



Minutes of a Meeting of Bramley Parish Council
Held at Bramley Village Hall on 24th June 2021, starting at 7:30pm

PARTICIPANTS

Mr R Seaborne, Messrs R Stern, A Coleman, T Hughes, P Molineux, Mrs F Stern and Mrs A Burrows. Mrs Flenley, the Locum Clerk was present with the Clerk Kathy Victor and the newly appointed Assistant Clerk Debbie Ersser. Borough and County Councillor Kevin Deanus was present. No members of the public were in attendance. Borough Councillor Martin D'Arcy was unable to attend.

060/21 To receive apologies for absence

- a. The Locum Clerk received apologies from Cllr D'Arcy (WBC)

061/21 Declarations of interest

- a. Cllr Burrows declared an interest in agenda item 067/21 (a). Clerk noted for the record.

062/21 Minutes of the meeting 20th May 2021. Council agreed as a true record and the Chairman to sign.

- a. Agreed.

063/21 Matters arising from minutes 20th May 2021

- a. Cllr Seaborne noted progress on the Heads of Terms for the Former School Playing Field. It was noted that there were no real issues on the document and that BPC were awaiting a meeting with all parties to agree final details prior to signing. Agreed that Cllr Deanus would add momentum within Surrey to secure a date.
- b. Cllrs noted that the level crossing gates would require repainting and repair works. Other minor damage within the station area would be looked at and a masterplan for repair works and costings would be drafted by the Clerk and Assistant.

064/21 Bramley Neighbourhood Police update

- a. Between 14th May and 18th June there were 18 occurrences of crimes, of which 11 are of public interest.

- 17th May – Harassment incident on Birtley Road – involving issues between old friends. Investigation ongoing.
- 26th May – Horsham Road – Driving whilst disqualified, no insurance and driving whilst under influence of cannabis. Investigation ongoing (not a local resident).
- 28th May – Chestnut Way – Malicious communications. Investigation ongoing.
- 1st June – Package delivered to old address by mistake on Ricardo Court. Signed for but not returned. Investigation ongoing.
- 1st June – Pedestrian bitten by dog on Eastwood Road. Owner of dog not known. Filed as no further lines of enquiry.
- 6th June – Sexual assault by touching on Station Road. Male arrested and investigation ongoing.
- 12th June – Dog killed a cat on Old Rectory Close. Investigation ongoing.
- Between 2013 and 2021 – Over a number of years items have been stolen from within a storage area on the High Street. Investigation ongoing.
- Between 1st and 14th June – Theft of student card on Birtley Road. Investigation ongoing.
- 14th June – Criminal damage to motor vehicle on Windrush Close. Occurred on 9th April but reported on 14th June. Investigation ongoing.
- 17th June – Links Road. Assault – unknown male attacked staff member at Bramley Golf Club. Investigation ongoing.

ACTION

Cllr Deanus
Clerk and
Assistant
Clerk

Clerk



- b. Cllr Seaborne noted that there were a couple of worrying items, but nothing to report further in the Bramley Update. Proposed to invite Surrey Police to a future meeting, with July being suggested. Clerk to arrange.

065/21 **Correspondence**

- a. Councillors noted the Bonfire Committee VAT issue on the Correspondence Report. Councillors agreed that the Bonfire Committee would take the place of the Village Society as the organising body and that the Parish Council would continue to support the reclaiming of VAT. Clerk to liaise with Bonfire Committee to look at ways forward.

Clerk

066/21 **Waverley and Surrey County Councillors update**

- a. Cllr Seaborne noted that there were three large items being discussed at present, with two in the public domain.
- b. The Executive of Waverley Borough Council met recently with the recommendation that the ward boundary of Bramley, Wonerish (and presumably Shamley), Busbridge Rural, Hascombe and Hambledon be merged under one Borough Councillor. The motion has been passed by the Executive and the response inputted to the Boundary Commission, however this will still be debated at the full council meeting scheduled for 7th July 2021. Cllr Seaborne is to speak against this decision as it is felt that there are no synergies to be gained from merging the south western villages into one ward.
- c. Cllr Seaborne also reported that both Waverley and Guildford Council's were looking at measures to share services to cut costs, with a starting point of sharing a Chief Executive. An evaluation of shared services has been undertaken by KPMG and is being looked at by both councils.
Cllr Deanus noted that he had received many complaints about resurfacing of the A281 at Run Common Road. Diverting the route along A roads was not an option as the works would lead to diversions via Dorking. Also issues with night-time working as dressing the road had to take place in daylight hours given the nature of the materials involved. Works could not be delayed as the road was a hazard; Cllr Deanus agreed to keep the Clerk updated.
Cllr Deanus also noted the live cable on Bramley High Street had been safely dealt with.
- d. Cllr F Stern asked if Cllr Deanus could remind Surrey Highways and contractors to remove traffic lights the day the works finish rather than leaving them all weekend which causes delays. Cllr Deanus to update.

Cllr Deanus

Cllr Deanus

067/21 **Report from Planning review Committee**

- a. Neighbourhood Plan progress report
Cllr Stern reported that the Independent Examiner visited Bramley on 4th June and that his questions had been received. The Examiner's questions had been duly answered and returned to him and Waverley Borough Council. Confirmed that Bramley Parish Council were in an excellent position and well ahead of the response deadline.
- b. WA/2021/01329 – White Lions, Links Road, Bramley, GU5 OAL. Councillors motioned no objection, but noted lack of information on the planning portal.
- c. WA/2021/01424 – Martyns, 39 Linersh Road, Guildford GU5 0EE. Councillors motioned no objection but noted that sufficient access to the rear garden would need to be confirmed by the case officer.
- d. WA/2021/01430 – Hazeldene, Station Road, Bramley, GU5 ODP. Councillors motioned no objection.



