



CRANLEIGH PARISH COUNCIL

ANNUAL REPORT

2013/2014



THE PARISH COUNCIL continues a history that goes back to 1894. It is the tier of government closest to the community. The Parish covers approximately 3,278 hectares and has a population of around 11,500. Cranleigh sits in the Borough of Waverley in the County of Surrey. Cranleigh Parish Council has Quality Council status and is responsible for core services associated with the Village Hall, Recreation at Snoxhall Fields, the Cemetery, Planning, the Youth Centre and Youth Café, Public Conveniences and the co-ordination of events in Cranleigh. In addition the Council represents local views and promotes the Cranleigh community wherever possible to ensure that Cranleigh is, and remains a vibrant place in which to live, work and play.

MEETINGS

The Parish Council meets every third Thursday in the month throughout the year in the Parish Council Offices, Village Way, Cranleigh, GU6 8AF. Planning Meetings are held every three weeks, usually on a Monday evening and there are meetings of the Finance Committee, Cemetery Committee and Village Hall Committee scheduled throughout the year. All meetings of the Parish Council and its Committees are open to the public and everyone is welcome to attend. There is a full schedule of meetings on the Parish Council website www.cranleighpc.org where you will also find agendas of forthcoming meetings and minutes of previous meetings. Notices of forthcoming meetings are displayed in the Parish Council Notice Board at the rear of the Village Hall and on the door of the Parish Council Offices. Minutes of our meetings can be found in hard copy at the Library.



PARISH COUNCILLORS

Currently there are eleven Parish Councillors, with a vacancy in Cranleigh West. The vacancy arose due to the resignation of John Bainbridge who had served the community as a Councillor since 2003. The Parish Council would like to thank John for his contribution to Cranleigh. His expertise, especially in matter of finance will be greatly missed. An election will be held on 17th July 2014 to appoint a new Councillor. Whilst Councillors are appointed by ward, Parish Councils are not political and Councillors serve the whole community.

Cranleigh East	Brian Cheesman
	Richard Cole
	Ken Reed
	Ruth Reed
	Janet Somerville
Cranleigh West	Brian Ellis
	Patricia Ellis
	David Gill
	vacancy
Cranleigh Rural	Brian Arendell
Cranleigh North	Mary Forszewski
Elmbridge	Robert Wilson

Cranleigh Parish Council does not operate a Scheme of Members' allowances, but Councillors are entitled to claim back modest out of pocket expenses when undertaking work agreed by the Council. In 2013/14 an amount of £378.85 was claimed for the full year.

Parish Councillors are required by statute to declare their interests in the form of a Register. The Localism Act 2011 brought in additional information that had to be declared by members and the Register of Members' Interests. As before, the Registers are public documents. Copies are retained by both the Parish Clerk and the Monitoring Officer at Waverley Borough Council. They are published on the Parish Council's website and are available to view should any member of the public wish to.

OBSERVERS ON ORGANISATIONS

The Parish Council nominates observers to serve on a number of local voluntary, public and community organisations throughout the year. Current posts held are as follows:-

Organisation	Observer	Deputy Observer
Rowleys Management Committee	Ken Reed	
Cranfold Job Club (observer has voting rights)	Brian Cheesman	Patricia Ellis
Cranleigh Active	Richard Cole	
Cranleigh Arts Centre	Richard Cole	
Cranleigh Community Fund	Richard Cole	
Cranleigh Sport Forum	David Gill	
Cranleigh Transportation Task Group	Richard Cole	
Cranleigh Vallendar Club	Brian Cheesman	
Cranleigh Neighbourhood Watch	Brian Cheesman	
Library	Brian Arendell	Patricia Ellis
Surrey and Sussex Association of Local Councils	Brian Ellis	
Surrey Community Action	Richard Cole	
Town and Parish Council meeting (Waverley)	Brian Ellis	Ken Reed
Waverley Cycle Forum	David Gill	
Citizens Advice Waverley	Ruth Reed	
Christopher Robin Sure Start Centre	Patricia Ellis	
Henry Smith Charity (includes one independent member from the community)	Brian Cheesman** Patricia Ellis Roy Glasper	Ruth Reed Brian Arendell*

A number of Parish Councillors also serve in a voluntary capacity in their own time on other local groups and organisations and through these activities bring a wealth of expertise and knowledge to the Parish Council.



PARISH COUNCIL STAFF

Office

Clerk - Pauline Whitehead BA (Hons). FILCM. Pauline is the Parish Clerk, the Responsible Finance Officer and the Clerk to the Finance Committee, she also has overall management responsibility for the Parish Council's functions.

