



MINUTES OF THE PARISH COUNCIL MEETING HELD AT 6.00 P.M.
ON THURSDAY 16 FEBRUARY 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: Mr Bob Bayley Vice President Cranleigh Chamber of Commerce, Parish Clerk B Bell FILCM, Assistant Clerk S. Simmonds.

1. APOLOGIES FOR ABSENCE

The Council accepted the work commitment apology from Cllr Hayward.

2. GUEST SPEAKERS

Mr Bob Bayley, Vice President, Cranleigh Chamber of Commerce attended the meeting to provide an update on the parking pilot in Cranleigh for the Village Way and Stockland Square car parks. He said that Waverley Borough Council has agreed to install parking pay machines that take both cash and card, and these should be installed by mid-March. The merchant ID should be ready in April and this has taken six months, delaying the project. The new parking machines will accept the new £1 coin. It will be important to communicate the new parking system and how it operates, but it is simple to use. Parking charges will be rising to 80p per hour from April, and £6.40 for a whole day, which means workers using the car park may be losing an hour's pay per day.

The Chamber of Commerce is meeting with Waverley Borough Council on Tuesday to look at a new system for season tickets. Suggestions were made to look at using the far end of the Sainsburys car park for season ticket holders. Co-op will continue to refund the parking ticket cost with a purchase in store. Concerns were raised that increased parking charges will lead to more on street parking in the Horsham Road.

The Parish Council asked the Chamber of Commerce to keep them informed and Mr Bayley said the Chamber would like to attend a future meeting of the Parish Council.

3. PUBLIC SESSION

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

4. PARISH COUNCIL MINUTES

Cllr Townsend requested an amendment to the Council meeting minutes of 19 January 2017 to read, *'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.'* The amended minutes were AGREED and signed by the Chairman as a true record.

The draft minutes of the Parish Council meeting held on 09 February 2017, having previously been circulated, were AGREED and signed by the Chairman as a true record.

5. DECLARATIONS OF INTEREST

- Cllr Forszewski declared that she is a Waverley Borough Councillor.
- Cllr Ellis declared that she is a Waverley Borough Councillor.
- Cllr Townsend declared that she is a Waverley Borough Councillor and a member of the Cranleigh Civic Society.
- Cllr Fernandes declared a disclosable pecuniary interest as she is employed by the Challenger.
- Cllr Harris declared that he is a member of the Cranleigh Civic Society.
- Cllr Jeacock declared that he is a Committee member of the Cranleigh Civic Society.
- Cllr Bryant declared that he is a Committee member of the Cranleigh Civic Society.

6. CHAIRMANS REPORT

Members NOTED the Chairman's report:

- The Chairman attended the Primary School exhibition on 26 January 2017 and was disappointed to learn that Surrey County Council would not attend a meeting of the Parish Council to explain the plans.
- The Chairman attended the Cranleigh SMART village meeting on 31 January 2017.
- The Chairman met with Reverend Woodhams to hear his concerns about the availability of funerals over the Christmas period.
- The Chairman attended the Science Misadventure evening at Glebelands School on 02 February 2017.
- The Chairman sent her congratulations to the Mayor of Haslemere on winning Come Dine with Me.
- The Chairman attended the SMART advisory panel first meeting on 07 February 2017.
- The Waverley Borough Council Civic Service will be on 17 September 2017 for the new mayor.
- The Clerk will provide a report on Longfield.
- The Chamber of Commerce have asked for a meeting. The Chairman, Vice Chairman, Clerk and Assistant Clerk will meet with them and bring a report back to Council.
- A date will be agreed to meet with the Cranleigh Village Hospital Trust.
- SMART village are looking at skate park provision and dementia care.
- The Chamber of Commerce BIG Awards have provided feedback on the Council's application.
- Naturdayz will be attending the Parish Council meeting on 23 March 2017. The Chairman apologised for the delay.
- The Clerk will be looking into the Council's Pension Policy.
- The Chairman has a new Parish Council email address.
- The Chairman said the WBC Portfolio Holder Brian Adams would like to engage with the Parish Council more to discuss employment space. The Chairman and Clerk will meet with Cllr Adams and bring a report back to Council.

- There is a Lions presentation this evening and all Councillors are welcome.
- Cllr Tyler arrived.

