



**Minutes of the Annual Meeting of Bramley Parish Council
Held at Bramley Village Hall on 19th May 2022, starting at 6:00pm**

PARTICIPANTS

Mr R Seaborne, Messrs P Leung, T Coleman, P Molineux, B Stern, M Byham, T Hughes and Mrs A Burrows. The Clerk and Assistant Clerk were also present as well as County Councillor Deanus. There was 1 member of the public in attendance.

ACTION

- 035/22 **To receive apologies for absence**
- a. Apologies for absence were received from Mrs F Stern.
- 036/22 **To elect the Chairman of the Council and Vice Chairman**
- a. Mr Leung was nominated for the position of Chairman by Mr Seaborne and seconded by Mr Coleman. Unanimous vote and duly elected. Mr Leung signed the Declaration of Acceptance of Office.
 - b. Mr Coleman was nominated for the position of Vice Chairman by Mr Leung and seconded by Mr Stern. Unanimous vote and duly elected.
- 037/22 **To elect the Chairmen of the Parish Council Committees**
- a. Planning
Mr Molineux was nominated for the position of Chairman of the Planning committee by Mr Leung. Unanimous vote and duly elected.
 - b. Village Hall
Mr Coleman was nominated for the position of Chairman of the Village Hall management committee by Mr Leung. Unanimous vote and duly elected.
 - c. Library
Mr Byham was nominated for the position of Chairman of the Library committee by Mr Leung. Unanimous vote and duly elected.
 - d. Bramley Sports Pavilion
Mr Stern was nominated for the position of Chairman of the Bramley Sports Pavilion committee by Mr Leung. Unanimous vote and duly elected.
 - e. Resilience
Mr Hughes was nominated for the position of Chairman of the Resilience committee by Mr Leung. Unanimous vote and duly elected.
 - f. Highways
Mrs Stern was nominated for the position of Chairman of the Highways committee by Mr Leung. Unanimous vote and duly elected.
- 038/22 **Declarations of interest**
- a. None.
- 039/22 **Minutes of the meeting 17th March 2022**
- a. Minutes of the meeting of 17th March 2022 were agreed by the meeting as a true record. These were signed by the Chairman.
- 040/22 **Matters arising from minutes of the meeting of 17th March 2022**
- a. The Clerk reported that she contacted PC Greenaway following the concern raised in the March Parish Council meeting of the retirement of Sgt Sutherland from Surrey Police and its possible impact on community policing in Bramley. PC Greenaway confirmed that there will be no impact on the policing in the neighbourhood. Sgt Sutherland has been replaced by Sgt Graham Farmer, who has lots of policing experience.



041/22 **Bramley Neighbourhood Police update**

- a. The Clerk reported that between 11th March and 12th May 2022 there have been 43 crimes of which 21 were of public interest:
- 11th March – Male arrested on Chestnut Way on recall to prison. Upon arrest was found to be in possession of class A and B drugs. Under investigation.
 - 13th March – Theft – Driver made off without payment for fuel from petrol station on the High Street. Believed to be on cloned plates. Filed.
 - 15th March – Theft – Driver made off without payment for fuel from petrol station on the High Street. Garage making contact with vehicle owner.
 - 18th March – Criminal damage to vehicle on Home Park Close. Passenger window to vehicle has been smashed. No positive lines of enquiry. Filed.
 - 24th March – Theft – Driver made off without payment for fuel from petrol station on the High Street. Garage making contact with vehicle owner.
 - 28th March – Public Order offence on Birtley Road. Argument over loose dog disturbing livestock and horses. Suspect not known. Filed.
 - 29th March – Criminal damage to vehicle on Birtley Road. Damage to vehicle radiator, possibly domestic related. Under investigation.
 - 1st April – Non-dwelling burglary at Thorncombe Street. Suspect entered detached garage and stolen wallet from unlocked vehicle. No positive lines of enquiry. Filed.
 - 3rd April – Made off without paying taxi fare on Birtley Road. Stated would pay by bank transfer but never did. Under investigation.
 - 6th April – Criminal damage on Ricardo Court. Neighbour has caused damage to front door. Under investigation.
 - 11th April – Assault on Home Park Close. Neighbour has thrown a garden hoe at victim. Under investigation.
 - 12th April – Theft on Colt Way. Parcel stolen from doorstep after delivery. No positive lines of enquiry. Filed.
 - 12th April – Theft on High Street. 3 youths have stolen a bottle of £12 prosecco. Under investigation.
 - 16th April – Public Order offence on the High Street. Bar staff threatened when refused to be served. Suspects not identified. Filed as no evidence.
 - 17th April – Public Order offence on Ricardo Court. Ongoing neighbour dispute, verbal threats made. Victim not supporting further investigation. Filed.
 - 19th April – Dog bite incident on The Beeches. Whilst visiting an address, the dog has bitten homeowner. Community Protection Order issued to dog owner.
 - 25th April – Theft from Thorncombe Street. Theft of trailer from farm. Filed as no positive lines of enquiry.
 - 28th April – Fraud in Park Drive. Scam email received blackmailing the victim for money. Investigation ongoing.
 - 29th April – Neighbour dispute on Linersh Wood. Dispute over the dog being fed by the neighbour. Filed.
 - 2nd May – Public Order offence on Linersh Wood. Males have banged on victim's door and shouted abuse. Suspects not identified. Filed as no evidence.
 - 11th May – Burglary on Chestnut Way. Upon returning home, resident has found front door open. Nothing stolen. Filed as no positive lines of enquiry.
- b. On Saturday 7th May there was a motorcycle RTC on the A281 between Smithbrook Kilns and Barrihurst Lane. PC Greenaway confirms that officers were called to the incident just before 1pm. No other vehicles are thought to have been



