CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
Fax:01483 478867
Website:www.cranleighpc.org

Village Way
Cranleigh
Surrey
GU6 8AF

14 September 2017

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend the Parish Council meeting to be held at **7.00 pm on THURSDAY 21 September 2017** in the Parish Council Office, Village Way, Cranleigh.

Beverley Bell FILCM
Parish Clerk

To all Members

AGENDA

1. APOLOGIES FOR ABSENCE.
Recommendation: To receive apologies and reasons for absence.

2. PUBLIC SESSION
Recommendation: To note any comments from parishioners.

3. PARISH COUNCIL MINUTES
Distributed separately.
Recommendation: The Council to approve and the Chairman to sign as a correct record, the Minutes of the Parish Council Meeting held on 20 July 2017 and the Extraordinary Parish Council Meeting held on 31 July 2017.

4. DECLARATIONS OF INTEREST
Recommendation:
- **To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.**

5. CO-OPTION OF NEW MEMBER
Recommendation: To receive application letters from prospective new members and to decide on their co-option to the Parish Councillor vacancy.

6. CHAIRMAN'S REPORT
Recommendation: To note the report.

7. CLERK'S REPORT

Recommendation: To note the report.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Recommendation: To note the reports.

9. MINUTES OF COMMITTEES

Copies sent separately.

- Planning Committee Minutes of the meeting held on Monday 07 August 2017, Tuesday 29 August 2017 and Monday 18 September 2017.
- Neighbourhood Plan Committee Minutes of the meeting on Thursday 27 July 2017 and Tuesday 05 September 2017.
- Finance Committee Minutes of the meeting on Thursday 14 September 2017.

Recommendation: To receive the minutes listed above.

10. COUNCIL STRUCTURE

Recommendation:

- **To appoint the new member to Committees.**
- **To appoint Cllr A Richardson as the Council's nominated representative on the Flood Forum.**

11. OUTSIDE BODIES

Brief written reports from outside bodies to be notified prior to the meeting.

Recommendation:

- **To receive any reports.**

12. FINANCIAL MATTERS

1.The expenditure list to 24 August 2017 attached and to 21 September 2017 to follow.
2. Bank Reconciliation for 31 July 2017 and 31 August 2017 is attached.
3. Cashbook Reconciliation for 31 July 2017 and 31 August 2017 is attached.
4. External Audit 01/04/16 – 31/03/17 Annual Return and Auditor's Certificate.
5. Grant application from Centenary Gardens.

Recommendations:

1. **To agree the expenditure list to 24 August and 21 September 2017.**
2. **To approve the bank reconciliation to 31 July and 31 August 2017.**
3. **To approve the cashbook reconciliation to 31 July and 31 August 2017.**
4. **To consider the recommendations in the External Auditor's Report, to approve the Annual Return and to approve the certificate of conclusion of the External Audit 01/04/16 – 31/03/17.**
5. **To consider the grant application from Centenary Gardens.**

13. FIELDS IN TRUST DEED OF DEDICATION

To receive the advice of the Council's solicitor:

- Snoxhall Fields
- Beryl Harvey Field
- Bruce MacKenzie Field
- Tennis Courts

Recommendation:

- **To approve the Deed of Dedication for:**
  - **Snoxhall Fields**
  - **Beryl Harvey Field**
  - **Bruce MacKenzie Field**
  - **Tennis Courts**

14. WAVERLEY LOCAL PLAN PART ONE – PROPOSED MODIFICATIONS

Consultation 08 September - 20 October 2017

Recommendation:

- **To submit a response to Waverley Borough Council by 20 October 2017.**

15. CENTENARY GARDEN

To open at Snoxhall Fields on 11 November 2018

Recommendation:

- **To consider the project plan for the Centenary Garden.**

16. SNOXHALL FIELDS PARKING MANAGEMENT

To consider tenders for parking management of the Snoxhall Fields car park.

This item may be discussed in private and confidential session, reason – commercial in confidence.

Recommendation:

- **To appoint a parking management contractor for the period of one year.**
- **To appoint the Council's solicitor to advise on the parking management contract.**

17. STAFF MATTERS

This item may be discussed in private and confidential session, reason – staff in confidence.

Recommendation:

- **To note the report from the Clerk.**
- **To note the report from the Chairman.**

18. DATE OF NEXT MEETING

Thursday 19 October 2017

Please note that the agenda and all associated papers can be found on the Parish Council website www.cranleighpc.org. Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated no-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.