



Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 20th February 2020, starting at 7:30pm

PRESENT

Mr P Leung, Messrs R Stern, P Molineux, M Byham, A Coleman, T Hughes and Mrs F Stern. Mrs Victor, the Clerk was also present. There were no members of the public in attendance. Waverley Councillor Martin D'Arcy, PS Claire Sutherland and PCSO Philip Snow were present. County Councillor Victoria Young was unable to attend.

ACTION

001/20 To receive apologies for absence

- a. Apologies for absence were received from Mr R Seaborne.

002/20 Declarations of interest in agenda items

None.

003/20 Minutes of the meeting 19th December 2019

- a. Minutes of the meeting 19th December 2019 were agreed by the meeting as a true record and signed by Mr Leung.

004/20 Matters arising from minutes 19th December 2019

- a. None.

005/20 Bramley Neighbourhood Police update

- a. PS Sutherland reported details of crimes reported in the last month, as follows:
- The rear window of a vehicle on Birtley Rise was smashed.
 - A back garden shed was broken into at a property on Primrose Way and many expensive tools were stolen.
 - A man on a horse on Snowdenham Lane gestured for a driver to slow down. The man then threw an object at the vehicle, damaging the windscreen. Police are appealing for information.
 - A driver who was driving erratically was stopped by police and failed a roadside breath test.
 - A garage at a property on Station Road was broken into and 2 bicycles were stolen. The bicycles have been recovered and an arrest has been made.
 - A roller blind door to a workshop at Gate Street was forced open. Entry was gained and tools stolen.
 - Suspects forced entry into a commercial container at Rooks Hill and items were stolen.
 - Suspects have been stealing cooking oil containers from a business on the High Street.
- b. Burglaries from sheds and garages targeting expensive tools and bicycles are a particular theme at this time. The Neighbourhood Policing team urge residents to check the security of garden buildings and garages and to report any suspicious behaviour. They also encourage residents to note the serial numbers of any expensive items or mark their property using a DNA marking kit. The Clerk was asked to communicate this via Bramley Update and Facebook.
- c. Scams continue to be an issue in the area. Police advise residents to be vigilant and to check on vulnerable people.

Clerk



006/20 **Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. The Clerk received a letter from the South West Surrey Domestic Abuse Outreach Service seeking a grant to help fund their works in the coming year. This service is now managed as part of Citizens Advice Waverley, who will be receiving a grant of £2,000 from Bramley Parish Council in April.
The Clerk reported that Phil Davis of Citizens Advice Waverley has indicated that he would be pleased to attend a Parish Council meeting to discuss the work of his organisation. Members would be interested to know if any Bramley residents have been supported by the South West Surrey Domestic Abuse Outreach Service in the last 12 months. Clerk to invite Mr Davis to a meeting.
- c. The Clerk received an email from Tom Horwood at Waverley Borough Council to say that Waverley Councillors Ward and Follows and Mr Horwood would be happy to attend an informal meeting to build relationships and mutual understanding. Members discussed the value of such a meeting. Mr D’Arcy suggested that meeting with the Waverley Leader and Deputy Leader would be advantageous. Members asked the Clerk to invite them to a Planning meeting. It was suggested that it would be interesting to find out how influential comments from Parish Councils are when Waverley Officers consider planning applications.
- d. Councillor Martin Foley tendered his resignation from Bramley Parish Council in January. The Clerk has contacted Waverley Borough Council to inform them of the resignation and residents of Bramley have a period of 14 days to request that the vacancy be filled by a by-election rather than co-option. This period terminates on 25th February.

Clerk

Clerk

007/20 **Waverley and Surrey County Councillors update**

- a. Mr D’Arcy reported that the Waverley budget has been approved by the Council. The Waverley part of Council Tax for 2020/21 will increase by 1.9%. He reported that the Surrey County Council part of Council Tax bills will be increasing by 3.99% - the maximum permitted without a referendum.
- b. The Clerk received details of Parish Councillors who have expressed an interest in sitting on the Waverley Standard committee. There are 2 seats available and each Parish Council can submit 2 nominations. Mr Tom Hughes is one of the nominations. Members unanimously agreed to submit only 1 vote – for Mr Hughes. Clerk to action.

Clerk

008/20 **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 (NP) progress report.
 - i. Mr Stern reported that the Plan is in the last stages of drafting prior to formally submitting it to Waverley Borough Council for their final review next week. Mr Molineux and Mr Byham are proof reading each of the documents. Mr Hughes will review the changes made to the Consultation and Basic Conditions Statements.
 - ii. No response has been received to the letter sent in December to Surrey County Council regarding the former school playing field. The Clerk was asked to follow this up.

