



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 18 MAY 2023
IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge*

Cllr D Nicholas

Cllr M Scully* (Chairman of the Council)

Cllr E Townsend*

Cllr R Tyler*

Cllr C Walker*

Cllr M West*

Cllr G Worthington*

PRESENT*

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

1. ELECTION OF CHAIRMAN

Cllr R Burbridge nominated Cllr M Scully as Chairman, was seconded by Cllr R Tyler and AGREED. Cllr M Scully signed his declaration of acceptance of office and took the chair.

2. APOLOGIES FOR ABSENCE

The Council AGREED the work commitment apology of Cllr D Nicholas.

3. CO-OPTION OF NEW COUNCILLORS

There were four applications for the four vacancies on the Cranleigh East Ward: Alan Morrison, Hannah Nicholson, Nigel Sanctuary and Laura Talmage. Candidates present were invited to speak for two minutes about their application for the vacancies:

- Mr Alan Morrison said he has been a Parish Councillor previously in Staffordshire and he would like to raise the profile of the Parish Council with residents.
- Mrs Laura Talmage said she is fairly new to the village, but is a user of the leisure facilities and would like to get involved with projects for teenagers.

The Council took a vote on the co-option of the following candidates to the Office of Parish Councillor in Cranleigh East Ward:

- Vacancy 1 – Hannah Nicholson 4, Alan Morrison 2, Hannah Nicholson CO-OPTED.
- Vacancy 2 – Nigel Sanctuary 4, Alan Morrison 3, Nigel Sanctuary CO-OPTED.
- Vacancy 3 – Laura Talmage 4, Alan Morrison 3, Laura Talmage CO-OPTED and signed her declaration of acceptance of office.
- Vacancy 4 – Alan Morrison 4, 3 abstentions, Alan Morrison CO-OPTED and signed his declaration of acceptance of office.

4. ELECTION OF VICE CHAIRMAN

Cllr R Burbridge nominated Cllr C Walker as Vice Chairman, was seconded by Cllr R Tyler and AGREED. Cllr C Walker signed his declaration of acceptance of office.

5. DECLARATIONS OF INTEREST

- Cllr R Burbridge declared she is a Trustee of Rowleys.
- Cllr E Townsend declared she is a Waverley Borough and Surrey County Councillor.
- Cllr C Walker declared he is a member of the Newlands Residents Association.
- Cllr A Morrison declared he is a member of the Luigi Francescon Trust.

6. PUBLIC SESSION

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

7. MINUTES

The draft minutes of the Parish Council meeting held on 20 April 2023, having previously been circulated, were AGREED and signed by the Chairman as a true record.

8. CHAIRMAN'S REPORT

The Council NOTED the following report:

- Thank you to everyone who worked on the last Council, we have a good team working on some fantastic projects and hope to continue that work. This term will be exciting working on some fantastic assets and projects including the High Street improvements, Neighbourhood Plan, Rural Community Energy Fund and Project Initiation Document.
- Cllr G Worthington said he would like to thank the Chairman and Clerk for the really well run royal visit, it was received well by the village and a great day. The Chairman said Cranleigh was chosen because community organisations in the village had been included in the Coronation event.

9. CLERK'S REPORT

The Council NOTED the following report:

- WBC have now decided that Hogspudding Lane will not be renamed to Baynards Road.
- Cranleigh School are asking for volunteering opportunities for students on a Wednesday afternoon 3.30 – 4.30pm.
- Following the Council's refusal to undertake any work other than health and safety tree surgery, the home owner at Charts Close would like to exercise their common law right to prune our tree back to their boundary. The Clerk will ask the home owner to wait for the results of the ecological survey.
- The ecological report from the Surrey Wildlife Trust on the trees by the tennis courts is awaited, before the health and safety surgery can be booked.
- WBC's Arboriculturalist has advised that a tree at Snoxhall Fields has developed a large split and requires either bracing or felling. The Council's tree surgeon has attended site and advised felling to 1.8m high, due to the tree's proximity to the car park. The Clerk will ask Surrey Wildlife Trust to provide an ecological assessment prior to felling.
- The Clerk has received further correspondence from a plot holder at the Beryl Harvey allotments with concerns about a dead limb on an overhanging tree. The Chairman has visited the site and the Clerk has arranged for the Council's tree surgeons to remove the deadwood on their next visit at the end of June.
- The bus shelter glass will be replaced on 31 May 2023.
- New swings will be installed on 26 June 2023.
- South East Coast Ambulance Service will be guest speaker at the June Council meeting. The Town Twinning Association will be invited to the July meeting.
- SCC are arranging a volunteer day on the Downs Link on Wednesday 31 May 2023 to install new kissing gates at Whitley Manor Farm.
- Extraordinary Council meeting next Thursday at 7.00pm

10. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The Council NOTED the following report from Cllr E Townsend:

- A rural speed limit review is being undertaken on Barhatch Lane, Knowle Lane, Smithwood Common Road, Cox Green Road, Baynards Lane and Horsham Road.
- Footpath repairs will be undertaken along Ewhurst Road.
- Ewhurst Road pelican crossing will be installed in August.
- Traffic calming is being organised for Elmbridge Road.
- WBC are reviewing Local Plan Part One.

