



**Minutes of a Meeting of Bramley Parish Council**  
**Held remotely via Zoom on 16th July 2020, starting at 7:30pm**

**PARTICIPANTS**

Mr R Seaborne, Messrs R Stern, P Molineux, M Byham, A Coleman, T Hughes and Mrs F Stern. Mrs Victor, the Clerk was also present. There were 2 members of the public in attendance. Waverley Councillor Martin D'Arcy, County Councillor Victoria Young, PS Claire Sutherland and PCSO Philip Snow were unable to attend.

**ACTION**

**014/20 To receive apologies for absence**

- a. Apologies for absence were received from Mr P Leung.

**015/20 Declarations of interest in agenda items**

None.

**016/20 Bramley Neighbourhood Police update**

- a. A report from PCSO Snow of crimes of public interest occurring between 15th May and 15th July 2020 was circulated by the Clerk prior to the meeting:
- 19th May 2020 – A business premises on Birtley Road had a number of glass panes smashed by projectiles.
  - 21st May 2020 – A High Street resident entered into a courier fraud unknowingly and handed over a significant quantity of cash. The scammers claimed to be from Hammersmith Police Station Fraud Dept.
  - 12th June 2020 – A resident of Links Road entered into a courier fraud unknowingly and handed over a significant quantity of cash. The scammers claimed to be from Hammersmith Police Station Fraud Dept.
  - 24th May 2020 – The passenger window of a car parked on Snowdenham Lane was smashed.
  - 2nd June 2020 – Penalty notice issued to a driver on Birtley Road for overtaking on double white lines.
  - 4th June 2020 – On Chestnut Way, a minor was approached by other teenagers using verbal threats that the victim hand over items. The victim was able to escape.
  - 8th June 2020 – Door panel of a vehicle on Birtley Road was dented.
  - 9th June 2020 – Garage of a property on Snowdenham Lane was entered and golf clubs and an expensive pedal cycle had been removed.
  - 13th June 2020 – Screws removed from door to a garage on stable area at Rooks Hill to gain entry. Search made nothing stolen.
  - 17th June 2020 – Motorcycle on Horsham Road followed a police vehicle on blues in order to weave through traffic.
  - 24th June 2020 – Damage caused to a lock that secures a gate to stop public access from the Downs Link to a club's premises on the High Street.
  - 7th July 2020 – Report of driving without due care by a motorist on Horsham Road in Grafham. Victim was a cyclist who supplied cycle cam evidence.
- b. Keep Calm & Hang Up – Scam alert  
An increase in reports of phone scams in the Waverley area has been noted. Callers are pretending to be police officers from Hammersmith Police Station,



Acton Police Station and others. This is a well-known scam being used across the UK. Often older or more vulnerable people are targeted.

The obvious advice is to hang up as soon as you suspect something untoward is going on. You can report any attempts at [www.actionfraud.police.uk](http://www.actionfraud.police.uk) which also contains lots more advice.

Police officers, banks or any other authority figures will never call you in this way. If you do get a call from someone who claims you need to withdraw money from a bank, hang up and report it using a different phone if possible. It will be a scam. Police advise that if you know of neighbours or have family and friends who are trusting and may enter into phone conversations with cold callers then please advise them to 'keep calm and hang up'. Then report to police on 101 (999 emergency) and Action Fraud UK.

Police had recently made two arrests in Godalming following interception of two males as they were on their way to a victim's address to collect the cash. Enquiries are ongoing with the Metropolitan Police.

The Clerk was asked to request an update from PCSO Snow at the end of July and include advice regarding this scam in the next issue of Bramley Update.

- c. Mr Byham reported that he had seen a recent Facebook post from Surrey Police regarding a large number of stolen bikes that have been recovered by the Police. They are trying to find the owners of the bikes so they can be returned. Members asked the Clerk to find out the details from PCSO Snow. If this post was from the Waverley force, the Clerk should share the post on Facebook and include the information in Bramley Update.

Clerk

Clerk

#### 017/20 **Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.

#### 018/20 **Waverley and Surrey County Councillors update**

- a. Mr Seaborne reported that Surrey County Council has declared an interest in forming a single unitary authority. This would mean that all services currently managed by Waverley Borough Council would be managed by the new authority. It would be the largest of its kind in the country. This could result in Parish and Town Councils having more powers. This matter will progress further in the autumn following the publication of the Government's devolution white paper.
- b. Mr Seaborne reported that Waverley Borough Council has reviewed the impact of Covid-19 on the annual budget. Income from leisure centres and car parks has had the biggest impact. More than £6m income has been lost to date. An emergency budget has been created in which the Council's reserves are being utilised. A rebalanced budget has been discussed and will be presented to Council in August. There is concern that a possible second wave of the pandemic will lead to further income loss.

