

Clerk's Report 04 May 2021

- The ageing concrete hoops have been removed from the plat 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.

CRANLEIGH PARISH COUNCIL - STANDING COMMITTEES AND OBSERVERS ON OUTSIDE BODIES 2020/21

<u>Parish Council</u>	<u>Finance Committee (Max. 7)</u>	<u>Planning Committee (Max. 12)</u>	<u>Personnel Committee (Max. 5)</u>	<u>Neighbourhood Plan Committee (Max.6)</u>	<u>Property & Asset Committee (Max. 12)</u>
Rosemary Burbridge Philip Chapman Rob Denton Cathy Gould Steve Jeacock Dave Nicholas Nigel Sanctuary** Mark Scully Liz Townsend* Rowena Tyler George Worthington	Philip Chapman Rob Denton Dave Nicholas Nigel Sanctuary* Liz Townsend Rowena Tyler George Worthington Ch Neighbourhood Plan Ctte	Rosemary Burbridge Dave Nicholas Nigel Sanctuary Marc Scully Rowena Tyler*	Rosemary Burbridge** Nigel Sanctuary Rowena Tyler	Cathy Gould Steve Jeacock Nigel Sanctuary Liz Townsend Non-Councillor Members: Philip Townsend	Rosemary Burbridge Rob Denton Dave Nicholas* Marc Scully George Worthington

* Chairman

** Vice Chairman

<u>PARISH COUNCIL OBSERVERS</u>	<u>Observer</u>	<u>Deputy</u>
Acute Treatment Centre	Rowena Tyler	Cathy Gould
Chamber of Commerce BID rep	Nigel Sanctuary	Rob Denton
Cranleigh Arts Centre	Rowena Tyler	Nigel Sanctuary
Cranleigh Brick and Tile Liaison Group	Nigel Sanctuary	Rowena Tyler
Cranleigh Community Fund	Rosemary Burbridge	
Cranleigh in Bloom	Rosemary Burbridge, vacancy	
Cranleigh Flood Forum	Steve Jeacock, Marc Scully, Liz Townsend	
Cranleigh Library	Rosemary Burbridge, Rob Denton	
Cranleigh Networking Group	Rowena Tyler, Liz Townsend	
Cranleigh Vallendar Club	Nigel Sanctuary	
Cranleigh Neighbourhood Watch	Vacancy	
Dementia Friendly Cranleigh	Rowena Tyler	
Dunsfold Advisory Group	Steve Jeacock, Nigel Sanctuary	
Gatwick - CAGNE	Vacancy	
Internal Audit	Nigel Sanctuary, Liz Townsend	
Remembrance Day	Liz Townsend, Rowena Tyler	
Rowleys	Rosemary Burbridge	
Rural Services Network	Marc Scully	
SSALC	Liz Townsend, vacancy	
Surrey Police	Nigel Sanctuary, vacancy	
Town and Parish Council meeting (Waverley) 1 Cllr plus Clerk to attend	Liz Townsend	Rowena Tyler
Waverley Cycle Forum	Dave Nicholas, George Worthington	
WBC Town and Parish Planning Forum	Steve Jeacock, Liz Townsend, vacancy, vacancy	
Wey & Arun Canal	Rosemary Burbridge, vacancy	
Youth Council	Beverley Bell, Nigel Sanctuary, Liz Townsend, Rowena Tyler	
Henry Smith Charity - 2 Councillors + 3 independent members	Rosemary Burbridge Brian Cheesman	Nigel Sanctuary Roy Glasper
		Michael Trent

If you cannot attend a meeting please ensure that you alert either the deputy or the office so that Parish Council Representation is ensured.

<u>WORKING GROUPS</u>		
Challenger	Task related working group	R Burbridge, N Sanctuary, vacancy
Centenary Gardens Management Group	Task related working group	Cllr E Townsend, Brian Freeston, Micki Marks, Andy Bamford, Gwyn Bullen, Gill Ford, Mike Ford, Joy Horn.
Leisure Working Party	Task related working group	Cllrs R Denton, S Jeacock, D Nicholas, E Townsend, vacancy
Recreation Users Group	Task related working group	Cllrs R Denton, D Nicholas, E Townsend, G Worthington
Meeting with Civic Society and WBC	Task related working group	Cllrs R Burbridge, S Jeacock, E Townsend, R Tyler, vacancy
Climate Change	Task related working group	Cllrs C Gould, N Sanctuary, M Scully, E Townsend, R Tyler
Skate Park Working Party	Task related working group	Cllrs D Nicholas, M Scully, E Townsend, G Worthington
One Public Estate	Task related working group	Cllrs S Jeacock, D Nicholas, N Sanctuary, E Townsend and G Worthington, vacancy

Updated 15 April 2021

Cranleigh Parish Council - Calendar of Meetings 2021/22

2021	
Tuesday 01 June 2021	Planning Committee
Thursday 17 June 2021	Parish Council Meeting
Monday 21 June 2021	Planning Committee
Monday 12 July 2021	Planning Committee
Thursday 15 July 2021	Parish Council Meeting
Monday 19 July 2022	Personnel Committee
Monday 19 July 2022	Finance Committee Q1
Monday 02 August 2021	Planning Committee
Monday 23 August 2021	Planning Committee
Monday 13 September 2021	Planning Committee
Thursday 16 September 2021	Parish Council Meeting
Monday 20 September 2021	Property & Asset Committee
Monday 04 October 2021	Planning Committee
Monday 18 October 2021	Personnel Committee
Monday 18 October 2021	Finance Committee Q2
Thursday 21 October 2021	Parish Council Meeting
Monday 25 October 2021	Planning Committee
Monday 15 November 2021	Planning Committee
Thursday 18 November 2021	Parish Council Meeting
Monday 22 November 2021	Property & Asset Committee
Monday 06 December 2021	Planning Committee
Thursday 09 December 2021	Parish Council Meeting
Monday 13 December 2021	Planning Committee
2022	
Monday 10 January 2022	Planning Committee
Thursday 20 January 2022	Parish Council Meeting
Monday 24 January 2022	Personnel Committee
Monday 24 January 2022	Finance Committee Q3
Monday 31 January 2022	Planning Committee
Monday 07 February 2022	Property & Asset Committee
Thursday 17 February 2022	Parish Council Meeting
Monday 21 February 2022	Planning Committee
Monday 14 March 2022	Planning Committee
Thursday 18 March 2022	Parish Council Meeting
Monday 04 April 2022	Planning Committee
Monday 11 April 2022	Property & Asset Committee
Thursday 21 April 2022	Parish Council Meeting
Monday 25 April 2022	Planning Committee
Monday 09 May 2022	Personnel Committee
Monday 09 May 2022	Finance Committee Q4
Monday 16 May 2022	Planning Committee
Thursday 19 May 2022	Annual Council Meeting

Category	Council	Charity	Insurance
Buildings	£1,788,001	£1,605,249	£4,372,169
General Contents	£94,849	£11,829	£120,943
Street Furniture	£47,004	£12,955	£82,744
Gates and Fences	£25,327	£10,976	£39,382
Playground Equipment	£33,810	£124,370	£173,794
CCTV	£4,104	£13,957	£18,869
War Memorials	£0	£0	£0
Other Surfaces	£4,390	£0	£35,639
Mowers & Machinery	£71,705	£0	£48,831
Sports Equipment	£30,649	£0	£33,813
Regalia	£1,698	£0	£1,070
	£2,101,537.11	£1,779,336.53	£4,927,253.71

Local Councils

MTA Policy Schedule

09/02/2021

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Cranleigh Parish Council
Correspondence Address:	Council Offices Village Way Cranleigh Surrey GU6 8AF
Business:	Local Council
Schedule produced on:	09/02/2021
The county association of local council you are affiliated to:	Not Declared
Population of Council Area:	15,000

Period of Insurance

Effective dates	From:	09 February 2021
	To:	31 July 2021
Renewal date:		01 August 2021
LTA Expiry Date:		09 February 2024

Your Insurance Adviser's Details

BHIB Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details	
Annual Premium (excluding Terrorism):	£0.00
Insurance Premium Tax:	£0.00
Total Amount Due (excluding Terrorism):	£0.00
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Overall Annual Premium:	£0.00
Overall Insurance Premium Tax:	£0.00
Overall Amount Due:	£0.00

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£750,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£4,371,204	£5,245,444
Contents	£120,943	£145,131
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Gates and Fences	£41,975	£50,370
Playground Equipment	£201,267	£241,520
CCTV Equipment	£18,869	£22,642
War Memorials	£75,000	£90,000
Ground Surfaces	£35,639	£42,766
Mowers and Machinery	£48,831	£58,597
Sports Equipment	£33,813	£40,575
Regalia	£1,070	£1,284
Terrorism	Not Insured	

Section Excess: £125

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£10,000
In a locked safe at the Insured's premises out of business hours	£5,000
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£30,000
Item 2 - Additional Increased Cost of Working	Not Insured	
Item 3 - Standalone Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

Sub-Limit of Indemnity

Extended Premises

Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000

Extended Incident

Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000

Excess

Utilities	£500
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Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

£10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability (Personal Injury and or Property Damage caused by the Insured's Products)	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250	any one claim or series of claims arising out of any one Occurrence relating to Property Damage	
	Nil	all other claims	

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£750,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Sub-Limits	
		Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
		Loss of No Claims Discount	£500
		Application of Excess Protection	£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
		Operative Time of Cover	Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
		1. Death	£100,000
		2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£100,000
		3. Permanent Total Disablement	£100,000
		4. Temporary Total Disablement	£200 per week
		5. Temporary Partial Disablement	£100 per week
		Excess period for items 4 & 5	14 days
		Maximum Benefit Period for items 4 & 5	104 weeks
	In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.		

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Section 10

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year.
To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your BHIB Local Councils Policy Wording, in addition to the cover provided under the BHIB Local Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the Insurer's consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.

