



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 19 JANUARY 2017
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr M Foryszewski* (Chairman of the Council)
Cllr R Bryant*
Cllr R Burbridge* (Vice Chairman of the Council)
Cllr R Cole*
Cllr P Ellis
Cllr K Fernandes*
Cllr B Freeston*
Cllr D Harris*
Cllr M Hayward*
Cllr S Jeacock*
Cllr E Townsend*
Cllr R Tyler*

PRESENT*

ALSO PRESENT: Two members of the public. Parish Clerk B Bell FILCM, Assistant Clerk S. Simmonds.

ADJOURNMENT

There were no comments from the members of the public.

1. APOLOGIES FOR ABSENCE

The Council accepted the apology from Cllr Ellis who is unwell.

2. GUEST SPEAKERS

Mr Robin Taylor, Monitoring Officer, and Ms Emma McQuillan, Democratic Services Manager, Waverley Borough Council to give a presentation on the Code of Conduct.

Mr Taylor said that he joined Waverley Borough Council Democratic Services in July 2013 and became the Monitoring Officer in July 2016. Ms Emma McQuillan is the Democratic Services Manager and Deputy Monitoring Officer. Mr Taylor said the primary source of advice on the Code of Conduct and Council procedures should be the Parish Clerk. The Monitoring Officer can give advice to members on the Code of Conduct. He said that the Parish Council has adopted the WBC Code of Conduct template, he also provided a copy of the WBC Councillors' Planning Code of Good Practice.

Mr Taylor gave advice on three questions that the Clerk had prepared following her training to members on the Code of Conduct last month:

- Can members of our Planning Committee make a representation on a planning application in their personal capacity after the matter has been considered by the Parish Council's Planning Committee?

The Monitoring Officer replied that members should not submit personal comments on planning applications unless they have excluded themselves from the Planning Committee.

He said if a member is so interested in a specific planning application, then they should declare their non-pecuniary interest and take no part in the meeting.

If the applicant is a neighbour, the member would need to declare a pecuniary interest and take no part in the meeting. He said it is important that members are not seen to be using their position to gain advantage. He advised members to take extra care, not to talk to other members so that they are not seen to be influencing the process. If a member's spouse submits a response to a planning application, they should not refer to their spouse's position as a Councillor and he advised members not to attend meetings with their spouse. Cllr Freeston asked about the confidentiality clause regarding complaints to the Standards Panel. Mr Taylor said there is a presumption that the name of the complainant will be shared with the member unless there are safeguarding reasons. He said WBC does not want to deal with anonymous complaints, as they can be vexatious. Complaints should be dealt with in an open and transparent manner. There would have to be a good reason to keep the details of the complainant anonymous, he said members should know who has complained and what has been said.

- Does an ordinary member not present at a meeting of the Civic Society that discusses and makes a representation on a planning application have to declare an interest when the Parish Council discusses this planning application? The Monitoring Officer said that members should declare a non-pecuniary interest but may still take part in the discussion and vote on the recommendation, unless they hold a particular office with the Civic Society, in which case the Chairman or Vice Chairman of the Civic Society would need to declare a non-pecuniary interest. Cllr Burbridge asked if she needs to declare an interest at the Property and Asset Committee as she is a grave owner in the Cranleigh Cemetery. The Monitoring Officer said she should declare a non-pecuniary interest, but may stay in the room, as her interest is no greater than anyone else in Cranleigh.
- Does a member of the Civic Society Committee have to declare a personal interest and leave the room for any discussion on planning applications for which the Civic Society has submitted a formal response? The Monitoring Officer advised that the member would need to declare a non-pecuniary interest and withdraw from the room for the discussion. Cllr Freeston asked if Cranleigh Parish Council could have a lighter Code than Waverley Borough Council. Ms McQuillan said the Parish Council could adopt their own Code, but she advocated using the WBC model code for consistency. Cllr Bryant asked if a member could respond to a planning application as a Councillor first, then in their Civic Society capacity second. The Monitoring Officer said you are a Councillor all of the time, even when you attend meetings of the Civic Society, so you should abide by the Code of Conduct. The Chairman said that Councillors have constraints because of the office that they hold, but only Councillors can decide, so if in doubt, declare an interest. Ms McQuillan confirmed that the onus is on members to declare their interests, and the Monitoring Officer finished by adding that members should have thought about their interests before they go in to the meeting.

3. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 15 December 2016, having previously been circulated, were AGREED and signed by the Chairman as a true record.

