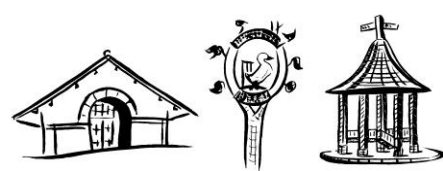


# Wonersh Parish Council

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## **2 Minutes of the meeting of Wonersh Parish Council held on Thursday 19 November 2020 at 7.30 pm, online**

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

**In attendance:** Lisa Davison, Kevin Garvey, Borough Councillor Michael Goodridge and two members of the public.

### **MINUTES**

#### **20/21 191 To consider and approve apologies for absence.**

There were no apologies to approve.

#### **20/21 192 Wonersh Parish Code of Conduct – Declarations of disclosable interests**

There were no disclosable interests to declare.

#### **20/21 193 Open meeting for members of the public to raise matters with the Council.**

One member of the public declared an interest in item 210 and another, a general interest in the meeting with an emphasis on protection of common land. Cllr Weale moved item 210 up the agenda.

#### **20/21 194 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.**

The Safer Neighbourhood Policing Team were not able to attend but shared a written report, where burglaries of garages and outhouses presented the greatest problem locally.

#### **20/21 195 To consider and approve the minutes of the Council meeting held on 8 October 2020.**

These were approved (proposed by Cllr Lavender), Cllr Weale will sign the minutes in due course.

Items 210 and 201 were discussed and agreed at this point before returning to the order set out in the agenda.

#### **20/21 196 To receive progress reports about matters previously considered and approved by the Council.**

Cllr Shutes noted attendance at a Waverley Borough Council event looking at emergency preparedness and has circulated update emergency contact details. He noted potential to update the Parish Emergency Plan with consideration for the vulnerable people in the Parish. Cllr Shutes is bringing together a group in Wonersh and requested that Shamley Green Councillor volunteered to do similar in Shamley Green. Cllrs Howard noted that she would lead the process with local support.

Cllrs Crouch reported on a positive meeting with Surrey County Council Officers, Cllr Scott and the Chair of the Pepperpot Working Party regarding plans for the Pepperpot and the required next steps. This confirmed the potential for Surrey County Council to be considered for the

feasibility study. It was agreed that the Working Party would present a report to the January Council Meeting outlining the options and associated costs.

**Action: Clerk to include the Emergency Plan and the Pepperpot on the January Council Meeting agenda**

Cllr Band noted that County Councillor Victoria Young be contacted regarding:

- To confirm that the Shamley Green VAS is on the schedule of works for next financial year;
- To claim the £500 contribution to replacing old / providing new playground equipment for Womersh Playground.

**Action: Clerk to contact Cllr Victoria Young.**

**20/21 197 To receive the approved minutes of the Planning Committee Meetings held on 24 September and 15 October 2020.**

These were received.

**20/21 198 Finance – to consider and approve the following:**

- (a) **the list of receipt and payment vouchers in August and September 2020;**

These were deferred.

- (b) **the end-August and end-September 2020 financial statement;**

These were deferred.

- (c) **the review of the budget headings for the 20/21 budget;**

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

Cllr Band noted that these changes allowed for greater understanding of how the Parish Council are investing in WPC and WBC-registered commons and investment in playgrounds. It was also noted that background information under these headings can be made available to Councillors on request.

- (d) **the mid-year review of the 20/21 budget;**

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

- (e) **payment of up to £950 for computing equipment for Council employees;**

The Council resolved to approve the payment of up to £950 for computing equipment (proposed by Cllr Band), subject to £500.00 being taken from unallocated reserves and returned following receipt of the 2021/22 precept and the Clerk exploring refurbished donated laptops as resource considerate alternative.

**Action: Clerk to explore, with Sitec, options to ensure that a Clerk and Assistant Clerk have access to appropriate computing equipment.**

- (f) **payment of up to the payment of up to £100 for six padlocks and keys; To consider and approve:**

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

- (g) **payment of up to £4,500 for drainage ditch and culvert clearance in Wonersh Parish Council-registered common land;**

The Council resolved to approve £1,870 (proposed by Cllr Shutes).

