



**Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 15th June 2017, starting at 7:30pm**

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, M Foley, P Leung, 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.

67/17 To receive apologies for absence

- a. Apologies for absence were received from Mr T Coleman.

68/17 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).

69/17 Minutes of the meeting 18th May 2017

- a. Minutes of the meeting 18th May 2017 were agreed by the meeting as a true record. In the absence of a copy of the minutes, Mrs Stern agreed to sign them at a later date.

70/17 Matters arising from minutes 18th May 2017

- a. The Clerk reported that she has contacted one of the Governors of Bramley Infant School to enquire if they would like to have a Parish Council representative on the Board of Governors. They have responded to say they are very grateful for the offer, but there are rules within the School Constitution regarding the number of Governors who sit on the Board, and where they should come from. There has never been a Parish Council representative on the Board. Mr Richard Gates, who previously was a Governor and a Parish Councillor, was appointed to the Board by Holy Trinity Church. They would be happy for Mr Seaborne to report any Infant School related matters to the Parish Council in the same way as Mr Gates did previously. Agreed by Members.
- b. The Clerk reported that a meeting for regional Neighbourhood Watch Co-ordinators has been scheduled for 27th June in Cranleigh. Mr Byham will be attending this meeting.
- c. The Clerk reported that she has amended the various Policy documents further to discussion at the May 2017 meeting. She will publish all updated policies on the Parish Council website.
The Flag Flying policy was circulated to all Members. Mr Byham requested that Armed Forces Day be added to the calendar. All other dates approved by Members and once the additional date has been added are happy for the policy to be adopted. The Clerk will action this and publish the policy on the website with the others.
- d. After email discussion following to the May 2017 meeting, the Clerk has purchased a new laptop and docking station for her use. The final cost was £590 (£175 less that the cost that was approved by Members via email).
- e. The Clerk queried the increase in this year's insurance premium for the 2017/18 period with Aon (total £2,127.09, £320 more than the 2016/17 premium). Aon confirmed that this was due to the increase in the insurance value of the Village Hall following the valuation that was carried out in October 2016 as well as an increase in Insurance Premium Tax. The premium has now been paid.

ACTION

Clerk

Clerk

Clerk



- f. The Clerk reported that the Infant School no longer required additional funding for internal works to the school to allow for the inclusion of a Nursery. The Diocese of Guildford has agreed to provide the required funding.

71/17 Bramley Neighbourhood Police update

- a. The Clerk received a report on public interest crimes in the last month from PCSO Snow, as follows:
- 13th May – tools and petrol powered equipment was stolen from a gardener’s workshop in Gate Street
 - 14th May – a bicycle was stolen from a rear garden of a house on Snowdenham Links Road
 - 16th May – theft of a mini digger from a building site on Chestnut Way
 - 18th May – a tipper trailer was removed from a private driveway in Thorncombe Street
 - 23rd May – a van parked on Chestnut Way was broken into and tools removed
 - 4th June – a cyclist was knocked off their bicycle on Snowdenham Lane

Theft of plant machinery across Waverley, although decreasing, remains a priority for the Police. The theft of tools from vans has also been a theme across Waverley.

72/17 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. On the matter of the car that has been left in the Village Hall car park, the Clerk suspects that it belongs to someone associated with Bramley Social Club. The Clerk has asked verbally and in writing for the car to be removed, but no action has been taken. The car has a SORN in place. Waverley Borough Council cannot remove the vehicle as it is on private land (belonging to the Parish Council). The Clerk was asked to speak to the manager of the Social Club once more and warn him that the Parish Council will have the car removed if the owner does not move it. The Clerk to take advice from DVLA and Surrey Police on how to legally have the car removed. Members noted that the Fire Service are often looking for scrap cars. Clerk
- c. Regarding the complaint about litter around the petrol station, Members asked the Clerk to write to the Manager to see if they will clear litter on a more regular basis. Clerk
- d. Junction 4 Big Band concert on 30th June. 12 tickets have been sold to date. The Clerk will speak to Stuart White to ask if it is normal for ticket sales to be so slow. Clerk
- e. Regarding the communication from Bramley Village Society:
- Banner sign at petrol station obscuring road signage. In the letter to the petrol station about litter, the Clerk will also ask them to move their banner sign so that the road signage is not obscured. Clerk
 - Cars parked in Snowdenham Lane on the bend at the end of the 30mph limit. This will be discussed at the Highways committee meeting, but this request is already included in the list in Surrey County Council’s parking review for Waverley.
- f. The presentation of results of draft Housing Needs Survey will take place at the Planning meeting on 18th July. The Clerk was asked to check with Surrey Community Action if they are happy for the draft survey to be made available to the public before this meeting. Clerk



- g. Consultation on Guildford Local Plan open until 24th July. Mr Molineux confirmed that he has briefly reviewed the Plan and does not feel there is a need for Bramley Parish Council to respond.
- h. Consultation on Waverley Local Plan Part 2 open until 24th July. Mr Molineux confirmed that this will be discussed under Planning at 74/17.
- i. Email from Phil Scattergood re phone box at end of Chestnut Way. The public telephone in this location is still in commission. The Clerk to ask BT to add it to the list for refurbishment in 2018. Mrs O'Connell will respond to Mr Scattergood.

