



Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 13th December 2018, starting at 7:30pm

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, M Byham, T Coleman, T Hughes, M Foley and P Leung. Mrs Victor, the Clerk was also present. There were 2 members of the public in attendance. Councillor Victoria Young and PCSO Snow were unable to attend.

132/18 To receive apologies for absence

- a. Apologies for absence were received from Mrs O'Connell.

133/18 Declarations of interest in agenda items

None.

134/18 Minutes of the meeting 15th November 2018

- a. Minutes of the meeting 15th November 2018 were agreed by the meeting as a true record and signed by Mrs Stern.

135/18 Matters arising from minutes 15th November 2018

- a. Wey & Arun Canal Trust
The Clerk reported that she has received and circulated to Members a response from the Wey & Arun Canal Trust regarding the recent enquiries received from residents. She has forwarded the response to the residents and the Trust has agreed that the information can be published in Bramley Update. The Clerk was asked to include it in the January issue.
- b. Air quality monitoring equipment
- i. Waverley has been refused permission to position their air quality monitoring tube at the initial preferred position on Bramley High Street. It will now be sited outside the residential flats at Windrush House. This is very slightly further from the road but has flats at ground level so there is relevant exposure. The Clerk was asked to find out why permission was refused to install the small piece of equipment in the preferred location.
- ii. Mrs Stern obtained a quote to install additional air quality monitoring equipment to be funded by the Parish Council - £7,100 plus annual service charge of £600 in year 1, £480 in future years and £720 for replacement sensors every 2 years. Members agreed that it is too costly to consider at this time but could be considered should funding be received from any future Community Infrastructure Levy money.

136/18 Bramley Neighbourhood Police update

- a. The Clerk received a report detailing crimes of public interest between 15th November and 12th December from PCSO Snow, as follows:
- b.
- 21st November 2018 – Residential burglary on Primrose Way, Bramley. House alarm sounded, suspects entered the rear of the property and then left the scene. Police unit including dog unit deployed which had found a track but no suspect identified at this time.
 - 22nd November 2018 – Residential burglary on Snowdenham Links Road, Bramley. Garage forced and ladder removed and used to gain access to an upstairs bedroom, alarm sounded, nothing taken.
 - 22nd November 2018 – Theft from petrol station on the High Street. Person in the garage dropped their purse which was then stolen.

ACTION

Clerk

Clerk



- 28th November 2018 – Theft from a property on Eastwood Road, Bramley. A cast iron bath was removed from the side of a property without permission. The property was undergoing renovation work to the bathroom.
- 3rd December 2018 – Theft from an unattended vehicle in Grafham which had been involved in an accident.

PCSO Snow reports that two dwelling burglaries are two too many. Of note, house alarms are a good deterrent and do work in the majority of cases. Vulnerable side entrances and boundaries are almost always the preferred entry points for the perpetrators. He urges residents to keep these secure at all times. The Clerk was asked to include advice in the next issue of Bramley Update.

Clerk

137/18 Correspondence

- Members reviewed the Correspondence received as detailed in the Correspondence report.
- The Clerk has received a request from Bramley Cricket Club to site a third advertising board on Gosden Common alongside the A281 for use by one of their sponsors. Agreement was received from Members. Clerk to advise the Cricket Club.
- The Clerk received a request for a grant from The Grafham Room to assist in funding required for roof repairs. The Clerk was asked to send them the Grants & Loans Policy which includes an application form. She should also ask for details of the quotes they have received to carry out the repairs.

Clerk

Clerk

138/18 Waverley and Surrey County Councillors update

- Mr Byham reported that the new Dog Control regulations have been approved by Waverley Borough Council. It is now an offence for dog owners to not pick up dog fouling in public spaces.
- Mr Seaborne reported that Tim Oliver is the new Leader of Surrey County Council. He has indicated that he would like to move the Council's head office from Kingston into Surrey, so officers have a better link with residents.

139/18 Report from Planning Review committee

- The Planning Review committee had met to consider applications received since the last meeting. Their decisions were noted as per Appendix A.
- It was noted that Guildford Borough Council has refused the planning application for the proposed new housing development on Chinthurst Lane.
- Neighbourhood Plan (NP) progress report.
 - The draft plan is now almost ready for the formal Regulation 14 consultation. It has been agreed that this will run from Saturday 12th January to Friday 22nd February 2019.
 - The Clerk has been asked to write to all Bramley residents and businesses to announce and give details of the consultation. This will cost in the region of £1,200. Members approved this expenditure.
 - Weekly drop-in events with refreshments will be organised as follows:
 - Saturday 12th January Bramley Village Hall 1:00pm to 3:00pm
 - Tuesday 22nd January Bramley Library 6:00pm to 8:00pm
 - Wednesday 30th January Bramley Library 10:00am to 1:00pm
 - Saturday 9th February Bramley Village Hall 10:00am to 1:00pm
 - Wednesday 13th February Smithbrook Kilns morning (to be confirmed)
 - Wednesday 20th February Bramley Library 6:00pm to 8:00pm