4. DECLARATIONS OF INTEREST

- Cllr Foryszewski declared that she is a Waverley Borough Councillor.
- Cllr Bryant declared that he is a Committee member of the Cranleigh Civic Society.
- Cllr Townsend declared that she is a Waverley Borough Councillor.
- Cllr Townsend declared that she is no longer the Chairman of the Cranleigh Civic Society.
- Cllr Fernandes declared a disclosable pecuniary interest as she is employed by the Challenger.

5. CO-OPTION OF NEW MEMBERS

There were two candidates for the one vacancy Mr S Jeacock and Ms A Richardson. The Chairman invited the candidates to speak for two minutes each in support of their application. A vote was taken: Mr S Jeacock 10, Ms A Richardson 0.

Mr S Jeacock was CO-OPTED to Cranleigh Parish Council and signed his declaration of acceptance of office.

The Chairman thanked both candidates and said the Council looks forward to working with Ms Richardson in the future, and to Mr Jeacock for his patience and local knowledge.

6. CHAIRMANS REPORT

Members NOTED the Chairman's report:

- Congratulations to Mr Jeacock on his co-option.
- Welcome to the Assistant Clerk joining the meeting.
- She has reached her charity target for her sponsored haircut and asked people to do a random act of kindness.
- Thank you for staff and Councillors for the Christmas party.
- Congratulations to Cllr Townsend on her election to Waverley Borough Council.
- Cards and good wishes from all of the Waverley Mayors.
- Met with a local resident, Cllr Burbridge and the Clerk to discuss concerns about a crossing over Ewhurst Road.
- Attended the BIG Awards 2017.
- Met with Richard Graham on 17 January and will invite the Chamber of Commerce to a future Council meeting.
- Meeting Rosemary Hurlley on 31 January to discuss SMART village.
- Accepted invitation to Glebelands School.
- AGREED to bring February Council meeting forward to 6.00pm to enable members to attend the Lions presentation at 7.45pm.
- A massive thank you for Jane O'Leary and members of the Neighbourhood Plan Steering Group who have worked so hard on the Neighbourhood Plan. Letters will be sent to individuals to acknowledge their hard work.
- An extraordinary meeting of the Council will be held on Thursday 09 February 2017 at 6.30pm to discuss the Cranleigh Village Hospital Trust.

7. CLERK'S REPORT

Members NOTED the Clerk's Report:

- Internal Audit work – work continues on the matters arising from the internal audit. The interim internal audit has been booked for 07 March 2017, Cllrs R. Bryant, M Hayward, E Townsend have been notified.
- Tree survey – An invitation to quote has been issued to six arboriculturalists for consideration by the Property & Asset Committee. The specification was prepared using advice from the Arboricultural Association and reviewed by Cllr Bryant. It also includes the mapping, tagging and surveying of trees at the Elmbridge allotments and Bruce McKenzie Field.
- Asbestos survey – The electrician identified light fittings in the Council Office that may contain asbestos. An invitation to quote for an asbestos survey has been sent to three companies for consideration by the Property & Asset Committee.
- Display Energy Certificate – The Energy Performance Directive requires buildings occupied by a local authority over 250m² and frequently visited by members of the public to have a Display Energy Certificate annually and advisory report produced every seven years. An invitation to quote for a DEC and advisory report has been sent to three companies for consideration by the Property & Asset Committee.

- Fire Risk Assessments – Following a call out by the Fire Service and advice given, an invitation to quote has been sent to four companies to provide a quotation for Fire Risk Assessments of the Village Hall, Council Office and Snoxhall Pavilion and Youth Centre for consideration by the Property & Asset Committee. The buildings insurance surveyor has identified the need for a party wall in the loft space between the CAB and Council Office for fire resistance, this will need to be considered by the Fire Risk Assessment for the Council Office.
- Sports Hall – It has been necessary to close the Youth Centre and Sports Hall due to problems with the heating in the Sports Hall and being unable to heat the hall to the HSE minimum temperature. Unfortunately, the gas supply to the Sports Hall and Youth Centre cannot be isolated. The heating system has been drained and water supply turned off by plumber and insurers notified. The design of the hall and access ramp prevent the use of a cherry picker or scissor lift for access to the heaters, so a scaffolding firm are visiting tomorrow. The ball net will also need removal to access the heaters. Whilst the hall is scaffolded, the electrician will be asked to replace the ceiling lights with LED lights. The Clerk was also asked to organise re-decoration of the hall whilst the scaffolding is in place.
- The Clerk met with the Parking Services Manager at Waverley Borough Council to discuss the Snoxhall Fields car park. The car park is full every day and cars are parked the entire left of the access road on the verge. The verge is in a very poor state. WBC are able to offer parking services for the Snoxhall Fields car park using the pay by phone app Ringo. Charging for parking at Snoxhall Fields will require consultation, advertisement and a parking order. WBC are able to assist with this process and provide enforcement on a profit share service level agreement. The service level agreement will be on the agenda for the February Council meeting. The Parish Council will need to install fencing along the northern boundary of the access road to prevent parking on the grass verge and will need to investigate means of preventing parking on the Downs Link section of the access road.
- The Council has received an insurance claim for a fall on land to the rear of the Village Hall. The Council's insurers have been notified and work has begun on the claim.
- Neighbourhood Planning – Concerns have been raised with NALC by SERCAF about the vulnerability of parishes with a Neighbourhood Plan where the local planning authority does not have a Local Plan adopted and there is a lack of a five year housing land supply. There is a Bill currently going through the House of Lords to try to make neighbourhood planning more effective. NALC advise attending the All Party Parliamentary Group (APPG) sessions with Minister of State for Housing and Planning Gavin Barwell and Secretary of State for Communities and Local Government Sajid Javid to press for action. The Chairman said the invitation is open to all Councillors to attend the APPG sessions on behalf of the Parish Council and to let the Clerk know. Cllrs Harris and Townsend agreed to attend.

