

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD AT 7.00P.M. ON THURSDAY 20<sup>th</sup> MAY 2010  
IN THE COUNCIL CHAMBER, VILLAGE WAY, CRANLEIGH

During the first fifteen minutes of the meeting, members of the public with a legitimate interest in the parish were able to ask questions relevant to the work of the council. One member of the public was present but no questions were posed. One member of the press was in attendance. The Clerk, Pauline Whitehead and the Assistant Clerk, Vivien Edwards were present.

Cllr BA Ellis\* (Chairman of the Council)  
Cllr BH Cheesman\* (Vice Chairman of the Council)  
Cllr B Arendell\*  
Cllr J Bainbridge  
Cllr Dr V Dawes\*  
Cllr Mrs JE Dodd\*  
Cllr Mrs P Ellis\*  
Cllr Mrs M Forsyszewski\*  
Cllr D Gallacher  
Cllr Mrs R Hurtley  
Cllr K Reed\*

PRESENT\*

1. ELECTION OF THE CHAIRMAN

Cllr Brian Ellis was elected Chairman after being proposed by Cllr Cheesman and seconded by Cllr Reed.

2. ELECTION OF THE VICE CHAIRMAN

Cllr Brian Cheesman was elected Vice Chairman after being proposed by Cllr B Ellis and seconded by Cllr Mrs Ellis.

3. CALENDAR OF MEETINGS

The calendar of meetings attached was AGREED by the Council.

4. MINUTES OF THE PARISH COUNCIL MEETING HELD 15<sup>TH</sup> APRIL 2010

The Minutes of the Parish Council Meeting held on 15<sup>th</sup> April 2010 were AGREED and signed by the Chairman as a true record, subject to two additions on page 4116a:-

Item 10, Recreation Report – add “Concern had been raised regarding storage at the rear of the Parish Council Offices.” before “Storage space at Snoxhall...”.

Item 11, Parish Business – add “, and will be kept locked unless maintenance or access to the privately owned land on either side of Lions Lane is required.” at the end of the paragraph. .

5. APOLOGIES FOR ABSENCE.

The Council accepted apologies and reasons for absence from Cllr J Bainbridge, Cllr D Gallacher and Cllr Mrs R Hurtley.

6. DECLARATIONS OF INTEREST

There were no declarations of interest.

7. CHAIRMAN’S REPORT

Thanks was extended to Cllr Mrs P Ellis for organising the spring litter pick held on 17<sup>th</sup> April and to all of

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those who took part.

Meetings had been held with Roger Coupe, the President of the Chamber of Trade, to explore ways in which the Parish Council could work in partnership to assist in providing and maintaining the Christmas Lights in Cranleigh. Following a proposal from a supplier for additional lights in the maple trees on the Common, it was established that the Waverley Borough Council (WBC) countryside team would have no objection, provided the wiring could be installed without the necessity to dig on the Common. A source of electricity already exists via lampposts on the south side of the High Street and it has been advised that wires could be extended across the High Street on a catenary support. The Parish Council is exploring external funding sources for additional Christmas lighting. The Christmas light switch on will be held on Saturday 20<sup>th</sup> November at 5.30pm

The Spring into Cranleigh event, organised by the Cranleigh Initiative was very successful and appreciation was expressed to Yvette Ortell, the Co-ordinator for Haslemere who was seconded to Cranleigh for two days a week prior to the event. Her work was enhanced by the thorough and well-documented work that had been undertaken the previous year. The new Cranleigh Co-ordinator will take up post in mid June.

The Chairman had represented the Parish Council at the Wonersh Annual Parish Meeting, a community science show at Glebelands School entitled "How to Cheat at Mindreading" presented by Mr Rob Eastaway, and the St John's Ambulance Breath of Life event at the Arts Centre.

Julian Lee, the interim Chairman of NHS Surrey, had met again with various key members of the Parish Council and Cranleigh Village Hospital Trust (CVHT) to be briefed on further developments following the Primary Care Trusts (PCT) decision to develop new healthcare facilities on the existing High Street site rather than to develop the Knowle Lane site, with resultant reduced health care facilities in Cranleigh. Mr Lee was very understanding of the community's concerns and had raised them with NHS Surrey. Whilst Mr Lee has now moved on from his Chairman's post, discussions will continue with NHS Surrey in the future.

Several members of the Parish Council had attended the dedication of a new bench at the cemetery donated by the Cranleigh and District Lions Club for the benefit of those grieving parents who have lost a child.

The Chairman had attended the Haslemere Town Mayor's Civic Service and reception hosted by Cllr.

Melanie O'Dell who had been re-elected Mayor of Haslemere. He had also attended the WBC Annual Council Meeting where Cllr. Carole Cockburn was elected Mayor of Waverley for 2010/11.

Finally, the Chairman reminded members that the Annual Parish Meeting was scheduled for Wednesday 26<sup>th</sup> May 2010 starting at 7.30pm.

#### 8. QUESTIONS

There were no questions given in writing at least seven days in advance of the meeting from members of the public living or working in the Parish who were present at the meeting.

#### 9. MINUTES OF THE PLANNING COMMITTEE MEETINGS

The Committee Chairman presented the Minutes of the Planning Committee Meetings held on 19<sup>h</sup> April 2010 and 10<sup>th</sup> May 2010, these were RECEIVED.

#### 10. APPOINTMENT OF COMMITTEES AND REPRESENTATIVES 2010/11

The list of committees and representatives (observers) circulated with the agenda were AGREED. It was AGREED that Cllr J Bainbridge and Cllr B Arendell be appointed (under standing order 43b) to the Finance and General Purposes Committee.