7. CLERK'S REPORT

Members NOTED the Clerk's Report:

- The Clerk contacted Surrey County Council to request maximum vehicle weight and width signage at the end of Barhatch Lane. SCC advise that there is currently a heavy goods vehicle study which includes Shere Parish Council, Albury Parish Council and Ewhurst Parish Council. The study has assessed various routes around these villages and the impacts that any proposed formal restrictions may have, which will also require Police support for implementation. The restrictions in certain areas may have a knock on negative effect in a neighbouring parish so it is vital that all of the parishes continue to discuss the proposals, which are likely to be agreed formalised advisory routes rather than permanent restrictions.
- The Assistant Clerk submitted the Council's response to WBC's parking proposals. The Clerk was invited at short notice to a meeting with Farnham, Godalming and Haslemere Town Councils to discuss the parking proposals. They did issue a joint press release saying it is not too late to postpone the proposals and undertake proper community engagement.
- The Council's insurer has rejected the personal injury claim by a member of the public for a fall on land at the rear of the Village Hall and requested them to re-direct their claim to the Co-op. The Clerk and Assistant Clerk spent three days assembling the land ownership evidence to enable the insurer to investigate the claim.
- The Grounds Manager has passed the PASMA training course and has assembled the scaffolding tower to take down the ball net in the Sports Hall to enable the renovations to proceed.
- The survey has been carried out of the public conveniences which has identified no significant issues with the drainage system, but a need for better planned maintenance. The survey did however pick up a blockage further down the system and it was necessary to jet the sewer at the Council Office which was completely blocked.
- Electrical works are complete in the Snoxhall Pavilion, Youth Centre and Council Offices. The Village Hall and Public Conveniences will be done next month.
- The three additional standpipes for the Beryl Harvey allotments have been ordered.
- The Clerk has been in contact with the Elmbridge Allotments about their request for a dropped kerb. The Clerk has invited tenders for the work and established that planning permission will be needed.
- A pack of information has been sent to Fields in Trust in response to their questions about the Deed of Dedication for Snoxhall Fields, Bruce McKenzie Field and the Beryl Harvey Field.
- An order has been placed with Surrey Hills Solicitors for the first registration of the tennis courts at £750 + VAT.
- The Clerk has notified BT of the Council's wish to adopt the red BT telephone kiosk at Baynards. BT advise they are very busy at the moment and will reply soon. The local residents have been updated.
- The Clerk contacted St Josephs School for their written request for a speed reduction on Amlets Lane, but has not received a reply.
- Surrey County Council are going through an internal exercise to see if any of their services have a use for the Longfield site.
- Girlguiding Cranleigh thank the Council for the donation towards the fascia and soffits.
- Quotations have been sought for replacement curtains and blinds at the Village Hall for an application for PIC funding.
- There is a licensing application for David Mann & Sons, closing date 13 March.
- Naturdayz will be attending the March Council meeting, which has been moved from 16 to 23 March 2017. ACPAG and CAGNE have been invited to attend the April Council meeting.

- A new date for the Neighbourhood Plan Committee needs to be arranged, as the Chairman of the Committee is unable to attend the meeting on 02 March 2017. New meeting date of 16 March 2017 AGREED.
- The Clerk has contacted CVHT to invite them to an extraordinary meeting of the Council. They suggest meeting after they have issued a detailed press statement on 15 March 2017. AGREED to meet in April.
- The Council will be saying goodbye to its Groundsman Kane who is leaving on 10 March to follow a new career. The Groundsman and new General Worker vacancy are currently being advertised. Cllr. Townsend suggested looking at employing an apprentice Groundsman, this was referred to the Personnel Committee.
- Work continues for the interim Internal Audit. A new generic Risk Assessment, property risk assessments and inspection schedules have been created. The Grounds Manager has produced a comprehensive Fixed Asset Register. A new Health and Safety Policy has been prepared. Cllr Cole arrived.

8. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr Young sent his apologies. The Chairman suggested inviting Cllr Deanus to Cranleigh Parish Council meetings. The Chairman invited Cllr Ellis to report items from Waverley Borough Council at Parish Council meetings.

9. MINUTES OF COMMITTEES

The Minutes of the Planning Committee meeting held on 30 January 2017, Personnel Committee on 02 February 2017 and Neighbourhood Plan Committee on 02 February 2017 were RECEIVED.

