

# Wonersh Parish Council

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**Minutes of the meeting of Wonersh Parish Council held on Thursday 9 September 2021 at 7.30 pm, at Wonersh Sports Pavilion.**

**Present:** Councillors Mike Band, Chris Howard, Jonathan Jenner, Stephen Lavendar, Anthony Shutes and Rod Weale.

**In attendance:** Lisa Davison, Borough Councillor Michael Goodridge and County Councillor Kevin Deanus and one member of the public.

## **MINUTES**

### **21/22 097 To consider and approve apologies for absence.**

The Council considered and approved apologies for absence from Cllrs Crouch and Cllr Knight and noted that Cllr Weale would only be in attendance for the initial part of the meeting on this occasion. Cllr Knight joined the meeting via zoom to observe and provide information at the discretion of the chair. The Clerk also joined via zoom on this occasion.

### **21/22 098 Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.**

Cllr Howard declared a non-pecuniary interest in item 21/22 110, given her role in the Surrey Association of Local Councils.

### **21/22 099 Open meeting for members of the public to raise matters with the Council.**

There was two members of the public present, one with a general interest in proceedings one with an interest in item 21/22 109.

The Chair moved items 21/22 108 and 109 up the agenda, so that the member of the public could be co-opted to Wonersh Parish Council and participate in the meeting in full.

### **21/22 100 Briefing by the Safer Neighbourhood Policing Team on issues of local/ interest and concern.**

Cllr Shutes noted that a report had been received from the police regarding recent crimes in the parish with the request that anyone with further information on the throwing of beans at vehicles report this to the police using the non-emergency contact number 101.

### **21/22 101 To consider and approve the minutes of the Council meeting held on 24 June and 8 July 2021.**

The Council resolved to approve these and these will be signed due course. Proposed by Cllr Howard, seconded by Cllr Band.

### **21/22 102 To receive progress reports about matters previously considered and approved by the Council.**

The Clerk noted that there were updates regarding the Climate Change Working Party and the Transport and Traffic Working party in the files.

Cllr Shutes noted that the enforcement notice at Barnett Hill Hotel expired shortly and he would update the Council and Borough Councillor as to the progress made.

### **21/22 103 To consider and approve the minutes of the Risk and Audit Committee meeting held on 5 August 2021.**

The Council resolved to approve these and they will be signed in due course. Proposed by Cllr Band, seconded by Cllr Shutes. Cllr Band highlighted that the investment plan was to be considered by council, ideally at the next Council Meeting.

**Action: Clerk to work with Cllrs Band and Shutes to progress this.**

**21/22 104 To receive the approved minutes of the Planning Committee meeting held on 24 June, 15 July and 5 August 2021.**

These were received.

**21/22 105 Finance – to consider and approve the following:**

- (a) the list of receipt and payment vouchers in June, July and August 2021;**

It was noted that the August receipt vouchers are to be deferred, as the bank statement was just received. The Council resolved to approve the June and July vouchers and August payment vouchers (proposed by Cllr Band).

- (b) the end-May, end-June and end-July 2021 financial statement;**

The Council resolved to approve these (proposed by Cllr Band). It was noted that the updates requested by the Risk and Audit Committee had yet to be reflected in these. The Clerk noted that Jeannette Stevenson had ensured these were reflected in the August accounts.

- (c) the request for up to £750 for Wonersh Players.**

The Council noted that the request for a contribution to the repair of the Wonersh Players wardrobe store was not the scale of request that they were expecting for the grant application but were supportive of this in principle. The extent and value of the support was subject to understanding why these investments could not be made by the hall that the facility neighboured, and submission of an appropriate fundraising and funding plans, plus associated timescale.

It was noted that this was being considered outside the recently adopted policy, which should be publicised to other groups, as appropriate. It was also noted that if considering this scale of project then contributions to, e.g., the Arbutnot Hall might also be considered.

**Action: Clerk to enquire as to alternative funding sources and the funding plan and timescale, including sharing details of the Wonersh Foundation as a potential source of support.**

**Council to consider further the both the role of the grants scheme and the funding of other parish projects as part of the mid-year review and budgeting for the forthcoming year.**

**21/22 106 Finance – to note receipt of:**

- (a) £16,086.79 for the 75% contribution from Waverley Borough Council to the grounds-maintenance of WBC-registered common land;**
- (b) £1,895.91 from HMRC as the VAT return; and**
- (c) £579.66 from Waverley Borough Council, WPC proportion of neighbourhood Community Infrastructure Levy.**

These were noted.

