



Minutes of a Meeting of Bramley Parish Council
Held remotely via Zoom on 18th March 2021, starting at 7:30pm

PARTICIPANTS

Mr R Seaborne, Messrs R Stern, M Byham, P Leung, A Coleman, T Hughes, P Molineux, Mrs F Stern and Mrs A Burrows. Mrs Victor, the Clerk was present. Borough Councillor Kevin Deanus was present. There were no other members of the public in attendance. County Councillor Victoria Young and Borough Councillor Martin D’Arcy were unable to attend.

ACTION

030/21 To receive apologies for absence

- a. No apologies for absence were received by the Clerk.

031/21 Declarations of interest in agenda items

Mr Molineux declared an interest in any discussion concerning Surrey Police as he sits on the Surrey Police Joint Audit committee.

032/21 Minutes of the meeting 25th February 2021

- a. Minutes of the meeting 25th February 2021 were agreed by the meeting as a true record. These will be signed by the Chairman at the next meeting held in person.

033/21 Matters arising from minutes 25th February 2021

- a. None.

034/21 Bramley Neighbourhood Police update

- a. Between 6th February and 11th March there were 39 occurrences of crimes, of which 15 are public interest.
- 11th February and 24th February – 2 x theft of garden hedges at property under renovation – Primrose Way. Both filed due to no evidence.
 - 13th February – Person found in possession of cannabis on Birtley Road – investigation ongoing.
 - 16th February – Covid related report in Thorncombe Street. No confirmed breach of Covid regulations.
 - 17th February – Covid related report on Chestnut Way. No confirmed breach taking place and words of advice given.
 - 23rd February – Burglary in Thorncombe Street. Female states she heard someone enter an unlocked premises but nothing seen and nothing taken. Filed due to no positive lines of enquiry.
 - 24th February – Drug driving / possession of cannabis with intent to supply / possession of offensive weapon on Birtley Road. Investigation ongoing. The Clerk was asked to find out if this offence was committed by a Bramley resident, or whether the driver just happened to be travelling through Bramley to establish if Bramley residents should be wary. If the latter, the incident should be reported in Bramley Update.
 - 26th February – Fraud, Social media account hacked in Bridle Place. Suitable advice given to victim and report filed.
 - 27th February – Racially aggravated public order on the High Street. Suspect arrested. Investigation ongoing.
 - 2nd March – Theft of jacket from boot of motor vehicle on Home Park Close. No positive lines of enquiry so filed.
 - 4th March – Covid related report in Thorncombe Street – quarantine checks. All in order and no breach.

Clerk



- 7th March – Theft of catalytic converter from The Coombes. No positive lines of enquiry so filed.
 - 7th March – Covid related report in Thorncombe Street – quarantine checks. All in order and no breach.
 - 10th March – Damage to window of vehicle in The Coombes. Relates to the same vehicle where catalytic converter was stolen on 7th March. No positive lines of enquiry so filed.
 - Sometime between December and February – Theft of generator from outbuilding on Snowdenham Lane. Filed due to no evidence.
- b. The team have been conducting patrols around the sports pavilion but no further disturbances have been detected.
- c. In relation to the issue of speed checks that was raised previously, PC Greenaway has been waiting to attend some refresher training on the speed laser device. This has prevented him being able to complete checks. Training has now been completed and he plans to be out and about carrying checks out. A colleague has been doing some checks on his behalf when he has had the chance.

035/21 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. Waverley Borough Council circulated a draft Public Space Protector Order in respect of anti-social behaviour in the borough. The order includes the prohibition of bonfires and barbecues on Waverley-owned parks and open spaces except with the express permission of Waverley BC in advance. In Bramley, the areas covered by this order are Birtley Green, Birtley Road cemetery, Chestnut Way recreation ground, Rooks Hill, Rushett Common and the woodland at The Coombes. The draft Order was noted by Members who believe there is no particular issue with bonfires or barbecues on Waverley-owned land in Bramley but are happy for the regulations to be enforced. The Clerk was asked to respond accordingly to Waverley.
- c. The Clerk received a request from a Barton Road resident to consider the laying of astro turf at the Eastwood Road play area as the football pitch is bare of grass and looks unsightly. The request was supported by 30 other Bramley residents. Members agreed that laying astro turf at the play area would improve the facility but are concerned about how secure the astro turf would be once laid. The Clerk was asked to enquire with the Community Police team to find out if theft of such surfaces is a common occurrence.
- The cost of laying astro turf would be too expensive for the Parish Council to fund. If security is not an issue, external funding may be an option to be considered in the future (for example from Your Fund Surrey).

Clerk

Clerk

036/21 Waverley and Surrey County Councillors update

- a. Mr Seaborne reported that a third session of the Waverley meeting to discuss the annual budget is taking place on 22nd March. At this meeting, a new Members' Code of Conduct prepared by the Local Government Association will also be discussed. It is expected that this will be approved.

037/21 Covid-19 Community Support Scheme

- a. The Clerk reported that she has received a request for medication collection from Wonersh pharmacy from a Ricardo Court resident. She has organised one of the volunteers to collect this. Mrs Burrows reported that she received and actioned a request for the same from this resident a few weeks ago. No further requests for assistance have been received in the last month.



038/21 **Report from Planning Review committee**

- a. Review of current planning applications
The list of current planning applications was reviewed by Members. The Clerk will submit Members' comments to Waverley Borough Council.
- b. The Planning Review committee had met to consider applications received since the last meeting. Their decisions were noted as per Appendix A.
- c. Neighbourhood Plan (NP) progress report
Mr Stern reported that Members' preferred choice of external examiner has been submitted to Waverley Borough Council. The public consultation period ends on 19th March, following which time the draft plan will be submitted to the external examiner for review from mid-April.

