



**Minutes of the meeting of Wonersh Parish Council held on Thursday 9 June 2022 at 7.30pm, at the Wonersh Sports Pavilion.**

**Present:** Cllrs Band, Crouch, Gibbs, Howard, Jenner and Shutes (Chair).

**In attendance:** Lisa Davison and Cllr Michael Goodridge.

**22/23 032 To consider and approve apologies for absence.**

The Council considered and approved apologies from Cllrs Knight and Lavender. It was noted that County Councillor Kevin Deanus had also submitted apologies.

**22/23 033 Wonersh Parish Code of Conduct – Declarations of disclosable interests.**

Cllr Howard declared a non-pecuniary interest in 22/23 046 (iv).

**22/23 034 Open meeting for members of the public to raise matters with the Council.**

Borough Cllr Michael Goodridge provided an update on planning application WA/2022/01346, and noted that given concerns from Waverley Borough Council and Surrey County Council this was unlikely to progress at the present time.

**22/23 035 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.**

Apologies were received from the Police and details will be provided for the next Council Meeting.

**22/23 036 To consider and approve the minutes of the Council meeting held on 19 May 2022.**

The Council resolved to approved the minutes of the meeting and Cllr Shutes signed these.

**22/23 037 To receive progress reports about matters previously considered and approved by the Council.**

Cllr Shutes provided an update on the parish council's request to be considerate of community needs with respect to the sale of the seminary, with a response regarding Council's desires, with particular emphasis on a footpath linking Wonersh and Shamley Green from the Land Agent and Adviser for the Trustees in property matters. They were pleased to hear that these requests had been conveyed to the purchaser, Cllr Shutes having confirmed with Borough Councillor, Michael Goodridge that Waverley Borough Council Planning Department had yet to be contacted in relation to this. In line with the actions approved by council to progress this, the next step would be to contact the Land Agent and Advisor regarding the dedication of a Public Right of Way through the land to be retained by the seminary, notifying the Public Rights of Way Officer as to the request and the progress made so far.

Following the Parish Council resolution to join the 20's plenty campaign at the 14 April 2022 Council Meeting the Council has brought together four, soon to be five, parish councils – Wonersh, Bramley, Shalford and St Martha's, with an invite extended to Albury given the transport geography of the locale. It proved a successful forum for the cross fertilisation of ideas and highlighted opportunities for the transfer of policy and practice, including but not

restricted to unlit midpoint islands in areas with a 30mph speed limit, which could benefit each Wonersh and Shamley Green.

Dissemination of the 20's plenty concept will continue via the cross-parish climate change group, with consideration for Guildford Borough Council's proposal to reduce the speed limit to 20mph along the stretch of the A281 as a measure relating to their Air Quality Management Area and the strategy to reduce emissions exceeding legal limits along the corridor. Thus, highlighting energy reduction and pollution limiting effects of the approach, rather than just safety benefits and the need for collective action. Locally a resident is applying to the Wonersh Foundation for a budget to provide bin stickers advertising the campaign, which will be made available to the community in due course.

An update was provided from the Risk and Audit Committee regarding the care of the closed burial ground, including the wall and the Council is to form a Working Party to explore and look to resolve a range of local issues.

It was noted that, following some wetter weather, the Shamley Green Duck Pond is now full. Cllr Howard has drafted an update on this for inclusion in the Shamley Green Parish Magazine, which the Clerk will also share in due course.

**22/23 038 To consider and approve the minutes of the Risk and Audit Committee meetings held on 26 April and 7 June 2022.**

The Council resolved to approve these minutes of the Risk and Audit Committee; Cllr Band will sign these in due course.

**22/23 039 To receive approved minutes of the Planning Committee meetings held on 5 May 2022.**

These were received.

