



Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 19th December 2019, starting at 7:30pm

PRESENT

Mr R Seaborne, Messrs R Stern, P Molineux, M Byham, A Coleman and Mrs F Stern. Mrs Victor, the Clerk was also present. There were 3 members of the public in attendance. County Councillor Victoria Young, Borough Councillor Martin D'Arcy and PCSO Philip Snow were unable to attend.

Mr Seaborne opened the meeting welcoming those attending to the 125th anniversary of Bramley Parish Council, whose first meeting was held on 4th December 1894.

129/19 To receive apologies for absence

- a. Apologies for absence were received from Mr T Hughes and Mr M Foley. Mr Leung was not present.

130/19 Declarations of interest in agenda items

None.

131/19 Minutes of the meeting 21st November 2019

- a. Minutes of the meeting 21st November 2019 were agreed by the meeting as a true record and signed by Mr Seaborne.

132/19 Matters arising from minutes 21st November 2019

- a. The Clerk confirmed that she has delivered the Smith's Christmas vouchers to the agreed list of recipients. Mr Molineux referred a further family who he believes would benefit from a voucher. This was agreed by Members. The Clerk will deliver this voucher tomorrow.
- b. The Clerk reported that she has circulated the list of Parish Council meetings for 2020 to Members and other relevant groups. The dates have been published on the Parish Council website and will be displayed on noticeboards in early January.

133/19 Bramley Neighbourhood Police update

- a. The Clerk received details of crimes reported in the last month from PCSO Snow, as follows:
 - Police have been carrying out roads enforcement action in Bramley and the surrounding areas in order to keep our rural villages safe. As in previous years, Surrey Police has been putting out dedicated patrols as part of its Christmas drink and drug driver crackdown scheme. On 3rd December, the Roads Policing Unit stopped a vehicle with no insurance on the High Street.
 - On 10th December a Bramley resident sent an amount of money in the form of an Amazon vouchers to another person after falling for a romance scam. PCSO Snow reported that romance scam cases rose by 64% in the first half of the year compared with the same period a year earlier, according to the data from banking trade body, UK Finance. Fraudsters choose their victims by looking for signs of vulnerability, trawling through profiles, and winning trust over weeks and months. Police advise residents to:
 - Never send money to someone online that you have never met
 - Think twice about posting personal information that could be used to manipulate or bribe you.

ACTION

Clerk

Clerk



Crime Prevention Advice is available at www.surrey.police.uk/cp/crime-prevention/residential-burglary/ for this type of crime. The Clerk was asked to include this information in Bramley Update and on Facebook.

- On 5th December access was gained to a property in Thorncombe Street and golf clubs damaged.
 - On 17th December access was gained to a business property on Birtley Road and power tools were stolen from containers.
- b. PS Claire Sutherland has confirmed that she will attend the Parish Council meetings in January, April and September 2020. The April meeting is the Annual Assembly, at which she will give an annual report to Members.

134/19 **Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. Mr Seaborne was contacted by Waverley Borough Council to ask to the views of Members on the proposed removal of BT phone box at end of Chestnut Way. Members had no objection to its removal and Mr Seaborne has informed Waverley. There were suggestions from residents for the Parish Council to adopt this phone box and use it to, e.g. house a defibrillator. Members noted that this phone box is often vandalised so was deemed too risky to adopt it.
- c. A resident of Bramley wrote to the Clerk following the annual Bonfire event in November with concerns about the noise created by the fireworks. The resident felt that this year's event seemed to be louder and longer than in previous years and is very concerned about the effect on animals – domestic pets, livestock kept in surrounding fields/farms and wild animals. She asked if the event can be changed to a quiet / silent event in future.
The Clerk contacted the Chairman of the Bonfire Committee who confirmed that he has received no other complaints of this type. He reported that one of the aims of Bramley Bonfire is to hold one large firework event rather than lots of smaller events in back gardens. He claims there is an argument that it is more kind to animals to have one event on one night. Members agreed with this view and asked the Clerk to respond to the resident accordingly.
- d. A resident complained that there she is often not able to go to the Library as there is no available spaces in the Library car park. The Clerk confirmed to her that the car park is not only for Library users and that there is additional parking at the back of the High Street shops. Members asked the Clerk to follow up with the Catholic Church to find out if they will allow some of their parking spaces to be used for public parking.