#### 019/20 **Discussion on Co-option of new Councillor**

- a. Two applications have been received and both applicants attended the meeting as observers.

Members agreed that the co-option should happen as soon as possible. The applicants will be invited to a future Planning meeting at which they can talk about what they would like to achieve should they be selected as a Member. The Clerk will then arrange for Members to vote on who they would like to select.

Clerk



**020/20 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.  
Mr Hughes asked if there had been any progress on the planning application at Lydia Park for additional traveller accommodation. Mr Seaborne confirmed that a decision on this application had not yet been made by Waverley Borough Council.
- b. Neighbourhood Plan (NP) progress report.
  - i. Mr Stern reported that an email was received from the Waverley Planning Policy team stating that there is a requirement for a full Habitats Regulations Assessment (HRA) screening to be carried out for the Bramley Neighbourhood Plan. This is in contrast to the advice received from Waverley in September 2018. Mr Stern and the Clerk have sent a joint letter to the Head of Planning at Waverley to ask for his assistance. He has responded to say that he understands the Parish Council's issue and confirmed that he will investigate the matter and respond fully in due course.

**021/20 Report from Library committee**

- a. Mr Byham reported that although some prominent libraries in Surrey have reopened, Bramley Library remains closed for the time being. Discussions are commencing with Surrey Libraries on plans to reopen and the Operations Team has contacted the team of volunteers to gauge the appetite to return to duty. Approximately one third of the team would be happy to return at the current time. We await information from Surrey Libraries on measures they will be taking to ensure the safety of volunteers and library users.

**022/20 Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
  - i. The Clerk reported that a Covid-19 risk assessment was carried out at the Pavilion on 7th July. Bramley Cricket Club has commenced their playing season, only utilising one toilet in the Pavilion at this stage (no use of changing rooms, showers and kitchen).
  - ii. The groundsman has checked and secured any loose posts on the perimeter of Gosden Common.
- b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)
  - i. The Clerk reported that the broken fencing at the end of the Barton Road spur has been repaired by the individual who damaged them with his car.
- c. Village Hall and environs (including Station and Hall Road, Windrush Close)
  - i. The Clerk reported that a Covid-19 risk assessment was carried out by the Clerk, Mr Coleman, Mr Stern and Mr Lordan and the Village Hall is now open for some hires.
  - ii. The Clerk reported that the donation trolley for the Godalming Community Store will be relocating from the Infant School to the Village Hall from Tuesday 21st July. Residents are invited to drop food donations in the trolley each Tuesday between 8:00am and 11:30am.
- d. High Street and environs (including Snowdenham Links Road and Lane)
  - i. The Clerk reported that the majority of businesses on the High Street have successfully reopened their doors to shoppers. There have been no reported difficulties around social distancing to date.



- e. Grounds and Downs Link
  - i. The Clerk reported that a Covid-19 risk assessment was carried out at the Eastwood Road play area on Thursday 2nd July. Appropriate signage has been displayed and the play area reopened on 4th July.
  - ii. The Clerk reported that during June, one of Shaun Clark's employees irreparably damaged the Parish Council's mower. Shaun has agreed to replace the equipment.
- f. Rural Parish (including Birtley Green, Grafham and south)
  - i. Nothing to report.

