



Minutes of the meeting of Wonersh Parish Council held on Thursday 09 April 2020 at 9.30 am, online

Present: Councillors Mike Band, Chris Crouch, Rob Ellis, Chris Howard, Stephen Lavender, Anthony Shutes and Rod Weale (Chair).

In attendance: Lisa Davison, Borough Councillor Michael Goodridge

19/20 Consider and approve apologies for absence.

249 The Council received no apologies for absence.

19/20 Wonersh Parish Code of Conduct – Declarations of disclosable interests

250 There were no disclosable interests to declare.

19/20 Open meeting for members of the public to raise matters with the Council.

251 Two members of the public attended, one with an interest in item 19/20 260, which was discussed following item 19/20 255.

19/20 Briefing by the *Safer Neighbourhood Policing Team* on issues of local interest and concern.

There were no Police present.

19/20 Consider and approve the minutes of the Council meeting held on 13 February 2020 and 12 March 2020.

These were approved (proposed by Cllr Band) and will be signed once meetings in person resume.

19/20 Receive progress reports about matters previously considered and approved by the Council.

The Council received these.

There was further discussion regarding the oak 519 in Shamley Green, which Wonersh Parish Council's tree surveyor advised should be felled. Waverley Borough Council deem this not to be of immediate risk and would prefer to retain this tree. Further discussion between the tree surveyor and tree officer at the borough council is required to determine the next steps. Wonersh Parish Council are seeking to ascertain whether Waverley Borough Council can indemnify the tree, should it be retained.

Action: Cllr Band to speak to the Head of Service at Waverley Borough Council regarding this matter.

19/20 Finance – consider and approve the following:

255

(a) the list of receipt and payment vouchers in March 2020

The Council resolved to approve this (proposed by Cllr Band).

(b) the end of March 2020 financial statements;

The Council resolved to approve this (proposed by Cllr Band).

(c) payment of £1,092.28 for the annual subscription to SALC and NALC;

The Council resolved to approve this (proposed by Cllr Crouch).

(d) payment of £60 for the removal of signs to the Garden Close Community Room;

The Council resolved to approve this (proposed by Cllr Weale).

(e) payment of up to £60 for the repair of the sign in Wonersh, near Blackheath Lane;

The Council noted that this had been repaired.

(f) payment of up to £300 for the survey of the ponds in Shamley Green;

The Council resolved to approve this subject to the Chair and Clerk receiving details of the quote (proposed by Cllr Howard). It was confirmed that given amount, the timing and the specialism of the works, no further quotes would be required.

(g) payment of up to £2,000 as a contribution to junction improvement options near the Pepperpot;

This was deferred awaiting confirmation that there was commitment to works from Surrey County Council as the highways authority. Further discussion is noted under item 19/20 260.

(h) payment of up to £80 to return the deposit of allotment 9b;

The Council resolved to approve this (proposed by Cllr Lavender) subject to an inspection by Cllr Lavender.

(i) payment of up to £50 to return the deposit of allotment 15a; and

The Council resolved to approve this (proposed by Cllr Lavender) subject to an inspection by Cllr Lavender.

(j) payment of up to £2,500 for the mowing of the commons to be leased from Waverley Borough Council, in advance of the lease agreement.

The Council resolved to approve this (proposed by Cllr Band) subject to confirmation that Waverley Borough Council will indemnify the works on their common land.

Action: Cllr Band to speak to the Head of Service at Waverley Borough Council regarding this matter.

**19/20 Finance - Note receipt of:
256**

(a) the precept for Wonersh Parish Council for 2020/21 of £63,669.00;

There was discussion on the precepts requested by Wonersh Parish Council and the actual value in increase for different household band. Borough Councillors confirmed that they had this information available and would be forwarded to the Parish Council.

The Clerk noted that she would be creating a report on predicted and actual expenditure for 2019/20 and an overview of plans for 2020/21 for the internal auditor and would create this in a format to provide public information for residents in the parish, to be included in the next newsletter. In future years such information will be included with the Council Tax request in the parish.

(b) the annual accounts report from Wonersh Woodland Group;

(c) the receipt of £180 for the deposits for allotments 9b and 15a; and

(d) the receipt of allotment annual rents for the allotments, specific details to be included on the May agenda.