Clerk



- iv. Members of the Neighbourhood Plan committee and the Clerk will be available for discussion at each of these sessions. There will also be a presentation on loop, display materials, hard copies of the Plan and forms for feedback from attendees.
- v. Hard copies of the Plan and posters will also be on display in the Library, the Clerk's office and other public locations (public houses, cafés, golf club). The final draft plan will be published on the website as well as an online feedback form.
- vi. Mr Hughes reported that he has submitted the latest draft of the Basic Conditions Statement as part of the Neighbourhood Plan to the Plan committee.

140/18 Report from Highways & Rights of Way committee

- a. Mr Seaborne reported that a Highways committee meeting was held in November. He has updated the list of proposed highways priorities for Bramley and forwarded it to Victoria Young for review.
- b. Mr Seaborne reported that Surrey Highways has added repainting of the pedestrian crossing on Station Road to their works list.
- c. The annual Waverley Parking review will be discussed at the next Local Committee meeting that is taking place tomorrow. The issue of dangerous parking on Snowdenham Lane has not been deemed to be sufficiently important to be included on the priority list for 2019/20. Mr Seaborne will raise this at the Local Committee meeting.

Mr
Seaborne

The meeting closed to allow the public session.

Two residents of Eastwood Lodge raised the issues associated with the fact that a branch of Eastwood Road is not an adopted road and asked Members how roads can become adopted. Members advised that Surrey County Council is the only authority that can do this. Members agreed to raise the issue with Victoria Young.

A car owned by an Eastwood Road resident has been parked in an inconsiderate location close to Eastwood Lodge for over 2 years. He is not willing to move the car and as the road is not adopted, it cannot be treated as an abandoned vehicle. It has been noted that ambulances that regularly attend residents in Eastwood Lodge are not able to easily turn out of the car park, which could be a danger to life. Members agreed to try to discuss the issue with the resident who owns the car.

One of the residents also raised an issue concerning overgrowing trees in a neighbouring garden. Members advised that the Parish Council are not in a position to assist in this matter and that she should obtain legal advice.

141/18 Report from Library committee

- a. Various Christmas activities are planned - Bauble Hunt throughout the village and a Storytime on 28th December.
- b. Volunteer training sessions were held during November to inform attendees on the tasks that will not be carried out by Surrey Libraries staff from January 2019 and will need to be carried out by volunteers. The majority of the tasks do not appear to be burdensome and a new set of procedures have been put in place giving clear instructions of what needs to be carried out and when. Surrey Libraries staff are spending more time in Bramley Library until the end of December to assist volunteers with the handover.
- c. A draft Memorandum of Understand renewal and Lease renewal have been received. Sue O'Connell and the Clerk have reviewed the documents, both of which are only for a term of 1 year. Surrey Libraries has confirmed that as the Library Service is currently carrying out a public consultation regarding future plans for the service, it seemed sensible to renew the agreements for only 1 year.



Within the Lease, Surrey County Council has given permission for the Citizens Advice terminal to be installed in the Library. A clause is included asking for a licence fee to be paid by Citizens Advice Waverley “to reflect a market rate for the space shared together with a proportionate cost for the services.” Members agreed that such a licence fee is absurd as offering the Citizens Advice service will not involve any additional cost to Surrey County Council and will provide a useful service to the community. The Clerk was asked to contact Victoria Young to ask her to intervene.

Clerk

- d. Prior to the meeting Mrs O’Connell circulated proposed responses to the Surrey County Council consultation on Library and Cultural Services. Members were in agreement with the proposed responses.
Mrs O’Connell also reported that there are 2 different versions of the consultation available – one online and one in hard copy. It was suggested that this issue should be raised with Victoria Young as the 2 different versions will result in inaccurate data.

142/18 Report from Resilience Group

- a. Mr Coleman reported that there is a flap valve in the garden of a property on Fisher Rowe Close that has been maintained by the home owner for the last 30 years. He is no longer able to maintain the valve. Mr Coleman and Mr Byham agreed to visit the property to find out what maintenance is required. The Parish Council may be able to take over this responsibility.

