



**Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 20th June 2019, starting at 7:30pm**

PRESENT

Mr P Leung, Messrs M Byham, T Coleman, M Foley and B Stern. Mrs Victor, the Clerk was also present. There were no members of the public in attendance. Councillor Victoria Young and PCSO Snow were unable to attend.

059/19 To receive apologies for absence

- a. Apologies for absence were received from Mr Seaborne, Mr Molineux, Mr Hughes and Mrs Stern.

060/19 Declarations of interest in agenda items

None.

061/19 Minutes of the meeting 16th May 2019

- a. Minutes of the meeting 16th May 2019 were agreed by the meeting as a true record and signed by Mr Leung.

062/19 Matters arising from minutes 16th May 2019

- a. The Clerk asked those Members who had not signed the Declaration of Office to do so. She also asked those who had not returned their completed Register of Interests form to do so as soon as possible.
- b. The matter of a possible memorial in Bramley to commemorate the Queen's Platinum Jubilee in 2022 was discussed at the recent Bramley Village Society AGM. BVS confirmed that they would support seeking Bramley community ideas and involvement for a suitable memorial.

063/19 Bramley Neighbourhood Police update

- a. The Clerk has not received a report on recent crimes in Bramley from PCSO Snow.
- b. The Clerk has agreed with PS Sutherland that she will attend Bramley Parish Council meetings on a quarterly basis commencing in September 2019. She has also booked the meeting room in the Library for drop-in sessions for members of the public in early July and October. The Clerk was asked to advertise these in Bramley Update.

064/19 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. The Asian Hornet task group in Bramley has sent information to 4 residents on how to make traps, but they do not know if these have been set up. They would like up to 5 traps to be installed in Bramley but do not have the funding for them. The cost is £15 per trap. Members agreed that the Parish Council will fund 3 traps for Bramley. Clerk to action.
- c. The Clerk has received an email from the Royal British Legion with information on a new campaign called "Remember Together" that will be launched for the 2019 Poppy Appeal asking communities to fix messages of remembrance onto 8 large trees in Surrey in the 2 weeks prior to Remembrance Sunday. They have asked if the Coronation Oak in Bramley can be used as one of the trees. Members agreed that this was a good idea, as long as the tree is not damaged. Clerk to action.

ACTION

Clerk

Clerk

Clerk



- d. Since circulating the Correspondence report, the Clerk has received 2 requests from charities. Scope are looking for new locations for textile recycling banks and Sense are looking for locations for textile recycling and book banks and wheelie bins for internal donation station points. Members agreed that as there is already a textile recycling bank in the Library car park, another one in Bramley would not be necessary. A book bank could be a useful facility. The Clerk was asked to find out details (size, etc). Mr Byham reported that he has arranged for the large refuse bin currently in place at the Library to be exchanged for a smaller one. Depending on the size, a book bank could be installed next to the textile recycling bank.
- e. The Clerk has received an email in complaint about the number of advertising signs that are currently displayed in the village. Members noted this complaint but believe that the majority of the signage is to advertise upcoming events in Bramley or to communicate positive news (e.g. Infant school achieving 'outstanding' in recent Ofsted inspection). Any unnecessary signage should be removed. Clerk to action where appropriate.
- 065/19 **Waverley and Surrey County Councillors update**
- a. No report received this month.
- 066/19 **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 no response has been received to date from Waverley Borough Council concerning their informed opinion on the brownfield status of Smithbrook Kilns. Mr Hughes is updating the Basic Conditions Statement and writing the Consultation statement to be added to the Plan, and the whole Plan will then be proof-read. The team are aiming to send the next version of the plan to Waverley Borough Council for formal consultation by 1st September. Responses to those who submitted comments during the Regulation 14 consultation are being compiled. The Referendum is planned to take place in Spring 2020.
- ii. The Clerk received a telephone call from Fidelitas Property Consultants who are hoping to submit a planning application for the expansion of Birtley Courtyard into their overflow car park to provide new locations for local businesses. They have been discussing the project with a Planning Officer at Waverley who is on the whole happy with the proposal, but the new settlement boundary is causing her a problem. Currently, the Parish Council's proposed amended settlement area includes Birtley Courtyard but does not include the overflow car park. Fidelitas has asked if the Parish Council would amend the proposed boundary to include the overflow car park - so that the proposed extension to Birtley Courtyard is included in the settlement area.
- The Clerk circulated this request to Members who believe that this could be a material change to the draft Neighbourhood Plan and may require further public consultation. The Clerk will ask Waverley Borough Council for their advice.
- 067/19 **Report from Highways & Rights of Way committee**
- a. Mr Foley reported that he is planning a handover meeting with Mr Seaborne.
- b. Mr Foley has reviewed the proposal to carry out an assessment of the safety of the mini-roundabout in the centre of the village. The consultant has proposed that alternative layouts of the highway can be suggested. Mr Foley recommended that should this assessment go ahead, any alternative layout should include a comparison of whether it is safer for pedestrians and/or motorists or a better



layout for traffic flow than the layout proposed in the planning application for the development at Dunsfold Park. Members agreed with this recommendation.

