



Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 24th October 2019, starting at 7:30pm

PRESENT

Mr R Seaborne, Messrs P Leung, R Stern, P Molineux, T Hughes, M Foley, M Byham, A Coleman and Mrs F Stern. Mrs Victor, the Clerk was also present. There were no members of the public in attendance. County Councillor Victoria Young, Borough Councillor Martin D'Arcy and PCSO P Snow were unable to attend.

101/19 To receive apologies for absence

- a. No apologies for absence were received.

102/19 Declarations of interest in agenda items

None.

103/19 Minutes of the meeting 19th September 2019

- a. Minutes of the meeting 19th September 2019 were agreed by the meeting as a true record and signed by Mr Seaborne.

104/19 Matters arising from minutes 19th September 2019

- a. There was some confusion following the September meeting concerning the situation with regard to the cleaning of the Village Hall. Members clarified that the Clerk should give the current cleaner one month to improve the quality of the cleaning, or an alternative contractor would be used. The Clerk confirmed that she has discussed the cleaning issues in the Village Hall with the regular cleaner. He has confirmed that the standard will be improved. The Clerk is keeping an eye on the cleaning, which seems to be of a better standard currently.

ACTION

Clerk

105/19 Bramley Neighbourhood Police update

- a. The Clerk received details of crimes reported in the last month from PCSO Snow, as follows:
- 2 men shoplifted from a shop on the High Street. Police have a positive line of enquiry.
 - A resident of Links Road received a scam phone call from a man impersonating a police officer. Police are continuing to advise communities to be alert to any suspicious calls and not to engage or share any personal details with others. Mr Byham reported that another resident of Bramley had recently been the subject of a phone scam. Mr Byham now has "The Little Book of Scams", published by Surrey Police, in electronic format. Members agreed that the PDF document should be published on the Parish Council website and a link to it included in Bramley Update and on Facebook. Clerk to action. Mr Byham also recommended that residents use BT's Call Guardian (other phone operators offer something similar), as this stops phone scammers being able to get through.
 - A van parked on Barton Road was stolen from outside a residential property.
 - Theft of a hedge trimmer from the High Street.
 - Both index plates were stolen from a vehicle in Birtley Green.
 - The rear side window was smashed on a vehicle on Birtley Road by what appears to be a pellet. There is a rise in criminal damage caused by projectiles

Clerk



in the borough. Police have increased patrols around specific locations in order to disrupt or catch the perpetrators.

106/19 **Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. A resident of Barton Road is concerned about a tree growing on the Downs Link, branches of which are overhanging her property. The Surrey County Council Countryside Access team has confirmed that this issue is not classed as priority 1 or 2, so current budgetary constraints mean they are unable to carry out any work on the tree. Members asked the Clerk to find out if this is a job that could be carried out by the "Bramley Dad's" volunteer group. Clerk to action.
- c. The Clerk received an email from Alan Thompson of Fidelitas Property Consultant confirming that Waverley has informed them during pre-application discussions that should they submit a planning application for the proposed new development in the overflow car park at Birtley Courtyard, it would be rejected as the site is in the Green Belt and out of the settlement boundary. Fidelitas is going to request that the settlement boundary is adjusted by Waverley and the revision included within the Local Plan Part 2.

Clerk

Mr Thompson asks if the Parish Council will issue a statement of support in principle for both of the proposed uses - B1 offices or C2 Supported Living residential units. This would add great weight to their request for Settlement inclusion, now that the existing Courtyard is proposed for inclusion.

This proposed development is next to the proposed new settlement boundary and is in line with the Neighbourhood Plan (offering the right mix of housing or new office space in the parish). Members agreed that the Clerk should issue a statement of support in principle for the proposed uses.

Clerk

- d. Members discussed the email from Richard Gates on behalf of Holy Trinity church asking the Parish Council to budget around £2,000-£3,000 each year for the next 2 or 3 years for pointing works to the walls in the churchyard. Although some Members are still concerned that the Church is asking that such large amounts of taxpayer's money be spent on such works, as the maintenance of the walls is the Parish Council's responsibility, the walls are locally listed and in the Bramley Conservation Area, some works need to be done. Members agreed that a placemaker sum be included in the 2020/21 budget. The extent of the works to be done in the next financial year will be agreed with the church early in 2020, focusing on the areas of wall that require repair for safety reasons. Clerk to action.

