



**Minutes of the Meeting of Bramley Parish Council**  
**Held at Bramley Village Hall on 16th June 2022, starting at 6:00pm**

**PARTICIPANTS**

Mr P Leung, Messrs T Coleman, P Molineux, B Stern, M Byham, T Hughes and Mrs F Stern. The Clerk was also present. County Councillor Deanus and Borough Councillor d'Arcy did not attend. There were no members of the public in attendance.

**ACTION**

**048/22 To receive apologies for absence**

- a. Apologies for absence were received from Mr R Seaborne and Mrs A Burrows.

**049/22 Declarations of interest**

- a. None.

**050/22 Minutes of the meeting 19th May 2022**

- a. Minutes of the meeting of 19th May 2022 were agreed by the meeting as a true record. These were signed by the Chairman.

**051/22 Matters arising from minutes of the meeting of 19th May 2022**

- a. None.

**052/22 Bramley Neighbourhood Police update**

- a. The Clerk reported that between 13th May and 9th June there were 12 crimes reported of which 2 are in the public interest:
- 18th May – Theft of old moped on Snowdenham Lane. Filed as no positive line enquiry.
  - 24th May – Dog attack on sheep at Thorncombe Street. Filed as no line enquiry.
- b. The Clerk reported that as PC Greenaway is currently on annual leave, he was unable to attend the meeting. He plans to attend the next Parish Council meeting taking place on 21st July.

**053/22 Correspondence**

- a. Members noted the Correspondence report circulated by the Clerk.
- b. The Clerk reported that she received an email from Surrey County Council with an invitation to submit an expression of interest for free trees under a new tree planting scheme offered by Surrey County Council. The Clerk completed the expression of interest, noting that the Parish Council was not able to obtain any trees in the previous scheme as areas identified by the Parish Council for tree planting were not on land owned by the Parish Council.
- The Clerk has received a response from the SCC Senior Woodland Officer requesting more details and/or maps about the areas previously identified. These were along the northern edge of the Chestnut Way play area – owned by Waverley Borough Council – and on the area of land where Run Common Road joins the A281 – owned by Surrey Highways. The Tree Officer suggested that, as there is time prior to winter planting, she could investigate these possibilities with WBC and SCC to escalate this and enable tree planting in Bramley.
- The Clerk asked if Members would like the Clerk to send such information, and whether there were any other areas where new trees could be planted.
- Members did not identify any other suitable areas and confirmed that the Clerk should ask the SCC Tree Officer to investigate the possibility of planting trees in the 2 areas already identified.

Clerk



054/22 **Waverley and Surrey County Councillors update**

- a. In Mr Seaborne's absence, the Clerk reported that:
- i. The Waverley Planning Enforcement team has visited Singh Concrete on several occasions and the officers have agreed that all is not as it should be. Singh Concrete's planning application for change of use category was refused but they appear to be carrying on as if they have planning permission, including using the northern entrance to the site.
- A Planning Contravention Notice (PCN) was served by Waverley on the directors of Singh Concrete Limited last week. The response to the PCN is due within 21 days. Once the response is received, Planning Enforcement will have a clearer idea of whether formal enforcement action is required.
- Members were pleased to hear that this issue is being followed up by Waverley Planning Enforcement Officers.

055/22 **Committee Actions**

a. Planning Review Committee

- i. The list of current planning applications and draft comments from Mr Molineux were reviewed by Members.
- Members agreed the draft comments from Mr Molineux. The Clerk will submit Members' comments to Waverley Borough Council.
- Members suggested and agreed that the revised process for commenting on planning applications should be communicated to residents via Bramley Update.
- ii. Review of Planning report
- Members noted the Planning report circulated by the Clerk.
- iii. The Clerk reported that further to discussion at the May Parish Council meeting, concerning the revised draft plans received from The Hunt Group for a new dwelling at Bramley Millpond, she has responded to The Hunt Group suggesting that they should seek advice from Waverley Planning to ascertain if the proposal is likely to be approved or not, prior to the project progressing any further.
- The Hunt Group responded to state that the revised plans were based on feedback received from previous proposals. They asked which proposal the Parish Council and residents would prefer.
- The Clerk has since had a brief telephone discussion with The Hunt Group who advised that they are rethinking the project and will send further information prior to the Planning meeting scheduled to take place on 30th June.