These items were noted and agreed subject to the Clerk circulating the accounts of the Wonersh Woodland Group. These are appended to the minutes.

**19/20 Review the response of the Parish Council to the Coronavirus pandemic
257 and lockdown, including playground closure, and approve next steps.**

The Council reviewed the actions ward councillors had taken in terms of engaging existing organisations in the villages, specifically WonCares in Wonersh and Shamley Green Village Care in Shamley Green, and information provision on the physical and virtual noticeboard. Supplemented by Facebook and Nextdoor. Caring organisations have noted an increase in volunteers, with support easily meeting need at present. People were helping each other within communities.

The role of the Parish Newsletter was also considered and having a more regular one during the lockdown was suggested, however in Shamley Green and Blackheath other avenues of communication fulfil this role regularly – the Shamley Green Village Association and the new Shamley Green Matters, which is a response to the Parish Survey, and the Blackheath Village Society in Blackheath. Facebook groups also play a role, across the Parish, with Wonersh Past and Present having the highest membership, perhaps replacing the role of village associations in this respect. The role of Wonersh Connections will be defined by its members in due course and may include this if there is demand.

The parks have been closed and notices included on the noticeboards and at the parks, in place of the usual notices. The play equipment had been cordoned off

with tape, but the Council queried the longevity of such approaches. At present the Council took the view that once the tape was no longer in place, they would not replace it but would consider central government guidance. Inspections were ongoing, not least to confirm signage was still in place. Whilst completing the first cut of the season the contractor advised the parish council of the mole hills presenting an issue. The Council agreed that the parks being closed would offer a useful opportunity to reduce this problem.

The Council discussed whether Gerald's Wood should be closed to the public given the narrow path up the hill. It was reported that it was possible to maintain social distancing based on moving off the path to let others pass if required, so it would not be shut. Cordoning off benches were also discussed but the view taken that these were required to give people opportunity to rest should they need to.

Whether Blackheath car park was still open given that, e.g. Chinthurst was closed was queried. Borough Councillors confirmed it hadn't been closed but its use was being monitored.

The Annual Assembly would not be occurring at the scheduled date and time, given the expectation of a continued lockdown but the Council expects to bring together the public on another date before the end of September.

Clerk to enquire about the availability of the Arbuthnot Hall for the Annual Assembly in June and September.

19/20 258 Review and agree which powers, if any, should be delegated to the clerk, or the clerk in conjunction with the Chairman / Chairs of Committees during the Coronavirus lockdown.

Now that online meetings and decisions relating to these are permitted in law, it was agreed that the main change in practice, which is already included in Council Policy, is that, wherever possible, the Clerk will use the direct debit, with the agreement of two signatories. This will reduce the need to meet to sign cheques.

19/20 259 Receive any essential update from the Parish Survey Committee and Village Working Parties.

In Wonersh Cllr Crouch's update regarding the Pepperpot is considered below in 19/20 260 and Cllr Shutes updated regarding Wonersh Connections website, where the domain had already been purchased. It would act primarily as an online directory, summarising the activities or organisations benefiting residents of Wonersh.

In Shamley Green, Cllr Band noted that progress related to the traffic and transport group required input from Cllr Victoria Young. Cllr Howard noted that much of the activity of the Environment Group had slowed down as a result of

the lockdown but it would still be possible and beneficial to survey the ponds in Shamley Green.

In both villages it was noted that organised litter picks had been cancelled but individuals continued to pick litter when enjoying their regular exercise. Councillors were keen to engage with future litter picking events once these are rescheduled.

**19/20 Consider the form and monetary value of the Parish Council's contribution
260 to the Peppercot Junction Plans, Womersley and approve next steps.**

Cllr Crouch provided the Council with a written brief from the chair of the Peppercot and transport working group as to the three quotes received from transport engineers. It was confirmed that each were of a similar value and used a two-stage approach. The preferred contractor offered what the working party viewed as a logical approach based on local needs. At this point a contribution from the parish council is being sought for stage 1. The challenges in completing transport surveys now was recognised.

