



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 18 JANUARY 2024
IN THE COUNCIL CHAMBER

Councillors

Cllr R Burbridge*

Cllr A Morrison*

Cllr H Nicholson*

Cllr D Nicholas

Cllr N Sanctuary*

Cllr M Scully*

(Chairman of the Council)

Cllr L Talmage

Cllr E Townsend*

Cllr R Tyler*

Cllr C Walker*

(Vice Chairman of the Council)

Cllr M West*

Cllr G Worthington*

PRESENT*

ALSO PRESENT: Parish Clerk B. Bell, one member of the public in person and 2 via zoom.

1. APOLOGIES FOR ABSENCE

The Council AGREED the apologies of Cllr D Nicholas who is working and Cllr L Talmage who is unwell.

2. GUEST SPEAKER: MRS KATE WALKER AND MR PAUL LYNCH OF CRANLEIGH JOB CLUB

Mrs Walker said that Paul Lynch had founded the Job Club and is supported by Mike Guy and herself. They meet fortnightly on a Monday, next meeting is on Monday 22 January 2024. They are not a recruitment organisation but offer support and encouragement to job seekers to grow their skills and focus on their personal career objectives. Attendees can be unemployed looking for work or employed and looking for a new role. They have supported 90 people since they began in January 2022.

Mrs Walker said the Parish Council can help to support the Job Club by spreading the word about their services. The Council AGREED to help and suggested posting flyers in the bus shelters where young people wait for the bus to college. It was also suggested that they could hold a recruitment fayre in the Village Hall on a Saturday, perhaps supported by the Job Centre who are keen to help in Cranleigh.

3. DECLARATIONS OF INTEREST

- Cllr R Burbridge declared she is a Trustee of Rowleys.
- Cllr N Sanctuary declared he is the Chairman of Glebelands School Governors.
- Cllr E Townsend declared she is a Waverley Borough Councillor and Surrey County Councillor.
- Cllr A Morrison declared he is a Waverley Borough Councillor.
- Cllr C Walker declared he is a member of the Newlands Residents Association.
- Cllr H Nicholson declared she is a volunteer at Knowle Park.

4. PUBLIC SESSION

A member of the public wished to raise concern about the blanket imposition of 20mph speed limit zones and referred to reports by the Transport Minister Mark Harper MP. She reported his comments that the widespread use of a 20mph limit “damages the ability” for the zones to have an impact on roads where a lower speed is required for safety reasons because drivers are “less likely to comply”. She is happy to provide links to the Council. She said 20mph speed limit zones are not a no-cost option, as bus timetables may need to be re-worked, delivery services will be slower and tradespersons will take longer to travel between jobs.

5. MINUTES

The draft minutes of the Parish Council meeting held on 14 December 2023, having previously been circulated, were AGREED and signed by the Chairman as a true record.

The extraordinary Parish Council meeting held on 11 January 2024, having previously been circulated, were AGREED and signed by the Chairman as a true record with the following amendment:

Adoption of the Neighbourhood Plan will give some protection from the five years housing land supply tilted balance.

6. CHAIRMAN'S REPORT

- The Chairman reported that a three year old labrador called Beau was abandoned in Snoxhall Play Park on Friday. She was taken in by Surrey Hills Rehab and handed over to Charlotte at Rowly Vets. She was very poorly needing two hourly feeds. CCTV footage of the person dumping her has been provided to Surrey Police. Vet Charlotte runs a charity called Lulu's Friends who re-home abandoned cats and dogs. The Council AGREED to use the General Power of Competence to provide a donation of £500 from the grants revenue budget.
- The Chairman asked Cllr E Townsend if a date has been agreed for the public meeting to discuss the High Street improvements and she confirmed that no date has been agreed yet.
- The Chairman asked if WBC had received a response from Thames Water from the State of the Borough Debate questions last year, Cllr E Townsend said WBC had followed this up but has not had a response yet.

