



Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 17th January 2019, starting at 7:30pm

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, M Byham, T Coleman, M Foley and Mrs O'Connell. Mrs Victor, the Clerk was also present. No members of the public were in attendance. Councillor Victoria Young and PCSO Snow were unable to attend.

001/19 To receive apologies for absence

- a. Apologies for absence were received from Mr Hughes. Mr Leung was not in attendance.

002/19 Declarations of interest in agenda items

None.

003/19 Minutes of the meeting 13th December 2018

- a. A minor change to the Minutes of the meeting of 13th December 2018 was suggested and agreed. The Clerk will amend the minutes accordingly.

004/19 Matters arising from minutes 13th December 2018

- a. None

005/19 Bramley Neighbourhood Police update

- a. The Clerk circulated a report detailing crimes of public interest between 14th December and 14th January from PCSO Snow, as follows:
- b.
- On 15th December a wallet and mobile phone were stolen from a handbag during an event at Gate Street Barn, Bramley
 - On 20th December a pellet was launched at an unattended motor vehicle window parked on Birtley Road, causing the window to smash.
 - On 4th January a fixed penalty notice was issued to a person stopped for possession of a small amount of herbal cannabis on Birtley Road.
 - On 6th January a ball bearing smashed the passenger side rear window of an unattended motor vehicle at Rooks Hill.
 - On 12th January the bolt on a shed door at a property on Linersh Wood was unscrewed in order to gain access and various garden tools were stolen.

The two Vehicle Crimes appear to be part of a series which is being investigated by the Specialist Neighbourhood Team. The Police have had some success in dealing with the perpetrators and arrests have been made together with stops where articles have been seized. There is more than one group involved and local officers continue to work with local Game Keepers and the public in order to develop intelligence, disrupt and catch the offenders.

Members noted that there had been a further attempted burglary in Linersh Wood.

Members are keen that the new Sergeant for Waverley East, Claire Sutherland, attend a future meeting of the Parish Council.

ACTION

Clerk



006/19 **Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. Martin Foley received a note from an Eastwood Road resident asking if organisations such as the Wey & Arun Trust should consult with the Parish Council and the local community prior to tree felling. This was based on a recent article in the Sunday Times by Michael Gove which stated that consultation with communities should take place before trees are felled. Members stated that if trees are on private land and do not have a Tree Preservation Order, consultation with the Parish Council is not required. If trees are on public land, for example the Downs Link, it would be Surrey County Council who would grant permission for such works. The Clerk was asked to contact the SCC Countryside Access Team to find out if the Wey & Arun Canal Trust have obtained permission from them prior to felling any trees.

Clerk

The Clerk also had a visit from the resident asking if the Parish Council could ask the Wey & Arun Canal Trust what kind of wooden fence they are planning to erect at Gosden Aqueduct. Members agreed that as this land is owned by the Trust, it would not be appropriate to request this. The Trust is treated the same as any other organisation or resident in the parish.

- c. The Clerk circulated to Members an email from Tom Horwood of Waverley Borough Council which forwarded a message from the Police & Crime Commissioner announcing a consultation on increase in Policing element in Council Tax for 2019/20. The Commissioner is recommending an increase of £24 per household. The consultation closes on 28th January. The Clerk was asked to advertise this consultation on the Bramley Update Facebook page.
- d. The Chairman has received 3 letters from a resident of Birtley Green concerning the guard dog at Singh Concrete that the resident believes is being mis-treated. Mrs Stern has been to speak to the office manager at the site. She reported that the dog is healthy but has some socialisation issues. She has also spoken to residents in the neighbouring properties who report no noise issues. The RSPCA advise that if there are no visible signs of mis-treatment of the dog, they will not get involved. It was agreed that this is not a matter for the Parish Council.
- e. The Clerk received an email from a Birtley Road resident who is concerned about the speed and volume of traffic on the A281. Of particular concern are the lorries that break the speed limit particularly at night. The Clerk responded to say that this is an ongoing concern of the Parish Council, but that Surrey Highways has only been willing to date to install flashing speed signage. The resident believes these signs have little effect on speeding drivers. He brought the Clerk's attention to a speed campaign that is being run nationally by the Police. He also wonders if the flashing speed signage record any data. Mr Seaborne confirmed that no data is recorded by these signs.

Clerk

The Clerk was asked to write to Cranleigh Freight Services based at Dunsfold Park to ask their drivers to ensure they keep to the speed limit when driving through the village.

Clerk

The Clerk will also ask the resident if he would like to sign up to the Community Speedwatch group in Bramley.

