



Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 17th November 2016, starting at 7:30pm

PRESENT

Messrs R Seaborne, P Leung, T Coleman, R Jameson, M Byham and Mrs O'Connell. Mrs Victor, the Clerk was also present. 0 members of the public attended the meeting. County Councillor Victoria Young and PCSO Snow were unable to attend.

124/16 To receive apologies for absence

- a. Apologies for absence were received from Mrs F Stern, Mr P Molineux and Mr M Foley.

125/16 Declarations of interest in agenda items

None.

126/16 Minutes of the meeting 20th October 2016

- a. Minutes of the meeting 20th October 2016 were agreed by the meeting as a true record and signed by Mr Seaborne.

127/16 Matters arising from minutes 20th October 2016

- a. None

128/16 Bramley Neighbourhood Police update

- a. Prior to the meeting the Clerk had asked PCSO Snow for a monthly report from now on. He agreed that he would do so but also mentioned an online source of Police reports. InTheKnow is a website where you can access information from Neighbourhood Watch and local police reports including witness appeals, crime updates, crime prevention advice and news specific to local area. PCSO Snow encourages all Members to sign up to receive information. The address is www.intheknow.community/. The Clerk will publicise the website in Bramley Update.
- b. In the last month, the following public interest crimes have taken place:
- Theft of a water bowser from farmland in Thorncombe Street on 22nd October
 - Theft of a digger from a property that is being built on Ricardo Court on 26th October
 - Old York stone was stolen from a patio on Clockhouse Lane on 31st October
 - On 4th November, there was a burglary at a house on Linersh Wood Close. High value items were stolen while the house was empty.
- c. The current crime themes across Waverley are theft of old York stone from rural properties and the theft of plant machinery from rural building sites. The Clerk was asked to report this trend in Bramley Update.

129/16 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. Dog fouling
A resident complained about the increase in the amount of dog waste around the village, especially in the Robertson's garden. She asked if signage can be displayed and an additional receptacle for dog waste bags be placed in the garden. The cost of a dispenser is £79. Mr Leung suggested that the fouling is likely to be caused by foxes as an increase in the number of foxes has been witnessed in the area. The Clerk was asked to respond to the resident to ask if she has witnessed dogs causing the fouling and to suggest that it is possibly caused by foxes.

ACTION

Clerk

Clerk

Clerk



- c. Citizens Advice Waverley
A request for a financial contribution towards the charity's works in the coming year was received. 83 people from Bramley, Busbridge and Hascombe sought help in the last year. Members agreed that rather than providing a financial contribution, the Clerk should research the possibility of installing a dedicated computer in the Library for residents to access the Citizens Advice Bureau online service. This service was due to be launched earlier this year. The Clerk to investigate with CAB and Surrey County Council.

Clerk

130/16 Waverley and Surrey County Councillors update

- a. Mr Byham reported that Waverley Borough Council are in the process of establishing a joint action group to tackle fly tipping, litter, dog fouling, inconsiderate parking and anti-social behaviour. The group will be made up of representatives from Waverley Borough Council, Surrey County Council and Surrey Police. It is hoped that if all 3 authorities work together, these problems can be addressed more efficiently.
- b. Mr Byham is not currently aware of when the planning application for a development at Dunsfold Park will be considered by Waverley Borough Council. There is also no further information on the planned development at Ricardo Court. The Clerk was asked to obtain an update from the developers.
- c. The Waverley Joint Overview & Scrutiny Committee are due to meet on Monday 21st November to review the many comments submitted further to the consultation on the Waverley Local Plan.

Clerk

131/16 Report from Planning Review committee

- a. The Planning Review committee had met to consider applications received since the last meeting. Their decisions were noted as per Appendix A.
- b. Members expressed their disappointment at the approval of the planning application for an extension at 3 Woodrough Cottages.

132/16 Report from Highways & Rights of Way committee

- a. A meeting of the Highways committee took place in November. The minutes have been circulated to Members. The meeting reported that 3 local highways works were approved by the Local Task Group and the Task Group Chairman will now be prioritising all the works submitted from various parishes. The works in Bramley are:
- The laying of coloured road surface at the junction of Station, Eastwood and Barton Roads
 - The installation of a layby in The Coombes opposite Bramley Infant School
 - The extension of the 30mph speed limit on the A281 to Birtley House.
- b. The Clerk reported that she has met with Surrey Highways to discuss what items the 2016/17 Highways Localism grant of £5,500 can be spent on. She has been informed that the following items cannot be carried out under the scheme:
- Removal of tree roots on the station platform
 - Drainage works on Tannery Lane
- As both works include digging and/or laying of tarmac, they must be carried out by the approved Surrey County Council contractor, Kier.