7. CLERK'S REPORT

The Council NOTED the following report:

- Cllr N Sanctuary and the Clerk have their first meeting with the Department of Housing, Levelling Up and Communities on Monday to discuss the Council's successful bid for £307,454 Community Ownership Fund for the Village Hall.
- Cllrs N Sanctuary and M Scully and the Clerk are meeting the Conservation Architect on Monday to start plans for the Village Hall improvements under the Community Ownership Fund grant.
- The Council had a Subject Access Request by a member of the public for CCTV of an accident involving the pothole in Village Way. The Clerk had reported the pothole as dangerous to Waverley Borough Council the day before.
- Cllrs R Burbridge, D Nicholas and G Worthington have been asked to visit the five remaining properties that have not yet returned their Snoxhall boundary licence agreement.
- Building emergency lighting and fire detection additions are complete.
- The Clerk and Grounds Manager are organizing new bollards on the newly re-surfaced Downs Link to prevent vehicular access on to Snoxhall Fields recreation ground.
- Representatives from the Football Club and persons interested in tennis provision in Cranleigh will be attending the next meeting of the Property & Asset Committee.

- Your Fund Surrey have arranged a meeting with Cllrs N Sanctuary and M Scully to discuss our bid for funding for a Tennis Club on the Bruce McKenzie Field.
- Cllrs N Sanctuary and Cllr M Scully and the Clerk are meeting three padel tennis companies next week to discuss their proposals for the tennis courts in Village Way.
- The Clerk, Senior Admin Clerk and Sexton met with a new grave digger this week, who can comply with our Grave Digging Policy.
- Cranleigh in Bloom reported that some of the render is falling from the Obelisk. WBC have fenced off the monument awaiting repair.
- There is £4,552.02 remaining in environmental improvements PIC funding. The Property & Asset Committee will consider improvements for funding.
- There is another funding round in the Spring for the Community Energy Fund.
- Surrey County Council have replaced the hand rails over the Downs Link bridge and have agreed to replace the Parish Council's two damaged HERAS fencing panels that were used by the Parish Council to block the gap in the rails over Littlemead Broo, but have asked the Council to collect them from Guildford.
- Cllr E Townsend has confirmed that there is no funding remaining in the Members Allocation Fund this financial year for the communication board in Snoxhall Play Park.
- The Clerk has raised a complaint with Initial Rentokil as they have not been providing the monthly urinal pipework service at the Village Way public conveniences.
- The Clerk has reported the flooded footpath alongside the tennis courts to Surrey County Council as it forms part of the town path and is their responsibility.
- The Clerk reported the flooding along Horsham Road to Surrey County Council as there is a new area of flooding almost opposite the dog park, which has been building up over the last couple of years so it points to blocked ditches. However Surrey County Council has replied that with all the rainfall over the last few months they understand fields are going to be flooded and excess water will flood onto roads. SCC is unable to take any action regarding this as it is due to the amount of rain fall.
- The Clerk reported the large swathe of ice on the Horsham Road close to Vachary to Surrey County Council. SCC replied that an officer will go out and inspect the area, and they then replied that they cannot salt areas on demand.
- The Clerk reported the large number of felled branches in close proximity to the road edge along the Horsham Road to Surrey County Council as they pose a significant risk of impaling any driver that spins off the road in flood water or ice. SCC have replied to say that an officer will make an inspection visit.
- In response to the Parish Council's request for Surrey County Council to attend a meeting to discuss flooding on Cranleigh roads, two officers are meeting with the Clerk and Chairman next week to discuss the flooding on the Elmbridge and Horsham Road.
- The Clerk raised a complaint with Castle Water as the water bill for the public conveniences at the Common went from £110 per annum to £7,000. Castle Water said they had been unable to read the meter. The Clerk arranged for the plumber to read the meter and turn the water off, as Castle Water said we must have a leak. The public conveniences were closed for three weeks over Christmas whilst the Council waited for an appointment for a specialist leak detection company appointment. They confirmed there was no leak and provided a report including a photo of the meter reading. Castle Water telephoned the Clerk and admitted that their contractor had mis-read the meter and would credit the high invoice. The Clerk asked for compensation for the cost of the leak detection company at £495 + VAT, but has not yet had a reply from Castle Water. The Clerk has raised yet another complaint and referred to their press release about their high performance in water meter reading.
- On 23 November 2023, Thames Water visited the Council Office to advise that there was a leak on their side of the Village Hall water meter. The leak was repaired on 29 December 2023.

