



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 15 MAY 2025  
IN THE COUNCIL CHAMBER

Councillors

Cllr C Bennett  
Cllr R Burbridge\*  
Cllr T Cobby\*  
Cllr A Morrison\*  
Cllr H Nicholson  
Cllr D Nicholas  
Cllr M Scully\*  
Cllr E Townsend\*  
Cllr R Tyler\*  
Cllr C Walker  
Cllr M West\*

(Chairman of the Council)

(Vice Chairman of the Council)

PRESENT\*

ALSO PRESENT: Parish Clerk B. Bell.

1. ELECTION OF CHAIRMAN

Cllr R Tyler nominated Cllr M Scully as Chairman of the Council, 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 C Bennett and C Walker, work commitment apology of Cllr D Nicholas and Cllr H Nicholson apology as she is unwell.

3. ELECTION OF VICE CHAIRMAN

Cllr M Scully nominated Cllr C Walker as Vice Chairman of the Council, was seconded by Cllr R Tyler and AGREED.

4. DECLARATIONS OF INTEREST

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

5. PUBLIC SESSION

There were no members of the public present.

6. MINUTES

The draft minutes of the Parish Council meeting held on 17 April 2025, having previously been circulated, were AGREED signed by the Chairman as a true record.

7. CHAIRMAN'S REPORT

The Council NOTED the Chairman's Report:

- The Chairman thanked the Council for his re-election, he said it has been a busy year and there is lots to do in the year ahead – carnival, local council award scheme, machine shed.

- The Chairman thanked George Worthington for his contribution to the Parish Council and his great ideas, the vacancy created by his resignation has been advertised.
- The Chairman asked Cllr E Townsend for an update on the s106 funding for the Leisure Centre bridge, she confirmed that it is going through SCC legal process at the moment.
- The Chairman asked Cllr E Townsend to speak to WBC about the refuse contract as the refuse trucks are still parking in the Village Way car park which is contributing to surface damage.
- The new entrance gates have been installed at Snoxhall Fields and the contractor has exposed the footings of the Leisure Centre bridge in advance of investigation by the structural engineer on bridge replacement.
- The Chairman has asked the Clerk to compile a register of requests for CCTV that the Council is unable to fulfil due to lack of coverage in the High Street.

#### 8. CLERK'S REPORT

The Council NOTED the following report:

- The ditch clearance along Knowle Lane was carried out last week and the Grounds Manager worked with the contractor to dispose of the spoil generated.
- The entrance gates for Snoxhall Fields were installed this week and our clients notified in advance of the installation.
- The fencing to the Bruce McKenzie Field was installed earlier this week.
- The supernova roundabout was repaired last week.
- The Chairman, Vice Chairman, Clerk and Senior Admin Clerk met with Pickleball to discuss their usage of Snoxhall Community Centre. They also raised concerns about dead spots on the sprung sports hall floor. The Clerk met with the flooring contractor who explained that the footings have moved under the floor which has been down for 35 years. Unfortunately the floor cannot be repaired, it has to be completely re-laid.
- The remaining tree works from the 2024 survey should be complete this week, as they require a power shutdown.
- The Clerk asked if there were any further comments about the condition of the War Memorial. Cllr T Cobby said the Council should consider a policy to remove the wreaths six weeks after Remembrance Sunday to prevent water entrapment causing further damage to the lettering.
- The Clerk has booked a GDPR audit for 30 June 2025 to ensure the Council is able to answer assertion 10 on the annual governance and accountability return at the end of this financial year.
- The Council awaits the completed lease from Citizens Advice Bureau South West Surrey.
- There has been no further update from WBC regarding the Snoxhall Fields car park licence agreement.
- WBC advise that they are in the process of appointing the contractor for the new Leisure Centre and will let the Parish Council know in May their intended use of the tennis courts.
- The Clerk is running a survey about the roller disco days and times. The Council has received many complimentary comments thanking the Council for bringing the roller disco to Cranleigh.
- Citizens Advice South West Surrey are looking for a Chair of the Board of Trustees.