However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The Insurer will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

Long Term Undertaking - Expiry Date 01 August 2023

Reduced Premium

In consideration of the reduced premium at which this insurance is written You have agreed to an undertaking to offer at each renewal until the expiry date stated in the Schedule the insurance under this Policy, on the terms and conditions in force at the expiry of each Period of Insurance and to pay the premiums annually it being understood that

- a. We shall be under no obligation to accept an offer made in accordance with this undertaking
- b. The Sums Insured or Limits of Indemnity may be reduced at any time to correspond with any reduction in value or business.

The above -mentioned undertaking applies to any policy or policies which may be issued by Us in substitution for this Policy.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include BHIB Insurance Brokers, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information

and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

Peter J Consultants

Lyoth Cottage, Lyoth Lane, Lindfield, West Sussex RH16 2QA

Email: peter.j.consultants@btinternet.com

Tel: 01444 412423 – Mob: 07763 174800

CRANLEIGH PARISH COUNCIL

Internal Audit Annual Review – 31/03/2021

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, as set out in the Governance and Accountability for Local Councils Practitioners' Guide 2020 and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council. I will carry out my duties without bias and follow the Public Sector Internal Audit Standards 2012 - to enable the Council to comply with these Standards and the Accounts & Audit Regulations 2015.

There are not any matters to mention – well done.

Peter Frost
Peter J Consultants
24/04/2021

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

CRANLEIGH PARISH COUNCIL

www.cranleigh-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBSITE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

24/04/21 ADMINSTRY DD/ ENTER PETER FRIST AUDITOR

Signature of person who carried out the internal audit

Date 24/04/21

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

CRANLEIGH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.cranleigh-pc.gov.uk

Section 2 – Accounting Statements 2020/21 for

CRANLEIGH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	203,698	455,507	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	362,189	393,306	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	341,656	192,526	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	Re-stated 181,818	208,011	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	10,662	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	Re-stated 259,556	274,858	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	455,507	558,470	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	450,816	567,261	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,112,965	2,101,537	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

CRANLEIGH PARISH COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

1. The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.

2. The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.

3. The responsible financial officer for a relevant authority must, on behalf of that authority, publish **(which must include publication on the authority's website)**:

(a) the Accounting Statements (i.e. Section 2 of either Part 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:

(i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;

(ii) the Annual Governance Statement (i.e. Section 1 of either Part 2 or Part 3, whichever is relevant, of the AGAR); and

(b) a statement that sets out—

(i) the period for the exercise of public rights;

(ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;

(iii) the name and address of the local auditor;

(iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

1. You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and

2. Publish **(including publication on the smaller authority's website)** the following documents, the day before the public rights period commences:

- a. the approved Sections 1 and 2 of either Part 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
- b. the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following **suggested** dates: Monday 14 June – Friday 23 July 2021. (The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021); and
- c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: **CRANLEIGH PARISH COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement FRIDAY 11 JUNE 2021 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) MRS B. M. BELL, PARISH CLERK, CRANLEIGH PARISH COUNCIL, COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH, SURREY GU6 8AF 01483 272311 clerk@cranleigh-pc.gov.uk</p> <p>commencing on (c) Monday 14 June 2021</p> <p>and ending on (d) Friday 23 July 2021</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) MRS B. M. BELL – PARISH CLERK</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2021 for 2020/21 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Cranleigh Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
	1	31/03/2021	Business Account - 01806074	379,395.37
	1	31/03/2021	Fixed Term Deposit 22/04/2021	100,000.00
	1	31/03/2021	Fixed Term Deposit 29/03/2021	100,000.00
				579,395.37
<u>Other Cash & Bank Balances</u>				
			BANK OF IRELAND D A	0.00
			LLOYDS FIXED RATE DEPOSIT	0.00
			NAT WEST BONUS SAVER	0.00
			NAT WEST COMM CURRENT AC	0.00
			NAT WEST FIXED RATE BONDS	0.00
			PETTY CASH FLOAT	250.00
			PUBLIC WORKS LOAN BOARD	0.00
			SALES CASH IN HAND	0.00
			SMITH CHARITY A/C	0.00
			WALLHANGING POSTCARD	0.00
			WAR MEMORIAL ACCOUNT	0.00
			YOUTH CENTRE PETTY CASH	0.00
				250.00
				579,645.37
<u>Unpresented Payments</u>				
	1	19/11/2020	011141	40.00
	1	17/12/2020	011167	129.29
	1	17/12/2020	011187	30.00
	1	21/01/2021	011202	37.29
	1	18/02/2021	011232	11.70
	1	18/03/2021	011250	714.00
	1	18/03/2021	011251	474.19
	1	18/03/2021	011253	75.00
	1	18/03/2021	011254	6,409.20
	1	18/03/2021	011256	1,129.99
	1	18/03/2021	011258	310.02
	1	18/03/2021	011260	66.00
	1	18/03/2021	011265	26.38
	1	18/03/2021	011267	2,681.49
	1	18/03/2021	011269	250.00
				12,384.55
				567,260.82
<u>Receipts not on Bank Statement</u>				
	0	31/03/2021	All Receipts Cleared	0.00
				0.00
Closing Balance				567,260.82

Cranleigh Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

<u>All Cash & Bank Accounts</u>	<u>Account Description</u>	<u>Balance</u>
1	LLOYDS CURRENT A/C	567,010.82
	Other Cash & Bank Balances	250.00
	Total Cash & Bank Balances	567,260.82

Explanation of variances – pro forma

Name of smaller authority: CRANLEIGH PARISH COUNCIL

County area (local councils are): SURREY

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	203,698	455,507				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	362,189	393,306	31,117	8.59%	NO		
3 Total Other Receipts	341,656	192,520	-149,130	43.65%	YES		The other receipts has reduced by £149,129 from 2019/20 – 2020/21 because s106 income has reduced by £138,886 from £181,342 to £42,456, grant income has reduced by £25,838 from £36,604 to £10,285, interest income has fallen by £691 due to low interest rates, cemetery fees have fallen by £7,982 due to the pandemic with more cremations than burials and people waiting for lockdown restrictions to lift for linked ceremonies, the Council Tax support and compensatory grant have been reduced by £790 and £4,060 respectively, football income has fallen by £3,737 due to COVID restrictions, car park income down by £15,653 due to the lockdown and miscellaneous hire income reduction of £1,158, a total reduction in income of £198,795. The Council has however received COVID-19 business support grant income for the pavilion and youth centre increasing their income by £39,335, a COVID-19 grant for tennis income of £1,463, cemetery donation of £300, increased allotment income of £1,004 and payment of £7,564 for an insurance claim for a water leak at the Village Hall, a total increase in income of £49,666. Total reduction in income is £198,795 which has been offset by £49,666 new income accounting for the difference of £149,129
4 Staff Costs	181,818	208,011	26,193	14.41%	NO		
5 Loan Interest/Capital Repayment	10,662	0	-10,662	100.00%	YES		Loan re-paid in full 20 January 2020
6 All Other Payments	259,556	274,058	15,302	5.90%	NO		
7 Balances Carried Forward	455,507	558,470			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	450,816	567,261				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,112,965	2,101,537	-11,428	0.54%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Cranleigh Parish Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2021

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	455,506.61	558,469.97
100	TRADE DEBTORS	11,149.20	642.96
105	VAT CONTROL	8,471.62	8,566.16
110	PREPAYMENTS	1,172.51	994.46
	Less Total Debtors	20,793.33	10,203.58
500	TRADE CREDITORS	11,015.99	13,976.93
511	ACCRUED EXPENSES	2,915.90	1,842.50
550	RECEIPTS IN ADVANCE	2,170.74	3,175.00
	Plus Total Creditors	16,102.63	18,994.43
	Equals Total Cash and Bank Accounts	450,815.91	567,260.82
200	LLOYDS CURRENT A/C	450,650.47	567,010.82
220	PETTY CASH FLOAT	165.44	250.00
	Total Cash and Bank Accounts	450,815.91	567,260.82

Clerk

From: CIL <CIL@waverley.gov.uk>
Sent: 16 October 2020 16:54
To: Clerk
Cc: CIL
Subject: Community Infrastructure Levy (CIL) – Neighbourhood CIL

Dear Beverley,

Community Infrastructure Levy (CIL) – Neighbourhood CIL

I am writing to inform you that Waverley Borough Council received CIL payments for chargeable developments within your parish between the 1st April 2020 and 30th September 2020.

In accordance with Regulation 59A of the CIL Regulations, Waverley Borough Council will pass 15% of the relevant CIL receipts collected within Cranleigh Parish to Cranleigh Parish Council as 'Neighbourhood CIL'.

The total Neighbourhood CIL for Cranleigh Parish collected between the 1st April 2020 and 30th September 2020 was: £1,970.27.

Cranleigh Parish Council will receive a payment for this amount shortly. I have also provided attached a breakdown of the Neighbourhood CIL by chargeable development.

Breakdown of Cranleigh Parish Council Neighbourhood CIL 1st April 2020 and 30th September 2020

Application No	Site Address	Parish	Demand Amount	Receipt Date	Receipt Amount	Neighbourhood CIL
WA/2019/1403	LAURIEL HOUSE KNOWLE LANE CRANLEIGH GU6 8JW	Cranleigh	£13,135.12	26/06/20	£13,135.12	£ 1,970.27

As you will be aware, any expenditure of the Neighbourhood CIL should be in accordance with the CIL Regulations, and failure to do so may result in Waverley Borough Council requiring the CIL to be repaid. Please also consider your reporting responsibilities under Regulation 121B of the CIL Regulations. Further assistance on these matters is given in the previously circulated 'CIL Guidance for Town and Parish Councils'.

If you wish to track potential, due or collected CIL monies for your parish please see our developer contributions database (Exacom): <http://pfm.exacom.co.uk/waverley/>.

If you have any queries regarding CIL please do not hesitate to get in contact.

