



Minutes of a Meeting of Bramley Parish Council
Held at Bramley Village Hall on 20th January 2022, starting at 6:00pm

PARTICIPANTS

Mr R Seaborne, Messrs M Byham, T Coleman, P Molineux, B Stern and Mrs F Stern. The Clerk was also present as well as County Councillor Kevin Deanus and Borough Councillor Martin D'Arcy. There was 1 member of the public in attendance.

001/22 To receive apologies for absence

- a. Apologies for absence were received from Mr T Hughes, Mr P Leung and Mrs A Burrows.

002/22 Declarations of interest

- a. None.

003/22 Minutes of the meeting 16th December 2021

- a. Minutes of the meeting 16th December 2021 were agreed by the meeting as a true record. These were signed by the Chairman.

004/22 Matters arising from minutes of the meeting of 16th December 2021

- a. Grit bins on Chestnut Way

The Clerk has investigated the possibility of funding the installation of 1 or 2 grit bins on Chestnut Way / The Range (at a cost of £826 per bin) from Neighbourhood CIL income or Section 106 funding.

The CIL team responded saying that Neighbourhood CIL should be used to 'support development' and it would be difficult to argue that a grit bin project does this given that the existing issues (steep, icy/slippery in bad weather) have likely to have been in existence since the roads/pavements were first built. Equally, CIL should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development, which again could not be argued. Therefore, it is their view that this is not a project suitable for CIL.

The Section 106 team responded saying that the proposed bins would not fall within the Environmental Enhancement definition, so funding from S106 is not possible.

The Clerk has asked Cllr Deanus if funding for one or two bins could be achieved from his Member's Allocation. He has requested funding for 1 bin, exact location to be confirmed.

The Clerk reported that the funding for a new bench at the Coronation Oak that was discussed at the December meeting can be funded through Section 106. Clerk to action once the grit bin funding has been confirmed.

- b. The Clerk reported that she contacted Surrey County Council to take up their offer of free trees to be planted in Bramley. Unfortunately, the trees on offer can only be planted on land owned by the Parish Council due to legal issues of ownership. All of the areas identified at the December meeting were on land owned by other parties (SCC, WBC, schools). SCC confirmed that local schools had been included in the offer and Bramley Infant School have already submitted their request.
- c. Mr Seaborne asked the Clerk to ensure that a layer of scalpings is laid on the Pavilion track prior to the Village Fete in May. The Clerk will discuss this with the Assistant Clerk and make sure this is done.

ACTION

Clerk

Clerk



005/22 **Bramley Neighbourhood Police update**

- a. The Clerk reported that between 10th December and 19th January there have been 26 reports created of which 12 are of public interest:
- 10th December – Violent crime – violent shoplifter – filed.
 - 10th December – Theft – violent shoplifter – filed.
 - 12th December – Crime other – sheep killed – filed.
 - 18th December – Criminal damage – damaged window – filed.
 - 21st December – Prescribed limit offence – drink driver – under investigation.
 - 22nd December – Theft – DPD parcels stolen from front door – filed.
 - 23rd December – Prescribed limited offence – drink driver – under investigation.
 - 29th December – Criminal damage- damage to fence panel – filed.
 - 29th December – Criminal damage – vehicle damage to car tyre – filed.
 - 30th December – Road traffic offence – driving while on mobile phone – filed.
 - 4th January – Violent crime – assault over face mask wearing – filed.
 - 5th January – Burglary – garden equipment from garden shed – filed.
- b. Members noted that it is alarming to see details of violent crime in Bramley and asked the Clerk to obtain more information from the Community Policing team on these crimes. Clerk to action.