**21/22 107 Receive an update to the Standing Orders and approve next steps.**

This was deferred until a Council Meeting later in the year.

**21/22 108 Receive short verbal statements from applicants for co-option to Wonersh Parish Council: Shamley Green Ward.**

One of two applicants withdrew their application.

**21/22 109 Co-opt to Council the selected applicant to Wonersh Parish Council: Shamley Green Ward.**

Jonathan Jenner was co-opted to Wonersh Parish Council: Shamley Green Ward.

**21/22 110 Discuss and approve training priorities for Council and approve next steps.**  
*21/22 105 (d) To consider and approve payment of up to £770.00 comprising 2\*£200 for Councillors to complete all modules, £300 for whole council provision of financial training (with the option to include a further council), 2\*£35 for the Roles and Responsibilities module for newly co-opted councillors.*

There was overall support for investment in training within the council for both councillors and staff but this also needs to be considered as part of the mid-year spending review.

The Council resolved to approve the expenditure as allocated above (proposed by Cllr Shutes), noting that there was a pre-existing budget of £700 for the year and the above constituted a small increase in budget. The Clerk noted she foresaw further costs under this budget category should the council proceed with the plans to transfer playground inspections to staff members, plus following the council-wide financial training, Jeannette Stevenson may consider further appropriate modules, and Cllr Howard noted the Surrey Association of Local Councils (SALC) AGM in October, which she would be attending. Cllr Band also expressed his intention to attend the SALC AGM.

**Action: Cllr Band to be booked onto the SALC AGM**

**Clerk to progress booking of finance module with SALC and sense interest from neighbouring parishes**

**Clerk and assistant to consider training cost allocations to be discussed by council as part of mid-year review and budget planning.**

**21/22 111 Consider the draft Emergency Plan and approve next steps.**

The Council resolved to approve this (proposed by Cllr Shutes) as a working document subject to regular review to ensure contact details were up to date and for Councillors to hold paper as well as electronic copies at home, given the nature of an emergency situation.

**Action: Clerk to make formatted paper copies of the Emergency Plan available to all councillors.**

**Clerk to include its update on the Risk Management Register.**

**21/22 112 Consider the draft GDPR policy and approve next steps.**

The Clerk noted the request of the Risk and Audit Committee to provide a more concise GDPR policy and has provided a few examples as starting points. Councillors are to provide feedback on these for the Clerk to take the next draft to the Risk and Audit Committee meeting in October.

**Action: Councillors to submit thoughts on the draft GDPR policy.**

**Clerk to redraft for Risk and Audit Committee.**

**21/22 113 Receive an update on the Peppercot junction improvements and approve next steps.**

The Clerk shared a report from the Pepperpot Working Party included cost estimations for the project and noted the following requests on the basis of the information shared:

- The Clerk look at the eligibility of this work for the Public Works Loan Board;
- Someone be appointed to take over the fundraising for the project;
- Once we are assured that funding could be put in place, then the proposal should be put before the village community to establish that there is sufficient enthusiasm to continue.

The Clerk also noted potential local support and assistance from Wonersh Church with respect to fundraising.

Councillors discussed the importance of having a crossing point as part of the project for the benefit of Wonersh and also potential challenges in getting the level parish support required for PWLB loan for a Wonersh village-centric project.

Cllr Shutes closed the meeting momentarily and requested the input of County Councillor Deanus on this. Cllr Deanus highlighted the importance that any preparatory works were acceptable to Surrey County Council in order for investment in projects being realistic and best value. Cllr Deanus agreed to discuss a mid-island style crossing (similar to Shalford) with SCC, but noted that budgets for pedestrian crossings and 20 mph limits were prioritised elsewhere at present.

