



Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 16th May 2019, starting at 7:30pm

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, M Byham, T Coleman and B Stern. Mrs Victor, the Clerk was also present. There were no members of the public in attendance. PCSO Snow and PS Claire Sutherland were in attendance. Councillor Victoria Young was unable to attend.

043/19 To receive apologies for absence

- a. Apologies for absence were received from Mr Foley, Mr Hughes and Mr Leung.

044/19 To elect Chairman, Vice-Chairman and Committee Chairmen of the Council

- a. Mr Seaborne was nominated for the position of Chairman by Mrs Stern and seconded by Mr Byham. Unanimous vote and duly elected. Mr Seaborne signed the Declaration of Acceptance of Office.
Mr Seaborne thanked Members for their support. He also welcomed Mr Stern to the Parish Council.
- b. Mr Leung was nominated for the position of Vice-Chairman by Mr Seaborne and seconded by Mr Coleman. Unanimous vote and duly elected. Mr Leung will sign the Declaration of Acceptance of Office at the next meeting.
- c. Mr Foley was nominated for the position of Chairman of the Highways Committee by Mr Seaborne and seconded by Mr Byham. Unanimous vote and duly elected.
- d. Mr Byham was nominated for the position of Chairman of the Library Committee by Mr Seaborne and seconded by Mrs Stern. Unanimous vote and duly elected.
- e. Mr Molineux was nominated for the position of Chairman of the Planning Committee by Mr Seaborne and seconded by Mrs Stern. Unanimous vote and duly elected. As Mr Molineux has chaired this committee for the last 3 years, this reappointment will be for a period of 1 year, after which time the situation will be reviewed and one of the newer Members may take over.
- f. Mr Coleman was nominated for the position of Chairman of the Resilience Group by Mr Seaborne and seconded by Mr Byham. Unanimous vote and duly elected.
- g. It was agreed that Mr Seaborne, Mr Leung and Mr Coleman will sit on the Appraisal / Salary committee.
- h. Mr Stern will continue to chair the Neighbourhood Plan sub-committee and Mr Hughes will continue to manage the Stone Barn project.
- i. Mrs Stern will take over responsibility for reviewing and approving the quarterly bank reconciliations.
- j. The Clerk will continue to be the link between the Parish Council and the Bramley Sports Pavilion Trust.
- k. All remaining Members present signed the Declaration of Acceptance of Office. The Clerk reminded Members that they should check that their last Register of Interest is current and to confirm this to the Clerk. The Clerk will email them to Members for them to review.
- l. The Clerk reported that Waverley Borough Council has reviewed and made changes to its Code of Conduct for Members and advised Parish Councils to do the same. The Clerk will do so and forward any suggested changes to Members for review at the June Parish Council meeting.

ACTION

Clerk

Clerk

045/19 Declarations of interest in agenda items

None.



046/19 **Minutes of the meeting 21st March 2019**

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

047/19 **Matters arising from minutes 21st March 2019**

- a. None.

048/19 **Confirmation of arrangements for insurance cover**

The Clerk confirmed that she has renewed the insurance cover for the Parish Council for the year from 1st June 2019. The Council is entering the second year of a 3-year long-term agreement with Zurich Municipal. The insurance premium is £1,440.80.