Clerk

006/22 **Correspondence**

- a. Members reviewed the Correspondence report circulated by the Clerk.
- b. Shared ownership property on Webster Court
The Clerk reported that following information received from English Rural about a shared ownership property they are currently marketing on Webster Court, she has posted the information on Facebook and the Assistant Clerk has displayed posters on noticeboards and distributed copies to businesses on the High Street. This property has a local connection criterion, but if English Rural is unable to find a local person within the nomination period of 6-8 weeks, the leaseholder has the opportunity to put the property onto the open market and at this stage the local connection criteria will be lifted. English Rural has confirmed that they have received some expressions of interest in the property.
- c. Bramley Fete 2022
The Clerk has received confirmation that the 2022 Bramley Fete will take place on Saturday 21st May on Gosden Common. This was noted by Members.

007/22 **Waverley and Surrey County Councillors update**

- a. SCC Cllr Deanus reported that:
- i. He is still pursuing progress to be made on the lease for the former school playing field. No further action to report to date on this matter.
 - ii. The highway works on Run Common Road are still progressing and the road is still planned to reopen at the end of March 2022.
 - iii. He has raised the land ownership issue for the free trees that were on offer with the relevant portfolio holder as many Parish Councils do not own land. He will inform the Clerk if any solution to this issue can be found.
 - iv. Following a request from the Clerk, he enquired about the possibility of reducing the cost of the lease for the Eastwood Road play area, currently set at £600 per annum. The relevant portfolio holder has responded saying that as the Parish Council is a precept authority, this amount is part of their approved budget spend, and it would set a precedent if Surrey County Council (representing its wider communities) were seen to be subsidising one particular locality. So the cost of the current lease cannot be reduced.
The Clerk was asked to find out when the current lease expires.

Clerk



- b. WBC Cllrs d’Arcy and Seaborne reported that:
- i. The Waverley Local Plan Part 2 has been submitted to the Secretary of State. A judgment is awaited.
 - ii. Waverley’s draft budget proposals will be discussed by the Overview and Scrutiny Committee in the week commencing 24th January and will be discussed by the Waverley Full Council at their meeting of 22nd February.
 - iii. The appeal against Surrey County’s Council rejection of the application for the construction, operation and decommissioning of a well site on land south of Dunsfold Road and East of High Loxley Road, Dunsfold has been called in. A decision on this appeal will be made by Government.
 - iv. There has been a minor reshuffle of the portfolio holders at Waverley Borough Council.
- c. Waverley Community Governance Review
- i. Waverley BC is carrying out a Community Governance Review of parishes in the borough area. Initial consultation period runs from 17th January to 25th February, and Waverley welcomes submissions that respond to the matters that fall within the scope of the Community Governance Review including parish council size and parish warding arrangements. The Clerk forwarded the information to Members.
 - ii. Members agreed that some suggestions for changes to parish boundaries would be sensible.
 - iii. The Clerk will circulate the list of questions asked within the Community Governance Review to Members and will arrange an informal session to discuss the suggestions, to include Mr Seaborne, Mr Molineux and Mr Byham.

Clerk

008/22 **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.
 - ii. Review of Planning report (circulated)
Members noted the Planning report circulated by the Clerk.
 - iii. The Clerk reported that she has received confirmation from Waverley Borough Council that the Bramley Neighbourhood Plan was officially ‘made’ on 13th January 2022.
Waverley has asked the Parish Council to provide the GIS layers for any policies which are mapped in the neighbourhood plan (such as local green spaces, wildlife corridors, strategic views and vistas and site allocations) so they can be uploaded onto the Council’s interactive mapping system.
The Clerk was asked to contact Waverley asking for clarification on what is required, as Members are unsure that the Parish Council has the technical capability to provide this information.
- b. Library Committee
- i. Report noted for the record.
- c. Village Hall Management Committee
- i. Mr Coleman reported that a meeting of the management committee will be arranged by the Clerk to discuss various matters including:
 - An application received from Citizens Advice Waverley for a grant;
 - A new Covid Omicron grant that is available;
 - The draft Service Level Agreement to be agreed by the committee and the Parish Council.

