

# Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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**Minutes of the meeting of Wonersh Parish Council held on Thursday 14 January 2021 at 7.30 pm, online**

**Present:** Councillors Mike Band (Chair), Chris Crouch, Chris Howard, Ben Knight, Stephen Lavender, Anthony Shutes, and Nathalie Walmsley-Beveridge.

**In attendance:** Lisa Davison and Borough Councillor Michael Goodridge.

## **MINUTES**

### **20/21 216 To consider and approve apologies for absence.**

The Council received and approved apologies from Cllr Road Weale. In the absence of the Chair the Council proposed the Cllr Band chair the meeting.

### **20/21 217 Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.**

The Clerk declared a pecuniary interest in items 20/21 227 and linked to this 20/21 230, where the only changes relate to allocation of funds with respect to payroll, and was not in attendance for discussion of these.

### **20/21 218 Open meeting for members of the public to raise matters with the Council.**

Borough Cllr Michael Goodridge highlighted a number of planning concerns to the Council Committee, which will be considered further by the Planning Committee in due course. These were:

Planning Officers acting under delegated powers on a series of planning applications in relation to Derrysbourne, which the Cllr Goodridge had requested be taken to committee, in line with the recommendations of the Parish Council. The request for this had been missed by officers and the recommendation for Borough Councillor Goodridge was to cc in the relevant planning case officers to communications requesting applications be considered by committee.

**Action: Clerk to also cc in the case officers at WBC, when recommending that planning application(s) be considered by committee.**

Both the Parish Council and Borough Councillor had received communication regarding a planning application suggesting a change of use to The Villagers Public House, Blackheath, from public house (use class a4) to residential (use class c3) to provide 1 dwelling, with additional concern expressed regarding it being lodged with planning as 'The Volunteer Public House', a previous name. There was general concern regarding the potential loss of the public house but an expectation that this would part of a series of events. The Clerk noted that it would be on the next Planning Committee Agenda for further discussion by the Parish Council.

### **20/21 219 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.**

The Council received the most recent report from the Neighbourhood Policing Team and noted that much of these were related to fraud and burglaries at present. The police noted that they had increased patrols in the parish, which was welcomed by the Council.

**Action: Clerk to include details of issue with Crime on the website and Facebook page.**

### **20/21 220 To consider and approve the minutes of the Council meeting held on 19 November 2020.**

With the exception of a minor numerical typing error, and the request from the locum support to include details of the proposed budget for 2021/22 alongside the precept, these were accepted and will be signed in due course.

**20/21 221 To receive progress reports about matters previously considered and approved by the Council.**

The Council noted the following, which had been agreed in principle at previous meetings but were not on the agenda. Relevant updates and request for confirmation were:

County Cllr Victoria Young had reported that there had been an overspend on another project and there was no longer the budget for a replacement VAS in Shamley Green. The Council noted disappointment at this and requested that it be scheduled for the 2021/22 programme of works.

**Action: Clerk to request written confirmation that the VAS will be considered under the 2021/22 budget.**

Cllr Shutes highlighted the draft Emergency Plan, with contacts for Wonersh well underway and noted the importance of similar for Shamley Green and Blackheath. Cllr Howard noted that she was taking similar actions for Shamley Green and it was agreed that, as the Councillor for Blackheath, Malcolm Scott would take on the role for Blackheath.

**Action: Cllrs Shutes, Howard and Scott to progress this and report back the next Risk and Audit Meeting on Thursday 28<sup>th</sup> January 2021, 10.15am.**

Cllr Crouch shared an update from the Chair of the Pepperpot Working Party. In summary, following a number of meetings with Surrey County Council, it was agreed that proposed costs exceeded those available for the next stage of the works and that of the three consultants approached in February 2020, RGP were the preferred option. Cllr Crouch noted the Council commitment to contribute £2,000 to a feasibility study, with remaining funds being available from other sources. It was suggested that on this basis the work was commissioned. There was agreement from the Council, with an update being included on the February Council Meeting agenda. Important points made were that the brief would ideally include in the design and improved and safer pedestrian crossing point, if at all possible, though that an absence of this would not prevent progress being made. Design improvements which die incorporate improvements to safety may be best suited to funding options, such as the CIL.

**Action: Cllr Crouch and the Pepperpot Working Party to advance these works and report to the February Council Meeting.**

The Clerk was also reminded to follow up regarding a new or reconditioned computer or laptop for staff member(s).