Yours sincerely

Mark Snowden
Planning Policy Technician
Waverley Borough Council
Tel: 01483 523239
www.waverley.gov.uk

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Please visit our website at <http://www.waverley.gov.uk>

Clerk

From: CIL <CIL@waverley.gov.uk>
Sent: 19 April 2021 14:34
To: Clerk
Cc: CIL
Subject: Community Infrastructure Levy (CIL) – Neighbourhood CIL

Dear Beverley,

Community Infrastructure Levy (CIL) – Neighbourhood CIL

I am writing to inform you that Waverley Borough Council received CIL payments for chargeable developments within your parish between the 1st October 2020 and 31st March 2021.

In accordance with Regulation 59A of the CIL Regulations, Waverley Borough Council will pass 15% of the relevant CIL receipts collected within Cranleigh Parish to Cranleigh Parish Council as 'Neighbourhood CIL'.

The total Neighbourhood CIL for Cranleigh parish collected between the 1st October 2020 and 31st March 2021 was: £16,907.44.

Cranleigh Parish Council will receive a payment for this amount shortly. I have also provided attached a breakdown of the Neighbourhood CIL by chargeable development.

Breakdown of Cranleigh Parish Council Neighbourhood CIL 1st October 2020 and 31st March 2021

Application No	Site Address	Parish	Demand Amount	Receipt Date	Receipt Amount	Neighbourhood CIL Collected between 1 st October 2020 and 31 st March 2021
WA/2020/2018	LAND TO REAR OF 114 AND 118, HORSHAM ROAD, CRANLEIGH	Cranleigh	£112,716.28	30/03/21	£112,716.28	£16,907.44

It should be noted that the CIL Regulations 2010 (as amended) prescribe that any surcharges applied should not be treated as Neighbourhood CIL. This means that Town or Parish Councils do not receive a proportion of any surcharges applied. This may explain why in some circumstances the Neighbourhood CIL does not equate to 15% of the total demand amount.

As you will be aware, any expenditure of the Neighbourhood CIL should be in accordance with the CIL Regulations, and failure to do so may result in Waverley Borough Council requiring the CIL to be repaid. Please also consider your reporting responsibilities under Regulation 121B of the CIL Regulations. Further assistance on these matters is given in the previously circulated 'CIL Guidance for Town and Parish Councils'.

If you wish to track potential, due or collected CIL monies for your parish please see our developer contributions database (Exacom): <http://pfm.exacom.co.uk/waverley/>.

If you have any queries regarding CIL please do not hesitate to get in contact.

Yours sincerely

Mark Snowden
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Please visit our website at <http://www.waverley.gov.uk>

Clerk

From: Adam Constantinou
Sent: 26 April 2021 14:30
To: Town & Parish Clerks
Cc: Zac Ellwood; Graham Parrott; Graeme Clark; Annie Righton; Tom Horwood; Harri Robinson; Vanessa de Chazal; Fiona Cameron; Sarah Wells
Subject: BT Payphone Removal Consultation 2021
Attachments: Waverley District (B) Annex.xlsx

Dear Town and Parish Clerks,

I have written to Waverley Borough Ward Councillors to let them know that BT have opened a new consultation about the proposed removal of 6 payphones in the borough. BT would like to remove the payphones on the grounds that they are used infrequently and are expensive to maintain. I attach a table of the affected payphones including postcode and number of calls received in the last year. BT have placed notices in these payphones.

I have asked Ward Councillors to let me know whether they object or agree to the removal of the payphone/s and also whether they would like to consider [adopting](#) any of the payphones in question. **I would be very grateful if you could check the attached list and give your ward councillor any comments from your town/parish to enable them to reply to our consultation by 10 May.** We will then collate the responses and publish an initial position ahead of our final reply to BT.

We will soon be letting residents know about the consultation via the local media, and asking for any public comments too.

Many thanks,

Adam Constantinou

S106 Compliance and Monitoring Officer

Waverley Borough Council

Tel: 01483 523037

<http://www.waverley.gov.uk>

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Please visit our website at <http://www.waverley.gov.uk>

Please return in this format to ensure that the telephone number of the kiosk is clearly shown

	Telephone Number	Address	Postcode	Average calls per month	Posting Completed Date	Agree Adopt Object	Reason for objection - based on need for telephony only not the kiosk
1	01252792999	JNC GARDENERS HILL ROAD & PCO1 APPLELANDS CLOSE WRECCLESHAM FA	GU10 4TL	29	19/03/2021		
2	01428604244	JNC BEACON HILL RD PCO1 CHURT ROAD HINDHEAD	GU26 6NL	0	19/03/2021		
3	01428604150	6D CASH PCO1 EIGHT ACRES HINDHEAD	GU26 6RZ	0	19/03/2021		
4	01483892558	NR BUS STOP PCO1 BLACKHEATH LANE WONERSH GUILDFORD	GU5 0PN	15	19/03/2021		
5	01483892120	O/S ST MARTINS CHURCH PCO1 BLACKHEATH LANE BLACKHEATH GUILDFORD	GU4 8QT	0	19/03/2021		
6	01483272159	PCO PCO1 HIGH STREET CRANLEIGH	GU6 8AB	4	19/03/2021		

CRANLEIGH PARISH COUNCIL
Climate and Ecological Emergency Strategy
March 2021 (version 3)



The motto in gold blue and red CRANLEIGH CARITATEM HABET
is interpreted as Cranleigh Cares.

The two cranes are looking backwards to the past reminding us of where we have come from
and forward to the future but guarding the task at hand as they hold their foot on the goblet.

Cranleigh Parish Council cares about our planet and supports the sustainability framework of One Planet Living¹.

Our Vision

This strategy places climate change principles at the centre of Council decision making.

Contents

1	Why have we announced a climate and ecological emergency?	3
2	How could climate change affect Cranleigh?	4
3	How can national and local planning policy help reduce the impact of climate change? .	4
4	Waverley Borough Council Climate Emergency	5
4.1	Waverley Borough Council's Local Plan Part 1	5
4.2	Cranleigh Neighbourhood Plan	7
5	How Energy Efficient is our Community?	11
6	How sustainable is our transport system?	12
7	What can we do as a community to tackle Climate Change?.....	13
7.1	IMPACT Community Carbon Calculator	13
8	What can we do as a Parish Council to tackle Climate Change?	17
8.1	What have we done so far?.....	17
8.2	What can we do in the future?.....	18
8.2.1	Community:.....	18
8.2.2	Land:.....	19
8.2.3	Buildings:	20
9	References:.....	20

¹Bioregional One Planet Living <https://www.bioregional.com/one-planet-living>

1 Why have we announced a climate and ecological emergency?

The climate emergency is the biggest threat facing our planet and in response to this we need to drastically reduce our greenhouse gas emissions.

Climate change is already having visible effects on the world, resulting in rising temperatures, extreme weather events, rising sea levels, with a significant loss of biodiversity and extinction of many species.

In 1997 the international treaty known as the Kyoto Protocol was signed in a commitment to reducing greenhouse gas emissions and this became law in 2005. This applies to the six greenhouse gases listed in Annex A: Carbon dioxide (CO₂), Methane (CH₄), Nitrous oxide (N₂O), Hydrofluorocarbons (HFCs), Perfluorocarbons (PFCs), and Sulphur hexafluoride (SF₆). These gases trap and hold heat in the atmosphere.

In 2015 Paris Agreement was entered into by virtually every nation and this set out a global framework to avoid dangerous climate change by limiting global warming to well below 2°C and pursuing efforts to limit it to 1.5°C. Even at this level more extreme weather events and significant increases in sea levels are predicted, resulting in permanent flooding of land, destruction of coral reefs, mass species extinction and huge carbon releases from melting Arctic ice, impacting on food security and ultimately peace.

At the present trajectory we are heading for a 3° + increase at the end of the century which would be catastrophic. Global CO₂ emissions have been increasing since 2017 after 3 years of relative stabilization.

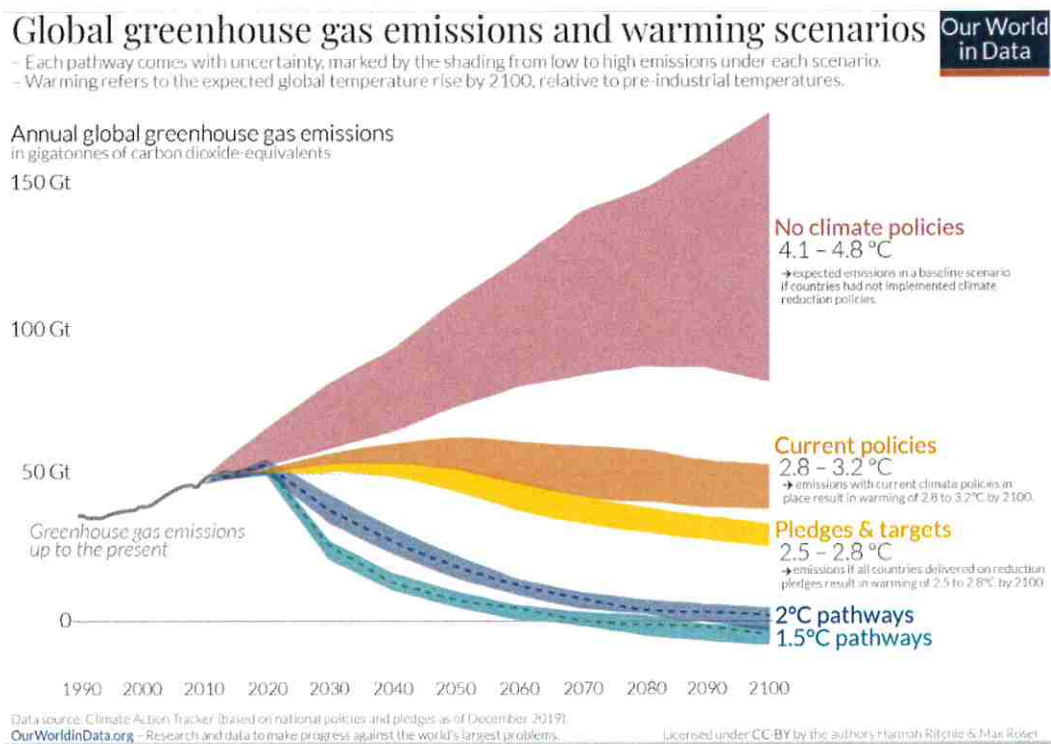


Figure 1: <https://ourworldindata.org/future-emissions>

In declaring a climate and ecological emergency, this Council is not opting for business as usual, we are opting to pledge to play our part in reducing emissions and to aim to become carbon neutral by 2030.

