



MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD AT 7.00 P.M.
ON THURSDAY 17 MAY 2018
IN THE PARISH COUNCIL OFFICE, VILLAGE WAY, CRANLEIGH

Councillors

Cllr E Townsend* (Chairman of the Council)
Cllr A Richardson* (Vice Chairman of the Council)
Cllr J Betts*
Cllr R Burbridge
Cllr R Cole*
Cllr K Fernandes*
Cllr M Foryszewski
Cllr B Freeston*
Cllr S Jeacock
Cllr D Lazarus*
Cllr D Nicholas*
Cllr R Tyler*

PRESENT*

ALSO PRESENT: Parish Clerk B Bell FSLCC, five members of the public.

1. ELECTION OF CHAIRMAN

Cllr B Freeston nominated Cllr E Townsend as Chairman of the Council, was seconded by Cllr K Fernandes and AGREED UNANIMOUSLY. Cllr E Townsend signed her declaration of acceptance of office and took the chair.

2. ELECTION OF VICE CHAIRMAN

Cllr E Townsend nominated Cllr A Richardson as Vice Chairman of the Council, was seconded by Cllr S Jeacock and AGREED UNANIMOUSLY.

3. APOLOGIES FOR ABSENCE

The prior commitment apologies of Cllrs R Burbridge and M Foryszewski were AGREED.

4. PUBLIC SESSION

A member of the public asked about the section 106 money from Berkeley Homes and the proposed all weather football pitch at Cranleigh School. The Chairman replied that s106 funding had been secured for a synthetic football pitch at Cranleigh School. The member of the public asked if a deed of variation has been agreed to divert the funding to other public local facilities. The Chairman did not know but said the member of the public could contact Berkeley Homes direct. The Chairman added that the Parish Council's Recreation Users Group will be progressing improvements to Snoxhall Fields which will be considered as part of the Council's Business Plan.

A member of the public asked if the Parish Council receives reports from Waverley Borough Council on s106 funding and committed projects, the Chairman replied that the Council does not but has requested it.

A member of the public asked what influence the Parish Council has on Surrey County Council and Waverley Borough Council on infrastructure as they are concerned about the impact on the road system and in particular, the A281. The Chairman said the Parish Council is not a statutory consultee but is invited to make comments by these authorities.

5. PARISH COUNCIL MINUTES

The draft minutes of the Parish Council meeting held on 19 April 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record with the following amendment:

Remove the Chairman's Announcement in full and replace with, 'The Chairman's Announcement was NOTED'.

The draft minutes of the extraordinary Parish Council meeting held on 03 May 2018, having previously been circulated, were AGREED and signed by the Chairman as a true record.

6. DECLARATIONS OF INTEREST

- Cllr E Townsend declared she is a Waverley Borough Councillor.
- Cllr K Fernandes declared she is a member of Cranleigh Civic Society.
- Cllr D Nicholas declared he is a member of Cranleigh Football Club.
- The Clerk reminded members to complete their Register of Members Interests annual update forms.

7. CHAIRMANS REPORT

- The Chairman thanked the previous Chairman and Vice Chairman for their work.
- The Chairman thanked Cllr B Freeston for his work in protecting our open spaces and for his work in the Centenary Garden.
- The Chairman and Clerk had met with Cranleigh Village Hospital Trust who have withdrawn their footpath request.
- It is lovely to see the hanging baskets being installed today by Cranleigh in Bloom. The broken glass in the bus shelter needs urgent replacement before judging for South and South East in Bloom.

8. CLERK'S REPORT

The Council NOTED the Clerk's report.

- The Clerk has contacted Surrey County Council for an update on the youth services consultation. Surrey County Council advise that the staff consultation is now over and they are in the recruitment process. Waverley will have a full time youth worker but where and what the projects will look like will not be fully understood until recruitment has taken place.
- A member of the public who had previously expressed concern about the introduction of car parking charges at Snoxhall Fields has written to thank the Council for the pragmatic approach to the car parking charges. They have said the flexible and supportive line is appreciated.
- The ditch clearance along Knowle Lane has uncovered an 11kv cable in the ditch which is hampering the clearance works, the Clerk is contacting UK Power Networks for assistance.

9. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Cllr A Povey reported from SCC:

- In February and March there were 15,000 potholes reported across Surrey, which were repaired at a rate of 280 per day.
- There is some s106 funding for highways improvements for Parish Councils that could be used to repair the bus shelter and planter in the High Street.
- The Ofsted report on Children's Services has shown no improvement in four years.
- SCC need to save £66 million this year and a further £80 million next year.