#### 9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr E Townsend reported:

- The contractor is finalising the paperwork for the Leisure Centre build and will then commence site surveys and be able to provide an update on the use of the tennis courts.
- The roundalls have been painted in the wrong location on Knowle Lane and will be corrected.
- The bridge works on Knowle Lane have been delayed to enable the carnival to proceed.
- Road works continue on Alfold Road and Elmbridge Road.
- WBC are holding a Local Plan Workshop.

- The latest member allocation funding round is complete. 18 organisations have benefited with Park Mead receiving the highest grant for their PTA hub.
- There is a planning application for 79 units on Horsham Road and 70 units on Guildford Road.
- The Environment Agency have objected to a planning application for five houses on Woodland Avenue due to water quality issues.
- There are several Thames Water burst pipes in Hitherwood, Ewhurst Road, Horseshoe Lane, Guildford Road, The Ridgeway and Alfold Road.
- Bollards are being installed in St Nicolas Avenue to deter school parking and SCC will be concentrating parking enforcement around Cuthbert St Mayne School, followed by Glebelands, Cranleigh C of E School and Park Mead School is having a safety inspection.
- A new Surrey Rangers team are available to clean road signs and cut back overgrowing vegetation.

#### 10. MINUTES OF COMMITTEES

- The minutes of the Finance Committee Meeting on 13 February 2025 were AGREED.
- The minutes of the Personnel Committee Meeting on 13 February 2025 were AGREED.
- The minutes of the Planning Committee Meeting on 31 March 2025 and 22 April 2025 were AGREED.

#### 11. COUNCIL STRUCTURE

The Council AGREED the following appointments:

(\* - Chairman, \*\* - Vice Chairman)

Finance Committee	T Cobby, D Nicholas, M Scully, R Tyler, E Townsend, C Walker*, M West
Personnel Committee	R Burbridge**, H Nicholson, M Scully, R Tyler, M West*
Planning Committee	C Bennett, R Burbridge**, D Nicholas, H Nicholson, M Scully, R Tyler*, C Walker
Property & Asset Committee	R Burbridge, T Cobby, A Morrison, D Nicholas*, M Scully, C Walker
Subject Access Request Committee	D Nicholas**, M Scully, E Townsend, R Tyler, C Walker*,

The Council NOMINATED the following representatives to outside bodies:

<b><u>PARISH COUNCIL OBSERVERS</u></b>	<b><u>Observer</u></b>
Chamber of Commerce	M Scully
Climate Change Lead	M West
Cranleigh Arts Centre	M Scully
Cranleigh Brick and Tile Liaison Group	D Nicholas
Cranleigh Community Fund	R Burbridge
Cranleigh Health and Wellbeing	M Scully
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
Dunsfold Advisory Group	A Morrison
Gatwick - CAGNE	Vacancy
High Street SCC Working Party	C Walker
Internal Audit	D Nicholas, C Walker
Knowle Park	R Burbridge, H Nicholson
Leisure Centre	C Walker
Older Persons Network	R Burbridge
Remembrance Day	T Cobby
Rowleys	R Burbridge
SALC	M Scully, C Walker
Surrey Police	Clerk
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	R Burbridge, C Walker
VJ Day	T Cobby, M Scully
Waverley Cycle Forum	D Nicholas
Wey & Arun Canal	R Burbridge
Youth Council	B Bell, R Burbridge, H Nicholson, A Morrison, M Scully, E Townsend, R Tyler
Youth Lead	B Bell
Henry Smith Charity - 2 Councillors	R Burbridge, C Walker
+ 3 independent members	Brian Cheesman, R Glasper, C Gould

## 12. CALENDAR OF MEETINGS

The Council AGREED the calendar of meetings for 2025 - 26 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, noting the following revisions:

- Standing Orders and Financial Regulations have been reviewed with the 2025 NALC model to include the Procurement Act 2023 and Procurement Regulations 2024 and the Council has AGREED to specify the tender threshold at £30,000.
- Fixed Asset Register – The Council AGREED in accordance with the Practitioners Guide 5.57 – 5.69 which details proper practices for Fixed Assets, the Council has vouched for assets in the last year, recorded their location, lifespan for grounds maintenance equipment, recorded that assets are valued at their original acquisition cost and the minimum value of asset insured is £125 as the insurance excess is £125.
- Investment Strategy
- General Reserves Policy
- 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 2025, circulated earlier, was AGREED by the Council and Cllrs R Burbridge and A Morrison will authorise the online payments for May.
2. The bank reconciliation to 30 April 2025 was AGREED and signed by Cllr E Townsend.
3. The cashbook reconciliation to 30 April 2025 was AGREED.
4. The Council AGREED to withdraw £50,000 from CCLA, Cllrs A Morrison and M Scully signed the redemption form.
5. The Council APPROVED the Internal Audit Report for financial year 01/04/24 – 31/03/25 and NOTED there were no recommendations.
6. The Council APPROVED the report on the scope and effectiveness of the Internal Audit for financial year 01/04/24 – 31/03/25 by Cllr C Walker. Cllr C Walker reported at the Finance Committee on the scope and effectiveness of the Internal Audit based on section 4 of the guidance in the Practitioners Guide. He reported that the Internal Audit covered the scope of the Practitioners Guide and was very detailed.
7. The Council APPROVED the Annual Governance Statement for the Annual Governance and Accountability Return for financial year 01/04/24 – 31/03/25.
8. The Council APPROVED the Accounting Statements for the Annual Governance and Accountability Return for financial year 01/04/24 – 31/03/25.
9. The Council APPROVED the period of public rights to inspect the Annual Governance and Accountability Return from Tuesday 03 June 2025 to Monday 14 July 2025.
10. The Council APPROVED the level and rationale of the Council's earmarked reserves as follows:

321	War Memorial Fund	£882
342	Town Twinning	£225
343	Capital	£13,161
344	Forward Maintenance Plan	£0
345	Elections	£4,348
346	CIL	£68
347	BID	£0
350	AED	£40
351	MUGA	£44,501
354	EMR Tractor	£450
355	Trees	£0
356	Snoxhall Fields parking income	£2,540
358	Snoxhall Fields access road	£0
360	Pitches	£4,053
362	Bins	£0
363	Signs	£366
365	Grounds maintenance	£6,452
366	Play park extension	£0

368	Ecology	£1,803
370	Centenary Garden	£5,210
372	Village Hall architect fees	£3,178
373	Village Hall phase 2	£76,828
394	Public Conveniences	£866
396	D-Day	£87
398	Pavilion	£27,281
401	SERA Bins	£251
402	Youth Council Music Club	£117
	Total EMR	£192,707

- The Clerk advised that the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. The current NRE is £597,902 so General Reserve should be circa £149,476. The General Reserve at the end of the financial year was £201,503.
  - The Committee AGREED to transfer the recreation budget surplus of £26,649 to the Grounds Maintenance Reserve.
  - The Committee AGREED to transfer the Village Hall Phase 2 earmarked reserve to a new Machine Shed reserve to hold the funds as 25% match funding for a Strategic CIL application for the new machine shed later this year.
  - The Council AGREED to re-allocate the Youth Music Club EMR to Youth Council EMR.
11. The Council AGREED to provide a grant of £400 to the Arts Centre.

## 15. OUTSIDE BODIES

- Beryl Harvey Field - The ecologist attended the Beryl Harvey Field and allotments to prepare the ecology report. One of the conservation volunteers contacted the Council after the visit to ask the Clerk to notify the ecologist about specific plant species. They also asked why there is a delay in allowing the volunteers back to the field. The Clerk explained that the Council has asked the Grounds Manager to maintain the field whilst the ecology report is awaited. The ecologist confirmed that he would write a specification for the Council's grounds staff and make recommendations for the volunteers too. The report is awaited.
- Centenary Garden – bench to be discussed at the next meeting of the Property and Asset Committee.
- Community Speedwatch – Hannah has passed her training and joined the Community Speedwatch.
- Recreation Users – a meeting has been arranged to discuss the licence agreement and ongoing booking issues for Thursday 12 June at 6.00pm. Again the Football Club organised a half term football camp without first booking the grounds or pavilion with the Council.
- Youth Council – The Youth Council helped out at the VE Day Event and will be making hats for Councillors to wear in the carnival parade.
- Carnival – Cllr M Scully had met with Cllrs C Bennett, R Burbridge and D Nicholas to discuss plans for the Council stand. Cllr M Scully is investigating a signwritten gazebo for the Council and all Councillors are being encourage to help at the stand in fancy dress. A leaflet will be created to showcase the Council's work over the last year and a comments board will be available.