Clerk

107/19 **Waverley and Surrey County Councillors update**

- a. Mr Seaborne reported that Gatwick airport are planning to put forward proposals for expansion. Comments on the proposals have been submitted by Waverley Officers, although input was not requested from Council Members.

108/19 **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. Neighbourhood Plan (NP) progress report.
 - i. Mr Stern reported that he has forwarded revised wording for the Smithbrook Kilns site to the Clerk for inclusion in the draft Plan. Once these changes are made, Mr Stern suggested that the tracked changes document set should be sent to Waverley Borough Council for their review. This was agreed by Members. Mr Byham reported that there are a number of lapsed planning consents included in the list of approved applications in the Plan, and he has discovered that it is unlikely that the planned works are unlikely to be done in the near future. It was



agreed to leave the list as it stands for now but suggest to Waverley Borough Council that they should provide an updated list of current planning consents. The covering letter should also inform Waverley of the 2 aspects of the Plan that are as yet unresolved – Smithbrook Kilns and the former school field sites. Clerk to action.

Clerk

109/19 Report from Highways & Rights of Way committee

- a. Mr Seaborne reported that he has been posting on Facebook information on planning and emergency highways works in Bramley. These posts have been viewed by many members of the Bramley Update Facebook community.
- b. Mr Foley reported that he has been corresponding with a Horsham Road resident concerning the issue of speeding traffic on the A281 to the north of the village centre. Surrey Highways has sent a report to Mr Foley giving reasons why the speed limit cannot be lowered on this section of road. Mr Foley will send this report to the Horsham Road resident for his information.
- c. Waverley Borough Council has quoted £2,680 to install a bike ramp from the Downs Link to Windrush Close and the installation of a new bike rack in the centre of the village. Mr Hughes reported that he has met with Mr Foley to discuss where appropriate signage can be located to signpost Downs Link users to the village centre. Mr Hughes will forward a report on suggested locations and signage design to Members. Funding for this could be obtained from Bramley businesses, as well as a S106 grant from Waverley Borough Council. Mr Seaborne reported that once the signage plans have been finalised, they should be sent to the Surrey County Council Countryside Access team for review.

Mr Foley

Mr Hughes

110/19 Report from Library committee

- a. It was a quiet month in the Library. The kiosk has been updated with a new look and new shut-down procedures. There are 2 activities planned for half-term – Storytime and another visit by Brilliantbricks.
- b. Mr Byham reported that the large Veolia bin has been replaced with a wheelie bin and has been located away from the car park to deter others from using it. The Clerk will arrange for a book recycling bin to be placed in the car park next to the clothes recycling bin. Mr Byham also reported that the potholes in the car park have been filled by Waverley Borough Council.

Clerk

111/19 Report from Resilience Group

- a. Mr Coleman raised the issue of surface water flooding on the A281 in 3 locations – Bramley Grange, Memories and at the Triumph Motorcycle dealership. There is an increased concern for the safety of children going to the infant school from the south of the village and inconvenience to others since the resurfacing of the A281 Birtley Road at the Triumph Motorcycle dealership in June and the flooding has become worse. This has been reported to Ian Fowler (SCC). It has been agreed that the original flood sites should be revisited and additionally blocked gullies etc need to be identified, this will be organised as soon as practicable, preferably when it is raining. Mr Coleman also requested that he be supplied with photographs of flooded areas where possible.
- b. Mr Byham reported that some work has been done to remove the fallen tree that is blocking the stream behind Fisher Rowe Close, but the trunk is still lying on the bed. Mr Byham is following this matter up with Thames Water.

Mr Byham

112/19 Parish updates and actions

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. The Clerk reported that the insurance settlement for the streetlight knock-down that occurred in February of this year has finally been received.



