



**Minutes of a Meeting of Bramley Parish Council**  
**Held in Bramley Village Hall on 21st November 2019, starting at 7:30pm**

**PRESENT**

Mr R Seaborne, Messrs P Leung, R Stern, P Molineux, M Foley, M Byham, A Coleman and Mrs F Stern. Mrs Victor, the Clerk and Borough Councillor Martin D'Arcy were also present. There were 2 members of the public in attendance. County Councillor Victoria Young and PCSO P Snow were unable to attend.

**ACTION**

**115/19 To receive apologies for absence**

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

**116/19 Declarations of interest in agenda items**

Mr Seaborne declared an interest in any financial discussion about the maintenance of the churchyard walls at Holy Trinity Bramley. His wife is a member of the Parochial Church Council.

**117/19 Minutes of the meeting 24th October 2019**

- a. Minutes of the meeting 24th October 2019 were agreed by the meeting as a true record and signed by Mr Seaborne.

**118/19 Matters arising from minutes 24th October 2019**

- a. The Clerk reported that the service at the War Memorial on Remembrance Sunday was well attended. Holy Trinity Bramley has informed the Clerk that the service in the church on the day raised a total of £535.40 for the Royal British Legion from the collection and proceeds from the lunch that followed the service. The Clerk thanked those Members who helped close the roads. Mr Seaborne thanked the Clerk for co-ordinating this event.

**119/19 Bramley Neighbourhood Police update**

- a. The Clerk received details of crimes reported in the last month from PCSO Snow, as follows:
  - There have been 5 occurrences of criminal damage caused by projectiles being launched at properties. As in previous years, crimes such as these tend to coincide with the open season for game birds from September to the end of January. Bramley, Cranleigh, Hascombe, Dunsfold, Alfold and other rural villages have been impacted. Police take this crime very seriously as it has the potential to cause serious injury as well as the cost of repairs to the victim. There has been some success in disrupting the perpetrators and recovering projectiles and catapults. Police are working with local gamekeepers and are running targeted rural patrols.
  - Police have been carrying out road enforcement action in the Bramley and the surrounding areas and 3 motorists have been pulled over in the last month on the A281 for various offences. Surrey Police will have dedicated patrols as part of its Christmas drink and drug driver crackdown scheme.
  - A number of Bramley residents have received a letter from a vulnerable local resident asking for their house keys. The content of the letter is false and can be safely ignored. Police are aware that this has caused significant distress, upset and worry in some instances and officers have made contact with these residents to give reassurance. Officers have visited the person responsible for sending the letters and the necessary safeguarding measures have been



triggered. At this time, it is difficult to determine how many letters have been sent and to whom. Police are encouraging residents to may have received this letter to report it online or by calling 101, quoting the reference number 45190114951.

Mr Seaborne suggested that the Parish Council should have a discussion in the future to see if Members have any ideas to improve the management of vulnerable people in the community.

- There have been 4 occurrences of theft in Bramley in the last month – 2 of plant machinery from rural building sites and 2 reports of theft from High Street shops.

#### 120/19 **Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. The Clerk received and forwarded to Members an email from Mr Gates on behalf of the PCC for Holy Trinity Bramley regarding some urgent repairs works that were carried out on the churchyard walls to the value of £261. Mr Gates asked if the Parish Council would reimburse this sum to the PCC. Mr Seaborne left the room for this discussion. The Clerk informed Members that she had been visited by Mr Murray Campbell the day before these works took place. Mr Campbell told the Clerk that as a contractor would be on the site carrying out a range of works, it would be sensible if he patched up some of the areas of the wall that were most in need of work at the same time. The Clerk made it very clear to Mr Campbell that as this work had not been authorised by Members, it should not be carried out. Members were in unanimous agreement that, as the Clerk had specifically told Mr Campbell that the works should not be done, the Parish Council will not reimburse the PCC for the work.

Mr Gates had indicated to the Clerk that he will come to the meeting for the public session at 8:30pm. He will be told of this decision when he arrives, and a discussion will be held with him at that time about how the Parish Council can work with the PCC on the ongoing maintenance of the churchyard walls.

- c. Since the Correspondence report was issued, the Clerk was copied on an email from Mr D'Arcy to Mrs Young voicing concerns about the frequency of roadworks on the A281 through Bramley. He asked:
  - why is there a recent upsurge in the occurrences?
  - why is there no co-ordination between the utility companies?
  - is there an underlying issue?
  - can the traffic light phasing be optimised to reflect traffic flow?
  - is the A281 fit for purpose, and if not, what does SCC propose to remedy it?

