



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

**PARTICIPANTS**

Mr P Leung, Messrs T Coleman, R Seaborne, P Molineux, M Byham, B Stern, Mrs F Stern and Mrs A Burrows. The Clerk and Assistant Clerk were also present as well as County Councillor Deanus and Borough Councillor d’Arcy. There were 2 members of the public in attendance.

**ACTION**

**080/22 To receive apologies for absence**

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

**081/22 Declarations of interest**

- a. None.

**082/22 Minutes of the meeting 15th September 2022**

- a. Minutes of the meeting of 15th September 2022 were agreed by the meeting as a true record. These were signed by the Chairman.

**083/22 Matters arising from minutes of the meeting of 15th September 2022**

- a. The Clerk reported that in the Correspondence report for the September meeting, she had incorrectly reported an issue with a dead tree alongside the Downs Link as being on Fisher Rowe Close. The resident who reported the issue lives on Old Rectory Close. Since the September meeting, the Clerk has investigated the boundaries between the property and the edge of the Downs Link. She determined that unfortunately the land where the tree is located is owned by the resident, so it is his responsibility to pay for the cost of felling it. The Clerk has informed the resident. No further action is required.

**084/22 Correspondence**

- a. Members noted the Correspondence report circulated by the Clerk.
- b. The Clerk received an email from Chantries & Pewleys estate agents based in Shalford who are looking for ways that they can support the Parish Council in the future. From next year they are looking to increase the amount of support for local groups and communities, e.g. sponsoring events, advise to residents. Members suggested the following ways they could support:
  - Promoting Bramley Update to new residents of Bramley;
  - Informing them of the Helping Hand initiative which has been recently launched to help those who need financial or other help in the current climate. One suggestion is to fund a “community fridge” that could be located in a central location in the village where people can contribute items for those struggling to buy food items, especially over the winter months. The fridge would need to be fixed to e.g. a wall for security.

The Clerk was asked to respond to Chantries & Pewleys with these suggestions and put them in touch with Jane Austin regarding the Helping Hand initiative.

- c. Cllr Seaborne was alerted to an application to formalise an alleged right of way to the east of the Downs Link and between Bramley and Grafham. Roughly half of the path sits in Bramley parish and the balance in Shamley Green. Comments are being invited.

Members had no comments on this application. No further action required.

- d. The Clerk received an email from Mr Graham Smith notifying the council that the Bramley Bowls Club will be closing in early 2023. Mr Smith believes that the land and facilities may revert to the parish Council and there may be a covenant that

Clerk



would determine this. The Chairman of the Bowls Club may be able to obtain details of such a covenant.

It was noted that information on the Bowls Club is included in the Bramley Neighbourhood Plan. Policy BNP-C2: Assuring Future of Sites of Community Importance designates local buildings and spaces as Sites of Community Importance for the stated purpose to reflect their acknowledged importance to the life and enjoyment of the local community. The policy includes the statement: "Bramley Bowls Club, owned by bowls club. This site reverts to Bramley Parish Council if the bowls club closes"

The Clerk has submitted an application to acquire the title registry and title plan for the land. This has not yet been received and it is thought that HM Land Registry will not hold any details of the site.

Mrs Stern suggested that historical minutes of Hambledon District Council may include details of the site and these minutes can be found in the Surrey History Centre.

The Clerk was asked to write to the Chairman of the Bowls Club formally confirming that the Parish Council would like the ownership of the land to be transferred to the Parish Council following closure of the Bowls Club.

Clerk

#### 085/22 **Waverley and Surrey County Councillors update**

- a. Waverley Cllr d'Arcy reported that at a recent Waverley Council meeting, the Climate Change and Sustainability supplementary planning document was approved.  
At the meeting, Waverley's Constitution was also changed. Waverley Borough Council and Guildford Borough Council have now formally merged and a joint Executive team are now in place.
- b. Surrey Cllr Deanus reported that progress has been made on the installation of average speed cameras on the A281 through Bramley. Surrey Highways are planning to install the cameras before the end of the current financial year – earlier than previously planned.
- c. Cllr Deanus reported that Surrey County Council is being impacted by inflation. They need to make savings of £100m, but are confident that no public services will be cut.
- d. Cllr Deanus reported that the Your Fund Surrey initiative has recently changed the process of awarding grants so it is now more streamlined. Each Surrey Councillor is now allocated individual sums of up to £50,000 to award to community projects. Bramley Parish Council was planning to submit a grant application to Your Fund Surrey for the regeneration of the Eastwood Road play area and is currently collating community views on this project. Cllr Deanus confirmed that projects that had strong community support would be more successful in being awarded a grant, and applications should be made to Cllr Deanus at the earliest opportunity.
- e. Cllr Deanus continues to receive complaints regarding the reliability of the Stagecoach bus service in Bramley. He asked that residents should continue to report issues of buses either being late or not arriving so he can raise the issues with Stagecoach.

#### 086/22 **Committee Actions**

- a. Planning Review Committee
  - i. The list of current planning applications and draft comments from Mr Molineux were reviewed by Members. Mr Hughes, Mr Seaborne and Mrs Burrows declared an interest in the licence application for Bramley Golf Club, as they are members of the club.  
Members agreed the draft comments from Mr Molineux. The Clerk will submit Members' comments to Waverley Borough Council.

Clerk



- ii. Review of Planning report  
Members noted the Planning report circulated by the Clerk.
- iii. Mrs Stern reported that substantial building works seem to be carried out at a property in Birtley Green. These works can be observed from the Downs Link. She has been unable to find a planning application for such works.
  