**22/23 040 Finance – to consider and approve the following:**

- (a) the list of payment and receipt vouchers in May 2022;**

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

- (b) the payment of £250 to Auditing Solutions for the 2021/22 internal audit.**

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

- (c) payment of up to £3,000 for the repair of the surfacing for the swings in Wonersh playground, using bark, estimated lifetime 1-2 years (Playgrounds maintenance and repairs, amount remaining for 2022/23, £7,000);**

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

- (d) payment of up to £3,100 for the repair of the surfacing for the toddler play are in Wonersh playground, using play bark, estimated lifetime 1-2 years (Playgrounds maintenance and repairs, amount remaining for 2022/23, £7,000);**

The Council resolved not to approve this, pending the results of the annual inspection.

- (e) payment of up to £2,200 for the repair of the surfacing for the junior play area in Wonersh playground, using play bark, estimated lifetime 1-2 years (Playgrounds maintenance and repairs, amount remaining for 2022/23, £7,000);**

The Council resolved not to approve this, pending the results of the annual inspection but requested that some additional bark be added under the monkey bars.

- (f) payment of up to £1,442.26 for the purchase of new swings for the Wonersh playground and straps for the swings in Lords Hill Playground (Playgrounds maintenance and repairs, amount remaining for 2022/23, £7,000);**

The Council resolved to approve this (proposed by Cllr Shutes). The decision as to the preferred spec was to be delegated to the Clerk and Cllr Lavender.

- (g) payment of £111.30 for the purchase of new straps for the cradle swings in Lords Hill Playground (Playgrounds maintenance and repairs, amount remaining for 2022/23, £7,000);**

The Council resolved to approve this (proposed by Cllr Shutes). The decision as to the preferred spec was to be delegated to the Clerk and Cllr Lavender.

- (h) payment of £220 for the installation of new swings for the Wonersh playground (Playgrounds maintenance and repairs, amount remaining for 2022/23, £7,000);**

The Council resolved to approve this (proposed by Cllr Shutes). The decision as to the preferred spec was to be delegated to the Clerk and Cllr Lavender.

Of note, items c, f and h were approved with a spend of up to £5,000.

- (i) payment of up to £720 for the removal of the swing bridge and rocking horse from the Wonersh playground (Playgrounds maintenance and repairs, amount remaining for 2022/23, £7,000);**

The Council resolved not to approve this, pending the results of the annual inspection.

- (i) payment of £167 for the annual playgrounds' inspection (Playgrounds maintenance and repairs, amount remaining for 2022/23, £7,000); and**

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

- (k) payment of £90 to accompany the playgrounds inspector on the annual inspection (Playgrounds maintenance and repairs, amount remaining for 2022/23, £7,000).**

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

The Council noted that the following were approved in principle with the amounts being confirmed on the July Council Meeting Agenda.

- Purchase of a noticeboard for Wonersh Playground, up to £1,000, noting that installation would be £120
- Highways Management in Wonersh in relation to the treeworks in Gerald's Wood £523
- Litter pickers and high visibility vests, values to be confirmed.

The values are all within permitted limits for approval by the Clerk or Clerk and Chairman, as per the Financial Regulations.

- (l) **payment of up to £300 for the tree guards for the jubilee trees in Wonersh (Wonersh Environmental Advisory Group, donation from member);**

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

- (m) **payment of £50 to Cranleigh Lions for the loan of the road closure and diversion signs for the picnic in Shamley Green communicate (Parish projects budget remaining for 2022/23: £5,000, £450 allocated to Jubilee projects, £150 per village); and**

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

- (n) **payment of up to £800 to communicate and disseminate details on the jubilee walks across the parish. (Parish projects budget remaining for 2022/23: £5,000, £450 allocated to Jubilee projects, £150 per village and explore alternatives).**

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

- (o) **payment of up to £500 for a gauge for monitoring water levels for the Duck Pond in Shamley Green. (Shamley Green Environment Group s137 grant, amount remaining for 2022/23, £500).**

The Council resolved not to approve this as it appears that the pond does not have a leak at present.

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

**22/23 041 Finance – to note receipt of:**

- (a) **the allotment rents.**

The Clerk noted that the following had been received in May also.

