



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 18 APRIL 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, four members of the public.

1. APOLOGIES FOR ABSENCE

The prior commitment apologies were AGREED from Cllrs R Burbridge, R Cole and M Forszewski.

2. PUBLIC SESSION

A member of the public asked what the Parish Council's motivation is in stopping 20 community beds and 60 beds that could be used for specialist dementia patients. She said most of the population want these beds. She said new houses are being allowed but joined up health infrastructure is not being allowed. The project is linked to the wider vision and she is concerned that this opportunity should not be missed. She felt that there was a negative focus stopping this project. She confirmed that she would put her comments in writing to the Council. The Chairman declared an interest as a Waverley Borough Councillor who sits on the Joint Planning Committee so did not make any comments about the application.

A member of the public asked why gates are being installed for the Centenary Garden. Cllr B Freeston explained that the gardens are being enclosed to keep rabbits out.

3. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor, helps with the Friday Night Project and knows one of the contractors who has quoted for the High Street flowerbed wall repair.
- Cllr D Nicholas declared an interest as a member of the Football Club and knows one of the contractors who has quoted for the High Street flowerbed wall repair.
- Cllr J Betts declared an interest as he knows one of the contractors who has quoted for the High Street flowerbed wall repair and the Village Hall repairs.
- Cllr S Jeacock declared an interest as a former neighbour of CVHT.

4. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 21 March 2019 and the extraordinary meeting of the Parish Council on 11 April 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:

- This is the last meeting of this term of the Council. There have been tough times, hard decisions but we all care about the community. The Parish Council works as a team and the behaviour of individuals reflects on the Council and its staff. Meetings should be a debate, not an argument and all questions should be directed through the meeting Chairman. Council decisions should be respected as it is a democracy.
- Goodbye to Assistant Clerk Soo Simmonds who left today. We thank her for all of her hard work. Please be mindful that we are very short staffed at the moment.
- Thank you to the Vice Chairman, Councillors and staff for their support during the last year.
- This Council hands over the Business Plan to the next Council.
- Cllr R Tyler apologised to Cllr B Freeston for not speaking through him as Committee Chairman at Planning Committee this week.
- Thanks were recorded to the Chairman for her work on the Neighbourhood Plan.
- The Chairman presented the Chairman's Award to Gwyn Bullen, accepted on his behalf by Cllr B Freeston, for his work on creating the unique, stunning and very special Centenary Garden, which will last long after we are all gone.

6. CLERK'S REPORT

The Council NOTED the Clerk's report:

- The Honorary Secretary of the League of Friends of Cranleigh Hospital wrote to the Parish Council to advise that the person speaking at the Parish Meeting on 06 March 2019 was not the Chairman of the League of Friends, and said the League of Friends has not discussed the over provision of beds in Cranleigh at their meetings. The Clerk advised the Honorary Secretary that the minutes were approved as a correct record of the meeting at the annual parish meeting on 21 April 2019.
- Invitations to the Clerk's Reception have been issued to all prospective candidates for the Parish and Borough elections. Training for new Parish Councillors will be held on Thursday 09 May 2019. Councillor email accounts for those finishing their term will be closed at 5.00pm on Tuesday 07 May 2019.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

There was no report from the County Councillor. Cllr E Townsend said the number of houses for phase one of Knowle Park Initiative has increased from 67 to 73 with a reduction of larger dwellings for more 2 and 3 bed houses. The average number of attendees to the Friday Night Project continues to be around 74 young people each week.

8. MINUTES OF COMMITTEES

- The Minutes of the Planning Committee meeting held on 04 and 25 March 2019 were RECEIVED.
- The Minutes of the Property and Asset Committee meeting held on 07 February 2019 were RECEIVED.

9. OUTSIDE BODIES

There were no reports.

10. FINANCIAL MATTERS

1. The expenditure list to 18 April 2019 was circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs A Richardson and E Townsend signed the cheques.
2. The bank reconciliation to 31 March 2019 was AGREED and signed by Cllr J Betts.
3. The cashbook reconciliation to 31 March 2019 was AGREED and signed by the Chairman.
4. The Council AGREED to remove Cllrs M Forszowski and B Freeston and the Assistant Clerk as signatories for the Council's bank account.
5. The Council AGREED to appoint Mulberry & Co to undertake the independent examination of the Snoxhall Fields charity accounts.
6. The Council AGREED to appoint Mr Peter Frost as Internal Auditor for financial year 01/04/19 – 31/03/20.
7. Cllr E Townsend having previously declared an interest left the room and the Vice Chairman took the Chair. The Council AGREED to provide £500 matched funding for the temporary line marking of one of the tennis courts for the Friday Night Project, on receipt of an invoice for the work. Cllr E Townsend returned to the meeting.

11. ASSET OF COMMUNITY VALUE NOMINATIONS

The Clerk advised that the nomination as an Asset of Community Value for Little Manor Service Station has been refused. WBC said that no evidence has been provided to quantify the impact the Grade II listing of the building has on the social wellbeing or social interests of the local community. There are a number of heritage and listed buildings in Cranleigh which do not necessarily warrant being listed as an Asset of Community Value so no significant weight is attached to the fact that Little Manor Service Station is a listed building. There was also no evidence to support the view that the Grade II listed building furthers the social wellbeing and social interests of the local community. The architectural merit and/or the historical importance of the nominated building are not by themselves factors that justify listing a building as an Asset of Community Value. Instead, evidence is necessary to demonstrate that these factors have contributed to the social wellbeing or interests of the local community in some way.

