



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 18 OCTOBER 2018  
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr E Townsend\* (Chairman of the Council)  
Cllr A Richardson\* (Vice Chairman of the Council)  
Cllr J Betts\*  
Cllr R Burbridge\*  
Cllr R Cole\*  
Cllr K Fernandes  
Cllr M Forszewski  
Cllr B Freeston\*  
Cllr S Jeacock\*  
Cllr D Nicholas\*  
Cllr R Tyler\*

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Cllr A Povey (SCC)

1. APOLOGIES FOR ABSENCE

The prior commitment apologies from Cllrs K Fernandes and M Forszewski were AGREED.

2. PUBLIC SESSION

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

3. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 20 September 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.

4. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor and declared a non-pecuniary interest in Xplorer as she was involved in its setup.
- Cllr D Nicholas declared an interest in the Football Club.

5. CHAIRMAN'S REPORT

Cllr E Townsend reported as Chairman of the Parish Council and Waverley Borough Councillor:

- Waverley Borough Council Free Family Trail - Xplorer Project is taking place on Friday 26 October (10am to 12:00pm) at Snoxhall Fields aimed at primary and pre-school children and their families.
- Friday Night Project for young people has got funding and is due to start in November, just going through the process for DBS checks for the volunteers and safeguarding training. The Parish Council has donated the Pool table and Table Tennis Table that were in the pavilion.
- The Waverley Local Committee agreed the reduction in speed limit on Amlets Lane to 30mph and a safer crossing place for pupils and staff of St Joseph's. Have met again with the headmaster, Simon Jaggard, they are very pleased with the reduction.

Have been in contact with Surrey Highways to chase the funding so that the works can get underway as soon as possible. Richard Cooper of SCC is confident that this will be funded by Cala Homes and is trying to move forward the contribution towards road improvements which was to be triggered at a future point.

- Attended the flood forum, chaired by Rt Hon Anne Milton MP on 12 October 2018.
- Works due to start on Fountain Memorial on 12 November 2018, four weeks have been allocated for completion.
- Met with residents regarding flooding issues at the rear of Copse Edge and Summerlands adjacent to Amlets site, reported to Planning Enforcement and Cala Homes have confirmed that they will carry out further drainage work to alleviate problems.
- SCC have sent a letter to the 'frontagers' on the Ridgeway giving them 28 days to carry out repairs to the road. After this SCC could serve notice to carry out the work themselves and charge residents accordingly.
- Continue to investigate the allocation of PIC monies and S106 monies for projects in Cranleigh.
- The Parish Council has received an invitation from CVHT to a stakeholder meeting, the Clerk is seeking advice from the Monitoring Officer on behalf of the Parish Council.
- In future, guest speaker slots will be held at 6.30pm, with the meeting commencing at 7.00pm, aiming to finish by 9.00pm.

#### 6. CLERK'S REPORT

- The Council NOTED the Clerk's report previously circulated with the meeting agenda.
- Councillor email addresses switch over to the new domain name and Office 365 on Monday.

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

Cllr A Povey reported:

- High Street re-surfacing will be done on 09 November, weather dependant. Cllr A Povey was asked to check with Remembrance Sunday parade and Christmas lights switch on 17 November.
- Plans for the new primary school will be displayed at the school on 30 October at 4.00pm.
- The community fund closes at the end of October and there is £1,000 remaining. The Council AGREED for the Clerk to submit an application.
- SCC is in a difficult financial position and Cllr A Povey asked to speak with the Parish Council about the provision of local services as it may want to consider this when setting its budget. SCC need to save £85M next year.
- Not all Parish Councils have signed up for the quieter lanes project, so this has caused a delay in the project, however it remains on the Waverley Local Committee work programme.

#### 8. MINUTES OF COMMITTEES

- The Minutes of the Planning Committee meeting held on 17 September 2018 were RECEIVED.
- The Minutes of the Neighbourhood Plan Committee meeting held on 23 August 2018 were RECEIVED.
- The Minutes of the Personnel Committee on 19 July 2018 were RECEIVED.

#### 9. COUNCIL STRUCTURE

The Council AGREED the amended Terms of Reference for the Finance Committee. There is one vacancy on the Committee.

## 10. OUTSIDE BODIES

The Council NOTED the following reports:

- Reports from Cllr S Jeacock on the CAGNE visit to Swanwick Air Traffic Control Centre and English Regional Transport Association meeting.
- Report from Cllr R Burbridge on the Cranleigh Community Fund meeting.