involved and sadly the motorcyclist was pronounced dead at the scene. The motorcyclist was not local to Bramley.

- c. Members noted that there seemed to be a large number of crimes of public interest reported and questioned if there is a rise in crime in the area, are more crimes being reported, or is it due to the fact that the list covers 2 months. The Clerk was asked to invite PC Greenaway to the next Parish Council meeting to discuss.
- d. Mr Seaborne reported that he had heard news of a man who was apparently acting aggressively towards users of the Downs Link. The man was arrested by Police. It is anticipated that the details of this incident will be reported in the update received from the Community Policing team prior to the June Parish Council meeting.

Clerk

042/22 **Correspondence**

- a. Members noted the Correspondence report circulated by the Clerk.
- b. The Clerk reported that a response has been received from The Hunt Group regarding the safety issues at Bramley Millpond at the end of Mill Lane. They state that the land slope and the bench have obviously always been like this. Although technically it is private property and not open to the public, they will take this point up with Lord Hamilton as if there is a safety risk it needs to be addressed.
- c. Cllr Deanus has a small annual allocation of money to deal with issues such as bollards, signs, posts, knee rails and vegetation clearance. He asked Members to consider any areas that require urgent / essential work for 2022/23. The list will then be prioritised.

Mr Hughes asked if an application could be made to this fund for the planned signage from the Downs Link to the village centre. The Clerk reported that she hoped this signage could be funded from Section 106 environmental improvement funds that are available, along with a new bench at the Coronation Oak. She is progressing this application with Waverley Borough Council.

Clerk

Mr Seaborne suggested that an application to this fund could be made to carry out vegetation clearance works on the roadside of the path that runs from Park Drive to Mill Lane. Traffic management will need to be put in place in order to carry out these works, so not a task that the Parish Council grounds contractor can easily carry out. Some of the railings in this location may also be in need of repairs or replacement.

The Clerk was asked to submit an application to Cllr Deanus for these works.

Clerk

- d. The Clerk received an email from an Old Rectory Close resident who is concerned that a further application has been made to Surrey County Council for a dropped kerb at a neighbouring property. She believes that, if the application is approved, at least one tree will be removed and that many more residents will make such applications, which would change the character of the road.

The first application of this type, despite concerns raised by the Parish Council, was approved by Surrey Highways in November 2021.

Members agreed with the resident's concerns but that as the precedent has now been set, there is nothing that the Parish Council can do to assist. The Clerk was asked to respond to the resident.

Clerk

Mr Byham suggested that Surrey Highways should impose a condition that all new driveway surfaces should be of a porous material.

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

- a. Cllr Deanus reported that:
 - i. The highways works at Run Common Road have now been completed, at a cost to Surrey Highways of £2.1 million.



- ii. Cllr Deanus now has a £50,000 allocation to spend on Highways maintenance projects in his area, rather than going through Local Committee.
 - iii. Ringway has been appointed as the new highways contractor, taking over from Kier. Potholes are now being repaired more quickly, and there is a condition in the contract that if pothole repairs fail within a certain time period, they need to be repaired again at no cost to Surrey Highways. Cllr Deanus urged Parish Councils and residents to continue to report potholes through the SCC website.
 - iv. A CIL and Levelling Up paper is being prepared which proposes that CIL be set at a level of 25%, whether there is a Neighbourhood Plan in place or not.
- b. Mr Seaborne reported that:
- i. At the Waverley Full Council meeting last week, Mr John Ward was elected as the new Mayor of Waverley, with Penny Rivers as the Deputy Mayor.
 - ii. Following the sad death of 2 sitting Waverley Councillors, a by-election in Frensham has taken place, with another planned to take place in June in Hindhead.
 - iii. The Inspectors comments on the Local Plan Part 2 have been published. The Plan is due to progress to public examination stage from mid-July.