We will be concentrating on making our community buildings more energy efficient and managing our land to restore nature and provide wildlife corridors. Covid-19 has emphasised the importance of locally accessible green space for residents as well as providing space for nature.

We will also be working with the Cranleigh Community and other stakeholders to encourage actions and to provide information that will help residents to move towards a sustainable future for everyone.

2 How could climate change affect Cranleigh?

Cranleigh is exposed to the impact of climate change through:

- Increase in extreme weather events:
 - Risk of wildfires
 - Localised flooding
 - Drought resulting in water stress for residents, wildlife and agriculture
- Impact on air quality
- Spread of infectious human and animal diseases
- Reduction in biodiversity

3 How can national and local planning policy help reduce the impact of climate change?

There is huge pressure from the Government to accommodate more housing in the south east including in Waverley, as highlighted in the recent Government consultations on 'Changes to the current Planning system'² and 'Planning for the future'³. If the new method of housing numbers is adopted we could see the numbers for new housing in Cranleigh doubled. Surrey County Council also has identified Cranleigh as a 'growth' area in its "Surrey's 2050 Place Ambition", although a consultation on this has not been undertaken. This housing growth would have a catastrophic impact on our countryside, on local biodiversity and on our climate change targets.

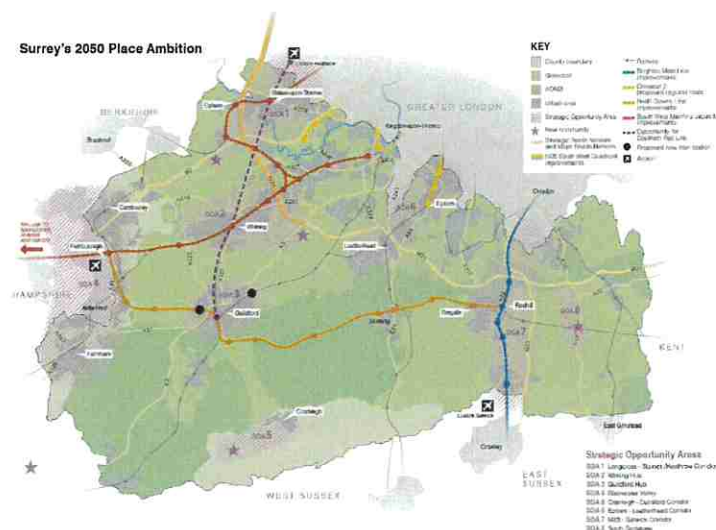


Figure 2: Surrey's 2050 Place Ambition map

² <https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

³ <https://www.gov.uk/government/consultations/planning-for-the-future>

There are some policies within the national planning framework and through local and neighbourhood plans that attempt to help to support biodiversity and to mitigate the impact of development on the environment:

- National Planning Policy Framework (NPPF) policies 148 and 149
- Waverley Borough Council Local Plan Parts 1 and 2
- Cranleigh Neighbourhood Plan (emerging)

There is also the delayed Environment Bill working its way through Parliament which should it become law requires developers to ensure habitats for wildlife are enhanced and left in a measurably better state than they were pre-development. Broadly, this “biodiversity net gain”, as set out in the Bill, requires development to deliver at least a 10 per cent improvement in “biodiversity value”. Without Government commitment through legislation to protect the environment it will be difficult for it to keep its commitment to bring all UK greenhouse gas emissions to net zero by 2050.

4 Waverley Borough Council Climate Emergency

Waverley Borough Council declared a climate emergency on 18 September 2019 and this set out the council’s aim to become carbon-neutral by 2030. The Council has produced a Climate Change Strategy and Action Plan⁴ which went out to public consultation in September 2020.

Friends of the Earth has analysed⁵ how different local authority areas across England and Wales are taking action to cut greenhouse gas emissions. They have identified what needs to be achieved by 2030 in each area compared to the progress made so far.

Their summary states that the Waverly area has made average progress compared to other local authority areas on addressing climate change and is lower than the average for the south east. The CO² emissions for the borough have reduced from 6.6 kt to 4.3 kt over the last 12 years, but we need to do much more in the following areas:

- renewable energy,
- home insulation
- public transport.

In Waverley 38% of emissions come from housing, 44% from transport, and 18% from industrial and commercial activity. According to the detailed carbon report for every local authority published by the Tyndall Centre⁶, Waverley should reduce its emissions by at least 13% per year to achieve the 2030 target.

4.1 Waverley Borough Council’s Local Plan Part 1

Local Plan Part 1 was found sound by a government inspector on 01 February 2018 and includes the following policies on climate change:

Policy CC1 – Climate Change

Development will be supported where it contributes to mitigating and adapting to the impacts of climate change, including measures that –

1. use renewable and low carbon energy supply systems;
2. provide appropriate flood storage capacity;

⁴ https://www.waverley.gov.uk/info/200287/council_policies_and_strategies/2191/climate_change_strategy_and_action_plan

⁵ <https://takeclimateaction.uk/climate-action/how-climate-friendly-your-area>

⁶ <https://carbonbudget.manchester.ac.uk/reports/>

3. address issues of flood risk through the application of Policy CC4;
4. provide high standards of sustainable design and construction with built-in resilience to climate change (e.g. from flood risk, storms, higher temperatures and drought); or
5. use green infrastructure and SuDS to help absorb heat, reduce surface water runoff and support habitat networks.

Policy CC2 – Sustainable Construction and Design

The Council will seek to promote sustainable patterns of development and reduce the level of greenhouse gas emissions by:

1. ensuring all new development, including residential extensions, include measures to minimise energy and water use through its design, layout, landscape and orientation;
2. encouraging the use of natural lighting and ventilation;
3. being designed to encourage walking, cycling and access to sustainable forms of transport;
4. building at higher densities where appropriate and supporting mixed-use development;
5. incorporating measures that protect and, where possible, enhance the biodiversity value of the development;
6. minimising construction and demolition waste and promoting the reuse and recycling of building materials; or
7. requiring the design of new development to facilitate the recycling and composting of waste;
8. ensuring that new dwellings shall meet the requirement of 110 litres of water per person per day; and
9. requiring that all new buildings are provided with the highest available speed broadband infrastructure.

Policy CC3 – Renewable Energy Development

Renewable energy development should be located and designed to avoid significant adverse impacts on landscape, wildlife, heritage assets and amenity. Appropriate steps should be taken to mitigate any adverse impacts, such as noise nuisance, flood risk, shadow flicker and interference with telecommunications, through careful consideration of location, scale, design and other measures. The Council particularly encourages applications from community-led projects. Development in the Green Belt will be considered in accordance with advice in the NPPF.

Policy CC4 – Flood Risk Management

Flood Zones in Waverley are defined as contained within National Planning Practice Guidance and the Council's Level 2 Strategic Flood Risk Assessment. In order to reduce the overall and local risk of flooding in the Borough:

1. Development must be located, designed and laid out to ensure that it is safe; that the risk from flooding is minimised whilst not increasing the risk of flooding elsewhere; and that residual risks are safely managed. In locations identified as being at risk of flooding, planning permission will only be granted, or land allocated for development, where it can be demonstrated that:
 - a. where sequential and exceptions tests have been undertaken and passed, any development that takes place where there is a risk of flooding will need to ensure that flood mitigation measures, including a site specific flood evacuation plan, are integrated into the design both on-site and off-site, to minimise the risk to property and life should flooding occur;

- b. through a sequential approach, it is located in the lowest appropriate flood risk location in accordance with the NPPF and the Waverley Strategic Flood Risk Assessment (SFRA); and
 - c. it would not constrain the natural function of the flood plain, either by impeding flood flow or reducing storage capacity.
- 2. Sustainable drainage systems (SuDS) will be required on major developments (10 or more dwellings or equivalent) and encouraged for smaller schemes. A site specific Flood Risk Assessment will be required for sites within or adjacent to areas at risk of surface water flooding as identified in the SFRA. There should be no increase in either the volume or rate of surface water runoff leaving the site. Proposed development on brownfield sites should aim to reduce run off rates to those on greenfield sites where feasible. There should be no property or highway flooding, off site, for up to the 1 in 100 year storm return period, including an allowance for climate change.

4.2 Cranleigh Neighbourhood Plan

Cranleigh Neighbourhood Plan is at the Regulation 14 consultation stage. It contains the following climate change policies which are still currently in draft format:

Policy CRAN13: Air Quality

A. Development should not cause unacceptable risks to air quality, including that arising from the storage and use of hazardous substances, and should seek opportunities to improve air quality where possible.

B. Major development proposals will be expected to assess the impact of the development on air quality via an Air Quality Assessment and propose appropriate mitigation measures having regard to existing local policies, strategies or Air Quality Action Plans, where the development has the potential to impact on air quality, where there is the possibility that an air quality objective may be exceeded, either on its own or having regard to cumulative planned developments.

Policy CRAN14: Water Quality

Development should not cause:

A. a deterioration to water quality and water quality elements as outlined in the Water Framework Directive or updated legislation and should seek to improve water quality where possible;

B. unacceptable risks to water quality arising from the storage and use of hazardous substances.

Policy CRAN15: Soil Quality and Contamination

A. Development should not cause a deterioration to soil quality or increase the risk of soil erosion of retained agricultural land, including that arising from the storage and use of hazardous substances, and should seek opportunities to improve soil quality where possible.

B. In areas where contamination is known or likely to be found, development proposals should be the subject of a desk-based assessment of the likelihood and extent of land contamination, followed by an intrusive investigation where appropriate, together with the provision of any appropriate remediation measures.