**Action: Traffic and Transport Working Party to consider this and other transport-related suggestions further.**

**21/22 114 Consider concerns regarding pedestrian safety and connectivity for non-motorised modes in the parish, including consideration of virtual footways and approve next steps.**

The Council continued their discussion of ways to connect areas of the parish in a more pedestrian friendly way. Discussion included:

- resident concerns, given recent collisions;
- increasing awareness of parish activities, historically and recently;
- earlier efforts to manage vehicle speeds based on best practice and the partial implementation of these;
- pedestrian crossings in each Shamley Green and Wonersh;
- the practicalities of a speed limit review and introducing 20mph zones;
- improved public footpaths between Wonersh and Shamley Green and in specific areas, such as just south of Wonersh village; and
- virtual footpaths as noted in recent Surrey County Council Highways Bulletins, including potential locations, such as Blackheath Lane, the Street and B2128.

**Action: Cllr Shutes to meet to discuss local transport issues further with Cllr Deanus and to update Council.**

**The Traffic and Transport Working Party to meet to further discuss response to the suggestions above including engagement with residents;**

**To receive further details of the process for introducing virtual footpaths from Cllr Deanus.**

**21/22 115 Receive further updates on the lease of Shamley Green Community Room from Waverley Borough Council and approve next steps.**

The Council discussed this and agreed that subject to the letter outlining the support from Waverley Borough Council, then this lease was now in a position to be signed and the earlier delegation arrangements to Cllr Band and Weale were confirmed.

**Action: Clerk to confirm this with Waverley Borough Council and review the other actions required prior to signing.**

**21/22 116 Consider and confirm the hire terms and conditions, the price structure and use of the booking system, plus associated actions for Shamley Green Community Room and approve next steps.**

The Clerk requested that Councillors review the terms and conditions and associated paperwork, with adaptations related to covid highlighted in yellow, for this to be finalised and made available on the Council website.

The Clerk requested confirmation as to the room hire rates and these were accepted subject to a wider review after a year. Cllr Howard noted that she had previously benchmarked room hire rates and this could assist the process.

The Clerk requested confirmation that the Council would like to proceed with the use an investment in Hallmaster, as agreed prior to covid lockdowns. Noting that the Assistant to the Clerk had made an outlook calendar available for the interim period. This was confirmed.

**Action: Councillors to review the terms and conditions and other policies and confirm these with the Clerk.**

**Clerk to maintain the session rates for this year but to review next year.**

**Cllr Howard to share benchmarking exercise on hall prices to assist with this.**

**Clerk and Assistant to the Clerk to make these available on the website.**

**Clerk to confirm with Hallmaster the intention to use the software.**

**Assistant to the Clerk to update and populate the online booking system.**

**Assistant to the Clerk to invoice users for 2020 and 2021 bookings once leases are signed.**

**21/22 117 Consider the employment of a cleaner for the Shamley Green Community Room and approve next steps.**

The Clerk shared details of quotes received from local companies and providers. The Council suggested that the cleaner of the Arbutnot Hall be contacted to confirm possible availability and price and this be the preferred option if offering best value and local employment. Otherwise, the Council agreed that either of the two quotes would be acceptable.

**Action: Clerk to explore local availability and award the contract as detailed above.**

**21/22 118 Receive recommendations from the Risk and Audit Committee regarding the church wall and approve next steps. 21/22 105 (e) To consider and approve payment of up to £945 for an updated structural survey.**

The Council welcomed the suggestions from the solicitor regarding liability and the process to follow to recoup any costs. They requested a zoom meeting be set up to explore the best

ways to progress this given previous attempts to communicate with homeowner have lacked a response. They resolved not to proceed with the structural survey at this point.

**Action: Clerk to request and set up online meeting with the Council's solicitor.**

**21/22 119 Receive an update from regarding the allotments and consider the Council's role with regards to allotment sharing and related matters and approve next steps.**

Cllr Lavendar provided an update on the recent inspections of the allotments, noting that a number of holders had been reminded of the requirement to cultivate their allotments and keep them in good condition by the Clerk. They had also been asked their opinion on plot sharing and whether that would be something they would consider. All had responded negatively to the idea of plot sharing at this point in time and presented reasons for appearance of their plots and outlined their intention to improve these.

A plot share had recently been arranged and Cllr Lavendar was seeking council approval of this in line with the requirements of the tenancy agreement and garden rules, in this instance with the option to handover in November 2021 or thereabouts. It was also proposed that responsibility for allotment sharing be delegated to the Clerk and the councillor responsible for allotments. The Council resolved to approve each of these requests (proposed by Cllr Shutes).

