



**Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 16th November 2017, starting at 7:30pm**

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, T Coleman, M Foley, R Jameson and Mrs O'Connell. Mrs Victor, the Clerk was also present. There was 1 member of the public in attendance. Councillor Victoria Young and PCSO Snow were unable to attend.

ACTION

125/17 To receive apologies for absence

- a. Apologies for absence were received from Mr Byham and Mr Leung.

126/17 Declarations of interest in agenda items

None.

127/17 Minutes of the meeting 19th October 2017

- a. Minutes of the meeting 19th October 2017 were agreed by the meeting as a true record and signed by Mrs Stern.

128/17 Matters arising from minutes 19th October 2017

- a. None.

129/17 Bramley Neighbourhood Police update

- a. The Clerk received a report from PCSO Snow detailing public interest crimes in Bramley in the last month, as follows:
- On 12th October and 8th November, items were stolen from a store on the High Street.
 - On 14th October a road related offence took place on Barton Road.
 - On 29th October criminal damage the size of a pellet was caused to the panel of a parked van on Birtley Road.

PCSO Snow reported that the criminal damage from air pellets has been a priority for the local team. An increased policing presence in the area has seen a decrease in this crime.

There have been 3 telephone fraud crimes reported by Bramley residents this month. These have also been reported to Action Fraud UK. Unfortunately, 2 of the victims parted with significant sums of money to the fraudsters.

One scam involves the victim receiving a call (usually overseas) instilling panic and urgency to make a payment by purchasing iTunes gift cards from the nearest retailer. After the cards have been purchased, the victim is asked to pay by sharing the 16-digit code on the back of the card with the caller over the phone.

Another scam involves people usually in overseas call centres ringing up the victim saying that they are representatives from Microsoft technical support. They say the victim can purchase software from them to speed up their computers and ask for their bank card details.

Police warn residents to be vigilant and cautious of these types of unsolicited calls. The Clerk was asked to include information on the telephone scams in the next issue of Bramley Update.

Clerk



130/17 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. A resident enquired if signs could be displayed on Downs Link asking for dog owners to pick up waste left by their dogs. She suggested that Bramley Infant School could have a drawing competition to design a sign. Members agreed that the Clerk should ask the school if they would like to run such a competition. Alternatively, notes to parents could be distributed via the pupils. Clerk
- c. A resident enquired if the Parish Council would forward relevant Police notices from In The Know to Bramley Update mailing list when they are received, rather than waiting until reporting in the monthly email. She was specifically concerned about the recent criminal damage crimes caused by air pellets. Following discussion, Members agreed that should there be an urgent Police matter communicated to the Parish Council, a special Bramley Update will be issued. The Clerk will contact PCSO Snow to ask if he could contact her in the event of urgent Police matters. Residents should be encouraged to sign themselves up to In The Know. Clerk
The resident also forwarded to the Clerk information on the Pegasus service, a database that helps people with certain disabilities and other vulnerable people to contact Surrey Police. The Clerk will include information on this service in Bramley Update. Residents should be urged to share this information with relevant neighbours in case they do not receive Bramley Update themselves. It was noted that Waverley Borough Council holds a database of vulnerable people, although it is unlikely that Bramley Parish Council could gain access to this information. Clerk
- d. The Clerk received information on a new premises licence application for Taurus Wines for their newly renovated unit at East Barn (next door to current shop). Members had no objection to this application. It was noted that the shops at Whipleigh Manor Farm are not within Bramley parish.
- e. The Clerk received an invitation from Parish Online to be a Parish Champion. The Clerk will discuss the advantages of being a champion with Parish Online. There is concern that it will take too much of the Clerk's time for little reward. Clerk
- f. Members discussed the request from Bramley Bowls Club for assistance with funding for a new clubhouse. It was agreed that no funding would be granted – taxpayers money should not be used for private clubs. The Clerk will inform the club. Clerk
For information, Mrs Stern has recently learned that the driveway access to the bowls club is unowned. The land on which the bowls club stands reverts to the parish council should the bowls club ever close.
- g. The Clerk received a letter from Godalming Town Council inviting the Council to a meeting on 21st November to discuss the future funding for Citizens Advice Waverley. It was agreed that as there is only one planning application to be reviewed, the scheduled Planning Review committee meeting on that evening will be cancelled (Members to review the application on the Waverley website and inform the Clerk if they have any comments). The Clerk will attend the meeting at Godalming Town Council. The Clerk noted that she will also be attending the Citizens Advice Waverley Annual General Meeting on Friday 17th November for background information. Members
Clerk

131/17 Waverley and Surrey County Councillors update

- a. Mr Seaborne reported that Waverley Borough Council received 40 responses to the consultation on future arrangements of the Community Infrastructure Levy. They are hoping to release proposals for external examinations in April 2018.
- b. Mr Seaborne reported that as Surrey County Council has withdrawn funding for wardens at sheltered housing, Waverley is researching other sources of funding.