**Action: Clerk to follow up with Sitec**

**20/21 222 To receive the approved minutes of the Planning Committee Meetings held on 26 November and 17 December 2020.**

These were received.

**20/21 223 To receive the approved minutes of the Personnel Committee Meeting held on 10 December 2020.**

These were received.

**20/21 224 To consider and approve the minutes of the Risk and Audit Committee Meeting held on 17 December 2020.**

These were considered and approved and will be signed in due course (Proposed by Cllr Shutes).

**20/21 225 To consider and approve the minutes of the Personnel Committee Meeting held on 17 December 2020.**

These were deferred.

**20/21 226 Finance – to consider and approve the following:**

- (a) the list of receipt and payment vouchers in September 2020, October 2020 November 2020 and December 2020;**

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

- (b) the end-September 2020, end-October 2020, end-November 2020 and end-December 2020 financial statement;**

The Council resolved to approve these up to the end of November with December being deferred.

Cllr Band requested that an agenda item be added to the next Risk and Audit Committee Agenda regarding with respect to assessing the potential year-end spend, based on contracted commitments.

**Action: Clerk to add to the Risk and Audit Committee Agenda.**

- (c) To consider and approve: payment of up to £60 for the replacement of posts near the Platt (20/21 226 c)**

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

**20/21 227 To receive the recommendations from the Personnel Committee regarding the contract and pay scale for the Clerk, including implications for the budget and precept, and approve next steps.**

The Council discussed this in the absence of the Clerk and agreed that the contract should be updated and the Clerk receive SCP 24 (pro rata) on the local government scale with consideration for the significant increase in workload this year and the fact we are now taking on a staff member for the Clerk to manage. The Council resolved to approve this (proposed by Cllr Howard).

**Action: Council to pay Clerk at SCP 24 according to the The National Joint Council for Local Government Services (NJC) payscale.**

**20/21 228 To receive the recommendations from the Personnel Committee regarding the employment and pay scale for Office administrator / Bookkeeper, including implications for the budget and precept, and approve next steps.**

The Council resolved to approve these recommendations (proposed by Cllr Lavender).

**Action: Personnel Committee to work with the Clerk to employ a Book Keeper / Assistant to the Clerk**

**20/21 229 To confirm the continued employment of the locum support to the Clerk, for review in March 2021.**

The Council resolved to approve this (proposed by Cllr Band). The Council welcomed the offer from the locum support to also assist with the training of the new member of staff, in due course.

**20/21 230 To consider and approve the 2021/22 budget, precept and allocated reserves.**

The budget and precept were approved and they are as follows £94,264 budget and £74,294 precept.

At present, the allocated reserves are:

- Council elections (for potential costs of contested elections), 3,300
- Wonersh Burial Ground (for future repair of Grade II-listed boundary wall), 15,000
- Commons maintenance (phased transition of expenditure previously incurred by WBC), 4,000
- Wonersh Common drainage infrastructure (for future capital expenditure & repairs), 10,000

These will be updated at the end of the financial year.

**20/21 231 To receive the draft strategy for Wonersh Parish Council and approve next steps.**

The Council thanked Cllrs Howard, Shutes and Knight for the draft strategy and business plan. Cllr Shutes proposed the next step be for all Councillors and the Clerk to form a working party to develop this further, including agreeing action plans, thus enabling for whole council ownership. A meeting was arranged for Thursday 21<sup>st</sup> January 2020, 7.30pm.

**Action: All to attend, having absorbed the drafts and with ideas for their further development.**

**Clerk to set up Zoom.**

**20/21 232 To receive an update and consider further the lease of the Shamley Green, Garden Close Community Room and approve next steps.**

The Clerk updated the Council generally and with specific attention to the outstanding queries from the solicitor, which are:

- Whether requiring written permission from WBC to hire out the community room two more than 2 for profit private hires a month is too onerous and unworkable; and
- Whether we agree the lease and consent for WBC to apply for a stopping order in relation to the land currently registered to Surrey County Council, resulting in an update of the land registry.

Given that the Council agreed that the requirement for written consent was too onerous and was indeed contrary to WBC's existing arrangements, the Council also confirmed that they did not approve the lease in its present form.

**Action: Clerk to inform the solicitor of the Council's response.**

**20/21 233 To consider further the lease of the land from Waverley Borough Council and approve next steps.**

Cllr Band provided a progress report to the Council, specifically:

- Our solicitors have advised that they are satisfied, from a legal perspective, with latest draft lease. However, many detailed responsibility/interface issues remain to be resolved.
- Detailed comments on these have been prepared.
- Following "site walking" of ditches and culverts, further amendments are proposed to the Service Level Agreements and associated maps.

