



**Minutes of a Meeting of Bramley Parish Council**  
**Held remotely via Zoom on 21st January 2021, starting at 7:30pm**

**PARTICIPANTS**

Mr R Seaborne, Messrs R Stern, M Byham, A Coleman, T Hughes, P Molineux, Mrs F Stern and Mrs A Burrows. Mrs Victor, the Clerk was also present. Mr P Leung did not attend. There was 1 member of the public in attendance. PC Gavin Greenaway attended the meeting. County Councillor Victoria Young and Borough Councillors Martin D'Arcy were unable to attend.

**ACTION**

**001/21 To receive apologies for absence**

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

**002/21 Declarations of interest in agenda items**

None.

**003/21 Minutes of the meeting 17th December 2020**

- a. Minutes of the meeting 17th December 2020 were agreed by the meeting as a true record. These will be signed by the Chairman at the next meeting held in person.

**004/21 Matters arising from minutes 17th December 2020**

None.

**005/21 Bramley Neighbourhood Police update**

- a. PC Gavin Greenaway attended the meeting to introduce himself to Members.
- b. There were 18 reports of crimes to the police between 3rd December 2020 and 15th January 2021. Crimes of public interest are as follows –
- 7th December 2020 – Elderly victim of a scam whereby fraudsters had persuaded her to attend the bank and transfer £20,000. Intercepted by bank staff – no financial loss – no suspects.
  - 1st January 2021 – Criminal damage to a vehicle light on Thorncombe Street. No suspect.
  - 6th January 2021 – Vulnerable male victim of fraud. Personal details provided to suspect over the phone – financial loss. No suspect.
  - 7th January 2021 – Theft of a catalytic converter from a car parked on Birtley Road. No positive lines of enquiry. Mr Hughes asked if this type of crime is increasing in Waverley. PC Greenaway confirmed that there have been a few crimes of this type in Waverley and the rate seems to be increasing a little.
- c. Since receipt of the above details the Clerk has been made aware of a littering issue at the Bramley Sports Pavilion. Individuals appear to be regularly meeting at the Pavilion and leaving rubbish including broken glass bottles around the building. The Clerk contacted PS Sutherland and PC Greenaway to ask if they could arrange for the area to be patrolled from time to time after dark. PC Greenaway confirmed that he has requested this to be done. He has spoken to some residents who neighbour the Pavilion, one of whom reported that the security light at the front of the Pavilion is not working. The Clerk will check this and arrange for it to be repaired if necessary.
- d. PC Greenaway reported that he is not aware of any breaches of Covid-19 guidance within Bramley. There is a dedicated team of Waverley officers who investigate such breaches.

Clerk



- e. PC Greenaway confirmed that he plans to carry out continued speed enforcement activity on the A281 through Bramley. He has also requested that the Police speed camera van to come to Bramley more often.
- f. PS Sutherland has suggested that she and PC Gavin Greenaway attend the April and September meetings unless there is a specific reason for them to attend others. Members confirmed this to be agreeable and encouraged them to attend further Parish Council meetings should there be occasions to discuss particular Police matters.

**006/21 Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report. The majority of items that require discussion will be covered under the relevant agenda item below.
- b. The Clerk received emails of concern from 2 residents about the repainting of the road markings at the mini roundabout in the centre of the village. Some of the markings have been refreshed, but the roundabout circle in the centre of the junction was not painted. She contacted Surrey Highways, who responded that they have visited the site and believe that the problem does not require immediate work. They confirm that they will continue to monitor and consider it when planning future works.

The Clerk was asked to contact Victoria Young on this matter, pointing out that this junction is a particular traffic accident blackspot. The fact that the roundabout paint in the centre of the junction is hardly visible is causing confusion to some motorists. Mr Seaborne confirmed he shall also follow this matter up.

Clerk

- c. The Clerk was contacted by a resident to enquire if the streetlights could be switched off from the early hours to dawn. She has contacted the lighting maintenance contractor to enquire if the currently installed equipment has the capability to do this. A response is awaited. Members agreed that the Clerk should pursue this matter.

