



MINUTES OF THE ONLINE PARISH COUNCIL MEETING HELD AT 6.00 P.M.
ON THURSDAY 16 APRIL 2020
VIA GOTO MEETING

Councillors

Cllr E Townsend* (Chairman of the Council)
Cllr J Betts
Cllr R Burbridge
Cllr R Cole*
Cllr S Jeacock*
Cllr D Nicholas*
Cllr H Nicholson*
Cllr N Sanctuary*
Cllr M Scully*
Cllr R Tyler
Cllr G Worthington*

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, Admin Clerks Louise Glazier and Robin Pass, one member of the public.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. STANDING ORDERS

The Council AGREED the addition of Standing Order 27 in response to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

3. PUBLIC SESSION

There were no members of the public present during the public session.

4. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor and an interest in item 15 tree survey as WBC had tendered for the contract.
- Cllr R Cole declared he is a Waverley Borough Councillor and an interest in item 15 tree survey as WBC had tendered for the contract.
- Cllr D Nicholas is a member of Cranleigh Youth Football Club.

5. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 20 February 2020 and the extraordinary Parish Council meetings held on 24 February 2020 and 17 March 2020, having previously been circulated, were AGREED and signed by the Chairman as a true record.

6. CHAIRMAN'S REPORT

The Council NOTED the following report:

- The Chairman has been concentrating on the Street Champion volunteer scheme to help the community during the coronavirus pandemic.
- The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 has removed the requirement to hold an annual Council meeting, all appointments can continue until next May. It is open for the Council to decide if they wish to hold an annual Council meeting virtually, defer until next May or wait and see if it can be held later in the year face to face. The Chairman asked Councillors to email her with their comments.

7. CLERK'S REPORT

The Council NOTED the following report:

- Cranleigh Village Hall is closed apart from blood donation sessions, annual gas service has been completed.
- Cranleigh Youth Centre and Snoxhall Pavilion are closed to hirers.
- Both sets of public toilets are closed.
- The allotments remain open.
- The cemetery is only open to those tending graves and for funerals, but it is anticipated that the government will issue a closure order for cemeteries apart from funerals tomorrow or Monday.
- Snoxhall Play Park is closed and a weekly photograph is taken of the closure notice for insurance purposes.
- Council staff continue to maintain the Council's properties and deliver Council services. The admin staff have also been providing admin support for the Street Champions community volunteer scheme.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

- Cllr E Townsend said WBC is distributing the small business grants of £10,000 and the retail, hospitality and leisure business grant of £10,000 where the rateable value of the premises is £15,000 or less, or £25,000 where the rateable value is more than £15,000 but less than £51,000. There are 2,100 eligible businesses but only 1,300 have applied to date. The money is a grant and not a loan.
- Cllr E Townsend said that the government is continuing with planning, and the Parish Council's Planning Committee continues to comment on planning applications. Cllr R Cole added that WBC officers have delegated authority to determine planning applications, and applications due to go before the Planning Committee are paused whilst the structure is sorted out.

9. MINUTES OF COMMITTEES

The Planning Committee Minutes 17 February 2020, 09 March 2020 and 30 March 2020 were RECEIVED.

10. FINANCIAL MATTERS

1. The expenditure list to 19 March 2020 and 16 April 2020 was circulated this evening and was AGREED by the Council. Cllrs D Nicholas and M Scully will sign the cheques.
2. The bank reconciliation to 29 February 2020 and 31 March 2020 AGREED.
3. The cashbook reconciliation to 29 February 2020 and 31 March 2020 was AGREED.
4. The Council AGREED to invest £100,000 on two months on 21 April 2020 and £100,000 on three months on 21 April 2020 so that the Council has an investment of £100,000 maturing every month for the next three months.

5. The Council AGREED to defer a decision on cyber insurance for six months or until the Council adopts online banking. Cllr N Sanctuary agreed to research the insurance.
6. The Council discussed a grant application from Home Start Waverley. The Clerk had contacted them as she realised their work may have changed in the last month. Home Start Waverley said that they are supporting nine families remotely and wish to provide activity packs for the 21 children over the next couple of months. The Council AGREED to provide a grant of £500.

11. S106/CIL

The Council NOTED the following report from the Clerk:

- The Council has been awarded s106 funding of £30,000 from the community facilities funding from planning application WA/2014/2384 Hewitts for a public toilet at Snoxhall Fields pavilion and the payment is awaited.
- WA/2016/0417 – The Clerk has asked how the Parish Council applies for the environmental improvement funding of £37,440 The Clerk has followed this up.
- WA/2011/2129 – The Council has been awarded £10,771.48 from PIC funding for playing pitches, and payment is awaited.
- WA/2011/2129 – There is £8,956 left for environmental improvements, but this is subject to change after reconciliation. The Clerk has followed up for the reconciliation.
- Parish Council – bins. The Clerk has followed up on this outstanding application since July 2019.
- Parish Council/Summerlands – benches – funds received and held in benches EMR until SERA ready to purchase benches.
- Parish Council – Obelisk. The Clerk has followed up on this outstanding application since August 2019.