11. MINUTES OF COMMITTEES

- The minutes of the Finance Committee Meeting of 06 February 2023 were RECEIVED.
- The minutes of the Personnel Committee Meeting of 06 February 2023 were RECEIVED.
- The minutes of the Planning Committee Meeting of 03 April 2023 were RECEIVED.

12. COUNCIL STRUCTURE

The Council AGREED the following appointments:

Finance Committee	D Nicholas, N Sanctuary, M Scully*, E Townsend, T Tyler, C Walker
Neighbourhood Plan Committee	M West**, L Talmage, E Townsend*
Personnel Committee	R Burbridge**, N Sanctuary, M Scully, R Tyler*, M West
Planning Committee	R Burbridge, D Nicholas, M Scully**, L Talmage, R Tyler*, C Walker, G Worthington
Property & Asset Committee	R Burbridge, D Nicholas*, M Scully, L Talmage, C Walker, G Worthington**
Subject Access Request Committee	D Nicholas, M Scully, E Townsend, R Tyler, C Walker, G Worthington

* - Chairman, ** - Vice Chairman

The Council NOMINATED the following representatives to outside bodies:

Acute Treatment Centre	R Tyler
Chamber of Commerce	M Scully
Cranleigh Arts Centre	R Tyler
Cranleigh Brick and Tile Liaison Group	R Tyler
Cranleigh Community Fund	R Burbridge
Cranleigh Flood Forum	M Scully, L Talmage, E Townsend
Cranleigh Library	R Burbridge
Cranleigh Networking Group	E Townsend, R Tyler
Cranleigh Vallendar Club	
Cranleigh Neighbourhood Watch	
Dementia Friendly Cranleigh	R Tyler
Destination Cranleigh	D Nicholas
Draft Business Plan	D Nicholas, E Townsend, C Walker
Dunsfold Advisory Group	N Sanctuary
Gatwick - CAGNE	
High Street SCC Working Party	R Burbridge, G Worthington
Internal Audit	N Sanctuary, C Walker
Leisure Centre	C Walker, G Worthington

Older Persons Network	R Burbridge
Recreation Users	D Nicholas, L Talmage, E Townsend, G Worthington
Remembrance Day	M Scully
Rowleys	R Burbridge
Rural Community Energy Fund	N Sanctuary, M Scully
SALC	
Surrey Police	Clerk
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	R Tyler
Waverley Cycle Forum	D Nicholas, G Worthington
WBC Economic Development Meeting	M Scully, M West
WBC Town and Parish Planning Forum	M Scully, G Worthington
Wey & Arun Canal	R Burbridge
Youth Council	A Morrison, D Nicholas, N Sanctuary, L Talmage, E Townsend, R Tyler, G Worthington
Henry Smith Charity	2 Councillors + 3 independent members. Rosemary Burbridge, Nigel Sanctuary, Brian Cheesman, Roy Glasper, Michael Trent

13. CALENDAR OF MEETINGS

The Council AGREED the calendar of meetings for 2023 - 24 and delegated authority to the Clerk to amend the calendar as and when necessary.

14. COUNCIL POLICIES AND PROCEDURES

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

- Standing Orders
- Financial Regulations
- Investment Strategy – The Council adopted the original Investment Strategy and referred the amendment on types of investment back to the Finance Committee.
- Fixed Asset Register
- Insurance Schedule
- Risk Management Strategy
- Risk Assessment
- Health and Safety Policy
- Terms of Reference for Committees and Scheme of Delegation.
- Publication Scheme for the Freedom of Information Act 2000
- Code of Practice for Handling Complaints
- Press Policy

15. THE GENERAL POWER OF COMPETENCE

Part 1 of the Localism Act 2011 applies a general power of competence to local authorities in England. Section 1 (1) of the Act provides that “a local authority has power to do anything that individuals generally may do”. The power extends to ‘eligible’ parish councils. Under the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* (SI 2012/965), an ‘eligible’ parish council is one in which at least two-thirds of the members have been elected (i.e. not co-opted) and it has a qualified Clerk. The Council CONFIRMED that it meets the prescribed conditions namely that two-thirds of the Council was elected on 04 May 2023 and the Council employs a qualified Clerk who holds the AQA Certificate in Local Council Administration and module 7 of CiLCA 2012. The Council RESOLVED to adopt the General Power of Competence.

