

Wonersh Parish Council

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Minutes of the meeting of Wonersh Parish Council held on Thursday 14 May 2020 at 9.30 am, online

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

In attendance: Lisa Davison, Borough Councillor Michael Goodridge.

MINUTES

20/21 001 To elect the Chairman of the Council.

The Council resolved to elect Cllr Rod Weale as Chairman of the Council (proposed by Cllr Band). Cllr Weale accepted and will sign the acceptance of offer at the earliest opportunity.

Cllr Howard enquired as to whether a Vice Chair was elected to the Council, as this could assist in selecting a successive Chair. The Council reported that Vice Chairs were, at present, selected on a meeting-specific basis as required, but this could be revisited by the present Council.

Action: Councillors to consider whether a Vice Chair is required and advise the Clerk to include this on a future Council Meeting agenda.

20/21 002 To consider and approve apologies for absence.

The Council noted and approved the apologies of Cllr Ellis, who notified the Council of his resignation. The Council thanked him for his contributions and wished him every success following his move.

Action: Clerk to inform Waverley Borough Council of the resignation of a Councillor in the Wonersh Ward on the Parish.

20/21 003 Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.

Cllr Lavender declared a disclosable interest in item 20/21 028 and would not contribute to decision making for this agenda item.

20/21 004 Open meeting for members of the public to raise matters with the Council.

Borough Councillor Michael Goodridge was present and reported that, during restrictions on meeting in person, Borough planning committees had been reduced to two from four, with no area-wide committee presiding. Wonersh Parish Council was within the Eastern Planning Committee. Following a meeting of the executive the following week, Waverley Borough Council were to move to online meetings and decision making. He commended the efforts of officers who were prioritising the financial support they can offer to businesses who choose to apply.

No further members of the public were present. Instructions of how to join the Council Meeting by Zoom were included in the Agenda.

20/21 005 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

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The Clerk shared the update received from the Police. These are appended to these minutes. It was noted that a reminder had been sent regarding speed data in the Parish and these would be received soon.

20/21 006 To consider and approve the minutes of the Council meeting held on 9 April 2020.

The Clerk notified the Council that she had updated minutes to correct the details regarding Blackheath Car Park which was not closed. The Council resolved to approve these minutes (proposed by Cllr Band). These will be signed once the situation allows.

20/21 007 To receive progress reports about matters previously considered and approved by the Council.

The Clerk reported that the main outcomes of the online meeting with Cllr Victoria Young were that a site visit is to take place regarding the Pepperpot once conditions allow, and with consideration for traffic flows. Regarding the Vehicle Activated Sign for speed in Shamley Green, Cllr Young suggested it could be considered a priority project with contributions from village and parish sources being looked upon favourably. Cllr Band requested that this be confirmed with Cllr Young and Cllr Howard suggested an update regarding Run / Rushett Common be requested also.

Action: Clerk to contact Cllr Young regarding the VAS and Rushett Common.

Councillors discussed the response of the Council with relation to other key stakeholders, to the Covid-19 lockdown. The capacity of the Council to meet a range of need directly or in association with others is to be reviewed, as suggested by Cllr Howard, in due course, with consideration for local resilience.

Action: Councillors and Clerk to agree an evaluation framework for this and to carry out the review in conjunction with key stakeholders and parish residents.

The Clerk updated the Council regarding the telephone box near Lords Hill Common. There had been a delay in the removal of telephony equipment as a result of Covid-19. Until this had been removed it would not be possible to commence works there.

Cllr Lavender enquired as to the future plans for the telephone box, Blackheath Lane, Wonersh.

Action: Clerk to follow up with BT.

Cllr Lavender asked whether there had been a response from Southern Gas regarding screening the black box on Wonersh Common, close to the Playground.

Action: Clerk to follow up with the Gas company.

20/21 008 To consider and approve the minutes of the Risk and Audit Committee meeting held on 30 April 2020.

This was deferred to the next meeting of the Risk and Audit Committee.

20/21 009 To appoint Members of the Council's Planning Committee and to delegate responsibility to the Committee for: (a) consideration of planning-related matters; (b) making decisions on behalf of the Council about local planning applications; and (c) making recommendations for decision by the Council about planning related issues.