8. MINUTES OF COMMITTEES

The Minutes of the Planning Committee meeting held on 19 December 2016 and 09 January 2017 were RECEIVED.

9. OUTSIDE BODIES

There were no reports.

10. WORKING PARTIES

The Council AGREED to receive the following reports:

- Beryl Harvey Field – Cllr Townsend said the Working Party including residents are looking at a centenary garden at the dog area of Snoxhall Fields costing in the region of £125,000. She said advice has been sought from the Monitoring Officer on approaching developers for funding, and they have been advised to only approach developers that already have their planning permissions.

- Youth Council – Cllr Townsend said there are 12 members who met tonight and agreed their constitution, which will be forwarded to the Parish Council for approval. Councillors are welcomed to attend meetings of the Youth Council. Rt Hon Anne Milton MP has agreed to come and talk to the Youth Council.

The Council AGREED to appoint Cllrs Freeston, Harris, Hayward and Townsend to a Working Party to produce a specification for a new Council website.

11. COMMITTEE STRUCTURE

The Council AGREED:

Cllr Burbridge to join the Finance Committee.

Cllr Jeacock to join the Planning Committee.

Cllr Jeacock to join the Neighbourhood Plan Committee.

Cllr Ellis to discontinue on the Neighbourhood Plan Committee.

Cllr Fernandes to discontinue as the Council's nominated representative on Rowleys.

Cllr Tyler to replace Cllr Burbridge on Cranleigh in Bloom.

The Council AGREED to appoint member of the public Mr P Townsend to the Neighbourhood Plan Committee, Cllr E Townsend declared an interest.

The Council APPROVED the revised calendar of meetings and reminded the Community Showcase Working Party of Cllrs R Burbridge, P Ellis and M Forszewski that they should meet soon to organise the Community Showcase on 06 May 2017.

12. FINANCIAL MATTERS

1. The expenditure list to 12 January 2017, and supplemental list to 19 January 2017 circulated this evening, was AGREED by the Council and signed by the Chairman. The Clerk reported that the expenditure list produced directly by the accounting software only prints to the last reconciled date, so the Council is still needing to produce a supplemental list.
2. The bank reconciliation to 31 December 2016 was AGREED by the Council and signed by Cllr Hayward.
3. The cashbook reconciliation to 31 December 2016 was AGREED by the Council and signed by the Chairman. The Council AGREED to invest £150,000 on six months at 0.6% interest with Lloyds Fixed Term.
4. Neighbourhood Plan invoice request for payment - The Neighbourhood Plan Steering Group provided a copy of their minutes in which they approved the invoice to the Parish Council. The Council AGREED to pay for the printing costs element of the invoice, but would like to have a copy of the invoices for the website hosting from 2014 – 2016. The Council DELEGATED authority to the Clerk to approve the balance of the invoice on receipt of the website invoices.
5. The Council AGREED to add Cllrs Burbridge, Fernandes and Hayward to the bank mandate.

13. BUILDINGS INSURANCE VALUATIONS

1. The Council ACCEPTED the buildings insurance valuations for the CAB Office, Public Conveniences at Village Way and the Common, and the Lych Gate and AGREED to increase the property sum insured accordingly.

Property	Current	New
CAB Office	£279,251.90	£300,000.00
Public Conveniences Village Way	£92,861.47	£120,000.00
Public Conveniences The Common	£68,040.28	£70,000.00
Lych Gate	£ 6,564.82	£26,600.00

2. The Council AGREED to increase the property sum insured for the Village Hall and Youth Centre in accordance with the 2014 buildings insurance valuation.

