



Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 14th December 2017, starting at 7:30pm

PRESENT

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

ACTION

139/17 To receive apologies for absence

- a. No apologies for absence were received.

140/17 Declarations of interest in agenda items

Mr Seaborne declared a non-pecuniary interest in any matters concerning St Catherine's School.

141/17 Minutes of the meeting 16th November 2017

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

142/17 Matters arising from minutes 16th November 2017

- a. The Clerk reported that she has discussed the possibility of running a drawing competition at Bramley Infant School to design a poster asking dog walkers to pick up after their dogs with the resident who suggested it. She has offered to discuss this with the school. The Clerk awaits to hear.
- b. The Clerk informed Bramley Bowls Club that the Parish Council is not in a position to provide a grant to help fund a new clubhouse. No response has been received.

143/17 Bramley Neighbourhood Police update

- a. Crimes of public interest between 12th November and 12th December:
 - 19th November 2017 – Criminal damage on Foxburrow Hill Road. Deliberate scratches caused to a parked motor vehicle.
 - 22nd November 2017 – Burglary at house on Linersh Wood Close. Shed broken into and pedal cycle stolen.
 - 4th December 2017 – Vehicle crime in Thorncombe Street. A secure 4x4 vehicle was stolen from a resident's driveway.
 - 4th December 2017 – Burglary at house in Thorncombe Street. Entry gained to an office in a residence and two sets of car keys stolen for 2 secure 4x4 vehicles parked on the property. An attempt was made to remove one of the vehicles without success.
 - 8th December 2017 – Criminal damage to shop on the High Street. Damage caused to a shop front window whereby a hole has resulted in the glass pane which has shattered and cracked. It is believed that this is one of a series of 'catapulting' incidents in the areas.
- b. Emerging themes:
 - There have been three reports of theft and attempted theft of 4x4 vehicles in the Bramley (x2) and Wonerish (x1) areas in the last week. These are Land Rover and Lexus prestige models with keyless entry systems. However, other prestige marques may also be at risk. The crimes appear to be well organised, with no damage being caused to gain entry or of damage to the ignition or cowlings.
Local In The Know members would be aware of this as well being given some crime prevention advice.



- There are fewer reports of criminal damage caused by projectiles, although there is still the odd one coming through. Response Officers and local officers have been patrolling the hot spot areas and stopping vehicles and suspects.
 - Another emerging trend across Waverley has been the theft of pedal cycles. Residents are advised to keep garage and shed doors closed at all times so that the contents are not on public view. <https://surrey.police.uk/advice/protect-your-home-and-belongings/bicycle-theft/>.
- c. Residents are encouraged to sign up to In The Know, Surrey and Sussex for the latest crime updates, crime prevention advice and news in your area (www.intheknow.community/).
- d. Surrey Police have launched the seasonal Burglary Campaign, for prevention advice visit: <https://surrey.police.uk/burglary/>.

144/17 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. Mr Jameson had this week submitted his resignation as Member of the Parish Council to the Chairman with effect from 15th December. Mrs Stern thanked Mr Jameson for his commitment to the Parish Council. Other Members also offered their thanks. The Clerk was asked to inform Waverley Borough Council of the resignation, display notices of a Councillor vacancy on noticeboards and advertise the vacancy in the January issue of Bramley Update.
- c. Mrs Stern received a letter from Mrs Ann Campbell with a request to display Remembrance wreaths at the war memorial for a longer period of time. The wreaths are usually left in place for 3 weeks. She suggested placing some nails in the wall at the war memorial upon which some of the wreaths could be hung. Members agreed to this suggestion, or alternatively they could be hung on the railings in front of the memorial. Mrs Stern will respond to Mrs Campbell.

Clerk

Mrs Stern

145/17 Waverley and Surrey County Councillors update

- a. Mr Seaborne reported that Tom Horwood has been appointed permanent Chief Executive of Waverley Borough Council. Mr Horwood has undertaken this role on a temporary basis since the summer. This appointment will be ratified at the Waverley full Council meeting next week.
- b. Mr Seaborne reported that Network Rail are planning to replace the railway bridge on New Pond Road near to Guildford Crematorium from in April 2018. Although it is not yet clear where road closures will be implemented, any road closures in this area are likely to cause severe traffic disruption for 5-6 months. The Clerk was asked to inform residents of these works in Bramley Update.
- c. Mr Seaborne reported that he attended a meeting to discuss a consultation on sheltered housing in Waverley at Blunden Court. Surrey County Council will cease funding Housing Related Support from April 2018, so Waverley is looking at options for the future direction of sheltered housing schemes. One option is to increase the community use of their facilities – including Blunden Court in Bramley. Tenants of all sheltered housing accommodation are currently being consulted. After the consultation ends, Waverley will develop proposals to be discussed and agreed by the Waverley Council.