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The Council resolved to delegate these responsibilities to the Planning Committee (proposed by Cllr Crouch). The following Councillors were appointed to the Committee: Cllr Band, Cllr Crouch, Cllr Lavender, Cllr Shutes and Cllr Weale. The Committee would elect a Chair as the first item of the Council Year on the Planning Committee Agenda.

20/21 010 To appoint Members of the Council's Risk and Audit Committee and to delegate responsibility to the Committee for: (a) consideration of risk and audit-related matters of the Council; and (b) making recommendations for decision by the Council about risk and audit related issues.

The Council resolved to delegate these responsibilities to the Risk and Audit Committee (proposed by Cllr Band). The following Councillors were appointed to the Committee: Cllr Band, Cllr Crouch, Cllr Howard and Cllr Shutes. The Committee would elect a Chair as the first item of the Council Year on the Risk and Audit Committee Agenda.

20/21 011 To appoint Members of the Council's Personnel Committee and to delegate responsibility to the Committee for: (a) consideration of personnel matters; (b) making decisions where specifically required to do so in accordance with the provisions of the Personnel & Employment Handbook of the Council; and (c) making recommendations for decision by the Council about other personnel issues.

The Council resolved to delegate these responsibilities to the Personnel Committee (proposed by Cllr Weale). The following Councillors were appointed to the Committee: Cllr Band, Cllr Howard, Cllr Lavender and Cllr Weale. The Committee would elect a Chair as the first item of the Council Year on the Personnel Committee Agenda.

20/21 012 To appoint Members of the Council's Parish Survey Committee and to delegate responsibility to the Committee for: (a) consideration of parish survey matters of the Council; and (b) making recommendations for decision by the Council about parish survey related issues.

The Council resolved to delegate these responsibilities to the Parish Survey Committee (proposed by Cllr Crouch). The following Councillors were appointed to the Committee: Cllr Band, Cllr Crouch, Cllr Lavender, and Cllr Shutes. The Committee would elect a Chair as the first item of the Council Year on the Risk and Audit Committee Agenda.

20/21 013 To appoint Members of the Council's working parties and portfolio leads:

(a) Emergency Planning

The Council appointed Cllr Shutes as the lead on Emergency Planning

Cllr Shutes reported that he was currently updated the Emergency Plan and was consulting with Waverley Borough Council on this. Cllr Howard expressed an interest in being involved in this and the Council made links between this and an evaluation of the response to the Covid-19 lockdown. In the future the importance of including a range of key stakeholders in this working party was agreed by the Parish Council.

(b) Commons Enhancement and Management and Land Asset Transfer

The Council appointed Cllr Shutes as the lead on the Commons Enhancement and Management and Land Asset Transfer working party.

Cllrs Band, Lavender, Howard and Weale are also members of the working party.



(c) Shamley Green Community Room

The Council appointed Cllr Band as the lead on the Shamley Green Community Room working party.

Cllrs Band and Weale and Anne Powell-Evans are also members of the working party.

(d) Website / PR / Newsletter

The Council appointed Cllr Lavender as the lead on public engagement through these forms and others.

All Councillors will contribute as required.

(e) Playgrounds

All Councillors to continue to contribute but longer term a Playgrounds Committee with a link Councillor will be most beneficial for the Council and playgrounds.

(f) Gerald's Wood

The Council appointed Cllr Crouch to be the Council link with Wonersh Woodlands Group.

The Clerk noted that Cllr Lavender is also the link Councillor with the allotments.

20/21 014 To appoint representatives of the Council to other bodies and organizations:

(a) Surrey Association of Local Councils

The Council appointed Cllr Weale as the Council representative on SALC and the Council noted Cllr Howard's role in the organisation.

(b) Waverley Borough Council joint meetings with Town and Parish Councils

The Council noted that all Councillors and the Clerk can represent the Council at these meetings.

(c) WBC Planning Forum

The Council appointed Cllr Crouch to represent the Council at this Forum.

(d) Blackheath community traffic-calming working party

The Council deferred this decision until there was a Blackheath Councillor in place.

(e) Wonersh community traffic-calming working party

Councillors Lavender and Shutes noted that this was now associated with the Parish Council and should be noted under 20/21 013.

