



Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 20th October 2016, starting at 7:30pm

PRESENT

Mrs F Stern, Messrs T Coleman, P Molineux, R Jameson and M Byham. 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.

110/16 To receive apologies for absence

- a. Apologies for absence were received from Mrs S O'Connell, Mr R Seaborne, Mr M Foley and Mr P Leung.

111/16 Declarations of interest in agenda items

None.

112/16 Minutes of the meeting 15th September 2016

- a. Minutes of the meeting 15th September 2016 were agreed by the meeting as a true record and signed by Mrs Stern.

113/16 Matters arising from minutes 15th September 2016

- a. Commercial noticeboard
The Clerk reported that she has discussed the Bramley Village Society management of a commercial noticeboard with Phil Scattergood. BVS has reservations about sharing the triangular noticeboard with regular notices and would have difficulties managing it. They propose a new noticeboard, funded by the Business Association, to be placed in the centre of the village, close to the triangular noticeboard. BVS would be happy to approach the Business Association as well as their list of local businesses. Members agreed that the Clerk should contact BVS to ask them to go ahead.
- b. The Clerk reported that she has delivered letters to all Eastwood Road residents asking them to park considerately to ensure that refuse and emergency vehicles can access the end of the road at all times.

114/16 Bramley Neighbourhood Police update

- a. No report was received from the Neighbourhood Police team. Members commented that it is useful for them to receive details of local crimes. The Clerk will contact PCSO Snow to ask for a written monthly report if he is unable to attend the Parish Council meetings.

115/16 Correspondence

- a. Members reviewed the Correspondence received as detailed in the appended Correspondence report. Members suggested that the Correspondence report should not be made public as some of those who contact the Parish Council may not wish their correspondence to be made public. Clerk to action.
- b. Street lighting
Members discussed the request from a local resident for more street lighting on Eastwood Road and Station Road. They asked the Clerk to poll opinion from the community through Bramley Update to find out if others would like more lighting on these roads. The Clerk should include details of the costs of the installation of further lighting, as well as ongoing running costs.
- c. Remembrance Sunday service
The Clerk confirmed that there will be no Police presence to assist in road closures for the Remembrance Sunday service at the War Memorial on Sunday 13th

ACTION

Clerk

Clerk

Clerk

Clerk



- November. Mr Coleman has volunteered to assist. Two further volunteers are required. Mr Molineux said that he may be able to assist. The Clerk to approach BVS for further volunteers. The Clerk should also contact the petrol station to ask that they close off the entrance and exit to the forecourt during the service.
- d. The Clerk received a resignation letter from Charlotte Wood, Groundsman for Bramley Parish Council. She is in need of full-time employment to meet financial considerations. The Clerk was asked to advertise the vacancy in Bramley Update and ask other employees if they know of any suitable candidates.
- 116/16 **Waverley and Surrey County Councillors update**
- a. Mr Byham reported that an internal meeting at Waverley Borough Council is planned for the end of November to discuss the draft Local Plan.
- b. No date has yet been set for a decision on the planning application for the proposed new development at Dunsfold Park.
- 117/16 **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. The Clerk reported that she has submitted comments on the draft Waverley Local Plan and a second set of comments on the Dunsfold Park planning application to Waverley Borough Council. Both documents are also available on the Parish Council website.
- 118/16 **Report from Highways & Rights of Way committee**
- a. The Clerk reported that the steps leading from the Downs Link to Windrush Close have been repaired by a volunteer ramblers group working on behalf of Surrey County Council.
- 119/16 **Report from Library committee**
- a. The Clerk received a report from Bramley Library's Operations Team.
- b. The team managing day-to-day library operations continues with membership unchanged: Angela Brown, Anne Barclay, Audrey Galloway, Elizabeth Molineux and Veronica Marchbanks. They have valuable regular support from Kathy Victor as well as Sue O'Connell. A growing list of other people take responsibility for specific areas of interest, not all of whom do library shifts. Everything is overseen by the Operations Team, which is now chaired by Audrey Galloway. Kate Johnson is proving to be a helpful liaison with Surrey County Council.
- c. After further requests to Surrey County Council, the shrubbery in front of the library windows has had a hard trim, providing more light and less ivy invading the premises. It is hoped to have the tree that abuts the building removed.
- d. Volunteer responsibilities have expanded to include monthly stock maintenance processes (for managing the stock rotation between Surrey libraries).
- e. September proved challenging for the rota team, with many library volunteers away travelling after the school holidays ended. The strain of filling the rota has eased noticeably since then.
- f. General usage of Bramley Library is steady and the informal feedback received is usually very positive. SCC instigated a survey in September, which is still active.
- g. In addition to a large cohort of occasional library users, there is a core set of regular users. Many of these are adults with children borrowing books and taking part in children's activities. There are also regular users of: the library wifi using their own laptops; the library PCs; the reading area for books, newspapers, coffee.
- h. Many of the children's activities (Rhyme Time, Summer Reading Challenge and its related events, half-term activities, etc) are led by people who cannot give the
- Clerk
- Clerk