The Clerk has asked Surrey Highways to get a quote for the required works on Tannery Lane. They suggested that funding for this may be applied for from our County Councillor's Member Allocation.

Any of the works to clear encroaching vegetation onto the pavement or highway



can be carried out, if it is on Surrey County Council land. In addition, works to clean road signs and bollards can be covered by the grant. The Clerk can now complete the relevant paperwork to receive the funds. She will also arrange for the various vegetation clearance works to be carried out.

Clerk

The Clerk is to keep a record of what works funded by the grant are carried out, for auditing purposes.

The Clerk is compiling a list of works to be submitted in the 2017/18 grant application. She will circulate the draft list to Members in due course.

Clerk

- c. Mr Seaborne reported that there will be a “village leaf sweep” taking place on Saturday 26th November from 9:00am.

133/16 **Report from Library committee**

- a. Surrey Libraries are replacing the self-service kiosks in all Community Partnered Libraries. The new kiosks will use a supported operating system, will accept payment of library fees by note as well as coins, and will give change. Bramley’s new kiosk is expected to go live for library users on 24th November.
- b. Surrey Libraries has allocated Bramley Library approximately £500 to buy books. The new stock will be allocated to the junior section, adult fiction and non-fiction, with a volunteer involved in the selection process.
- c. The Operations Team ordered a few more items of display equipment using library funds, with the aim of continuing to improve the organisation and appearance of the library.
- d. The library laptop (owned by BPC) developed problems in October that required considerable time from the Parish Clerk to resolve. The laptop operating system and virus protection has now been updated, and various precautions put in place. A computer used by a large number of people, not all of whom are experienced Windows users, will always be at greater risk.
- e. Two successful children’s events were held in the library in October: a party to mark the completion of the Summer Reading Challenge and a half-term story-telling and craft activity session.
- f. After advertising on three social media channels, a new Rhyme Time leader responded to the Streetlife advert. The new volunteer has joined making a team of four people available to lead the Friday morning sessions.
- g. A drop-in social gathering for library volunteers and friends will take place at the library on Sunday 4th December from 3:00pm to 5:00pm. All Members and partners are enthusiastically invited. RSVP to bramleylibrary@gmail.com.
- h. The Operations Team have agreed upon a new logo for the Library which will be rolled out in the coming month.
- i. The Clerk was asked to arrange a Library Management meeting to take place in January 2017.

Clerk

134/16 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. The Clerk reported that the Sports Pavilion Trust AGM is taking place on Thursday 8th December at 7:30pm in the Sports Pavilion. Members are welcome to attend.
- b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)
 - i. The Clerk reported that there have been problems with parking on Fisher Rowe Close and some of the residents have asked the Parish Council to issue a letter to residents asking people to park considerately. Emergency vehicles & refuse lorries have either been unable to access the end of the road or forced to drive on the grass verge, which is causing damage to the grass. The Clerk will circulate the draft

Clerk



letter to Members.

ii. Streetlighting

The Clerk reported that following the report in Bramley Update, to date she has received 8 responses to the request for feedback regarding the number of street lights in Station and Eastwood Roads. 3 residents are in favour of more street lights and 5 are against. One further respondent suggested that the lighting at the zebra crossing in Station Road is too bright, whereas at the corner of Edencroft is very dark. He suggested moving one of the lights to even out the lighting. Members agreed that this is a sensible idea. The Clerk was asked to investigate the cost of doing this.

Clerk

The bollards on the A281 north of the village have not been lit for some time, despite various individuals reporting the issue to Surrey County Council. The Clerk was asked to investigate what the issue is with Victoria Young.

Clerk

c. Village Hall and environs (including Station and Hall Road, Windrush Close)

- i. The Clerk reported that the Deeds to the Village Hall have been missing for many years and are presumed lost. An extensive search was carried out in the late 1990s and again in the early 2000s, but they could not be found. The Clerk has contacted a legal adviser to find out how much of a problem this will create should the Parish Council decide to sell the stone barn.

The Clerk has met with a local estate agent who has valued the barn in its current condition at between £250,000 and £300,000. If it was converted into a single property, it could be sold at around £550,000. If it was converted into 2 x 1-bedroom apartments, they could be sold for £250,000 each.

Members agreed that prior to any further action the advice of the Waverley Planning department should be sought, as the building is locally listed and is in the Conservation Area. Mr Seaborne and Mr Byham will approach the Planners.

Mr Seaborne / Mr Byham

This matter is to be discussed further at the December meeting when further advice has been received.