They hope to be able to offer more community use of the facilities in e.g. Blunden Court. A consultation on this proposal will take place.

- c. Mr Seaborne reported that the external audit of Waverley's air quality monitoring reports has confirmed that the readings taken in 2016 are of no use. A serious investigation is ongoing.

132/17 **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 progress report.
Mr Molineux reported that the plan is being redrafted taking into account consultation carried out to date. The next draft is due to be released in January 2018.

Members agreed that the draft questionnaire to send to all residents is ready to be sent. The Clerk reported that it seems straightforward to make an online version of the questionnaire available on Survey Monkey. The Clerk will prepare both hard copy and online versions of the questionnaire to be sent out early in December. She will also remind residents to sign up to Bramley Update if desired.

- c. Bramley Settlement Boundary.

Mr Molineux reported that Waverley Borough Council plan to redraw the Bramley Settlement Boundary and has invited Bramley Parish Council to make suggestions. Mr Molineux proposed the following changes:

- Redraw the boundary to include the proposed new development at Ricardo Court and 6 new homes planned for Park Drive.
- Redraw the boundary to encompass Forrester's Farm, J & M Machinery, the old Beaver 44 site and Birtley Courtyard. Except for Forrester's Farm, these sites are entirely brownfield so seems a logical extension. The revised boundary would run along the western side of the Downs Link only.

Members agreed to this proposal. The Clerk was asked to draft a response to Waverley Borough Council.

Clerk

Clerk

133/17 **Report from Highways & Rights of Way committee**

- a. Mr Seaborne reported that he has requested that the broken bollard at the mini roundabout in the centre of the village be replaced. Mr Foley asked if data was collected on accidents at the mini roundabout. Mr Seaborne confirmed that he has data going back 15 years. Data on personal injury incidents can be accessed via Crashmap and Parish Online.
- b. Following pressure placed on the County Councillor for Shalford, the overgrowing vegetation between Gosden House School and Trunley Heath Road has been cleared.
- c. A meeting was held between Steve Mitchell, Countryside Access Manager at SCC, Mrs Young, Mr Seaborne, Mr Foley and the Clerk to discuss overgrowing vegetation on the Downs Link. Mr Mitchell confirmed that, although he is very supportive of the Downs Link, SCC has no funding to clear vegetation until at least April 2018 (see further report in 136/17-e-i).

134/17 **Report from Library committee**

- a. During half-term the library hosted an out-sourced event of 'Brilliantbricks', 2 x 1-hour sessions of Lego building with a theme. Apart from the fee of the meeting room hire, coffee sales were good, as were donations for the home-made cakes (made by a volunteer). Footfall was boosted as was kiosk activity and as this activity fell in the week of Surrey Libraries enquiries survey, our numbers were boosted. Further sessions are planned for February half-term.



- b. A Story-time event was held at the weekend and was enjoyed by a dozen enthusiastic attendees.
- c. The kiosk has been updated for money changes i.e. new notes and pound coins.
- d. Bramley volunteers gave our link library (Guildford) a present as an acknowledgement and thank you for their help. This was appreciated very much.
- e. A policy change from SCC has removed the automatic concessions for over-70s of no fines for late returns and no reservation fees.
- f. Mrs O'Connell reported that there is still no word from Surrey Libraries concerning the lease of the Library which expires in December.
- g. Library volunteers are planning a social event on 16th December. Members agreed to fund mulled wine for this event. Clerk to action.

Clerk

135/17 Report from Resilience Group

- a. Mr Coleman reported that the Clerk has issued invitations to the relevant parties to attend the Multi Agency meeting to establish the status of the Draft Initial Assessment Report, Fisher Rowe Close, Flood Alleviation Scheme. Target date 7th December. Pertinent questions have been agreed with the Fisher Rowe Close Subgroup and forwarded to all agencies. Mr Coleman thanked the Clerk for all her work in drafting the questions and arranging the meeting.
- b. A letter has been sent to Lord Hamilton requesting him to consider a survey to establish the stability of the dam and associated bridleway at Bramley Mill Pond.