time for library shifts but who lead engaging activities that get the children and their accompanying adults in.

- i. A volunteer drop-in session was held on 5th October where volunteers could ask questions or gain practice doing tasks without the pressure of a customer waiting. The most Frequently Asked Questions on the day were about the new photocopier (which is all-singing and -dancing and somewhat complex) and tasks requiring use of the library laptop (running Windows 10, which isn't the most intuitive platform, especially for Apple users.)
- j. A social event for all volunteers is planned for 4th December.
- k. The library's Facebook and Twitter pages get steady attention. The library Facebook page has 87 followers and the Twitter account has 47 followers.

120/16 **Parish updates and actions**

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

- i. Nothing to report

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

- i. The Clerk reported that the Parish Council Groundsmen will be removing a section of the new fence at the Station gates to allow for safe passage of horses. This work should be carried out in the coming days.
- ii. The Groundsmen have recently treated and repainted the Station gates.

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

- i. The Clerk reported that 3 roofers have now assessed the roof of the stone barn. All have stated that it is not possible to repair the roof and have quoted to replace the roof. One of the companies stated: "Tiles are generally in an exceedingly poor condition with severe frost damage. The damage is so great that large sections of the tiles have become detached and are just resting on the tile underneath. It is likely that during high winds or after any snowfall, that more pieces of tile will fall to ground level. At present it is probably just the roofing felt that is preventing water penetration."

Quotes received as follows:

- A K Roofing & Guttering	£13,210 + VAT
- M J Coleman & Sons	£27,679 + VAT
- A G W Roofing	£17,923 + VAT

Members discussed the reasons for retaining ownership of the barn. The Parish Council does not use it for any purpose and rent the space to a local resident at a cost of £100 per month. Members asked the Clerk to check the Deeds for the Parish Council properties to check if there is any reason why ownership should be retained. If there is no reason, the Clerk should obtain a valuation of the building.

- ii. The Clerk reported that Lloyd Davies have carried out an assessment of the Village Hall and is awaiting the valuation for insurance purposes.
- iii. The Clerk reported that she has removed the broken shutter from between the Village Hall kitchen and the main room. This week 2 of the hall users have expressed their disappointment that it has not been replaced. One of the users hires the hall on a weekly basis for yoga classes and has stated that the shutters helped to keep the heat in the main hall. The other user hired the hall for a charity bridge event. She said it was disappointing that she was not able to prepare the bridge tea without the players being able to see her. The Clerk will investigate the cost of installing blinds in place of both the shutters.
- iv. There have been a number of recent noise complaints in relation to Bramley Social Club. Mr Seaborne received 2 independent strong complaints from local residents. The complaints cite noise, inconsiderate parking on the Village Hall parking area

Clerk

Clerk



and members of the club standing outside the club drinking and being boisterous late in the evening. Both complainants are ladies, both felt intimidated and wished to remain anonymous because of fear of retaliation.

Under the terms of the licence for the Club, a meeting with the Social Club committee can be convened at the request of the Parish Council and Mr Seaborne suggested that such a meeting be considered. After discussion, Members agreed that in the first instance the Clerk should contact the Manager of the Social Club to discuss the complaints and follow it up with a letter if necessary. Should further complaints be received, a formal meeting should be arranged.

Clerk

- v. The Clerk reported that she has received a report on the repairs needed to the baby grand piano that a local resident would like to donate for use in the Village Hall. The piano has all its original strings but needs a service to clean the moving parts, make adjustments, etc. Its action is in good and functions well and the tone is very pleasant. It has generally kept its pitch well and is close to concert pitch. Costs to prepare it for use in the village hall are:

- Service and tuning	£330 + VAT
- Fixing of A frame (required to link legs)	£550 + VAT
- Adjustable piano stool	£212.50 + VAT
- Protective cover	£260 + VAT
- Keys (x 3)	£7.75 + VAT
- Transport to Village Hall	£230 + VAT
- Total	£1605.75 + VAT

The donor has indicated that she may well be prepared to pay for the cost of transport.