- (h) **plus an additional £1,600 to complete the hedge on Wonersh Parish Council-registered common land;**

The Council resolved to approve £1,600 (proposed by Cllr Shutes).

- (i) **payment of up to £4,500 for drainage ditch and culvert clearance in Waverley Borough Council Council-registered common land;**

The Council resolved to approve up to £4,500 (proposed by Cllr Howard).

- (j) **payment of up to £40 per month as a contribution to emptying the Memorial Hall bin.**

The Council resolved not to approve this.

**20/21 199 To receive a report on the visioning exercise and consider and agree the next steps in developing a strategy for Wonersh Parish Council.**

**20/21 200 To receive the report on Surrey Climate Action Day and consider the Wonersh Parish Council response to the Climate Emergency, including attributing responsibility for plans to Council, Committees and Working Parties.**

The Council considered 20/21 199 and 20/21 200 together and agreed that a working party, led by Cllrs Shutes regarding strategy and Knight regarding Climate Change should take the next steps. It was agreed that this would be open to all Councillors, who will develop a strategy which integrates actions and responsibilities related to Climate Change to be approved by Council in due course.

**Action: Cllrs Shutes and Knight to progress this with input from all Councillors, with regular meetings.**

**Clerk to include on the January Council Meeting Agenda.**

**20/21 201 To discuss the budget and precept for the 2021/22 financial year and approve next steps.**

Cllr Weale moved this item up the agenda, to follow item 210 and noted the process used prior to confirming the precept at the January Council Meeting. He thanked Lisa Davison and Kevin Garvey for their roles in developing this.

The Clerk presented the proposed 2021/22 budget to the attendees and explained the implications for the precept, highlighting changes from earlier discussions with Council. Larger budget items were discussed in more detail in terms of income and expenditure plus the allocated reserves. Cllr Lavender queried the income and expenditure on the community room, plus the accrual system. Cllr Band noted that these figures will be subject to review once we have greater knowledge of managing the community resource.

The Council confirmed that they approved the budget of £94,264 and the proposed precept of £74,294. It was agreed that following meetings of the Risk and Audit and Personnel Committee where these figures will be reviewed, then the final amount, alongside any allocated reserves will be confirmed at the January Council Meeting.

Cllr Weale provided high apologies for the remainder of the meeting and Cllr Band took over to Chair the remainder of the meeting.

**Action: Committees to consider whether any further funds are required in order to fulfil responsibilities and Council decisions.**

**20/21 202 To review the implications of and plan for income from the Community Infrastructure Levy and approve next steps.**

Cllr Crouch noted his report to Council which provided context regarding the Neighbourhood and Strategic CIL and the potential role of a Neighbourhood plan in increasing the proportion of CIL received by Womersh Parish Council, recognising the financial and time cost of completing a Neighbourhood plan also.

Recommendations to Council were that, in conjunction with strategic developments noted in the 20/21 and 199 and 20/21 200:

- Set up a group of councillors to:
  - Consider applications for Strategic CIL. Report to January Council meeting.
  - Report on current projects which can be supported from Neighbourhood CIL and report to January Council meeting
  - Consider the type of projects which would be eligible for Neighbourhood CIL and report to March Council meeting.
- Delegate to the Planning Committee to set up a working party to consider the Village Design Statement and Neighbourhood Plan. Report on progress to the February Council meeting.

**Action: Undertake these recommendations as part of the council strategy.**

**20/21 203 To consider further the lease of the land from Waverley Borough Council and approve next steps.**

Cllr Band noted that the working party had been reviewing both the service level agreements and the body of leases.

Regarding the Service Level Agreements, greater clarity between roles and responsibilities of Waverley Borough Council and Womersh Parish Council was required. Cllr Band noted that fully understanding these regarding liability and maintenance would benefit from maps depicting these in full. The Council agree that maps should form part of the legal agreement between the two authorities. The Council request that the Clerk draft these for further discussion with Councillors and Waverley Borough Council.

Regarding the leases it was noted that Womersh Parish Council's solicitor was satisfied with these in legal terms but in business terms the Council retained some concerns. The intention was for the Working Party to highlight these first to Parish Council and then to legal and parks and Countryside Officers in Waverley Borough Council to progress these matters.

