



MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT 7.00 P.M.
ON THURSDAY 16 MAY 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 one member of the public via zoom.

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES FOR ABSENCE

The Council AGREED the prior commitment apologies of Cllrs N Sanctuary and E Townsend, and apology from Cllr R Tyler who is unwell.

3. ELECTION OF VICE CHAIRMAN

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

4. DECLARATIONS OF INTEREST

- Cllr R Burbridge declared she is a Trustee of Rowleys.
- Cllr A Morrison declared he is a Waverley Borough Councillor.
- Cllr D Nicholas declared he is a member of the Football Club.

5. PUBLIC SESSION

- A member of the public asked how much power the new Leisure Centre would take off the grid, Cllr A Morrison said he would ask WBC.
- A member of the public said they felt the design of the new Leisure Centre was not in keeping with the Cranleigh Design Statement. The new Leisure Centre will be subject to local planning authority consent.

6. MINUTES

The minutes of the Parish Council meeting held on 21 March 2024 with the following amendments were AGREED and signed by the Chairman as a true record:

Remove the following sentences:

The Chairman said the Parish Council had submitted its own comments, both good and bad, on the High Street Improvements, but the Council would like to know more about future community consultation. The Chairman had met Rt Hon Jeremy Hunt MP at an event in the village.

Cllr E Townsend raised concern that it was a political meeting, but the Chairman said he is not aligned to any political party. Cllr N Sanctuary felt there are been several rounds of consultation and questioned the Council's goals for this meeting.

Cllr E Townsend said Rt Hon Jeremy Hunt MP has nothing to do with the High Street Improvements, he has no control over them. She said the Chairman should have asked her about the High Street Improvements. She said if the Leader of SCC is meeting with the Chairman of the Parish Council to discuss the High Street Improvements, the meeting would be at SCC Offices and not the Conservative Party HQ, this is a political statement.

Cllr C Walker said it would appear the Parish Council have been speaking to the wrong people by contacting the SCC Officers and asked who the Parish Council should contact to discuss the High Street Improvements. Cllr E Townsend said it is her project and the Parish Council should speak with her, and then she would contact the Leader of SCC and the Cabinet Member. She said the Parish Council bypassed her by speaking directly with the SCC Officers. Cllr E Townsend said if she makes a request to SCC, then they will look at certain elements of the project again, but she has no control over the Horseshoe Lane and Obelisk elements as they are outside of the High Street Improvements.

Cllr N Sanctuary said the Parish Council should follow due process. The Chairman said that members of the public have emailed SCC but received no response. He said the PR around the High Street Improvements has not been good and asked Cllr E Townsend if there would be further consultation around the amended High Street Improvements plans and whether SCC would take on board views of the community. Cllr E Townsend said she has already said that and added that the Cabinet Member is not happy with the project communications. She said SCC has a brand new Placemaking Team who feel under pressure and do not want to come to Cranleigh as they are concerned about the reaction from the community.

and Surrey Hills Rehab have refused contractors access to the building.

Add the following sentence:

The Council DECLINED to give the Chairman a mandate to attend the meeting on the behalf of the Parish Council.

The draft minutes of the Parish Council meeting held on 18 April 2024, having previously been circulated, were AGREED and signed by the Chairman as a true record.

7. CHAIRMAN'S REPORT

The Chairman reported:

- The travellers have moved on. He thanked Gavin at Tunnell Grab, Martin Bamford and the Council's Grounds Manager Nick Barnett for helping secure the Council's grounds in an emergency.
- Cllr R Tyler is recovering and the Council was delighted to receive her voice message.
- The main point of contact for the High Street Improvements is SCC Officer Tim Crawshaw.
- The Council registered the gift of coffee from Alpher Coffee.

8. CLERK'S REPORT

The Council NOTED the following report:

- The Clerk and Chairman met with Fields in Trust to discuss the tennis courts as a member of the public had contacted them about the Council's discussions regarding temporary usage for the Leisure Centre build.
- The Council's insurers have offer £550 for the stolen trailer, less the excess of £100. The Clerk advised that the insurers had requested proof of purchase for the trailer, but as it was purchased in 2009, the Council no longer has a copy of the invoice. The Clerk advised that the Council should review its Fixed Asset Register and consider whether some of the aged items should continue to be insured.
- Waverley Borough Council has approved the extension of the anti-social behaviour (ASB) Public Spaces Protection Order (PSPO) for Godalming, Farncombe and council managed parks and greenspaces.
- The Local Government Boundary Commission for England review of the Surrey boundaries recommend no changes to the boundary or name for the county boundary of Cranleigh and Ewhurst.
- A dog food bank CIC is being set up in Cranleigh and they are looking for premises to meet the dogs for a couple of hours per week.
- Invitation to the Scouts AGM on Tuesday 21 May 2024 at 8.00pm. Cllr M Scully will attend.
- Invitation to Cranleigh Lions 50th Anniversary Dinner on Saturday 20 July 2024.
- Invitation from SMART Cranleigh to Growing Health Together at the Arts Centre Wednesday 12 June 2024 10.30am to 12.30pm. Cllrs D Nicholas and H Nicholson will attend.
- The Clerk would like to thank the Chairman and Martin Bamford for helping to secure the Council's grounds on Monday evening. The Parish Council has lost hirer income and parking income as a result of the security measures.