136/17 Parish updates and actions

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. The Clerk reported that no response has been received from the Property Services department at Surrey County Council following the request for a contribution to the upkeep of the Pavilion track and works to help drainage at the bottom of the track. Members suggested the Clerk contact Victoria Young for assistance in locating the correct person to speak to about this issue.
 - ii. Settlement of the insurance claim for the street light that was knocked down at the corner of Tannery Lane and Horsham Road earlier this year has been received from the insurance company.
 - iii. Following the Bramley Sports Pavilion Trust AGM that took place on 2nd November, the Clerk has the following actions:
 - Purchase of a new cooker for the Pavilion kitchen
 - Check the condition of the flat roof
 - Obtain quotes for interior decoration
 - Take ongoing water meter readings so the Cricket Club will be charged for watering the cricket square.
- b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)
 - i. Nothing to report.
- c. Village Hall and environs (including Station and Hall Road, Windrush Close)
 - i. Lighting update

The Clerk reported that she has asked St Catherine's School to install one light on the pedestrian entrance to Malthouse Cottage to aid pedestrians on the pathway. A response is awaited.

Lighting in Hall Road & Station Road

The Clerk has received quotations to install new lights on Hall Road and Station Road (at Edencroft). Decorative lights to match others in the village centre will cost £2,502 each. More basic columns and lanterns can be purchased and installed for £624 each. UK Power Networks will charge £1,000 per light to connect them to

Clerk



<p>the power network. Members asked the Clerk to find out if it is possible to install a shield on the cheaper lights (so light does not shine into nearby homes). She will also find out prices of more attractive lights (but not as expensive as the decorative model).</p>	Clerk
<p>ii. Stone barn update.</p> <p>The Clerk has received and circulated to Members a surveyor's report on the Stone Barn that was carried out on instruction from St Catherine's School. Having taken the report on board, the school has decided that the works required to bring it into a serviceable condition would be too expensive, so do not wish to agree a long-term lease with the Council. The Clerk was asked to find out if the barn is locally listed. She was also asked to contact a commercial estate agent to find out if a commercial lease would be viable.</p>	Clerk Clerk
<p>iii. The Clerk reported that repairs to the rotting window sill and new shutters at the kitchen counter in the Village Hall will be carried out on 11th December.</p>	Clerk
<p>iv. The Clerk reported that the cause of the electrical fault at the Village Hall has been identified as the external flood light that lights the car park or the timer that operates this light. The electrician will be repairing this within the next week.</p>	Clerk
<p>v. Mrs Stern reported that the taps in the ladies' toilet in the Village Hall need some repair. Mrs Stern will forward details of a plumber to the Clerk.</p>	Mrs Stern
<p>d. <u>High Street and environs (including Snowdenham Links Road and Lane)</u></p>	
<p>i. Public Access Defibrillator.</p> <p>The Clerk reported that Waverley Borough Council are not able to waive the £150 fee to carry out pre-application advice on the siting of the defibrillator in the Bramley Conservation Area. They have confirmed that funding for the defibrillator equipment could be granted from Waverley's PIC fund. The Clerk has the paperwork to apply for this funding and will be arranging for the pre-application advice in the coming month. She will ask for a site meeting with a planner to gather advice on various suitable locations along the High Street.</p>	Clerk
<p>ii. The Clerk has discussed the damaged railing at the end of Mill Lane with Mr Byham, who has spoken to a Waverley officer to report the damage.</p>	
<p>iii. The Clerk reported that the buildings materials that were present on the area of land in front of 3 Woodrough Cottages have been removed. No response to the letter to the residents has been received.</p>	
<p>iv. The Clerk has investigated status of the land in front of Woodrough Cottages. Waverley Borough Council has confirmed that the land is identified as being a Surrey County Council highway verge, not Common Land. The Clerk will investigate further with Surrey County Council.</p>	Clerk
<p>v. Although some of the open bins in Bramley have been replaced with closed bins by Waverley Borough Council, there are still some open bins in need of replacement. The Clerk has sent photographs and corresponding map to Waverley and offered to meet the officer on site to discuss further. She has also requested that a new bin be located at the bus stop on Birtley Road at Hurst Hill Cottages. No response has been received to date.</p>	
<p>vi. The Clerk confirmed that the groundsman has cut back vegetation on the path that links the High Street at Woodrough Cottages with Ricardo Court.</p>	
<p>e. <u>Grounds and Downs Link</u></p>	
<p>i. Since the meeting with Steve Mitchell, Countryside Access Manager at SCC regarding vegetation clearance on the Downs Link, Mr Mitchell has proposed that a volunteer group would be able to clear the overgrowing vegetation within the next few weeks. In addition, Mrs Young has offered £600 from her Members Allocation fund for vegetation clearance and/or cleaning the path. Members agreed that the Clerk should contact Mr Michell to arrange for the volunteer group</p>	Clerk