Other matters, such as the option to plot share being offered as an option to less experienced allotment holders and a transfer from the start of the annual rent period from April to November time to the benefit of preparing the plots for cultivation and avoiding them becoming overgrown prior to handover are items for further discussion with plot holders in the Autumn. The Council agreed to each in principle.

**Action: Clerk and Cllr Lavender to continue to regularly monitor the plots and engage with holders.**

**Clerk to inform plot sharers of Council approval.**

**Clerk and Cllr Lavender to schedule and discuss plot sharing and other matters at annual meeting.**

**21/22 120 Consider further the licence system for grass cutting and approve next steps.**

The Council initially accepted the requirements of the lease of the common land with respect to licence requirements for grass cutting on common land. As further information was shared, they noted that the only active licence in the parish was on a commercial basis with the Red Lion public house and the earlier approach to licencing grass cutting on common land appears to have been retired by Waverley Borough Council and residents report it not being applied locally even when active. A small-scale consultation of residents suggests that, in addition to the increased workload for the clerk and associated to cost to council, such an approach would not be well received by residents.

**Action: Clerk and Cllr Band to discuss this matter further with Waverley Borough Council**

**21/22 121 Consider and finalise the skip licence for inclusion on the website.**

Cllr Shutes queried the charge for the skip licence for residents requiring one for a short period time, given that skip hire charges can be high. The Council agreed that rather than a fixed amount the following term be added: Wonersh Parish Council reserve the right to make a charge for this service.

**Action: Clerk to update the skip licence form and make it available on the website.**

**21/22 122 Receive an update on planned hedge and ditch works in the parish, including an update from Surrey County Council regarding the culvert from Lawnsmead, and approve next steps. 21/22 105 (f) To consider and approve payment of up to £1,110.00 for works in Wonersh Village.**

The Clerk provided an update as to the progress made as the ditch near Lawnsmead included where it is culverted and goes under the highway. Wonersh Parish Council's routine maintenance contractors have cleared the silt in the ditch. Exploration by Surrey County Council has found a partial collapse but the waterway was still flowing and this flow was improved once the culvert was jetted. The Clerk has enquired of the Surrey County Council officer as to the next plans in response to this and has also shared an indicative quote for works to the Lawnsmead ditch to reduce the build-up of sediment under the highway. Council requested that two further quotes are sought for further consideration in October.

**Action: Clerk to request further quotes for works to the Lawnsmead ditch.**

Quotes have been received for further ditch and hedge work in the parish, some in time to be included on this agenda. The Council resolved to approve the items included on the agenda and to consider the remainder on the October agenda.

**Action: Clerk to confirm the price to complete these works and include on the October agenda.**

**21/22 123 Consider and approve arrangements for protecting the Platt, Wonersh and approve next steps.**

The Council discussed this and agreed the next steps were to place or replace posts to the north and south of the Platt but not along the roadside at this point.

**Action: Clerk to confirm the price to complete this works and request further budgets for posts, as required, on the October agenda.**

**Clerk to advise local residents of this plan.**

**21/22 124 Consider options available to protect the common near Lawnsmead and approve next steps.**

The Council discussed a range of options including creating a turning circle, but noted the process required to allow this was expensive and took time and would not protect this sensitive part of the common. In considering the options available to protect this area, bunds were suggested as the most sustainable, given the frequency at which the posts are knocked over.

**Action: Clerk to gain a price for the introductions of bunds to this section of common land, bordering the easement to Lawnsmead and include on the October agenda.**

**Clerk to advise residents of these plans, which will be discussed at the next meeting.**

**21/22 125 Consider further the option to protect the verges in Wonersh and approve next steps.**

The Council considered the verge and agreed to a further attempt to protect this verge on the approach to the village stores, as it was in the interests of keeping this area tidy, noting these verges were not the responsibility of the Parish Council.

**Action: Clerk to request a quote regarding the cost to implement posts in this locale.**

**21/22 126 Receive details of quotes for posts in Shamley Green, and approve next steps.**

The Council confirmed that they are willing to fund the posts the along the verges as well as bordering common land and that once the final costs are received from the contractor any outstanding amounts should be included on the October agenda.