Clerk
Mrs
O'Connell

73/17 Waverley and Surrey County Councillors update

- a. Mr Seaborne reported that the Executive Director of Waverley Borough Council will be taking early retirement in the summer.

74/17 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.
- b. Neighbourhood Plan (NHP) progress report
Mr Molineux reported that the draft NHP is almost ready to be made available for public viewing and consultation. He anticipates that a special Bramley Update will be issued in early July pointing readers to the draft that will be published on the website. An open meeting has been scheduled for mid July in the Library. There are some controversial elements of the plan which will hopefully spark some discussion.
- c. Mr Molineux reported that he has met with a developer who would like to convert the courtyard in Eastwood Road from business use to residential. The last planning application for this was refused by Waverley Borough Council. An amended planning application will soon be submitted. The developer is keen to collaborate with the Parish Council. Mr Byham reported that he is investigating the ownership of the strip of land that lies next to the courtyard.
- d. Mr Molineux reported that the Waverley Local Plan Part 2 is now available for consultation. "As the Parish Council are producing a Neighbourhood Plan, there is little within the Waverley Local Plan Part 2 for the Council to comment on. Mr Molineux will draft a response to the Plan and circulate it to Members. This will include a repeat of the comments from the Parish Council last planning application for the travelling showman site in Alfold, that has been included in the Waverley call for sites.
- e. The Clerk reported that she has been contacted by Martin Grant Homes who confirmed that they will soon be submitting a detailed planning application for the development at Ricardo Court. Members asked for a monthly progress report from the developer which can be discussed at planning meetings as necessary. Clerk to action.

Mr Byham

Mr
Molineux

Clerk

75/17 Report from Highways & Rights of Way committee

- a. Mr Seaborne reported that the next Highways committee meeting is taking place on 20th June.
Surrey County Council has confirmed that there is very little funding available for minor highways works – approximately 10% of what was available last year. Funding for cutting back of vegetation on footpaths and bridleways is also minimal. This will be discussed at the Highways committee meeting.
- b. The Clerk reported that she has contacted Surrey Highways to find out when the damaged bollards on Horsham Road at Clockhouse Lane will be replaced. She has received a response to say that at the current time there is insufficient funding to undertake all required work in the county so a budget priority matrix is in place in agreement with the budget holder at Surrey Highways. They cannot give a date



when the bollards will be replaced. This will be discussed at the Highways meeting.

76/17 Report from Library committee

- a. Bramley Library was very fortunate to be awarded a grant of £640 by the Bramley Fete Committee from the 2017 fete, to invest in the library. The intention is to apply these funds towards the cost of new blinds in the junior library and a replacement doormat in the library foyer featuring the library logo.
- b. Three library volunteers attended a valuable 'open morning' at Stoneleigh Library (also a Community-Partnered Library) to share ideas and experiences.
- c. Mrs O'Connell confirmed that a small budget has been made available for Bramley Library to select new books. This will be actioned by the Operations Team.
- d. Mrs O'Connell reported that the monthly statistics for Bramley Library that Surrey Libraries should forward to us have not been received for some time. She will follow this up with Surrey Libraries.

Mrs
O'Connell

77/17 Report from Resilience Group

- a. The Clerk reported that Mr Coleman has recently met with Victoria Young to show her the areas of most concern in Bramley from a flooding point of view. Further to the meeting, Mr Coleman has asked Mrs Young to arrange for an Surrey County Council engineer to make a site visit to assess:
 - the installation of an overflow pipe under the Downslink at 6 Brambles Park
 - the construction of a spillway across the bridleway at Bramley Mill.Both projects would enhance an integrated Flood Alleviation Scheme for Bramley and improve the overall cost / benefit analysis.
- b. The next Resilience Group meeting is taking place on 4th July.