- Community Infrastructure Levy, Waverley Borough Council: £739.95
- VAT return, HMRC, £4,088.06

The Clerk also noted that the precept of £84,546.57 would be transferred between the Cooperative Bank and Unity Trust Accounts.

These would be noted on the July Agenda.

This was confirmed.

**22/23 042 Annual Governance and Accountability Return: To receive the internal auditors report and approve next steps.**

The Council received the Internal Auditors section of the AGAR, which was summarised by the Cllr Shutes.

**Action: Clerk to include this in the submission to the External Auditor and on the website.**

Cllr Band noted the recommendations of the internal auditor and recommended response from the Risk and Audit Committee, which were:

R1: The provision of All Risks cover for the Council's playgrounds should be discussed with the Council's insurers, and weekly inspection records should be properly maintained and recorded.

**Action: Clerk to discuss the requirements of the Council's insurers regarding the level of insurance of playground equipment and the costs associated with this.**

**Clerk to include receipt of the RPII reports and approval of next steps on Council Meeting agendas**

R2. A review of the Council's assets should be undertaken during 2022-23, to generate supportable valuations for the 2022-23 AGAR. Any significant variance may require a restatement of the 2021-22 AGAR figure in Box 9.

The Risk and Audit Committee recommended the use of a nominal value for applicable items.

**Action: Clerk to update asset register with consideration for the nominal value and include an additional column for purchase prices for items purchased from this financial year onwards.**

The Council resolved to approve these and thanked the Clerk and Assistant to the Clerk for the effective management of the Council, as recognised in the Internal Audit.

**22/23 043 Annual Governance and Accountability Return (Part 3) 2021/22: To receive and approve Section 1 – Annual Governance Statement.**

The Chairman read these out, the Council confirmed this (proposed by Cllr Band and seconded by Cllr Howard) and the Chair and Clerk signed accordingly.

**Action: Clerk to include this in the submission to the External Auditor and on the website.**

**22/23 044 Annual Governance and Accountability Return (Part 3) 2021/22: To consider and approve Section 2 – Accounting Statement.**

The Chairman read these out, as signed by the Responsible Finance Officer, the Council confirmed this (proposed by Cllr Band and seconded by Cllr Howard) and the Chair signed accordingly.

**Action: Clerk to include this in the submission to the External Auditor and on the website, accompanied by the explanation of variance as applicable.**

**22/23 045 To confirm the Exercise of Public Rights making the unaudited AGAR available to the public from 13 June to 22 July 2022.**

The Council confirmed this.

**Action: Clerk to include this in the submission to the External Auditor and on the website and on the noticeboards.**

**22/23 046 To receive recommendations from the Risk and Audit Committee and make a Council decision on the next steps in relation to the following matters:**

**(i) the 2021/22 year-end accounts;**

The Council thanked the Assistant to the Clerk for the summary sheets for year-end spend presented at the annual assembly. Other comments are covered under (ii).

**(ii) the updated approach to the accounting sheets;**

The Council welcomed these updated and noted the recommendations for background information, particularly with reference to improving how we track grants received and spent. The Clerk noted that the requested spreadsheet detailing approved and actual spends had already been developed by the Assistant to the Clerk and was included in the folders for Councillor's reference. The council thanked the Assistant to the Clerk and the Specialist Bookkeeper for these developments.

**Action: Councillors to share comments on these in due course.**

**(iii) the processes in relation to the use of the Amazon account;**

Council approved recommendations from Risk and Audit, specifically:

**Action: Officers to use amazon account in line with Financial Regulations and to explore local alternatives for an account where possible.**

**(iv) the internal auditor, for this financial year;**

Council approved the recommendations from the Assistant to the Clerk and the Risk and Audit and confirmed Mulberry and Co as the Council's internal auditor for this financial year.