The Clerk has raised a complaint with Castle Water as the leak compensation scheme only permits the Council to apply for compensation for the leak from 23 November 2023 until 29 December 2023, but the last meter reading was 28 October 2023 and the water bill has gone from £990 for the same period the year before to £8,500.

- The Clerk has raised another complaint with Castle Water about the high water bill for the High Street flowerbeds. The bill has risen from £110 per annum to £5,500 and Castle Water are still charging for waste water fees when all there is installed in the flowerbeds is a tap. Cranleigh in Bloom have confirmed that the tap has not been used in the last year. Castle Water have advised that the Parish Council has been reading the incorrect water meter, so we are waiting for Castle Water to come out and read the meter and update the bill. They are still ignoring the complaint about the waste water charges.
- The Clerk has raised another complaint with Castle Water as she is unable to reconcile the cemetery drainage account as there is a payment on the Castle Water account with no supporting paperwork that has not debited the Parish Council's bank account.
- The Clerk has reported the damaged bollard in the Village Way car park to Waverley Borough Council.
- Following the communication from Waverley Borough Council last month about the ownership of the three electricity cabinets on the Common, WBC has said that based on the information supplied, WBC has concluded that Cranleigh Chamber of Commerce own and have responsibility for the cabinets as they have the benefit of the electricity and have taken responsibility for maintaining the cabinets. WBC will now contact the Chamber of Commerce directly in order to regularise the basis on which the cabinets are located and operating on WBC common land.
- The Lord Lieutenant has been invited to the Annual Parish Meeting on Thursday 07 March 2024 to present a plaque in commemoration of the Coronation. Waverley Borough Council will be giving a presentation on the new Cranleigh Leisure Centre. WBC have asked if the Council can provide any further information on their comments relating to the use/re-use of local bricks for the new Leisure Centre. Cllr M Scully will respond to WBC.
- The new Dunsfold access road is officially named Canada Avenue. The Parish Council is invited to the formal opening of the access road on Thursday 25 January 2024 at 11.00am when there will be a vehicle parade and fly past.
- The Senior Admin Clerk is attending Gatwick Airspace Change Proposal webinar next week which will provide details of the redesign of flight arrival and departure routes.
- The Senior Admin Clerk is attending a webinar on the new biodiversity duty next month.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- The Godalming Youth Service will be bringing their mobile youth van to Cranleigh after school on Mondays. The Council AGREED to invite the Godalming Youth Worker to give a presentation to the Council.
- Cllr E Townsend has already reported the tree branches along Horsham Road to SCC.
- Cllr E Townsend has reported the damaged sign on the Elmbridge Road, but SCC only repair signs every six months.
- WBC will shortly circulate their draft Economic Development Strategy.
- The Rural Speed Review for Cranleigh is currently being prepared which will recommend changes to speed limits in the parish.

9. MINUTES OF COMMITTEES

- The minutes of the Planning Committee Meeting of 11 December 2023 were RECEIVED.

10. FINANCIAL MATTERS

1. The expenditure list for January 2024, circulated earlier, was AGREED by the Council and Cllrs M Scully and C Walker will authorise the online payments for January.
2. The bank reconciliation to 31 December 2023 was AGREED and signed by Cllr H Nicholson.
3. The cashbook reconciliation to 31 December 2023 was AGREED.
4. The Council AGREED to redeem £50,000 from the CCLA Public Sector Deposit Fund for the February accounts for payment.
5. The Council AGREED to increase the Village Hall Community Ownership Fund matched funding from £50,000 to £68,850 from the General Reserve to meet the requirement for 20% matched funding.
6. The Council AGREED to pay the Supplemental Grant of £3,500 from the Henry Smith charity to the Cranleigh Community Fund.
7. The Council AGREED the mid year Internal Audit report for financial year 01/04/23 – 31/03/24 and its recommendations to add cyber risk to the Council's risk assessment and to ask long term hirers to pay by Standing Order, as direct debit is only suitable for larger organisations with multiple clients.
8. The Council AGREED the report by Cllrs N Sanctuary and C Walker on the scope and effectiveness of the mid year internal audit for financial year 01/04/23 – 31/03/24.