78/17 Parish updates and actions

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. The Clerk is progressing an insurance claim for the street light that was knocked down in March at the corner of Gosden Common and Tannery Lane. She is awaiting a quote for reconnection of power supply from UK Power Networks. Once she has this, the claim will progress. Clerk
 - ii. The Clerk confirmed she has received a cheque totalling £1,592 from the insurance company in settlement of the previous claim for knockdown of a street light on Horsham Road in 2016.
 - iii. St Catherine's School has cut back the trees that were obscuring the street lights on Horsham Road.
 - iv. An increase of rubbish in the bin at the Pavilion has been noted, due in part to the training course that is currently taking place each week at the Pavilion. The Clerk will monitor the amount of refuse generated and increase collections if necessary. The current hirer is due to finish on 29th June. Clerk
- b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)
 - i. The Clerk was asked to organise for the bare wood fencing at the gates on Station Road to be painted. Clerk to action. Clerk
 - ii. It was believed that a number of fence posts near to the station have fallen down. Clerk to investigate. Clerk
 - iii. A Member asked if a new lighting column had been erected on Barton Road. The Clerk has no knowledge of this, but will investigate. Clerk
- c. Village Hall and environs (including Station and Hall Road, Windrush Close)
 - i. The Clerk has arranged to meet the two Headmistresses of St Catherine's School on 23rd June so they can view the Stone Barn. Clerk



- ii. **Storage at the Village Hall**
Bramley Players have arranged for a skip to be delivered to the Village Hall car park on 16th June and are planning to clear much if not all of the barn on Saturday 17th June. Further clearance of the loft space will be carried out next week.
The Clerk has notified Bramley Village Society that once the barn is cleared, it will be made available for community use.

- d. **High Street and environs (including Snowdenham Links Road and Lane)**
 - i. Mr Byham reported that he has spoken with the Waverley Planning Enforcement team regarding the new signage at the Select Convenience store on the High Street. The High Street is in the Bramley Conservation Area and it is believed that planning permission to change signage should have been sought. The Enforcement team are looking into it.
 - ii. The Clerk has drafted a letter to be distributed to retail businesses on Bramley High Street bringing their attention to the advertising on the highway policy produced by Surrey County Council. Mrs Stern and Mr Seaborne have reviewed the draft and are happy for the Clerk to it to be delivered. Clerk to action. Clerk

- e. **Grounds and Downlink**
 - i. The Clerk has received reports of rats being seen on the Downlink. In the past, Surrey Rights of Way have said that there is nothing they can do to stop the presence of rats. The Clerk suggested that she put something in Bramley Update to ask residents whose gardens back on to the Downlink to not put food in compost heaps, nor to leave any food out for wild animals. Clerk
 - ii. Mr Molineux reported that he has recently met with the Wey & Arun Canal Trust and will forward to Members the section of the draft Neighbourhood Plan concerning the plans that the Trust have for the canal and the Downlink. Mr Molineux

- f. **Rural Parish (including Birtley Green, Grafham and south)**
 - i. Nothing to report.

79/17 **Finance**

- a. Members approved the payments listed at Appendix B.
- b. **Internal Audit**
The Clerk reported that she had a very useful meeting with the Internal Auditor who approved the 2016/17 Parish Council accounts. He has submitted a report and a list of recommendations which have been circulated to Members. Members reported that they were very impressed with the report and recommended that this auditor be asked to undertake the internal audit of the Parish Council accounts on an annual basis. Clerk to action. Clerk
Members reviewed the recommendations of the internal auditor as follows:
 - Transaction 4386 for reconnection of power to streetlight by UK Power Networks at £1,976 was retrospectively approved.
 - The Clerk will ensure that a more detailed annual budget will be reviewed at the annual Precept meeting and recorded in the Council minutes. Clerk
 - The Clerk will set up Earmarked Reserves on the Council's accounting system. These will be reviewed annually. Clerk
 - The hire charges for the Village Hall will be reviewed annually at the budget meeting in December. No increase in charges is recommended at this time.
 - Mrs O'Connell will review the bank reconciliation on a quarterly basis. These reviews will be recorded in Council minutes. The Clerk will investigate how authorisations are recorded for online payments. Clerk / Mrs O'Connell
- c. Members approved the Annual Governance Statement required for the external audit of the Parish Council accounts for 2016/17.



d. Further to the responses to questions raised at the May Parish Council meeting, Members approved the accounts and Mrs Stern signed the relevant documentation. The Clerk will submit the annual return to the external auditor.

Clerk

e. High Interest Fixed Term Bank Account

The Clerk circulated research she has carried out on a range of fixed term high interest bank accounts available for the Parish Council to deposit some reserves. Members asked the Clerk to obtain further information on the accounts offered by the Cambridge Building Society and United Trust Bank.

Clerk

80/17 Points of information and any other matters

a. None

81/17 Matters for future discussion

a. None. It was agreed that this item can be removed from future agendas as these matters can be covered in the previous agenda item (Points of information and any other matters).

The meeting closed at 9:00pm

Agreed and signed Chairman, 20th July 2017