**Action: Assistant to the Clerk to confirm this with Mulberry and Co.**

**Action: Clerk to thank Auditing Solutions.**

**(v) the lease of the land from Waverley Borough Council;**

Cllr Shutes summarised the key points and made reference to the recommendations for Council approval. The Council approved these recommendations, specifically:

**Action: Clerk to submit response to DAC Beachcroft's comments to WBC Officers and all legal representation.**

**Clerk to arrange meeting with Wellers, as Wonersh Parish Council's legal representation.**

**(iv) an update on the playground inspections and associated works;**

Council reviewed and confirmed the recommendations of the Risk and Audit Committee with respect to what routine and annual playgrounds inspections. Specifically, they agreed:

**Action: Council to consider recommendations.**

**Working Party to be formed including RPII trained officers and members with an emphasis on maintaining the playgrounds and playgrounds committee members, established to rejuvenate the playground(s).**

**Playgrounds Working Party to develop terms of reference considering the dual purpose.**

**Cllr Lavender, supported by Clerk and Assistant to the Clerk, with input from Cllr Howard to develop a written summary of processes.**

**Officers to outline the working time implications for the playgrounds inspections and present to the July Council Meeting.**

Council's financial decisions, with respect to the playgrounds are summarised in 22/23 040 (c)-(k).

Cllr Lavender tabled the following recommendations for Council discussion:

- That we make it a priority to get the swings back in action for the summer and that we accept the quote for the swing area. In addition, we purchase two new cradle swings and two new flat swings and get them fitted at the same time;
- That we ask the routine maintenance contractors to ensure that the bark in the other areas is spread more evenly and that jagged edges etc are covered with existing bark;
- The rest of the playground we leave at the moment and wait until our annual inspection later this month and then along with the playground committee decide on the urgency of other items; and
- That we allocate maximum of £1,000 to purchase a new notice board for the playground area which is essential in order to kickstart our funding campaign and interaction with playground users.

The Council resolved to prioritise bringing the swings back into use and approved the other options. The Clerk noted the challenges that the routine maintenance contractors were having with the low level of bark and also highlighted the fall height of the monkey bars in the junior play area, as a priority for Council attention. The Council agreed to add some bark to this area but ensure that the wooden struts forming the base were visible for inspection.

Cllrs shared their view on the importance of keeping the rocking horse rather than removing or replacing it, even if it needed to be a static piece of equipment, as this was the last of the original metal horses of this type.

Cllr Howard noted that both playgrounds required new noticeboards. The Council agreed to fund one in Wonerish this year as per the amounts agreed in principle above.

Cllr Band highlighted the need for a longer-term playground strategy was needed with input from the imminent playgrounds inspections and the playgrounds working party.

Cllr Howard noted the partition fence in Lords Hill Playground still required attention.

**Action: Clerk to inform contractor of the Council's decisions.**

**Clerk and Cllr Lavender to confirm the selection of equipment to be purchased from Playdale for Wonerish and Clerk and Cllr Howard for Lords Hill.**

**Clerk to order these.**

**Playgrounds Committee to select noticeboard.**

**Assistant to the Clerk to order this.**

**Clerk to arrange for the installation of equipment.**

**(vi) updated Financial Regulations; and**

The Council approved these to include the minor updates agreed at the Risk and Audit Committee.

**Action: Clerk, Assistant to the Clerk and Chair to confirm the details of these.**

**Clerk to update and make available on the Council Website.**

**(vii) Vexatious and Habitual Complaints Policy.**

The Clerk noted the actions agreed by the Risk and Audit Committee were underway and the Waverley Borough Council Monitoring Officer had been contacted regarding their Vexatious and Habitual Complaints Policy, so that policies can be aligned.