Stuart White feels that the cost can be recouped by holding 2 concerts in the Village Hall. He has already lined up possible performers for the first concert, 2 pianists and a cellist, who would be happy to perform free of charge. He envisages he would have no difficulty in finding more performers for a second concert.

Mrs O'Connell has a few questions to be addressed:

- Where would the piano be placed? If on the stage it would preclude bookings for theatrical performances. It must also be away from heat sources.
- How will it be moved around the hall for functions? This may knock it out of tune and it would then need re-tuning with a cost implication.
- What is the value of the piano? It would need to be insured.

Mrs O'Connell has also suggested that prior to acquiring this baby grand piano, the Council could consider the purchase of a good digital piano. No tuning is required, more easily portable and quality ones have a very good sound. A new digital piano could be purchased for around £1,800.

After discussion, Members agreed that a digital piano would not be suitable and that the baby grand piano would be a good investment. It was suggested that the piano could be placed on the stage. The Village Hall has not been used for any theatrical performances for some years.

The Clerk was asked to liaise with Stuart White to acquire the piano and organise a concert to recoup the costs.

Clerk



d. <u>High Street and environs (including Snowdenham Links Road and Lane)</u> i. The Clerk reported that she has received a quote of £230 to repair the bench at the Coronation Oak. The Clerk to action.	Clerk
ii. The Clerk investigated if it is possible to take over the maintenance of the telephone box in the village centre so we can repaint it. BT has an “adopt a phone box” scheme. Local communities can pay £1 to take over the maintenance and use a kiosk for something other than a phone box, for example for a public defibrillator. The Clerk was asked to try to find out how regularly the public telephone is used.	Clerk
iii. The Clerk confirmed that she is discussing with Waverley Borough Council the installation of new covered bins to replace the open-topped ones at the bus stop on Station Road and in Robertson’s garden. The one outside the catholic church will be removed. The Clerk was asked to contact the Esso petrol station to bring their attention to the problem of disposable gloves being blown onto the High Street.	Clerk Clerk
e. <u>Grounds and Downslink</u> i. The Clerk reported that further to email correspondence between Members, she is in the process of obtaining quotes for safety works at the Eastwood Road play area. Members have agreed to use up to £8,000 of PC reserves for this work. ii. Churchyard wall The Clerk reported that she has received the invoice for £4,880 for repointing works to the Holy Trinity churchyard wall. These works were for works to the top of the wall only. Mr Campbell has indicated that at some stage further works will be required to repoint the rest of the wall. The recollection of Members and the Clerk is that no further work was required. The Clerk was asked to check correspondence on the matter. The Parish Council is not in a position to spend more taxpayer’s money on further works to this wall.	Clerk Clerk
f. <u>Rural Parish (including Birtley Green, Grafham and south)</u> i. Nothing to report.	
121/16 Finance a. Members approved the payments listed at Appendix B. b. The Clerk confirmed that further to email correspondence between Members, the Bookings Officer salary has increased from £187.50 pcm to £209.78 pcm, effective from October 2016. He was also awarded an ex gratia payment of £100 in October for his continued hard work. Mr Lordan asked the Clerk to convey his thanks to Members. The Clerk was asked to discuss the Parish Council telephone line with Mr Lordan to establish whether the telephone line contract is the most cost effective for BPC. c. The Clerk confirmed that the Parish Council accounts were approved by the external auditor. d. The Clerk circulated the half-year accounts to Members showing current year expenditure against budget. The Clerk will forward to Members details of how much is currently held in general reserve along with a projection of the expected cash balance at year end.	Clerk
122/16 Points of information a. The Clerk reported that she will be on annual leave from 24th to 28th October. She will keep in touch with emails. b. Mrs Stern reported that she will be on vacation from 6th November until 21st December. Mr Seaborne will be acting Chairman of the Parish Council in her absence.	



- 123/16 **Matters for future discussion**
a. None

The meeting closed at 8:36pm

Agreed and signed Chairman, 17th November 2016