9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr A Morrison reported:

- WBC followed due process to undertake welfare checks for the travellers before seeking a s77 notice requiring them to leave. The market was cancelled.
- Hoppa and Hoppa Hospital transport are very popular but still require the subsidy from WBC.

10. MINUTES OF COMMITTEES

- The minutes of the Finance Committee Meeting of 13 November 2023 were RECEIVED.
- The minutes of the Personnel Committee Meeting of 29 February 2024 were RECEIVED.
- The minutes of the Planning Committee Meeting of 11 March 2024 and 29 April 2024 were RECEIVED.

11. COUNCIL STRUCTURE

The Council AGREED the following appointments which will be reviewed on the return of Cllr R Tyler: (* - Chairman, ** - Vice Chairman)

Finance Committee	R Burbridge, D Nicholas, N Sanctuary**, E Townsend, C Walker*, M West, G Worthington
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, H Nicholson, M Scully**, L Talmage, R Tyler, C Walker, G Worthington
Property & Asset Committee	R Burbridge, A Morrison, 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

The Council NOMINATED the following representatives to outside bodies:

Acute Treatment Centre	G Worthington
Chamber of Commerce	M Scully
Climate Change	M West
Cranleigh Arts Centre	M Scully
Cranleigh Brick and Tile Liaison Group	D Nicholas
Cranleigh Community Fund	R Burbridge
Cranleigh Flood Forum	M Scully, L Talmage, E Townsend
Cranleigh Heritage Trust	R Burbridge
Cranleigh Library	R Burbridge
Cranleigh Networking Group	E Townsend, R Tyler
Cranleigh Vallendar Club	M Scully
Cranleigh Neighbourhood Watch	D Nicholas
Dementia Friendly Cranleigh	H Nicholson
Destination Cranleigh	D Nicholas
Draft Business Plan	D Nicholas, E Townsend, C Walker
Dunstable Advisory Group	N Sanctuary
Gatwick - CAGNE	
High Street SCC Working Party	C Walker
Internal Audit	N Sanctuary, C Walker
Knowle Park	R Burbridge, H Nicholson
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	M Scully, C Walker
Surrey Police	Clerk
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	R Burbridge
Waverley Cycle Forum	D Nicholas, G Worthington
WBC Economic Development Meeting	M Scully, M West
WBC Town and Parish Planning Forum	M Scully, L Talmage, G Worthington
Wey & Arun Canal	R Burbridge
Youth Council	A Morrison, D Nicholas, N Sanctuary, E Townsend, R Tyler, G Worthington
Henry Smith Charity	2 Councillors + 3 independent members. Rosemary Burbridge, Nigel Sanctuary, Brian Cheesman, Roy Glasper, Cathy Gould

12. CALENDAR OF MEETINGS

The Council AGREED the calendar of meetings for 2024 - 25 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 with 18a and 18c amended to £30,000
- Financial Regulations using NALC 2024 model.
- Investment Strategy
- General Reserves Policy with Finance Committee amendments.
- 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

14. FINANCIAL MATTERS

1. The expenditure list for May 2024, circulated earlier, was AGREED by the Council and Cllrs R Burbridge and M Scully will authorise the online payments for May.
2. The bank reconciliation to 30 April 2024 was AGREED and signed by Cllr L Talmage.
3. The cashbook reconciliation to 30 April 2024 was AGREED.
4. The Council APPROVED the Internal Audit Report for financial year 01/04/23 – 31/03/24 and noted the requirement to review the physical presence of assets listed on the Fixed Asset Register.
5. The Council APPROVED the report on the scope and effectiveness of the Internal Audit for financial year 01/04/23 – 31/03/24 by Cllr C Walker. Cllr C Walker said the internal audit was methodical, checked internal records, bank balances and VAT.
6. The Council APPROVED the Annual Governance Statement for the Annual Governance and Accountability Return for financial year 01/04/23 – 31/03/24.
7. The Council APPROVED the Accounting Statements for the Annual Governance and Accountability Return for financial year 01/04/23 – 31/03/24.
8. The Council APPROVED the period of public rights to inspect the Annual Governance and Accountability Return from Monday 03 June 2024 to Friday 12 July 2024.
9. The Council APPROVED the level and rationale of the Council's earmarked reserves as follows:

310	General Reserve	£145,514
321	War Memorial Fund	£882
342	Town Twinning	£225
343	Capital	£20,444
344	Forward Maintenance Plan	£38,476
345	Elections	£4,348
346	CIL	£67,737
347	BID	£4,331
350	AED	£40
351	MUGA	£44,501

355	Youth Shelter	£6,100
356	Snoxhall Fields parking income	£9,567
358	Snoxhall Fields access road	£38,143
360	Pitches	£6,728
365	Grounds maintenance	£24,027
366	Play park extension	£388
370	Centenary Garden	£5,210
372	Village Hall architect fees	£99,872
394	Public Conveniences	£866
396	D-Day	£2,578
398	Pavilion	£27,281
401	SERA Bins	£251
402	Youth Council Music Club	£117
	Total EMR	£402,112

10. The Council AGREED to withdraw £50,000 from CCLA for June accounts for payment. Cllrs M Scully and C Walker to sign the redemption form.

11. The Council AGREED that £1million fidelity guarantee is currently adequate, but may need review on receipt of the Community Ownership Fund grant.

12. The Council reviewed its banking arrangements and APPROVED the following signatories:

Bank signatories for Lloyds:

RB, AM, DN, NS, MS, CW plus Parish Clerk and Senior Admin Clerk

Bank signatories for CCLA:

RB, AM, DN, NS, MS, CW plus Parish Clerk

The Council AGREED to add the new Trainee Admin Clerk to the Lloyds bank account.

13. The Council APPROVED the list of variable direct debits.

14. The Council APPROVED the list of pre-approved contractors.

15. The Council AGREED to provide a grant of £500 to the Kent, Surrey and Sussex Air Ambulance.

15. OUTSIDE BODIES

The Council NOTED the following reports:

- Beryl Harvey Conservation Field – no update.
- Centenary Garden – There have been reports of a rough sleeper in the Centenary Garden.
- Community Speedwatch – no update.
- Recreation Users – no update.
- Youth Council – The Youth Council met young entrepreneur Alpher Coffee this month and will be helping at the Council's D-Day event. Cllr A Morrison will supervise the Youth Council at the D-Day event.
- Youth Music Club – The Youth Music Club re-started at Glebelands Music Department last week.
- D-Day – The Youth Music Club will not be ready for the D-Day event so 40's style music will be played until the Horsham Band start at 8.30pm. Singers needed to lead the sing-along for the finale, Councillors will advertise request on social media.

- Dunsfold - Trinity College has now committed to the build of Dunsfold Garden Village and engaged Gummer Leathes as specialists in development procurement and management. They have commenced work on the early stages for site preparation and site development.
- Leisure Centre - Waverley informally advised that they would like to take the Parish Council up on our offer to utilise the Tennis Courts during the Leisure Centre build. Any usage would be subject to formal agreement on each party's desired outcomes. PC representatives stressed the quid pro quo for future use. The Council AGREED to ask WBC to create some visuals of what the area might look like at the end of the Leisure Centre build and benefit for the community of the use of the tennis courts land. The Parish Council would like consultation before the use of the land is agreed at a future meeting, and it will be subject to the consent of Fields in Trust.
- Carnival – the Parish Council agreed to take part in the Cranleigh Lions 50th anniversary parade.

16. CRANLEIGH NEIGHBOURHOOD PLAN

- The Council NOTED the referendum date of 20 June 2024.
- Cllr L Talmage is creating a graphic for sharing on social media and leaflet to be printed.

17. CRANLEIGH VILLAGE HEALTH TRUST

The Council NOTED that WBC are approaching Cranleigh Village Health Trust about the future use of the Paddock Field.

18. SURREY HILLS AONB REVIEW

The Council NOTED that the Consultation Analysis Report is due in May.

19. PROJECTS

This item was held in confidential session: reason – commercial in confidence.

Machine Shed

- No update from the Executive Head of Planning at WBC, Cllr A Morrison will seek a response.
- The Council AGREED to wait for the installation of a green leylandii cypress hedge to screen the storage compound funded from the Forward Maintenance Plan Reserve until the outcome of the machine shed planning permission is known and after the dry summer season to reduce watering requirements.