Mrs Young responded to say that she shares his concerns and has asked the Highways team for a response. Surrey Highways responded to say that that the utility works have been to make emergency repairs to old pipes under the highway.

Mr Seaborne reported that he plans to request the SCC Local Committee to invite Thames Water and Southern Gas Networks to its meeting in December to explain the reasons for these issues and present their plans for the future.

- d. Mr Byham reported that he attended the Dunsfold Park exhibition where the detailed plans for the new development were presented.

#### 121/19 **Waverley and Surrey County Councillors update**

- a. Mr Seaborne reported that Councillor Liz Townsend, one of the members for Cranleigh East has resigned from the Conservative party and is now standing as an

Mr  
Seaborne



Independent. He also reported that Councillor Jack Lee sadly passed away earlier this month. There will be a bi-election in Milford.

There is a new Head of Planning at Waverley – Mr Zachary Ellwood.

- b. The Clerk reported that she has received an invitation from Waverley for Parish Council leadership and Clerks to a Joint Towns and Parishes meeting on 2nd December. This meeting is to explore ideas, capacity, ambitions and possibilities for the parishes and borough over the next 4 years. The Leader of Waverley would like the towns and parishes to set the agenda for this meeting and has asked them to submit topics or issues for discussion at the meeting. Members agreed that the lack of spending on infrastructure, particularly on highways, is a matter of concern in Bramley. The Clerk will forward this to Waverley for discussion at the meeting, which the Clerk and Mr Leung will be attending.

Clerk

- c. The Clerk attended a meeting with Waverley officers and Parish Clerks. Waverley is planning to pull together an issue pack to give to the new Member of Parliament once elected after 12th December. Parish Councils have been asked if there are any issues they would like to be included in this pack. Members agreed that the following issues should be included in the pack:

- Infrastructure spend (specifically highways and utility mains in the village)
- Increase in levels of traffic
- Surface water flooding

The Clerk was asked to forward these details to Waverley for inclusion.

Clerk

- d. The Clerk circulated details about Parish Council representation on the Waverley Standards committee. Mr Hughes has indicated that he would like to be put forward to sit on this committee. The Clerk asked if any other Members would like to put themselves forward. There were no further volunteers. Clerk to action.

Clerk

#### 122/19 **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 a meeting was arranged by Victoria Young with representatives from Surrey County Council earlier this month to discuss the former school playing field. SCC informed the meeting that they plan to sell the land at auction early in 2020. They indicated that they may be willing to give the Parish Council first refusal to purchase the land.

Mr Seaborne has been researching ways to preserve the site. A potential benefactor has come forward with the offer of an interest-free loan for the Parish Council to purchase the land at an agricultural cost level. Mrs Young plans to intercede with the SCC Leader to see if the sale can be halted.

Mr Seaborne and Mr Stern will draft and circulate a briefing note to Members for discussion at the Planning Review committee meeting on 26th November.

At the current time, there are no planned changes to the wording in the Neighbourhood Plan. It is still the intention to reserve the land for future use by Bramley Infant School.

#### 123/19 **Report from Highways & Rights of Way committee**

- a. Mr Foley reported that at the meeting held with Surrey Highways in August, the repainting of the road markings at the mini roundabout in the centre of the village was discussed. This work has not yet been done. Mr Foley wrote to Adrian Selby of Surrey Highways to find out when it will be done. No response has been received to date. If a response is not received by early December, the Clerk was asked to contact Victoria Young to see if she can help to get the work done, as well as an indication on when the resurfacing of the pavements in Station Road will be carried out.

Clerk



b. Mr Coleman reported that there was a minor accident at the mini roundabout between a cyclist and a car at the weekend. There appeared to be no injuries. Mr Foley asked the Clerk to put a note in Bramley Update and on Facebook asking residents to report any accidents to Mr Foley.

Clerk

c. Mr Hughes circulated a proposal to improve access and signage from the Downs Link to the village centre. He estimated that the total cost would be in the region of £3,000 to £4,000. Members agreed that this figure is too high. The cost to purchase and install the cycle ramp and bicycle rack will be £2,660 (quoted by Waverley). This may be funded by a S106 grant from Waverley Borough Council. Members agreed that if a grant cannot be obtained for this work, it should not be funded by the Parish Council. Mr Seaborne agreed to take the matter of funding up with Waverley.

Mr  
Seaborne

Members agreed an amount of up to £500 for new low-key signage from the Downs Link to the village centre. This signage should be similar to the fingerpost signage in the centre of the village. The blue signage suggested by Mr Hughes was thought to be too urban in design.

Permission will be needed from Surrey County Council for the signage and those residents who live nearest to the steps at Windrush Close should be consulted.