10. OUTSIDE BODIES

- Cllr Ellis circulated her notes of the Cranleigh Network meeting in which she reported that she had attended the meeting on 25 January 2017 and heard updates from Voluntary Action South West Surrey, Rowleys and the Community Meals service.
- Cllr Townsend attended the All Party Parliamentary session on 25 January 2017 and will circulate the video link.
- Cllr Freeston attended a meeting at the Cranleigh Arts Centre. He reported that there is a new board looking at the finances; the Centre has 70 volunteers. They are organising a food and drink festival which brings more people into Cranleigh and the businesses. The Chairman suggested inviting representatives from the Arts Centre to come and talk to the Parish Council.

11. WORKING PARTIES

The Council AGREED to receive the following reports:

- Cllr Townsend said the next meeting of the Beryl Harvey Working Party is on 03 March 2017. She has sent a letter to the British Legion about working in conjunction with them on the Centenary Garden. Cllr Freeston asked if funding could be sought from developers. The Chairman advised that this must go through Waverley Borough Council and she would talk to the Portfolio Holder.
- Cllr Townsend said the Youth Council has met again and are looking at their own website with links to other organisations. They are compiling a specification for their next meeting. The Council AGREED to adopt the Youth Council amended constitution defining the Youth Council age range from year 6 onwards. Cllr Townsend said the Youth Council are going to undertake a survey about the skate park. The Chairman AGREED to attend the Youth Council meeting on 16 March as guest speaker. Future guest speakers include the Leader of Waverley Borough Council and the MP.

12. LINK PARISH COUNCILLOR

The Chairman said she is keen that the Council and staff work together. She said the Council Office is inundated with work at the moment and staff are being asked the same question by several members. She said the suggestion is not a criticism, but thinking about how the Council can work better together. Cllr Fernandes said a Councillor could take ownership of a project. The Chairman asked members to think how the Council can better manage its workload in the future.

13. FINANCIAL MATTERS

1. The expenditure list to 16 February 2017 circulated this evening, was AGREED by the Council and signed by the Chairman. The Clerk reported that she is still working on the accounting software producing the expenditure list. The Clerk reported that the printing costs for the Neighbourhood Plan invoice have been paid. However, she has looked at the website costs and is unable to authorise payment of this element of the invoice from Oakwood as there is no audit trail for £860 of Oakwood staff time to update the Neighbourhood Plan website. Members AGREED that the Clerk should research the audit trail before authorising payment of this invoice.
2. The bank reconciliation to 31 January 2017 was AGREED by the Council and signed the Vice Chairman.
3. The cashbook reconciliation to 31 January 2017 was AGREED by the Council and signed by the Vice Chairman.
4. The Clerk advised that the Council needs to appoint the Internal Auditor for financial year 01/04/17 – 31/03/18. The current Internal Auditor has been appointed since 2010. The Chairman said it is good practice to review the appointment of the Internal Auditor; the Clerk was asked to obtain quotations from Internal Auditors on the SSALC list.
5. The Chairman left the meeting at 7.40pm and the Vice Chairman took the chair.

14. NEIGHBOURHOOD PLAN

Waverley Borough Council need to know in the next couple of months if the Neighbourhood Plan will allocate sites, otherwise WBC will allocate sites through Part 2 of the Local Plan.

The Council AGREED:

- To allocate sites in the Cranleigh Neighbourhood Plan, rather than WBC allocate sites through the Local Plan Part 2.
- To carry out the Retail Boundary Review.
- To review the boundary for the Area of Significant Visual Impact at Snoxhall.

15. SNOXHALL FIELDS

The Council AGREED:

- To investigate a parking control system with Waverley Borough Council for Snoxhall Fields car park. The system should allow for nursery school drop off/collection. Parents often visit for half an hour or less to the play park after school, and paying for parking would spoil this.
- To investigate re-surfacing of the access road and methods of deterring parking along the northern boundary of the access road. The access road specification will need to meet the Surrey County Council specification for the Downs Link section of the access road.

16. LITTER

The Council AGREED to leave the Great British Spring Clean to Cranleigh in Bloom and would organise its own litter pick on 01 April 2017.

17. STAFF MATTERS

Staff matters were considered in private and confidential session.

The Council AGREED to adopt the SLCC/NALC salary increase of 1% for administration staff and the Institute of Groundmanship salary increase of 2.5% for grounds staff from 01 April 2017.

The Vice Chairman closed the meeting at 8.34pm. The next Parish Council meeting is on Thursday 23 March 2017 at 7.00pm.

Signature.....

Date.....