



**Minutes of the Meeting of Bramley Parish Council
Held at Bramley Village Hall on 17th November 2022, starting at 6:00pm**

PARTICIPANTS

Mr P Leung (Chairman), Messrs T Coleman (Vice Chairman), T Hughes, R Seaborne, B Stern, Mrs F Stern and Mrs A Burrows. The Clerk was also present as well as County Councillor Deanus. There was 1 member of the public in attendance.

ACTION

090/22 To receive apologies for absence

- a. Apologies for absence were received from Messrs P Molineux and M Byham, Cllr d'Arcy and Debbie Ersser (Assistant Clerk and RFO).

091/22 Declarations of interest

- a. None.

092/22 Minutes of the meeting 20th October 2022

- a. Minutes of the meeting of 20th October 2022 were agreed by the meeting as a true record. These were signed by the Chairman.

093/22 Matters arising from minutes of the meeting of 20th October 2022

- a. Cllr Molineux reported that the recent ongoing correspondence between the bowling club and the parish council had resulted in the parish council looking to Land Registry to check title deeds and evaluate the possibility of taking on the building. Cllr Molineux is taking this forward at present and will report on updates.

094/22 Correspondence

- a. Members noted the Correspondence report circulated by the Clerk.
- b. The Locum Clerk noted a conversation from a member of the public with Cllr Coleman with regards to a bring and buy sale in aid of Ukrainian families living locally. Councillors noted the correspondence but it was felt that it could be organised without input from BPC, who would support the initiative by advertising it through the Bramley Update and locally if it was to go forward. No further action at present.
- c. The Locum Clerk also noted ongoing correspondence from Mr Graham Smith representing Bramley Bowls Club, which councillors note will be closing in early 2023. Mr Smith believes that the title in land may revert to Bramley Parish Council. Cllr Molineux has agreed to take this forward by contacting Land Registry to check the deeds. Updates to follow.
- d. The Locum Clerk also noted the correspondence with regards to the recently vandalised train at the park. It had been placed back in situ by a resident and it was secure after being checked by 3 BPC councillors. Locum Clerk is to note the damage and possibility of it happening once more on the village risk assessment and recirculate for Members.

095/22 Waverley and Surrey Councillors update

- a. Cllr Deanus gave reports on issues at County and Borough level.



096/22 **Committee Actions**

a. Planning Review Committee

- i. The list of current planning applications and draft comments from Mr Molineux were reviewed by Members. Members agreed the draft comments from Mr Molineux with regards to current applications and Locum Clerk to submit Members' comments to Waverley Borough Council.
- ii. Review of Planning report (circulated)
Members noted the Planning report circulated by the Locum Clerk.
Members noted the response from Waverley Borough Council with regards to the Licencing application at the Bramley Golf Course.

b. Library Committee

- i. A report from the Library Operations team was received by the Clerk. This was noted by Members.
- ii. The Locum Clerk updated Members on a number of maintenance issues, including signage, heating, Symphony monitor and a new printer. Locum Clerk is carrying on the process of sourcing a suitable laptop for the library.

Clerk

c. Village Hall Management Committee

- i. Mr Coleman reported that hire costs were under review as utilities costs were rising.

d. Resilience Committee

- i. Mr Hughes noted that a dry run of the Emergency Plan had been carried out in recent inclement weather and wardens had been liaised with in Linersh Wood and Fisher Rowe Close. The plan was robust but needed a couple of very slight alterations but otherwise should be implemented. Signs are to be printed and laminated for a key flood wardens. Locum Clerk to implement.

Locum
Clerk

e. Highways Committee

- i. Mrs Stern reported that the Community Speedwatch has had a further session and recorded a total of 15 vehicles speeding through the parish. Most numberplates were recorded for the record. Average speed cameras for the village were on target for delivery next year in Bramley.

097/22 **Parish updates and actions**

a. Pavilion and environs (including Gosden Common, Links Road)

- i. Mrs Stern questioned whether a bund and a ditch were required for Gosden Common. It was suggested getting further quotes for constructing a bund by depositing earth as Shalford PC and Guildford have done. Mr Darcy advised that bringing in earth from elsewhere ran a risk of also importing roots undesirable plants such as Japanese knotweed. Councillors requested that the Locum Clerk look at solutions at Guildford Stoke Park and Shalford to cost out bunds but agreed action needed to be taken to ensure the security of the area.
- ii. The Locum Clerk notified councillors that a new bin had now been installed at Gosden Common which had been funded by s106 funds. Updates on installation to follow.

