



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.00 P.M.
ON THURSDAY 18 MAY 2017
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr M Forszowski* (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: County Councillor A Povey, Parish Clerk B Bell FILCM, Assistant Clerk S. Simmonds, four members of the Youth Council.

1. ELECTION OF CHAIRMAN

Cllr Burbridge nominated Cllr Forszowski as Chairman of the Council, was seconded by Cllr Jeacock and AGREED UNANIMOUSLY. Cllr Forszowski signed her Declaration of Acceptance of Office and took the Chair.

2. ELECTION OF VICE CHAIRMAN

The Chairman nominated Cllr Burbridge as Vice Chairman of the Council, was seconded by Cllr Freeston and AGREED UNANIMOUSLY. Cllr Burbridge signed her Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

The Council accepted the family commitment apology from Cllr R Tyler.

4. GUEST SPEAKERS

Maeling Booth, Thomas Cox, Hannah Large and Jenna Swallow from Cranleigh Youth Council spoke about the work of the Youth Council. They are working on their website and having a training session on editing. They are looking to promote the Youth Council in Cranleigh schools with suggestion boxes in classrooms and are having training on public speaking from Rt Hon Anne Milton MP. They are working with a community group looking to create an indoor skate park and youth café. The Youth Council were asked to help educate on littering, they said they would raise the issue at school assemblies. The Youth Council asked if the Parish Council could help with funding. The Chairman said the Youth Council did the Parish Council proud at the Community Showcase and offered to use part of her Chairman's Allowance to fund the Youth Council.

5. PUBLIC SESSION

There were no members of the public present who wished to speak.

6. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 20 April 2017, having previously been circulated, were AGREED with the following amendment and signed by the Chairman as a true record. Item 8; bullet point 4: add after M&S 'and asbestos cement pipes'.

The draft minutes of the Parish Council meeting held on 27 April 2017, having previously been circulated and taken as read, were AGREED and signed by the Chairman as a true record.

7. DECLARATIONS OF INTEREST

- Cllr M Foryszewski declared that she is a Waverley Borough Councillor.
- Cllr P Ellis declared that she is a Waverley Borough Councillor.
- Cllr K Fernandes declared she is employed by the Challenger.
- Cllr E Townsend declared she is a Waverley Borough Councillor and a member of the Cranleigh Civic Society.
- Cllr S Jeacock declared that he is a Committee member of the Cranleigh Civic Society and has a disclosable pecuniary interest in item 24 – Cranleigh Village Hospital Trust.
- Cllr R Bryant declared that he is a Committee member of the Cranleigh Civic Society.

8. CHAIRMAN'S REPORT

Members NOTED the Chairman's report:

- Thank you for the vote of confidence for another year, it is a privilege and an honour and she has thoroughly enjoyed being Chairman. She is equally delighted that Cllr Burbridge has been elected Vice Chairman again and hopes she will join her on civic duties.
- She hopes members of the Youth Council will accompany her on civic duties, for example Remembrance Sunday. She will also arrange for a tour of Waverley Borough Council and use of the Council Chamber for a Youth Council meeting.
- Met with Rosemary Hurlley of SMART village on 21 April.
- Attended a very well presented Chamber of Commerce AGM on 25 April.
- Attended a moving and inspiring Centenary Garden exhibition on 27 April and offered some funding from her Chairman's Allowance.
- On 27 April also attended Glebelands School Science Pranks.
- Attended the Civic dinner for the Mayor of Godalming on 28 April.
- On 29 April met with the Vice Chairman, Clerk and Assistant Clerk to discuss Council properties.
- Members of the Parish Council did the community proud through their community engagement at the Community Showcase on 06 May.
- Received the Business Plan from Naturdayz.
- On 06 May attended the Civic dinner for the Mayor of Haslemere.
- Visited Rowleys on 09 May with the Clerk as part of engaging with community organisations.
- Met with Rosemary Hurlley of SMART village with the Clerk on 11 May and dispelled some myths about the Parish Council and its work, and explained how the Parish Council is engaging with the community through direct contact with community organisations and the Community Showcase. Received an unrealistic request for the Parish Council to fund a Community Coordinator post at a cost of £50,000 and explained that this would result in a massive increase in the precept. The Parish Council looks forward to continuing to work with the Smart Village initiative.
- With the Clerk, met the Leader of Waverley Borough Council on 15 May and had a very productive meeting discussing car parks, market layout, parking enforcement, leisure centre, s106, Snoxhall Fields. The Chairman described the Parish Council as asset rich and cash poor.