049/19 **Bramley Neighbourhood Police update**

- a. The Clerk received a report on crimes of public interest occurring between 15th April and 15th May 2019 from PCSO Snow as follows:
- 15th April 2019 – Attempted theft of Easter eggs from a High Street shop.
 - 29th April 2019 – Dumper truck stolen from a building development on Birtley Road. This is part of an ongoing series of crime where plant machinery is being stolen from rural properties undergoing building work. It was agreed that it would be a good idea if Waverley Borough Council warns those who are granted planning permission of this current crime trend. The Clerk was asked to warn St Catherine’s School.
 - 1st May 2019 – Damage caused to side light and passenger side window of a vehicle on Birtley Road by a projectile. Projectiles being launched at property between Alfold and Bramley has been a particular problem. Following significant police intervention, these crimes have declined with only one report which is an isolated incident at this time. Police are continuing to monitor the situation.
 - 2nd May 2019 – Resident of Old Rectory Close was a victim of an advanced fraud fee scam. PCSO Snow reports that the reporting of scams / fraud is increasing – there was an increase of 16% during 2018. Surrey Police has a number of advice leaflets to help identify scams and how to take necessary action. PS Sutherland would be happy to attend any relevant meetings, particularly for retired people, to talk about this subject. Mr Byham will find out if she could attend one of the Wednesday meetings at Blunden Court. Surrey Police has published a useful booklet on Scams and copies are available.
 - 5th May 2019 – A group of males and females were abusive to staff in a shop on the High Street.
 - 10th May 2019 – Road rage incident whereby a driver threw a can at a victim on Birtley Road.
 - 11th May 2019 – Theft from a shop on the High Street. A victim was pushed.
- b. The Clerk asked why the crimes that are reported on the regular “In The Know” emails rarely correlate to the monthly list of crimes provided by PCSO Snow. PS Sutherland will investigate this matter.
- c. It was confirmed that there is no CCTV on Bramley High Street except for those inside some shops. It would be useful to have a system in place. There is a specialist Police Officer who can give advice on this and the Police & Crime Commissioner may have grants available to help fund it. PS Sutherland will ask the specialist officer to contact the Clerk.
- d. Mr Byham reported that although he has established a Neighbourhood Watch group for Linersh Wood on Safeland, he wondered if it would be useful to establish

Clerk

Mr Byham

PS
Sutherland

PS
Sutherland



a parish-wide group on Facebook. PS Sutherland advised that Facebook is a good tool to warn people about crime trends and give advice on crime prevention, but it is most important that crimes are reported to Surrey Police. The community should be encouraged to report crimes, however small, as this has an impact on policing levels in the area. It is now very easy to report crimes on the Surrey Police website. The Clerk will include this information in Bramley Update.

Clerk

- e. PS Sutherland would be happy to hold Police surgeries every few months in Bramley to which members of the community could come to discuss Police matters with her. She will also come to as many Parish Council meetings as the Council desires. Mr Seaborne and the Clerk will ensure that a timetable is drawn up, perhaps attending meetings in Bramley, Busbridge and Hascombe each on a quarterly basis.

Mr
Seaborne /
Clerk

050/19 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. The Clerk received information from a member of a local action team that is monitoring the possible invasion of Asian Hornets. They ask the Parish Council if they would consider funding the purchase of a number of traps which cost approximately £15 each. The Clerk was asked to find out how many traps have been set up so far in Bramley and their locations.

Clerk

051/19 Waverley and Surrey County Councillors update

- a. Mr Seaborne reported that following the recent Borough Council Elections, discussions are ongoing at Waverley Borough Council on the structure of the Executive. There may be a period of instability while these discussions take place.
- b. Mr Seaborne reported that he (Conservative) and Mr Martin D'Arcy (Green party) were elected Waverley Councillors for Bramley. They plan to work together for the benefit of Bramley residents.

052/19 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. It was noted that the appeal lodged for the refused planning application at Kirkstone on Barton Road was allowed, so development on this site should be expected at some stage in the future.
- c. Neighbourhood Plan (NP) progress report.
- i. Mr Stern reported that good progress has been made following the consultation period that ended in February. There are some issues around the Wey & Arun Canal Trust, housing needs figures and the site at Smithbrook Kilns that are being worked through. The committee are also speaking to Waverley Borough Council and Surrey County Council on the comments they submitted during the consultation.

All other comments received from the consultation period have been discussed and are either being implemented, or further discussions are planned at the next meetings on 21st and 28th May. This work has progressed slower than desired as the Clerk has been busy with year-end.

053/19 Report from Highways & Rights of Way committee

- a. Mr Seaborne reported that the programme of works to declutter the village centre of superfluous street signage has been implemented by Surrey Highways.
- b. Mr Seaborne has discussed the current works being carried out by BT in Tannery Lane with the Works Permit Manager at Surrey Highways and agreed that the site



Mr
Seaborne

will be cleared by the end of Friday 17th May in time for the Village Fete taking place on the 18th.

- c. The date of the pre-patching works on Birtley Road has been changed several times over the last few weeks. The works will now take place overnight on 16th May. Mr Seaborne has discussed the poor communication on works to highways with Victoria Young and intends to raise this issue at the next Local Committee meeting.

