council has submitted an application to the county court for payment, but if the debt remains unpaid, the Council will not be seeking a judgement due to cost of legal fees.

28. STAFF MATTERS

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

- The Council AGREED to re-issue the Staff Handbook with latest policies.
- The Council AGREED to appoint a Trainee Groundsperson on national minimum wage and Local Government Pension Scheme.
- The Council AGREED to recruit a Trainee Admin Clerk, after the Admin Clerk for Finance and Property leaves, for 20 hours per week on the SLCC contract to cover office hours Monday to Friday 9.30am – 12.30pm. The Council AGREED to close the Council Office on the rare occasions that both the Clerk and Senior Clerk are absent.
- The Council DECLINED the request from Community Energy South to assist with employing a temporary member of staff to support the Cranleigh Climate Action Group as the Council is facing a short staffing period this year.

29. DATE OF NEXT MEETING

**Annual Parish Meeting Thursday 09 March 2023.**

Surrey Wildlife Trust are presenting and the Youth Council have been invited to attend.

**Parish Council Meeting Thursday 16 March 2023.**

The meeting closed at 9.22pm

Signature.....

Date.....