<p>to undertake vegetation clearance. If the work has not been done within 4 weeks, the works should be done by the contractor who has submitted a quoted to Mr Foley. The Clerk to also contact Shalford Parish Council to inform them of progress and to encourage them to approach their Councillor to ask for funding.</p>	Clerk
<p>At the meeting, Mr Mitchell noted that although it is unlikely that any funding be available this financial year, we should contact him in March in case any funding for cleaning the Downs Link becomes available. Clerk to action in March 2018.</p>	Clerk
<p>ii. The Clerk reported that the carriage at the Eastwood Road play area has been tipped over on several occasions over the last 2 weeks. A local resident witnessed an unidentified group of boys running from the play area after dark and thought that they had done it. The groundsman has since fixed the carriage to the ground with brackets. The Clerk was asked to inform the Police about this damage and include a report in Bramley Update.</p>	Clerk
<p>iii. The Clerk has received 2 quotations for safety works to the Eastwood Road play area at £7,893 and £10,634. Despite contact with other companies, the Clerk has not been able to obtain a third quotation. Members agreed the Clerk should go ahead with the cheaper quote and place a note on file detailing other companies she has approached but not been able to obtain a quote from.</p>	Clerk
<p>iv. The Clerk has asked Waverley Borough Council for the newly grassed area of land on Birtley Road near to Birtley Rise be included on the grass cutting schedule. Mr Seaborne noted that the grass already needs cutting and asked the Clerk to arrange for a groundsman to give it a high level strim.</p>	Clerk
<p>v. The Clerk reported that works to replace the broken posts at Gosden Common will be carried out on 25th November.</p>	
<p>vi. Mr Seaborne reported that a working party has burned the fallen tree next to the bus stop on Birtley Road near to Birtley Rise.</p>	
<p>f. <u>Rural Parish (including Birtley Green, Grafham and south)</u></p>	
<p>i. The Clerk confirmed that she has asked the groundsman to clear overgrowing vegetation at the pavement on the eastern side of Birtley Road close to the village gates to the south of the village.</p>	
<p>ii. Mrs O'Connell reported that a car has been parked on the verge on Birtley Road near the tennis club for some time. The Clerk to check and action if necessary.</p>	Clerk
<p>137/17 Finance</p>	
<p>a. Members approved the payments listed at Appendix B.</p>	
<p>b. Budget planning for 2018/19</p>	
<p>The Clerk circulated a document containing options for the Precept request for 2018/19 for consideration by Members. The Clerk was asked to calculate the effect on Band D Council Tax should the Precept be increased by 1.75%. In order to prepare an appropriate budget for the year, the Clerk asked for input on:</p>	Clerk
<ul style="list-style-type: none"> • Major projects: <ul style="list-style-type: none"> ○ Members agreed that more work would be required on grounds work in the Parish owing to budget cuts at Surrey County Council • Village Hall hire charge. Current charges are: <ul style="list-style-type: none"> - Main hall - £13 per hour for Bramley residents; £17 per hour for non-Bramley residents. - Meeting room - £5 per half day/evening for local community groups; £20 for all others. ○ Members proposed rate increases from April 2018 on the Main hall to £14 per hour for Bramley residents and £18 per hour for non-Bramley residents. To be confirmed at December meeting, after Clerk has found out rates for Lawnsmead Hall in Wonersh. 	Clerk



- Members agreed no change to rates for Meeting room hire.
- Barn rents. Current rates are £300 per quarter for stone barn and £200 per quarter for smaller store
 - Members agreed no change to rents.
- Salary reviews.
 - Members asked Clerk to confirm inflationary increases on salaries of Dennis Lordan, Jakub Bogusz and Brian Thornton-Allan since their last pay reviews (Dennis – October 2016, Jakub – December 2012, Brian – March 2012). Changes to be approved at December 2017 Parish Council meeting.
 - The Clerk was asked to issue the usual Christmas bonuses.

Clerk

Clerk

138/17 Points of information and any other matters

- a. Parish Council meeting calendar 2018
The Clerk circulated a list of proposed dates for Parish Council meetings in 2018. Members agreed all dates but asked the Clerk to set the December Parish Council meeting for 13th December 2018.
- b. The Clerk confirmed that she will check the Christmas lights for the tree in front of Bramley Library.
- c. The Clerk was thanked for the work she did for the road closures for the Bonfire and Remembrance Sunday events in November.

Clerk

Clerk

The meeting closed at 9:21pm

Agreed and signed Chairman, 14th December 2017