



**Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 18th May 2017, starting at 7:30pm**

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, M Foley, T Coleman, M Byham, R Jameson and Mrs O'Connell. Mrs Victor, the Clerk was also present. No members of the public attended the meeting. Councillor Victoria Young and PCSO Snow were unable to attend.

46/17 To receive apologies for absence

- a. Apologies for absence were received from Mr P Leung.

47/17 Election of Chairman of the Council, Vice-Chairman, Committee Chairmen (Highways, Library, Planning & Resilience)

- a. Mrs Stern was nominated for the position of Chairman by Mr Coleman and seconded by Mr Foley. Unanimous vote and duly elected.
- b. Mr Seaborne was nominated for the position of Vice-Chairman by Mrs Stern and seconded by Mr Byham. Unanimous vote and duly elected.
- c. Mr Seaborne was nominated for Highways & Rights of Way Committee Chairman by Mrs Stern and seconded by Mr Coleman. Unanimous vote and duly elected.
- d. Mrs O'Connell was re-elected as Library Committee Chairman by Mr Jameson and seconded by Mrs Stern, by unanimous decision.
- e. Mr Molineux was nominated for Chairman of the Planning Committee by Mrs Stern and seconded by Mr Coleman. Unanimous vote and duly elected.
- f. Mr Coleman was nominated for the Chairman of the Bramley Resilience Group by Mrs Stern and seconded by Mrs O'Connell. Unanimous vote and duly elected.
- g. There is currently no member of the Parish Council on the panel of Governors for the Infant School. The Clerk was asked to enquire with the school if they would like a member of the Parish Council on the panel.

48/17 Declarations of interest in agenda items

Mr Seaborne declared a non-pecuniary interest any matters discussed concerning Bramley Infant School as he is a Governor at the school (on behalf of Holy Trinity Church in Bramley).

49/17 Minutes of the meeting 16th March 2017

- a. Minutes of the meeting 16th March 2017 were agreed by the meeting as a true record and signed by Mrs Stern.

50/17 Matters arising from minutes 16th March 2017

- a. Following the advertisement in Bramley Update for Bramley Neighbourhood Watch, two residents have contacted the Clerk to express an interest. The Clerk has also received a list of previous Neighbourhood Watch co-ordinators from Hans Weijman. She plans to meet with Hans to go through the list and agree a way forward. Members agreed that any Neighbourhood Watch scheme within Bramley should be co-ordinated using more modern methods than how it has previously been run (e.g. use of social media, possibly text messaging service). The Clerk reported that the District NHW Co-ordinator is trying to arrange meetings in June to discuss the co-ordination of local schemes. Mr Byham agreed to attend such a meeting when arranged. The Clerk will forward the details to Mr Byham.
- b. The Clerk reported that the Parish Council website is now back online. Some work needs to be done to bring the site fully up-to-date, which the Clerk is working on when she has time. Mrs O'Connell noted that both she and Mrs Stern are listed as Chairman of the Council. The Clerk will rectify as necessary.

ACTION

Clerk

Clerk

Clerk

Clerk

Clerk



51/17 Review of Council policy documents

- a. Members asked the Clerk to include version numbers on all policy documents, along with date of adoption, review date (every 3 years on change of Chairman) and the author. No other changes to Standing Orders, Financial Regulations, Complaints policy, Dealing with Habitual or Vexatious Complaints policy and Protocol for Public Participation are required. The Clerk to action.
- b. The Clerk will circulate the Flag Flying policy to Member for review.

Clerk
Clerk

52/17 Review of inventory of land and assets

- a. The Clerk presented the updated Asset Register to Members. No changes were requested and the register was approved.
- b. The Clerk reminded Members that the purchase of a new laptop for the Clerk was included in the 2017/18 budget. The Clerk would like to also purchase a docking station so that the office-based desktop computer and laptop can be replaced with a new laptop to be used in the office and at home. Members agreed that the Clerk should research suitable equipment and circulate cost details.

Clerk

53/17 Review and confirmation of arrangements for insurance cover

- a. The Clerk reported that the second year of the 3-year agreement for insurance with AON Insurance will commence on 1st June. They have quoted a premium price at £320 more than last year. The Clerk is currently querying the price with AON as the price should be fixed.

Clerk

54/17 Review of the Council's and Clerk's membership of other bodies

- a. The Clerk confirmed that the Parish Council is a member of the following bodies:
 - Campaign to Protect Rural England (£36.00)
 - Surrey Hills Society (£25.00)
 - Local Council Advisory Service (£336.00)

In addition, the Clerk is a member of the Society for Local Council Clerks at an annual cost of £187.00.

Members agreed to continue with membership of these bodies. The Clerk was asked to investigate why a newsletter from the Campaign to Protect Rural England is not received. She was also asked to find out if the Local Council Advisory Service has any support for neighbourhood planning.

