



**Minutes of a Meeting of Bramley Parish Council**  
**Held remotely via Zoom on 25th February 2021, starting at 7:30pm**

**PARTICIPANTS**

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

|  | <b>ACTION</b>      |
|--|--------------------|
| <p>015/21 <b>To receive apologies for absence</b></p> <p>a. No apologies for absence were received by the Clerk.</p>   |                    |
| <p>016/21 <b>Declarations of interest in agenda items</b></p> <p>There were no declarations of interest pertaining to agenda items.</p>  |                    |
| <p>017/21 <b>Minutes of the meeting 21st January 2021</b></p> <p>a. Minutes of the meeting 21st January 2021 were agreed by the meeting as a true record. These will be signed by the Chairman at the next meeting held in person.</p>   |                    |
| <p>018/21 <b>Matters arising from minutes 21st January 2021</b></p> <p>a. Further to a request from Clerk concerning the partial repainting of road markings at the mini roundabout in the centre of Bramley, County Councillor Victoria Young has asked the Surrey Highways team why all the markings were not refreshed. Surrey Highways has confirmed they will determine how soon this needs to be carried out and add the repainting to the county works programme for attention. The Clerk will continue to follow this matter up.</p>   | Clerk              |
| <p>b. Further to a request from a resident to switch off the streetlights in Bramley from the early hours until dawn in order to conserve energy, the Clerk has received further information from the lighting contractor. In order to do this, photo cells would need to be fitted to each lantern, at a cost of £45.50 per light. There are 65 street lights in the Bramley, so the total cost for the new equipment would be £2,957.50. There would also be a site visit charge of £75.00. It is not currently known if all the work could be done within one visit. The Clerk would be asked to confirm the mechanism she proposes will switch the lights off during the night. It was agreed that if payback can be achieved in three to four years, the project should proceed. The Clerk would be asked to advise when payback was likely to be achieved.</p> | Clerk<br><br>Clerk |
| <p>019/21 <b>Bramley Neighbourhood Police update</b></p> <p>a. Between 8th January and 5th February there were 18 occurrences of crimes, of which 5 are public interest.</p> <ul style="list-style-type: none"><li>• 21st January – Criminal damage to vehicle window – no evidence but could be domestic related – filed due to no evidence.</li><li>• 30th January – Breach of Covid19 guidelines, Chestnut Way. Advice given and breach ended – no further action.</li><li>• 2nd February – Theft of 3 bottles of vodka from shop on the High Street – Investigation ongoing.</li><li>• 2nd February – Smashed Shed window on Station Road. Named suspects – investigation ongoing.</li><li>• 4th February – Fraudulent call to elderly victim on Horsham Road. No financial loss – no suspect – filed.</li></ul>   |                    |



- 2ft high cherry laurels, 30 stolen in Munstead Heath Francesca Stern reported

The team have been conducting patrols around the sports pavilion, but they have not witnessed any groups of people gathering. They hope there will be no further problems but will continue to monitor the area. PC Greenaway has asked the Clerk to let him know if we receive any further reports of antisocial behaviour.

#### 020/21 **Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. Further to request made in 2020 regarding the Parish Council signing an agreement with BT Openreach on behalf of Snowdenham Links Road residents for provision of full fibre broadband, a resident has asked if PC would be willing to sign such an agreement. The Clerk has discussed this matter with the internal auditor, who has advised that the Parish Council should not become involved in such an agreement.

The Clerk recommends that the advice of the auditor should be followed, and the resident informed that signing such an agreement is not within the powers of a Parish Council.

Members unanimously agreed.

#### 021/21 **Waverley and Surrey County Councillors update**

- a. Mr Seaborne reported that there was a Full Council meeting held on Tuesday 23<sup>rd</sup> February to approve the 2021 budget. Although the meeting had adjourned before close of business, the Council Tax Setting Fund and Housing Revenue Account had been agreed. There were discussions regarding collaboration with Guildford Borough Council regarding cost savings. There were also discussions about the Boundary Commission Review and Waverley's recommendation that the number of seats be reduced to 50.  
[Mrs Burrows joined the meeting.]
- b. Mr Seaborne reported that the Waverley component of Council Tax will be increased by £5 for a Band D property, an increase of 2.7%, which was needed to bridge the huge shortfall due to loss of revenue from leisure centres and car parking due to Covid restrictions. Overall, Band D Council Tax in Bramley remains the fourth lowest of the 21 areas in the borough. There were proposals for Council House rents to increase by 1.25%, which would affect 190 households in Bramley.

#### 022/21 **Locum Clerk support**

- a. How much Locum Clerk support would be needed was uncertain. The Clerk was happy to keep working, although she could only work at 50% capacity currently. Mr Seaborne had spoken to SSALC, who were asking around the Clerks' network to see if any Clerks were available for one or two days a week for a couple of months initially. It was agreed that the committee that handles the Clerk's appraisal would be responsible for arranging Locum cover.