Clerk

009/20 **Report from Highways & Rights of Way committee**

- a. Bike ramp from Downs Link to Windrush Close and new bike rack in village centre. Mr Hughes reported that he has met with Waverley engineers on site to confirm the positioning of the bike ramp from the Downs Link and bike rack in the centre of



the village. The Waverley project team will confirm installation date in due course. Mr Hughes and the Clerk plan to discuss signage.

b. Road naming at Gosden Common

Mr Molineux has drafted a questionnaire to be delivered to all households on Gosden Common to ask their opinion on the name of the road. Some call it Gosden Common, some Tannery Lane and on most mapping systems the road is called Tanyard Lane. The questionnaire has been sent to Waverley Borough Council and Shalford Parish Council for their review.

Mr Molineux will keep Members informed on progress.

Mr
Molineux

010/20 **Report from Library committee**

- a. The Clerk circulated a report received from the Library Operations team.
- b. The roll out of traditional SCC tasks to volunteers continues with a sub-team of volunteers being authorised to use SPARK Utilities. Unfortunately, the SPARK software is not reliable and while downtime can be accommodated by full-time employees, it is frustrating for volunteers who come in specially to do a task but are unable to as SPARK is being temperamental. SPARK Utilities work causes pressure on the laptop (which can cause clashes with customer needs) and the Operations Team has asked if another laptop can be purchased. Members agreed to this purchase. Clerk to research suitable models and action.
- c. Two refresher training sessions have been organised and a large majority of the volunteers have signed up to attend. These are informal sessions delivered by the Ops team members and will cover.... anything (from shelving books to scanning documents to restocking greetings cards).
- d. The junior section is looking particularly splendid with new boards to display art and craft, it also boasts a lovely clock and a changing table is now available in the accessible toilet.
- e. The success of the December after-school craft sessions encouraged the team to offer these on a monthly basis. The first one in January was attended by an astonishing 22 young folk. In addition to these a Story Time session took place in half term and we also plan to trial Rhyme Time on Saturdays (in addition to the regular Friday spot).

Clerk

011/20 **Report from Resilience Group**

- a. Mr Coleman circulated a report to Members.
- b. The Clerk co-ordinated an excellent response to the recent flooding both operationally and supporting those affected. The Clerk reported that 1 property on Fisher Rowe Close suffered minor flooding. The Bramley Dad's group were extremely helpful, a number of them acted quickly to move furniture within properties on Fisher Rowe Close that were most in danger. They plan to go back to move furniture back once the water has subsided sufficiently.
- c. SCC Reference number: 1418738, A281 Oakhurst. SCC advised on 19th December 2019 that a Traffic Order has been raised to enable further work to be carried out. Mr Coleman followed this up on 18th February. SCC were unable to advise the status of application and the matter is being escalated. A reply was promised within 5 days. The Clerk reported that the problem drain was jetted on 19th February.
- d. SCC Reference number: 1418753, A281 Bramley Grange. SCC advised on 19th December 2019 that they have raised an area inspection enquiry. On 16th January SCC advised that area inspection had been completed and the issue was closed as no flooding was observed. Mr Coleman requested that the matter be reopened. On 18th February SCC were unable to advise status and the matter is being escalated and reply promised within 5 days.



- e. Thames Water Reference number 002252JRQY, A281 Nest Coffee Shop. On 19th December 2019 a dig out and refit order was raised. This work has been completed.

012/20 **Parish updates and actions**

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

- i. The Clerk reported that the heaters in the Pavilion were repaired in January but failed again later in the month. The electrician located the issue and replaced the control unit.
- ii. A new noticeboard has been erected on Gosden Common to replace the one that was damaged in 2019. A review of the other noticeboards in the parish has been carried out and minor repairs are planned. A new noticeboard will be erected at the end of Birtley Rise to replace the one that was vandalised in January.

Clerk

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. Stone Barn update

The Clerk received 3 tenders for the conversion project. The cost is significantly higher than anticipated (details circulated to Members). The Clerk is in the process of finding out what level of rent the office space can be leased at. A Bramley-based business is keen to rent the space once converted. Until the rental potential is identified, Members cannot make the decision on whether to progress with this project or not. The Clerk and Mr Hughes will review and score the tenders and plan to interview each of the contractors. It is proposed that an Extraordinary Meeting be arranged to discuss this project in March.

Clerk

Following approval from Members, the Clerk has requested advice from a consultant with expertise in VAT at a cost of £500. The Clerk is awaiting confirmation of a date to meet but it is likely to take place during the first week of March.

Clerk / Mr Hughes

- ii. The Clerk reported that the meeting room has been redecorated and a projector screen has been installed. New blinds have been ordered and will be installed on arrival.