Policy CRAN16: Energy Efficiency and Design

A. Development proposals are encouraged to achieve the highest levels of sustainable design. In particular this relates to the following:

- a. Siting and orientation of buildings to optimise passive solar gain; and
- b. The provision of renewable and low carbon energy solutions as part of development or by ensuring that development is designed to maximise the potential for renewable energy if retrofitted at a later date. Efforts should be taken to integrate such equipment neatly into the design of the building.
- c. Maximising the energy resilience of individual buildings through the provision of battery technology to store on-site energy generation from renewable sources such as solar panels. Efforts should be taken to avoid damage to the fabric, appearance, or setting of the building.
- d. The use of high quality, thermally efficient building materials, with the use of those required to achieve Passivhaus standard being particularly strongly encouraged.
- e. Reducing water consumption to at least the requirement in Local Plan Part One Policy CC2 (Sustainable Construction and Design) of 110 litres per person per day through the installation of infrastructure such as grey water systems.
- f. Maximising electricity usage over other forms of energy generation that contribute more significantly to climate change and the reduction in air quality.
- g. Ensuring that domestic electrical systems in residential properties are sufficient to support electric vehicle charging to serve that dwelling (where off-street parking provision is made).
- h. Alterations to existing buildings should be designed with energy reduction in mind and comply with current sustainable design and construction standards.

B. The retrofitting of heritage properties/assets is encouraged to reduce energy demand and to generate renewable energy where appropriate, providing it safeguards historic characteristics and development is done with engagement and permissions of relevant organisations. Efforts should be taken to avoid damage to the fabric, appearance, or setting of the building.

Policy CRAN17: Local Green Spaces

The following areas shown on the Policies Map are designated as Local Green Spaces:

- a. The Showground
- b. Summerlands
- c. Snoxhall
- d. Queensway
- e. Park Mead
- f. Cranleigh Mead
- g. Cranleigh Arts Centre
- h. Lucks Green
- i. Parkhouse Green
- j. Elmbridge Allotments
- k. Beryl Harvey Field
- l. Lashmere
- m. Cranleigh Sports and Social Club
- n. Cranleigh Ponds
- o. Cranleigh Common
- p. Bruce McKenzie Field
- q. Acres Platt & Rydelands
- r. Knowle Parkland
- s. Roberts Way
- t. St Nicolas Church and Rectory
- u. Elmbridge Road (Vine Cottages)

Policy CRAN18: Residential Gardens and Amenity Space

In recognising the importance of residential gardens to the character of Cranleigh and its local biodiversity, new developments should:

- A. Provide private gardens for individual dwelling houses that should be at least 10m in depth and the width of the dwelling.
- B. Take opportunities to incorporate design features which encourage wildlife and biodiversity to thrive.
- C. Ensure that all dwellings, including blocks of flats, have an area of landscaping including traditional hedging or shrubs to the front of the property to encourage wildlife and to screen the boundaries of car parking areas.
- D. Provide hedging consisting of indigenous species at the rear boundary of all dwellings and in particular where the boundary is adjacent to open countryside.

Policy CRAN19: Flood Risk and Drainage

Development must ensure that the risk of flooding (in terms of severity, frequency and area) is minimised. In order to demonstrate this, development proposals must:

- A. Be accompanied by full details of the proposed surface water drainage scheme including gully maintenance and clearance (including details of its route, design and specification, how consideration has been given to the use of Sustainable Drainage Systems (SuDS), and details of its ongoing management and maintenance for the lifetime of the development) as part of their planning application.
- B. Use natural flood risk alleviation methods, including floodplain woodland, wetlands and other 'soft engineering' techniques.
- C. Ensure that existing drainage ditches and culverts are retained and, where possible and necessary, enhanced.



Figure 3: Flooding Elmbridge Road December 2013

Policy CRAN23: Water Supply and Wastewater Infrastructure

A. Where appropriate, planning permission for developments which result in the need for offsite upgrades, will be subject to conditions to ensure the occupation is aligned with the delivery of necessary infrastructure upgrades.

B. Drainage on the site must maintain separation of foul and surface flows.

C. On-site pumping stations should be avoided where possible. Where no reasonable alternative exists, they should be sited away from existing and new residential development and be surrounded by an appropriate exclusion zone to avoid odour and noise nuisance and include plans for their ongoing monitoring and maintenance.



Figure 4: Water shortages Summer

5 How Energy Efficient is our Community?

Cranleigh is located in the borough of Waverley. Energy Performance Certificates for the borough of Waverley are available from the Ministry of Housing, Communities and Local Government. These figures show us that there is much that can be done to improve the energy efficiency of our existing domestic properties in Waverley.

An Energy Performance Certificate (EPC) indicates the energy efficiency of a building. The assessments are banded from A to G, where A (or A+ for non-domestic properties) is the most efficient in terms of likely fuel costs and carbon dioxide emissions. An EPC is required when a building is newly constructed, sold or let. The purpose of an EPC is to show prospective tenants or buyers the energy efficiency of the property. The requirement for EPCs was fully implemented for domestic properties in autumn 2008. EPCs are valid for 10 years.

Waverley's current energy efficiency of domestic properties rated from A to G is:

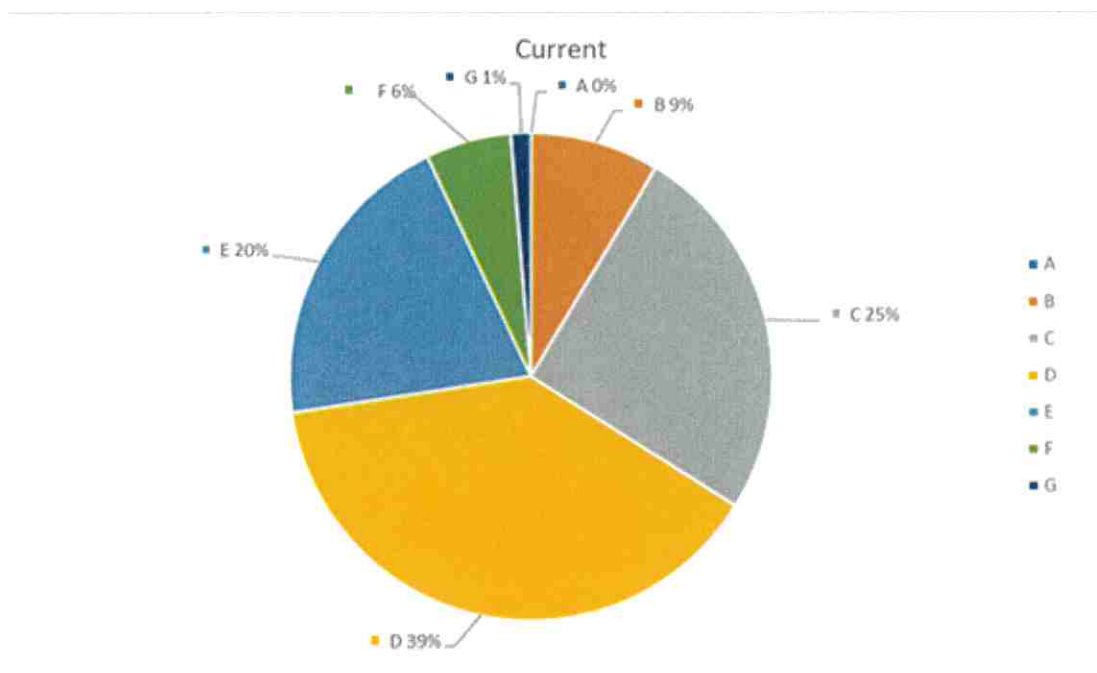


Figure 5: Waverley's current energy efficiency of domestic properties rated A to G

With investment, our domestic properties could greatly improve their energy efficiency rating:

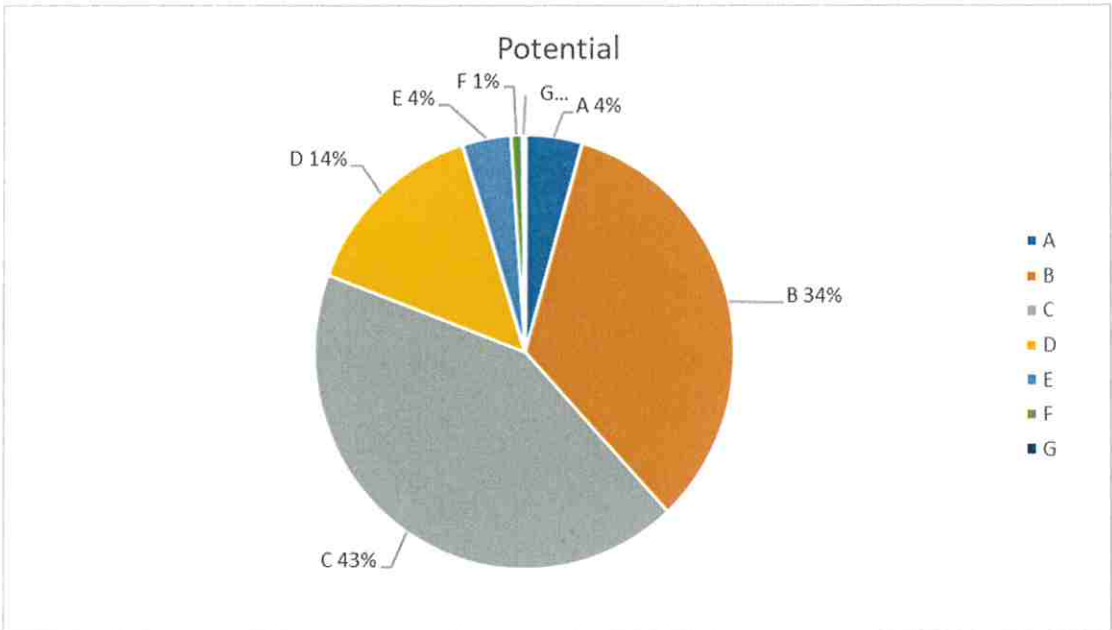


Figure 6: Waverley potential energy efficiency improvements

Waverley compared with the EPC statistics for existing dwellings in the UK:

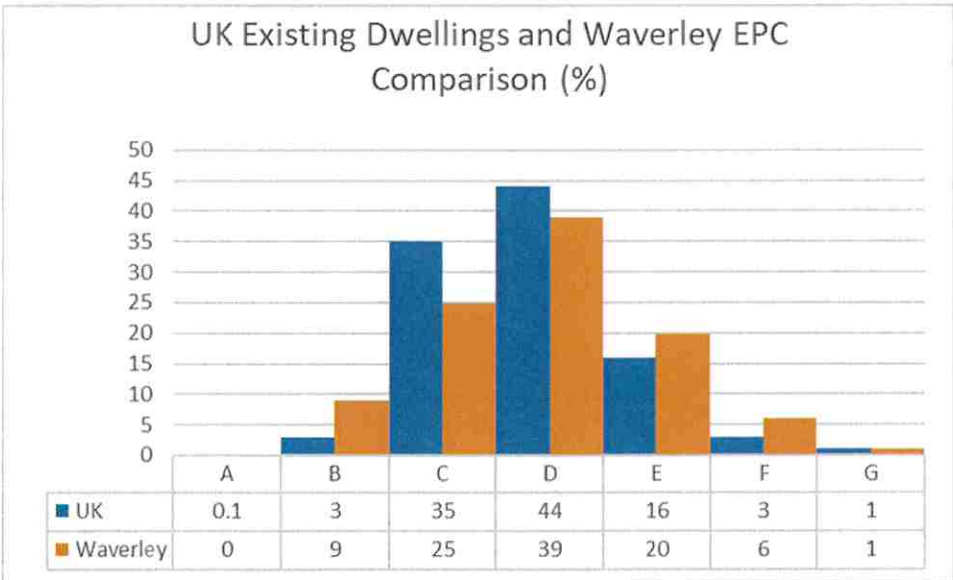


Figure 7: Waverley compared with the EPC statistics for existing dwellings in UK

Referring to the latest statistics available from the Ministry of Housing, Communities and Local Government, only 258 properties of 35,436 properties in Waverley are recorded as having solar panels.

6 How sustainable is our transport system?

Cranleigh is surrounded by a rural road network which is under pressure from the increasing number of vehicles that now use it. The main single carriageway A281 runs north to Guildford and south To Horsham. Cranleigh has a half hourly bus service week day time to Guildford with the first bus at 0625 and last bus home at 2245 hours. There are currently no electric buses on this route. Whilst this service may suit London commuters connecting to the railway station at Guildford, it does not reflect the shift working pattern of many professions in this modern day. Thus Cranleigh is in an area of high car ownership recorded at 1.62 per household in the 2011 Census with 48.7% of households having two or more

cars. There is currently one electric vehicle charging point available in Cranleigh in Stockland Square car park suitable for the rapid charge of three vehicles. There is also an additional charging point in Queensway.

The village is well connected east – west for pedestrian, cyclists and equestrians via the Downs Link public bridleway. In particular it provides a safe link connecting the housing estates on the eastern and western boundaries of the village with the village centre for shopping, schools, library, leisure centre and access to healthcare.

The nearest railway stations are located some nine miles away in Godalming and Guildford. Horsham main line station is some 11 miles away, although another station is proposed in North Horsham alongside further major development.

7 What can we do as a community to tackle Climate Change?

7.1 IMPACT Community Carbon Calculator

Cranleigh Parish Council was included on the pilot and launch of the carbon calculator tool⁷. This tool was developed by the Centre for Sustainable Energy as part of their Climate Emergency Support Programme, working jointly with the University of Exeter's Centre for Energy & the Environment as part of their South West Environment and Climate Action Network.

Impact provides a visual representation of each local community's carbon footprint and identifies the main carbon impact areas. It also has a facility to compare the parish footprint to another community.

Cranleigh Parish's carbon footprint can be viewed in two ways. 'Territorial' emissions only show the emissions that are directly produced from our parish (from heating buildings, transport, any industry or agricultural operations within your boundary, for example). This follows the same methodology as national emissions data sets, but largely ignores what we buy and what we eat and where that is imported from. 'Consumption' emissions, on the other hand, include upstream and downstream emissions from our residents' consumption of manufactured goods, food and their own transport activity, regardless of where the emissions occur. Both territorial and consumption emissions can be viewed per household or in total.

CO₂e stands for 'carbon dioxide equivalent' and is a standard unit of measurement in carbon accounting, it expresses the impact of a number of different greenhouse gases as a common unit .

⁷ <https://impact-tool.org.uk>

Territorial annual figures for the average household within the parish:

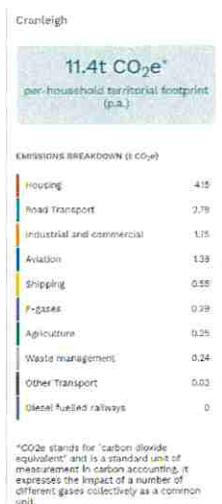


Figure 8: Impact Territorial per Household Data for Cranleigh Parish

This identifies that housing, transport, industrial and commerce, followed by aviation are the highest contributors to our carbon footprint.

Territorial annual figures for the total household within the parish:

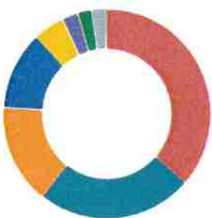


Figure 9: Figure 10: Impact Territorial total Household Data for Cranleigh Parish

Consumption annual figures for the average household within the parish:



Figure 11: Impact Consumption per Household Data for Cranleigh Parish

This identifies that consumption of goods and services followed by housing and food and diet are the highest contributors to our carbon footprint. According to the Committee on Climate Change we need to reduce our household territorial emissions to approximately 4.5t of CO₂e by 2030⁸.

Consumption annual figures for the total household within the parish:



Figure 12: Impact Consumption total Household Data for Cranleigh Parish

Territorial annual figures per household compared to England average:

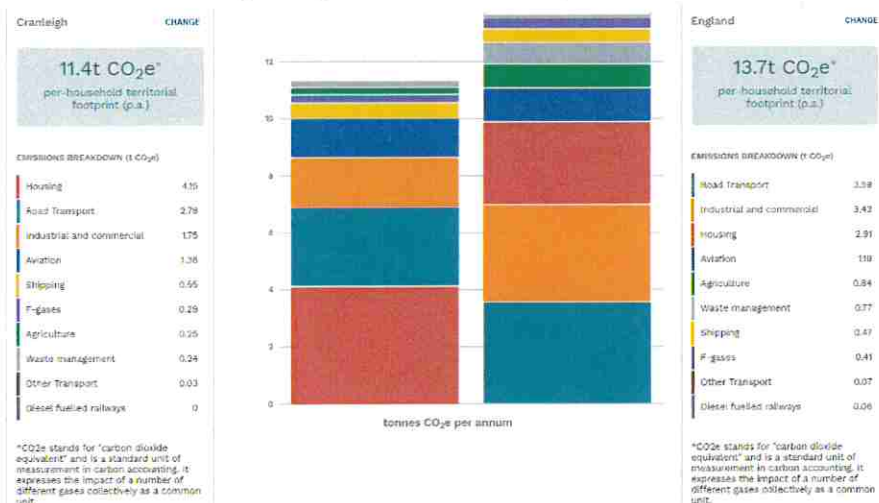


Figure 13: Impact Territorial per Household Data for Cranleigh Parish compared to England average

Whilst our territorial figures are 2.3t CO₂e below England's national average with 11.4t of CO₂e compared to 13.7t CO₂e per household, our consumption figures are considerably above with 18.3t of CO₂e compared to 13.1t CO₂e. Our consumption of goods and services alone account for an additional 2.07t CO₂e.

⁸ <https://www.theccc.org.uk/wp-content/uploads/2016/07/5CB-Infographic-FINAL-.pdf>

Consumption annual figures per household compared to England average:

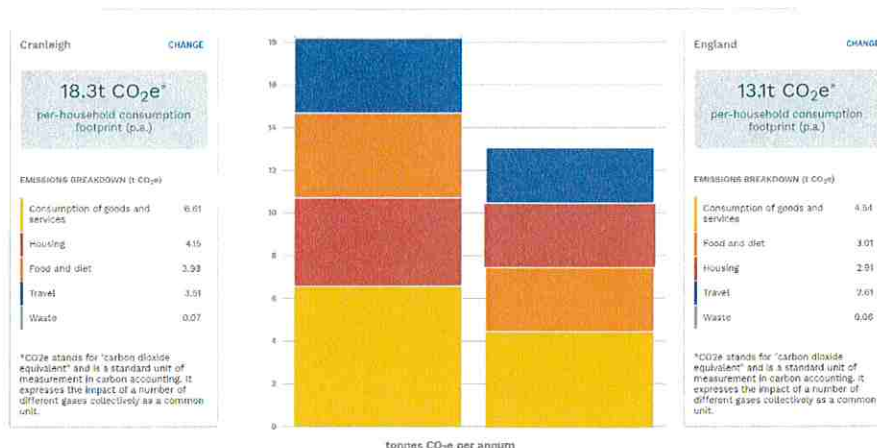


Figure 14: Impact Consumption per Household Data for Cranleigh Parish compared to England average

As well as reducing what we consume, reusing what we can and increased recycling, there are six key areas in which the community can reduce their carbon footprint as outlined by the Committee on Climate Change⁹

1. Heating - 1 in 20 homes with a gas boiler could join a heat network, saving 2 tonnes of CO₂e per year. 1 in 4 homes currently using oil heating, and 1 in 3 homes using electric heating could switch to a heat pump, saving 3.2 tonnes of CO₂ per year and 0.8 tonnes of CO₂ per year respectively.
2. Electricity - Low-carbon generation could reduce emissions by 79%, saving 1.25 tonnes of CO₂ per year for the average home.
3. Transport - By using a more efficient petrol or diesel car, the average home could save 0.9 tonnes of CO₂ per year. A fully electric vehicle could save 2 tonnes per year.
4. Energy Efficiency - ...the average household could reduce its emissions by 0.6 tonnes of CO₂ per year. These measures could also save the average gas heated home £184 per year.
5. Aviation - CO₂ emissions per household from flying could stay the same because, although there are more journeys, aircraft are more efficient.
6. Waste - By reducing and sorting waste, emissions from the average home could fall by 0.25 tonnes of CO₂ per year.