054/19 Report from Library committee

- a. The 2nd stage of SPARK (stock management) has been delayed by SCC until 'further notice' as 'system errors have been encountered'. The training of volunteers is in hand with 1 session delivered and another scheduled (for another group of volunteers). Stage 1 is working well.
- b. The visits by Year 1 Gosden House School and Wey House School were a tremendous success. The boys from Wey House are keen to re-visit and join the Library.
- c. The Easter Story Time was at full capacity and another 2 sessions are planned for half term and the Summer. The on-going Easter themed activities are also being enthusiastically embraced by library users.
- d. Preparations for the book stall at the village fete are on schedule - although a trailer for transporting books between storage and stall would be a boon.
- e. Karen Swan, our main contact at Surrey Libraries, will be leaving Surrey County Council at the end of the month. Some organisational changes to the CPL team have been announced.

055/19 Report from Resilience Group

- a. Mr Coleman reported that he has sent a batch of photographs showing the drainage issues on Birtley Road and the High Street to Surrey County Council. Further photographs will be gathered until the issues have been repaired.

056/19 Parish updates and actions

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. The Clerk reported that Brackendale Tree Care carried out the scrub clearance work alongside the A281 at Gosden Common as planned on 9th April.
 - ii. Transfer of ownership of Gosden Common
The Clerk reported that Guildford Borough Council will be discussing the possible transfer of ownership of Gosden Common to Bramley Parish Council at its Executive meeting in July. Members asked if it would be useful for the new Executive at Guildford Borough Council to have a short paper from the Parish Council to explain the history behind our request. The Clerk will find out.
 - iii. The Clerk reported that the Groundsman has been cutting back overgrowing vegetation around Gosden Common in preparation for the Village Fete on 18th May. Mr Molineux reported that the road name sign at the corner of Tannery Lane and Horsham Road is overgrown. The Clerk will arrange for this area to be strimmed.
- 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 reported that the first bat survey took place on 30th April. No bats were sighted. Two further surveys will be carried out over the coming months.

Clerk

Clerk



Clerk

The Clerk has drafted a planning application and will forward it to Members for review in due course.

- ii. Mr Seaborne reported that the 2 bus concrete bus shelters on Station Road at the junction with Barton Road and on Birtley Road at Hurst Hill Cottages has “concrete cancer”. Waverley Borough Council has informed Mr Seaborne that they intend to remove them at the beginning of June and replace them with new ones. They have suggested replacing them with shelters similar to the ones at St Catherine’s School and on Horsham Road at Bramley Grange. Members agreed that they should not be replaced with this style shelter as there is not sufficient pavement to allow safe passage for pedestrians. Set back “hut” style shelters would be more suitable. Mr Seaborne will ask a Waverley Engineer to carry out a site visit to discuss this matter. Members also agreed that the removal of the current shelters should be delayed until the replacement shelters have been ordered.
- iii. The boiler at the Village Hall was in need of repair. This was carried out on 9th May. The contractor who carried out the repairs noted that the boiler is old (it was installed in 1998) and it is likely it will need replacing within the next year or so. It was agreed that a new boiler should be budgeted for in the 2020/21 financial year.
- iv. The cistern for one of the disabled toilets in the Village Hall has been broken. The Clerk has received a quote of £185 to replace it. Member approved this expenditure. The works will be carried out on 20th May.

Mr Seaborne

Clerk

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

i. Closure of Boots the Chemist

The Clerk reported that a number of residents have contacted her to communicate their dismay that Boots the Chemist on the High Street will be closing. One resident has spoken to Customer Service in Nottingham as well as the Manager of the Bramley branch. The closure is apparently due to rise in business rates in Guildford and the store is due to close early in July. There has been a chemist in the village for over 40 years.

Residents feel this will be a serious loss for the village for the following reasons:

- Many elderly people and young mums with buggies without cars will have a difficult time getting their medication, etc.
- Wonersh Surgery has a delivery service, but they may need to employ another driver/van, leading to higher costs.
- Collecting prescriptions from Wonersh would not be easy – there is limited parking, it is a small chemist and is served by a limited bus service.
- NHS advise people to go to the pharmacy before seeing a GP for minor problems. This will not be possible in Bramley with no local pharmacy to go to.
- Boots offer an online ordering service that delivers items to the local Boots store within 48hours. People who use this would now need to go to Cranleigh, Guildford or Shalford. The Shalford branch is the closest, but there is limited parking.
- Cranleigh has a medium size store and a very small one a few hundred yards away. Why keep both of these stores open?