The Clerk added that WBC have raised further queries regarding the nominations for Cranleigh Leisure Centre, Post Office and the Library.

The Council AGREED to request a meeting with the Chief Executive and Solicitor at Waverley Borough Council to find out what information they require for the nominations.

12. POLICIES

The Council AGREED to adopt the following policies for review in April 2022:

- Adverse Weather Policy
- AED Policy
- Child Protection and Vulnerable Persons Policy
- Coat of Arms Policy
- Code of Conduct Guide for Staff
- Complainants - habitual and vexatious
- Co-option Policy
- Correspondence Guidance
- Dignity and Respect at Work Policy
- Discipline and Grievance Policy
- Discussion with Developer Policy
- Documents and Records Policy
- Environmental Policy
- Equality Policy

- Exercise of Pensions Discretions Policy
- Fairtrade Policy
- First Aid Policy
- Grants and Donations Policy
- Handling Aggression at Work Policy
- Handling DBS Certificate Policy
- Investment Policy
- IT Email Internet Policy
- Legionella Policy
- Lone Worker Policy
- Members Allowances Policy
- Memorial Benches in Cemetery
- Memorial Safety Policy
- Officer Member Protocol
- PAT Testing Policy
- Pension Policy
- Performance Management Scheme
- Public Participation in Meetings
- Recruitment Policy
- Representation on Outside Bodies Policy
- Risk Management Policy
- Sickness and Absence Policy
- Staff Expenses Policy
- Stress Management Policy
- Telephone Policy
- Training Policy
- Tree Work Policy
- Whistleblowing Policy

The Council AGREED to adopt the Allotment Sheds Policy.

13. CENTENARY GARDEN

The Council AGREED to appoint Cranleigh Forge to make the bespoke entrance gate to the garden for the sum of £500 to be funded from the Centenary Garden reserve.

14. HIGH STREET BUS SHELTER

- The Council AGREED to fund the repair of the High Street Bus Shelter at a cost of £380 including VAT from the Civic Activities property maintenance budget.
- The Council AGREED to ask Surrey County Council to donate the ownership of the bus shelter to the Parish Council who will then insure it.

15. PROPERTY & ASSET COMMITTEE MEETING FREQUENCY

This item was deferred to the new Council.

16. CRANLEIGH NEIGHBOURHOOD PLAN

- It was AGREED to appoint Navigus planning consultancy to oversee the remainder of the Neighbourhood Plan for the sum of £1,750 + VAT.
- It was AGREED to delegate authority to the Clerk to submit an application to Locality for grant funding to cover the planning consultancy fees.
- The date of the next meeting of the Neighbourhood Plan Committee was deferred to the new Council.

17. CALA HOMES CRANLEIGH WORK HUB

It was AGREED to write to CALA Homes and ask about the timescale for the work hub, and to then organise a meeting with the Chamber of Commerce and new Council.

18. CRANLEIGH BUSINESS IMPROVEMENT DISTRICT (BID) FEASIBILITY REPORT

It was AGREED to organise a meeting with the Chamber of Commerce to discuss the BID.

19. WBC INFRASTRUCTURE DELIVERY PLAN

The Council AGREED to submit its Business Plan to Waverley Borough Council again.

20. CRANLEIGH S106 FUNDS

- It was AGREED to organise a meeting with the s106 officer at Waverley Borough Council.
- It was AGREED to write to CALA Homes to ask them to bring forward the s106 funding for the Centenary Garden stone.

21. WBC TOWN AND PARISH CLERKS MEETING

- It was AGREED to discuss the re-purposing of the Library, CAB, Police and Village Hall, and to include our County Councillor in the discussions.
- There were no suggestions for synergies with other Town and Parish Councils.

22. CRANLEIGH VILLAGE HOSPITAL TRUST (CVHT)

There has been no reply from CVHT's solicitor to the Parish Council's second solicitor's letter.

23. STAFF STRUCTURE

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

- The Council AGREED to extend the application deadline until 30 April 2019 for the Admin Clerk to Finance and Property vacancy and to delegate authority to the Personnel Committee to review the job vacancy.

24. DATE OF NEXT MEETING

Thursday 16 May 2019.

25. CRANLEIGH VILLAGE HALL

This item was considered in private and confidential session: reason – commercial in confidence.

Cllr J Betts left the meeting having previously declared an interest.

- The Council considered the recommendation of the Conservation Architect and AGREED to appoint Richard Soan to undertake the structural repairs to Cranleigh Village Hall. The Council AGREED to delegate authority to Cllrs J Betts and A Richardson and the Clerk to meet with the Conservation Architect and contractor.
- The Council AGREED to appoint APG Roofing to repair the low level gutter at the Village Hall.

26. HIGH STREET FLOWERBED WALL

This item was considered in private and confidential session: reason – commercial in confidence.

Cllrs D Nicholas and E Townsend left the meeting having previously declared their interests.

- The Council AGREED to appoint Elwyn Howells-Davies to repair the flowerbed wall.

The meeting closed at 8.45pm.

Signature.....

Date.....