Cllr E Townsend had no report from WBC.

10. MINUTES OF COMMITTEES

- The Minutes of the Planning Committee meeting held on Monday 03 April and 23 April 2018 were RECEIVED.
- The Minutes of the Personnel Committee meeting held on Thursday 22 February 2018 were RECEIVED.
- The Minutes of the Finance Committee meeting held on Thursday 22 February 2018 were RECEIVED.

11. COUNCIL STRUCTURE

The Council AGREED the Terms of Reference for Committees with the following amendments and AGREED the delegated powers to Committees:

- Planning Committee to have a maximum of 12 members.
- Personnel Committee to have a maximum of 5 members.
- Finance Committee – replace three other Standing Committees with Planning, Property & Asset and Neighbourhood Plan Committees.

The Council AGREED the following Committee appointment changes:

- Cllr M Forszewski has resigned from the Finance Committee.
- Cllr D Nicholas to join the Finance Committee.
- Cllr D Nicholas to join the Property & Asset Committee.
- Cllr D Lazarus to join the Planning Committee.
- Cllr E Townsend has resigned from the Planning Committee as she has joined WBC JPC.
- Cllrs M Forszewski and R Tyler both asked to join the Personnel Committee. The Council appointed Cllr R Tyler to the Personnel Committee.

The Council AGREED the following changes to representatives on Outside Bodies:

- Remove Alfold Flood Forum representation.
- Wey and Arun Canal – Cllr S Jeacock
- Remove Beryl Harvey allotments representation
- Remove CAB representation
- Remembrance Day – Cllr D Lazarus
- Remove Conservation Area Appraisal representation
- Vallendar Club – Cllr D Lazarus
- Dementia Friendly – Cllr K Fernandes
- Remove Library representation
- Remove Rowleys representation
- SSALC – Cllrs A Richardson, E Townsend
- Remove Surrey Community Action representation
- Waverley Cycle Forum – Cllr D Nicholas
- Cranleigh Brick and Tile – Cllr J Betts with Cllr R Tyler as reserve
- Remove CVHT representation
- Youth Council – remove Cllr J Betts

The Council AGREED the following changes to Working Groups:

- Disband the Annual Parish Meeting Group
- Add Cllrs J Betts and A Richardson to the Centenary Garden Management Group and remove C. Robertson

The Council AGREED for Cllrs J Betts, D Lazarus and E Townsend to attend the meeting at WBC to discuss Local Plan Part 2.

The Council AGREED for Cllr K Fernandes to attend the economic development tour of Guildford.

12. CALENDAR OF MEETINGS

The Council AGREED the calendar of meetings for 2018 – 19 with the amendment to the Planning Committee meeting on Monday 04 June 2018 moving to Tuesday 05 June 2018 and delegated authority to the Clerk to amend the calendar as and when necessary.

13. COUNCIL POLICIES AND PROCEDURES

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

- Standing Orders reviewed with NALC 2018 model
- Financial Regulations
- Code of Practice for Handling Complaints
- Fixed Asset Register
- Insurance Schedule
- Publication Scheme for the Freedom of Information Act 2000
- Press Policy

14. OUTSIDE BODIES

The Council NOTED the following reports:

- Cllr B Freeston said the Arts Centre is re-structuring.
- Cllr D Lazarus is attending CAGNE meetings.
- Cllr D Lazarus is meeting with the Royal British Legion on Tuesday to discuss Remembrance Day