Clerk

Clerk

135/19 **Finance**

- a. Members approved the payments to the value £4,574.19. Details are set out in the payment listing at Appendix B.
- c. 2020/21 Budget & Precept
Further to discussion at the November meeting, the Clerk circulated to Members a second draft of the budget for discussion. The draft had the following changes:
- the PWLB loan repayment was removed from the budget;
 - Capital Reserves were reduced by at least the amount of the loan repayment amount up to a maximum of £20,000;
 - the £2,000 contingency was removed from the budget;
- The draft also showed a balanced budget with a number of lower Precept alternatives (balanced budget less 10%, balanced budget less 15%, balanced budget less 20%).



The Clerk noted that the Wages figures included salary increases for the Clerk (to the next point on the Clerk salary scale, to be implemented in August 2020) and the Bookings Officer (an increase of 2.4%, to be implemented from April 2020). The figures do not include an increase in the hourly rate for the Groundsman or Cleaner.

The revised budget was discussed by Members who agreed a balanced budget which utilises £12,500 of the Parish Council reserves for repayment of the planned loan for the Stone Barn works (though the actual amount will depend on when the PWLB loan is taken out and how long it takes to secure a tenancy for the barn). This sets the Precept at £59,845.51 meaning the Parish Council portion of Council Tax for a Band D property at £34.80 (an increase of £9.66 from 2019/20). The Clerk was asked to submit the required Precept paperwork to Waverley Borough Council. She was also asked to amend the draft of the special Bramley Update and circulate to Members for comment. It was agreed this should be issued at the beginning of 2020.

Clerk

Clerk

Members agreed the proposals from the Clerk regarding salary increases. The budget does not include an increase in the hourly rate to hire the facilities at the Village Hall or Library. These will remain at £18 per hour for the Village Hall (£14 for Bramley residents) and £10 per hour to hire the meeting room in the Library.

136/19 **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. Members discussed the list of planning applications, comments on which need to be submitted to Waverley Borough Council prior to the next Planning meeting on 7th January 2020. The Clerk will forward Members' comments to Waverley Borough Council.
- c. Neighbourhood Plan (NP) progress report.
 - i. Mr Stern reported that a good meeting was held with Waverley Borough Council on 16th December to discuss the latest amendments to the Neighbourhood Plan. Waverley understand the Parish Council's position regarding the desired housing mix in Bramley and parking provision at new developments. Due to the still outstanding situation regarding development at Smithbrook Kilns, Waverley advised to omit the policy concerning this location, but to keep the associated wording within the Plan. Waverley also advised that we can select whatever base date we like for the Plan. They had no comments on the Consultation Statement. The Clerk has been asked to make the necessary changes to the Plan, which should be in a condition to submit for external inspection by mid-January.
 - ii. Mr Seaborne circulated a draft letter to Tim Oliver, Leader of Surrey County Council regarding the former school playing field on Woodrough Copse in Bramley. Members had no further changes to make to the letter and the Clerk was asked to send it to Mr Oliver on 20th December, copying Victoria Young.
 - iii. The Clerk received an email from the University of Reading, who have been commissioned by the Ministry of Housing, Communities and Local Government to carry out a research project on Neighbourhood Planning. She forwarded the email to Mr Stern and Mr Seaborne to see if they are interested in participating in the research. Mr Stern agreed to respond to the questionnaire.

Clerk

Clerk

Clerk

Mr Stern

137/19 **Waverley and Surrey County Councillors update**

- a. Members reviewed the report provided by Mr Seaborne on recent Waverley matters. The Clerk was asked to report in Bramley Update the details of the dog exclusion zones in Bramley.