Clerk

- f. Since circulating the Correspondence report, the Clerk has received a letter from an anonymous Bramley dog walker who has noticed that residents of one of the houses at the end of Clock House Lane has put lights in the trees in their garage. There is concern about how this lighting affects wildlife and believes that the Parish Council should have a policy not to allow lighting on hill sides in order to protect the rural nature of the village. They ask if the Council can send a letter to all owners of houses that back on to the field that they should not be doing this. Mr Coleman agreed to walk to the location in question in order to investigate.

Mr
Coleman



007/19 Waverley and Surrey County Councillors update

- a. Mr Seaborne reported that Waverley Borough Council are undertaking their budget cycle and will be discussed at the Waverley Council meeting in February. There is currently a balanced budget with no cuts to services nor increase in parking charges. They are recommending an increase of 2.99% in the Waverley element of Council Tax. There is a £3.8m shortfall for the next 3 years and the Council is working through a programme of mitigation. The budget will be discussed at the next meeting of the Overview & Scrutiny committee There is a link to the papers for this meeting on the Your Waverley Facebook page. Mr Seaborne asked for any comments from Members by 22nd January.

008/19 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. Mr Seaborne reported that the planning application for a new dwelling on Mill Lane has been granted by Waverley Borough Council.
- b. Neighbourhood Plan (NP) progress report.
- i. The Clerk reported that she has sent letters to 1,365 homes in the parish and contacted 143 Bramley businesses and other interested parties to inform them of the statutory 6-week consultation of the draft Plan.
- ii. Hard copies of the Plan have been made available in the Library, Jolly Farmer, the Wheatsheaf, The Nest coffee shop, Bramley Café and Bricks restaurant at Smithbrook Kilns. Posters have also been put on the noticeboards in the parish.
- iii. The website has been updated with the latest versions of the documentation and an online feedback form has been published on the site.
- iv. 6 x drop-in sessions have also been arranged to take place during the consultation period, the first of which takes place on 19th January in the Village Hall. The Clerk has circulated a rota of committee members to be present at these sessions based on their availability.
- v. The Clerk has started to receive feedback. She will forward it to all Members and members of the Neighbourhood Plan committee on a weekly basis.

Clerk

009/19 Report from Highways & Rights of Way committee

- a. Mr Seaborne reported that he has met with the Greenspaces Officer at Waverley Borough Council to discuss installing signage on the Downs Link to the village. The officer agreed that this was a good idea and also suggested improving the access from the Downs Link to Windrush Close to make it easier to access for cyclists, pushchairs and wheelchairs. The officer will check with the Housing department at Waverley that they would be happy for this to be done. If so, a Waverley Engineer will visit the site. There is funding available for these works in the Planning Infrastructure Contribution (PIC) fund. There may also be sufficient funding for additional and better located cycle racks in the village. Mr Seaborne received unanimous support for these works from Members. He has contacted the Surrey County Council Countryside Access Team for their permission and will continue with this project.
- b. At the last Highways committee meeting the possibility of obtaining an independent assessment of the mini roundabout in Bramley by a traffic consultant. Mr Seaborne confirmed that he will obtain budgetary quotes for this assessment.
- c. It was noted that the signage declutter works due to be carried out by Surrey Highways by the end of 2018 have not yet been done. The Clerk was asked to obtain a revised timescale for the works.

Mr Seaborne

Mr Seaborne

Clerk



010/19 **Report from Library committee**

- a. The library is functioning well on a day to day basis. Christmas events were well-received especially the Rhyme Time held at Blunden Court.
- b. The significant news is the devolving of tasks from Surrey Libraries. All weekly (e.g. fire alarm testing) and monthly (e.g. newspaper billing) devolved tasks were passed over to Bramley Library for completion and the volunteers embraced them with their expected enthusiasm and commitment, only to find that the Surrey Libraries side of the system was not ready. This was resolved last week, and we were informed that the transfer to the new system was live. During the initial few months, every week a member of the Ops Team has assumed responsibility to ensure that all the tasks are done for the week/month.
- c. Sue O'Connell and the Clerk have signed the renewed Memorandum of Understanding for a period of 1 year.
- d. The Clerk has contacted Victoria Young regarding the proposed Licence Fee payable on installation of the Citizens Advice terminal. No response has been received to date. She has also informed the Legal team at Surrey County Council that the Parish Council is not willing to pay such a licence fee, to which there has also been no response.

011/19 **Report from Resilience Group**

- a. Mr Coleman reported that a meeting was held on 11th January with representatives of UK Power Networks (UKPN) and those from the Parish Council and the Village Society to understand the causes of the recent and ongoing power outages experienced by residents of Bramley (predominantly of Linersh Wood and Linersh Wood Close) and their immediate and long-term plans to improve the situation.