Clerk

039/21 **Report from Library committee**

- a. Life at the library continues as before. It is open for click and collect on 4 days per week. All shifts are booked in good time, with the vaccination programme allowing more volunteers to feel happy to resume.
- b. Various bits of maintenance have been carried out by SCC contractors and the Operations team is hopeful that the heating engineer booked for 19th March will have the knowledge and parts to fix the heating in the main body of the library, finally.
- c. Members agreed that once the Covid-19 pandemic is over, volunteers should be applauded for being able to keep the Library running in very difficult circumstances.

040/21 **Report from Bramley Village Hall management committee**

- a. Mr Coleman reported that the Stone Barn has been let to Mr Bob Room to use for storage of personal goods for six months effective 1st March at a rate of £120 per month. He will insure the items stored. An advance payment of £720 has been received.
- b. Village Halls are permitted to reopen on 12th April, however restrictions as to usage remain until 17th May according to Action with Communities in Rural England (ACRE) latest advice. The previously agreed Check List for Reopening will be actioned as appropriate.
- c. The Clerk is finalising details to enable the new BVH bank account to be operated from 1st April.
- d. Dennis Lordan has submitted a list of maintenance items that require attention. The list will be reviewed by the Clerk and discussed at the next committee meeting.

Clerk

041/21 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. A meeting of the Pavilion management committee took place on 15th March. The Clerk was unable to attend this meeting and is awaiting the minutes.
 - ii. Mr Gates (President of the Sports Pavilion) has suggested that it would be useful to have representation of a Parish Councillor on the Pavilion management committee. Mr Stern agreed to join the committee. The Clerk will inform Mr Gates.
- b. Station Road and environs (including Hall Road, Eastwood Road and Barton Road, Linersh Wood)
 - i. The Clerk was asked to organise for the gates on Station Road at the Downs Link to be repainted and for some suitable gravel to be laid on the muddy patch of path situated on the south side of the gates.

Clerk

Clerk



- c. High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)
- i. The Clerk reported that she has been notified that the street name signage for Old Rectory Close has fallen down. She has reported this to Surrey Highways for repair.
- d. Grounds and Downs Link
- i. Damage to train in Eastwood Road play area.
The Clerk reported that she has been informed of exposed nails on panels removed from the train in the play area. She has not been able to go to check the damage to date but will do so in the coming days. She will also arrange for the fencing between the play area and the Downs Link to be repaired. Clerk
- e. Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)
- i. The Clerk has received a list of public bins situated in the village from Mr Hughes. Mrs Burrows agreed to inform the Clerk if there are any public bins in Thorncombe Street. Mr & Mrs Stern will check if there are any south of the village to Smithbrook Kilns. Mrs Burrows, Mr & Mrs Stern
- 042/21 **Finance**
- a. Members approved the payments to the value £3,494.55. Details are set out in the payment listing at Appendix B. This listing will be signed by the Chairman at the next meeting that can be held in person.
The Clerk was asked to check the charge for the photocopier in the Library as it was thought to be a little high. Clerk
- b. Review of Parish Council Risk Assessment
The Clerk circulated the draft Risk Assessment for 2021. She pointed out that only minor amendments have been made since the 2020 version was approved in March 2020.
Minor changes were suggested and agreed by Members. The Clerk was asked to make the changes to the document. Clerk
- c. Review of Parish Council Asset Register
The Clerk circulated the draft Asset Register for 2021. No changes have been made since the 2020 version as no new major assets have been purchased. The Asset Register was approved by Members.
It was agreed that once the Village Hall has been separated from the Parish Council in April, the facility should be revalued. Clerk to action. Clerk
- 043/21 **Points of information and any other matters**
- a. Locum Clerk support and progress on employment of Assistant Clerk
- i. A pay-as-you-go contract with HR Services Partnership has been agreed to assist with contractual issues around employing the locum Clerk and Assistant Clerk, as well as any contractual assistance with the Clerk's sick leave.
- ii. The Clerk reported that she has spoken to Julie Flenley, the Clerk at both Alfold and Hambledon Parish Councils, who would be able to carry out Clerk duties for 5 hours per week whilst the Clerk is on sick leave from the beginning of April. She would be able to clerk meetings, write and distribute Bramley Update and work on any other current ongoing projects. She would work on a freelance basis at a cost of £25 per hour, this being the rate recommended by SSALC. This was agreed by Members and the Clerk was asked to utilise HR Services Partnership to draft a suitable contract to be signed by both parties. Clerk



The Clerk reported that the tasks associated with year-end can be postponed until her return to work. The Internal Auditor has been alerted to the Clerk's health situation. An extension to the external audit can be applied for if necessary.

iii. The permanent vacancy for a part-time Assistant Clerk has been advertised in Bramley Update. The Clerk plans to speak with the Womersley Parish Council Clerk in the coming days about recruiting for their Assistant Clerk role, as it is understood that they received many applications, some of which may be interested in the role at Bramley Parish Council.

Clerk

b. Draft plans for new housing on the former school field have been received and are being reviewed by Mr Seaborne and Mr Stern. The locum Clerk will be involved in this project as appropriate.

c. Annual Assembly

As Covid-19 restrictions will still be in place on 22nd April, it was agreed that the Annual Assembly will be delayed until restrictions have been lifted. Regulations state that this meeting can take place any time before the end of June.

There will be no Parish Council meeting in April.

The Clerk was asked to book the main room in the Village Hall for all Parish Council meetings from May onwards, to allow for sufficient social distancing.

Clerk

The meeting closed at 20:41.

Agreed and signed Chairman, 20th May 2021