#### 124/19 **Report from Library committee**

- a. The Clerk circulated a report received from the Library Operations team.
- b. Day to day running of the library is going well. We are marking our 5 years as a CPL with a volunteers' social on November 27th with external guest speakers.
- c. SPARK Utilities training is taking place on November 28th and this roll out will allow volunteers to do more processing of books without reference to our link library, Guildford.
- d. Craft sessions will be held on 3 Tuesday afternoons in December as a free activity.
- e. The message book, which went missing in October, has been returned.
- f. The Clerk reported that a number of colourful noticeboards have been installed in the Junior Library in order to display artwork done by children during the Storytime events that are regularly held in the Library.
- g. The Clerk has discussed the installation of a book recycling bin in front of the Library with the Sense charity. She is awaiting a date for a site inspection to take place.
- h. Surrey Libraries has announced that as the next phase in the Libraries and Cultural Services Transformation, the council Cabinet will be discussing a new strategy for Libraries and Cultural Services including a new model for their library service at the meeting of 26th November. The Library service have arranged a couple of briefing meetings on the future strategy to which all libraries have been invited.

Clerk

#### 125/19 **Report from Resilience Group**

- a. Mr Coleman reported that since the October meeting, 1 report of a broken drain and 11 reports of blocked drains and gullies have been made to Surrey County Council Drainage and Flooding department. Mr Coleman has been informed that the broken drain will be repaired and 1 drain has been jetted. Numerous photographs and historical reports have been sent to Ian Fowler of the SCC Surface Water Flooding team and a meeting with him took place last week. It was established that:
  - Bramley has been added to the SCC Wet Spot list (recurring flood incidents that are unlikely to be solved by day to day activities). A risk level of High has been assigned.
  - In order to improve the chances of attracting funding to bring about further investigation, we need to continue to report the instances of flooding and



provide more graphic photographs (e.g. small child having to cross the A281 in order to get past flooding on route to school).

Mr Fowler is optimistic of moving the project further.

- b. Mr Coleman reported that the collapsed drain outside The Nest coffee shop on the High Street has been reported to Thames Water and is being repaired. The owner of The Nest has indicated he will send video footage and photographs of the problems he and his customers have experienced with surface water.
- c. Mr Byham is continuing to follow up the removal of the oak tree blocking Hascombe Stream. It is not causing a hazard to any properties at present.

### ***The meeting closed to allow the public session.***

A resident of Eastwood Road reported that dog owners continue to take their dogs into the Eastwood Road play area. The Clerk was asked to:

- Put a reminder in Bramley Update and on Facebook that dogs are not to be allowed into the play area. As well as being in breach of our lease agreement with Surrey County Council, it is a health hazard to children who may come into contact with dog faeces. If people continue to allow their dogs in, there is a risk that the play area will be closed.
- Arrange for the fencing around the perimeter of the play area to be repaired.
- Pin a laminated sheet to the gates of the play area explaining why dogs are not allowed.
- Ask St Catherine's School to report the issue and risks in their newsletter sent to parents of school children.
- Find out from Waverley Borough Council if they plan to display signage in all play areas once their Public Space Protection Order is in place, or just the ones that they manage.

The resident also reported that the parties that are held in St Catherine's School at weekends can be very loud. The noise from music can continue until the early hours. Mr Molineux agreed that on one occasion the music could be heard on Gosden Common. The Clerk was asked to contact the school.

### Holy Trinity churchyard walls

Mr Gates of the Holy Trinity Church Parochial Church Council (PCC) attended the meeting to discuss the ongoing maintenance of the churchyard walls. Members confirmed to him that the Parish Council will not reimburse the £261 for the recent works to the wall.

Members reminded Mr Gates that as the PCC passed the responsibility of the maintenance of the walls to the Parish Council in the 1960s, it is the Parish Council's decision on when any maintenance work will be carried out and to what standard. He was asked if the PCC are satisfied with this arrangement, or if the PCC would like to reclaim the responsibility for the walls. Mr Gates will consult the PCC, but he believes that the PCC would like the Parish Council to retain responsibility, principally because the Church, as a registered charitable body is unlikely to take on any financial commitments that it does not have to.

The church itself is a Listed Building. Mr Gates believes that the walls are also listed, but this needs to be clarified. The Clerk was asked to find out from the Waverley Listed Buildings Officer if this is the case. If the walls are Listed, she should find out what standard is required for their repair and maintenance.