- ii. The Clerk reported that Lloyd Davies has forwarded their valuation assessment of the Village Hall and associated buildings for insurance purposes. The values are as follows:

- Village Hall £994,000
- Stone Barn £54,000
- Builders store £15,000
- Lean-to store £5,000

This is an increase in value of £168,000 compared to the last assessment 5 years ago. The Clerk has amended the insurance policy accordingly.

- iii. The Clerk reported that she has researched the cost of installing blinds to replace the shutters between the kitchen and main hall. Approximate costs are as follows:

- Wooden shutters £870
- Wooden slatted blinds £218
- Roller blinds £80.

Members asked the Clerk to purchase wooden slatted blinds, checking first that the quality is robust.

Clerk

- iv. The Clerk has spoken to the Bramley Social Club Manager regarding the noise and anti-social behaviour complaints received from residents. He is very concerned that some of his Members are drinking outside the front of the club, as they are



told that they should not do this. He asked that any future complaints are addressed as soon as possible to him so that he can check the CCTV footage. The Clerk also spoke to him about instances of inconsiderate parking in the car park. He will speak to his Members to ask that the park in the marked bays only.

- v. The Clerk reported that she has discussed the installation of the baby grand piano in the Village Hall with Stuart White. The piano will be moved to the Village Hall on 28th November, after which time the required servicing will be carried out. The date of the first concert has been pencilled in for late afternoon on Saturday 21st January. The Clerk was asked to draft a formal letter of thanks from the Parish Council to the donor.

Clerk

d. High Street and environs (including Snowdenham Links Road and Lane)

- i. The Clerk reported that she has asked BT if they can provide information on how often the public telephone on the High Street is used. She is awaiting a response.

- ii. The Clerk reported that the bench at the Coronation Oak will be repaired by the end of the week.

The cost of a new noticeboard at the end of Birtley Rise will be approximately £90. Members agreed to proceed on the acquisition of a noticeboard. The Clerk will action.

Clerk

e. Grounds and Downlink

- i. Churchyard wall

The Clerk reported that she has reviewed the paperwork regarding the works to the churchyard wall. Although it is mentioned that the works will be completed in 2 phases, it is not wholly clear that further funding would be required, nor at what level. Members commented that they are unwilling to spend further public funds on repairs to this wall. The Clerk was asked to contact Mr Campbell to communicate this message and ask that should Holy Trinity wish to apply to the Parish Council for further funding, it should be in a formal manner so that budgets can be calculated and managed.

Clerk

f. Rural Parish (including Birtley Green, Grafham and south)

- i. Mr Byham asked that Members keep an eye on instances of fly tipping and report it to Surrey County Council accordingly, with a photograph.

135/16 **Finance**

- a. Members approved the payments listed at Appendix B.
- b. The Clerk forwarded to Members the details of how much is currently held in general reserve along with a projection of the expected cash balance at year end.
- c. The Clerk has received notification that the 2017/18 Precept request from Bramley Parish Council needs to be submitted to Waverley Borough Council by 6th January. The Clerk will circulate a list of suggestions for inclusion in the Parish Council 2016/17 budget to Members, with a view to agreeing the level of Precept at the December Parish Council meeting.
The suggestion of a separate Finance meeting was discussed. It was agreed that should a further meeting be needed, it is likely to take place during the day as an evening meeting in December would be difficult to co-ordinate.
- d. Waverley Borough Council has indicated that there will be a 15% reduction in the 2017/18 Council Tax Support Scheme from 2016/17, reducing the fund from £815 in 2016/17 to £701.25 in 2017/18. They have also indicated that there will be a 10% reduction in the 2017/18 Compensatory Grant, reducing it from £2,945.50 in 2016/17 to £2,650.95 in 2017/18.

Clerk



Clerk

- e. The Clerk proposed that the Parish Council Groundsmen be awarded a bonus of £50 each, as is usual at Christmas. Members agreed. Clerk to action.

136/16 Points of information

- a. The Clerk reported that she has forwarded a list of suggested dates for Parish Council meetings in 2017. She asked that Members forward any problems with any of the dates to her by 22nd November, after which time she will publish the dates on the website and noticeboards.
- b. The Clerk asked Members to note that the December Parish Council meeting is taking place on **Tuesday** 20th December, following the Planning committee meeting. Following the meeting, refreshments will be available to all attendees, kindly funded by Mrs Stern.
- c. The Clerk was thanked for her work to co-ordinate the recent Remembrance Sunday parade in Bramley.

137/16 Matters for future discussion

- a. Possible sale of the stone barn.
- b. 2017/18 budget.

The meeting closed at 9:01pm

Agreed and signed Chairman, 20th December 2016