- b. Library Committee
  - i. A report from the Library Operations team was received by the Clerk. This was noted by Members.
  - ii. Since circulating the report, the Clerk has been asked by the Operations team to investigate the purchase of a new laptop for the Library. The current laptop that is used by volunteers is damaged. Members agreed the purchase of a new laptop, to be funded from the Library bank account. Clerk to action.
  
- c. Village Hall Management Committee
  - i. Mr Coleman reported that the half-year accounts against budget have been reviewed by the Village Hall committee. It will be a challenge to balance the books by the end of the financial year.
  - ii. 2 of the heaters in the Village Hall were condemned during their annual service. New appliances need to be purchased at a cost of £3,585 plus VAT.
  
- d. Resilience Committee
  - i. Mr Hughes has circulated the final Emergency Plan to all Members.
  
- e. Highways Committee
  - i. Mrs Stern reported that the Community Speedwatch initiative is now back up and running. During a recent Saturday session, more than 30 vehicles were recorded to be travelling in excess of the speed limit on the A281. Mrs Stern has logged all the details of these vehicles with Surrey Police.

Clerk

087/22 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
  - i. There is an ongoing issue with the toilet drains at the Pavilion which are often being blocked. Thames Water have investigated the issue and confirmed it is not an issue they can resolve.  
A plumber has been able to clear some of the drain, but suspects that tree routes some distance away from the Pavilion building are damaging the pipes. The Assistant Clerk is arranging for the plumber to investigate further.
  
- b. Station Road and environs (including Hall Road, Eastwood Road and Barton Road, Linersh Wood).
  - i. The Clerk has been notified of damage being done to the posts that secure the Station Road gates (southern side), meaning that the gates were not secure. The resident who notified the Clerk of this very kindly fixed a security chain to the gates as a temporary solution. The Assistant Clerk will source a contractor to fix the damaged posts.
  
- c. High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)
  - i. Nothing to report.
  
- d. Grounds and Downs Link

Asst Clerk

Asst Clerk



- i. The online survey to gather community views on the proposed regeneration of the Eastwood Road play area closes on 21st October. The Assistant Clerk estimates that around 130 responses have been received.

Once the survey has closed, the Assistant Clerk will collate all responses and circulate the details to Members.

Asst Clerk

- ii. Gosden Common bunds / posts

The online survey to gather community views on the security of Gosden Common – either by a bund around the northern perimeter or concrete posts – is due to close at the end of October. Approximately 48 responses have been received to date, most of which are in favour of a bund.

Once the survey has closed, the Assistant Clerk will collate all responses and circulate the details to Members.

Asst Clerk

- e. Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)

- i. Nothing to report.

#### 088/22 Finance

- a. Payments listed at Appendix B (circulated)

Members agreed payments between 9th September and 13th October 2022, to the value of £10,024.27. The listing was signed by the Chairman and returned to the Clerk.

- b. Review of Accounts against Budget to end September 2022

A report was circulated to Members showing the half-year financial position against budget.

Some questions were raised by Mr Seaborne, which were answered by the Clerk. Clerk to check the forecast Administration income figure, which is incorrect.

Clerk

- c. Review of Bank Reconciliation reports

The Clerk reported that the bank statements and reconciliation reports from 1st April to 30th September have been reviewed and approved by Mrs Stern.

- d. Handover the Parish Council Accounts and finance matters to new Responsible Finance Officer.

The Assistant Clerk has formally been appointed the role of Responsible Finance Officer for the Parish Council and Village Hall charity. The current Clerk will be working with her on a freelance basis to hand over accounts and all finance matters.

- e. Interim Internal audit of 2022/23 Parish Council accounts.

The Clerk reported that the internal auditor will be carrying out an interim audit of the accounts for the current financial year on 5th December.

The Clerk will be working with the Assistant Clerk /RFO on the preparation for this interim audit.

#### 089/22 Points of information and any other matters

- a. Recruitment of locum / replacement Parish Clerk

The Parish Clerk will be leaving the Parish Council on 26th October. Work has commenced on finding a suitable locum and permanent replacement Clerk, headed up by Mr Coleman. No applications for the role have been received to date and Councillors were asked to do what they can to spread the word about the role.

The job will be advertised on Indeed.com, and Members asked the Assistant Clerk to draft a Special Bramley Update to raise awareness in the community.

Asst Clerk

In the short term, Julie Flenley will be contracted as a Locum Clerk. She is able to work for up to 10 hours per week from 31st October. This agreement will be finalised in the coming days.



Mrs Victor will work with the Assistant and Locum Clerk on a freelance basis in a handover role in the coming weeks / months for approximately 6 hours per week, as required. Mrs Victor and Mr Leung agreed and signed a contract for this work.

b. Remembrance Sunday

The Clerk reported that she has submitted an application for the road closure for the Remembrance Sunday service to Waverley Borough Council. This closure has been approved. Waverley asked the Clerk to inform the Stagecoach bus company of the closure. This has been done.

The Clerk was asked to circulate the notes on preparations for the Remembrance Sunday service to Mr Leung and the Assistant Clerk.

4 wardens are required to assist in the road closures. Mr Coleman volunteered to be one. Mr O’Connell of BVS, who has previously assisted with this will be contacted to see if he will be another volunteer.

2 further volunteers are required. Members who are able to do this should liaise with the Assistant Clerk.

c. Review of current energy costs.

The Clerk was asked to check the contract with the streetlight electricity supplier. She believes it is currently a fixed term contract. To be confirmed.

Asst Clerk

Members

Clerk

**Public Session**

Mr Smith informed Councillors that he has recently been reporting issues with street signage, grass verges, etc in the south side of the village to Surrey County Council. SCC respond to report that issues have been resolved, when often they have not been. Mr Smith will continue this work with SCC.

The meeting closed at 19.45.

Agreed and signed ..... Chairman, 17th November 2022