Clerk



138/19 Report from Highways & Rights of Way committee

- a. Bike ramp from Downs Link to Windrush Close and new bike rack in village centre. Mr Seaborne reported that he has made progress on this project with Waverley Borough Council. Approx £3,000 of S106 funding has been identified as available to use. Officers are currently looking at timings. As the new ramp is located at the end of Windrush Close, the Waverley Housing department is also involved in the project and they will be consulting with residents.
- b. Mr Coleman reported that there have been 2 traffic incidents recently at the mini roundabout in the centre of Bramley. No injuries were sustained in either incident. He has forwarded the information to Mr Foley to log.

139/19 Report from Library committee

- a. The Clerk circulated a report received from the Library Operations team.
- b. Half term activities had varied attendance, we are trying to boost attendance where it is disappointing. For Christmas we are holding 3 after school Christmas Craft sessions and an in-house bauble hunt with instant prizes.
- c. The 5-year anniversary social was well-attended and appreciated by volunteers.
- d. SPARK Utilities, the next phase of the SCC book management system, has finally gone active after refresher training (as the initial training in February was forgotten by the extended delay). Only trained volunteers have access to this extension of responsibilities.
- e. Our opening hours over the holiday season are following SCC policy - the library will close at 1:00pm on Christmas Eve, reopening on Saturday 28th December.
- f. The Operation Team would like to pass on their thanks to the Parish Council for its ongoing commitment to the Library. Bramley Library continues to be successful, with the latest usage statistics for October provided by Surrey County Council showing that Bramley Library was among the top performers of all libraries in Surrey.

140/19 Report from Resilience Group

- a. Mr Coleman circulated a report to Members.
- b. SCC Reference number: 1418738 A281 Oakhurst
On 12th December deep surface water flooding was reported to Surrey County Council. The flooding is a danger to the public who have to walk in the road in order to get passed the water. Two elderly people knocked on the door of Oakhurst, soaked by passing traffic, frustrated as they could not use the footpath. The owner of Oakhurst (Bramley Parish Clerk) put on wellington boots and waded to the centre of the road and stopped the traffic so that the elderly couple could proceed around the flood. This has been reported previously and has to be taken seriously. In school term time children proceeding to the infant school face the same hazard.
Surrey Highways inspected the site on 13th December. They were unable to determine the cause of the problem and are to arrange jetting the adjacent drain. On 19th December Surrey Highways advised that a Traffic Order has been raised to enable further work to be carried out at this location.
- c. SCC Reference number: 1418753 A281 Bramley Grange
On 12th December Mr Coleman again reported surface water flooding at this location. This has been repeatedly reported, but never resolved. Pedestrians proceeding to the bus stop get drenched, traffic crosses the road centre line to avoid the flood. Elderly persons crossing the road to Budgens store find it extremely hazardous particularly those living in Bramley Grange senior citizens flats, as do children accessing school buses. Surrey County Council keep politely responding to complaints, but no action is forthcoming.



On 19th December Surrey Highways confirmed that they have raised an area inspection enquiry.

- d. A local resident reported surface water issues in Station Road and at the point Maidens Lane joins the A281. Mr Coleman responded to the resident.
- e. Thames Water reference number: 002252JRQY. A281 at The Nest coffee shop
A damaged drain on the highway was reported to Thames Water in November. The road surface around the drain is in such a poor state that a puddle occurs even in minor rainfall and spray from passing traffic drenches pedestrians and customers entering or exiting The Nest coffee shop. On 24th November a temporary repair was made to the road surface. On 19th December a dig-out and refit order was raised. Thames Water is awaiting permission from Surrey Highways to make the necessary repairs.
- e. In addition to the reports made to SCC via the flooding / drainage website all the information and relevant photos have been sent to Ian Fowler SCC, Flood Risk Asset, Planning & Programming Manager.
- f. Mr Byham reported that Cranleigh Waters has broken its banks today. Residents at 1 Linersh Wood are monitoring the situation and the emergency procedure will be triggered if required.