#### 11. FINANCIAL MATTERS

The final expenditure list for April 2010 of £27,345.86 and the expenditure list to May 20<sup>th</sup> 2010 for £26,229.76 were presented to the Council by the Chairman of the Finance and General Purposes Committee and AGREED.

Members noted there was no Financial report and update on the Earmarked Reserves to the end of April.

#### 12. STATEMENT OF ACCOUNTS/ANNUAL RETURN/ INTERNAL AUDITOR'S REPORT AND

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## EFFECTIVENESS OF AUDIT

### Statement of Accounts

The Chairman of the Finance and General Purposes Committee presented the Statement of Accounts for the year ending 31<sup>st</sup> March 2010 and guided members through the income, expenditure, balance sheet and associated accounting notes. Members noted the final Financial Report to 31<sup>st</sup> March 2010 and the Earmarked Reserves and Special Bank Accounts, and acknowledged the year-end figures in comparison to the budget. It was noted that currently, overall reserves (Earmarked Reserves and the General Reserve combined) are lower than the four months operating costs recommended by the Internal Auditor, but as they are there to cover unexpected and difficult times, they are adequate in the current economic climate. The need to increase reserves would be considered during the next budget process. The Council AGREED the Statement of Accounts for the year ending 31<sup>st</sup> March 2010 to enable the Chairman and Responsible Finance Officer (RFO) to sign Section 1 of the Annual Return.

### Annual Return

The Council approved affirmative answers to all questions within Section 2 of the Annual Governance Statement with the exception of question 9 which was not applicable.

### Significant differences

The significant differences in the statement of accounts as follows was AGREED.

Annual Precept – increase due to reduction in compensatory grant paid by Waverley Borough Council and loss of interest on savings attributable to the general economic recession.

Total Other Payments – increase due to expenditure on extending and upgrading Snoxhall Play Park, alterations to Snoxhall Pavilion, to ensure that it complies with Disabled Access legislation, and repairs to the War Memorial which are shown as part of the expenditure despite the full amount being covered by grant funding and funds from the War Memorial account.

Balances carried forward – decrease as earmarked reserves are spent on the upgrade to Snoxhall Play Park and Snoxhall Pavilion.

Total Cash and Investments - decrease as earmarked reserves are spent on the upgrade to Snoxhall Play Park and Snoxhall Pavilion.

Total Fixed Assets – increase following an insurance review and inclusion of additional equipment bought during the 2009/10 period (in particular items at Snoxhall Play Park).

### Internal Auditor's report

Members considered the internal auditor's report to 31<sup>st</sup> March 2010 along with supporting information circulated with the agenda. The internal audit did not contain any items requiring attention. Members AGREED to continue working in accordance with previous recommendations from the internal auditor and to keep all documents up to date and in line with legal requirements.

### Effectiveness of the Audit 2009/2010

Members considered a report on the effectiveness of the audit circulated with the agenda. The report followed guidelines laid down in The Accounts and Audit (Amendment) (England) Regulations 2006 using the reporting format in the NALC publication "Governance and Accountability in Local Councils in England and Wales 2008 'A practitioner's guide'". Members AGREED the findings within the Effectiveness of Audit 2009/10 and AGREED to update the training policy to include "members are encouraged to take relevant training, arranged by the Clerk. Reasonable expenses will be reimbursed."

## 13. SURREY TRANSPORT PLAN

The Parish Council had been invited to comment on Surrey County Council's Transport Plan LTP3 which is being released in phases relating to various topics over the next few months. Members considered the consultations on both the "Proposed Vision and Objectives" and the "draft Transport Climate Change Strategy" circulated with the agenda. Members AGREED that a response should be made to both

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consultations to ensure that Cranleigh's place in Waverley, as Surrey's the most rural borough with limited transport links, is represented. It was AGREED that members should submit their individual thoughts to the

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Clerk so that she and the Chairman and Clerk could collate the responses and circulate before final submission.

14. HEALTH AND SAFETY POLICY

The Health and Safety Policy circulated with the agenda was AGREED and signed by the Chairman.

15. RECREATION REPORT

Members noted the report circulated with the agenda, and reiterated their desire to see a tree in the communal area at Snoxhall Play Park if possible. Further approaches to the Action for Cranleigh Play Park Association will be made to see if a large tree planted in autumn would need less intensive aftercare to reduce the onus on limited staff resources.

16. PARISH BUSINESS

Cllr Mrs J Dodd reported that the cinema venture which had been using the Village Hall every Wednesday on a trial period, could no longer continue due to lack of patronage, however, there had been enquiries by other local community groups who wish to hire the hall on a weekly basis.

17. CORRESPONDENCE

The Parish Council RECEIVED Correspondence List A to 14<sup>th</sup> May 2010 and Correspondence List B to 20<sup>th</sup> May 2010.

List B Item 3 Surrey County Council – Surrey Waste Partnership

Members had been invited to a stakeholder workshop and public consultation on 21<sup>st</sup> July in Chertsey to enable response to a consultation document. Cllr Mrs V Dawes and Cllr Mrs P Ellis volunteered to form a working party and to put their provisional responses back to the Parish Council at the July Meeting. As this would be prior to the workshop it was AGREED that any changes would be circulated to all members for agreement before the final submission.

18. REPORTS

The Chairman advised all Councillors that Waverley Borough Council's list of meetings and Surrey County Council's Environmental Update were available on their respective websites.

19. EXCLUSION OF PRESS AND PUBLIC

**It was resolved that the Press & Public be excluded from the Meeting during items 20 and 21 in accordance with section 100A (2) and (4) of the L.G.A. 1972 and Standing Orders 55(c) and 55(d).**

**The Chairman closed the meeting at 9.23 p.m. The next meeting will be held on Thursday 17<sup>th</sup> June 2010 at 7 p.m.**