**22/23 047 To receive an update from the Traffic, Parking and Cycling Working Party, and other transport-related updates and approve next steps.**

The Traffic Parking and Cycling Working Party met for the second time 31 May 2022. Cllr Lavender shared the notes and these were discussed in his absence. Topics under discussion were:

- Report back on speed measurements in Wonersh village and to discuss how we take this forward with residents and Surrey County Council
- Report back on Cycling and walking infrastructure meeting and proposals
- Report back on Shamley Green VAS and associated issues
- Pepperpot proposals- update

The Council confirmed the following actions:

**Action: Cllr Shutes to contact County Cllr Deanus regarding progress with the 20mph zone in Wonersh and for the Pepperpot and unlit central reservation to be integrated in to any plans.**

**Cllr Lavender and Jenner to disseminate information about 20's plenty, including via both Community Speedwatch teams.**

**Cllr Knight to follow up with SCC and WBC Officers regarding the local and cycling infrastructure and resident demand for further provision.**

**Cllr Howard to speak to Borough Cllr, Liz Townsend, portfolio holder for planning regarding the how the planning process can better support such developments.**

**Council to emphasise to the seminary the local demand for them to release land for a footpath.**

As an update it was noted that County Cllr Deanus had confirmed that Surrey County Council have approved a 20mph zone for Wonersh Village planned for the 2023/24 financial year, with further investigatory works planned for this financial year.

The next meeting of the Working Party is 5 September 2022. The need to publicise this to ensure greater awareness was discussed and the following agreed:

**Actions: Cllr Shutes to publicise the next Working Party meeting via the Wonersh and Blackheath magazine and Cllr Howard via the Shamley Green one.**

**Clerk to confirm pavilion availability**

**Clerk to publicise via the Facebook Page and Website.**

The Council noted correspondence on the possibility of posts along Blackheath Lane and noted earlier discussion regarding the introduction of a virtual footpath along the route, discussing examples of these. It was agreed that Cllr Gibbs would take both of these to the Blackheath Village Society for further discussion.

**Action: Cllr Gibbs to discuss this further with the Blackheath Village Society and feedback to Council.**

**22/23 048 To receive further comments on the Woodland Management Plan for Gerald's Wood and approve next steps.**

The Council noted the comments on the Woodland Management Plan from the Commons Working Party, Wonersh Woodland Group, Councillors and Waverley Borough Council Officer.

The Council approved the comments for submission to the consultant, pending confirmation of plans regarding the oaks near the boundary with the fields, and suggested that upon approval ownership be handed over to the Wonersh Woodland Group.

**Action: Clerk to submit comments to the Consultant.**

**Wonersh Woodland Group to take on ownership of the plan.**

**Wonersh Parish Council to continue considering the tree safety aspects through a Tree Hazard Assessment.**

**22/23 049 To review the completed jubilee events and consider further jubilee plans and approve next steps.**

Council's financial decisions, with respect to the jubilee plans are summarised in 22/23 040 (l)-(n). It was noted that the financial contributions to each village were to be supported by receipts for council consideration and approval, so if further items are to be claimed for councillors are to be considerate of this.

The Council celebrated the success of all the jubilee events in the parish and thanked the volunteers involved. The Clerk congratulated parish councillors involved in the council-led events, which were thoroughly appreciated by members of the public. Further celebratory projects were discussed including jubilee walks for each village. There was discussion regarding the communication and dissemination of these and council was supportive of the proposed costs for such an occasion.

**22/23 050 To receive an update from the Commons Working Party, Wonersh Environmental Advisory Group and Shamley Green Environment Group and approve next steps.**

Council's financial decisions, with respect to the commons are summarised in 22/23 040 (o).

In addition to the update regarding the pond, Cllr Howard noted the renewed Terms of Reference for the current Shamley Green Environment Group, Tree Group. These had been circulated to the Parish Council and the Borough Council. Cllr Shutes noted his support and the Clerk highlighted that these, including proposed Woodland Management Plans, seem to be permitted within the draft leases between Wonersh Parish Council and Waverley Borough Council, regarding the land asset transfer. The Tree Group were awaiting a response from the WBC Officer.