Assistant Clerk- Vivien Edwards. Vivien is the Clerk to the Village Hall and Cemetery committees.

Administration Clerk- Louise Glazier. Louise is the Clerk to the Planning Committee.

Finance Assistant- Jitendra Chudasama

Events Co-ordinator- Gemma Radford

Gemma can be contacted on 07795 120761 between 12.30p.m. and 2 p.m. daily.

Alternatively her e-mail address is cranleighcoordinator@cranleighpc.org

Outside Staff

Grounds Manager- Nick Barnett.

Assistant to the Grounds Manager- Andrew Burke

General Services Worker- Kane Barnett

Sexton (Cemetery)- Kevin Cave

Youth Café Team

Jason Stedman & Bethany Nicholson



In June 2013, Nick Barnett completed 25 years with the Parish Council. Nick was presented with an engraved tankard to mark the occasion.

FINANCIAL MATTERS

One of the major roles of the Council is to set a precept and ensure sound financial control. The precept comes from taxes levied by the Borough Council. This money is supplemented by income from hiring out our facilities, burial charges, reserves, interest and grants. Financial control is achieved by carefully monitored budgeting and regular reporting is a key feature of this aspect of the Council's work. The Parish Clerk, as the Responsible Financial Officer undertakes the day to day financial management and works closely with the Chairman of Finance, Cllr Brian Arendell, and the Vice Chairman of Finance, Cllr Richard Cole.

The precept for 2013/14 was set in January 2013 at £253,937 which included the Council Tax Benefit Grant of £8,129. The precept requirement represented a slight reduction (less than 1%) on the previous year. The Council was aware that other Authorities were holding their budgets at a 0% increase and used reserves so that they did not increase theirs.

The contribution to the Parish Council through your Council Tax is worked out as follows:- The Borough Council provides each Parish Council with a Tax Base figure which is calculated by 'smoothing' all of the different tax bands into Band D equivalents. Properties are banded A – H, with Band D paying 100%, H paying 200% and Band A paying 60%. The Tax Base for Cranleigh was 4925.06 giving a charge at Band D of £53.91 per year.

In late 2012, changes were made by the Government to the way that Council Tax Benefit payments were repaid to billing authorities (e.g. Waverley Borough Council). In simple terms, rather than the Government refunding 100% of all Council Tax benefit paid from 1st April 2013, only 90% would be paid to the billing authorities and this would reduce in subsequent years.

The Precept for 2014/15 has been set at £276,076 which is an 8% increase on last year. This, in part, was due to the cost of the Public Conveniences which were taken over with full funding for the first year in 2012 and reduced funding over the next three years; the reduction in the Compensatory Grant for recreation, paid by Waverley Borough Council for providing our own recreation services; additional costs associated with taking responsibility for the Youth Centre and costs associated with providing the Youth Café.

There has again been much talk at National Government level about the possibility of 'capping' Parish Council Precepts in the future, together with discussions on the amounts of Reserves that can be held. Currently, this has not come into force, but Eric Pickles MP, the Secretary of State for Communities and Local Government has given warning that this will happen.

COMMITTEES

The Village Hall Committee, Cemetery Committee and Planning Committee have their own budgets, although the budget for Planning is solely staff costs. The Finance Committee is directly responsible for all other budgets, but, it reviews the other budgets during the precept setting process.



The Village Hall was re-roofed during 2013/14. Whilst money had been set aside for this purpose over the last few years, it was forecast that there would be insufficient funding, therefore, the Council decided to take out a Public Works Loan Board loan for £59,625 over a 6 year period to pay for the work. The Village Hall remained open during the re-roofing works. After consideration, a one off goodwill payment of 20% on any hire between September 23rd 2013 and November 22nd 2013 was made to those who rely on footfall for their business.

During 2013/14 the stage at the Village Hall was sanded and re-varnished, improvements were made to the lighting and a new cooker was installed.

During 2013/14 the Village Hall has been serviced by the staff at Snoxhall along with cleaning contractors, to a schedule developed by the Assistant Clerk. This has made significant savings for the Council.

The Council is grateful to those loyal hirers who continue to use the Village Hall. In recognition of this loyalty, charitable community organisations which regularly use the Village Hall were given a stall at the recent Spring into Cranleigh event free of charge in recognition of their contribution to the Cranleigh community. It was hoped that this opportunity would give a platform on which to recruit more members and showcase the good work that is being done.