The Parish Council plans to establish a maintenance fund (calculated as a percentage of the Precept), to cover the cost to maintain all assets that the Parish Council either owns or is responsible for. 2-yearly inspections of the assets will be carried out by suitably qualified contractors. The churchyard walls will be included in these inspections, and repairs / maintenance carried out as required, financed from the maintenance fund, to a specific standard. Should the PCC wish for the walls to be maintained to a higher standard, the additional cost of this should be funded by the PCC. Mr Gates agreed to discuss this proposal with the PCC.



126/19 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
  - i. The Clerk reported that the AGM for the Bramley Sports Pavilion Trust is taking place on Tuesday 3rd December.
  - ii. The Clerk reported that she has received an update from Guildford Borough Council on the possible transfer of ownership of Gosden Common to Bramley Parish Council. The common may form part of Shalford Common. If this is the case, any transfer of ownership will be more complicated. GBC has confirmed that they are continuing to investigate this matter and will inform the Clerk when they have more news.
- 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 reported that due to the amount of time spent on the Neighbourhood Plan this month, unfortunately she has not made any progress on the Stone Barn project. It is a high priority for her to finalise the bid documents in the coming weeks.
  - ii. The Clerk reported that she believes a vehicle drove into the wall of the Village Hall in the main car park last week. A substantial amount of the internal plaster was dislodged and the gas fittings feeding the cooker were damaged, leading to a gas leak. The Clerk arranged for repairs to be done. There appears to be no damage to the external brickwork.
  - iii. The Clerk and Mr Coleman are meeting next week to review the general condition of the Village Hall with a view to drawing up a list of possible improvements to propose to the Council.
- d. High Street and environs (including Snowdenham Links Road and Lane)
  - i. The Clerk reported that the defibrillator training session that was arranged for 25th November unfortunately had to be cancelled. Following advice from Members, the Clerk is to contact SECAMB to find out the cost of running such a session.
- e. Grounds and Downs Link
  - i. The Clerk reported that she will arrange for the Downs Link to be swept.
- f. Rural Parish (including Birtley Green, Grafham and south)
  - i. Nothing to report.

Clerk

Clerk

Clerk

127/19 **Finance**

- a. Members approved the payments to the value £15,188.19. Details are set out in the payment listing at Appendix B.
- b. Interim internal audit 2019/20  
The Clerk reported that the interim audit on this year's accounts was carried out earlier this month. The report from the auditor was circulated to Members. There are a number of actions to be completed prior to year-end, which the Clerk will address.
- c. 2020/21 budget  
The Clerk circulated to Members a draft budget for discussion, created from a zero base. This draft shows that a significant increase to the Precept is required. This was not rejected by Members, but any significant increase needs to be clearly

Clerk



Mr  
Molineux

justified to residents. Mr Molineux will draft an explanation to be sent as a special Bramley Update.

Members agreed that the Parish Council should try to get to a balanced budget, where income matches expenditure.

The Clerk was asked to:

- remove the PWLB loan repayment from the budget;
- reduce the Capital Reserves by at least the amount of the loan repayment amount up to a maximum of £20,000;
- remove the £2,000 contingency from the budget;

and circulate to Members a Precept to deliver a balanced budget together with some lower Precept alternatives (balanced budget less 10%, balanced budget less 15%, balanced budget less 20%) to give members some options if the balanced outcome is viewed as unpalatable.

The revised budget will be discussed further by Members at the December meeting. The Clerk advised Members that the Precept should be agreed at the December meeting, so she can forward the details to Waverley Borough Council by the 3rd January deadline.

Mr Seaborne noted that the Bramley band D Precept could increase by £28 (more than double) and still only be at a mean position amongst Waverley parishes.

Mr Seaborne circulated details of grants made to Citizens Advice Waverley by neighbouring towns and parish councils. It was agreed that the proposed grant of £2,000 from Bramley Parish Council is set at the right level. During the last year, the service has helped 119 people with 469 issues in the ward of Bramley, Busbridge and Hascombe.

Clerk

128/19 **Points of information and any other matters**

- a. Reduction in carbon footprint

It was agreed to defer discussion on this matter until the December meeting.

- b. Smith's Charity Christmas Vouchers

The Clerk circulated a draft list of recipients of Christmas vouchers to be funded by the Smiths Charity. The Clerk has contacted the Infant School, Holy Trinity Bramley, St Thomas More church and the Citizens Advice Waverley for nominations.

Members were asked to review the list and confirm to the Clerk by 2nd December if they would like to make any changes to the list.

Members

- c. Parish Council meeting calendar for 2020

The Clerk circulated a suggested list of dates for Parish Council meetings in 2020. She asked Members to inform her by 2nd December should they wish any of the dates to be changed.

Members

The meeting closed at 9:30pm.

Agreed and signed ..... Chairman, 19th December 2019