<p>The replacement lighting column for the one that was knocked down in July has been installed. UK Power Networks has informed the Clerk that it will be connected to the power supply by 1st November. Once this is done, the relevant paperwork will be forwarded to Zurich Insurance in order to progress this insurance claim.</p>	Clerk
<p>ii. The Clerk reported that the works to replace the felt on the Pavilion roof have been completed.</p>	
<p>b. <u>Station and environs (including Eastwood Road and Barton Road, Linersh Wood)</u></p>	
<p>i. The Clerk reported that a letter was sent to residents of the first spur of Eastwood Road to ask their opinion on a request to create a new pedestrian access from the end of the spur onto the Downs Link. 34 letters were delivered, and 18 responses received, none of which identified who owns the spur. One resident was in favour of the proposal and 17 against it for reasons such as access already available from other nearby locations, increased parking on an already difficult road to park on, loss of privacy, increased noise, increased littering, loss of security, etc. Members agreed that as the majority of responses received are against the proposal, a new pedestrian access should not be created. The Clerk will write to all residents of the first spur of Eastwood Road to let them know, as well as the resident who initially proposed the idea.</p>	Clerk
<p>c. <u>Village Hall and environs (including Station and Hall Road, Windrush Close)</u></p>	
<p>i. Stone Barn update</p>	
<p>The Clerk reported that the planning application for the works to the Stone Barn has been approved by Waverley Borough Council. The Clerk still needs to complete the bidding documents.</p>	Clerk
<p>ii. Village Hall improvements</p>	
<p>The Clerk reported that Wi-Fi signal is now available in the whole of the Village Hall and she has set up an account with WorldPay to accept card payments for Village Hall bookings.</p>	
<p>The works to improve the Village Hall meeting room will progress in the coming month.</p>	Clerk
<p>iii. Mr Byham reported that there is a dead tree in Windrush Close that is in danger of falling. He has reported it to Waverley Borough Council who have agreed to remove it.</p>	
<p>d. <u>High Street and environs (including Snowdenham Links Road and Lane)</u></p>	
<p>i. The Clerk reported that a training session for the defibrillator has been arranged for the evening of Monday 25th November in the Jolly Farmer. Graham Smith will deliver this training using mannequins (including infant ones) and practice AEDs. It is hoped that a second session at the weekend will be arranged to take place in the Library early in 2020. The Clerk will advertise the November session in Bramley Update, on Facebook and around the village.</p>	Clerk
<p>ii. Mrs Stern reported that the traffic lights at the pedestrian crossing on the High Street take too long to change. Pedestrians are often left waiting for many minutes to cross – even when the road is clear of traffic. The Clerk was asked to write to Surrey Highways to ask them to either change the timing or repair the sensors. It was noted that as well as being a safety issue, the fact that the lights take so long to change cause queuing traffic to contribute to the carbon footprint. Pedestrians often press then button, then cross when the road when it is clear of traffic. Vehicles then have to stop at the red light, when the pedestrian has already crossed. Clerk to action.</p>	Clerk



e. Grounds and Downs Link

- i. The Clerk reported that new bolts have been fixed to the large gate at the Downs Link on the southern side of Station Road.
- ii. Further to the request in the October issue of Bramley Update for ideas for simple improvements the Parish Council could carry out in the parish, the Clerk has received the following requests:

- a. The fingerpost sign at the junction of Iron Lane with Snowdenham Links Road and Munstead Heath Road is damaged. The main post is rotting and 2 of the fingers are missing. 2 residents asked if it can be repaired in the same way as the one in the centre of the village has been done. The Clerk estimates that the repair will cost in the region of £250. Members agreed for this to be done. Clerk to action.

Clerk

- b. Use the phone box in the centre of the village in a similar way to the one in Compton. The Clerk responded to explain that, as this is the only public phone in the village, the telephone needs to remain. Clerk has followed up with BT to ask again for the phone box to be refurbished.

- c. Additional speed signs on A281 to try to reduce speeding vehicles. This is a matter for Surrey Highways, who have already indicated they are not minded to do this. As a way of trying to protect the Parish Council's streetlights, the Clerk was asked to investigate the possibility of installing barriers around the lighting columns, at the Parish Council's expense. Surrey Highway's permission should be sought to install these on their grass verges. Clerk to action.

Clerk

- d. Repair/replace all pavements in Station Road and Barton Road as there are many trip hazards and the cars/lorries that bump up on to the pavement have caused the concrete kerbs to deteriorate. Surrey Highways believes that the pavement in Station Road is on the list to be resurfaced this financial year. The Barton Road pavements could be added to the list of desired Highways projects.

- e. Install an Astro-turf mini football pitch at the Eastwood Road play area. The current grass pitch is just mud most of the year. Ensure gates have proper spring-loaded catches to keep dogs out. Members agrees that laying astro-turf would be a good idea and asked the Clerk to get a quote to do this. A project such as this could possibly be funded through CIL or S106 monies. Members agreed to add this to the list of CIL projects.

Clerk

The Clerk will arrange for springs to be installed on gates.

Clerk

- f. Ask Arriva to install an electronic timetable boards at the new bus stop in Station Road. It was noted that Surrey County Council had already considered installing this but it was rejected due to budgetary constraints. Electronic timetables cost in the region of £8,000.