15. FINANCIAL MATTERS

1. The expenditure list to 17 May 2018 circulated this evening and was AGREED by the Council and signed by the Chairman. Cllrs R Cole and B Freeston will sign the accounts.
2. The bank reconciliation to 31 March 2018 had been amended at year-end to remove un-presented cheques over six months old was AGREED and signed by Cllr D Nicholas. The bank reconciliation to 30 April 2018 was AGREED and signed by Cllr D Nicholas.
3. The cashbook reconciliation to 30 April 2018 was AGREED and signed by the Chairman.
4. The Parish Council APPROVED the year-end Internal Audit report for financial 01/04/17 – 31/03/18 and NOTED that the recommendation has already been actioned.
5. The Parish Council APPROVED the report on the effectiveness of the Internal Audit by Cllr A Richardson.
6. The Parish Council APPROVED the annual governance statement for the Annual Return for financial year 01/04/17 – 31/03/18.
7. The Parish Council APPROVED the accounting statements for the Annual Return for financial year 01/04/17 – 31/03/18.
8. The Council APPOINTED Internal Auditor Peter Frost for financial year 01/04/18 – 31/03/19.
9. The Council AGREED to move the Wall Hanging Post Card Fund and Village Hall Curtains Reserves to the General Reserve.
10. The Council AGREED the annual review of the Risk Assessment.
11. The Council AGREED the amended Grant Awarding Policy and AGREED to award grants in April and October.
12. The Council AGREED a grant of £150 to Safe Drive Stay Alive and advised that they can apply again in October.
13. The Council DECLINED to make a grant to Challengers as they are not specifically for Cranleigh.
14. The Council DECLINED to make a grant for the Skate/BMX event as it is the responsibility of another local authority.
15. The Council AGREED to make a grant of £150 to the Kent, Surrey and Sussex Air Ambulance and advised that they can apply again in October.

16. The Finance Committee delegated authority to Cllr A Richardson and the Clerk to prepare a draft Investment Strategy which will be considered at the next Council meeting.
17. The Council AGREED to purchase Parishes Online at a cost of £450 + VAT for one year from the Other Professional Fees revenue budget.

16. MATTERS ARISING FROM THE ANNUAL PARISH MEETING

The Council considered the request from a member of the public to write to DEFRA and it AGREED to delegate authority to Cllrs A Richardson and E Townsend and the Clerk to write to DEFRA copying the letter to Anne Milton MP and WBC as follows:

It has been brought to our attention and we are concerned, please would you confirm that DEFRA is fully satisfied that there is no risk to public health to residents in Cranleigh ingesting asbestos fibres from the old, decaying drinking water supply network?

The Council will consider the second part of the request by the member of the public on receipt of the response from DEFRA.

17. CENTENARY GARDEN

- The Council NOTED the report from the Management Group and AGREED to the withdrawal of the Listening Project from the Centenary Garden.
- The Council AGREED to the withdrawal of the PIC funding application for the Centenary Garden from CALA Homes as the Council has been awarded £2,189 through s106.
- The Council AGREED the additional expenditure on the Centenary Garden reported by the Clerk.

18. WAVERLEY BOROUGH COUNCIL REVISED STATEMENT OF LICENSING POLICY 2018

The Council decided not to submit a response.

19. POWERS FOR DEALING WITH UNAUTHORISED DEVELOPMENT AND ENCAMPMENTS

The Council delegated the response to the Planning Committee.

20. GENERAL DATA PROTECTION REGULATIONS 2018

The Council considered this item in private and confidential session – reason: commercial in confidence.

The Council discussed three quotations for the provision of data audit, Data Protection Officer service, policy templates and training and AGREED to appoint GDPR-Info for one year.

21. TELEPHONE AND BROADBAND CONTRACT

The Council considered this item in private and confidential session – reason: commercial in confidence.

The Council sought three quotations for the Council's telephone and broadband contract.

The Council AGREED to the installation of broadband for the Village Hall and Snoxhall Pavilion/Youth Centre.

The Council AGREED to appoint Netcom to provide the Council's telephone and broadband contracts and installation.

22. LEGIONELLA RISK ASSESSMENT

The Council considered this item in private and confidential session – reason: commercial in confidence.

The Council AGREED to appoint Goodwins to carry out the annual clean and disinfection of cold water storage tanks and quarterly servicing of the water blenders.

The Council AGREED to appointment Musketeer to carry out the bi-annual water sampling and quarterly servicing of showerheads.

23. STAFF MATTERS

The Council considered this item in private and confidential session – reason: staff in confidence.

- The Council AGREED to form a Chairman’s Group of the Chairman of the Council and Chairman of the Personnel Committee to carry out the line management of the Clerk and carry out their annual appraisal.
- The Personnel Committee asked the Council to consider the positive advantage of an HR appraisal professional at the Clerk’s annual appraisal. The Council will consider this in the future.
- The Council AGREED to provide access to HR support for the Chairman’s Group.
- The Council AGREED to revise Standing Orders in light of the above resolutions.
- The Council AGREED to offer an extended work experience placement two days per week to the work experience young person from June 2018.
- The Council AGREED to adopt the NALC/SLCC National Salary Award 2018 from 01 April 2018 for the Clerks.

24. DATE OF NEXT MEETING

Thursday 21 June 2018. The meeting CLOSED at 10.10pm

Signature.....

Date.....