16. FINANCIAL MATTERS

1. The expenditure list for May 2023 was circulated earlier and AGREED by the Council. Cllrs M Scully and C Walker will authorise the payments.
2. The bank reconciliation to 30 April 2023 was AGREED and signed by Cllr M West.
3. The cashbook reconciliation to 30 April 2023 was AGREED.
4. The Council APPROVED the Internal Audit Report for financial year 01/04/22 – 31/03/23 and noted the requirement to include the budget calculation in the minutes of the meeting at which it is approved.
5. The Council APPROVED the report on the scope and effectiveness of the Internal Audit for financial year 01/04/22 – 31/03/23 by Cllr N Sanctuary.
6. The Parish Council APPROVED the Annual Governance Statement for the Annual Governance and Accountability Return for financial year 01/04/22 – 31/03/23.
7. The Parish Council APPROVED the Accounting Statements for the Annual Governance and Accountability Return for financial year 01/04/22 – 31/03/23.
8. The Parish Council APPROVED the period of public rights to inspect the Annual Governance and Accountability Return from Monday 03 June 2023 to Friday 13 July 2023.
9. The Parish Council APPROVED the investment options table, to invite two companies to give a presentation to the Council and to consider non-ESG investments.
10. The Parish Council AGREED to invest £100,000 on 31 May 2023 for six months on Lloyds Treasury Reserve and to invite CCLA to give a presentation to the Council.

17. CORONATION CELEBRATIONS

The Chairman reported that letters of thanks had been sent to:

- TRH Duke and Duchess of Edinburgh
- HM Lord-Lieutenant Michael More-Molyneux
- Mrs Caroline Breckell, Deputy Clerk to the Surrey Lieutenancy, Under Sheriff of Surrey
- All members of the Working Party
- All suppliers

The Council APPROVED the budget over-spend of £4,000 for the royal visit to be funded from the General Reserve and NOTED that the flags are now an asset of the Council.

18. LIONS CARNIVAL

The Council AGREED for Cllrs A Morrison and M Scully to prepare the Carnival display about current projects.

19. DEPT FOR LEVELLING UP, HOUSING AND COMMUNITIES CONSULTATION ON THE INFRASTRUCTURE LEVY

The Council AGREED to withdraw this item as the response was sent last month.

20. SURREY HILLS AONB REVIEW

The Chairman left the meeting having declared an interest, the Vice Chairman took the Chair. The Council DELEGATED AUTHORITY to Cllr E Townsend, the Clerk and Senior Admin Clerk to review and submit the Council's response to the consultation.

21. LIONS 50 PROJECT

No decision was needed on this agenda item as Cllr E Townsend advised that SCC would not permit road signs that contain advertising.

22. PROJECT INITIATION DOCUMENT

The Council DEFERRED this item to the Extraordinary Parish Council meeting next week.

23. RCEF COMMUNITY ENERGY FUND

The Council DEFERRED this item to the next meeting for Cllr N Sanctuary to lead the agenda item. The Clerk was asked to book a meeting with the energy consultant.

24. ASSETS OF COMMUNITY VALUE

The Council appointed Cllrs N Sanctuary and E Townsend to a Working Party to review the previous work, group the assets into asset types and bring a report to the next meeting of the Council.

25. WBC ASSET TRANSFERS

The Council DEFERRED this item to be discussed once the Project Initiation Document has been reviewed.

26. YOUTH MUSIC CLUB POLICY

The Council DEFERRED this item to the next meeting for Cllr N Sanctuary to review the draft policy.

27. SNOXHALL STORAGE COMPOUND

This item was considered in private and confidential session: reason – commercial in confidence. The Council AGREED to appoint Grasstex to build the storage compound and allocate the balance of funds from the General Reserve.

28. WAVERLEY CITIZENS ADVICE BUREAU (CAB)

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

The Clerk confirmed that CAB have accepted the new lease as below:

- A 12 month lease with a 3 month break clause.
- CAB's liability for the repairs that have accrued over the period of the old lease are carried over to the new lease and are dealt with at the end of the new lease.

29. DATE OF NEXT MEETING

Extraordinary Parish Council Meeting Thursday 25 May 2023 at 7.00pm
Parish Council Meeting Thursday 22 June 2023 at 7.00pm

The meeting closed at 8.49pm

Signature.....

Date.....