11. OUTSIDE BODIES

The Council NOTED the following reports:

- Beryl Harvey Conservation Field – no update.
- Centenary Garden – the Grounds Manager has noted the absence of volunteers recently so the Council may need to ask its ground maintenance contractor for assistance.
- Community Speedwatch. There are only two active volunteers now so the Clerk and Senior Admin Clerk monitored the Knowle Lane site today to keep the site active.
- Recreation Users – included in the agenda for the next meeting of the Property & Asset Committee.
- Youth Council – Cllrs. A Morrison, E Townsend, R Tyler and G Worthington are able to attend the February Youth Council meeting. The Clerk will be mentoring the Youth Council through the Duke of Cornwall Community Safety Award.
- Youth Music Club – Cllr N Sanctuary is unable to attend Youth Music Club on 15 February and 07 March 2024, so it will be paused until April.

The Council APPOINTED the Clerk as the Council Youth Lead.

12. CLIMATE LEAD COUNCILLOR

The Council APPOINTED Cllr M West as the Council's Climate Lead.

13. SCC RIGHTS OF WAY IMPROVEMENT PLAN

The Council completed the survey during the meeting.

14. WAVERLEY SUSTAINABLE TRANSPORT EXECUTIVE WORKING GROUP 20 MPH AREAS

The Council answered the following questions from WBC's Working Group:

- 1) What 20mph zones or areas do you already have in the parish?
Cranleigh High Street from the Obelisk to the roundabout at the junction with Horseshoe Lane and St James Place.
- 2) Does Cranleigh Parish Council want a 20mph area (or specific zone)?
Yes outside schools and Rowleys.
- 3) Where would the parish council want 20mph coverage?
Outside Rowleys in Rowland Road, Cranleigh C of E School in Parsonage Road, Glebelands School in Parsonage Road, Park Mead School in Park Drive, and St Cuthbert Mayne School in St Nicolas Avenue.

15. RISK ASSESSMENT 2024

- The Council AGREED the 2024 Risk Assessment with the following addition:
Liability section, clause 3.3:
Cyber Security. Controls – Employ IT contractor who undertakes quarterly routine maintenance, applies security patches and updates anti-virus software. Use Office 365 for email. Regularly review online banking permissions. Further controls – take out cyber insurance.
- The Clerk was asked to create a separate Suspect Package Risk Assessment.

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

The Council AGREED the Fixed Asset Register for 01/04/23 – 31/03/24.

17. INSURANCE

- The Council AGREED the insurance schedule review.
- Cllr N Sanctuary will review cyber insurance provision and will bring a report to the next meeting of the Council.

18. PROJECTS

- Snoxhall Machine Shed Planning Application - Machine shed planning application number WA/2024/00037. MSA Surveyor has provided a quotation to support the Council through the design stage to implementation of the machine shed at Snoxhall Fields. Robin Nugent will also be providing a quotation for this work. The Council will consider quotations at its next meeting.
- Snoxhall MUGA Planning Application – due to be submitted shortly.
- Snoxhall Pavilion Community Ownership Fund - round 3 closed unexpectedly early by DHLUC. Round 4 will re-open in late February and we need to be ready to immediately submit an expression of interest.
- Village Hall Community Ownership Fund - meeting with DHLUC on Monday 22 January 2024 and with the architect on the same day. The Council DELEGATED AUTHORITY to Cllrs N Sanctuary and M Scully and the Clerk to appoint the architect to commence work on this time constricted project within the project budget. All hirers have been notified of the impending works and potential hall closure this year.

19. WAR MEMORIAL

- The Council AGREED to wait until the rosebed improvements could be discussed with the Royal British Legion before making any decisions on their replacement.
- The Council AGREED to provide some manure/feed for volunteers to spread around the roses.

20. STAFF MATTERS

This item was considered in private and confidential session: reason – staff in confidence. The Council NOTED the staff update by the Clerk.

21. DATE OF NEXT MEETING

Parish Council Meeting Thursday 15 February 2024

The meeting closed at 8.55pm.

Signature.....

Date.....