- b. The Clerk reported that she has received a response from the Surrey County Council Countryside Access team regarding the resident request to open up a new access point onto the Downs Link from the first spur of Eastwood Road. The team has no objection to this other than to restrict vehicular access onto the Downs Link. They advise that permission would need to be sought from the landowner. As this section of the road is a private road, there is no public right of way for pedestrians other than for residents, so permission would also need to be given by the residents. The Clerk was asked to draft a letter to the residents of this spur of Eastwood Road to find out who the landowner is and to ask if they have any objection to the proposed new access to the Downs Link.

Clerk

068/19 Report from Library committee

- a. We were informed several months ago that a new Wi-Fi system had been installed. It hadn't. It now has but Bramley library was without Wi-Fi for at least 12 days between the installation of the new equipment and it going live.
- b. Debra Lee, our SCC liaison officer, is on secondment. Our interim point of contact is Amanda Edwards.
- c. Recent emails from SCC have included long list of addresses. We have suggested that SCC should be sending these using bcc, not least to meet GDPR requirements. The response was that they have been told that staff and volunteers are to be treated alike and these emails are 'internal' to SCC but SCC staff have SCC emails while volunteers are using their personal emails. SCC have agreed to look into this.
- d. The annual library enquiries count has taken place. The data is submitted to CIPFA (Chartered Institute of Public Finance & Accountancy). The survey started on Monday 10th June. SCC told us about it by email on Friday 7th June.
- e. A letter of complaint has been received by Bramley Library concerning the library being too noisy and the verbal complaint not being dealt with sympathetically. The Clerk has discussed a suitable response to the letter with with Maurice Byham, which will be drafted in the coming days.
- f. Details of the Summer Reading Challenge have been received and preparation work is underway.
- g. Mr Byham reported that he is planning to meet with Surrey Community Action to discuss the entrepreneurial advice service that they offer. This could be something that is offered through the Library.

Clerk

Mr Byham

069/19 Report from Resilience Group

- a. Mr Coleman reported that he is planning to meet with the Clerk and Mr O'Connell to review the terms of reference for the Resilience Group and discuss amendments to the Emergency Plan.
- b. Mr Byham and Mr Coleman are planning a site meeting at the garden in Fisher Rowe Close where a flap valve is located. The resident at the property is no longer able to maintain it.

Mr Coleman

Mr Coleman /
Mr Byham

070/19 Parish updates and actions

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. Transfer of ownership of Gosden Common
The Clerk contacted Guildford Borough Council to ask if a short report from the Parish Council would be useful to explain the history and reason for our request to transfer the ownership of Gosden Common to the Parish Council. GBC confirmed that this would be helpful. The Clerk drafted a report which was approved by Members. It was submitted to GBC in early June. Guildford Borough Council are due to discuss this matter at a meeting in July.



- b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)
- i. Mr Byham reported that he has met with an officer from Waverley Borough Council to discuss the use of the car park at the back of Edencroft with a view to making it available to residents of Bramley Lodge. There are 2 garages in the area that would need to be vacated. The owner of one of the garages has no need for it. It is not known who owns the other one. Mr Foley and Mr Byham will endeavour to progress this matter.
- c. Village Hall and environs (including Station and Hall Road, Windrush Close)
- i. Stone Barn update
The Clerk reported that the second bat survey took place in May. The third and final survey will be carried out on 10th July.
The planning application cannot be submitted until all of the surveys have been completed and a report from the ecologist has been received. The documentation for the application has almost been completed. The Clerk just needs to complete the Heritage Statement.
- ii. St Catherine's School kindly offered to repaint the white lines in the Village Hall car park. This work was carried out today. The School groundsmen will also fill some or all of the small potholes that are present in the car park and will repair the bollard in front of the stone barn that was recently knocked by a vehicle. Once the work is completed, the Clerk was asked to write a letter of thanks to the school and inform residents of the work the school has done in Bramley Update.
- iii. The Clerk was visited by a resident of Windrush Close who has asked if the small car park on the left as you drive down the Close can be tidied up. There is a strip of earth along the back of the car park that gets filled with weeds and broken trellis above the back wall. The resident informed the Clerk that a Waverley officer visited the car park some years ago and agreed to carry out the work, but it was never done. The Clerk will discuss the matter with Waverley.
- d. High Street and environs (including Snowdenham Links Road and Lane)
- i. Closure of Boots the Chemist
The Clerk wrote to the Managing Director of Boots UK to ask them to reconsider the decision to close the Boots store on the High Street. A response was received to say that the store has been operating at a loss for some considerable time so the closure will unfortunately go ahead.
- ii. 1st Bramley Brownies recently carried out a walk-about in Bramley village and identified a number of areas that could be improved. Mr Seaborne and Mr D'Arcy (Waverley Councillors) and Mrs Young (SCC Councillor) attended one of their weekly meetings to discuss this with the girls.
- They would like to carry out a litter pick in September. The Clerk will arrange for suitable litter picking equipment is available for them to use. It is hoped that Members of the Parish Council could get involved with this.
 - They would like to take over responsibility for the raised flower bed outside of the entrance of the Library. This used to be looked after by the Infant School but has not been worked on for some time. The Clerk checked with the school, who are happy for the Brownies to look after it from now on.
 - They would like a lollipop person to be available to cross the main road at The Coombes at school drop-off and pick-up times. Mrs Young will see if this is viable.
 - Broken bench at Home Park Close. The Clerk confirmed that responsibility for repairing this bench lies with Waverley Borough Council. She has reported it to them.