Clerk

Clerk

55/17 Bramley Neighbourhood Police update

- a. The Clerk received a report on public interest crimes in the last month from PCSO Snow, as follows:
 - 15th April – a driver on the High Street was arrested for being over the alcohol limit
 - 19th April – a van at Hurst Hill Cottages was broken into and tool stolen
 - 21st April – a person walking on Birtley Road was hit by a tub of ice cream or yoghurt that was thrown from a vehicle
 - 25th April – an attempted break-in to a garage on Birtley Road. Persons made off when disturbed
 - 27th April – a lawn tractor was stolen from a residential nursing home on Birtley Road
 - 29th April – a resident on Linersh Wood found one of their conservatory windows open – possible theft attempt
 - 9th May – vehicle batteries were removed from a garden in Birtley Green
 - 10th May – a van that was parked in the car park on the High Street had it's registration plate and wing mirror smashed.



- 15th May – a bicycle was stolen from a shed in the rear garden of a house on Snowdenham Links Road
- 15th May – a workshop was broken into at Wintershall and tools removed.

PCSO Snow offered some crime prevention advice. Although Bramley is a good safe area, there are still criminals that pass through, looking for insecure garden sheds, garages, outbuildings and where there is easy access to them. This is generally via insecure side entrances. Petrol tools, bicycles, golf clubs, garden ornaments are usually targeted and the crimes tend to happen overnight. Residents are advised to check the security of side entrances and rear boundaries, install security lighting and locks on sheds, record serial numbers and photograph items. Tools can be registered on Immobilise for free. Residents are also encouraged to sign up to In The Know for latest crime updates, crime prevention advice and news in the area. The Clerk was asked to include a reminder of this advice in Bramley Update.

Clerk

- b. Members asked the Clerk to find out if the Police report that PCSO Snow submits is a Crime Report or an Incident Report. Members felt that other incidents have taken place within the village that are not included in his report.
- c. The Clerk was asked to find out if there is any further information on the recent assault on the Downs Link and an incident that took place in the Wheatsheaf public house.

Clerk

Clerk

56/17 **Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. On the matter of number and frequency of advertising signage in the village, Members agreed that although the Parish Council is very supportive of local businesses, it would be wise for businesses to be aware of the rules issued by Surrey County Council regarding advertising on the highway. If complaints are made to SCC, they will be obliged to enforce the rules, which would restrict all signage, including those for community events. The Clerk was asked to draft a letter to be distributed to all businesses in Bramley village bringing their attention to the rules for advertising and to ask for their co-operation.
- b. The Clerk reported that since the Correspondence report was issued she received and issued to Members a funding request from Bramley Infant School for internal alterations at the school to accommodate the inclusion of a Nursery at the school for children from the age of 2. Members are supportive of the change but without further information they did not feel that the Parish Council could contribute funds to the works. Questions that arose included:
 - How much has Surrey County Council contributed?
 - Why are Surrey County Council not funding all of the changes needed?
 - Why is the project not being supported by Guildford Diocese?
 - Has the school asked Holy Trinity Church in Bramley for funds?
 - Where is the funding that has been committed coming from?
 - Are the places for the 2 year olds to be paid for by parents or funded by Surrey County Council?

Clerk

The Clerk was asked to find out more information from the Infants School and to arrange a meeting with Members if required.

Clerk

57/17 **Waverley and Surrey County Councillors update**

- a. Mr Seaborne reported that Councillor Simon Inchbald has been appointed the new Mayor of Waverley. He also reported that the Overview and Scrutiny committees



within Waverley have been reorganised and there are now 4 committees instead of the original 2.

- b. Mr Byham reported that the preparation for the general election on 8th June is taking much time and effort.

58/17 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.

59/17 Report from Highways & Rights of Way committee

- a. Mr Seaborne reported that the vehicle activated signage on Birtley Road has been installed and the Clerk has received an invoice. The final cost for the works was £7,790. £10,000 was contributed from Cranleigh Brick & Tile Works for this work, the remaining sum will be used on various road signage works that were identified during a recent walk of the village with Surrey Highways. Many signs can be removed and others need to be replaced or cleaned. A plan for this will be agreed at the next Highways committee meeting.
- b. Mr Seaborne reported that Parish Councils are unlikely to receive any Localism funding during this financial year due to the constraints of the Surrey County Council budget.
- c. A working party of BPC and BVS members started to tackle the overgrowing brambles close to the bus stop and layby on Birtley Road. Another working party has been arranged for 3rd June to continue this work.
- d. The bollards on Horsham Road near to Clockhouse Lane have been knocked over again and replaced by dangerous temporary signage. The Clerk will contact Surrey Highways to find out when replacement permanent bollards will be installed.