Discussion included that Surrey County Council were able to provide transport surveys and whether this could relieve some of the costs included in the proposed quote. Furthermore, the Councillors highlighted the importance of Surrey County Council committing to the project both in terms of taking it through procedures within the County Council and as potential funders. This further highlighted the importance of an online meeting with County Councillor, Victoria Young before a decision was made as to the next steps.

Action: Clerk to arrange meeting with County Cllr Victoria Young to discuss this and other matters.

**19/20 Review the lease and service level agreements from Waverley Borough
261 Council, plus any legal advice received by the Parish Council from Hedleys Solicitors and approve next steps.**

The most recent contracts shared was of a standard form and did not consider heads of terms. The parish council was also awaiting advice from their solicitor so could not respond further at this point.

**19/20 Review and agree arrangements, if any, for the mowing of the grass of the
262 areas to be leased by Waverley Borough Council, in advance of the leases being agreed and signed.**

Subject to agreement that the indemnity be covered by Waverley Borough Council prior to leases being agreed and signed the Council agreed to approach the existing contractor with regards to grass cutting. Commons Working Party members would meet online to confirm what was required with a view to meeting with the contractor to share the requirements for a quote.

Action: Common working party members to meet to confirm requirements.

Clerk / Councillor to meet with contractor to confirm.

19/20 263 Consider and approve the minutes of the Planning Committee meeting held on 19 March 2020.

The Council agreed that Cllr Crouch, as the Chair of the Planning Committee Chair items 19/20 263-265

These were approved (proposed by Cllr Shutes) and will be signed once meetings in person resume.

19/20 264 Receive progress reports about planning matters previously considered and approved by the Committee or the Council.

There were no updates to discuss.

19/20 265 To consider and approve observations about the following planning applications submitted to Waverley Borough Council (WBC):

[Planning Application WA/2020/0425 - Valid From 20/03/2020](#)

CHRISTMAS WOOD, SMITHWOOD COMMON, CRANLEIGH, GU6 8QY

Erection of extensions following demolition of existing.

No objections but note the increase over the original build, which was 188m²

[Planning Application WA/2020/0450 - Valid From 09/03/2020](#)

WINTERS SWEET, STROUD LANE, SHAMLEY GREEN, GU5 0ST

Certificate of lawfulness under section 192 for erection of extension and associated works

This application constitutes a significant change to the existing build. The Council queried whether this required a full planning application.

[Planning Application WA/2020/0444 - Valid From 06/03/2020](#)

HILLBROW COTTAGE, CHURCH HILL, SHAMLEY GREEN, GU5 0UD

Certificate of lawfulness under section 192 for the erection of extensions and alterations.

This application constitutes a significant change to the existing build. The Council queried whether this required a full planning application.

19/20 266 Consider the Council's 2019/20 Annual Governance and Accounts Return and approve next steps.

The Clerk noted that whilst the timelines had been put back for the external audit, internal auditors were requesting that they receive the required information electronically, within the usual timescales, to allow them to carry out the audit

without a visit. The Clerk confirmed that this was being compiled and Councillors can view these on OneDrive.

Cllr Band highlighted that £4,000 were to be moved into reserves for mowing of the commons in Shamley Green, as discussed during the budget meeting, and requested an update at the Risk & Audit Committee on 30 April 2020, so recommendations could be made at the May Council Meeting.

Action: Clerk to request that £4,000 be moved to reserves for mowing of the commons.

**19/20 Consider the annual insurance policy options available to Wonersh Parish
267 Council, commencing 1 June 2020, and approve next steps.**

The Clerk noted that Came & Co had received an update on the insurance requirements and would quote in advance of the Risk & Audit meeting. Cllr Band welcomed the opportunity to discuss this further then.

**19/20 Receive reports by Members and the Clerk.
268**

The Council noted with sadness that households in the Parish had already experienced losses from Coronavirus.

**19/20 Members' business and correspondence for noting or including on a
269 future agenda for Council Meetings, Planning Committees or Risk and
Audit Committees.**

Updates on matters discussed above will form the main agenda items.

**19/20 Dates of future meetings:
270**

Council: 14 May 2020

Planning Committee: 30 April 2020

Risk and Audit Committee: 30 April 2020

These were confirmed. It was confirmed that should the Council meeting be online it would be at 9.30 am, otherwise it would revert to 7.30 pm in the Wonersh Sports Pavilion.