



Minutes of a Meeting of Bramley Parish Council
Held at Bramley Village Hall on 17th March 2022, starting at 6:00pm

PARTICIPANTS

Mr R Seaborne, Messrs T Coleman, P Molineux, T Hughes, P Leung and Mrs A Burrows. The Clerk and Assistant Clerk were also present as well as Borough Councillor d'Arcy. There was 1 member of the public in attendance.

023/22 To receive apologies for absence

- a. Apologies for absence were received from Mrs F Stern, Mr B Stern, Mr M Byham and County Councillor Deanus.

024/22 Declarations of interest

- a. Mr Seaborne and Mr Hughes, as neighbours, declared an interest in planning application reference WA/2022/00892.
- b. Mr Leung declared an interest in planning application reference WA/2022/00774.
- c. Mr Seaborne, as Governor at Bramley Infant School, declared an interest in agenda item 033/22-b.

025/22 Minutes of the meeting 17th February 2022

- a. Minutes of the meeting of 17th February 2022 were agreed by the meeting as a true record. These were signed by the Chairman.

026/22 Matters arising from minutes of the meeting of 17th February 2022

- a. The Clerk reported that she has made the requested changes to the minutes of the meeting of 20th January. These were signed by the Chairman.

027/22 Planning Review committee

- a. The list of current planning applications was reviewed by Members. The Clerk will submit Members' comments to Waverley Borough Council.
- b. Review of Planning report (circulated)
Members noted the Planning report circulated by the Clerk.
- c. Mr Molineux reported that the Waverley Eastern Committee discussed 2 planning applications in Bramley at a meeting earlier this week. Planning application reference WA/2020/0004, erection of new bridges, construction of new canal cut, new footpaths and landscaping submitted by the Wey & Arun Canal Trust has been rejected by Waverley Borough Council.
Planning application reference WA/2021/02185, use of tennis court to be used in association with the residential dwelling, erection of tennis court fence at The Clock House, Clock House Lane was approved by the committee.

028/22 Bramley Neighbourhood Police update

- a. The Clerk reported that between 10th February and 14th March 2022 there have been 34 crimes recorded, of which 12 are of public interest:
 - 12th February – Theft from motor vehicle on Old Rectory Close. Dog box stolen from back of land rover, damage caused to locks. Filed, no positive lines of enquiry.
 - 13th February – Theft of dog on Chestnut Way after dispute with farmer. Filed, owner has re-approached farmer and dog returned.
 - 13th February – Neighbour dispute on Colt Way. Dispute between neighbours over placement of bins. Filed following joint visit between police and Housing association.

ACTION

Clerk



- 15th February – Criminal damage on Home Park Close. Scratch to side of parked vehicle. Filed as no positive lines of enquiry.
- 15th February – Theft of Amazon parcel left on doorstep of house on Colt Way. Filed as no positive lines of enquiry.
- 21st February – Common Assault on Horsham Road. Neighbour has thrown water over another. Investigation ongoing.
- 2nd March – Anti-social behaviour in Ricardo Court. Neighbour dispute over the smell of cannabis. Ongoing investigation including joint police visit with housing officer.
- 2nd March – Theft of mobile phone belonging to High Street shop staff member. Filed as no positive lines of enquiry.
- 4th March – Public Order offence on Chestnut Way. Door to door salesman has sworn at victim. Filed as no positive lines of enquiry.
- 7th March – Theft of Amazon parcel from property on Fisher Rowe Close. Filed as no further lines of enquiry.
- 11th March – Drugs offence on Chestnut Way. During arrest, male has been found in possession in of class A and B drugs. Under investigation.
- 13th March – Theft from Co Op Petrol Station. Person has filled up car with fuel and driven off without payment. Under investigation.

Members asked the Clerk to warn residents about the theft of Amazon parcels from doorsteps on Facebook and in Bramley Update.

Clerk

- b. The Clerk received an email from Mrs Stern who had noted on Facebook that PS Claire Sutherland is retiring from Surrey Police. As PS Sutherland was the supervising officer for the Bramley Community Policing team, Mrs Stern has asked if she will be replaced and whether this will affect Bramley. Members asked the Clerk to find out.

Clerk

029/22 **Correspondence**

- a. Members noted the Correspondence report circulated by the Clerk.

030/22 **Waverley and Surrey County Councillors update**

- a. Mr Seaborne reported that:
- i. Waverley Borough Council has been considering how the Council can help with the Ukrainian crisis. Guidelines from central Government are awaited.
 - ii. Meetings between Waverley and Guildford Borough Councils take place weekly in order to work out how the two councils can work together. No further details are forthcoming as yet.
 - iii. Local Plan Part 2 is progressing. The draft plan is currently being reviewed by the Planning Inspectorate, who has asked a number of questions, which have been responded to by Waverley.
 - iv. Mr Seaborne, Mr Molineux, Mr Byham and the Clerk had a meeting with two Waverley Officers to discuss the parish boundary change proposals submitted by Bramley Parish Council. How each of the proposals can be addressed depends on the current Ward boundaries, which are also under review. Waverley will be discussing the Bramley proposals with the neighbouring parishes that are affected. The proposed change to the boundary at Gosden Common cannot be made as the change lies on the boundary with Guildford borough.