Clerk

Clerk

Clerk



d. Resilience Committee

- i. In Mr Hughes' absence, the Clerk reported that a meeting has been held between Mr Hughes, the Clerk and Assistant Clerk who are in the process of updating and improving the emergency response process. These will be presented for discussion at a future Parish Council meeting.
- ii. Following the sewage problems in Mill Lane during 2021, a further sewage issue has recently been reported at a home on Birtley Road. Thames Water is currently investigating the issue.

e. Highways Committee

- i. Request for support from Hambledon PC for red HGV weight restriction signage to be installed on Salt Lane and Markwick Lane.

The Clerk received and circulated to Members a letter from Hambledon Parish Council requesting support for the installation of red HGV signage on Salt Lane and Markwick Lane to stop HGVs using the route as a cut through from Milford to Cranleigh.

The issue is currently with Waverley's Local Committee and is being pursued by County Councillor Kevin Deanus and a number of Ward Councillors who are supporting the principle. Hascombe Parish Council is also involved in the petitioning.

Members agreed that the installation of such signage will have an impact on the A281 through Bramley. Surrey Highways is currently carrying out a traffic survey of the wider area to work out what the impact will be.

Members agreed that the Parish Council is supportive of the proposal as long as the traffic survey to assess the implications on the wider area is carried out, in particular what the effect on the A281 will be. Clerk to respond to Hambledon Parish Council.

Mr Coleman reported that he has observed that the new Co-op store in the centre of the village is much busier than Budgens was previously. This is causing some traffic issues in the village.

- ii. SCC Local Cycle and Walking Infrastructure Plan.

The Clerk received an email from the Sustainable Transport Projects Officer at Waverley Borough Council who is supporting Surrey County Council in the development of a 'Local Cycle and Walking Infrastructure Plan'. He is currently hoping to tap into local knowledge and map out walking zones plus potential walking and cycle routes in the borough and is looking for information on:

- Core Walking Zones (CWZs) defined as normally consisting of a number of walking trip generators that are located close together. As a guide, CWZs are a 5 minute / 400m walk across, typically the cluster of destinations in a village centre.
- Education destinations
- Destination hubs (outside the CWZ) such as a business park, health centre complex or railway station
- Walking routes
- Cycle routes

Mr Seaborne reported that he and Cllr d'Arcy have done some work on mapping the Core Walking Zones in Bramley and circulated a draft map to Members.

Mr Seaborne and Cllr d'Arcy will review the information submitted by Cranleigh Parish Council on this information gathering exercise and develop similar information from a Bramley perspective.

Members agreed that more access points on to the Downs Link would be of benefit.

Clerk

Mr
Seaborne



009/22 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. The Clerk reported that she has booked the Pavilion for the Bramley Fete on 21st May and informed the Cricket Club.

- b. Station Road and environs (including Hall Road, Eastwood Road and Barton Road, Linersh Wood).
 - i. Nothing to report.

- c. High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)
 - i. Members have noted that the development works on land next to Wisteria on Birtley Road is creating mess on the highway and pavement. The Clerk was asked to inform Waverley Enforcement, asking them to carry out a site visit.

- d. Grounds and Downs Link
 - i. Grounds maintenance update
The Clerk reported that an annual schedule of works has been received from Grasstex. This is currently being reviewed by the Clerk and the Assistant Clerk. A sweep of the Downs Link from behind Singh Concrete to the Tannery Lane bridge is due to be done either late this week or early next.
 - ii. Churchyard walls
Some repair works to the churchyard walls has been done. The Clerk and Assistant Clerk will be discussing what further works are required in the short term over the coming weeks.
 - iii. The Assistant Clerk has received a quote of £1,168.51 from Grasstex to repair the fencing at the Eastwood Road play area. A further quote has been received, which is more than 3 times the quote from Grasstex. The Clerk and Assistant Clerk will review both quotes to ensure both contractors are quoting for the same work.
 - iv. It has been noted that, despite the refusal by Waverley Borough Council of a planning application to create an in / out access arrangement at Singh Concrete on Birtley Road, such an access arrangement has been created and is being used. Mr Seaborne reported that he has already raised this issue with Waverley Planning Enforcement, who is investigating the matter.
 - v. Mr Seaborne reported that the Wey & Arun Canal Trust has opened a new public footpath alongside the Downs Link at Birtley Bridge. He asked for the information to be included in the next issue of Bramley Update.