Clerk

146/17 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 Seaborne reported that further updates to the draft Neighbourhood Plan are being made. The next draft will be available at the end of January 2018.



Following the discussion at the November Parish Council meeting, the Clerk reported that she has written to Waverley Borough Council with the agreed proposals for changes to the Bramley Settlement Boundary.

- c. The Clerk asked Members if they had any concerns about the proposed plans for a new boarding house at St Catherine's School. Members had no concerns. The Clerk also mentioned that St Catherine's School will be preparing a planning application for a new car park behind the school-owned gardens on Station Road, with access from Hall Road. Members agreed this was a good idea.

147/17 Report from Highways & Rights of Way committee

- a. Downs Link Cleaning

A team from the probation service, working for Surrey CC, will be available for a minimum of 4 Sundays, starting January 7th, to work on clearance of vegetation from the Downs Link. We understand that there is no charge for this work and that the only requirement is to make the toilets in the Village Hall available to them. This team have been assigned the work south from the Station Rd level crossing gates. The Clerk was asked to notify the residents of this work in Bramley Update.

Clerk

The Clerk has contacted the contractor identified by Mr Foley to ask them to work on the stretch north from the level crossing gates, funded by discretionary funding from Surrey Cllr Victoria Young. Confirmation of a start date for this work is awaited.

The Clerk has also contacted the Clerk at Shalford Parish Council to ask if they have funds available to carry out this clearance work on the part of the Downs Link within Shalford parish. A response is awaited. Mr Foley will contact the Shalford Councillor who he had previously discussed this work with to try to gain support. It was suggested that if Shalford Parish Council are not willing to fund this work, the Wey & Arun Canal Trust may be a source of funding.

Mr Foley

- b. Canvassing Parish opinion on use of Downs Link – for Neighbourhood Plan
The questionnaire on potential uses of the Downs Link, requested by the Neighbourhood Plan team has been agreed and will be distributed this week to all households in the parish. An on-line version using Survey Monkey has also been produced and a link to it included in the December Bramley Update. 14 online responses have been received to date. Responses are requested by early January.

- c. Waverley Parking Review update

The advertising of parking changes agreed at the September Waverley Local Committee meeting is due to take place in January. Any responses will be followed up in February and March. The parking team is now expecting to report back to the Local Committee before the work is carried out.

- d. Signage Declutter

The Clerk is still awaiting revised quotation from Shaun Clark to remove unnecessary signage in the village. She will chase this up again with a view to the work being carried out in January 2018.

Clerk

148/17 Report from Library committee

- a. Christmas

- The Christmas tree has arrived and will be decorated by the Knitwits (who hold one of their monthly meetings in the library).
- Festive Rhyme-time sessions will run on Fridays 22nd and 29th December.
- On the 16th another of the popular Storytime sessions will be held, after which the Bellfield Community Choir will be entertaining the public with festive



songs. This will merge seamlessly into a social for the volunteers to which all BPC members are warmly invited.

- A Bauble treasure hunt is currently running with the co-operation of many of the village shops and businesses.
- The library will close at 1pm on Saturday 23rd December.

b. Future events

Another two sessions of Brilliantbricks are scheduled for 13th February (half-term) and the possibility of a Duplo event is under discussion.

Mrs O'Connell reported that the Rhyme Time session on 15th December will be taking place in Blunden Court. Mr Seaborne asked for views on the facilities at Blunden Court, which may be useful for the Waverley's consultation on the future of sheltered housing.

c. Ops Team

Veronica Marchbanks has stepped down from the team and Library volunteer Charlotte Gray has joined.

d. Library layout

Efforts to improve the presentation and layout of the library are on-going.

Recently the leaflets have been stream-lined (with CPL approval) and adult non-fiction now surrounds the seating area.

- e. The Clerk is arranging a Library Management meeting for January. She is awaiting available dates from Surrey County Council.

Clerk

149/17 **Report from Resilience Group**

- a. The multi-agency meeting called for 7th December to address progress on possible flood alleviation schemes at Fisher Rowe Close has been postponed, due to the Environment Agency representative who is key to whole project having to cancel his attendance at the last moment. The meeting will now take place at 2:00pm on Tuesday 9th January 2018.
- b. Dialogue with Lord Hamilton in respect of the stability of the Bramley Mill Pond dam continues.

150/17 **Parish updates and actions**

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

- i. As noted in the Correspondence report, the Clerk has received a response from Surrey County Council regarding the upkeep of and drainage from the track leading to the Pavilion. Surrey County Council is not able to provide any assistance. Members agreed that this long-standing issue needs to be resolved. Mr Molineux offered to provide details of a drainage contractor he has worked with who may be able to install a "French drain" at the base of the Pavilion track. This may be a cost-effective solution.
- ii. The Clerk reported that the rotten posts at Gosden Common have been replaced.

