

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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Minutes of the meeting of Wonersh Parish Council held on Thursday 10 February 2022 at 7.30pm, at the Wonersh Sports Pavilion.

Present: Cllrs Band, Crouch, Howard, Jenner, Knight, Lavender and Shutes (Chair)

In attendance: Lisa Davison, County Councillor Kevin Deanus and Borough Councillor Michael Goodridge.

AGENDA

21/22 231 To consider and approve apologies for absence.

There were no apologies for absence.

21/22 232 Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.

There were no declarations of disclosable interests.

21/22 233 Open meeting for members of the public to raise matters with the Council.

Borough Cllr Michael Goodridge updated the council as to recent planning matters: including Barnett Hill Hotel enforcement notice for the removal of the hardstanding; there was no update from WBC regarding the Seminary; and it was noted a number of planning applications were to be called in where officers were minded to recommend approval.

Cllr Deanus reported following up on VAS and speed monitoring and also confirmed that our application for the member's allocation for the Woodland Management Plan had been successful, which the Council welcomed. Cllr Shutes noted that the list of works the Council was requesting follow ups on from Surrey County Council would be prioritised based on hazard level and accompanied by photos. Cllr Deanus welcomed this and also noted that volunteers were also assisting on some public rights of way concerns in the locale.

21/22 234 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

The Clerk summarised the report shared by PC Greenaway and also the response to query regarding whether it is possible to include details of road traffic collisions in the report. The latter was viewed as challenging given how collisions are reported.

Action: Cllr Lavender to draft a response regarding the traffic collisions.

21/22 235 To consider and approve the minutes of the Council meetings held on 18 November 2021, 13 January and 20 January 2022.

These were deferred until March as were not available in the meeting folder. It was noted that versions circulated by email earlier were acceptable to inform actions.

21/22 236 To receive progress reports about matters previously considered and approved by the Council.

The Council welcomed the opportunity to feed into the Surrey WIPS and CIPS, as invited by the Waverley Borough Council Officer coordinating a response.

Action: Councillors to review and respond to the WBC Officer by 18 February.

The Council welcomed the response by the Surrey County Councillor Officer regarding the implementation of safety cameras and were looking forward to finding out more at a zoom meeting.

21/22 237 To consider and approve the minutes of the Risk and Audit Committee meetings held on 10 February 2022.

These would be circulated in advance of the March Council Meeting.

21/22 238 To receive the approved minutes of the Planning Committee meeting held on 6 January and 20 January 2022.

These were received.

21/22 239 Finance – to consider and approve the following:

(a) the list of receipt and payment vouchers in January 2022;

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

(b) the end-December 2021 financial statement;

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

(c) payment of £120 for the Assistant to the Clerk to complete [FILCA](#) (Training budget, £155 over budget)

The Council resolved to approve this (proposed by Cllr Shutes)

(d) the set-up of payment cards and / or a business PayPal account to facilitate the online payment of direct debits from Unity Trust Bank.

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

(e) payment of £59.98 for new signs at the entrance for Gerald's Wood (ERDF funding, claimed retrospectively, £2,750)

The Council resolved to approve this (proposed by Cllr Shutes)

(f) payment of £276 for works related to the tree planting Queen's Platinum Jubilee (SGEG grant allocation, £500 remaining), Shamley Green;

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

(g) payment of £51.50 for a commemorative plaque in relation to the Queen's Green Canopy, Shamley Green (WBC Commons Maintenance allocation, £7,135 remaining);

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

(h) payment of £650 for benches and plaques for the Queen's Platinum Jubilee, Wonersh (ERDF funding, claimed retrospectively, £2,750);

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

(i) payment of £835 for the installation of benches and noticeboards, including materials, for the Queen's Platinum Jubilee, Wonersh (ERDF funding, or WPC Commons Maintenance, £6,254 remaining, predicted overspend at year end)

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

(j) payment of £1,140 for noticeboards for Wonersh Common, to inform others of local environmental initiatives (ERDF funding, claimed retrospectively, £2,750);

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

(k) payment of £152.40 for website costs Shamley Green Environment Group, to inform others of local environmental initiatives (SGEG grant allocation, £500 remaining)

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

(l) payment of up to £210 for the removal of brambles from a ditch in Shamley Green (WBC Commons Maintenance allocation, £7,135 remaining);

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

(m) payment of up to £220 for the repair or removal of the broken bench on common land in Shamley Green (WBC Commons Maintenance allocation, £7,135 remaining);

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

(n) refund of deposit of up to £100 for plot 12b at the allotments;

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

(o) refund of deposit for up to £90 for plot 9b at the allotments;

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

21/22 240 Receive recommendations from the Risk and Audit Committee and approve next steps.