The Council appointed Cllrs Shutes and Lavender to lead this working party.

(f) Barnett Hill traffic management consultation committee

The Council appointed Cllr Lavender to represent the Council on this Committee.

(g) Longacre School traffic management consultation committee

The Council appointed Cllr Band to represent the Council on this Committee.



(h) Vision for Wonersh

The Council noted that Vision for Wonersh had fulfilled its objectives and would now be subsumed within Wonersh Working Parties, traffic and transport group, considered by the Parish Survey Committee.

20/21 015 Finance – to consider and approve the following:

(a) the list of receipt and payment vouchers in April 2019;

This was deferred until June.

(b) the end-April 2019 financial statement;

This was deferred until June.

(c) the schedule of due payments over the present financial year which arise on a regular basis as authorised under the Council's Financial Regulations (Section 5.6);

The Council resolved to approve this. Cllr Howard noted that Biffa recently replaced the Veolia as the contract for emptying the bins.

(d) the continuing appointment of Councillors Band, Crouch and Weale as signatories to the Wonersh Parish Council bank account;

The Council resolved to approve this (proposed by Cllr Weale) the Clerk noted that Cllrs Howard and Lavender required adding also.

Action: Clerk to include these additions on a future agenda.

(e) the authorization of a monthly direct debit mandate for the payment of the Council's BT OneBill (office telephone and broadband) account;

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

(f) the authorization of a monthly direct debit mandate for the payment of the Council's Castle Water (allotment water) account;

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

(g) the authorization of a monthly direct debit mandate for the payment of the Council's Paybureau (Payroll Support) account;

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

(h) payment of £33.60 to SITEC IT Ltd by debit card and authorisation of a monthly direct debit;

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

(i) payment for £35 by Direct Debit to the Information Commissioner's Office;

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

(j) payment of up to £850 for the annual insurance for Wonersh Parish Council from June 2021;

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

- (k) payment of up to £350 to repair the benches on Wonersh Common; and**

Following discussion under 20/21 028 the Council approved this (proposed by Cllr Shutes).

- (l) A refund of the deposit for allotment 5a of up to £60.**

The Council resolved to approve the return of 50% of the deposit (£30), with consideration for the work required on the plot resulting in a 50% rent reduction for two years to the rental fee (proposed by Cllr Lavender).

20/21 016 To note receipt of allotment rents

The Council noted this.

Action: Clerk to issue reminders for outstanding rents.

20/21 017 To review and adopt the following policies:

- (a) Code of Conduct & Register of Members' Interests;**
- (b) Standing Orders;**
- (c) Financial Regulations;**
- (d) Training of Members and Council staff.**

The Council resolved to approve the addendum to the Standing Orders with consideration for Coronavirus-related changes to practices (proposed by Cllr Band).

20/21 018 Establishing or reviewing the following policies and procedures:

- (a) Council's complaints procedure;**
- (b) Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998; and**
- (c) Council's policy for dealing with the press/media**

The Council approved the Council's complaints procedure. Councillors requested that the Clerk review and suggest updates to the policy for dealing with the press/media. The Council noted the need to establish procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. They requested that the Clerk present draft for Councillor input to the Risk and Audit Committee who would make recommendations to Council.

Action: Clerk to review the Council's policy for dealing with the press/media.

Clerk to present a draft of Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 to the Risk and Audit Committee.

20/21 019 Audit: To review and confirm the Council response to Internal and External Auditor reports from 2018/19 and to receive the draft report for 2019/20 and provide comments.

The Council noted that they would send any comments to the Clerk in advance of the Risk and Audit Committee meeting, so these could be finalised.

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20/21 020 To appoint Auditing Solutions Limited to conduct the Council's internal audit during 2020/21.

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

20/21 021 To consider and approve the Council's public liability insurance from June 2021.

The Council reviewed a shortlist of two policies, one recommended by Came and Co (Pen underwritten by AXA), the other from Zurich Municipal. Aside from the difference in price of the policies and the option to receive a reduced rate for a three-year commitment, with Zurich, the main difference was in the level of cover under legal expenses, £100k, in contrast to £500k. The Council request that advice be sought from SALC and the providers be approached to better understand the cover provided and any options with respect to this.