The cemetery is a well loved facility and we try very hard to keep it looking as good as possible. Due to unavoidable circumstances there have been times when the work has got a little behind this year. Volunteers from Cranleigh School and local volunteers help out at the cemetery, for which the Council is very appreciative. If anyone else would like to lend a hand we would be very grateful, please get in touch.

Details of Committee Budgets and other significant cost centres.

Revenue	2013/14		2014/15	
Committee	Income	Expenditure	Income	Expenditure
Village Hall	29,129	11,013	29,200	5,910
Cemetery	16,455	23,828	16,686	25,125
Recreation	13,934	125,094	13,312	112,655
Public Conveniences	0	13,731	0	20,642
Youth Services	13,547	11,329	11,620	21,929

Ear Marked Reserves

At the end of 2013/14 the Ear Marked Reserves held by Cranleigh Parish Council were £232,375. During the year a total of £31,726 was spent or transferred from Ear Marked Reserves. £12,810 was spent at the Village Hall in respect of the roof, cooker and sanding the stage area. There was £8,375 expenditure on road and pathway repairs at Snoxhall Fields, replacement grounds machinery, and electrical work at Snoxhall Pavilion and £4,445 on work at the Youth Centre. The remaining £6096 was returned to the General Reserves.

General Reserves

At the end of 2013/14 the General Reserve stood at £27,274. The Internal Auditor had expressed concern that the Council is running its reserves to a low amount and is in danger of having not only to cut services, but also to reduce Ear Marked Reserves. The Council responded to this when setting the budget for 2014/15.

Grants and donations

The Parish Council has attained the Power of Competence which opens up opportunities for the Parish Council to assist its community in ways which it couldn't if it relied on the powers bestowed through the Local Government Act 1972. The Parish Council allocated

£2,000 for grants and donations to the local community in 2013/14. Grant applications were considered for capital items that gave an immediate and tangible benefit to the community. Donations up to £100 for non-capital items can be considered by the Finance Committee. The following grants and donations were awarded:-

Organisation	Description	Amount
Cranleigh School	Student award	£20.00
Glebelands	Student award	£20.00
R Weale	War memorial Project	£500.00
Cranfold Confederation	Strengthening Families Initiative	£100.00
Surrey Crimestoppers	Support to crime reduction	£50.00

Other Council Activities during the year

Whilst the Parish Council is not the Planning Authority, we are able to make comments on applications submitted to Waverley Borough Council. The Planning Committee meets every three weeks and has considered a large number of applications over the last twelve months. There will be significant work for the Planning Committee this year as applications for large developments within the Parish are submitted for comment.

In 2013/14 the Parish Council started the process to produce a Neighbourhood Plan which aims to shape how the community looks over the next 15 to 20 years. The Council had gained agreement from Waverley Borough Council to designate the whole parish as a neighbourhood area in order to pursue the Neighbourhood Development Plan and a Steering Group is now in place to drive the Plan forward. As the Parish Council is the responsible body for the Neighbourhood Plan, there is a Councillor observer who attends the Steering Group Meetings in order to allow a flow on information between both parties.



Following a survey of all of our trees in 2013/14 necessary tree work was undertaken. The Council's Play Park had its annual inspection by an independent consultant in April 2013 and the subsequent report was positive. Waverley Borough Council commissioned the Royal Society for the Prevention of Accidents to undertake a Play Value assessment of the Play Park around the same time and it was categorised as excellent for the overall site, the overall ambience, toddler area and junior area. The teenage area was proclaimed good. Since the inspection, rubber surfacing has been installed under some of the equipment

making access for those using wheeled equipment less challenging in bad weather. The Parish Council was very grateful to the Cranleigh Lions for donating the materials and labour to erect the shelter in the Play Park, and the Lion tamers for providing the money to make the benches underneath. They will allow those using the Park to do so in all weathers. The Play Park continues to be extremely popular and well used.

The storms over the Christmas period and going into 2014 fortunately saw little damage to Parish Council owned property. Sadly there was some flooding in the Cranleigh area and the Parish Council issued sand bags from their small emergency store to a householder whose property was in jeopardy of being flooded. The Parish Council has a comprehensive Emergency Plan on its website and if anyone wishes to get involved in this very worthwhile scheme, please get in touch.

The League of Friends of Cranleigh Hospital undertook work and research with a number of local organisations and as a result generously donated 5 Automatic External Defibrillators to Cranleigh. These have been sited in the public houses in Cranleigh as it was felt that these would have the best access, particularly in the evenings. St John Ambulance have been actively involved in undertaking training sessions and will be responsible for checking the AEDs on a regular basis.

