



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.  
ON THURSDAY 21 MARCH 2019  
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\*  
Cllr G Worthington

PRESENT\*

ALSO PRESENT: Parish Clerk B Bell FSLCC.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies were AGREED from Cllrs J Betts, R Burbridge, M Forszewski, S Jeacock and G Worthington.

2. PUBLIC SESSION

A member of the public advised that the government has announced a footpath survey today.

3. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr D Nicholas declared an interest as a member of the Football Club.

4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 21 February 2019, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. CHAIRMANS REPORT

The Council NOTED the Chairman's report:

- Waverley Borough Council amended their Code of Conduct yesterday, a model code will be issued to Town and Parish Councils.
- It was AGREED to award the Council Shield to Gwyn Bullen this year for his contribution to the Centenary Garden.
- Thank you to all Councillors and staff for delivering the Council's services to residents.

6. CLERK'S REPORT

The Council NOTED the Clerk's report:

- WBC are looking for land to run skate workshops in May half term. They ask if a need been identified (maybe through Neighbourhood Plans) to provide this sort of leisure pursuit for young people (primary school age) in your parish, and if the Council has any land it would be willing to let WBC use? They would require a minimum of 20 by 30m (hardstanding). The Council AGREED to offer one tennis court.
- Surrey Community Action are running an informal workshop on community led housing on 29 March 2019 7.00 – 9.00pm in Guildford Baptist Church.
- Cllrs A Richardson and E Townsend and the Clerk attended a meeting with WBC and the Civic Society.
- The Clerk attended the Economic Development meeting at WBC. Discussions included BID workshop update, Brexit clinic at WBC 28 March and Bank of England round table on 11 June.
- The Clerk attended the Town and Parish Clerks meeting at WBC on 06 March 2019. She requested a copy of the s106 list and WBC confirmed that their new software should go live on 18 March. The Clerk also requested the latest Annual Monitoring Report for housing completions and WBC confirmed that they have uploaded it to their website. WBC are looking at offering joint training for Borough and Parish Councillors on standards and planning. WBC are looking at inviting Town and Parish Councils to join their refuse, cleaning, grounds maintenance, street cleaning, water and gas supply contracts.

7. REPORT FROM SURREY POLICE

Sgt C Sutherland sent her apologies.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

There was no report from the County Councillor, Cllr E Townsend gave her report as part of Chairman's Report.

9. MINUTES OF COMMITTEES

- The Minutes of the Finance Committee meeting on 29 November 2018 were RECEIVED.
- The Minutes of the Personnel Committee meetings held on 07 and 28 February 2019 were RECEIVED.
- The Minutes of the Planning Committee meeting held on 18 February 2019 were RECEIVED.

10. OUTSIDE BODIES

- Cllr A Richardson attended a meeting of the Summerlands Estate Residents Association and reported that they are making an application for Green Flag status.

11. MATTERS ARISING FROM THE PARISH MEETING 06 MARCH 2019

It was AGREED:

- To send a copy of the meeting minutes to the Cranleigh Village Hospital Trust.
- To write to the League of Friends to discuss promotion of their work.

12. MATTERS ARISING FROM THE ANNUAL PARISH MEETING 21 MARCH 2019

There were no matters arising.

13. FINANCIAL MATTERS

1. The expenditure list to 21 March 2019 was circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs R Cole and B Freeston signed the cheques.
2. The bank reconciliation to 28 February 2019 was AGREED and signed by Cllr R Tyler.

- 3. The cashbook reconciliation to 28 February 2019 was AGREED and signed by the Chairman.
- 4. The Council AGREED to release £250 for fuel and £100 for mulch from the Centenary Garden Reserve.

14. SURREY FIRE AND RESCUE SERVICE CONSULTATION

Making Surrey Safer Plan 2020 – 2023

The Council AGREED to submit the following comments to the consultation:

- The Council welcomes the fact that the role of the Cranleigh Fire Station is not changing and hopes that this can be maintained.
- The Council AGREED to publish its response in the Challenger next month.

15. CRANLEIGH ARTS CENTRE

The Council AGREED to write a letter in support of the Arts Centre application for Heritage Lottery funding.

16. ASSET OF COMMUNITY VALUE NOMINATIONS

The Clerk contacted the Chief Executive of WBC; the nominations for Rowleys, Cranleigh Village Hospital, Fountain, Cranleigh Arts Centre and the Cranley Hotel will now be determined by Waverley Borough Council by 29 March 2019.

17. POLICIES

The Council AGREED to adopt the Staff Handbook and suite of policies.

18. CRANLEIGH VILLAGE HOSPITAL TRUST

Details of the residential accommodation block have been received from CVHT and will be circulated to all Councillors. Amended plans will be coming before the Planning Committee as the planned roundabout has been removed from the application.

There has been no further reply to the Council’s solicitor’s letter so the Council AGREED in the interest of the Cranleigh public as a whole that they would ask their solicitor to write again.

19. STAFF STRUCTURE

The next item was considered in private and confidential session: reason – staff in confidence.

- The Council AGREED to increase the Admin Clerks salary by the NALC/SLCC National Salary Award 2019 of 2% from 01 April 2019, and to continue with the re-grading of the Assistant Clerk’s role.
- The Council AGREED to not increase the Grounds Staff salary in accordance with the 2.5% recommendation in the IOG National Salary Framework and to offer a 2% increase from 01 April 2019.
- The Council APPROVED approve and the Chairman signed the Staff Salary Budget for 01/04/19 – 31/03/20 in accordance with Financial Regulation 4.4.
- The Council AGREED to re-advertise the Admin Clerk for Finance and Property vacancy.

20. DATE OF NEXT MEETING

Thursday 18 April 2019. The meeting closed at 8.55pm.

Signature.....

Date.....