Mr
Coleman /
Mr Byham

143/18 Parish updates and actions

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

- i. The Clerk reported that the new gates for Gosden Common have been delivered. Shaun Clark is due to install them in the coming days.
The Clerk noted that once they have been installed, she will arrange for signs to be fixed to the gates giving information on contacting the keyholder. The Clerk will hold the keys. Mr Molineux agreed to hold a spare set.

Clerk

b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)

- i. The Clerk has received a further quote of £262.50 to repair the post box at the entrance to Bramley Business Centre (previous quote received for £477). Members approved this revised quotation. Clerk to action.

Clerk

c. Village Hall and environs (including Station and Hall Road, Windrush Close)

- i. Stone barn update.
The Clerk reported that a bat survey has been carried out and evidence of bats was found in the barn. Further studies will need to be carried out over an 8-week period between May and August 2019. The report from the bat surveyor was circulated to Members. This news will mean a delay to the project.
It was agreed that the required planning application will be prepared and submitted to Waverley Borough Council early in the first quarter of 2019. The Clerk has drafted an invitation to tender for the building project and circulated it to Members. It was agreed that this document will be reviewed in February 2019, with the aim of distributing it towards the end of the first quarter.
The amended design to include a disabled toilet on the ground floor was discussed. The door to the toilet opens out into the main office, which Members did not think was suitable. Mr Hughes and the Clerk will review the design.

Mr Hughes
/ Clerk

- ii. Cooker in Village Hall kitchen
The Clerk reported that the gas cooker in the kitchen was leaking gas and has been disconnected.



Options for replacement appliances were forwarded to Members who agreed that the appliance should be replaced with a larger, dual fuel model priced at £679. This will require some additional works in the Village Hall, meaning a total bill of £1,089. This expenditure was approved by Members. Clerk to action.

Clerk

- iii. The Clerk has received a further quote of £52.50 to repair the broken cast iron rainwater gutter above the flat roof at the Village Hall (previous quote £355). Members approved this revised quotation. Clerk to action.

Clerk

d. High Street and environs (including Snowdenham Links Road and Lane)

- i. The Clerk asked Members when they would like the Silent Soldiers and wreaths to be cleared. They advised that the Clerk should ask Mrs Campbell of Summerpool House about the wreaths, as she had originally asked for them to be in place for longer.
The Clerk was asked to consult with local Parish Clerks regarding the Silent Solders. We should remove ours at a similar time to others.

Clerk

Clerk

- ii. Maintenance of walls at Holy Trinity Churchyard

The Clerk reported that she has contacted SALC for advice on the legal position for maintenance of the walls in the churchyard. They have referred the matter to their legal advisor. A response is awaited.

- e. Grounds and Downs Link

- i. The Clerk reported that the leaf blower is not working. It has been looked at by Richard Dale, who confirmed it is a problem with the motor and cannot be repaired. Mr Hughes offered to donate his leaf blower that he does not use to the Council.

Mr Hughes

- f. Rural Parish (including Birtley Green, Grafham and south)

- i. Nothing to report.

144/18 **Finance**

- a. Members approved the payments to the value £3,019.56. Details are set out in the payment listing at Appendix B.

- b. Preparation of 2019/20 Budget

The Clerk circulated an amended draft budget for 2019/20 for discussion by Members.

The Clerk has received a request from Citizens Advice Waverley for a grant to help fund their work in 2019/20. The Parish Council provided a grant of £2,000 in this financial year. In the last year 129 people from Bramley sought direct support from the service covering 490 issues. Members approved a grant of £2,000 to be paid in April 2019. Clerk to action.

Clerk

Precept

The Clerk received a letter received from Waverley Borough Council regarding the Precept for 2019/20. As expected, Compensatory Grant and Council Tax Support Grant will reduce again by 10% and 15% respectively next year.

The Clerk circulated a number of options to be considered regarding the level of Precept for 2019/20. It was agreed that the Precept should be increased in line with the Retail Price Index which is currently around 3%, equalling a Precept figure of £42,087. This equates to an increase in Council Tax for a Band D household of 54p for the Parish Council portion of the total Council Tax bill. Clerk to complete the required paperwork and submit it to Waverley Borough Council.

Clerk



145/18 **Points of information and any other matters**

- a. The Clerk asked Members to note that she will be on annual leave from 24th December until 2nd January inclusive.
- b. Members approved the list of proposed recipients of Smith's Charity Christmas vouchers. Clerk to action.
- c. Mr Byham reported that Waverley Borough Council are compiling a list of projects to be funded by the Community Infrastructure Levy that comes into force in March 2019. Waverley has asked for a list of possible projects from Bramley Parish Council. The Clerk was asked to review and circulate to Members the projects that were previously identified.

Clerk

Clerk

The meeting closed at 9:15pm

Agreed and signed Chairman, 17th January 2019