Mr
Molineux

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 a response is still awaited from St Catherine's School regarding the installation of a light on the boundary of Malthouse Cottage to help light up the pathway between Windrush Close and Hall Road.

In addition, the Clerk has received a number of complaints from residents of Brambles Park as the light at the top of the pathway is shining into their homes.



The Clerk has been trying to resolve this issue with Epsilon Lighting – who have not been able to visit the site to date due to heavy workload. The Clerk has stressed the importance of resolving the issue as it is causing a high level of distress to residents. Epsilon has confirmed it will be resolved this week. Should they not be able to resolve this issue, Mr Foley and Mr Leung will install a temporary shield on the light.

Lighting in Hall Road & Station Road

The Clerk has received a quotation of £805 to install cheaper decorative lights on Hall Road and Station Road (at Edencroft).

Alternative costs are:

- £2,502 for decorative lights to match others in the village centre.
- £624 for more basic columns and lanterns.

Shields can be fixed on all lights so that they do not shine into nearby homes.

UK Power Networks will charge £1,000 per light to connect them to the power network.

No decision could be made by Members. The Clerk was asked to circulate all the details to Members for them to consider prior to the January meeting.

Clerk

ii. Stone barn update.

The Clerk has met with a commercial letting agent to discuss possible letting of the stone barn as a commercial unit. The agent reported that with refurbishment, the unit would be suitable for a workshop type business, with perhaps office space available on the first floor. The agent is preparing a report for Members to review, which will include an estimate of likely rental income. The Clerk confirmed that the barn is locally listed.

iii. The Clerk reported that repairs to the rotting window sill and new shutters at the kitchen counter in the Village Hall have been completed.

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

i. Public Access Defibrillator.

The Clerk reported that she has applied to Waverley Borough Council for the pre-application advice regarding the installation of the defibrillator in the church pound. A response is awaited.

Clerk

e. Grounds and Downs Link

- ##### i. The Clerk confirmed that the contractor appointed to carry out safety and improvement works on the equipment in the Eastwood Road play area will be commencing work on 2nd January. The works are due to take approximately 3 days.

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

- ##### i. The Clerk confirmed that the groundsman has cleared overgrowing vegetation at the pavement on the eastern side of Birtley Road close to the village gates to the south of the village.

151/17 Finance

a. Members approved the payments listed at Appendix B.

The Clerk was asked to change the wording for future payments to Shaun Clark (groundsman). As he is not a member of staff (he is a contractor), the word “wages” should not be used. The Clerk reported that Shaun has asked the Clerk if he could become an employee. Members asked the Clerk to point out to him that should this happen, he would be paid a lower hourly rate as the Parish Council

Clerk



would need to pay national insurance and pension contributions. The Clerk to discuss the matter with Shaun.

Clerk

b. Budget planning for 2018/19

Precept

The Clerk circulated a document containing options for the Precept request for 2018/19 for consideration by Members. Members agreed to increase the Precept by 1.75%. This equates to an increase of 78p in Council Tax for a Band D household on 2017/18 figures. The Clerk will submit the required paperwork to Waverley Borough Council in early January.

Clerk

The Clerk was asked to produce a detailed budget for the 2018/19 financial year.

Clerk

Citizens Advice Waverley grant request

The Clerk received a grant request from Citizens Advice Waverley to help fund their operations in 2018/19. The service has severe financial pressures and a significant gap has been identified between the cost of providing the service and the funding it receives to deliver it. During the last 12 months, 106 people from Bramley sought support from the service on 252 issues. Members unanimously agreed to a donation of £2,000. Clerk to action.

Clerk

In addition, the Clerk was asked to follow up with them about installing an online CAB terminal in Bramley Library.

Clerk

Village Hall hire rates

The Clerk has contacted Womersley Church to find out their hire rates for Lawnsmead Hall. They were unwilling to provide their rates (although the Clerk was open about the rates for Bramley Village Hall). They have confirmed however that they intend to review their rates in April 2018 and that the new rates will be slightly less than the current Village Hall rates (£17 per hour for non-Bramley residents, £13 per hour for Bramley residents).

The Clerk has discussed a possible rate increase with Dennis Lordan (Village Hall Bookings Officer). He feels that a small increase to £18 for non-Bramley residents and £14 per hour for Bramley residents from April 2018 would be appropriate. The rates have not been increased for some years. Members unanimously agreed to this increase. Clerk to action.

Clerk

Salary reviews

The Clerk circulated a salary review proposal for Dennis Lordan, Jakub Bogusz and Brian Thornton-Allen. Members unanimously agreed to salary increases for these members of staff from April 2018 in line with inflation since their last review. Clerk to action.

Clerk

151/17 **Points of information and any other matters**

- a. The Clerk informed Members that she will be taking annual leave from 22nd December to 2nd January. During this time the office will be closed.

The meeting closed at 9:01 pm

Agreed and signed Chairman, 18th January 2018