Clerk

- iii. A local sandwich making business will be using the village hall kitchen for an hour each working day from early March for a period of 1 year. The Clerk has agreed that they can install a locked chest freezer in the kitchen entrance lobby. The hirer is happy to pay for any additional electricity the freezer will utilise. The Clerk has calculated a hire fee for their use, which works out at £295 per calendar month. They have asked if they can have a reduced hire rate for the first 3 months at £250 while they get their business off the ground. In the interests of supporting local businesses in their early stages, Members agreed to halve the hire fee for the first month, then charge £250 for months 2 and 3. Clerk to action.

Clerk

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

- i. The owner of Memories on the High Street submitted an enquiry to Waverley Borough Council about the wheelie bins that are permanently present in front of Windrush House and asked if there is an area to store the bins behind the building. This complaint has led to Waverley identifying that the owner of Memories does not have a contract for her waste in place, which is a requirement for all businesses. The owner has confirmed that her business generates very little waste which she takes home with her. This matter has been escalated to Borough Councillor Seaborne who is investigating.

Mr Seaborne



- Mr Byham reported that the area where the bins are currently stored is on land owned by Windrush House, not part of the pavement. Legally this is permitted.
- ii. Members of Holy Trinity Church have obtained a quote for the annual maintenance of the church and school clocks. This work has for many years been financed by the Parish Council and carried out by Mr Graham Ball, now deceased. A second quote has been requested. The Clerk will inform Members of the details once this has been obtained. Clerk
- e. Grounds and Downs Link
- i. The Clerk reported that the Wey and Arun Canal Trust has cleared 4 trees from the Downs Link that fell down in the recent storms. The Trust has also felled a number of trees alongside the canal that were suffering from ash dieback. The trunks of these trees have been left in the canal until they have access to equipment in order to remove them.
- ii. Mrs Stern reported that the path seems to be eroding at the embankment section to the south of the village centre. The Clerk was asked to submit a request for the Surrey Countryside Access team to carry out an assessment of the condition of the whole of the surfaced section of the Downs Link running from the cement works to the Tannery Lane bridge. Clerk
- f. Rural Parish (including Birtley Green, Grafham and south)
- i. Nothing to report.
- 013/20 **Finance**
- a. Members approved the payments to the value £14,985.83. Details are set out in the payment listing at Appendix B.
- b. Quarterly accounts against 2019/20 budget
The Clerk circulated a budget report to the end of December 2019 for review by Members. This was noted by Members.
- c. Report on responses received following Precept communication.
The Clerk received various comments from Bramley residents following the communication concerning the increase in the Precept for 2020/21. These comments have all been responded to and details forwarded to Members.
- d. Maturity of United Trust 1-year Deposit account
The 1-year account matured in January. Following advice from Members, the Clerk has reinvested £47,500 in a further 1-year deposit account at an interest rate of 1.7%. The remaining £3,400.96 (£2,500 reserve plus £900.96 interest earned) will be transferred to the Parish Council current account.
- e. Renewal of streetlighting electricity supply contract
The Clerk reported that the 3-year contract with NPower for electricity supply to Bramley streetlights ceases at the end of February. The current contract with NPower is valued at £2,896.25 per annum. The Clerk has obtained 2 quotations for a new 5-year contract – SSE at £2,945.18 fixed per annum and Haven at £3,465.19 fixed per annum. There are few suppliers who offer unmetered supply so a third quote could not be obtained (NPower no longer offers this type of supply). The Clerk proposed securing a contract with SSE for a term of 5 years. This was agreed by Members. Clerk to action. Clerk
- 014/20 **Points of information and any other matters**
- a. Smith's Charity
The Clerk reported that Christmas vouchers were issued in December and the majority of the vouchers were used to a value of £2,800. Select Convenience and Budgens have been reimbursed.



The Clerk circulated a draft Safeguarding Policy to be submitted to the charity with this year’s annual return. This has been approved by Members.

The Chairman signed the annual return to be sent to The Henry Smith Charity for the year to September 2019.

- b. Mr Byham reported that he has been approached by the charity Carers at Home who are planning to sponsor Bramley Cricket Club in 2020. In previous years, the Parish Council has only allowed advertising signage alongside Gosden Common during the cricket season. Carers at Home would like to display signage advertising their support for Bramley Cricket Club all year round. Members agreed to this, on the condition that it is a clear message of support for the cricket club. The Clerk was asked to co-ordinate this with the cricket club and Michael Williams at Carers at Home.
- c. Mr Byham has been asked by a resident of Edencroft if there are any local volunteers who would be able to remove 2 trees from her garden. This may be something that can be carried out by the Bramley Dads group. Mr Byham will find out the size of the trees in question.

Clerk

Mr Byham

The meeting closed at 8:32pm.

Agreed and signed Chairman, 19th March 2020