044/22 **Committee Actions**

a. Planning Review Committee

- i. The list of current planning applications was reviewed by Members. The Clerk will submit Members' comments to Waverley Borough Council. Clerk
- ii. Review of Planning report (circulated)
Members noted the Planning report circulated by the Clerk.
- iii. The Clerk reported that she had this week received amended ideas for a proposed new house at Bramley Millpond. These were forwarded to Members today. Members noted that the proposal has significantly changed from the previous proposals and is now a more standard application for a large new house in Bramley, rather than a houseboat / boathouse on or at the edge of Bramley Millpond. The amended proposal is for a large detached house situated away from the lake, in AONB, on Green Belt land, outside of the settlement boundary and does not comply with the Bramley Neighbourhood Plan. Members suggested that The Hunt Group should seek advice from Waverley Planning to ascertain if the proposal is likely to be approved or not, prior to the project progressing any further. It is recognised that the proposal could be seen as an enabling development for the required strengthening works to the culverts at the end of Mill Lane, but that 2 x 2-bedroom homes would sit better with the Parish Council's priorities covered in the Bramley Neighbourhood Plan. The Clerk was asked to forward the amended proposal to the residents who expressed concern on the project, reporting that they have advised The Hunt Group to discuss the project with Waverley Borough Council. Clerk

b. Library Committee

- i. Members noted the Library report circulated by the Clerk. Mr Hughes highly commended the Library team and the Storytime initiative over Easter. The Library appears to be going from strength to strength and the Clerk was asked to pass on the Parish Council's thanks to the Ops team and all volunteers. Clerk

c. Village Hall Management Committee

- i. Mr Coleman reported that Village Hall bookings remain steady. There are some issues with the cleaning of the hall. These are being discussed with the current cleaner and possible alternatives are being investigated.



- d. Resilience Committee
- i. Mr Hughes reported that Thames Water will not relocate the manhole at 2 Birtley Road and has closed the case on the sewage issues. The resident is able to request the manhole to be moved, but at her own cost.
Mr Seaborne reported that Jeremy Hunt MP has met with the resident, and he is raising the issue with the CEO of Thames Water.
 - ii. Mr Hughes will complete the review of the Bramley Emergency Plan in the next few weeks and circulate it to Members for comment.
- e. Highways Committee
- i. Nothing to report.

Mr Hughes

045/22 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
- i. Role of Sports Pavilion Trust Treasurer
The Clerk and Assistant Clerk have met with Bramley resident Michelle Riley, who has agreed to take over the voluntary role of Treasurer for the Trust. The Assistant Clerk is co-ordinating the handover from Jerome Hagen. The Clerk thanked the Assistant Clerk for her work in finding a suitable candidate.
 - ii. The Clerk reported that the potholes on the track leading to the Pavilion car park have been filled with scalplings. The verges around the common have been strimmed and work has been done to clear the overgrowing brambles around the locked gates. The common is looking good for the Fete.
- b. Station Road and environs (including Hall Road, Eastwood Road and Barton Road, Linersh Wood).
- i. The Clerk reported that she has asked St Catherine's School if they would be willing to install lighting along the boundary of Malthouse Cottage to illuminate the footpath from Hall Road to Windrush Close. The school has responded to say that they would have public liability concerns about installing such lighting. They would however be willing to consider making a contribution towards the cost of the installing some lighting.
The Clerk is still awaiting a date to meet with Epsilon Lighting to discuss what kind of lighting can be installed on this footpath and obtain an idea of costs.
St Catherine's School has confirmed that they will ensure that the path is kept clear of debris that drops from the yew hedge on the Malthouse Cottage boundary
- c. High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)
- i. Wall at Rhens Place
The Clerk circulated a report on the damage to the wall at Rhens Place which has been caused by a large tree in the Old Rectory Close car park.
Although the Clerk had previously been reliably informed that the land next to the wall is not the responsibility of the Parish Council, after investigation with HM Land Registry, the land was transferred to the Parish Council in the 1980s.
It is not entirely clear from the Deeds for the land if the Parish Council is responsible for the entire length of the wall.
The Clerk has discussed the issue with the agent acting for the Old Rectory Close Resident's Association, who is obtaining a quote to repair the wall. The Assistant Clerk has received a quote of around £3,000 for the repairs.
The agent has suggested that once he has obtained a quote, the cost is shared between the Parish Council and the Resident's Association.