- e. Councillors noted that Waverley Planning's Enforcement Team had been involved in a site at Lydia Park by Stovolds Hill where hard standing had been unlawfully installed, an important drainage ditch had been filled in and a number of mature oak trees felled. Emergency TPO's had been granted for the remaining trees and further action was being looked into.

068/21 **Report from Highways and Rights of Way Committee**

- a. Cllr Seaborne noted that the Rt. Hon Jeremy Hunt had attended a meeting with Head of Surrey Highways, Katie Stewart and other officers from Surrey County Council to look at issues surrounding cars leaving the Links Road and demolishing pavement lights. It was agreed that there were issues around liability and possible actions included the installation of chevrons on the road. Cllr Seaborne thanked residents of Links Road for providing photographic evidence of the crashes, which was important in proving case.

069/21 **Report from Library Committee**

- a. Report noted for the record.

070/21 **Report from Resilience Group**

- a. Cllr Hughes reported that an in depth handover had taken place with Cllr Coleman. The access to Mill Pond has width restrictors which caused issue when an ambulance was in attendance which prevented access for the emergency service. The restrictor had been broken and since fixed by the Clerk, but has raised questions as to the load weight of the culvert and potential problems with flooding if the culvert was damaged.

071/21 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road).
 - i. Councillors noted that the broken BT pole had been fixed. There was a narrowing of the pavement by the bus stop on Gosden Common where vegetation had overgrown. Councillors discussed the clearing of vegetation to widen the pavement once more. Clerk to investigate. Clerk
 - ii. The Clerk noted maintenance issue inside the pavilion where the lights were not working. Reported that the Clerk was attending the pavilion on Monday to ascertain issues with maintenance personnel. Clerk
- b. Station Road and environs (including Hall Road, Eastwood Road and Barton Road, Linersh Wood).
 - i. Councillors noted that the station had previously been discussed and a maintenance plan agreed. Budget monies were to be allocated. Clerk noted that the paint spillage had been quoted for, and quotes were coming in higher than expected. Discussed the possibility of including the paint clearance as part of the maintenance plan.
- c. Village Hall and environs (including Station and Hall Road, Windrush Close).
 - i. Reports noted by Councillors. Clerk confirmed that quotes for the fire doors had been received and agreed. The village hall maintenance plan was also noted and the Clerk reported that she was in the process of setting up a separate bank account for village hall funds.
- d. High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)



- i. **Repairs to graveyard wall**
Councillors noted that a report regarding the churchyard wall had been received which identified repointing works to make good. Councillors motioned to seek 3 x itemised quotes for the required works on various sections of the wall for the works with a cap on budget. Cllr Seaborne also agreed that members of the parish council could spray the wall with weedkiller to stop the spread of vegetation on the wall. Clerk to arrange quotes. Clerk
- ii. Councillors noted that there was vegetation overgrowth at the first house after the church which was difficult to navigate. Motioned to cut back overgrowth. Clerk to arrange. Clerk
- e. **Grounds and Downs Link**
 - i. Councillors noted that there is a £25,000 investment into a feasibility study has been commissioned for the Grounds and Downs Link. Cllr Seaborne agreed to check details and report back. Cllr Seaborne
- f. **Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)**
 - i. Cllr Seaborne reported that a pothole had been reported on the A281 at Grafham. Vegetation is overgrown in places. Cllr Seaborne has sent messages to get vegetation to be cut back after Waverley Borough Council's 'No Mow May' initiative.

072/21 Finance

- a. To approve payments listed at Appendix B (circulated)
Members agreed payments between 20th May and 23rd June 2021, to the value of £6,861.34. Cllr Seaborne to sign listing and return to the Clerk. Clerk to resolve village hall money. Clerk
- b. 2020/21 Finance Report and annual audit
 - i. Internal auditor report noted. The internal auditor signed the required documentation to be submitted to the external auditor. Clerk
 - ii. The Clerk circulated the Annual Governance Statement to Members. By agreeing to this statement, Members acknowledge their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements.
Members agreed with all statements except that relating to Trust Funds. Due to the continuing issue concerning the administration of the Bramley Village Hall charity, the Council has not met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust. Some progress has been made on the separation of the Village Hall accounts from those of the Parish Council, but due to the Covid-19 pandemic, this work could not be completed within the 2020/21 financial year. The Clerk will prepare a separate sheet for the external auditor setting out the weakness identified and a description of the steps in place to rectify the problem. This will be published alongside the Annual Governance and Accountability Return for 2020/21 when the inspection period is set. Clerk
 - iii. Members approved the accounting statement for the 2020/21 financial year and it was signed by the Chairman. The Clerk will submit the annual return to the external auditor and ensure the required documents are published on the Parish Council website. Clerk

073/21 Points of information and any other matters

- a. Forward planning
Cllr Seaborne noted that the parish assembly had not yet happened in 2021. Clerk and Locum Clerk confirmed that the cut off date for the assembly was 30th June by law so it would be difficult to arrange at short notice. Councillors motioned to postpone for the year.



The meeting closed at 20:50.

Agreed and signed Chairman, 22nd July 2021