031/22 **Committee Actions**

- a. Library Committee
- i. Members noted the Library report circulated by the Clerk.



- ii. The Clerk was asked to obtain details of the number of visitors to Bramley Library over recent months.

Clerk

b. Village Hall Management Committee

- i. Members noted the Village Hall management committee report produced by Mr Coleman and circulated by the Clerk.
- ii. The Village Hall management committee has drafted a Service Level Agreement for the 2022/23 financial year to be agreed between the committee and the Parish Council. This was circulated by the Clerk. All Members agreed the draft agreement. The Clerk will produce a final version for Mr Seaborne and Mr Coleman to sign.

Clerk

c. Resilience Committee

- i. Mr Hughes reported that a survey of the sewage issues on Birtley Road will be carried out in late March by Thames Water. He continues to chase Thames Water regarding the issues at Bramley Mill.
- ii. The review of the Bramley Emergency Plan is progressing. An updated version of the plan will be circulated to Members once the review is complete.

d. Highways Committee

- i. The Clerk received an email from a resident of the High Street who has ongoing concerns about the speed of traffic along the A281. She regularly witnesses cars travelling at speeds far in excess of the speed limit. She has also spoken with parents of children at Bramley Infant School, who worry about walking their children to school. One parent is apparently considering moving their children to another school as it is so dangerous to walk to school. The resident asks if there is anything else that the Parish Council can do to address this issue with Surrey Highways, as she feels it has a very negative impact on the village.

Mr Seaborne reported that a meeting recently took place between Bramley Infant School, Surrey Highways and Surrey Police to discuss traffic speed on the A281 in Bramley.

Surrey Highways revealed the traffic speed data collected from a speed monitoring device that was installed on the A281 to the south of the Infant School for 1 week during October 2020. The data showed startling details, with the average speed of vehicles gauged to be 36mph in one direction and 34mph in the other, and one vehicle was registered to be travelling at 82mph.

Surrey Highways was more agreeable that speed on the A281 through Bramley is an issue. A meeting is scheduled with Jeremy Hunt MP for late March to discuss this matter further. It is hoped that average speed cameras can be installed through Bramley, although it is recognised that the cost of these may be an issue.

- ii. Mr Seaborne reported that there is a meeting planned to discuss Waverley's draft Walking & Cycling Infrastructure plan on 24th March. No Members of the Parish Council are available to attend this meeting. Cllr d'Arcy confirmed that he hopes to attend.

Cllr d'Arcy

032/22 **Parish updates and actions**

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

- i. Role of Sports Pavilion Trust Treasurer

The Assistant Clerk has received an expression of interest from a Bramley resident to take on the volunteer role of Treasurer for the Trust. This matter will be progress in the coming weeks.

Asst Clerk



- ii. The Clerk reported that she has received a request from the Pavilion Cleaner for an increase in his hourly rate from £13 per hour to £16 per hour from April. The rate has not been increased since 2019. Members agreed that as the cost of living is increasing, as well as the cost of cleaning supplies which the cleaner funds from the hourly payments, this increase is acceptable. The Clerk to inform the cleaner. Clerk
- iii. The Clerk and Assistant Clerk are working on obtaining quotes for replacement posts at Gosden Common. Mr Molineux suggested that instead of posts along the boundary with the Pavilion track, the digging of a small ditch and planting of a natural hedge (e.g. using brambles / wildflowers) would be a solution that would require less ongoing maintenance. Financing for this may be available from Waverley's Section 106 funding. The Clerk and Assistant Clerk will discuss this idea. Clerk / Asst Clerk
- iii. It was noted that the low fencing alongside the A281 at Gosden Common is damaged in places. The Clerk will inform Bramley Cricket Club. Clerk
- b. Station Road and environs (including Hall Road, Eastwood Road and Barton Road, Linersh Wood).
 - i. The Clerk has received a request from a Brambles Park resident for some lighting to be installed on the path leading from Hall Road to Windrush Close. It is very dark at night and the surface is uneven. The Clerk has asked Epsilon Lighting for advice on what kind of lighting can be installed on this footpath and an idea of costs. A response is awaited. Members asked the Clerk to enquire with St Catherine's School (owners of Malthouse Cottage) if they would be able to install some lighting on their boundary fence to light up the pathway. Clerk
It was also noted that the yew hedge on the Malthouse Cottage boundary is dropping debris, making the path slippery in wet weather. The Clerk will ask St Catherine's to ensure this stretch of the path is regularly swept. Clerk
- c. High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)
 - i. Grit bins on Chestnut Way
The Clerk reported that no response has as yet been received from Surrey Highways following the application for a new grit bin to be installed on Chestnut Way in January. She has asked Cllr Deanus to chase this up. The funding for this bin has been received from Cllr Deanus' Members Allowance, on the condition that it is used for the grit bin. If the application to Surrey Highways is unsuccessful, this funding will need to be returned to Surrey County Council. Clerk
Mr Coleman noted that the grit bin at the Library carp park is empty. The Clerk will arrange for it to be refilled and made more accessible.
 - ii. The Clerk reported that repairs to the steps and handrail on the public footpath from Snowdenham Links Road to Snowdenham Lane have been carried out by a volunteer team from the Guildford Ramblers group. Members asked the Clerk to post photographs of the footpath on Facebook. Clerk
- d. Grounds and Downs Link
 - i. Churchyard walls
Following discussion at the February Parish Council meeting, the Clerk confirmed that there is £6,500 in the Estates Maintenance budget for the 2022/23 financial year. The Clerk suggested that up to £2,500 of this could be used for the ongoing repairs to the walls in the Holy Trinity churchyard, with the remainder being utilised for ad hoc estates maintenance works that will arise.