Cllr Band updated the Council as to the Risk and Audit Committee meeting recommendations. Key points, or relevance to Council, being the following be approved and published or actioned as required:

- A meeting between Wonersh Church, Church Green Trustee and the Parish Council regarding the church walls;
- Auditing Solutions to provide the internal audit service for 2021/22;
- The Accessibility Statement for the website;
- A Working Party to be set up to review the Council website and make recommendations to Council;
- Assistant to the Clerk to set up a Paypal account to assist with online payment, in line with the Financial Regulations; and
- The GDPR policy.

The following will be presented to the March Council meeting:

- The final spreadsheets for the 2020/21 financial year with input from the internal audit included; and
- The investment strategy

The following will be presented to the April Council Meeting:

- Updated Standing Orders, adapted from the NALC model version; and
- The Photographic Asset Register and updated Asset Register

The Council resolved to follow these recommendations and noted the forthcoming items for Council Meeting Agendas.

Action: Clerk and Assistant to the Clerk to publish or action approved items and to progress and include other items on Council Meeting Agendas.

21/22 241 Receive an update on planned works associated with the Wonersh Sports Pavilion and approve next steps.

Council welcomed this updated and resolved to approve both the paving and the reuse of soil.

Action: Clerk to advise Wonersh Cricket Club.

21/22 242 Receive the request from Wonersh Cricket Club regarding a 50% increase in the Council contribution for use of the space and approve next steps.

The Council noted that this had not been budgeted for in the precept so this would not be possible in the next financial year. The Council would like to discuss the implications for future years to better understand requirements of both parties.

Action: Clerk to inform the Cricket Club of the decision regarding the increased contribution and arrange a meeting between them and the Council.

21/22 243 Receive an update on the plans for the Queen's Platinum Jubilee and approve next steps.

Expenditure linked to this item is considered under item 21/22 239 (f)-(i)

Cllr Howard updated the Council as to the plans for the visit of the Lord Lieutenant, involving the parish council, both schools, environmental advisory groups and organisations and individuals providing community support during covid. The practicalities of such events were discussed. Request were received for further plaques to gift to local Queens Green Canopy Schemes and to cater for the lunch, from local providers. It was noted that WEAG Grant allocation would be used to cover this.

Jubilee events were discussed for both villages and will be publicised in parish magazines and via other avenues.

21/22 244 Receive an update from the Commons Working Party and associated environment groups and approve next steps.

Expenditure linked to this item is considered under item 21/22 239 (j)-(m).

Cllr Shutes provided an update on the activities in Womersh, largely relating to the planned planting of trees received from Surrey County Council. Cllr Howard provided an update on the activities of the Shamley Green Environment Group, noting that their objectives for 2022 will be brought to next Council Meeting.

Cllr Shutes also noted receipt of the updated quotes for tree works in response to the Tree Hazard Assessment. Upon review of this the following was to be discussed further with the Waverley Borough Council Tree Officers managing these works:

- Decisions on replanting to be taken in the Autumn;
- Grinding out of stumps was only required where it might cause a hazard when mowing and alternative for this could be that the stump be made into a bench;
- Given the limited savings in reducing and then delaying the works in Gerald's Wood, to explore the potential for all works, minus the oaks to be completed in Gerald's Wood; and
- Explore the option to delay the works in Shamley Green to October, mindful of costs this financial year and the approach of the breeding season.

The last point led to a discussion regarding the proposed timeline for the works given the seasonality of these and a need to better understand why these were much tighter than earlier surveys received by the parish council.

The Council delegated the final decision to the Clerk and the Commons Working Party and approved and additional spend of up to £2,000, to be included on the next Council Meeting agenda.