Residents suggest a petition for residents to sign in the shops needs to be set up and possibly an e-mail to Jeremy Hunt. It seems unlikely that Boots has done any research prior to making the decision to close the Bramley branch.

Members agreed that the Clerk should write to the Managing Director of Boots to ask them to reconsider the closure of the Bramley branch. She should also alert the Surrey Advertiser.

Clerk

- ii. The Clerk reported that the replacement lighting column on Horsham Road has been installed and an order has been placed with UK Power Networks to



connected it to the power supply. Once completed, the insurance claim will be finalised.	Clerk
iii. The Clerk reported that she has finally received the PIC grant of £1,727 for the purchase of the village defibrillator. She confirmed the cost of the equipment and installation will total £1,822. Clerk to action.	Clerk
iii. Mr Byham reported that one of the coping stones next to the clothes recycling bin in the Library car park is loose and a hazard. The Clerk will investigate and report the issue to Surrey County Council.	Clerk
iv. Mr Byham reported that many people are using the Bramley Library bin, including some of the businesses in the High Street. Mr Byham will investigate further and discuss the issue with the Library Operations team.	Mr Byham
e. <u>Grounds and Downs Link</u>	
i. The Clerk received a report that the signpost at the corner of Iron Lane and Foxburrow Hill Road has been damaged. The Groundsman is investigating and will forward a quote to repair it.	
ii. The Groundsman is preparing a quote to repair / replace various noticeboards around the parish. He will also quote to repair the bench at the Coronation Oak which has been damaged.	
iii. The Clerk received a report of injury caused to a resident who was walking through the gate on the Downs Link at the station. She reported that the spring on the gate makes the gate close too quickly. The resident was grazed on her heel by the gate. The Clerk has asked the Groundsman to loosen the spring on the gate a little.	
iv. Members asked when the fencing at the Downs Link on Station Road will be painted. The Clerk reported that the groundsman had been waiting for better weather to carry out this work. She will ensure this is actioned as soon as possible.	Clerk
v. Mr Coleman reported that a bench next to the footpath at Park Drive has been broken. The Clerk will report this to Waverley Borough Council.	Clerk
vi. Mr Byham reported that Paul Hunt Investments has, on behalf of Lord Hamilton, offered to smarten up the area around the allotments. Members agreed this was a good idea. Mr Byham will progress this matter with Paul Hunt Investments.	Mr Byham
f. <u>Rural Parish (including Birtley Green, Grafham and south)</u>	
i. Nothing to report	
057/19 Finance	
a. Members approved the payments to the value £23,848.99. Details are set out in the payment listing at Appendix B.	
b. 2018/19 Finance report and annual audit	
i. The Clerk reported that she has closed the accounts for 2018/19 and carried out the year end procedures. The Internal Audit will be carried out on 28th May. The Clerk circulated a report on Receipts and Payments for the year and another showing actual income and expenditure against the agreed budget for review by Members. Only £5,488 of the £23,961 budgeted deficit was spent during the 2018/19 financial year. The Clerk reported that £6,749 will be carried over to the 2019/20 financial year to fund projects that are planned.	
ii. The Clerk circulated the Annual Governance Statement to Members. By agreeing to this statement, Member acknowledge their responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. Members approved the Annual Governance Statement required for the external audit of the Parish Council accounts for 2018/19. The Chairman signed the Governance Statement.	



- iii. The Clerk will ask the Chairman at the June Parish Council meeting to approve the accounts. Any further questions Members may have about the Accounts should be forwarded to the Clerk prior to that meeting, so that the Chairman is in a position to approve them, in preparation for them to be sent to the external auditor immediately after the June meeting.

Members

058/19 **Points of information and any other matters**

a. Bramley Fete

The Clerk has circulated a suggested rota to man the Parish Council tent at the Bramley Village Fete on 18th May. She asked any available Members to be at Gosden Common from 10:30am to help erect the tent.

b. Forward planning

Mr Seaborne reported that Queen Elizabeth will have been in reign for 70 years in 2022 and suggested there may be an appetite within the Bramley community to install a commemorative artefact within the village. Although it is a long time away, if there is interest within the community, fundraising programmes should be put in place in plenty of time.

Members agreed that it would be more suitable for the Bramley Village Society to lead such a project, with support from the Parish Council if needed. The Clerk will ask the Village Society to discuss the matter at their AGM in early June.

Clerk

The meeting closed at 9:20

Agreed and signed Chairman, 20th June 2019