023/20 **Finance**

- a. Members approved the payments to the value £32,980.70. 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. 2019/20 Finance report and annual audit
  - i. The Clerk circulated the report from the Internal Audit that was carried out in June. The internal auditor was required to qualify the internal audit report. Bramley Parish Council is the sole trustee of the Bramley Village Hall Charity. The charity needs to be operated separately from the Parish Council. This has not been done in the past. Members noted the actions outlined by the internal auditor within his report.  
The internal auditor signed the required documentation to be submitted to the external auditor.
  - ii. Mr Seaborne queried a c£10,000 income figure in the accounting statement. The Clerk will review the figures and provide an explanation to Members by email. Other than this query, Members approved the accounting statement for the 2019/20 financial year. Once the query has been resolved, the Clerk will arrange a time for the Chairman to sign the statement. The Clerk will then submit the annual return to the external auditor and ensure the required documents are published on the Parish Council website.
- c. 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 except that relating to Trust Funds. Due to the issue concerning the administration of the Bramley Village Hall charity, the Council has not met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust. The Clerk will prepare a separate sheet for the external auditor setting out the weakness identified and a description of the steps in place to rectify the problem. This will be published alongside the Annual Governance and Accountability Return for 2019/20 when the inspection period is set.  
The Clerk will arrange a time for the Chairman to sign the Governance Statement.
- d. Parish Council Financial Regulations
  - i. The Clerk circulated amended Financial Regulations for the Parish Council. These were approved by Members.
- e. Parish Council Risk Assessment
  - i. The Clerk circulated the amended Risk Assessment for the Council. This was approved by Members.

Clerk

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- f. The Clerk updated Members on progress of the application for a Covid-19 discretionary grant from Waverley Borough Council. The Clerk has supplied Waverley with additional information to support the application, but no decision has yet been made.

024/20 **Points of information and any other matters**

- a. Separation of Bramley Village Hall charity from Parish Council

The Clerk identified an error in the administration of the Bramley Village Hall charity. For many years the administration of the charity has been merged with the administration of the Parish Council. Regulations dictate that the two entities should be kept completely separate.

The Clerk circulated a report outlining the issues and recommendations on the steps that should be taken to rectify the problem.

The Clerk has investigated if it would be possible to remove the charitable status of the Village Hall. The legal adviser for SALC advised that this would not be possible. To do this, the Charity cannot transfer its assets to the Parish Council as a local authority as the Parish Council is not a charity. A charity can only transfer its assets to another charity. The only way that this can be achieved is for the Parish Council to purchase the Village Hall at market value. The funds are then owned by the Charity and must be used for charitable purposes.

The Clerk has investigated opening a charity bank account with the Council's banker. Due to the Covid-19 pandemic, the bank is not accepting new Charity account applications at this time. The Clerk will open an account as soon as possible, if not with Lloyds then with an alternative bank.

Once the new bank account is operational, the Clerk was asked to transfer Village Hall related income less expenditure for this financial year from the Parish Council bank account to the Village Hall account. Members agreed to start at a £0 balance from 1st April 2020. There will need to be some discussion within the Village Hall Management committee regarding the level of rent that the Parish Council should pay the Village Hall for the Clerk's office space, as well as reimbursement from the Village Hall to the Parish Council for the Village Hall work that the Clerk carries out. The Clerk was asked to keep a log of the hours she spends on Village Hall business.

Clerk

Clerk

- b. Covid-19 Community Support network

The Clerk reported that a total of 96 people have been assisted by 101 volunteers in Bramley during the Covid-19 pandemic. There are now only 1 or 2 requests coming in per week for prescriptions and shopping.

The Clerk spoke with the Communities team at Waverley. The food parcel scheme is coming to an end on 31st July 2020.

Members agreed that a pause should be placed on the Bramley Community Support scheme from the end of July. Should a second wave of Coronavirus happen, the structure of the support scheme is in place, so it will be straightforward to restart it if necessary.

The Clerk was asked to contact all of the residents who volunteered to help others within the parish to thank them for their service and notify them that the scheme will not be operational from the beginning of August. The Clerk to also inform them that there is a risk that their support may be required again should a second wave occur.

Clerk

There may be some residents who need support from time to time in "normal" times. Members agreed that the Clerk should ask the volunteers if they would be willing to be part of an ongoing support network in the parish.

Clerk

Mr Byham reported that Bramley Wheels has reinstated their duty officer role. Should they receive any requests for anything other than transport to medical appointments, assistance may be available from the ongoing support network.



- c. Members discussed the schedule of future meetings. It was agreed that whilst meetings are taking place using Zoom, Planning meetings could take place at the earlier time of 5:00pm. The Clerk suggested that all meetings could take place on a Thursday, with the full Council meetings occurring as per the current calendar and Planning meetings slotting in between the full meetings. The Clerk will draft and circulate a schedule of meetings for review.
  
- d. The Clerk reported that she will be on holiday from 8th to 22nd August inclusive. Mr Seaborne reported that he will be away for the week of 8th August.

Clerk

The meeting closed at 8:47pm.

Agreed and signed ..... Chairman, 17th September 2020