- Received a request from Park Mead School for funding towards a breakfast club.
- Welcome to new grounds person Connor Hurst.
- As the Parish Council's ambassador it was AGREED to title the Chairman, Madame Chairman for civic duties, and Madame Chairman will be organising a Civic Reception and Volunteers Garden Party for all Councillors, Staff, Youth Council and volunteers.

9. CLERK'S REPORT

Members NOTED the Clerk's Report:

- The Council's solicitor has gone through all the documents sent to them relating to the eastern side of Snoxhall Fields and have found two documents which suggest there was a clear expectation that the land would be transferred to the Council to hold as charity land/for charitable purposes:
 1. A Deed of Trust dated 3 June 1948 which states that the land is to be held upon a charitable trust and for such charitable purposes.
 2. A Deed of Appointment dated 11 August 1969 which states that the remaining trustees have resolved to use their power to declare a definite charitable trusts in respect of Snoxhall Field and to forthwith transfer the field, and the investments and its cash to the Council. More specifically the trustees irrevocably appoint that Snoxhall Field shall be held as a recreation ground for the people of Cranleigh.
- The Clerk has discovered a document which states that the Parish Council obtained the permission of the Secretary of State to borrow money to acquire the western side of Snoxhall Fields for public open space under the 1966 Local Government Act and has reported this funding to Fields in Trust as it may have a bearing on the Deed of Dedication.
- The Clerk, Assistant Clerk, Admin Clerk and Sexton met with the Cemetery Superintendent of Horsham District Council to discuss cemetery practices as part of the review of the Cemetery Rules and Regulations.
- Quotations received from the re-surfacing of the Snoxhall Fields access road were more than the budget so a revised specification and invitation to quote has been issued on Contracts Finder with a closing date of 30 June 2017 in accordance with the Public Contracts Regulations 2015.
- The Clerk met with a representative from Cranleigh Lions. They asked how they could contribute towards facilities and services for young people in the parish. The Clerk suggested funding for arts and crafts for the young people to make a new mural in the Youth Centre, an interactive smartboard and new windows for the Youth Centre.
- The Clerk met with two new potential hirers for the Youth Centre and discussions continue.
- The Chairman and Clerk met with representatives at Rowleys and discussed a potential outreach service from Rowleys based at the Village Hall.
- The Clerk and Grounds Manager met with PCSOs Boxall and Snow to discuss expansion of the Village Hall and Snoxhall Fields CCTV with grant funding from the Police and Crime Commissioner. The Clerk and Grounds Manager will obtain quotations for the expansion and apply for funding to the PCC.
- The Chairman and Clerk met with Rosemary Hurlley of SMART village. Rosemary is looking at the creation of a Village Co-ordinator role and asked if the Parish Council could fund the post through the precept. The Clerk explained Rosemary's estimated cost of £50,000 for the post would result in a significant increase in the precept and provided details on the proposed re-development of the Parish Council website to include community events calendar and merger of the Parish Council and village websites.
- The Chairman and Clerk met with the Leader of Waverley Borough Council and Head of Communities and Special Projects to receive an update on the leisure facilities strategy and options appraisal.
- Cranleigh Library has approached the Parish Council to share the kitchen and toilet facilities at the Council Offices for one month whilst their facilities are modernized.

- The Clerk is grateful to Cranleigh in Bloom for repainting the fence at the Village Way Public Conveniences and laying the wildflower turf supplied by Waverley Borough Council. The excess turf will be laid in one of the flower beds in the play park. The Parish Council has agreed to help water in the turf.
- The Clerk and Assistant Clerk met with the Arts Development Co-ordinator at the Cranleigh Arts Centre to discuss how the Parish Council can assist the Men in Sheds group. The Clerk has suggested several practical projects on Parish Council land and buildings, and the Assistant Clerk gave ideas for public art in the Council's park. The Clerk also suggested that she makes enquiries with the Scouts to see if Men in Sheds could use their facilities.
- The Arts Centre Manager has sent her apologies as guest speaker next month and will be in contact again with the Council soon.
- BT confirm that they re-painted the red phone boxes at the junction of Horsham Road and Avenue Road, and at the junction of Park Mead and Ewhurst Road in 2012 and will not consider this again until 2020.
- Kent Surrey and Sussex Air Ambulance Trust thank the Parish Council for their kind donation.
- The Clerk is meeting with the company that re-roofed the Village Hall to discuss the leak that has developed in the centre of the main hall ceiling and deformed gutter on the eastern side of the building.
- Welcome to Connor Hurst, new grounds person who started on Monday and to our new General Worker who starts mid June.

10. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

The report from County Councillor A Povey was NOTED:

- Surrey County Council is responsible for highways, adult social care, children's services, public health, libraries, schools, youth work and trading standards.
- SCC is in a difficult financial situation looking to save £100 million this year.
- Community grants have been reduced to £6,000 per annum.
- He is looking at the school access and parking issues.

The report from Cllr P Ellis was NOTED:

- WBC Full Council on 25 April Mayor Making Ceremony and thanks to outgoing Mayor. Agree Committee Placements.
- Community Meals Service - Meals greatly improved and enjoyed by residents. Numbers dropping. Volunteers needed particularly in the Bramley and Wonersh areas.
- Rowley's Centre for the Community - In my WBC capacity I have attended meetings of the three committees: Management Board, Operations Team and Client Liaison.
- Eastern Planning - Berkeley Homes Site, Land between Alfold Road and Knowle Lane, Objection to TPO order No. 01/2017. Protecting trees including some Ancient Woodland. TPF unanimously confirmed without modification.
- WA/2017/0316 - Land to the rear of 135 Horsham Road, Cranleigh for the erection of a dwelling. Recommendation from officers that permission be granted but refused by committee. Cllr Burbridge spoke really well.

11. MINUTES OF COMMITTEES

The Minutes of the Planning Committee meetings held on 24 April 2017 and 15 May 2017 were RECEIVED.

The Minutes of the Finance Committee meeting held on 11 May 2017 were RECEIVED.

Cllr E Townsend said there are some amendments to the minutes of the Neighbourhood Plan Committee of 27 April 2017 which will be discussed at the next meeting.

12. COMMITTEE STRUCTURE

The Terms of Reference and delegation of powers to Committees were AGREED with the following change:

- Increase the maximum membership of the Property and Asset Committee to all members of the Council.

It was AGREED to continue with all Committee and Observer appointments with the following changes:

- Cllr P Ellis will replace Cllr R Burbridge as Observer on the Christopher Robin Sure Start.
- Cllr S Jeacock will join the Property & Asset Committee.

13. CALENDAR OF MEETINGS

The Council AGREED the calendar of meetings for 2017 – 18 and delegated authority to the Clerk to amend the calendar as and when necessary.

14. COUNCIL POLICIES AND PROCEDURES

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

- Standing Orders
- Financial Regulations
- Code of Practice for Handling Complaints
- Fixed Asset Register
- Insurance Schedule
- Publication Scheme for the Freedom of Information Act 2000
- Press Policy

The Youth Council would like to start using social media, so it was AGREED to consider a Council Social Media Policy next month.

The Clerk was asked to consider a review of the Council's adopted Code of Conduct.

15. OUTSIDE BODIES

Cllr P Ellis attended a Cranleigh Networking Meeting and circulated her report to all members which was NOTED.

16. WORKING PARTIES

The Council AGREED to receive the following reports:

- Cllr R Burbridge reported that the Community Showcase had been positive and the young people played their music brilliantly. Preparations for next year will start earlier. Thanks were recorded to the Assistant Clerk. Cllr K Fernandes said the Parish Council must do more to share its successes.
- Cllr E Townsend said the Centenary Garden consultation had some very positive comments and the group will be joined by Cranleigh in Bloom. They are looking at fundraising sources.
- Cllr E Townsend said members are welcome to attend meetings of the Youth Council; Rotary will be coming as guest speaker soon.
- Cllr E Townsend has provided the website specification, which has gone out for quotations.

17. FINANCIAL MATTERS

1. The expenditure list to 18 May 2017 was circulated this evening, was AGREED by the Council and signed by the Chairman.
2. The bank reconciliation to 31 March 2017 was AGREED.
3. The cashbook reconciliation to 31 March 2017 was AGREED. There was a surplus over budget of £27,665 at the end of the financial year due to the tight budget control exercised by the Grounds Manager.
4. The Council AGREED to invest £50,000 for 3 months at an interest rate of 0.4%.