Mr  
Seaborne

Clerk

**007/21 Waverley and Surrey County Councillors update**

- a. Mr Seaborne reported that a likely maximum permitted increase to the Waverley portion of Council Tax for 2021/22 of £5.00 will be discussed at the next Waverley Full Council meeting. For a Band D property, this equates to a 2.7% increase. Within Surrey, with the exception of Spelthorne Council who are not increasing Council Tax, over half of borough councils are aiming for the maximum permitted increase. Although still to be debated, car parking charges are unlikely to be increased. A 1.25% increase is proposed for council rents.
- b. Mr Seaborne reported that the consultation period for the Waverley Local Plan Part 2 ends on 29th January.
- c. Mr Seaborne reported that Mrs Burrows has retired from Waverley BC. Mrs Burrows was thanked for her long and dedicated service much of which was in support of the Mayor.

**008/21 Covid-19 Community Support Scheme**

- a. The Clerk reported that she has been contacted by 2 residents to confirm they would be happy to support any other resident who requires support. The Clerk has added their details to the volunteer list. There are currently 35 individuals on the volunteer register.  
The Clerk has not received any requests for support during the current lockdown.



**009/21 Report from Planning Review committee**

a. The Planning Review committee had met to consider applications received since the last meeting. Their decisions were noted as per Appendix A.

b. Review of Planning Applications

Current planning applications were reviewed by Members and their comments recorded by the Clerk. The Clerk will submit the comments from Members to Waverley Borough Council.

Clerk

c. Neighbourhood Plan (NP) progress report.

i. Mr Stern reported that the draft Neighbourhood Plan has been submitted to Waverley Borough Council for examination. Waverley is not able to estimate a date for the referendum at this time.

d. Waverley Local Plan Part 2

The Clerk circulated a draft of comments on the Local Plan Part 2 from Bramley Parish Council to be sent to Waverley Borough Council by the end of the consultation period. Mr Seaborne requested a minor amendment. The Clerk will amend the document and submit it to Waverley Borough Council before the consultation period ends on 29th January.

Clerk

**010/21 Report from Library committee**

a. The Clerk reported that the cohort of volunteers who are willing and able to do library shifts are covering the rota. The library remains open for a click and collect service only. Members of the public enter only to the foyer reception desk which has a perspex screen. The library is open on 4 days a week with shifts of 2 hours, 3 mornings and 1 afternoon.

The Clerk reported that the library was used by 166 members during December 2020 (down from 849 in December 2019).

The Clerk passed on the thanks received from the Operations team for the flowers they received in December.

**011/21 Report from Bramley Village Hall management committee**

a. Mr Coleman circulated a report from the Village Hall Management committee to Members. This was noted by Members.

The hall is currently only being used by 1 individual for tutoring and physical exercise for her child who has learning difficulties.

**012/21 Parish updates and actions**

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

i. The Clerk reported that she has investigated the removal of felt roof tiles from the Pavilion. She believes it was done by the group of individuals referenced in the Police report. The damage appears to be very minor and the Clerk has requested the handyman to carry out a closer inspection. The Clerk has relocated the large bin at the Pavilion, which she believes was being used to gain access to the roof.

Clerk

ii. As some anti-social behaviour has been reported outside of the Pavilion after dark, Members suggested installing a CCTV camera at the property. The Clerk was asked to locate the documentation received previously from Surrey Police and to research costs for an effective but low-cost CCTV solution. She was also asked to discuss this with PS Sutherland, particularly to ascertain if training a camera on public property is permitted.