16. SURREY HILLS NATIONAL LANDSCAPE

The Council withdrew this item.

17. DEVOLUTION

- Surrey County Council has submitted a proposal to government for a two authority unitary split east/west Surrey.
- Waverley Borough Council has submitted a proposal to government for a three authority unitary with Waverley included with Guildford and Woking.
- The government will consider the submissions and consult on their local government reorganisation proposals during July and make a final decision in the autumn.
- The Clerk is attending the NALC Power Shift Conference next month.
- The Clerk has been invited to speak at the Surrey Association of Local Councils AGM on our Council's plans for the new unitary.
- The Clerk asked Cllr E Townsend about her speech at the Extraordinary Waverley Borough Council Meeting on 06 May 2025 regarding community boards and the potential absorption of Town and Parish Councils. Cllr E Townsend said Town and Parish Councils would be represented on Community Boards, but their Chair and agenda would be set by the unitary authority. She added that as the Communities White Paper has been withdrawn, there is no guidance at the moment.

18. WBC LOCAL PLAN WORKSHOP

The Council AGREED for Cllrs R Tyler and C Walker to attend WBC's Local Plan Review Workshop.

19. LOCAL COUNCIL AWARD SCHEME

The Local Council Award Scheme (LCAS) is tailored to celebrate the achievements of the finest parish and town councils while offering a structured framework to empower all councils to enhance and realise their full potential. This scheme allows councils to demonstrate adherence to sector standards, be evaluated by their peers, and establish conditions conducive to ongoing improvement. NALC offer a structured framework designed to recognise and promote excellence among parish and town councils of all sizes. These awards – the Bronze Award, the Silver Award, and the Gold Award – provide a clear pathway for councils to demonstrate their commitment to high standards of governance, community engagement, and continuous improvement. Deadline for application is 05 September 2025, decision 12 December 2025. The full Council must approve the submission of the application to LCAS which will need to be done at the July Parish Council meeting for submission by 05 September 2025. The Council AGREED to submit an application to LCAS in September and to appoint a Working Party of Cllrs M Scully, R Tyler and M West to review the LCAS submission.

The Council AGREED the publication of the 2025 Annual Report at the following locations:

- On the Council website
- In the Village Hall Information Point
- At the Council Office
- Library
- Rowleys
- Leisure Centre
- Surrey Hills Rehab
- Little Hearts Nursery

20. STREET TRADING CONSENT

The Council considered this agenda item in private and confidential session: reason – commercial in confidence.

- WBC Street Trading Licence application for Drifters to trade at Snoxhall Fields  
The Council OBJECTS to this licence application, as it is not needed if Drifters trade at Snoxhall Fields under a licence agreement from the Parish Council.

- WBC Street Trading Licence application for Drifters as an itinerant trader across Waverley  
The Parish Council has no objection to this application.
- WBC Street Trading Licence application for Bodrum Kebab  
The Council had supports this licence renewal.

21. SNOXHALL FIELDS ICE CREAM VENDORS

The Council considered this agenda item in private and confidential session: reason – commercial in confidence.

The Council AGREED to offer an annual licence agreement to West Sussex Whippy and Drifters which must be paid in advance of trading.

22. STAFF MATTERS

The Council considered this agenda item in private and confidential session: reason – staff in confidence.

- The Council AGREED to appoint a Working Party of Cllrs R Burbridge, M Scully and M West to organise a Volunteer Recruitment Event for the Village Hall.
- The Council AGREED to a request from a member of staff to reduce their weekly working hours from 37 to 24 from 01 June 2025 and for the Grounds Manager to organise work schedule to include contractors as and when needed.

23. DATE OF NEXT MEETING

Thursday 19 June 2025.

The meeting closed at 8.39pm.

Signature.....

Date.....