⁹ Sources: Department of Energy and Climate Change (DECC), the Office of National Statistics (ONS), Committee on Climate Change (CCC). For more information about the Fifth Carbon Budget and the Committee on Climate Change go to www.theccc.org.uk:

8 What can we do as a Parish Council to tackle Climate Change?

Cranleigh Parish Council is a land owner in Cranleigh:

- Dewlands Lane cemetery
- Land at Village Way
- Snoxhall Fields
- Bruce McKenzie Field
- Beryl Harvey Field and allotments
- Elmbridge allotments
- Amlets Lane Allotments

Cranleigh Parish Council is responsible for the following buildings:

- Council Office
- Public Conveniences in Village Way and at the Common
- Snoxhall Fields Pavilion
- Cranleigh Youth Centre
- Cranleigh Village Hall
- Cemetery Machine Shed

8.1 What have we done so far?

- Prepared a Neighbourhood Plan for Cranleigh with environmental policies.
- Placed Snoxhall Fields, the Beryl Harvey Field and the Bruce McKenzie Field in Trust to maintain them for the community as green spaces in perpetuity.
- Increasing provision of allotments to enable parishioners to grow their own food
- Organise a three yearly basic tree survey to care for our trees.
- Use of composting to reduce green waste.
- Removal of scrap metal to scrap metal recycling.
- Installed double glazing in the Council Office and Snoxhall Pavilion.
- Installed new gas radiant heaters with de-stratification fans to circulate the heat in the Sports Hall.
- Replaced the ageing ceiling lights in the Sports Hall with low energy LED fittings.
- Worked with the Conservation Volunteers and adopted a Conservation Plan for the Beryl Harvey Field.
- Installed eco-shield water conservation in the Village Way public conveniences.
- Replaced the ageing street column lamps in Snoxhall Fields with low energy LED fittings.
- Reduced the use of pesticides on all of our greenspaces.
- Transferred to a renewable energy provider.
- Do we recycle our waste?

8.2 What can we do in the future?

Our proposals to address Climate Change at Cranleigh Parish Council can be split into three separate areas, this will form the basis of our action plan:

1. Community
2. Landowner
3. Building owner

8.2.1 Community:

Leadership

Councils have an important leadership role in creating low carbon and climate-resilient communities.

Some of the other areas that the Council can work with the community to reduce its carbon footprint:

- Investigate funding to carry out an energy audit¹⁰.
- Create a walking and cycle route map for the parish.
- Encourage the use and improvement of local bus routes and the introduction of electric buses.
- Encourage the formation of and work with local Climate Action groups and wildlife conservation groups.
- Working with local businesses to promote shop local and local produce campaigns, together with opportunities to reduce and recycle waste.
- Fight to keep the Cranleigh Recycling Centre open
- Become a Plastic Free Community¹¹
- Promote the services provided at the Cranleigh Recycling Centre and campaign to retain this facility.
- Encourage local car share schemes¹².
- Encourage the use of Smart meters.
- Investigate opportunities for renewable energy usage and production
- Work with the Youth Council on sustainability awareness and projects.
- Reduce, monitor, and recycle waste and where available use recyclable and environmentally friendly products.
- Consider community bulk purchasing arrangements for installing solar PV, or other renewable technologies such as heat pumps.
- Ensure any council funds are invested safely in low-risk sustainable banks or investment funds.

Well-being

- Promote active healthy lifestyles by enhancing and protecting our green spaces for local recreation.
- Encourage walking and cycling to school.
- Maintain our section of the Downs Link to provide a safe walking, cycling and bridleway route into the centre of the village.
- Lobby Surrey County Council for a reduction in speed limit to 20mph in our high street and outside our schools.

¹⁰ <https://www.salixfinance.co.uk/loans/england-loans/local-authorities>

¹¹ <https://www.sas.org.uk/plastic-free-communities/>

¹² Car sharing schemes like <https://liftshare.com/uk>

8.2.2 Land:

The Parish Council as a landowner can seek to protect, improve and enhance biodiversity and seek to share and encourage good practice within the Cranleigh community. As a consultee on planning application we can also highlight impacts of development on the environment and request the principal planning authority to secure mitigation in addition to a net gain in biodiversity on all new development sites.

- Annual maintenance of land drainage ditches to ensure water flows freely through Parish Council land.
- Composting of green waste from the cemetery and recreation grounds. Investigate opportunities for community composting schemes.
- Reduction in and phasing out of the use of pesticides and chemicals on Council owned grounds.
- Recycling of Council waste where possible through bespoke collections such as scrap metal, paint cans, electrical equipment.
- Consider the purchase of rechargeable machine tools to replace petrol engines.
- Consider the purchase of electric ride on vehicles when replacing petrol engine machines.
- Consider the replacement of the Council's tractor with an electric vehicle.
- Investigate the installation of solar panels and/or wind turbines for the generation of our own electricity. Consider a purchase power agreement to fund the installation.
- Develop a tree planting action plan to increase tree cover and diversify species.
- Invite local bee keepers to install bee hives in the Beryl Harvey Field Conservation Field to assist with pollination at our allotment sites.
- Plant more wild flower mixes in our open spaces.
- Reduce grass cutting on verges and other unused areas.
- Install hedgehog boxes on all Council land.
- Install bird boxes on all Council land.
- Investigate the provision of plastic bottle recycling in our play park.
- Becoming a milk bottle top recycling point for charity. Investigate options to recycle tetra packs as Surrey no longer recycle these.
- Use FSC certified products and recycled/recyclable products where available.
- Reduce the use of water consumption and investigate options for grey water storage.

Planning

- Consider the climate change impact of all planning applications considered by our Planning Committee.
- Request mitigation measures on all new development sites and evidence of the net gain in biodiversity.
- Fight to prevent the loss of trees on development sites and highways projects.
- Scrutinise the strategic environmental impact of Waverley's Local Plan through public consultations.
- Encourage the local planning authority to support the building of more eco homes (Passivhaus principles¹³)
- Call for more electric vehicle charging points in the village car parks.
- Apply for CIL money to upgrade the Downs Link for walking, cycling and a bridleway, as well as for additional safe walking and cycling infrastructure projects.
- Include policies to reduce climate change in the Cranleigh Neighbourhood Plan.
- Support applications where appropriate for renewable energy consumption.

¹³ <http://www.passivhaustrust.org.uk/>

Flood Risk

- Be an active member of the Cranleigh Flood Forum
- Maintain local flood map data to provide evidence base for the Environment Agency
- Work with the Environment Agency and Surrey Wildlife Trust to encourage volunteer working parties to monitor and maintain Cranleigh Waters and its tributaries.
- Promote riparian ownership obligations.

8.2.3 Buildings:

- Install sensors to community building lights to reduce energy consumption.
- Install sensors to extractor fans to reduce their energy consumption.
- Replace ageing light fittings with LED light fittings.
- Replace single glazed windows with double glazing where possible.
- Consider ways to reduce further building heat loss including improved insulation in Council buildings.
- Investigate the Renewable Heat Incentive to replace ageing gas boilers.
- Improve the energy performance rating on the Village Hall.
- Compare the energy usage of our buildings pre and post energy efficiency improvements by monitoring electricity, gas and water usage.
- Set minimum environmental credentials for companies that work on our grounds and buildings as well as supplier of goods and services to the Council.

Council Buildings Baseline Data

Only one of our commercial buildings is required to have a Display Energy Certificate. Cranleigh Village Hall is rated D:

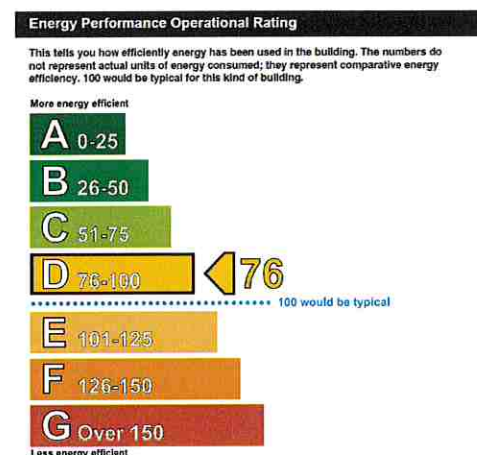


Figure 15: Village Hall Energy Performance rating

Tables here

9 References:

The science and impacts of climate change by the Committee on Climate Change

1. The Committee on Climate Change
2. Department for Business, Energy and Industrial Strategy - 2017 Local Authority Carbon Dioxide Emissions.

Clerk

From: Brian Freeston
Sent: 13 April 2021 17:00
To: Clerk; Chairman
Subject: The Listening Project at the Centenary Garden
Attachments: 2021-04-13 16.45.27.jpg

Dear Liz and Beverley,

I would like to have the formal support of the Council for The Listening Project established in the Centenary Garden. I have applied to Surrey County Council's Fund and have gained significant support from members of the public, indeed if you put aside the demand for public infrastructure which should by rights come from the Highways budget, my project in terms of votes cast is at quite a high level. If in the event that SCC choose to fund it I would like your formal permission to site part of the project in the garden.

I believe you do have plans, but I'll attach one anyway. Although it would entail a minor landscaping change in the form of a crescent-shaped low mound surrounding an extra seat in the south part of the garden, along with a green BT style vandal-proof box to house audio and audio switching gear, placed in an unobtrusive position just inside the fence under the oak tree. The work would also entail the trenching of an armoured cable from the box to the Pavilion, to connect with the main board. The amount of power used would be enough to run a small amount of audio equipment in the day time and a low powered heating element during the winter to avoid condensation within the cabinet.

I have submitted full costings and information to SCC.

The parish council has on a couple of informal occasions felt this to be a worthwhile undertaking but I think it is prudent now to apply to you for more formal support.