**Action: Clerk to map authority responsibilities for litter-picking, mowing, tree work, drainage ditches / culverts and associated works.**

**Working party to share comments on leases with Councillors for thoughts and to then with WBC Officers.**

**Working party to provide an update to Council at the January Council Meeting.**

**20/21 204 To receive an update on works completed (a) Wonersh Parish registered common land and (b) Waverley Borough Council registered common land and approve next steps.**

The Council received updates on the works completed by Waverley Borough Council, and in turn Surrey County Council, following the meeting with a WBC Officer, which the Parish Council welcomed.

Cllr Shutes referenced the update report from the Commons Working Party which included:

- Three-year plans for the Environmental Advisory Groups, to be reported to Council at the March Council Meeting.
- The recommendation of an allocated pot of money for commons enhancement measures identified by these, alongside a commitment to raise funds from other sources.
- Plans for an ecology survey, potentially in conjunction with other local parish councils.
- Environmental Advisory Group to advise upon tree survey policy and practices
- The suggestions that the Parish Council adopt the Wildlife Trust's 30 by 30 target: The Wildlife Trusts are calling for at least 30% of our land and sea to be connected and protected for nature's recovery by 2030

Cllr Shutes raised specifically, the insurers requirements regarding the tree management policy and tree survey and requested the Clerk confirm these. The Council agreed that the matter of tree surveys should be delegated to the Risk and Audit Committee (proposed by Cllr Band).

**Action: Clerk to enquire with insurers as to their requirements for tree survey policies and practices**

Cllr Shutes also raised the point of collapsed drain under the Lawnsmead easement and it was agreed that the Council require further advice on this prior to inform next steps.

**Action: Clerk to seek advice from of SALC regarding the Lawnsmead easement.**

Cllr Band noted that we also needed to be in a position to advance decisions on tender for, e.g., the 2021 mowing regime. The Clerk noted that the agreement with AEM for the mowing of the WBC-registered commons was for 2020 and 2021 years, subject to a satisfactory probation, in the first instance, and similar arrangements were in place with Grasstex for the Burial Ground, should Oakleaf not be in a position to resume next year. Cllr Shutes noted that the EAGs would be advising upon mowing regimes and that EAGs were awaiting mowing maps for the work completed by Clive Greenland.

**Action: Clerk to provide draft mowing maps for Wonersh and finalise with the Cricket Club and Clive Greenland.**

**CWP/EAGs to explore and advise upon mowing regimes across these contracted areas.**

**Council to respond to recommendations from CWP/EAGs in order to confirm and / or tender for contracts for 2022.**

The Clerk noted that a decision needed to be made regarding padlocks for the retractable and removal posts on WBC and WPC-registered common land. This decision was delegated to the Clerk and Commons Working Party.

**Action: Clerk and CWP to decide upon install suitable padlocks and provide keys to regular contractors and the cricket club.**

**20/21 205 To consider the quotes received for drainage ditch and culvert clearance on (a) Wonersh Parish registered common land; and (b) Waverley Borough Council registered common land and approve next steps. Plus, hedge works for WPC-registered commons only.**

The Clerk noted that the flailing of the hedge will take place in December, there was approval for this amount at the October meeting. The second phase of the works on the hedge was judged to be expensive but it was seen as important to progress this before the nesting season. The next steps were delegated to the Clerk supported by the Commons Working Party (proposed by Cllr Howard).

**Action: Clerk and Commons Working Party to progress the flailing of the side of the hedge and the cutting of the top.**

The works to the ditches on Wonersh Parish Council-registered common land was proposed in two phases, the Council approved the funds of the first phase and await the result of this before progressing to the second phase.

**Action: Clerk to confirm that phase 1 of the clearing the drainage ditches commence.**

The Clerk noted that four contractors had been approached regarding the works on Waverley Borough Council land and two contractors had responded. The Council agreed that a third quote is required prior to making a final decision.

The Clerk discussed these with reference to the tender documents and with reference to the lease considerations. Councillors noted the difference between the two quotes received and sought clarification as to how the proposed works differed. It was proposed, that in order judgement a subset of the Commons Working Party should lead on the scrutiny of quotes to aid Council understanding and that a report is required by Council, the budget up to £4,500 being agreed on that basis.