Clerk

60/17 Report from Library committee

- a. A significant stock rotation took place this month, with all Bramley Library's audiobooks and large print books shipping out, and another library's stock moving in. The volunteers took this opportunity to swap the location of large print and non-fiction, responding to feedback that some of the large print shelves were too high to be seen easily.
- b. A defibrillator was installed by SCC contractors in the library lobby beside the automatic front doors. Mrs O'Connell has been discussing with SCC why the defibrillator was installed when she was in the process of agreeing with them that the item be installed on an external wall of the library. A quote from Kier to move it is expected. If the cost will be more than installing another public access defibrillator in the village, the location is to be agreed. Possible locations include outside the Amplifon shop on the High Street or near to the public houses.
- c. The library now sells Teapigs tea as well as Nespresso coffee for £1 each.
- d. Jute bags featuring the new library logo were ordered in time to sell at the Bramley Fete book stall and subsequently at the library. As was the case in 2016, the library was inundated with book donations this year for the fete book stall.
- e. The editor of Holy Trinity parish magazine approached the library team for a library 'feature' in the next edition, as well as library listing details to be included in the regular directory of parish organisations and services.

61/17 Report from Resilience Group

- a. Mr Coleman reported that a letter was sent to Victoria Young on 5th April seeking her assistance in requesting the Environment Agency (EA) to:
 - i. Expedite the recommendation in their Draft Fisher Rowe Close, Flood Alleviation Assessment, dated November 2016, that the EA initiate discussions between all relevant parties to refine the costing of the work



required to enhance the flow of water below the Wonersh Bridge at Station Road, Bramley.

- ii. Verify the likely footprint of flooding should Bramley Mill Pond dam be breached at Bramley Mill, including the number of private / commercial properties and the length of the A281 potentially affected. The risks should be classified high / low and the cost of protection assessed.
 - iii. Calculate the cost of installing additional culverts under the old railway embankment (the Downslink) and under Linersh Wood, which linked with additional culverts under Station Road at Wonersh Bridge and any works that may be required to the dam at Bramley Mill or the Bramley Mill Pond would provide a comprehensive, integrated flood mitigation / alleviation scheme.
 - iv. In conjunction with Surrey County Council determine:
 - the responsibility for water management at the Bramley Mill Pond.
 - who owns the dam at Bramley Mill: Baron Archie Hamilton or Surrey County Council.
- b. The Environment Agency have reported that there are minimal opportunities for water storage up stream Cranleigh Waters.
- c. The Fisher Rowe subgroup is in the process of purchasing the equipment and protective clothing funded by the Surrey Foundation.

62/17 Update on Neighbourhood Plan

- a. Mr Molineux gave an update on work to date for the Bramley Neighbourhood Plan. He reported that 63 new homes have already been agreed from the 70 proposed in the draft Waverley Local Plan. So, few new homes need to be built, but Mr Molineux pointed out that many of these new homes are not affordable for an average house buyer. Homes that people can buy are needed. Evidence from the draft Housing Needs Survey confirms what the need is, according to Bramley residents. The report also shows that many residents do not want any or very little development in the parish.
- b. A very draft Neighbourhood Plan has been drawn up as a starting point. This includes a report, appendices and an evidence document. These documents will be sent to Waverley Borough Council by the end of May to gather their initial thoughts. Mr Molineux will also forward it to Members for review. Other village societies will be asked to review the documents in June. Residents will be asked to get more involved later this year. Mr Molineux reported that there will be regular progress report on the Neighbourhood Plan in Bramley Update from June onwards.
- c. Village Design Statement
Mr Molineux reported that there have been informal discussions between the Parish Council and the Bramley Village Society (BVS) about the production of a Village Design Statement. BVS has indicated that if the Parish Council are mindful of having a Village Design Statement, they may be interested in writing it. Members agreed that a Village Design Statement would be a useful document that that it would make sense for BVS to take the lead in its production. Mr Molineux will contact BVS.
- d. Housing Needs Survey
The Clerk has received and circulated to Members the draft Housing Needs Survey report, produced by Surrey Community Action (SCA). The Clerk was asked to invite SCA to present the report to Members, representatives from the Neighbourhood Plan committee and Bramley Village Society at a Planning meeting in June. The report states that 5 residents have expressed an interest in working with the Parish Council to support the community and that the names have been passed to the Clerk. The Clerk has not received these details, so will ask SCA for them.

Mr Molineux

Mr Molineux

Clerk

Clerk



63/17 **Parish updates and actions**

a. Pavilion and environs (including Gosden Common, Links Road)

- i. The Cricket Club filled the potholes on the Pavilion track in March.
- ii. The new groundsman has been working on cutting back the overgrowing grass verges and brambles growing around Gosden Common. He has tried to clear the scrub on the other side of the A281 but feels that it is too dangerous without traffic management. The Clerk will ask for a quote for traffic management from the groundsman.
- iii. The Clerk has negotiated an outside hire of the Pavilion from 22nd May to 29th June on week days, bringing an income to the Pavilion funds of over £1,600. Jerome Hagen has indicated that he will purchase a new cooker for the Pavilion with some of the funds.

