



Minutes of the meeting of Wonersh Parish Council held on Thursday 11 June 2020 at 10.30 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 and four members of the public

MINUTES

20/21 034 To consider and approve apologies for absence.

There were no apologies for absence.

20/21 035 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 interest.

20/21 036 Open meeting for members of the public to raise matters with the Council.

Members of the public shared their interest in several items that were brought to the start of the meeting and discussed in turn. Specific comments were:

- support for a fruit and vegetable van in Wonersh to provide access to fresh food, as discussed in item 20/21 055;
- input into the proposed area to be cut as part of the 'standard 2' cut in Shamley Green (item 20/21 050), and concern regarding cutting areas of common land which was the responsibility of a private property and a request that areas of the common, not used for recreation, receive an end of season cut only;
- interest in discussion regarding use of the common in Wonersh for a range of recreational purposes (items 20/21 053 and 054); and
- interest in discussion regarding the allotments (items []).

20/21 037 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

There were no updates on crime, but speed data was shared. As these were not based on recent speed monitoring and ticketing data, Cllr Lavender enquired into the availability of this.

Action: Clerk to follow up with Police.

20/21 038 To consider and approve the minutes of the Council meeting held on 14 May 2020.

Subject to minor changes to responsibilities to reflect discussion at the May Meeting, these were approved and will be signed by the Chair in due course.

20/21 039 To receive progress reports about matters previously considered and approved by the Council.

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

www.wonershparish.org



The Clerk noted that works on the access route for the pavilion was scheduled for the next day and the AGAR was underway. The Clerk reported that other items of concern were on the agenda, except for the request for trees on Wonersh Common to be cut back, as discussed under 20/21 027 in the May 2020 meeting. Commons working party members, Cllr Shutes and Lavender reviewed the request and, given that works were completed in July 2019 in line with the Council's tree survey, further works at this time were not desirable.

With note for the limited progress in some areas, which the Clerk highlighted, Councillors agreed to draft emails and letters, which the Clerk can finalise then send, with consideration for the Clerk's workload and the Council's need to complete statutory duties in good time. The Clerk thanked the Councillors who already assisted in this way.

Action: Cllr Band to draft emails to County Cllr Victoria Young regarding the VAS in Shamley Green.

Cllr Shutes to draft an email in response to the request to cut back a tree.

20/21 040 To consider and approve the minutes of the Risk and Audit Committee meeting held on 21 May 2020.

The Council considered and approved these Cllr Band will sign these in due course.

20/21 041 To appoint Members of the Council's working parties and portfolio leads:
(a) The allotments

The Council appointed Cllr Lavender as the lead on allotments.

20/21 042 Finance – to consider and approve the following:

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

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

(b) the end-April 2019 and May 2019 financial statement;

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

(c) an additional £500 for the mowing of the commons to be leased from Waverley Borough Council, in advance of the lease agreement (£2,500 agreed 19/20 255(j));

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

(d) the addition of AEM contractors to the schedule of due payments;

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

(e) the continuing appointment of Councillors Lavender and Howard as signatories to the Wonersh Parish Council bank account;

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

(f) an additional £63 to Wonersh Connections for the website (£200 agreed 19/20 225 (c));

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

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

www.wonershparish.org



- (g) payment of up to £350 for the hire of a skip to assist with waste clearance at the allotments;**

This was deferred.

- (h) payment of up to £250 for the clearance of waste from the end of a plot;**

This was deferred.

- (i) payment of up to £800 for the survey of oak 519 in Shamley Green;**

The Council resolved to approve payment of up to £400 for this (proposed by Cllr Howard).

- (j) payment of up to £500 for completion of an accessibility audit of the Parish Council's website;**

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

- (k) the payment of up to £200 to provide details of Wonersh Parish Council and Councillors in the Shamley Green Parish Magazine;**

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

- (l) the payment of up to £400 for Shamley Green Parish Magazine to deliver hard copies of the Parish Newsletter.**

20/21 043 To note receipt of:

- (a) allotment rents (£360 received in March, 2020, £540 received in April 2020, £135 received in May 2020);**
- (b) allotment deposits (£90 received in March, 2020, £90 received in April 2020, £90 received in May 2020);**
- (c) contributions towards the access route of £467.50**

The Council noted these. The Clerk updated the Council to confirm that all contributions to the access route had been received, additional amounts will be noted on July agenda.

20/21 044 To receive an update from the Parish Survey Committee and Village Working Parties.

Cllr Crouch noted that progress had been slower than anticipated owing to lockdown but there were lots of ideas to progress as lockdown was relaxed. Cllr Band noted the importance of following up initiatives, such as the VAS in Shamley Green with Cllr Young were important as noted for action above. Cllr Shutes provided an update regarding Wonersh Connections, which, given the cancellation of the Wonersh fete, will be launched in Autumn.

20/21 045 To receive an update on the ecological survey of the ponds in Shamley Green and approve next steps.