Clerk

Asst Clerk

b. Library Committee

- i. A report from the Library Operations team was received by the Clerk.
- Gosden House School's visit to Bramley included dropping into the library on 24th May.
  - The Jubilee was marked by new displays, bunting provided by Gosden House children, and Drop in and Draw sessions with 20+ children over the course of the day. A new small collection of books written by Commonwealth authors in the last 70 years has been installed to mark The Big Jubilee Read. Customers are to be invited to fill in a memory as part of the legacy of the Jubilee.
  - The book stall at Bramley Fete sold 21 new jute bags and over half the donated books. The rest were delivered to Dapdune Wharf book shop.
  - Important instructions for processing stock using the new IT system are at last arriving. There was a serious problem with the network across many libraries on 7th June but the backlog of books was promptly processed by Ops team the next day.
  - Resources for the Summer Reading Challenge which starts in July are expected shortly.



- The Ops team is planning a Thank You Tea Party for volunteers on the afternoon of 16th July. They would like to purchase sandwiches and cakes for this event. Members agreed to fund the cost of refreshments from the Library bank account. Clerk to action.

Clerk

c. Village Hall Management Committee

- i. Nothing to report

d. Resilience Committee

- i. Nothing to report.

e. Highways Committee

- i. Mrs Stern reported that she has posted a request on Facebook for more Speedwatch volunteers.
- ii. Mrs Stern has also had a meeting with representatives from neighbouring parishes to work jointly on highways initiatives in the area. The first initiative the group will be working on is a "Twenty's Plenty" campaign. Mrs Stern suggested that this would not be possible to implement on the A281 but may be permissible on the stretch of road near to the Infant School on environmental groups. Members agreed that this suggestion should be pursued. Mrs Stern will keep Members informed of progress.

Mrs Stern

- iii. Members reported that the traffic lights at the pedestrian crossing at Bramley Library seem to be programmed to only change to red when there is no traffic, which seems to defeat the object of the lights.

Mrs Stern agreed to raise this issue with Cllr Deanus.

Mrs Stern

- iv. The Clerk reported that since circulation of the Correspondence report, she has received emails from residents who live at the very end of Eastwood Road. They are suffering from continued damage from vehicles turning round at the end of the road. Most of the residents have had cars or walls damaged on a regular basis. Most of the damage comes from delivery vans and very few stop or admit to the damage.

One resident has reported that over the last 12 months, turning delivery vans have damaged 3 of his vehicles parked either on the road or on his driveway. The repair bills have run into £1000s. His garden wall has also been hit several times and is in need of expensive repair. None of the drivers who caused the damage have left their details.

The residents have considered if anything can be done to deter delivery vans from turning at the end of the road, including installing security cameras or installation of new 'No Turning' signage in the road. But they are uncertain what effect either of these suggestions would have. They ask if the Parish Council has any ideas on how this might be prevented or reduced.

Members agreed that the installation of CCTV cameras would be the only way to log the registration numbers of the vehicles that cause the damage and report the incidences to Surrey Police. Alternatively, a Neighbourhood Watch scheme could be established in the immediate area.

The Clerk was asked to respond accordingly to the residents and raise the issue with Cllr Deanus to ask if Surrey Highways would consider installing suitable road signage.

Clerk

056/22 **Parish updates and actions**

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

- i. The Clerk reported that since circulation of the Correspondence report, she has received an email from a resident of Links Road reporting that:
- some of the benches on Gosden Common are in need of repair;



<ul style="list-style-type: none"><li>the goose pound at the end of Links Road is very overgrown; and</li><li>the black and white posts near the pedestrian refuge at the end of Links Road need to be washed so that the white reflective sections actually reflect.</li></ul> <p>The Clerk and Assistant Clerk will review and action these matters in the coming weeks.</p>	Clerk / Asst Clerk
<p>b. <u>Station Road and environs (including Hall Road, Eastwood Road and Barton Road, Linersh Wood).</u></p> <p>i. Mr Leung reported that if he had the specifications for the panelling, he may be able to repair the broken panels at the Station shelter, which have been damaged on several occasions. It was also suggested that wide white duct tape could be a solution.</p> <p>The Clerk will raise this with the Assistant Clerk, for her to discuss further with Mr Leung.</p>	Clerk / Asst Clerk
<p>c. <u>High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)</u></p> <p>i. Wall at Rhens Place</p> <p>The Clerk reported that she is trying to progress the issue of damage to the wall at Rhens Place with the management agent for the Old Rectory Close resident's association. They are still awaiting a quote for the necessary repairs but are still disputing that it was the tree on Old Rectory Close land that caused the damage. The Clerk will continue to try to resolve this issue.</p> <p>ii. Grit bins on Chestnut Way</p> <p>The Clerk reported that still no response has been received from Surrey Highways following the application for a new grit bin to be installed on Chestnut Way in January. The Clerk sent the details to Cllr Deanus for him to follow this up with Surrey Highways. Still no response has been received.</p> <p>The Clerk will continue to follow this up with Cllr Deanus.</p>	Clerk
<p>d. <u>Grounds and Downs Link</u></p> <p>i. The Clerk reported that since she reported the damage to both sets of steps from the Downs Link to Windrush Close in April, she has received confirmation that the Surrey Rights of Way team will carry out repairs in July.</p> <p>ii. Members noted that the vegetation along the Downs Link is becoming increasingly overgrown. Although it is the responsibility of the Surrey Rights of Way team to cut this back, as a temporary measure Mr Leung with cut the worst areas back. The Clerk will submit a request to Surrey Rights of Way for all of the overgrowing brambles and nettles to be cut back, including at the access points to the path.</p> <p>iii. The Clerk was asked to circulate to Members. the maps and schedule of grounds work in the parish that has been agreed with Grasstex.</p>	Mr Leung
<p>e. <u>Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)</u></p> <p>i. Nothing to report.</p>	Clerk
<p>057/22 <b>Finance</b></p> <p>a. Payments listed at Appendix B (circulated)</p> <p>Members agreed payments between 14th May and 9th June 2022, to the value of £3,072.06. The listing was signed by the Chairman and returned to the Clerk.</p> <p>b. 2021/22 Finance report and annual audit</p> <p>i. The Clerk circulated the report from the Internal auditor, which was noted by Members. The internal auditor signed the required documentation to be submitted to the external auditor.</p>	Clerk