On SSALC's recommendation, it was agreed the Council would enter into a non-committal service arrangement with HR Service Partnership to provide advice regarding sick pay and contractual relationships for Locum Clerk and Assistant Clerk in due course. The Clerk would be asked to execute the arrangement.

Clerk



**023/21 Covid-19 Community Support Scheme**

- a. The Clerk reported that a request was made via Voluntary Action South West Surrey to collect a prescription for a Bramley resident in early February. Mrs Burrows followed this request up. No further requests for support have been received. The Clerk continues to monitor the Bramley Response email account and will alert Mr Seaborne if any requests for assistance are received.

The meeting adjourned to allow representation from the member of the public regarding a planning application for land at Clock House Lane that was considered at the previous meeting. It was agreed that Mr Molineux would draft an additional response to the application stating that overlooking and privacy of neighbouring residents be taken into account.

Mr  
Molineux

[The public session of the meeting was interrupted by six further members of the public for the purpose of disrupting the meeting. They were ejected from the meeting after several moments.]

**024/21 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. Neighbourhood Plan (NP) progress report. – Waverley have received two names for potential independent examiners, and have given outlines of how they dealt with various reports. It had been agreed that Jim Slater, who was the Independent Examiner for Godalming and Farncombe Neighbourhood Plan and currently working on Chiddingfold's Neighbourhood Plan, would be preferred as the Independent Examiner for Bramley Neighbourhood Plan.

**025/21 Report from Library committee**

- a. The Clerk reported that Bramley Library continues to operate as usual under the established reduced opening hours, click and collect service only, with no problems filling the volunteer rota. A Storytime and craft activity event over Zoom took place during half term.
- b. There is currently a problem with the heating in the main library, which although not causing too much of an issue currently as the main room is not being used by library users, does need to be repaired. It is hoped the heating will be repaired in the coming weeks. A number of other regular maintenance contractors have been carrying out routine inspections over the last few weeks. The Library Ops team have taken over the co-ordination of visits such as these in place of the Clerk.

**026/21 Report from Bramley Village Hall management committee**

- a. Mr Coleman had nothing to report and hoped to proceed with separation of the accounts and report at the next meeting.

**027/21 Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
  - i. The Clerk reported that further to reports received about some broken and rotting posts on the northern edge of Gosden Common, handyman Scott Armstrong has been asked to provide a quote for replacements. This quote is awaited. The Clerk will forward the details to Members on receipt.
  - ii. The Clerk would like to arrange for a layer of scalpings to be laid on the Pavilion track in March, as there are some large potholes in the track. She is in the process of obtaining a cost for sufficient scalpings, which she will forward to Members on receipt. There is £2,000 in this year's budget for these works.

Clerk

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 a response has been sent to the Windrush House resident concerning the wheelie bins that are located at the front of the property on the High Street. The Clerk has explained the conditions attached to the planning consent, and that the bin store area to the rear of the property is for use by Windrush House residents, rather than the neighbouring house. No response has been received to date and the bins are still located in the unsightly position at the front of Windrush House. It was agreed that the Clerk would contact Waverley Planning Enforcement regarding this matter. Clerk
- ii. The Clerk has asked handyman Scott Armstrong for a quote to repair a loose post on the handrail in the Library car park. The Clerk will forward the details to Members on receipt. Mr Seaborne advised that Surrey County Council had raised a work order to do this work. Clerk
- d. Grounds and Downs Link
- i. Damage to train in Eastwood Road play area.  
Mr Seaborne has asked Shaun Clark to repair it. If this has not been done, the Clerk can ask Scott Armstrong to do it. Members reported that the equipment was not unsafe. Mr Seaborne advised that Mr Clark would assess the damage and advise.
- e. Rural Parish (including Birtley Green, Grafham and south)
- i. Nothing to report.  
Waverley has asked the Clerk for a list of bins in the parish to see if our records agree and Mr Seaborne asked members to note any public bins with precise location and send the details to the Clerk, including those on the Downs Link. Members
- 028/21 **Finance**
- a. Members approved the payments to the value £3,588.14. 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. Approval of Clerk salary review  
Further to discussion outside of the meeting, Members agreed for the Clerk's salary to progress to SCP 26 on the NALC salary scale, backdated to August 2020. The Clerk will make the necessary changes to the payroll. Which was agreed. Clerk
- 029/21 **Points of information and any other matters**
- a. Draft job specification for Assistant Clerk  
The Clerk circulated a draft job specification for the recruitment of an Assistant Clerk for discussion by Members. The committee would come back with a formal job specification. It was agreed that the Committee would finalise a formal job specification and circulate for approval. It was also agreed that in the longer term, the Assistant Clerk would deputise for the Clerk when required.



The meeting closed at 20:40.

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