Action: Clerk to communicate council's wishes to the Waverley Borough Council Officers and discuss response further with Commons Working Party Members.

The Clerk updated the Council as to the recent addition of posts to protect local common land and verges and noted that the areas where these had been installed in Shamley Green would benefit from further posts. On this basis the Council noted that an additional £250 can be spent in addition to the amounts already approved and the exact amount will be noted on the next agenda.

Action: Clerk to inform contractors and include additional required budget on the next Council Meeting Agenda.

21/22 245 Confirm Council approval of the allotment plot sharing on plot 11.

Expenditure linked to this item is considered under item 21/22 239 (n)-(o).

The Council resolved to approve the allotment share. The Council resolved to approve return of the deposits in full (proposed by Cllr Lavender).

21/22 245 Consider the date and content of the Annual Assembly and approve next steps.

The Council request that the availability of the Arbuthnot Hall be explored and a poll be used to determine the best day. The Council also expressed a preference for a hybrid meeting to facilitate wider participation.

Cllrs Howard, Knight, Lavender and Shutes expressed an interest in developing content for discussion, with transport noted as being of particular interest this year given the Working Party progress. As with last year, an emphasis on the use of photos was preferred alongside involvement from village organisations.

Action: Clerk to enquire as to the availability of the Arbuthnot Hall and ascertain the councillors' preferred date and time.

Cllrs Jenner and Knight to explore the practicalities of a hybrid meeting and technology requirements.

Cllrs Howard, Knight, Lavender and Shutes to develop the content.

21/22 246 Consider the councillor vacancies, one in Shamley Green and one in Blackheath and approve next steps.

At present there were no potential applicants for co-option to Council in either village. The Councillors welcomed the recent communication regarding improving communications with the Blackheath Village Society and the link person to speak to there. This seems beneficial to both parties.

Action: Vacancies to be highlighted in the Spring newsletter, annual meeting and through other avenues.

Cllr Shutes and the Clerk to communicate further with the relevant BVS members.

21/22 247 Receive the invite to the newcomer's event in Shamley Green and approve attendance.

All Shamley Green Councillors and the Clerk will attend. Cllr Howard and the Clerk to update the content of the noticeboards.

Action: Clerk to inform the Good Neighbours coordinator.

Clerk and Cllr Howard to update noticeboards.

21/22 248 Receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.

These were approved and will be signed off by Cllr Shutes on behalf of the Council.

21/22 249 Receive reports by Members and the Clerk.

The Clerk noted that the update on the lease had been received after this morning' Risk and Audit Committee meeting, where it was an agenda item. Cllrs noted that these still seemed to include items which both councils agreed to change.

Action: Clerk to contact Waverley Borough Council's solicitor to meet to discuss.

Cllr Lavender updated the Council as to the first meeting of the Traffic Parking and Cycling Working Party. The list of issues will be circulated and a follow up meeting has already been arranged.

Cllr Knight updated the council as to the proposed agenda for the Inter-parish Climate Change Workshop, scheduled for the afternoon of 24 March 2022.

Councillors also noted receipt of an invite to [St Mary's Church, Shalford eco forum, on the evening of Thursday 24 March 2022](#).

21/22 250 Members' business and correspondence for noting or including on a future agenda.

Cllr Shutes noted that initial discussion regarding a potential right of way had been discussed with a local landowner and if the response developed favourably, this will be discussed further with council.

In response to a request in relation to the Queen's Jubilee volunteers are to remove tree protectors, subject to landowners' permissions. Cllr Knight suggested and will explore options for their reuse. use.

Cllr Lavender reminded Councillors of the need to contribute promptly to the Spring newsletter, as the Clerk will need to schedule in formatting of this around the financial year end.

The Council noted the Bowl's Club Request to repair the wooden sign, including details regarding accessing the club. This was approved in principle, subject to the Bowls Club covering any costs and the approval of the design by the Parish Council.

21/22 251 Dates of future meetings:

Council: 10 March 2022

Planning Committee: 3 March 2022

Personnel Committee: 3 March 2022

These were confirmed.

Further discussion over future meetings includes rescheduling meetings the following council year to consider councillor availability. The annual meeting will take place Thursday 19 May 2022, where dates for the 2022/23 council year will be confirmed.

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