Cllr Howard provided a precis of the ecological survey of the ponds noting that this provides a good benchmark for future debates and decisions about each. There were several opportunities for the community to come together to improve the habitat value of each pond, including clearing of the wood chips and reduction of the pond vegetation.

Action: Environment groups of the Shamley Green Survey Working Party to respond and Cllr Howard to update the Council.

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

www.wonershparish.org



The Council noted correspondence on a related matter from a resident, regarding the interim repair of the 'duck pond' which is presently under the management of Waverley Borough Council.

Action: Cllrs Band and Weale to draft response from the Council.

20/21 046 To receive the recommendations of the Risk and Audit Committee regarding the Council's Contract Management Systems and approve next steps.

The Council noted the importance of having formal procedures and processes in place to effectively manage contracts from procurement to completion. The Council requested that the Risk and Audit Committee draft these and develop recommendations for Council, including detail of the resource implications with respect to these.

Action: Risk and Audit Committee draft Contract Management Systems and make recommendations to Council.

20/21 047 To receive a further update regarding oak 519 in Shamley Green and approve next steps.

The Council reviewed the quotes received from the contractors currently used by Waverley Borough Council and noted that two were within the expected price range provided by a senior officer at WBC, the third being much higher. The Council agreed to use [who].

Action: Clerk to instruct the selected tree surveyor to complete the work.

The Council noted correspondence on this matter from a resident, with some useful observations and suggestions.

Action: Cllrs Band and Weale to draft response from the Council

Clerk to forward response.

20/21 048 To review the feedback received regarding decision-making and communication of the works to pollard the willow in Shamley Green and approve next steps.

The Council noted with the thanks the feedback received on the decision making and communication of the works to pollard the Willow in Shamley Green and recognised that this has provided learning opportunities which will be fed into the Contract Management System discussed in 20/21 046. Cllr Band agreed to draft a further response to queries on this matter. They noted requirements regarding timing and scheduling of tree works and that the willow should have been pollarded in winter or early spring. The Council recognised there is local expertise in tree management, which Wonersh Parish Council could benefit from, including expertise within Waverley Borough Council and local, knowledgeable enthusiasts. The Commons Working Party will meet to discuss this, and other pertinent matters and provide recommendations to Council.

Action: Cllr Band to draft responses to recent emails on this matter.

Clerk to send emails.

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

www.wonershparish.org



Commons Working Party to provide recommendations to Council.

20/21 049 To discuss the arrangements for commons-related maintenance and litter picking in the parish and approve next steps.

Cllr Shutes reported that the current contractor no longer had the capacity to fulfil the role with Wonersh Parish Council. The Council thanked them for fulfilling the role until recently. Local recommendations had been sought regarding contractors who could fulfil role this in due course and volunteer options regarding litter picking were being explored. At present, this role is being fulfilled as needed by a local contractor. The longer-term plans will be discussed by the Commons Working Party who will provide recommendations to Council.

Action: Commons Working Party to provide recommendations to Council.

20/21 050 To review and confirm the extent Shamley Green commons to receive a 'standard 2' cut for use by the Cricket Club.

The Clerk noted the discussion on the cut during item 20/21 036. The Council agreed that the Clerk should review the proposed changes to the area being cut and finalise these with Cllr Band and the Shamley Green Cricket Club, then discuss further with the grass cutting contractors for Shamley Green.

Action: Clerk to finalise area to receive standard 2 cut and communicate to contractors.

20/21 051 To review co-option of new Councillors and approve next steps.

Councillors agreed that the person interviewed for co-option for the Shamley Green Ward was suited to the post and would be an asset to the Council. The Clerk confirmed that, for the Wonersh ward, the position had been advertised and one application had been received and another resident had expressed an intention to apply, the deadline being 25 June 2020, with interviews the following week. Members look forward to welcoming new Councillors, who would sign their declarations of acceptance in July.

Councillors were generally in agreement that, should each be suitable for the role of Councillor, the role of Blackheath Councillor, rather than Wonersh, only be offered if both the candidate and the residents of Blackheath be in favour, as local representation was still preferred. Though Councillors also noted that representing the ward was only part of the role and Parish Councillors also held an interest in Parish-wide activities, of which there were many.

Action: Clerk to contact Blackheath Village Society to enquire as to whether there was local interest in standing as a parish councillor.

20/21 052 To receive a summary of the recent allotments inspection and approve next steps.

Cllr Lavender reported that the allotments were all rented out for this year and most rents had been received. Several plots were overgrown, at present, and the Clerk had followed up with holders and had received a response from most as to their plans to cultivate plots. There had been some differences of opinion regarding the use of weed killer at the plots and requests to clarify this in the garden rules could be considered at the Autumn meeting.

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

www.wonershparish.org



The Clerk highlighted that there were a couple of decisions to be made regarding waiting lists from within and outside the Parish and investment in fencing and the means for allotment holders to dispose of rubbish, particularly while there were restrictions on the burning of rubbish during lockdown. It was noted that there was a limited budget given the Council decision for allotment income to cover costs and that several CRCs had reopened and would shortly be accepting a greater range of waste, which would reduce the need for a skip.