The Council agreed that responses to these would be discussed at the Risk and Audit Committee Meeting with confirmation of the final policy being agreed by email. I was noted by Council that each of the recommended policies were acceptable to the Council.

Action: Clerk to make enquiries of insurance brokers, providers and SALC to inform the final decision on insurance cover.

20/21 022 To confirm the arrangements for grass cutting of commons to be leased from Waverley Borough Council.

The Council reviewed the three quotes provided by local contractors and resolved that the contract should be awarded to AEM (proposed by Cllr Shutes), with the intention to review performance and specifications at three months.

Action: Clerk to inform all contractors of Council decision and confirm with AEM the contract arrangements and when the firstcut can be scheduled.

20/21 023 To receive an update regarding oak 519 in Shamley Green and approve next steps.

The Council discussed the response from a senior officer at Waverley Borough Council regarding oak, which was found to be hollow. The Council noted that recommendations from Waverley Borough Council and the original tree surveyor that the Parish Council obtain a further survey of oak 0519 to explore available options. The Council resolved to approve this, subject to confirmation of a quote at the next Council Meeting.

Action: Clerk to obtain three quotes for a further survey of the tree.

20/21 024 To receive an update ecological survey in Shamley Green and approve next steps.

This was completed but the Council await the report. Discussion of this is deferred to the next meeting.

20/21 025 To review the requirements of accessibility legislation for Wonersh Parish Council websites and approve next steps.

These were noted and the Council agreed to obtain quotes for the audit to be completed prior to deciding the best way to progress.

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20/21 026 To discuss the response regarding the tree overhanging the ditches near Lawnsmead and approve next steps.

The Council welcomed the positive response from the residents and their willingness to cut back the tree. The Council considered the potential visual impact and agreed that the cutting back of the hedge is still preferred.

Action: Clerk to inform the residents of the Council's decision.

20/21 027 To discuss the request to cut back a tree on the common in Wonersh and approve next steps.

Cllrs Lavender and Shutes of the commons working party agreed to review the request and complete a site visit. They would present their recommendations to Council.

20/21 028 To discuss the repair of benches on Wonersh Common and approve next steps.

The Council resolved to approve to repair of the benches on Wonersh Common. Two quotes had been received and the decision would be made between the Clerk and Councillors on the commons working party once the third was received.

Action: Clerk to inform the contractor to proceed with the works.

20/21 029 To discuss the proposal for an extra bin on Wonersh Common.

This was suggested a topic of wider discussion for the Environment Group of the Wonersh Working Party, who would report back to Council.

20/21 030 To consider Wonersh Parish's role as the first tier of local government and review how to best fulfil this.

This is to be considered further as part of the review of resilience in the parish and with consideration for the Parish Council's strategic plans.

20/21 031 To receive reports by Members and the Clerk.

20/21 032 Members' business and correspondence for noting or including on a future agenda.

- To receive an update regarding Parish Survey Committee
- To discuss the inspections of the allotments and approve next steps
- To consider whether to develop and implement a tree planting schedule
- To agree to continue advertising in the Shamley Green Parish Magazine and to consider whether to distribute physical copies of newsletters
- To review progress with leasing of the Garden Close Community Room from Waverley Borough Council
- To review progress with leasing common land from Waverley Borough Council
- To adopt the risk management strategy once reviewed by the Risk and Audit Committee
- To consider the results of pond survey

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- **To consider the results of the tree survey for oak 0519**

19/27 033 Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

The Council agreed that these should be every second Thursday of the month and whilst these were online, these should take place at 9.30 am. The Council agreed that meetings should be online until October, at which point this should be reviewed based on current guidance.

Action: Clerk to update these details on the website.

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Appendix Crime report: 13/04/2020 - 13/05/2020

45200043607	26/04/2020	CRIMINAL DAMAGE	IN LAY BY, BY B2130, DUNSFOLD
ROAD, CRANLEIGH		Caravan abandoned in the lay by set on fire.	
45200044782	29/04/2020	CRIMINAL DAMAGE	BRAMLEY, GUILDFORD
Damage to a vehicle's front windscreen parked in driveway.			