Clerk

- iv. The street light on the corner of Tannery Lane and Horsham Road was knocked down by a car at the end of March. The Clerk is progressing an insurance claim for this light. The driver was uninsured. The Clerk has received confirmation that a cheque totalling £1,592 will be issued in respect of the previous light that was knocked down in March 2016.

Clerk

- v. Mrs Stern reported that foliage is obscuring one of the streetlights on Horsham Road at the end of Links Road. These trees belong to St Catherine's School. The Clerk will ask the school to trim the branches back.

Clerk

b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)

i. Streetlighting

The Clerk has received quotations to install a new street light on Station Road at the end of Edencroft. The total cost will be £3,490. This is more than expected due to incorrect cost provided previously for lighting column. The Clerk was asked to try to negotiate the cost of the new column down.

Clerk

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

i. Stone Barn

The Clerk has been contacted by St Catherine's School to ask if the two headmistresses can view the Stone Barn in early June.

ii. Storage at the Village Hall

Bramley Players have cleared some of their belongings from the loft. Nothing has as yet been removed from the shed. The Clerk has received an update from Bramley Players who say they are making progress on the loft and have started moving stuff out. They are planning a garage clearing day on Saturday 17th June with a skip/cars to clear as much as they can. They haven't heard from the bonfire committee to see if they can help take any of the old set pieces for the bonfire. They plan to clear everything out by the end of June or early July.

BVS would like confirmation from the Parish Council that once the barn has been cleared by Bramley Players, it can be used for community use. This was agreed by Members. The Clerk will contact BVS with confirmation.

Clerk

- iii. The heaters in the Village Hall were serviced in March and one of the heaters was disconnected for health and safety reasons. Following email correspondence with Members, the Clerk ordered a replacement heater which cost £1,829.96. The new heater has been installed.

- iv. Following damage to a car from a fallen tree that was dead on Windrush Close, Mr Seaborne has discovered that ownership of the land alongside the stream is not clearly defined, where many trees are growing. The Clerk will ask the groundsman to cut back all low hanging branches on these trees.



- d. High Street and environs (including Snowdenham Links Road and Lane)
 - i. Mrs Stern reported that the bin at the bus stop on Birtley Road at Hurst Hill Cottages was removed some months ago and never replaced. The Clerk was asked to find out an update on the Waverley bin review. She should also propose to Waverley that a new dog waste bin be installed on the Downs Link near to Eastwood Road and a replacement bin be provided for the Eastwood Road play area. Clerk
- e. Grounds and Downslink
 - i. A new groundsman is carrying out grounds work in the parish. He is settling in well and the Clerk is working closely with him in order to prioritise his workload.
 - ii. The Clerk has met with one company to provide a quotation for safety works at the Eastwood Road play area. She is trying to source a further company so that 3 quotes can be obtained. Clerk
 - iii. Mr Foley reported that he has contacted Surrey County Council regarding the hire of a machine to clean the Downs Link. He is awaiting confirmation of the cost of this.
- f. Rural Parish (including Birtley Green, Grafham and south)
 - i. Nothing to report.

64/17 Finance

- a. Members approved the payments listed at Appendix B.
- b. The Clerk reported that has carried out the year-end procedures and is now ready to submit the accounts for internal audit. The local resident who has undertaken this task in the past is unable to do so this year. The Clerk has investigated other avenues but has not found anyone locally who would be able to do it. An external contractor can carry the work out at a cost of £300 plus travel from Farnham. Members agreed that the Clerk should arrange for this work to be done externally. Clerk
- c. Mr Jameson noted that there is a significant sum of money in the general bank account that is not earning much interest. He suggested that around £60,000 be invested in a higher interest account. The Clerk will investigate various accounts with banks and building societies and report at the June meeting. Clerk
- d. The Clerk was asked to clarify why the figures within Recreation were significantly higher for 2015/16 than in 2016/17. She was also asked to clarify why the overall projected budget is so different to the actual budget. Clerk
- e. The Clerk will ask the Chairman at the June Parish Council meeting to approve the accounts. Any further questions Members may have about the Accounts should be forwarded to the Clerk prior to that meeting, so that the Chairman is in a position to approve them, in preparation for them to be sent to the external auditor at the end of June.

65/17 Points of information and any other matters

- a. The Clerk reminded Members that the Village Fete is taking place on Saturday 20th May. She has forwarded a rota to man the Parish Council tent at the Fete and thanked those Members who will help her to set the tent up.

66/17 Matters for future discussion

- a. None.

The meeting closed at 9:46pm

Agreed and signed Chairman, 15th June 2017