

Wonersh Parish Council

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Minutes of the meeting of Wonersh Parish Council held on Thursday 14 October 2021 at 7.30 pm, at Wonersh Sports Pavilion.

Present: Councillors Mike Band, Chris Crouch, Chris Howard, Jonathan Jenner, Ben Knight, Stephen Lavender and Anthony Shutes.

In attendance: Lisa Davison, Borough Councillor Michael Goodridge and County Councillor Kevin Deanus.

MINUTES

21/22 133 To consider and approve apologies for absence.

The Council approved apologies for absence for Cllr Rod Weale.

21/22 134 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 interests.

21/22 135 Open meeting for members of the public to raise matters with the Council.

There were no members of the public present. Borough Councillor Michael Goodridge and County Councillor Kevin Deanus were invited to speak by the Chair at relevant points in the meeting.

21/22 136 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

The Clerk circulated to Councillors the list of recent crimes in the parish and Cllr Shutes noted some of the key messages received recently through the police updates from 'In the Know'. In particular the high number of thefts from houses undergoing renovations.

Action: Clerk to highlight this through communication channels.

21/22 137 To consider and approve the minutes of the Council meeting held on 9 September 2021.

These were approved and duly signed by Cllr Shutes (Proposed by Cllr Howard, seconded by Cllr Crouch.)

21/22 138 To receive progress reports about matters previously considered and approved by the Council.

Cllr Crouch, noting that although this was more of a Planning Committee Matter, updated Council as to the Waverley Borough Council Eastern Planning Committee discussion regarding the Barnett Hill Hotel application, welcoming the input from Councillors at all levels or local government. The outcome was that plans were approved subject to a Transport Management Plan, which would include parish council representatives.

Cllr Shutes opened the meeting to Borough Councillor Michael Goodridge, requesting an update as to the planning applications for two triple garages at Derrysbourne. It was noted that whilst an argument for special circumstances for one of the garages was successful, the same argument for the other triple garage, was not. There were a number of conditions attached to the development of the triple garage, including adequate screening.

21/22 139 To consider and approve the minutes of the Risk and Audit Committee meeting held on 7 October 2021.

These were approved, subject to minor changes, and will be signed once these are made.
(Proposed by Cllr Jenner, seconded by Cllr Crouch.)

21/22 140 To receive the approved minutes of the Planning Committee meeting held on 26 August 2021.

These were received.

21/22 141 Finance – to consider and approve the following:

- (a) **the list of receipt and payment vouchers in September 2021;**

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

- (b) **the end-August 2021 financial statement;**

The Council resolved to approve these (proposed by Cllr Band), noting that later financial statements would include changes to the allocated reserves. Cllr Band noted that given the mid-year review suggested an overspend across a number of budget categories, so when approving amounts, particularly those outside this prediction, it will be important to monitor spend by category, when seeking approval.

Action: Assistant to the Clerk to ensure the mid-year review of the budget and allocated reserves are reflected in the financial statements.

Clerk to include the budget category when requesting approval for expenditure to assist in evaluating expenditure and the timing of this.

- (c) **the payment of up to £200 to Sitec for a new computer screen;**

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

- (d) **the payment of £84 to parish online for provision of the mapping software;**

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

- (e) **the payment of 208.60 for specialist book keeping services.**

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

21/22 142 Finance – to note the following:

- (a) **Receipt of 679.14 VAT return from HMRC.**

This was noted.

21/22 143 Maintain Auditing Solutions as the Internal Auditor for 2021/22 AGAR, or consider alternatives, and approve next steps.

It was noted that Auditing Solutions have been used for some time and the Council find they offer a good balance of support and challenge and are therefore generally satisfied with their performance. It was also noted that the same auditor had been used for a number of years, so this should be considered in more detail by the Risk and Audit Committee.

Action: Clerk to review the length of time we have used the same auditor.

Clerk to include on the next R&A Committee

21/22 144 Receive Section 3 of the AGAR (External Auditor Report and Certificate) and approve next steps.

The Council confirmed receipt and approved next steps (proposed by Cllr Shutes), including Cllr Band's suggestion that this be delegated to the Risk and Audit Committee for further review of comments.

Action: Clerk to include on the next Risk and Audit Committee Agenda.

21/22 145 Confirm that the Notice of Conclusion of Audit met statutory requirements.

The Council confirmed this (proposed by Cllr Band)

21/22 146 Receive further updates on the Lease of the Land from Waverley Borough Council and approve next steps.

Cllr Band circulated a draft response to the Council for their approval. Councillors discussed the practicalities and suggested that a blanket statement to be applied to all houses abutting the land and link these to the maps already part of the contract.

Action: Clerk to adapt draft response and circulate to Council for confirmation before responding to Waverley Borough Council.

21/22 147 Consider options to improve pedestrian safety and traffic speed in the parish, including the option to introduce a 20mph zone in Wonersh and approve next steps. 21/22 141 (f) To consider and approve payment of up to £2,000 for Surrey County Council to carry out speed monitoring to assess the suitability of the site.

Cllr Shutes summarised a meeting between Wonersh Parish Council and Surrey County Council regarding the local concerns in Wonersh. Discussion centred on a pedestrian crossing and a 20mph zone.

There is more support in principle for the 20mph zone, given that the limited carriageway width makes introducing a crossing point, within national guidance, challenging. Though it was also noted that exceptions can be made to this guidance. The first step in progressing the 20mph zone was to carry out speed monitoring to assess whether the existing speeds permitted this, as limits do need to be enforceable.

In considering whether the parish council could approve this expenditure, there was discussion as to whether this was best value for the parish council and concern that Surrey County Council were underinvesting in the area. There was concern about the lack of commitment from Surrey County Council to introduce or fund this, should these thresholds be met at the cost of the parish council.