Mr Foley /
Mr Byham

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| iii. The Clerk reported that UK Power Networks has apparently reconnected the replacement lighting column on Horsham Road. The Clerk has not seen that it is now working but will do so in the coming days. If it is operational, she will finalise the insurance claim. | Clerk |
| iv. The Clerk reported that she has ordered the defibrillator for installation at the Jolly Farmer. It is due to arrive on 2nd July. The Clerk will organise its installation with the Jolly Farmer and an electrician. | Clerk |
| v. On 23rd May a vehicle drove over the mini roundabout in the village and crashed into the wall of the church pound on the High Street. The finger post sign, a bench and a bin were also rashed into. The Clerk arranged for the removal of the broken finger post and will arrange for its replacement. Waverley has confirmed that the bench and bin will also be replaced. | Clerk |
| vi. Mr Byham reported that a group of ramblers recently parked in the Library car park before setting out for a long walk. He informed the group that parking is limited to 2 hours and should really only be used by visitors to the High Street or Library. The group said they chose to park there as it is called the "Library car park" any they knew the Library was not open that day, so assumed there would be plenty of parking available. It was suggested that the name of the car park be changed to something other than Library car park. No decision was made. | Mr Coleman |
| vii. Mr Coleman reported that Bramley Grange carried out works to cut back vegetation that was overgrowing the wall onto Snowdenham Lane. A complaint was received that some of the tree roots are growing through the wall. Mr Coleman is investigating who is responsible for this matter. | Mr Coleman |
| e. <u>Grounds and Downs Link</u> i. Martin D'Arcy (Waverley Councillor) has asked if more insect-friendly plants can be planted in the flowerbeds in front of the Library. The Clerk will look into options available and action as necessary. | Clerk |
| f. <u>Rural Parish (including Birtley Green, Grafham and south)</u> i. Nothing to report | Clerk |
| 071/19 Finance | Clerk |
| a. Members approved the payments to the value £20,619.98. Details are set out in the payment listing at Appendix B. | Clerk |
| b. 2018/19 Finance report and annual audit i. The Clerk circulated the report from the Internal Audit that was carried out at the end of May. The internal auditor raised some minor recommendations that the Clerk will put in place in this financial year. The internal auditor signed the required documentation to be submitted to the external auditor. | Clerk |
| ii. Although the Annual Governance Statement was signed by Mr Seaborne at the May meeting, the internal auditor advised that it should be signed following the completion of the internal audit. The Clerk asked Members to again agree to the statement. By agreeing to this statement, Member 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 2018/19. The Chairman signed the Governance Statement. | Clerk |
| iii. Members approved the accounts and the Chairman signed the Annual Governance and Accountability Return for the 2018/19 financial year. The Clerk will submit the annual return to the external auditor and ensure the required documents are published on the Parish Council website. | Clerk |



072/19 **Points of information and any other matters**

- a. Proposed changes to Parish Council Code of Conduct
The Clerk circulated the proposed changes to the Code of Conduct to reflect the changes recently made in the Waverley Borough Council Code of Conduct. Members approved all the changes. The Clerk was asked to implement the new code.
- b. The Clerk informed Members that the Wey & Arun Canal Trust is holding a Public Consultation meeting regarding the planning application for works on the Downs Link that they intend to submit. The meeting is taking place at Bramley Library on Saturday 22nd June between 11:00am and 1:00pm.
- c. Mr Foley asked for clarification on the final agreement regarding the maintenance of the churchyard walls.
The Clerk reported that, as proof of closure of the churchyard has been provided by the Ministry of Justice and that the Parochial Church Council requested that the Parish Council assume responsibility of the churchyard in the correct manner (albeit without the correct proof at the time), the Parish Council is responsible for the upkeep of the churchyard walls. The Clerk reported that she has discussed the matter with the PCC and confirmed that any maintenance will be carried out when Members agree it is necessary and by a contractor of their choosing. The PCC are agreeable to this. Members agreed with this opinion.
Mr Byham reported that he has sent details of one possible contractor to the Clerk. He has also noticed a property boundary wall on Iron Lane that has recently had work done to a good standard. The owner of this property could be contacted to obtain details of the contractor if desired.

Clerk

The meeting closed at 8:30pm.

Agreed and signed Chairman, 18th July 2019