



MINUTES OF THE ONLINE ANNUAL PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON TUESDAY 04 MAY 2021
VIA ZOOM

Councillors

Cllr E Townsend* (Chairman of the Council)
Cllr N Sanctuary* (Vice Chairman of the Council)
Cllr R Burbridge*
Cllr P Chapman*
Cllr R Denton*
Cllr C Gould*
Cllr S Jeacock*
Cllr D Nicholas*
Cllr M Scully*
Cllr R Tyler*
Cllr G Worthington*

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, one member of the public.

1. ELECTION OF CHAIRMAN

Cllr R Tyler nominated Cllr E Townsend as Chairman of the Council, was seconded by Cllr S Jeacock, and AGREED UNANIMOUSLY. Cllr E Townsend signed her declaration of acceptance of office and took the chair.

2. ELECTION OF VICE CHAIRMAN

Cllr R Tyler nominated Cllr N Sanctuary as Vice Chairman of the Council, was seconded by Cllr E Townsend, and AGREED UNANIMOUSLY. Cllr N Sanctuary signed his declaration of acceptance of office. Cllr R Burbridge left the meeting.

3. APOLOGIES FOR ABSENCE

There were no apologies for absence.

4. PUBLIC SESSION

A member of the public thanked the Parish Council for the good job they are doing.

5. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr N Sanctuary declared an interest as Chairman of the Glebelands School Governors.
- Cllr S Jeacock declared that he is a former neighbour of item 28.
- Cllr D Nicholas declared an interest as a member of Cranleigh Football Club.
- Cllr R Denton declared an interest as a member of Cranleigh Cricket and Football Clubs.
- Cllr P Chapman declared an interest as a member of Cranleigh Cricket Club.

6. CO-OPTION OF PARISH COUNCILLOR TO THE CRANLEIGH EAST WARD

There were no applications so the vacancy will be re-advertised for co-option at the September Council meeting.

7. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 15 April 2021, having previously been circulated, were AGREED and will be signed by the Chairman as a true record.

8. CHAIRMAN'S REPORT

The Council NOTED the following report:

- It has been a tough year for everybody, and it is nice to see some normality returning.
- The High Street has been busy with café tables full in Stocklund Square and Fountain Square. Cranleigh Bounces Back is on 29 and 30 May 2021 to support local traders.
- The Village Hall vaccination centre is open on Thursdays for second dose of Pfizer vaccinations for people at 12 weeks post first vaccination who cannot travel to G-Live. Procare are recruiting staff for the vaccination centre.
- The Lions have been working with the League of Friends to provide new defibrillators. The League of Friends have provided the funding for a defibrillator at the village hospital and the Lions arranged the installation. The Parish Council will be applying for grant funding from the League of Friends for a defibrillator to be installed at the public conveniences on the Common. The Parish Council is insuring the defibrillators whilst the Lions are maintaining them. The Lions have also supplied and installed directional signage throughout the village to identify the locations of defibrillators and are working with the Parish Council to record all defibrillators on a location map on the Parish Council website.
- The Chairman thanked the staff for continuing business as usual over the last year and moving forward new projects such as the football pitch improvements.
- The Chairman is standing for election in the County Council elections on Thursday and will be handing over the Chairman post later this year to Cllr N Sanctuary once he has completed his work on the Council's investment strategy.
- The Chairman thanked Parish Councillors for their work attending very long meetings. She said they are fantastic advocates for the local community, they are getting a lot done and their work is appreciated.

9. CLERK'S REPORT

The Council NOTED the following report:

- The ageing concrete hoops have been removed from the play park. The Parish Council awaits the funding agreement for the strategic CIL payment of 50% funding for the play train.
- The improvements to the adult football pitch are continuing and the base for the CCTV system extension has been installed.
- Cranleigh in Bloom have provided a comprehensive update on their work in the village and thanked the Council for their grant.
- Guildford Parkinsons reported that they are unable to apply for funds from the Cranleigh Community Fund as the Fund's terms of reference prevent them from making donations to charities. The Clerk has advised Guildford Parkinsons that the Parish Council has a second round of grant applications in October.
- Angela Richardson MP is holding a virtual meeting of the Flood Forum on Friday 18 June 2021 at 10.30am.
- There is a virtual meeting of the Cranleigh Rivers project on 29 April 2021.
- The Valuation Office Agency are reviewing the non-domestic rating for the cemetery.
- The Clerk and Admin Clerk attended training on public health funerals.
- Cllrs M Scully and G Worthington said they would be able to help along with Cllrs C Gould and E Townsend at the Parish Council stand at Cranleigh Bounces Back on 29 and 30 May.
- The Clerk has contacted the managing agent of Stocklund Square to enquire when the clock will be repaired. They confirm that an order for the repair was placed prior to the lockdown and they are waiting on the contractor availability.