- e. Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)
 - i. Nothing to report.

Clerk

Clerk /
Asst Clerk

Clerk /
Asst Clerk

Clerk /
Asst Clerk

Asst Clerk

010/22 **Finance**

- a. Payments listed at Appendix B (circulated)
Members agreed payments between 11th December 2021 and 13th January 2022, to the value of £9,442.02. The listing was signed by Mr Seaborne and returned to the Clerk.

- b. Review of quarterly accounts against 2021/22 budget
The Clerk circulated a report on the accounts to the end of December 2021 with a forecast outcome to the end of the financial year.
This report was noted by Members. Although the report shows that the projected current bank account balance will be fairly low at year end, Members did not feel it necessary to transfer funds from the reserves account.



c. Interim internal audit of 2021/22 accounts

The Clerk circulated the report from the internal auditor on the interim internal audit of the 2021/22 accounts and a summary of the recommended actions to be addressed prior to the end of the financial year.

This was noted by Members.

The internal auditor has recommended that the Council should consider obtaining a purchase card from the bank. This will enable internet purchases to be made direct from the bank, eliminating the need for these purchases to be made by the Clerk and then reclaimed as expenses. Members agreed that the Clerk should arrange for such a purchase card with Lloyds Bank.

Clerk

d. Maturity of United Trust 1-year Fixed Deposit account

The Clerk reported that the United Trust 1-year Fixed Deposit account holding the Council's reserves of £47,500 matures on 27th January. The Council is invited to reinvest the reserves at a rate of 1.25% for 1 year, 1.55% for 2 years or 1.7% for 3 years. The reserves were last reinvested at a rate of 1.0% for a 1 year bond in January 2021. For comparison, Lloyds Bank offer a 1-year fixed term deposit account at a rate of 0.05%.

Members agreed that the Clerk should arrange for the reserves of £47,500 be reinvested in a 1 year fixed deposit account with United Trust Bank. Clerk to action.

Clerk

011/22 **Points of information and any other matters**

a. Queen's Platinum Jubilee celebrations – 2nd-5th June.

The Clerk has received information from Waverley Borough Council about celebrations to mark the Queen's Platinum Jubilee. Leading up to the Jubilee weekend, Waverley BC will be encouraging local communities to hold street parties and events and to participate in the Big Jubilee Lunch. To help with this they will be waiving road closure fees, issuing tips and advice on organising events and signposting groups to sources of funding for Jubilee related projects. Suggested projects include street parties, beacon lighting, exhibitions in libraries, tree planting, etc.

The Clerk has briefly discussed the matter with Murray Campbell (BVS) and the Bramley Fete committee. Mr Campbell advised that the BVS is now all but defunct, so it is unlikely that they will be arranging any events to mark the jubilee, although they may be interested in lighting a beacon.

As the jubilee weekend is very close to the date of the Bramley Fete (which will have a jubilee theme), the Fete committee would be unable to be involved in arranging any further events.

Some National Lottery funding is available to help communities celebrate the jubilee.

Members agreed that the community should be encouraged through Bramley Update to arrange their own street parties.

Asst Clerk

The Clerk will discuss with BVS whether they would like to organise the lighting of a beacon in Bramley.

Clerk

The Clerk was asked to make progress on the application to Your Fund Surrey for a new play area at Gosden Common, which could be named the "QE2 Platinum Jubilee Play Area".

Clerk /
Asst Clerk

The meeting closed at 19:30.

Agreed and signed Chairman, 17th February 2022