The Clerk was asked to respond to all those who submitted ideas.

Clerk

- iii. Mr Hughes reported that the area next to the bench behind Bramley Mill is difficult to access due to roots growing through the ground and overhanging tree branches. This land is owned by Lord Hamilton. The Clerk was asked to contact him to ask if the area could be made more accessible.

Clerk

- iv. Members asked the Clerk to arrange for the Downs Link to be swept with the new sweeping equipment. The "Bramley Dad's" group should be asked if they would like to do it in the first instance. Clerk to action.

Clerk

f. Rural Parish (including Birtley Green, Grafham and south)

- i. The Clerk has discussed the agreed loan to the Grafham Room to enable them to carry out roof repairs with Mr Scattergood. He has advised that the Grafham Room Trust has discovered that the registration of the property does not fully



comply with regulations and needs to be re-registered. Mr Scattergood has requested that the loan be delayed until this work has been finalised, by which time there may be some progress on a grant from Waverley Borough Council, which is being investigated by Mr Seaborne.

113/19 Finance

- a. Members approved the payments to the value £10,604. Details are set out in the payment listing at Appendix B.
- b. Half-year review of budget
 - i. The Clerk circulated the budget and graph for the half-year from April to September 2019. This was reviewed and approved by Members. The Clerk was asked to clarify some of the heading on the graph. Clerk
- c. Clerk salary review
 - i. Mr Seaborne reported that the annual appraisal for the Clerk took place earlier this month and a set of objectives for the coming year have been agreed. As many of the objectives are tied to specific calendar events, the Clerk is to find out from SSALC if there is a recommended time of year that appraisals should be carried out. The Clerk's annual appraisal currently follows the anniversary of her employment. Clerk
The Clerk was thanked for her work over the last year. Members agreed that her salary should move to the next point on the NALC pay scale, to be backdated to August 2019.
- d. 2020/21 budget
Mr Seaborne reported that the budget for the next financial year will be calculated from a zero base, which it is hoped will result in a Precept figure that is better aligned with the budget. Mr Seaborne warned Members that calculating the budget in this way will require more thought and input from Members than in previous years. The Clerk will provide Members with a skeleton draft budget for discussion at the November meeting. She was asked to send this giving Members plenty of time to review it prior to the meeting. Clerk
- e. Quarterly review of bank statements
 - i. The Clerk confirmed that Mrs Stern has reviewed the bank statements for the quarter from July to September and compared them to the reconciliations in the Parish Council accounts. These has been approved.

114/19 Points of information and any other matters

- a. Members briefly discussed ways in which the Parish Council can reduce its carbon footprint. Energy efficiency can be achieved for Parish Council assets through the use of, e.g., LED lighting, secondary glazing, solar panels. It was agreed that some expert advice would be beneficial. The Clerk was asked to contact the Clerks network and SSALC to ask for advice on who could carry out an asset review from an energy efficiency perspective. Clerk
As part of this undertaking, there may be ways that the Parish Council can encourage residents and businesses in Bramley to be more energy efficient. The Clerk has found a document from Friends of the Earth entitled "20 actions parish and town councils can take on the climate and nature emergency". The Clerk will forward this to Members for review and further discussion at the November meeting. Clerk
- b. Remembrance Sunday
The Clerk confirmed that she has applied for and received confirmation of the road closure for the Remembrance Sunday parade taking place on Sunday 10th November. She is liaising with Holy Trinity church on the arrangements. Mr Seaborne confirmed that he will be in attendance to represent the Parish Council and lay the wreath. Clerk



The Clerk has received an invitation to the Remembrance Lunch taking place at Holy Trinity church following the service. Mr Seaborne and Mr Byham confirmed that they will be attending.

Mr Foley and Mr Coleman agreed to assist the Clerk in closing the roads for the service at the War Memorial. The Clerk will ask the Bramley Village Society for one further volunteer to help with this.

c. Smith's Charity

The Clerk informed Members that there is currently a balance of £4,003 in the Smith's Charity bank account. It is the charities policy that if more than the value of one year's grant is held in reserve (£3,600), a grant will not be paid for the following year. This was noted by Members, who agreed that a grant should not be applied for in 2020. This year's reserves will be used for the 2019 Christmas Vouchers. Clerk to action.

Clerk

Clerk

The meeting closed at 9:10pm.

Agreed and signed Chairman, 21st November 2019