12. CORONAVIRUS COVID19

The Chairman reported:

- She wished to thank the Council staff who are supporting the Street Champions initiative. Robin has been registering the volunteers and assigning tasks and Louise has been answering phone calls.
- The Street Champions are supporting all streets in Cranleigh and are now taking phone calls direct. They are also supporting Elmbridge village; their work has been really positive and much appreciated.
- The Council is in regular contact with the Food Bank, Rowleys, CAB and senior living in Cranleigh.
- It is all working well and making a difference in the community. An update is issued every Friday.
- The Chairman reminded everyone to circulate the community helpline telephone number 0300 200 1008.

The Clerk added:

- The Council has purchased an Office 365 account for Street Champions which was setup by the Council's IT provider swiftly. They also created the links from the staff home computers to office machines for smoother running of the scheme.
- The Council's website provider updated the website with new buttons on the home page for Coronavirus advice, Street Champions and Take Aways. The Clerk is updating the website hourly.
- BELSigns turned around the production of banners to advertise the community helpline telephone number over a weekend.
- Gloves purchased for Street Champions.

- Toilet rolls and soap were donated to the Food Bank using the General Power of Competence.
- Gloves were donated to Rowleys using the General Power of Competence.
- 130 Street Champions have been registered.
- Requests for help are being matched with Street Champions.
- The Clerk paid tribute to the Council Chairman Cllr E Townsend who has been the driving force behind the Street Champions scheme making it happen and contributing many hours voluntary assistance. The Chairman said she is honoured to be part of the scheme.

13. SNOXHALL FIELDS RECREATION GROUND

This item was considered in private and confidential session – reason: commercial in confidence.
Cllr G Worthington arrived.

- The Council AGREED to appoint Grasstex to replace the post and rail fence along Littlemead Brook from the Leisure Centre bridge to the tennis courts bridge at a cost of £2,828 + VAT and a further £200 + VAT to cut vegetation back, funded from the Snoxhall Fields charity reserve.
- The Council requested three quotations and received two quotations to replace the collapsed drain on the cricket field side of Snoxhall Fields. The Council AGREED to appoint Grasstex to replace the drain at a cost of £5,052 + VAT funded from the Snoxhall Fields charity reserve.

14. BUILDING LEASES

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

The Clerk explained that she had been made aware by a company offering health and safety services that buildings on leases have varying levels of health and safety responsibility for the Council. The Clerk added that during the government lockdown for the coronavirus these buildings have been closed and pose a potential legionella risk on re-opening, so it is more important to fully understand the Council's responsibilities and liabilities.

The Council AGREED to appoint the Council's solicitor to advise on health and safety responsibilities for leased premises at a cost of £500 + VAT to be funded from the Council's professional fees revenue budget.

15. THREE YEARLY BASIC TREE SURVEY

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

Cllrs R Cole and E Townsend left the meeting having previously declared an interest.

The Council AGREED for Cllr N Sanctuary to take the chair.

The Clerk reported that the Council had received four quotations and provided a comparison table.

The Council discussed the quotations in detail and AGREED to appoint Sapling Arb at a cost of £3,790 + VAT from the tree management revenue budget.

Cllrs R Cole and E Townsend returned to the meeting.

16. CRANLEIGH VILLAGE HALL

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

Rear Wall Project

- The Clerk gave an update on the rear wall project. She said all external works are complete and the only outstanding work is the internal making good. She advised that there is substantial damp to the lower part of the rear wall, source unknown. Re-plastering and re-decoration of the wall is not possible for many months until the source of the damp has been located and remedied. The Conservation Architect has provided a quotation to produce a modified scheme for the rear wall. The Council AGREED to appoint the Conservation Architect at a cost of £1,575 + VAT to be funded from the Council's Village Hall Structural Fees EMR.

- The building contractor has AGREED to include the modified scheme at no extra building works cost on the contract sum. The Council AGREED to proceed with the modified scheme.

Main Hall Ceiling Lights

- The Council AGREED to appoint the Conservation Architect for the main hall ceiling lights project for developed design at £1,450 + VAT, technical design at £2,520 + VAT and oversee construction £2,250 + VAT to be funded from the Village Hall PWLB revenue budget.
- The Council AGREED to seek the input of Hockley & Dawson Structural Engineer on the scheme of works designed by the Conservation Architect to be funded from the capital reserve.
- The Council AGREED to seek a quotation from the roofing contractor to carry out the scheme of works designed by the Conservation Architect to be funded from the capital reserve.
- The Council AGREED to appoint Crucial Environmental to seal the asbestos around ceiling lights at a cost of £420 + VAT to be funded from the Village Hall PWLB revenue budget.
- The Council AGREED to appoint Case Electrical to replace ceiling light fittings at a cost of £5,735 + VAT to be funded from the Village Hall PWLB revenue budget and balance from capital reserve.
- The Council AGREED to appoint Hockley & Dawson structural engineer to design a system of safe access to the roofspace.

Insurance Claim

- The Clerk provided an update on the insurance claim for water ingress to the stage. She has sent a detailed report to the loss adjustor highlighting the three ongoing projects: rear wall project and water damage additional costs to internal works, main hall ceiling lights and additional costs for propping under the stage and the stage water damage itself.

17. DATE OF NEXT MEETING
Parish Council Meeting Thursday 21 May 2020.

The meeting closed at 7.57pm

Signature.....

Date.....