**Action: Clerk to advise Contractors yet to quote to respond at the earliest opportunity.**

**Commons Working Party to lead on the scrutiny of the quotes and decide the contract on that basis.**

**Council to receive a report back from the Commons Working Party.**

**20/21 206 To review the recent and planned communications from Wonersh Parish Council, including the Autumn / Winter Newsletter, and approve next steps.**

Cllr Lavender outlined his plans for the

**20/21 207 To note the launch of the Wonersh Connections website and approve next steps.**

Cllr Shutes noted that Wonersh Connections was now up and running and encouraged all to look at it: [www.wonershconnections.org](http://www.wonershconnections.org).

**Actions: All to look at the website**

**20/21 208 To receive an update on recent and planned works to the playgrounds and confirm arrangements for routine playgrounds inspections.**

Cllr Lavender updated the Council as to maintenance works on the Wonersh Playground by AEM and the planned work for completion by CATH Services. He noted that the Wonersh Playgrounds Advisory Group were starting up and the Cllr Howard would be inputting into that also.

The Clerk noted the planned works for Lords Hill Playgrounds, to be completed by CATH Services. She reminded Councillors as to the need for routine playgrounds inspections and with, consideration for next year's budget whether the Council would like to receive quotes for a contractor to complete this on their behalf.

**Action:**

**20/21 209 To consider emptying of bins in the Parish, including the request to contribute to the emptying of the Memorial Hall bin.**

Cllr Lavender, as the allotment link, noted that there was not the budget for this as allotment rents are to cover costs, so the Council could not contribute. Cllr Howard noted that locked bins are good practice for the Memorial Hall and that allotment holder, should they want to have bin, should have their own locked bin.

**Action: To respond to the Memorial Hall regarding the lack of budget to contribute to the bin and advise them to lock it.**

**Cllr Lavender and Clerk to advise the allotment holders and explore options with them.**

**20/21 210 To receive the request to undertake enhancement works on Wonersh Common by Wonersh Cricket Club and approve next steps.**

The Council received these and agreed that they would increase the amenity value of the common. Cllr Shutes confirmed that there would not be a permanent boundary. Cllr Lavender confirmed the details timing of the works and the impact that this may have on general use.

**Action: Clerk to confirm the works may proceed and request the timings of the works to communicate this via the website and other relevant avenues.**

**20/21 211 To receive concerns regarding parking on common land and approve next steps.**

Concerns have been raised regarding parking on common land in a number of areas of the Parish. This is leading to damage of the commons and encroachment onto the land, even when off-street parking is available. The Council agreed that they would write to all households bordering common land to advise them of the protected nature of common land and restrictions on parking and the placement of skips, plus associated matters.

The Clerk also noted that there was a skip placed in WPC-registered common land without permission or conditions. It was agreed that this should be considered in an informational letter with a view to responding more directly to future incidents.

**Action: Clerk to write and print letters**

**Cllr Lavender to post in Wonersh**

**Cllr Howard to post in Shamley Green**

**22/21 212 To consider the recruitment of an Assistant Clerk, and, subject to Council support, delegate authority to the Personnel Committee to progress this.**

This Council resolved to approve this (proposed by Cllr Lavender). Cllr Scott noted his experience in recruitment and it was suggested that he be invited to the forthcoming meetings, given his experience and expertise.

**20/21 213 To receive reports by Members and the Clerk.**

Cllr Howard noted the forthcoming boundary review for Waverley Borough Council on the decision of the electoral commission.

Cllr Howard noted concerns regarding the state of the local roads, both Run Common and in the more rural roads. Subsidence is suspected on the B2128, noted by Cllr Walmsley-Beveridge, who will report to Surrey County Council.

Cllr Knight queried the management of verges on Blackheath Lane and Cllr Shutes regarding Wonersh Common. It was agreed that maps have a role in better understanding this.

**20/21 214 Members' business and correspondence for noting or including on a future agenda.**

**20/21 215 Dates of future meetings:**

**Council:** 14 January 2021

**Planning Committee:** 26 November 2020, 17 December 2020, 7 January 2021

These were confirmed.

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