The Clerk asked Members to note the statement from the Internal Auditor regarding General Reserves held by the Council. General reserves at year end were £10,897 (bank balances less earmarked reserves). This represents 18% of precept, which below recommended levels set out in the NALC Practitioners' Guide. The Internal Auditor recommends a general reserve of around 50% of precept for a council of the size of Bramley. He has therefore suggested a review of reserves is undertaken in 2022-23, with the aim of ensuring the general reserve is increased to a level in line with NALC recommended practice. Members agreed that, rather than implementing a large increase in Precept in 2023/24, the General Reserves should be gradually built up over a 3-year period. The Clerk should include a separate line item in the annual budget for the build-up of General Reserves.

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 and the statement was signed by the Chairman and the Clerk.

- iii. Members approved the accounting statement for the 2021/22 financial year, and it was signed by the Chairman. The Clerk will submit the annual return to the external auditor by the end of June deadline and ensure the required documents are published on the Parish Council website.

Clerk

#### 047/22 **Points of information and any other matters**

- a. Mr Leung asked Members if they would like to continue using the main room in the Village Hall for future Parish Council meetings, and whether the start time of 6:00pm should continue indefinitely.

Members agreed that the meeting in July would take place in the main hall, with meetings from September onwards to take place in the smaller meeting room.

This would be reviewed if the Covid situation changes as winter approaches.

Members all agreed that the start time of 6:00pm should continue for all future meetings.

Clerk to update the room bookings and published schedules as appropriate.

Clerk

- b. Clock at Bramley Infant School

The Clerk reported that the clock at Bramley Infant School has of late been chiming irregularly. During the clock's annual service earlier this month, Gillett & Johnstone investigated the issue and identified that the fault is due to a very worn cog. Mr Seaborne, in his role as School Governor, instructed the engineer to dismantle the relevant parts and submit a quotation for a new cog to be manufactured and installed. The clock will not work until the new cog is in place. Gillett & Johnstone has submitted a quote totalling £786 plus VAT to manufacture and install the new cog. Mr Seaborne suggested that an application to the Village Fete committee could be submitted to contribute towards the cost of this work. Unfortunately, the quote did not arrive prior to the deadline for applications to the committee. This work is not included in the Parish Council budget for this financial year. There are other options available, including:

- application to the Village Hall charity for a grant;
- application to the Village Fete committee following the Bramley Ball, scheduled to take place in December 2022; or
- wait until the next service is due to be carried out by Gillett & Johnstone (scheduled for June 2023), which will not include the cost for travel to & from



the school and mileage allowance, so reduce the overall cost by approximately £250.

The school clock is, together with the Church clock, a village asset and a landmark in the care of the Parish Council. The clock was made in 1806 and was last fully overhauled in 1997.

Mr Coleman suggested that this work may be funded by a grant from the Village Hall charity and this matter would be discussed at the next Village Hall management committee meeting,

Mrs Stern thought that Surrey County Council may have a funding scheme for maintenance of historical features. She will try to find the details to forward to the Clerk.

Mr  
Coleman

Mrs Stern

- c. Members asked the Clerk to raise the issue of funding repairs of the walls at Holy Trinity Church with Revd Davis. It was agreed back in the 1970s that the Parish Council would maintain these walls, but due to the budgetary pressures that the Parish Council now faces, it may be appropriate for this agreement to be reviewed. Clerk to action.

Clerk

The meeting closed at 18:40.

Agreed and signed ..... Chairman, 21st July 2022