Cllr Shutes updated the Council as to the recent voluntary works, removing the tree guards which were no longer required from the private land adjoining the public right of way between Wonersh and Blackheath. The next meeting is scheduled for 25 June 2022 to consider the updated three-year plan. It was noted that Wonersh had expressed an interest in taking a further 30 trees from Surrey County Council providing the type of tree can be specified to ensure the right tree is planted in the right place. Both Shamley Green and Wonersh had also expressed an interest in Making Space for Nature, through the Surrey Hills and there were plans to contribute to one of a series of zoom presentations sharing best practice, being brought together through the Surrey Wildlife Trust. Plantlife were still keen to visit the parish for similar reasons.

The Commons Working Party would be meeting in the early Autumn to discuss the Terms of Reference and proposed work schedules and specifications, WEAG and SGEG projects and commons related correspondence of relevance to the CWP.

Cllr Howard noted the recent update to the scheduling of tree works in Gerald's Wood and discussed the need to inform local residents and groups. Agreed actions were

**Action: Clerk to publicise the planned tree works and 3-way traffic management via the website and Facebook Group**

**Clerk to inform Shamley Green Environment Group of the planned treeworks in Shamley Green by email.**

**Clerk to inform households abutting the common in Shamley Green of the works by letter.**

**22/23 051 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.**

The Council received a completed risk assessment for pruning trees and redoing ties on trees. The Council resolved to approve this and provide permission (proposed by Cllr Shutes.)

**22/23 052 To receive reports by Members and the Clerk.**

Cllr Gibbs noted the ditches in Blackheath were cleared by Waverley Borough Council but not the pipes under easements. Cllr Shutes responded that clearing and, if required, jetting under wayleaves was the responsibility of those benefitting from the easements. Cllr Gibbs noted that this would be reported back to local residents.

**22/23 053 Members' business and correspondence for noting or including on a future agenda.**

Cllr Howard noted that there was evidence that badgers were burrowing near the Arbuthnot Hall and that this could pose a trip hazard to the general public. It was agreed that Cllr Howard would report this to Waverley Borough Council as the local Borough Councillor.

**Action: Cllr Howard to report in her role as Borough Councillor for the ward.**

Cllr Howard also updated the Council on the issues regarding the blocked ditch along Hullmead and noted that residents were also being affected by this, rendering part of their garden unusable over an extended period of time. The Head of Housing is commissioning a ditch to the rear of the properties as a preferred option to clearing, repairing and / or replacing the pipe, which might get blocked or broken again.

Cllr Howard noted the concerns regarding hardcore being laid on Surrey County Council Highways and Waverley Borough Council estates land in connection with the a new property being built at the end of the cul de sac.

The Clerk noted that the damage to verges in Lords Hill had been returned to cabinet for further discussion, as there was insufficient evidence that the damage had been caused by Biffa. Cllr Howard noted that she had shared photos and details of resident observations nearer the time that evidenced the claim against Biffa.

Cllr Shutes noted that developing a business plan for the council should be an agenda item for the next meeting, to ensure any plans feed into the budget setting process for 2023/24 precept.

Cllr Shutes shared Cllr Lavender's request that a public meeting be held to encourage others to join the parish council in the 2023 elections. Cllr Howard noted that zoom would be a good forum for this as it allows participation from across the parish through one meeting and presentations can be delivered effectively.

The Council also noted the request from an individual involved in the Wonersh Cricket Club regarding running two three-day cricket coaching courses during the summer holidays, as a private venture. The Parish Council were supportive of this provided it was run through the Cricket Club rather than as a private venture. Otherwise, there would likely be at least an admin for use of the common and further requirements regarding the provider's public liability cover, DBS status and appropriate risk assessments would be provided. The Council took the view that if this was done through the Cricket Club many of these requirements and complexities would be removed.

**Action: Clerk to discuss further with Wonersh Cricket Club, then approve the Council response on the basis of the outcomes of this.**

**21/22 321 Dates of future meetings:**  
**Full Council Meeting: 7 July 2022**  
**Planning Committee: 16 June and 7 July 2022**

The Council resolved to approved the above dates (proposed by Cllr Shutes).