**Action: Clerk to confirm the price to complete this works and request further budgets for posts, as required, on the October agenda.**

**21/22 127 Receive an update on the plans for the Queen's Platinum Jubilee, including tree planting and approve next steps.**

Cllr Howard updated the Council as to the tree planting plans for the Queen's Platinum Jubilee in Shamley Green, including Lords Hill, and the benefits these trees will bring to biodiversity. The Council resolved to approve this (proposed by Cllr Howard). It was noted that the this had been approved in principle by Waverley Borough Council and Wonersh Parish Council now needs their firm approval.

In Wonersh discussions are ongoing as to how the Platinum Jubilee will be marked.

**Action: Clerk and Councillor Howard to confirm with Waverley Borough Council plans for the Platinum Jubilee.**

**21/22 128 Receive an update from the Commons Working Party and associated environment groups and approve next steps, including any requests for the ERDF funding.**

Cllr Shutes updated the Council as to progress made by the Commons Working Party and highlighted the following actions for the Clerk:

**Action: Clerk to follow up on the flail of verges to better understand timing.**

**Clerk to request that Surrey County Council cut back vegetation behind the solar panels on the VAS by the entrance to Wonersh park.**

**Request that the routine maintenance contractors provide a quote for the bench near Woodyers bench, for council to consider further, given it is not on our asset list.**

**Clerk to include mowing changes for 2022 on the October or November Council Meeting Agenda.**

He closed the meeting momentarily so that Cllr Knight could present, via zoom, some of the key plans of the Wonersh Environmental Advisory Group including company sponsorship and associated donations. This comprised planting of native hedges and further wildflower areas using a combination of planting methods. Plans included the installation of interpretation boards to explain the environmental and biodiversity plans. The latter perhaps benefitting from input from the ERDF funds.

Cllr Howard updated the Council as to the wildflower planting plans in Shamley Green, noting that items would need ordering shortly by Wonersh Parish Council, with the Wonersh Foundation contributing. The Council have approved the plans already and provisionally approved this expenditure on this basis with values to be formally included and minuted at the next Council Meeting.

**Action: Clerk to work with Cllrs Howard, Knight and Shutes to progress these plans.**

**21/22 129 Receive the request from residents of the parish to include further land in the grass cutting contracts and approve next steps.**

The Council noted that these areas were outside their responsibility and offered to share details of their contractor but did not have the budget to pay for this.

**Action: Clerk to inform residents**

**21/22 130 Consider the vacancy on Wonersh Parish Council: Blackheath ward and approve next steps.**

The Council noted this and agreed to the following.

**Action: Clerk to inform Blackheath Village Society.**

**Clerk to outline a schedule for recruitment of a Councillors for Blackheath.**

**21/22 131 Receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.**

Cllr Shutes noted receipt of a number of Risk Assessments including instances where organisation ownership of a separate risk assessment was preferable, noting that the generic example will work for many but not all instances and for many of the instances where it doesn't, as yet, the events booking system will fill this gap.

The Clerk noted actions approved in items on the agenda above plus actions by the tree working party in Shamley Green, were scheduled for the Autumn. She noted that Risk Assessments were outstanding for these.

**Action: Clerk to work with Cllrs Howard, Knight and Shutes to ensure risk assessments are completed as required.**

**21/22 132 Receive reports by Members and the Clerk.**

Cllr Knight drew attention to the updates in the files regarding the Climate Change Working Party and councillors were asked to note, in particular the planned actions. He noted that local efforts in Wonersh to improve biodiversity were to be publicised by Plant Life, who offer guidance on such matters.

Cllr Howard provided an update on progress made along Run Common, as detailed on the [dedicated Surrey County Council webpage](#). In addition to the information here, she noted that associated works would result in the closure of bridleways and public footpaths in the vicinity of the works, including the Downslink, and in some cases there were no viable alternative routes during these closures. Cllr Howard requested an update on the letter to the MP regarding Run Common and the Clerk apologised for the lack of progress on this.

**21/22 133 Members' business and correspondence for noting or including on a future agenda.**

Cllr Howard noted communication from a member of the public who was working on ensuring continued access along a public footpath that was used regularly until it was recently blocked. They are exploring options to resolve this.

**21/22 134 Dates of future meetings:**

**Council:** 14 October 2021.

**Planning Committee:** 16 September, 7 October 2021

**Risk and Audit Committee:** 7 October 2021

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