Clerk

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

i. Nothing to report



- c. High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)
- i. The Clerk reported that she has seen on the Bramley Update Facebook page reports of regular flytipping on Snowdenham Lane. One resident has been clearing a large amount of general rubbish that is left there. The Clerk was asked to contact Waverley Borough Council to ask for the flytipped materials to be collected. Clerk
- The Clerk was asked to remind residents through Bramley Update and on Facebook that littering is anti-social and flytipping is an offence. She was also Clerk
- asked to thank the local residents who have been clearing up litter and report that litter picking equipment can be obtained via Bramley PC from Waverley BC. Clerk
- The Clerk was asked to arrange a community litter pick when Covid-19 restrictions allow.
- ii. The resident at Forresters Farm has reported that cars are regularly parking on the pavement outside of her property. When the pavement is blocked, pedestrians have to walk around them, on the road. Mrs Stern reported that cars also park on the other side of the road, creating a similar issue.
- Mr Seaborne agreed to contact Surrey Highways to arrange a site visit when Covid-19 restrictions allow. Mr Seaborne
- d. Grounds and Downs Link
- i. The Clerk reported that despite regular requests, the groundsman has not yet swept the Downs Link. He has reported that the Parish Council sweeping machine is not capable of doing the work, and has also reported staffing issues due to illness. She is becoming concerned that he only seems to be carrying out work in Bramley when he does not have other work on his books.
- The Clerk is aware that Wonersh Parish Council has recently been trialling a different contractor for grounds work in Wonersh.
- Members agreed that it would be a good idea to have 2 contractors available to carry out groundwork within Bramley. The Clerk was asked to look into setting up an arrangement with an alternative, second contractor to carry out work that the current groundsman is unable to. Clerk
- e. Rural Parish (including Birtley Green, Grafham and south)
- i. Nothing to report.

#### 013/21 Finance

- a. Members approved the payments to the value £7,268.24. 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.
- b. Report on external audit for 2019/20
- The Clerk circulated the final report received from the external auditor for the 2019/20 financial year. The auditor highlighted a number of minor issues with the accounts:
- i. The Clerk mistakenly signed the accounts after the Chairman signed them. The Accounts and Audit Regulations 2015 state that the Clerk should sign them before the Chairman.
- ii. As the accounts for Bramley Village Hall were included with the accounts for the Parish Council. As the Village Hall is a charity where the sole trustee is the Parish Council, the accounts should be kept separate. This has been reported at previous meetings and the Clerk and the Village Hall management committee are working towards the separation of the accounts.
- iii. Some reimbursements were recorded in the accounts as income. The auditor advised that these reimbursements should have been netted off from the



Clerk

relevant expenditure. The Clerk will make the necessary changes to the accounting of these prior to year-end.  
The report was noted by Members.

- c. Quarterly budget report to end December 2020
  - i. The Clerk circulated a budget report to Members to the end of December 2020. Members noted the report and agreed that it is difficult to forward plan in the current crisis.

- d. United Trust deposit account  
The Clerk reported that the United Trust Fixed Deposit will mature on 25th January. Reserves of £47,500 are currently held in this account. United Trust has offered to renew the account at preferential interest rates:
  - 1-year account – 1.00%
  - 2-year account – 1.05%
  - 3-year account – 1.10%
 Members agreed that the £47,500 reserves should be reinvested in a 1-year deposit account with United Trust Bank. Clerk to action.

Clerk

- e. Clerk salary review and possible recruitment of Assistant Clerk
  - i. The Clerk circulated a report following a recent appraisal meeting with the Clerk. The appraisal committee proposed an annual salary increase according to the published NALC salary scale, to be backdated to August 2020. Members agreed to discuss this outside of the meeting and communicate the decision to the Clerk by email.

Members

- ii. Discussion on Assistant Clerk  
The Clerk proposed the employment of an Assistant Clerk for a few hours per week initially. This person could assist the Clerk with an increasing level of workload. It would also be a sensible approach to cover for the Clerk when she is absent and from a succession planning aspect.  
Members unanimously agreed that this is a good idea. The Clerk was asked to draft a job specification and define the working hours required for such a role. To be discussed further at the February meeting.

Clerk

**014/21 Points of information and any other matters**

- a. Discussion on Former School Playing Field  
A draft Heads of Terms agreement has been received from Surrey County Council for the long-term rental of the former school playing field for a peppercorn rent. Members agreed that legal advice should be sought on the draft agreement. Initial conversations have taken place with Surrey Community Action on possible uses of the field, to include some community space.  
Members agreed that the committee made up of Mr Seaborne, Mr Stern and Mr Molineux should continue to develop ideas prior to engaging with the community.

- b. Proposals received for Your Fund Surrey applications  
The Clerk circulated a list of suggestions she has received as possible applications for a grant from Your Fund Surrey. Members were asked to rank the project ideas submitted that fit with the criteria of the fund and inform the Clerk by 29th January.

Members

The Clerk was asked to follow up with Guildford Borough Council on the possible transfer of Gosden Common to the Parish Council.

Clerk



The meeting closed at 9.07pm.

Agreed and signed ..... Chairman, 18th February 2021