5. The Parish Council AGREED the reserve allocations recommended by the Finance Committee:

General reserve	£129,813
Youth Service agreement	£12,100
CCTV	£3,390
Neighbourhood Plan	£6,638
Snoxhall Fields access road	£25,000
Snoxhall Fields parking control	£5,610
Village Hall curtains	£4,000
Village Hall architect fees	£5,000
Tree surgery	£5,000
Snoxhall Pavilion Doors	£3,333
Wall Hanging Post Card	£213
War Memorial Fund	£882
	£200,979

6. The Parish Council APPROVED the year-end Internal Audit report for financial 01/04/16 – 31/03/17 and NOTED that all recommendations have been actioned.
7. The Parish Council APPROVED the report given to the Finance Committee on the effectiveness of the Internal Audit by Cllr E Townsend.
8. The Parish Council APPROVED the annual governance statement for the Annual Return for financial year 01/04/16 – 31/03/17.
9. The Parish Council APPROVED the accounting statements for the Annual Return for financial year 01/04/16 – 31/03/17.
10. The Parish Council AGREED to fund training on the RBS accounting software at a cost of £399 plus VAT and mileage, to be funded from the Finance and Chairman's Allowance training budgets.

18. ANNUAL PARISH MEETING

Covered under item 16, bullet point 1.

19. SNOXHALL FIELDS CAR PARK

The Clerk has made investigations into parking control for the Snoxhall Fields car park and gave a report to the Parish Council on the services provided by Waverley Borough Council. A parking order is needed for the creation of a parking restrictions and can include the access road from Knowle Lane. However, the area of the access road that forms the Downs Link public bridleway cannot be included in the order. The Clerk has spoken with the Parking Services Manager and Access Ranger from Surrey County Council. The Clerk has submitted an application for PIC funding for a post and rail fence along the northern side of the access road. This would free up several concrete sleepers that could be used as a physical barrier to prevent parking on the Downs Link public bridleway and this would need to be done at the time parking control is introduced.

WBC have provided a quotation for parking control at Snoxhall Fields. Cllr S Jeacock has also contacted a number of third party parking control suppliers. The Clerk said that parking control companies can register with the British Parking Association and they hold a list of their members available for public inspection. Cllr S Jeacock has obtained a quotation from Creative Parking, who manage Haslemere Leisure Centre.

There was a long discussion on the introduction of parking control. Members want to encourage use of the play park and recognise the need to set the parking charges appropriately. The Clerk reported that there is pressure to re-open the Snoxhall Fields access road in time for the start of the football season in September. The Parish Council had been working towards re-opening the access road and car park to coincide with the introduction of parking control, but the requirement for the Parish Council to obtain three quotations for parking control will delay the introduction of parking control until after the access road has been re-surfaced. The Clerk sought the advice of the Surrey Association of Local Councils and the Society of Local Council Clerks on the requirement for the Parish Council to obtain three quotations in accordance with Standing Orders and Financial Regulations. Time pressure from the Football Club to get the access road open was NOTED, and it was AGREED that the re-opening of the access road and introduction of parking control is desirable at the same time, but not essential. It was AGREED to form a short term Working Party of Cllrs R Burbridge, R Cole, P Ellis, K Fernandes and S Jeacock to write a specification to issue invitations to tender for the parking control contract, whilst the access road is re-surfaced and re-opened.

20. BERKELEY DEVELOPMENT

It was AGREED to submit roads named after hills for the Berkeley development.

21. FLOOD FORUM

This item was deferred until after purdah.

22. CAGNE PARISH COUNCIL FORUM

It was AGREED to join the CAGNE Parish Council Forum.

23. LITTER PICK

It was AGREED to accept the offer from Cranleigh in Bloom to co-ordinate the litter pick in the village three times a year.

24. CRANLEIGH VILLAGE HOSPITAL TRUST

Cllr S Jeacock having declared a disclosable pecuniary interest left the meeting.

The Parish Council NOTED the advice of the Council’s solicitor which had previously been circulated.

The Parish Council is DISAPPOINTED that CVHT have chosen not to accept the offer to attend an extraordinary meeting of the Parish Council to give a presentation on their project. The Parish Council felt that this is a missed opportunity and would again like to extend an invitation to CVHT to join the Parish Council at an extraordinary meeting to discuss the project.

It was AGREED for members to write to the Clerk with their questions on the CVHT project and the Clerk will seek a written response from CVHT.

The Chairman closed the meeting at 9.48pm. The next Parish Council meeting is on Thursday 15 June 2017 at 7.00pm.

Signature.....

Date.....