Property	Current	New
Village Hall	£1,560,127.71	£1,693,000.00
Youth Centre	£596,061.70	£645,500.00

3. The Council NOTED the responses from Cranleigh Girl Guides and Scouts regarding their buildings insurance valuations, but AGREED that the Council should request details of buildings insurance valuation, and copies of insurance renewal annually.
4. The Council NOTED the lack of response from the Band Room with regard to buildings insurance valuation, and AGREED that the Council should request details of buildings insurance valuation again, and request a copy of insurance renewal annually.

14. STANDING ORDERS

- The Council AGREED to adopt the NALC model Standing Orders with the timings provided in the draft copy. The Council AGREED for a crib sheet on meeting rules to be provided for Chairmen by the Clerk.
- The Council AGREED to adopt the Terms of Reference for Committees with an amendment to the Terms of Reference for the Neighbourhood Plan Committee to set the maximum membership of non Councillors to the Committee to 6 persons.
- The Council AGREED to adopt the Scheme for Handling Dispensations, which requires the Council, not the Clerk, to consider requests for dispensations.
- The Council AGREED to adopt the new Public Participation at Meetings Procedure.

15. FINANCIAL REGULATIONS

The Council AGREED to adopt the NALC model with amendments previously circulated and to remove regulation 8.3 which requires a copy of Council bank statements to be sent to the home address of the Chairman.

16. FIVE YEARLY ELECTRICAL SAFETY INSPECTIONS

The Clerk had issued five invitations to quote for the remedial work, but only received one quotation due to the tight timescale and urgency of the works. The Council AGREED to appoint David J Long to carry out the remedial electrical repairs and emergency lighting works. Works will commence in half term to avoid disruption to the nursery. The work will be funded from Council reserves.

17. PUBLIC CONVENIENCES VILLAGE WAY DRAINAGE SURVEY

The Clerk reported that the Council has spent £926.40 on plumbing call outs to deal with blockages at the public conveniences this financial year. The surveyor will accompany the drainage contractor and view the CCTV to look at the contour of the underground pipework and any reason for the regular blockages. The Council AGREED to proceed with the survey at an approximate cost of £650.00 + VAT, which can be funded from the public conveniences health and safety revenue budget. The Chairman asked that the Council's thanks to the Grounds Manager in dealing with these problems be recorded.

18. WAVERLEY BOROUGH COUNCIL PARKING PROPOSALS

Waverley Borough Council invite comments on the proposals to increase parking charges at the Village Way Car Park. The Chairman reported that there is a pilot scheme coming to the Stockland Square and Village Way car parks in March, but members have not been provided with details of the scheme. WBC intend to monitor the pilot and then roll the scheme out across Waverley.

The Council AGREED to invite Bob Bailey to the next meeting of the Parish Council to explain the pilot scheme.

Councillors discussed the parking charge proposals and raised concerns about the impact on Snoxhall Fields. They also noted that there is a choice of car parks with differing parking charges in Haslemere. Councillors AGREED that the increased parking charges should be delayed until the outcome of the pilot scheme is known. The Council DELEGATED authority to the Chairman and the Clerk to submit comments to Waverley Borough Council on behalf of the Parish Council.

19. FLAG FLYING 2017

The Council AGREED the flag flying dates for 2017.

20. SPRING CLEAN 2017

The Council AGREED to take part in the Spring Clean 03 – 05 March 2017. Cllrs Fernandes and Jeacock will co-ordinate the Spring Clean.

21. RED TELEPHONE BOX BAYNARDS

Following a letter from a local resident, the Council AGREED to adopt the Baynards red telephone box for £1, to add it to the Council’s insurance and investigate future uses.

22. GATWICK AIRPORT CAMPAIGN GROUPS

The Council considered membership of the Gatwick Airport Campaign Groups. The Clerk provided advice from the Surrey Association of Local Councils which recommends that the Parish Council does not become a member of campaign groups because it could interfere with the Parish Council’s ability to make decisions openly and without bias. The local community’s interests are best served by the Parish Council leaving itself free to consider any matter unfettered when it can take into account all material matters including the views of all interested parties.

The Council AGREED to invite CAGNE to give a presentation to the Parish Council.

23. PARISH BUSINESS

There was nothing to report.

24. CORRESPONDENCE

The Council NOTED the lists of correspondence.

The Chairman closed the meeting at 9.32pm. The next Parish Council meeting is on Thursday 16 February 2017 at 6.00pm.

Signature.....

Date.....