- The Parish Council has been awarded a business support grant of £8,000 for Snoxhall Pavilion and £8,000 for Snoxhall Community Centre.
- The Energy Saving Trust has identified Cranleigh Mead, Fawley Close, Queensway, Sherrydon, Strudwicks Field, Wyphurst Road as potential on-street electric vehicle charging point locations. The Parish Council would like a full survey carried out at these locations for EV suitability and suggested also looking at West Dene Meadows.
- The Clerk and Chairman attended a meeting with Cranleigh Civic Society and Surrey Wildlife Trust to discuss the Cranleigh Rivers project. Surrey Wildlife Trust would like to work with the community this year to improve Cranleigh Waters through holding workshop, riverfly monitoring, Himalayan balsam bashing, river clean up, restoration of the river through Snoxhall Fields and schools workshop. Cllr N Sanctuary said he would like to join this group.
- WBC have provided an example of the style of bike shed to be installed at the bring site in the Village Way car park. They have proposed a wooden bike shelter for Cranleigh as it is within the conservation area. Councillors felt that as the bike shelter is not facing into the conservation area that a metal bike shelter would be more durable and in keeping with the modern medical practice building.
- The Parish Council has been contacted by NALC as the Parish Council featured in NALC's Coronavirus Case Studies publication. In recognition of the Council's work supporting residents during the current pandemic NALC would like to ask if the Council would consider seeking further recognition, by applying for NALC's Council of the Year award. The Parish Council AGREED to apply for Council of the Year award and asked the Clerk to submit their nomination.

10. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

There was no report.

11. MINUTES OF COMMITTEES

- The minutes of the Finance Committee on 15 March 2021 were RECEIVED.
- The minutes of the Personnel Committee on 28 January 2021 were RECEIVED.
- The minutes of the Planning Committee on 29 March 2021 were RECEIVED.

12. COUNCIL STRUCTURE

The Council AGREED the following appointments:

- Cllr C Gould to join the Personnel Committee.
- Cllr C Gould to join the One Public Estate Working Party.

The Council AGREED the following election of Committee Chairmen and Vice Chairman:

Committee	Chairman	Vice Chairman
Finance	Cllr N Sanctuary	Cllr R Denton
Neighbourhood Plan	Cllr E Townsend	Cllr N Sanctuary
Personnel	Cllr R Tyler	Cllr R Burbridge
Planning	Cllr R Tyler	Cllr M Scully
Property & Asset	Cllr D Nicholas	Cllr G Worthington

13. CALENDAR OF MEETINGS

The Council AGREED the calendar of meetings for 2020 - 21 and delegated authority to the Clerk to amend the calendar as and when necessary.

14. COUNCIL POLICIES AND PROCEDURES

The Council AGREED the review of the following Council policies and procedures in accordance with Standing Order 5j:

- Standing Orders
- Financial Regulations
- Investment Strategy
- Fixed Asset Register
- 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

15. FINANCIAL MATTERS

1. The expenditure list to 04 May 2021 was circulated earlier and was AGREED by the Council. Cllrs D Nicholas and E Townsend will sign the cheques.
2. The bank reconciliation to 31 March 2021 was AGREED.
3. The cashbook reconciliation to 31 March 2021 was AGREED.
4. The Council APPROVED the report of the Internal Auditor for financial year 01/04/20 – 31/03/21.
5. The Council APPROVED the report on the scope and effectiveness of the Internal Audit for financial year 01/04/20 – 31/03/21 by Cllrs N Sanctuary and E Townsend. Cllr N Sanctuary said the Internal Audit had been significantly broader ranging. The Finance Committee had agreed to review the appointment of the Internal Auditor at next appointment.
6. The Parish Council APPROVED the Annual Governance Statement for the Annual Return for financial year 01/04/20 – 31/03/21.
7. The Parish Council APPROVED the Accounting Statements for the Annual Return for financial year 01/04/20 – 31/03/21.
8. The Parish Council APPROVED the submission of a NIL return to the Charity Commission for the Snoxhall Field charity and NOTED the transfer of surplus funds for the Pavilion, Youth Centre and Car Park in accordance with the service level agreement.
9. Cllr N Sanctuary reported the recommendation of the Finance Committee to utilise Arbutnot Bank for short term investment whilst long term investments are investigated. The Parish Council AGREED to invest the sum of up to £200,000 on short term investment with Arbutnot and to appoint a Working Party of Cllrs N Sanctuary and P Chapman and the Clerk to investigate long term investments and bring a report back to Council.