## 11. FINANCIAL MATTERS

1. The expenditure list to 18 October 2018 circulated this evening and was AGREED by the Council and signed by the Chairman.
2. The bank reconciliation to 30 September 2018 was AGREED and signed by Cllr R Burbridge.
3. The cashbook reconciliation to 30 September 2018 was AGREED and signed by the Chairman.
4. The Council AGREED to invest £100,000 in a Lloyds Fixed Term reserve until 14 February 2019 at an interest rate of 0.75%.
5. The Council considered the following grant applications:
  - Home Start – The Council DECLINED this application as it was not for a capital grant.
  - Xplorer – Cllr E Townsend left the room having previously declared an interest. The Council AGREED a grant of £250. Cllr E Townsend returned to the meeting.
  - Lawn Tennis- The Council AGREED a grant of £250.
  - Christmas lights – The Council AGREED a grant of £500.
  - Cranleigh in Bloom – The Council AGREED a grant of £500.
6. The Council ADOPTED the Risk Management Policy.
7. The Parish Council considered the value for money aspects of providing the Planning Committee service and submission of consultation responses to Waverley Borough Council. It was unanimously AGREED to continue with the service as developers have taken the Parish Council's comments into account on some sites and made changes, and comments are considered by the Borough Council's planning committees. It is also important that members of the public can come in and talk to the Parish Council about planning applications.. The Planning Committee was asked if it can look at process efficiencies for the service going forward.

## 12. CENTENARY GARDEN

- There was no report from the Management Group. Cllr B Freeston said the Cranleigh WI have been in contact with him with an offer to make a donation to the garden.
- All welcome to the formal opening on Saturday 10 November. Please arrive by 10.45am. Councillors have been asked to help hang up 415 poppies in the preceding week.
- Nations Tribute on Sunday 11 November 2018. Please arrive by 6.45pm for lighting of the beacon at 7.00pm and for Parish Councillors to lead the procession to the Centenary Garden. The Council AGREED to issue the Nation's Tribute press release.
- The cashbook update was NOTED.

## 13. ASSETS OF COMMUNITY VALUE

A formal complaint had been submitted to Waverley Borough Council and the nominations are now being processed.

The Council AGREED to submit the following nominations in priority order: Cranleigh Library, Leisure Centre, Post Office and War Memorial.

The Clerk was asked to check the land ownership and designation of Lucks Green.

## 14. THAMES WATER CONSULTATION

The Council AGREED for Cllr S Jeacock to draft a response to be considered by the Council at their next meeting.

15. ASBESTOS PIPES

The Parish Council NOTED the response from DEFRA as circulated with the agenda and AGREED to send a copy of the response to the interested member of the public.  
Cllr S Jeacock advised Councillors that they can book to attend the Thames Water stakeholder meeting in London in early November.

16. COUNCIL POLICIES

The Council discussed, amended and ADOPTED the following Council policies:

- Child and Vulnerable Persons Policy
- Coat of Arms Policy
- Complainants – Habitual and Vexatious
- Co-option Policy
- Correspondence Guidance
- Equality Policy
- Fairtrade Policy
- First Aid Policy
- Flag Flying Policy
- H&S Policy
- Members Allowances
- Public Participation in Meetings
- Representation on Outside Bodies
- Training and Development Policy
- Whistleblowing Policy

The Council asked the Clerk to bring a draft IT policy to the next meeting.  
Cllr E Townsend will draft a Value for Money Policy for the next meeting.

17. LONG TERM HIRE OF COUNCIL BUILDINGS

This item was considered in private and confidential session: reason - commercial in confidence.  
The Council AGREED a new proposal and DELEGATED AUTHORITY to the Clerk to contact the potential long term hirer of the Youth Centre building.  
The Council DELEGATED AUTHORITY to the Working Party to continue discussions for a potential café at Snoxhall Fields.

18. LEISURE WORKING PARTY

This item was considered in private and confidential session: reason - commercial in confidence.  
The Council amended and APPROVED a letter to Waverley Borough Council.

19. STAFF MATTERS

The Council AGREED to increase the working hours for one post from 16 to 30 hours per week from 01 November 2018.

20. DATE OF NEXT MEETING

Thursday 15 November 2018. The meeting closed at 9.11pm.

Signature.....

Date.....