Pavilion Improvements

Cllr D Nicholas reported that the Working Party had met and are engaging with key stakeholders at the moment. The next step will be to create a Business Plan for presentation to the Council before engaging the architect, previously agreed by the Council.

The Council AGREED to investigate security measures for the entrance to Snoxhall Fields and to engage with Snoxhall users.

Cranleigh Village Hall

Hearing Loop

The Clerk has requested a quotation from Stage Electrics for an IR system hearing loop.

Community Ownership Fund Round 3 – Phase 1 Improvements

The Council is required by DHULC to enter a legal charge on Cranleigh Village Hall for seven years including a clawback of funds. The Clerk has sought advice from the Council's solicitor who said, 'The Parish Council cannot enter into a legal charge of the Hall as a local Council cannot charge any of its individual assets. Such a charge if entered into is void and unenforceable. (Section 13 of the Local Government Act 2003.) The most that the Council can do is to permit the grant funder to enter a restriction against the property to prevent it being sold or dealt with during the term of the Grant. If the Council signs the charge which it knows is unenforceable, the Grant would immediately become repayable.'

The Council has asked DHULC how it has overcome this issue with other Councils. The Clerk advised that the Council continues to spend money at risk and should consider if it can cover the expenditure in the event of non-payment of the grant.

Phase 1 Works

- Creation of disabled toilet - IT has been moved from the ticket office and the cupboard build is ongoing this week. The fire alarm panel will also need moving and as it is obsolete it will be the optimum time to upgrade the panel. A quotation has been requested from CIA.
- Three companies are tendering for the full building and theatre works.
- Quotes still needed for the kitchen upgrade.

Community Ownership Fund Round 4 – Phase 2 Improvements

An expression of interest has been submitted to round 4 of the Community Ownership Fund for:

- Raked seating system
- Green room back stage facilities
- Additional fire exits

The Council AGREED to apply for a grant of £400,000 of which £80,000 matched funding will be placed in an earmarked reserve to be funded from Neighbourhood CIL and the Business Plan Reserve. The Council AGREED to submit a full application for raked seating system (which may require floor reinforcement), additional fire exits, disabled toilet to serve the café and storm porch.

The Council AGREED that phase 3 improvements would include green room and sustainability improvements.

Village Hall Café

The Council AGREED to advertise the opportunity to run a café from the Village Hall from September, to consult with the existing hirers on opening times and DELEGATED AUTHORITY to the Property & Asset Committee and Finance Committee to recommend the licence fee to full Council.

20. SNOXHALL FIELDS PLAY PARK SANDPIT

(This item may be held in private and confidential session – reason: commercial in confidence)

The Betty Riseley Trust for Children has offered the full request amount of grant funding of £26,515 for the new sandpit at Snoxhall Fields. The grant has a condition that a bench must be included with a plaque for the Betty Riseley Trust for Children. The outcome of the request for £5,000 from the Gatwick Airport Community Trust is awaited in July. The Council has also committed £5,000 from the Snoxhall Fields Charity Reserve.

The Council AGREED to appoint Proludic to supply and install an inclusive play equipment and sandpit and to underwrite any shortfall in grant funding from the Snoxhall Fields charity reserve.

21. SURREY HILLS REHAB LICENCE AGREEMENT

(This item may be held in private and confidential session – reason: commercial in confidence)

The Council considered the request by Surrey Hills Rehab to vary their licence agreement.

The Council AGREED:

- To continue to give as much notice as possible of contractors working in the building.
- To explain the terms of the Council’s business interruption insurance to Surrey Hills Rehab.
- To invoice a fixed amount monthly to enable Surrey Hills Rehab to pay by standing order.
- To accept six weeks closure by Surrey Hills Rehab at February half term for gas safety works, May half term for electrical safety works, two weeks in the summer and two weeks at Christmas with no reduction in fee.
- To explain the new parking permit system under the control of WBC.
- To explain that under the Council’s charitable objectives and Equality Policy that the Council is unable to offer reserved disabled bay parking.
- The Clerk will continue to be the out of hours contact.

Cllrs A Morrison and G Worthington will meet with Surrey Hills Rehab to explain the licence agreement.

22. STAFF MATTERS

(This item may be held in private and confidential session – reason: staff in confidence)

- The Clerk reported that a new Trainee Admin Clerk joins us on Monday.
- The Council AGREED an amendment to an existing contract of employment.

23. DATE OF NEXT MEETING

Parish Council Meeting Thursday 27 June 2024. The meeting closed at 9.40pm.

Signature.....

Date.....