Asst Clerk



<p>Members agreed that the liability for the repairs to the wall should lie with the Old Rectory Close Resident’s Association, as they own the tree that caused the damage. The Clerk was asked to contact the agent to convey this decision. The Clerk reported that the Resident’s Association has applied to Waverley BC to fell the tree that caused the damage. Waverley Planning officers have asked the Parish Council if the wall could be modified to incorporate the tree or not. If the latter, then the felling of the tree will be provided consent.</p>	Clerk
<p>Members agreed that the tree should be felled as the wall is of historical importance, being the boundary wall of the old Rectory. Clerk to respond to Waverley.</p>	Clerk
<p>ii. Grit bins on Chestnut Way The Clerk reported that still no response has been received from Surrey Highways following the application for a new grit bin to be installed on Chestnut Way in January. Cllr Deanus asked the Clerk to forward the details to him, so he can follow this up with Surrey Highways.</p>	Clerk
<p>iii. Mr Seaborne asked the Clerk to ensure that the flags in the centre of the village are raised for the Platinum Jubilee weekend. Clerk to action.</p>	Clerk
<p>iv. Mr Seaborne reported that he has been asked by the Bramley Village Society if the Parish Council would agree for the society to fund the planning of 1 or more trees on the land in front of Bramley Library to commemorate the Platinum Jubilee. Members agreed in principle and proposed that the large fir tree could be felled (as discussed at a previous meeting) in order to allow sufficient space for a new tree to be planted. Mr Seaborne will respond to the BVS.</p>	Mr Seaborne
<p>d. <u>Grounds and Downs Link</u></p>	
<p>i. S106 funding available for provision of play space equipment / progress of application to Your Fund Surrey The Clerk received an email from Waverley Borough Council informing her that £5,061 of S106 funding is available for play space contribution towards the provision of equipment and casual playing space within the vicinity of land adjacent to Little Saddlers, Ricardo Court. The Clerk received a project business case justification form to complete. Clerk contacted the Waverley officer to enquire how close “in the vicinity” means. He confirmed that as long as the project is within Bramley, it shouldn’t be an issue. It was hoped that these funds could be used as contribution to the revamping of Eastwood Road play area, although the Clerk believes that improved play facilities would be well received on the grass area next to the new development at Bridle Place. Members agreed that, if possible, the S106 funds should be used for the Eastwood Road play area project. The Assistant Clerk has made significant progress in preparing a survey to be made available online to be used for the application to Your Fund Surrey. The 3 ideas will be available for visitors to view at Bramley Fete and the Clerk asked Members to record any feedback received on the day. The Assistant Clerk will circulate the draft survey to Members, with a view to launching it in the coming weeks.</p>	Assistant Clerk
<p>e. <u>Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)</u></p>	
<p>i. Nothing to report.</p>	
<p>046/22 Finance</p>	
<p>a. Payments listed at Appendix B (circulated) Members agreed payments between 12th March and 13th May 2022, to the value of £17,011.25. The listing was signed by the Chairman and returned to the Clerk.</p>	



- b. 2021/22 Finance report and annual audit
 - i. The Clerk reported that she has closed the accounts for the 2021/22 financial year and carried out the year end procedures. The Internal Audit will be carried out on Tuesday 24th May. The Clerk circulated a report on actual income and expenditure against the agreed budget for review by Members along with a graphical representation of the figures.
Mr Seaborne asked if the Village Hall management committee had approved a grant to the Waverley Citizens Advice service. The Clerk confirmed that this grant has been approved and paid from Village Hall funds.
Members had no further questions or comments on the figures circulated by the Clerk.
 - ii. The Clerk circulated the Annual Governance Statement to Members. By agreeing to this statement, Members acknowledge their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements.
Members approved the Annual Governance Statement required for the external audit of the Parish Council accounts for 2021/22. The Chairman signed the Governance Statement.
 - iii. The Clerk will circulate the report on Receipts and Payments for the 2021/22 financial year prior to the June Parish Council meeting, so that the Chairman can approve the accounts. Any further questions Members may have about the accounts should be forwarded to the Clerk prior to the June meeting, so that the Chairman is in a position to approve them. The accounts are required to be submitted for external audit by the end of June.

Clerk

047/22 Points of information and any other matters

- a. Arrangements for Bramley Fete, 21st May 2022
The Assistant Clerk has co-ordinated all arrangements for the Village Fete and circulated a rota for manning the Parish Council tent on the day. The Parish Council will be sharing the space with the Bramley Village Society.
The Clerk and Assistant Clerk have prepared a range of display material similar to those displayed at the recent Bramley Showcase event.

The meeting closed at 19:00.

Agreed and signed Chairman, 16th June 2022