Cranleigh in Bloom started as an initiative to improve the overall look of the High Street to build on a de-cluttering exercise and the resurfacing of the road which took place in 2013. The project involves the Chamber of Trade, Parish Council, Waverley Borough Council, local schools and the community working in partnership. There were improvements to the High Street flowerbeds in 2013/14 and in 2014 Cranleigh is blooming with floral displays in readiness for the judging day of South and South East in Bloom on 8th July. The Parish Council is working with other volunteers to help make our High Street clean and tidy prior to the event. The Parish Council has an ongoing interest in reducing litter in Cranleigh and works with various organisations to try to keep litter at a minimum. The Parish Council wishes all of those involved in Cranleigh in Bloom the very best of luck.

Cranleigh welcomed the Cycling Tour of Britain in September and the events co-ordinator worked with the Chamber of Trade to celebrate Cranleigh's part in this popular event. The co-ordinator was also involved in organising the Christmas Light switch on event in partnership with the Chamber of Trade, and Spring into Cranleigh, which is a Parish

Council event. In 2014 the Co-ordinator is working with local organisations to co-ordinate events to commemorate World War 1 in Cranleigh, a 'staycation' week and the Christmas lights event. If your organisation wishes to get involved in one of these events or you would like to offer help please contact Gemma Radford.

The Trustees of the Henry Smith Charity (Cranleigh) have met several times during the year to consider allocating funding awarded to Cranleigh by the Charity. The bulk of the money £4,900 was passed to the Cranleigh Community Fund, who assist those who have significant need within the community. A further £1,000 was awarded to the Cranleigh Food Bank, this is a facility set up to respond to the need of some of our community. The Food Bank has helped over 100 families so far this year.

The Citizen's Advice Bureau operates from the building leased to them by the Parish Council in Village Way on Monday's, Tuesdays and Thursdays. The Cranfold Job Seekers Club operate from the same building on Wednesdays and Fridays. The Parish Council own land on which the Band Room, Scout Headquarters and Guide Hall are situated. These organisations pay a peppercorn rent for the land. Police Community Support Officer Steve Baldwin continues to visit the Parish Council Office, work with the Parish Council when possible and maintain a Police presence in and around the Parish Area.

The Parish Council's website – www.cranleighpc.org continues to be a valuable tool for communicating Parish Council related matters to local residents and our quarterly newsletters are to be found there along with minutes of our meetings. We appreciate feedback on all issues within the community.



The Cranleigh Village Website is the responsibility of the Parish Council and we would like to encourage more people to post their events and use the website. It can be accessed at www.cranleighvillage.net.

If you would like to learn more about the work undertaken by the Parish Council, get involved or leave us your feedback, please visit our website on www.cranleighpc.org

Your Parish Councillors

NAME	ADDRESS	TEL. NUMBER
Councillor Brian Henry Cheesman	Nethania High Street Cranleigh Surrey GU6 8AG	01483 273293 b.cheesman270@btinternet.com
Councillor Richard Ernest Cole	43 Glebe Road Cranleigh Surrey GU6 7AS	07718 588940 richardc@recole.plus.com
Councillor Ken Reed	Blackthorn Wanborough Lane Cranleigh Surrey GU6 7DS	01483 271896 kenreed.cpc@gmail.com
Councillor Ruth Carolyn Reed	Blackthorn Wanborough Lane Cranleigh Surrey GU6 7DS	01483 271896 ruthcreed@gmail.com
Councillor Mrs Janet Kathleen Somerville	Bramhall 24 Grange Park Cranleigh Surrey GU6 7HY	01483 274488 janet.somerville1@btinternet.com
Councillor Robert A Wilson	Ahlhorn, Upfold Lane Cranleigh Surrey GU6 8PD	07944 895825 RAW@cranleigh.org
Councillor Mrs Mary E Forszewski	Paddock Lodge Guildford Road Cranleigh Surrey GU6 8PG	01483 273020 Pawfect@btinternet.com
Councillor Brian A Ellis	Roseacre Guildford Road Cranleigh Surrey GU6 9PF	01483 272929 brian.ellis@waverley.gov.uk
Councillor Mrs Patricia Ellis	Roseacre Guildford Road Cranleigh Surrey GU6 9PF	01483 272929 patricia.ellis@waverley.gov.uk
Councillor David Gill	Yew Trees Guildford Road Cranleigh Surrey GU6 8PG	01483 271565 Davidgill46@aol.com
Councillor Brian Arendell	Restharrow 50 Horsham Road Cranleigh Surrey GU6 8DU	01483 273204 Brian.arendell@hotmail.co.uk

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