The Council agreed the following actions:

**Actions: Clerk to update the individual Service Level Agreements for Lords Hill, Shamley Green and Wonersh.**

**Clerk to update Wonersh Parish Council maps for Lords Hill, Shamley Green and Wonersh to reflect division of responsibilities shown on the individual Service Level Agreements, including identification of Drains, Ditches & Culverts, included in Wonersh Parish Council's scope.**

**Clerk to update Wonersh Parish Council maps for Lords Hill Shamley Green and Wonersh, to show woodland areas, including the associated drains & culverts, which remain Waverley Borough Council's responsibility.**

**Commons Working Party and Clerk to arrange a meeting with WBC Legal and Parks and Countryside Departments to review revised Service Level Agreements and Leases.**

**20/21 234 To consider and approve the Parish Council's position on the lease between the Shamley Green Cricket Club and Waverley Borough Council and approve next steps.**

Wonersh Parish Council's solicitors have also now advised upon the latest Shamley Green Cricket Club draft lease and are supportive of it being considered under the Landlord and Tenant Act, as highlighted by Waverley Borough Council.

**Action: Clerk to respond to Waverley Borough Council with regards to this.**

**20/21 235 To consider further the quotes received for drainage ditch and culvert clearance Waverley Borough Council registered common land and approve next steps.**

This was considered with respect to Councillor review of the respective responsibilities of Wonersh Parish Council and Waverley Borough Council, the need to progress works in areas where amphibians are migrating, and the range of quoted received. Agreed actions were:

- To prioritise the works on near the duck pond in Shamley Green, with consideration for the migratory patterns of the toads, with this work being completed during January
- To investigate further the contractor proposals for Lords Hill to better understand the extent and costs of works in open common and the extent and costs of works in wooded areas, and to review the implications of these with respect to the Service Level Agreements, but also with wider consideration for work required in the area, given localised flooding.
- To not complete any works on the wooded areas, as under the proposed Service Level Agreements, responsibility for these is to stay with Waverley Borough Council.

**Action: Clerk to inform AEM regarding the works in Shamley Green in open common, provided they can complete the work in January.**

**Clerk to arrange a meeting between preferred contractors and Cllrs Howard and Band to review the Lords Hill ditches.**

**20/21 236 To consider options to make parking near Shamley Green Village Store safer and approve next steps.**

Cllr Howard proposed that following correspondence with residents and confirmation of interest from the shop and support from Waverley Borough Council as the landowner, that the Parish Council consider implementing road markings near the Village Store in Shamley Green. As this was not Highways it was agreed that Cllr Howard lead on the development of plans and confirm that these are agreeable to Surrey County Council in due course.

**Action: Cllr Howard to arrange for the design and confirm these are acceptable to Surrey County Council.**

**20/21 237 To consider receive an update and consider further the approach taken for biennial tree survey and approve next steps.**

The Clerk reported that their insurers had approved the approach used by the Borough Council with respect to tree surveys, should this be something the Council would like to explore further. This approach received support from the Environmental Advisory Groups and the Commons Working Party and the potential to explore this further was confirmed with a Waverley Borough Council Officer, as confirmed by Cllrs Shutes and Howard. It was agreed that a meeting should be arranged to further understand how this might work in practice and to understand the associated costs.

Cllr Lavender raised the matter of the need to go for competitive quotes in line with our financial regulations, though this did depend upon the value. The Clerk noted that on occasions there is flexibility with respect to this also and this is something we can explore further once we better understand how this would work.

The Clerk noted that the Council completed biennial surveys and the most recent one recommended that the next inspection be completed within three years, ideally during the spring and summer

season, to consider seasonal variations and contrast with recent surveys completed earlier in the year.

**Action: Clerk to arrange a meeting between the Commons Working Party and WBC Officers, to determine practicalities, including value of contract.**

**Council to consider implications for the Financial Regulations and selection of contractor.**

**20/21 238 To receive reports from the Commons Working Party and Environmental Advisory Groups and approve next steps.**

Cllr Shutes provided an update to the Council on the Commons Working Party and Wonersh Environmental Advisory Group. Recommendations to Council were:

- Approval for the routine maintenance contractors to complete the works on the hedge towards Blackheath Lane.
- Following the advice of a tree surgeon working on Wonersh Common, a volunteer party to prune and remove tree ties.
- In stall seven posts between Platt and nearest bund either replacing rotten posts or installing new ones to protect bund

The Council resolved to approve these (proposed by Cllr Howard)..