Cllr Crouch highlighted that, in many cases, decisions such as those mentioned above were made by an allotment committee, with a representative from the Council, rather than the Council imposing decisions on holders. Noting that the Council needed to cover the annual rent for the field and currently cover the metered water costs, there could be potential for a grant to be provided to the committee to invest in the allotments as required, with decisions over what was maintained by Council and what deferred to the Committee agreed between each in due course. There was general agreement with this suggestion and the Chair opened the meeting with an allotment holder to agree that Cllr Lavender and the holder would initiate a committee structure with a Councillor present. At this point the Council deferred decisions regarding allotment waiting lists to the Committee.

Action: Cllr Lavender and key contact point for the allotments to agree the next steps in the formation of a committee.

An increase in the requests for allotments in Shamley Green were also noted as a future consideration for the Council.

20/21 053 To consider the use of Wonersh Common for organised events, sports provision and exercise classes and approve next steps.

The Council discussed the use of Wonersh Common, with the Chair opening the meeting for input from a cricket club member to agree actions. There was recognition that key stakeholders need to consider stipulations regarding its designation as a QE2 Field in Trust and balance requests for its wider use with requirements regarding its maintenance and upkeep. Aspects of the Memorandum of Understanding between the Parish Council and Wonersh Cricket Club were highlighted with respect to this.

Action: WPC and WCC to meet to discuss this further and agree the next steps.

Clerk to review paperwork associated with Field in Trust and associated support.

20/21 054 To review the request to provide Pilates Classes on the common in Wonersh and approve next steps.

There was support for Pilates to take place on Wonersh Common as this would have limited impact upon the surfacing of the common. It was noted that the Parish Council intended to follow Waverley Borough Council's example in terms of paid activities on common land, which typically included a fee for use, though there was agreement that this should be waived whilst use of indoor spaces and the number of people engaging in such activity, is restricted. Once the restrictions are lifted these conditions will be reviewed. There was discussion regarding the need for instructors to complete and lodge a risk assessment of the activity with the Parish Council and to evidence their public liability cover.

Action: Clerk to confirm that the teacher has completed a risk assessment and has adequate insurance.

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

www.wonershparish.org



20/21 055 To consider the request to provide a weekly fruit and vegetable stall on common land in Wonersh.

The Council discussed this and noted that there was support from village residents and the village stores management and trustees. The Council, in turn, were supportive of trialling this near the pavilion. The stall holder had enquired about the availability of the space on a Wednesday and Friday. The Chair opened the meeting to a Wonersh Cricket Club officer, who confirmed availability until 3pm on a Friday and 5pm on a Wednesday, around cricket-related activities.

Action: Clerk to notify requestor regarding the trial arrangements.

Clerk to inform local residents and businesses of these arrangements and request feedback in due course.

20/21 056 To decide how to respond to the requirements of accessibility legislation for Wonersh Parish Council websites and approve next steps.

The Clerk noted that guidance had recently been provided by NALC and that they had received a quote from Sitec IT Ltd, who provided IT support to the Council. The Clerk noted that this would be a priority over the summer to meet the September deadline. The Council discussed this and decided to defer it to the Risk and Audit Committee.

Action: Clerk to obtain two further quotes for an accessibility audit.

Risk and Audit Committee to lead on development to meet accessibility legislation.

20/21 057 To receive the request to extend an allotment to the extent of neighbouring allotments (or beyond), following clearance of shrubs by the holder and with consideration for the Council to remove other waste.

The Council had no objections in principle but had not budgeted for the removal of waste, though alternatives such as rent holidays to allotment holders were discussed as possibilities. The decision regarding the extension of the plot was deferred, awaiting details of communications and decisions when the allotment holder commenced the rent of the plot.

Action: Clerk to review Council Minutes from when the holder took on the plot

20/21 058 To consider and approve the request from Wonersh United Charities, that Lady Kirkwood's extends her term of office.

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

Action: Clerk to inform Wonersh United Charities.

20/21 059 To receive reports by Members and the Clerk.

20/21 060 Members' business and correspondence for noting or including on a future agenda.

The Clerk noted correspondence regarding the Willow in Shamley Green and other trees and the pond. Actions in response to these are noted above in the items 20/21 047 and 048.

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

www.wonershparish.org



Cllr Lavender noted communications regarding the use of the commons in Wonersh and its availability for general uses and uses beyond cricket. Actions in items 20/21 053 which will be returned to at a future meeting.

19/27 061 Dates of future meetings:

Council: 9 July 2020, 9.30 am

Planning Committee: 2 July 2020, 9.30 am

Risk and Audit Committee: 2 July 2020, 10.15 am

The Council agreed these.

clerk@wonershparish.org

The Parish Office, Wonersh Sports Pavilion, The Common, Wonersh, GU5 0PJ

Tel: 01483 892601