With kind regards,

Brian

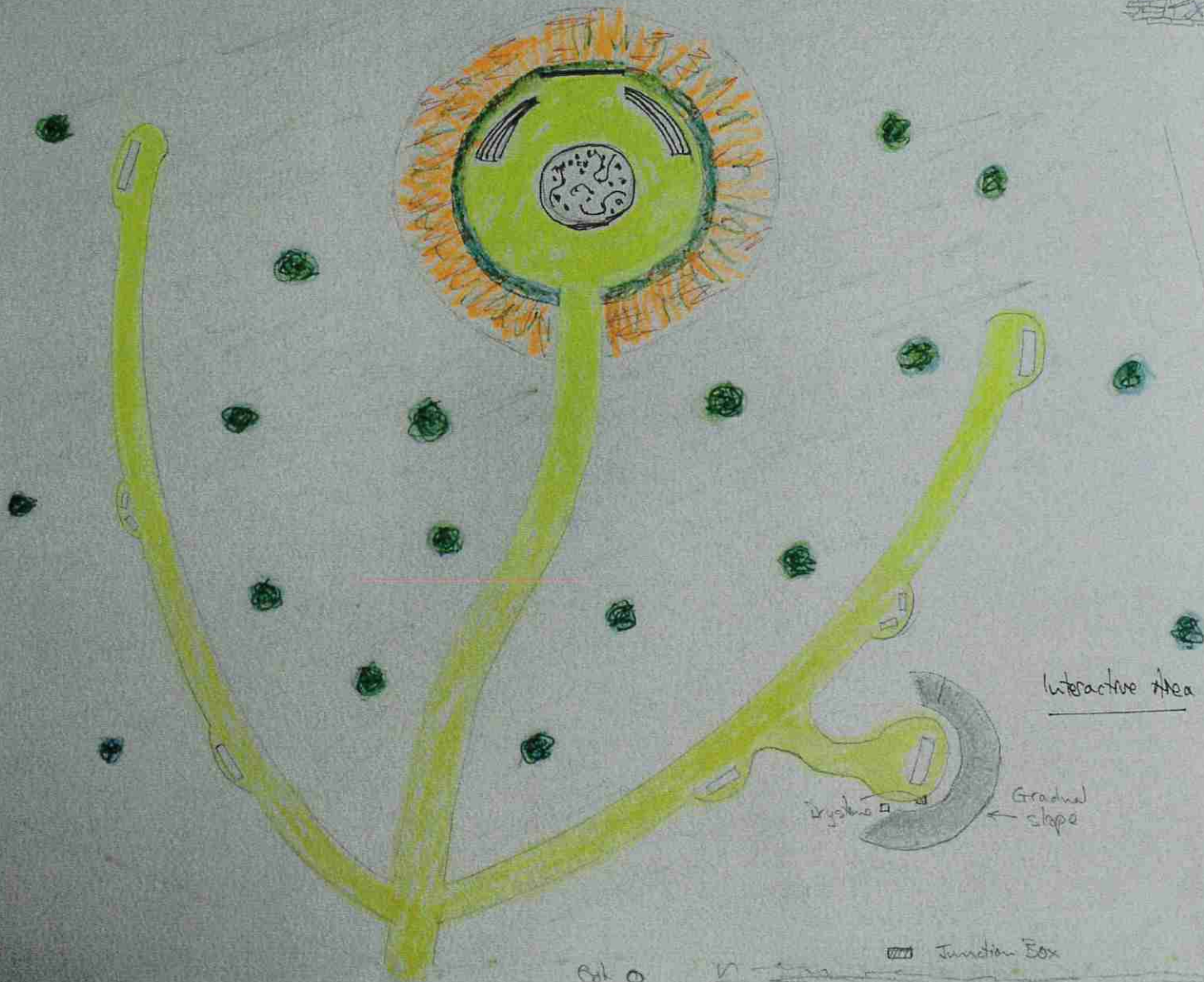
Brian Freeston

The Listening Project
- Garden aspect

Elevation
with seat in front



Speakers inset
with design
iron grille



Interactive Area

Gradual slope

Junction Box

Col. 0

⊗ CCTV

Clerk

From: Thomas Lankester
Sent: 20 April 2021 12:02
To: Clerk
Subject: Cranleigh cycling and walking

Hi,

I have recently taken up the post of Sustainable Transport Projects Officer at Waverley Borough. Part of my role is to support the development of a Local Cycle and Walking Infrastructure Plan (LCWIP) for Waverley. As well as giving the borough a coherent plan, an LCWIP is also required by the Department for Transport to bid for funding from the £1.5B Active Travel Fund.

I am looking for locals / councillors interested in using their local knowledge to support the information gathering and network planning stages of LCWIP development.

I will, of course, also be supporting more immediate opportunities for active travel infrastructure development using existing developer contributions and am more than happy to explore these as well.

Best regards

Tom

Thomas Lankester,
Sustainable Transport Projects Officer,
Waverley Borough Council
Tel. 01483 523567
www.waverley.gov.uk

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Please visit our website at <http://www.waverley.gov.uk>

23 APRIL 2021

PC3-21 | RURAL BROADBAND

Summary

The Department for Culture, Media and Sport (DCMS) has recently launched a consultation into improving broadband connectivity to very hard to reach places. The government wants to ensure that long-term, long lasting gigabit solutions are made widely available across the UK. There is currently a DCMS consultation on the proposals which will close in mid-June. The main consultation document can be downloaded [here](#).

Context

Through this call for evidence, the government wants to hear views and experiences of consumers' broadband connectivity in rural and remote areas of the UK. Additionally, DCMS would also like to receive information on both the known benefits of broadband services and the current barriers to deployment and take-up around the country.

The evidence gathered will enable DCMS to assess the options available for delivering improved connectivity to areas where the costs of delivering better digital infrastructure have so far proven to be a barrier to deployment. The government is also seeking contributions from organisations that represent groups which have a direct interest in rural broadband.

NALC's current policy positions

The following paragraphs outline NALC's current policy positions, account of which will steer the response which we are likely to make to this consultation:

- **We also ask as a related issue that new build houses and businesses need to be provided with in-built infrastructure to enable connection to fibre-optic broadband.**
- **We support the Rural Coalition's call for infrastructure which reaches rural areas, so the rural economy can grow and create quality jobs.**
- **We also firmly believe that landscape impacts are a planning issue. The visual impacts of any rollout of broadband to remote rural areas need to be kept to a minimum.**

Other NALC Views:

- **Rural broadband is critical to residents in all parished rural communities across England – as is the need for a strong, reliable, affordable and sustainable connection. We therefore think that the government should direct the Office of Communications (Ofcom) to conduct an urgent review of the universal service obligation (USO), focusing on what minimum commitment would be needed to sustain and support rural businesses and communities.**
- **“Not spots” that still do not have any/very poor broadband connections also need to be given top priority before further 5G connections are introduced.**
- **Local (parish and town) councils should be given the legal power to promote, contribute towards and/or run electronic communications networks and services for the benefit of their local communities.**
- **DEFRA, ACRE, BDUK and other partners in principle should offer support to local councils who are seeking to develop broadband improvements in their communities.**

Consultation Questions

The main consultation questions NALC will be responding to in this consultation are as below and NALC seeks the views of county associations and member councils in response to these questions to help inform its own submission to MHCLG:

Section 4: Topic A: Demand or improved broadband in very hard to reach locations

Q1. What is the average household size in your council area (estimates are fine)?

Q2: What types of devices and services do residents in your parished area use (typically)?

Q3: What broadband services do your council's residents tend to use most and typically what might they cost (estimates again fine)?

Q4: What are the average broadband speeds in your local council's area (on average) and are they what residents were expecting on the whole?

Q5: How reliable is the overall service residents in your council's area receive and do they tend to be satisfied?

Q6. Which broadband speed do residents in your area typically require (estimates are fine)?

Q7. How much would residents in your local council area typically value an improved connection speed?

Q8. To what extent do you have access to and use mobile data alternatives to fixed broadband services?

Q9. Has the COVID-19 pandemic affected your needs for broadband/ digital connectivity?

Section 5: Topic B: Benefits of improved broadband in very hard to reach locations

Q10. How would access to improved broadband benefit you in particular?

Q11. Have you ever used or been offered a virtual health service, such as an online GP session? How would you rate this service based on your experience?

Q12. Have households in your council area made use of virtual / tele education?

Q13. Do residents in your council area have access to the below mentioned services?:

- Online libraries;
- Online medical appointments;
- Online learning;
- Online banking?

Q14. How do you think better broadband in your local council area would affect the lives of your residents regarding the below:

- Keeping touch with friends and family;
- Access to online entertainment;
- Access to support services;
- Ability to work at home?

Q15. How do you think residents in your council area being able to access the above services online would affect their health and wellbeing?

Section 6: Topic C: Barriers to delivering or accessing improved broadband in very hard to reach areas

Q16. If residents in your council area do not use a broadband service, why do you think this might be?

Q17. Do you think residents in your council area have had to change their browsing behaviour or use of applications as a result of limitations to their broadband service?

Q18. Have residents changed their package, supplier or technology as a result of constraints with their broadband service in this remote location?

Q19. If residents in your council area changed technology to improve broadband, which technology did they typically change from and to?

Q20. Have residents explored the use of fixed wireless in your council area?

Q21. Have residents in your council area typically looked into the use of satellite services for broadband?

Q22. Has your local council:

- Explored new broadband services that are expected to arrive in your area?;
- Explored a community broadband scheme (such as a Community Fibre Partnership)?;
- Applied for a broadband connectivity voucher (from the UK government or your principal authority)?; &
- Been advised (in writing or otherwise) that you are potentially eligible to request an improved connection through the Broadband Universal Service Obligation (provided by BT or KCOM [Kingston upon Hull only])?

Your evidence

Please email your responses to this consultation to _____ by 17.00 on Tuesday 25 May 2021. County associations are asked to forward this briefing onto all member councils in their area.

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