16. GENERAL DATA PROTECTION REGULATIONS 2019

The Council AGREED to appoint GDPR-Info for the sum of £350 + VAT to provide consultancy for Data Protection Officer and Subject Access Request support for one year.

17. S106/CIL

The Council NOTED the following report from the Clerk:

- The Clerk has asked for an update on WA/2014/1038 to see if any funds remain for the access road railings.
- The Clerk has re-submitted the shade shelter application.
- The Council awaits payment of the s106 funding for the litter bins.
- The Clerk will seek clarification from WBC about the s106 application process and fund expenditure deadlines.

18. CORONAVIRUS COVID19

- The Clerk reported that from this week onwards Procure are going to be using the Hall every Thursday for a small Pfizer Clinic for people who really cannot get to G-Live and who are at 12 weeks post first vaccination. Procure have been recruiting and hopefully will be able to open more frequently, closer to what they used to do once they can do so safely. Procure said they can appreciate people's frustration and thank them for their continuing support. Councillors had heard rumours that the Village Hall vaccination centre is closing and asked the Clerk to seek clarification from Procure.
- The Clerk advised that the Scheme of Delegation agreed last month becomes active from 07 May 2021. If the Council meets face to face before 21 June 2021, members of the public must join remotely.
- The Council AGREED to hold its next meeting at the Cranleigh Arts Centre on Thursday 23 September 2021 for social distancing and use of their IT. The Council AGREED for the Clerk to investigate IT improvements to live stream Parish Council meetings from the Council Chamber once meetings resume as normal.
- The Council AGREED the following amendment to the Scheme of Delegation to enable the Council to respond to consultations between full Council meetings using Local Government Act 1972 s101 to delegate authority to an officer:
To delegate authority to the Planning and Finance Committees and the Clerk to submit responses to consultations.

19. CRICKET CLUB BIN

Cllr R Denton said he had looked at the existing bin provision and what is needed. He said another bin adjacent to Horseshoe Lane is a priority and a bin in each corner of the Common would be helpful. Cllr R Denton was asked to contact WBC for permission for the new litter bins and to establish who would be responsible for their emptying. Cllr P Chapman left the meeting.

20. CIL

The Council has received the CIL payment of £16,907.11 for 01 October 2020 to 31 March 2021 and has been awarded but not yet received £1,970.27 for 01 April to 30 September 2020. The Clerk advised that the Parish Council has an adopted CIL Protocol that requires the Neighbourhood CIL allocation to be used as matched funding for the Business Plan projects. Funds need to be spent within five years. The Council AGREED to transfer the sum of £16,907.11 to the CIL EMR.

21. BT PAYPHONE REMOVAL CONSULTATION 2021

The Council AGREED to object to the removal of the High Street payphone number 01483 272159 as it is a useful emergency resource for students and people who have lost their phone.

22. CLIMATE CHANGE POLICY

- The Council AGREED to adopt the Climate Change Policy and use it as a reference document for the Planning Committee.
- The Council AGREED for the Climate Change Working Party to meet and formulate an Action Plan to implement the policy. Cllr P Chapman returned.
- The Clerk advised that the Council grounds staff have already been following the principles of the Climate Change Policy and are struggling to process the amount of green waste generated from the Council's open spaces. In addition, the composting bays at the cemetery are at the end of their life and require replacement. The Clerk said they should be located off site to avoid the complication of access via the low height Lych Gate at the cemetery. The Clerk had circulated three quotations for the provision of new composting bays at the Bruce MacKenzie Field at the end of the car park. This location has good access for Council staff all year round and for contractors if any processing of the waste generated is required.

The Grounds Manager said this is a long term solution, to a long term problem, that is both sustainable and environmentally friendly. The Council AGREED to appoint Grasstex to supply and install the composting bays at the Bruce MacKenzie Field, remove the composting bays at the cemetery and spoils of waste from Council grounds to be funded from the Forward Maintenance Plan and Business Plan reserves.

- The Council AGREED to appoint Grasstex to supply and install a small composting area in the Beryl Harvey car park to serve the allotments and conservation field, subject to consultation with the users, to be funded from the grounds maintenance revenue budget.

23. MULTI USE GAMES AREA (MUGA)

The Chairman explained that the Council does hold some s106 funds in an earmarked reserve but has been waiting to see the plans for the Leisure Centre before progressing the MUGA and tennis courts replacement. The Clerk was asked to check with Fields in Trust if a MUGA can be installed on any of the Parish Council's land dedicated under Fields in Trust.

The Council AGREED to form a Working Party of Councillors D Nicholas, N Sanctuary, M Scully and G Worthington to investigate potential locations for a MUGA and bring a report to the next meeting of the Property & Asset Committee.