Cllr Howard provided an update to the Council on the Shamley Green Environmental Advisory Group, with progress to note.

**20/21 239 To receive an update from the annual meeting with allotment holders and approve changes to the Allotment Garden Rules.**

Cllr Lavender updated the Council regarding the meeting in December and presented the updates to the Council. The Council welcomed the update and agreed the proposed changes.

Cllr Lavender also noted that the feasibility for allotment were also being explored by residents in Shamley Green.

**20/21 240 To receive the request to add a defibrillator and cabinet to the Parish Council's insurance schedule and be recognised as its registered owner.**

The Council received and approved this, noting that whilst the addition to the schedule this year was free of charge, future charges may be passed on to the residents, taking responsibility for the phone box, as per the agreement in relation to the adoption. It was noted by the Clerk that the value to do this is £3.65 under the current three-year policy. It was proposed that this was waived and covered by the Parish Council, given the low value and the community-spirited intentions of the group.

**Action: Clerk to inform residents of this, including the decision to waiver insurance costs.**

**20/21 241 To consider and approve permitted spends on materials by the routine maintenance contractor (a) without further confirmation, (b) with confirmation of the Clerk or Chair, (c) with the confirmation of the Clerk and Chair, (d) with confirmation of the full council, and when competitive quotes would be required.**

This was delegated to the Risk and Audit Committee for further consideration and recommendation back to Council.

**Action: Risk and Audit Committee members consider this further and make recommendations to Council.**

**20/21 242 To consider Wonersh Parish Council's response, if any, to the Surrey County Council Review of on-street electrical charging points and approve next steps.**

This was delegated to the Planning Committee for further discussion.

**20/21 243 To consider Wonersh Parish Council's response, if any, to the Waverley Borough Council / Surrey County Council enhancement and expansion of the cycle network and approve next steps, including identifying a lead Councillor.**

The was delegated to the Clerk and Cllr Knight, reporting back to the Planning Committee in due course.

**20/21 244 To receive the request for a resident to install a post on the common in Shamley Green, at their own cost.**

**20/21 245 To receive the request for the Parish Council to make good verges and replace posts on verges in Wonersh and approve next steps.**

The Council received this and noted the importance of better understanding why the posts had been removed from this location but no other verges in the vicinity, to assist in deciding whether a suitable long-term solution can be found.

**Action: Clerk to write to householders near the effected verges to better understand their needs.**

**Council to consider further at the next Council Meeting.**

**20/21 246 To consider the parking challenges in Blackheath, including emergency service access and approve next steps.**

Cllr Scott reported on the ongoing problems with parking in Blackheath and expressed concerns that this would be exacerbated should access to the area next to the villagers be restricted. Councillors concurred that this was a long-term issue but Cllr Lavender suggested that it had recently got worse, with a number of heavy vehicles using the route, this in turn was eroding the edges of the roads. The Council agreed that this wearing away of the road edges should be reported to Surrey County Council by the Clerk and that others should be encouraged to report also. Cllr Howard reiterated that similar problems were experienced near Winterfold.

**Action: Clerk to report of Surrey County Council and encourage others to report also.**

**20/21 247 To receive reports by Members and the Clerk.**

The Clerk noted that recent minutes and reports from Surrey Local Council Clerks were available for Councillors to review, with much discussion relating to the restructuring of local government tiers, which is on hold in Surrey at present.

**20/21 248 Members' business and correspondence for noting or including on a future agenda.**

Cllr Malcolm Scott noted that he had submitted an article requesting people drive more carefully through the Parish and also an update on Community Speed Watch to the Wonersh and Blackheath Parochial Parish Magazine. Councillors requested that this also be submitted the Shamley Green Parish Magazine.

**Action: Clerk to confirm content and submit to the Shamley Green Parish Magazine.**

The Clerk noted that there was correspondence received on a number of matters related to highways and fly tipping and that residents had been advised to report this to the relevant authority. The Clerk enquired as to whether any further action was required, or whether there was a need to review the Council approach to this. The Council agreed the existing approach to signpost residents.

**20/21 249 Dates of future meetings:**

**Council:** 11 February 2021

**Planning Committee:** 28 January 2021

These were confirmed.