UKPN explained that the cause of the recent outage was the failure of a component in an electricity substation in Linersh Wood which caused down line component and supply problems. Diagrams of the network were used to demonstrate the issues.

On the 7th and 8th of February work will commence to improve the robustness of the system and secure the quality and resilience of supply to Linersh Wood and Close. It is estimated that the work will take approximately two weeks and not cause any power supply interruptions to households, however should this not be the case those likely to be affected will be advised directly by UKPN.

012/19 **Parish updates and actions**

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

- i. The Clerk reported that the gates at Gosden Common have not been installed as yet – Shaun Clark believes that a specialist gate company needs to install them. The Clerk has contacted Harrier Gates of Cranleigh who have submitted a quote of £870 plus VAT to install them. She has also contacted a couple of local fencing contractors to try to get quotes, both of which have declined as this work is not suitable for them. She is waiting to hear back from Bramley Fencing, who may be willing to provide a quote. The Clerk will forward a further quote to Members once received.

Clerk

- ii. There is concern amongst residents of Gosden Common that even when the new gates have been installed, travellers will still be able to access the common by removing the wooden posts (and so causing criminal damage). Residents of the common would like the area to be harder to access and suggests either concrete posts with metal bars or banking (as has been done in Shalford). The Clerk was asked to contact Guildford Borough Council for advice on whether banking is the most sensible solution. If so, she should obtain quotations to install banking along the north and west sides of the common.

Clerk



- iii. The Clerk reported that the Sports Pavilion Trust had their AGM on Tuesday 15th January. Works to repair the roof were discussed. The Clerk had received a number of quotes ranging from £3,300 for patching repairs to £5,000 to re-lay the whole felting. Mr Hagen of the Sports Pavilion Trust is keen to replace all the felt as the patching will only be a temporary fix (the current felt is over 30 years old). The Pavilion Trust is prepared to make a financial contribution to the cost of these works. Members agreed that replacing all of the felt would be a sensible option and agreed to fund up to £2,500 for these works. It was suggested that the Sports Pavilion Trust could apply to the Bramley Fete committee following the 2019 fete for funding. Any balance could be paid for by the Sports Pavilion Trust. The Clerk will discuss the matter further with the Chairman of the Sports Pavilion Trust. Clerk
- 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. Hiring of Village Hall for teenage parties
The Clerk was made aware of a Facebook post from a Bramley resident who was frustrated that she was unable to book the Village Hall for her 13-year old daughter's birthday party. Mr Lordan informed the Clerk that many years ago the Parish Council agreed a policy not to hire the hall for teenage parties. Following email correspondence between Members, it has been agreed that parties for teenagers should be allowed as long as there is sufficient adult supervision at such parties. The hire conditions are quite clear that the hirer is responsible for the cost of any repairs should the hall suffer any damage. The Clerk has written to the resident.
The Clerk was asked to check that the Terms & Conditions of hiring the Village Hall include: Clerk
- Music is not audible outside of the hall
 - No drinking of alcohol outside of the hall
 - Responsible adult is present at all teenage parties
 - Repeat hires not allowed should complaints be received.
- Once the conditions have been updated, the Clerk will circulate them Members for review. Clerk
- ii. Cooker in Village Hall kitchen
The Clerk reported that a new cooker has been delivered to the Village Hall. Whilst a gas engineer was about to plumb the appliance in, he discovered a fault with the gas meter. Southern Gas Networks attended the hall to repair the meter today. The cooker will be connected to the gas supply tomorrow.
An electrician came to connect the cooker to the electrical supply. The appliance requires more power than the previous cooker, so a separate circuit was required to be installed. This has incurred an additional cost of £255.
- iii. Mrs O'Connell asked the Clerk to check when the works to the footpath between Windrush Close and Hall Road to remove the tree roots will be carried out by Surrey Highways. Clerk
- iv. Mr Seaborne asked the Clerk to ask St Catherine's School to carry out leaf clearance work on Station Road next Autumn as all the leaves fall from trees owned by the school. Clerk
- d. High Street and environs (including Snowdenham Links Road and Lane)
- i. Maintenance of walls at Holy Trinity Churchyard
The Clerk reported that she has received and circulated to Members a response from SALC regarding the responsibility for the maintenance of the churchyard walls. The Clerk was asked to write to Holy Trinity church advising that, as the Clerk