141/19 **Parish updates and actions**

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

- i. The Clerk reported that the AGM for the Bramley Sports Pavilion Trust took place on Tuesday 3rd December. Mr Jerome Hagen was elected as Chairman of the Sports Pavilion Trust, with the Clerk being elected as Secretary and House Manager. There were no matters of concern to be brought to the attention of Members. The Clerk will circulate the minutes of the meeting to Members in due course. Clerk
- ii. The Clerk received a report this week that the heaters in the Pavilion are not working. She has been asked by Mr Hagen to arrange for their repair. Clerk

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

- i. Nothing to report.

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

- i. Stone Barn update
The Clerk circulated a draft of the Invitation to Tender to Members for comments. Members had no further comments on the draft and agreed that the Clerk should release the documentation prior to the Christmas break. She will load the Invitation to Tender on the Contracts Finder website, publish the paperwork on the Parish Council website and alert any local builders who have expressed an interest in submitting a tender. Clerk
The Clerk informed Members that she will prepare the paperwork to apply for a Public Works Loan Board for discussion at the Parish Council meeting in January. At that meeting Members will also discuss the term of the loan for the building works. She confirmed that early repayment will be possible should we wish to take out the loan for a longer period than the originally planned 10 years. Clerk
- ii. The Clerk reported that the internal damage at the Village Hall that is suspected to have been caused by a car crashing into the external wall has been repaired.
- iii. The agreed redecoration of the meeting room will be carried out over the Christmas break.



- d. High Street and environs (including Snowdenham Links Road and Lane)
 - i. The Clerk reported that the damaged signpost at the top of Iron Lane has been repaired. She has been made aware of damage to the brick pillar that houses a post box on Foxburrow Hill Road, which she has reported to Royal Mail.
 - ii. Mrs Stern suggested initiating a discussion between the shops on the High Street to display Christmas lights in future years. She will try to arrange a meeting with the business owners to try to agree a plan.

- e. Grounds and Downs Link
 - i. The Clerk reported that the Downs Link has been swept from the Tannery Lane bridge down to the cement works to the south of the village. The Clerk was asked to arrange for the pavements to be swept on Station Road from St Catherine’s School to the war memorial as well as the pavement on Horsham Road from Snowdenham Lane to the bus stop. Clerk to action.
 - ii. A tree fell down on the Downs Link on 14th December, completely blocking the path close to the entrance opposite Birtley Rise. The Clerk reported it to the Surrey Countryside Access team, but it was cleared by a few Linersh Wood residents.

- f. Rural Parish (including Birtley Green, Grafham and south)
 - i. Nothing to report.

Mrs Stern

Clerk

Clerk

142/19 **Points of information and any other matters**

- a. Reduction in carbon footprint

Members agreed that improvements should be made to Parish Council owned assets as and when appropriate (e.g. installation of LED lighting, etc). Advice should be sought from an appropriate consultation on how the Parish Council can improve energy efficiency at their assets as well as how to advise householders and business owners on how they can help to reduce their carbon footprint. Clerk to ask SALC for information on suitable consultants.

Mr Seaborne suggested inviting the local schools to come to a meeting in the new year where the Parish Council can state its intention to try and reduce the carbon footprint of the Parish and to challenge them to come up with measures, ideally getting the children involved. This was agreed by Members. Clerk to action.
- b. Office closure

The Clerk noted that she will be on leave from Monday 23rd December to Friday 3rd January inclusive. The office will be closed during this time, but she will keep an eye on emails, etc.

Clerk

Clerk

The meeting closed to allow the public session.

Mr Wadham asked if flooding was still an issue on Fisher Rowe Close. Mr Coleman confirmed that it is. He spoke about the work that has been done between the Environment Agency, Surrey County Council, Thames Water and other agencies. Works to alleviate the flooding can be done at a cost of £1.4m. The project is viewed to be too costly for the benefit it would bring. Residents of Fisher Rowe Close now have a range of equipment to help during flood events.

The meeting closed at 8:30pm.

Agreed and signed Chairman, 23rd January 2020