	<p>This means that the £1,140 remaining in the Estates Maintenance budget for 2021/22 can be utilised for the laying of scalplings on the Pavilion track (quotes of £1,565 and £1,250 have been received). Members agreed. Clerk to action.</p>	Clerk
<p>ii. Eastwood Road play area</p>	<p>The Assistant Clerk has discussed with the Waverley Greenspaces Officer the possibility of applying for S106 funding to repair the failed fencing at the Eastwood Road play area (quotes received range from £1,436 to £3,200). The Officer has confirmed that S106 funding cannot be utilised for ongoing maintenance. He suggested that these works be included in the larger project to revamp the play area (there is £5,061 available in the S106 Playground Contribution pot and £5,510 available in the S106 Playing Pitches pot). The Assistant Clerk has made some progress on the plan to revamp the Eastwood Road play area. A further quote from a playground contractor is still awaited.</p> <p>Members agreed that as the fencing is in such poor condition, the repairs should be funded from the 2022/23 Estates Maintenance budget.</p> <p>Mr Seaborne suggested that it would be useful to have a meeting with the Waverley Greenspaces Officer, including Cllr d’Arcy and the Assistant Clerk to discuss how the S106 funding available could be spent. Assistant Clerk to action.</p>	<p>Clerk / Asst Clerk</p> <p>Asst Clerk</p>
	<p>e. <u>Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)</u></p> <p>i. Nothing to report.</p>	
<p>033/22 Finance</p> <p>a. Payments listed at Appendix B (circulated)</p> <p>Members agreed payments between 11th February and 11th March 2022, to the value of £5,045.57. The listing was signed by Mr Seaborne and returned to the Clerk.</p> <p>b. The Clerk received a request from Bramley Infant School for a grant of £1,198 to fund a defibrillator at the school. They have a defibrillator already on site, but during a recent training session, the school was advised that it is designed for adults, not children. The proposed new defibrillator would be suitable for use on adults and children.</p> <p>Members agreed that it was strange that the Infant School would purchase a defibrillator that was only suitable for adults. The Clerk was asked to obtain advice from local resident Graham Smith on whether adult defibrillators can be used on children by using different pads. The Clerk was also asked to find out from the Infant School what Surrey County Council’s policy is on the availability of defibrillators in schools.</p>		<p>Clerk</p> <p>Clerk</p>
<p>034/22 Points of information and any other matters</p> <p>a. Bramley Showcase evening (29th March 2022)</p> <p>The Assistant Clerk has confirmed that the Parish Council would like to take a table at this event and that the Chairman will make a short speech. Bramley Library will not have a separate presence at this event but will have materials available on the Parish Council table.</p> <p>Members agreed that it would be useful to display ideas for the Eastwood Road play area at this event, as well as notification that Parish Council elections will be taking place in 2023. The Clerk will also ensure that a few copies of the Bramley Neighbourhood Plan should be available to view.</p> <p>Mr Molineux and Mrs Burrows confirmed that they are not available to attend this event. Other Members plan to attend.</p>		<p>Clerk / Asst Clerk</p>



- b. Review of Parish Council policy and other documents.
 - i. The Clerk circulated the draft Parish Council Financial Regulations. These are based on the NALC Model Financial Regulations 2019 for England. These were agreed by Members. Clerk to publish the on the Parish Council website. Clerk
 - ii. The Clerk circulated the draft Parish Council Fixed Asset Register. No changes have been made since the 2021 register. The document was agreed by Members. Clerk
 - iii. The Clerk circulated the draft Parish Council Risk Assessment for 2022/23. The Clerk was asked to remove the references to risks at Bramley Village Hall as these are now covered by the Village Hall’s separate risk assessment. Once done, Clerk to publish the Parish Council Risk Assessment on the website. Clerk
 - iv. The Clerk circulated updated draft Standing Orders based on the updated template available from NALC. These were agreed by Members. Clerk to finalise the document and publish it on the Parish Council website. Clerk

- c. Members agreed that Parish Council meetings should continue to take place from 6:00pm in the main room at Bramley Village Hall for the May, June and July meetings. The April meeting is the Annual Assembly, commencing at 7:30pm. Clerk to book the main hall and update the website calendar accordingly. Clerk

The meeting closed at 19:30.

Agreed and signed Chairman, 19th May 2022