24. THE LISTENING PROJECT

The Council AGREED to invite Mr Freeston to attend a meeting of the Parish Council to discuss the project and to provide the Council with background papers about the audio project including details about the equipment and costs.

25. LOCAL CYCLE AND WALKING INFRASTRUCTURE PLAN (LCWIP) FOR WAVERLEY

The Council AGREED to appoint Cllr D Nicholas to represent the Parish Council on the LCWIP.

26. DEPARTMENT FOR DIGITAL, CULTURE, MEDIA AND SPORT (DCMS) CONSULTATION ON RURAL BROADBAND

The Council AGREED for Cllrs N Sanctuary and M Scully to submit a response on behalf of the Council.

27. METAL DETECTING ON PARISH COUNCIL LAND

The Council AGREED to follow WBC policy to not allow metal detecting on any of its open spaces due to sensitivities regarding archaeology, disturbance of plant/animal species.

28. CRANLEIGH VILLAGE HEALTH TRUST

The Clerk reported that the Council had received the following response from CVHT to the Council's invitation to CVHT again to join preliminary discussions on the One Public Estate project:

'At Tuesday's CVHT Board meeting, the Trustees were encouraged by your response and the Council's willingness to have a preliminary conversation. It will be helpful for the Council to be made aware, that an approach was made to Richard Everitt last summer by Ms Debbie Smith, Development Programme Manager at WBC, with regard to One Public Place. Now, with the changed circumstances for CVHT, created by the recent planning refusal, CVHT's ideas for the future use of the CVHT land are being reconsidered. In parallel, and with the recent sale of the Dunsfold land owned by Trinity College, WBC may well have ideas of its own about how the CVHT land could be best utilised.

To save time, and in view our previous contact with WBC over this matter, we feel it would be more appropriate for representatives from CVHT, CPC and WBC to open discussions to progress these ideas. In the meantime, and on our behalf, could CPC arrange to set up this meeting?'

The Chairman advised that the One Public Estate project is at very early stages, no data has been gathered or decisions made. This will be led by Waverley Borough Council and the next stage will be a feasibility study, meetings with Waverley officers are not public meetings. The Parish Council AGREED to contact WBC and ask them to arrange a meeting with CVHT and the Parish Council to discuss the One Public Estate, and to request that publicly available notes be made available by WBC. The Parish Council will advise the Cranleigh Civic Society and CVHT Stakeholder Group about the meeting. The Parish Council AGREED for Cllrs S Jeacock, N Sanctuary, E Townsend and R Tyler to participate in the meeting and for Councillors C Gould and G Worthington to attend as observers.

29. PROPERTY COMMITTEE RECOMMENDATIONS

- The Council AGREED to appoint Case Electrical to install a new street light at Snoxhall Fields following the end of the consultation period on 30 April 2021, to be funded from the Charity Reserve. The Clerk was asked to investigate a cone fitting for shielding for wildlife if it can be done within the quotation price.
- The Council AGREED to enter private and confidential session: reason – commercial in confidence.
- The Property & Asset Committee had invited quotations to re-purpose the play park fencing along the access road and to supply and install new bow top railings around the play park. However as Snoxhall Fields is located within an Area of Significant Visual Importance, the Committee had asked the Clerk to obtain a quotation for new bow topped railings along the access road too. The Clerk had obtained the quotation as requested. She advised that she has submitted a grant application for the bow topped railings for the play park to the Gatwick Airport Community Trust as this land is held on charitable trust. The outcome of the grant application will be known in July. The Council AGREED that if the grant application for £10,000 is successful, an order can be placed to replace the play park railings with bow topped railings. The Council were concerned about views from the access road with railings and asked the Property & Asset Committee to re-consider the boundary treatment along the access road, perhaps investigating a bund and ditch, and to make a recommendation to the September meeting of the Council.

30. SNOXHALL FIELDS ADULT PITCH IMPROVEMENTS

The Clerk advised that as the Council is now in the new financial year, it has sufficient funds in the Forward Maintenance Plan reserve to complete the footpath around the adult pitch. Councillors felt this would create a complete path for runners and encourage people to walk around rather than across the adult football pitch. The Council AGREED to appoint Centurian to complete the adult footpath.

31. STAFF MATTERS

- The Council AGREED to the Grounds Maintenance Association salary increase of 1.2% from 01 April 2021 for grounds staff.
- The Council AGREED for the Clerk to contact WBC for assistance with an apprenticeship and to seek HR advice to be considered by the Personnel Committee. The Council AGREED for the Personnel Committee to instruct the Clerk under delegated powers on appointment.

32. DATE OF NEXT MEETING

Thursday 23 September 2021 at 7.00pm. The meeting closed at 10.31pm

Signature.....

Date.....