Assistant
Clerk



<p>b. <u>Station Road and environs (including Hall Road, Eastwood Road and Barton Road, Linersh Wood).</u></p> <p>i. The Locum Clerk noted that the Assistant Clerk had finalised the order for new signage which was funded by s106 money. Updates on timescales to follow.</p> <p>ii. Locum Clerk reported that signs had been painted around the station area, alongside a number of benches around the village.</p>	Locum & Assistant Clerk
<p>c. <u>High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)</u></p> <p>i. The Locum Clerk reported that the Assistant Clerk had ordered the bench for the Coronation Oak which was also funded by s106 money. Updates on installation timescales to follow.</p> <p>ii. The Robinson Garden sculpture and associated works has now started. Progress updates to follow.</p> <p>iii. Streetlighting costs in the parish is now on a fixed term contract until February 2025.</p>	Asst Clerk Locum Clerk
<p>d. <u>Grounds and Downs Link</u></p> <p>i. Nothing to report.</p>	
<p>e. <u>Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)</u></p> <p>i. Cllr Seaborne noted that rural crime had been on the increase in the area. Requested that the Locum Clerk contact Surrey Police to ask them to attend the December meeting in order to understand what actions are being undertaken to limit crime. Locum Clerk to action.</p>	Locum Clerk
<p>098/22 Finance</p>	
<p>a. <u>To approve payments listed at Appendix B (circulated)</u></p> <p>i. Members agreed payments between 14th October and 11th November 2022, to the value of £7,549.34. The listing was signed by the Chairman and returned to the Locum Clerk.</p>	
<p>b. <u>Review of Accounts against Budget to end October 2022</u></p> <p>i. No report was circulated to Members as unavailable due to staff changeovers. Financial position of the parish council against budget will be provided in December alongside budget/precept 2023/24.</p>	
<p>c. <u>Review of Bank Reconciliation reports</u></p> <p>i. No report was circulated to Members as unavailable due to staff changeovers. Report expected in December meeting.</p>	
<p>d. <u>Budgets 2023/24</u></p> <p>i. Councillors agreed to discuss budgets at the December meeting following a meeting between the outgoing Clerk and the Assistant Clerk/RFO. To be circulated for evaluation in advance of the meeting.</p>	Assistant Clerk and Locum Clerk
<p>e. <u>Handover of Parish Council Accounts to new Responsible Financial Officer</u></p> <p>i. The Locum Clerk noted that this process was in hand, with the outgoing Clerk offering assistance to ensure a smooth transition. Assistant Clerk is to work alongside the outgoing Clerk to draft budget allocations for 2023/24 and assist in the interim internal audit. Assistant Clerk to update.</p>	Assistant Clerk
<p>f. <u>Interim Internal audit of 2022/23 Parish Council accounts.</u></p>	



The Locum Clerk reported that the internal auditor was scheduled to carry out the interim audit of the accounts for the current financial year on 5th December. This may now be rescheduled to 12th December due to the auditor no longer able to make the original date. Assistant Clerk to update.

Assistant Clerk

Points of information and any other matters

099/22 Recruitment of locum / replacement Parish Clerk

- a. The Locum Parish Clerk commenced her role on 4th November 2022 and will be in post until a replacement for the outgoing Clerk has been secured. The Clerk’s role has been advertised on Indeed.com. 5 applications have been received but none have proved suitable yet. The job has also been included in the local school’s newsletter.

Review of current energy costs.

- b. The Locum Clerk confirmed that Bramley Parish Council were on a fixed term streetlighting contract until 28th February 2025. Gas and electricity are paid for by the Village Hall.

Gosden Common Survey

Discussed survey results – most respondents were in favour of a ditch and bund and

- c. costings have been sought by the outgoing Clerk. Locum Clerk to contact Guildford and Shalford councils to evaluate the cost-benefit of their bunds and to look at costings once more with Grasstex.

Locum Clerk

Streetlighting

- d. See item 099/22 (b)(i).

The meeting closed at 19.13.

Agreed and signed Chairman, 15th December 2022