- Parish Council never received the evidence of the churchyard closure as requested in 1964, after obtaining legal advice the Parish Council is not willing to maintain the walls at the churchyard. The Clerk should check the wording of the relevant sections of the Burial Act regarding “cemetery” (s214) and “churchyard” (s215).
- ii. The Clerk has had a telephone call from a resident of Old Rectory Close who is frustrated by the long-term parking of cars outside her home that belong to Bramley Motors. Cars are sometimes parked for 4 weeks or longer. She has spoken to the garage who has said they will move the car in question. It is unlikely that they will stop doing this however and will continue to use the Library car park as well. The Clerk was asked to write to Bramley Garage asking them to cease parking their cars on Old Rectory Close and in the Library car park. Levels of anger and frustration from residents on this matter is significant. Clerk
- iii. The Clerk was asked to report to Surrey Highways the crumbling tarmac around the manhole cover in front of Memories Antiques. Clerk
- iv. Mr Seaborne reported that he has spoken to the S106 officer at Waverley Borough Council regarding PIC funding for the village defibrillator. He has been advised that the funding will be approved with in the next week. If the Clerk does not receive confirmation of this, she should inform Mr Seaborne. Clerk
- e. Grounds and Downs Link
- i. Dog fouling notices.
There has been an increase in the number of full dog waste bags being dropped on the Downs Link. Members discussed displaying signage along the path asking dog walkers not to drop their bags. It was agreed that the Clerk should display signage at the dog bag dispensers informing walkers where the nearest bin is located. Clerk
The Clerk should also post on the Bramley Update Facebook page details of the new rules from Waverley Borough Council regarding dog fouling. Clerk
The Clerk has received an email from Waverley Borough Council who received a request for more dog waste bins on the Downs Link. The Clerk has clarified this request, as there are currently no dog waste bins on the Downs Link in Bramley – it is definitely waste bins, not dog bag dispensers that have been requested. Waverley do not provide such bins and advised that Parish Council’s usually provide these. Members agreed that no dog waste bins will be purchased. The bins that are already in place can be used for dog waste.
- ii. The Clerk has had conversations with Phil Baker who suggested arranging a number of community days in Bramley for residents to volunteer to carry out smaller jobs around the parish – e.g. road sign cleaning, verge cutting, litter picking, bench repairs, etc. He has a list of between 20 and 30 residents who would be willing to volunteer. The Clerk suggesting drawing up a list of suitable tasks and setting a date in late March or April when the weather will have improved. This was agreed by Members. Clerk
- iii. The Clerk was asked to discuss the sweeping of the Downs Link with Marsdens. If new brushes for the equipment have not been purchased by Surrey County Council, she should obtain pricing details for new brushes, as well as a cost to hire suitable equipment from an alternative supplier. Clerk
- f. Rural Parish (including Birtley Green, Grafham and south)
- i. The Clerk reported that she has sent Phil Scattergood a copy of the Council’s Grants and Loans Policy in order for him to formally apply for a grant for repairs to the Grafham Room roof. It was noted that Mr Scattergood had also approached the Bramley Village Society for a grant.



- a. Members approved the payments to the value £12,503.80. Details are set out in the payment listing at Appendix B.
- b. Internal Audit 2018/19
The Clerk reported that an interim internal audit of the Parish Council accounts for the year 2018/19 was carried out in December. The auditor advised the following:
 - Prior to borrowing funding from the Public Works Loan Board for the conversion works to the Stone Barn, he strongly recommends that the Council should carry out a detailed risk assessment of the barn refurbishment project. He has forwarded a schedule of risks that Members may wish to use as a starting point for this assessment. The Clerk will discuss this with Mr Hughes.
 - The Council should review their financial regulations and standing orders prior to the end of the financial year. The Clerk will circulate these for discussion at the February Parish Council meeting. The Council’s overall risk assessment is also due to be reviewed at this meeting.
- c. The Clerk confirmed that she has submitted the relevant paperwork to Waverley Borough Council requesting a Precept of £42,087 for 2019/20.
- d. The Clerk has received notification from United Trust Bank that the Fixed Deposit Account will mature on 22nd January. The interest of £750 from our deposit will be transferred to the Parish Council bank account upon maturity. They have offered to reinvest our deposit of £50,000 at a rate of 1.7% interest for 1 year, 1.75% for 2 years or 1.8% for 3 years. Lloyds Bank are offering a 1-year fixed term deposit at an interest rate of 1%. Members agreed that the principal investment deposit be reinvested in a new 1-year bond account. Clerk to action.
- e. The Clerk circulated the quarterly budget vs actual finance report to Members up to end December 2018. Members had no questions and were satisfied with the report. The Clerk was asked to review the graphical representation to check for errors.

Clerk

Clerk

Clerk

Clerk

014/19 Points of information and any other matters

- a. None

The meeting closed at 9:04pm

Agreed and signed Chairman, 21st February 2019