The role of the Surrey Association of Local Councils in representing the parish councils' position with Surrey County Council extending to and beyond Wonersh, was also highlighted, particularly by those attending the SALC AGM and annual meeting.

County Councillor Kevin Deanus arrived and councillors shared their thanks for the efforts made by Cllr Deanus in providing local representation. The Chair opened the meeting for Cllr Deanus' input on this matter. He noted possible future sources of funding to invest locally but there are uncertainties in this. He made the argument for parish council's investing in a manner which might ensure some local spend for Highways sources, at a time when A Roads and the strategic network, essentially major schemes, were prioritised. He noted that there

was momentum for these proposals and local interest and investments can assist in progressing this.

Returning to Council discussions, the high level of resident concerns regarding the speed in each of the villages was highlighted in relation to support for the spend.

The Pepperpot was taken as an issue to be followed up as a separate matter but is also of concern with respect to local road safety. The proposed speed monitoring within the vicinity of the Pepperpot, was the next planned step, so doing this for the purpose of 20mph zone, will also be of benefit to these proposals.

The Council voted unanimously to approve the expenditure on the speed monitoring assessment.

Action: Clerk to inform Surrey County Council of the Council decision.

Traffic, cycling and transport working party to meet to discuss further the parish council and local plans to drive investment in the local traffic network.

Clerk to highlight the council concerns regarding county council investment in the local area and limited consideration of the parish council's local knowledge to SALC.

21/22 148 Receive an update from the Climate Change Working Party and approve next steps.

Cllr Knight updated the Council as to progress with the webpage draft, which included a local carbon calculator, to increase awareness and inform resident and council behaviours. He was also looking to assess the Council's carbon footprint and this would require further information from Cllrs and Officers.

Action: Cllr Knight to circulate draft for comment.

Councillors to comment.

Officers and Councillors to respond to questions to better understand Council emissions.

Cllr Knight to work with the Clerk to make this available on the website.

21/22 149 Receive the proposals for (a) the repair of items considered a moderate risk by the annual playgrounds inspections and (b) the longer-term plans for investment in the parish playgrounds.

21/22 141 (g) To consider and approve payment of up to £5,000 for the repairs to the items considered a moderate risk, plus the damaged multi-play unit.

The Clerk noted that one out of three requests had been received and a further option contacted and a further quote sought and a decision made on best value. It was noted that many of the items exceeded the expected lifetime.

Action: Cllrs Howard and Lavender to work with the Clerk to make a final decision on the works to be done with an emphasis on the moderate works from the playground annual inspection.

Cllr Lavender tabled a report with proposals for the investment into the Wonersh Playground, developed by the local playgrounds committee. With a number of recommendations for

council, which were discussed further. Councillors were generally supportive. The Parish Council approved the plans for the playground.

The practicalities of these were discussed including utilising the playgrounds committee as an option for donations, where gift aid to be collected as eligible. The value of other sources of funding for playgrounds were also emphasised. The Council approved plans for the Playgrounds Committee to seek and apply for eligible funding, including working with the Clerk to apply for those limited to parish councils. There was support for match-funding from the parish council as impetus for investment to a maximum of £4,000.

Action: The playgrounds committee to publicise the approved plans

The playgrounds committee to seek and apply for funding, requesting further advice of the Clerk where applicable,

The playgrounds committee to support the Clerk in applying for funding for grants open to parish councils.

21/22 150 Receive further recommendations from the Risk and Audit Committee regarding the church wall and approve next steps. *21/22 141 (h) To consider and approve payment of up to £125 for legal advice.*

The liability regarding the closed burial ground by the parish council was highlighted and further discussion with the church noted as a priority

The Council approved unanimously that this expenditure is a positive first step in understanding how to progress this and possible associated costs.

Action: Clerk to arrange a zoom meeting regarding this legal advice.

21/22 151 Receive an update on planned ditch works in the parish and approve next steps. *21/22 141 (i) To consider and approve payment of up to £3,800 for works to avoid silt levels entering the culvert on Lawnsmead.*
21/22 141 (j) To consider and approve payment of up to £1,150 to clear the drainage ditches in Shamley Green and Lords Hill of vegetation and silt and up to £575 for Wonersh (WBC registered commons).
21/22 141 (k) To consider and approve payment of £165 to rod and jet the drains on WPC-registered common land in Shamley Green.

The Council welcomed an update from the Clerk and Cllr Shutes regarding the above matter and noted the second quote for the works near Lawnsmead (i) and resolved to approve £1,200 for the works at Lawnsmead (proposed by Cllr Shutes). The Council resolved to approve expenditure in Shamley Green (j) (proposed by Cllr Howard) and Lords Hill but not Wonersh, so a value of £1,150. The Council also noted the spend of £165 to rod and jet the blocked drain in Shamley Green (proposed by Cllr Band). Cllr Band highlighted that this is likely to require further investment to resolve.

Action: Clerk to inform contractors.

21/22 152 Receive an update for protecting the Platt, Wonersh and approve next steps.

21/22 141 (l) To consider and approve payment of up to £400 (£595 already approved) for installation of posts, retractable posts and purchase of padlocks.

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

Action: Clerk to enquire as to whether the ERDF Welcome Back Funds can be used for these purposes.

Clerk to inform contractor.

21/22 153 Receive an update on protecting the common near Lawnsmead and approve next steps.

21/22 141 (m) To consider and approve payment of up to £570 for the installation of a bund alongside the easement to Lawnsmead.

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

Action: Cllr Shutes to work with the clerk to inform residents.

Clerk to inform contractor.

21/22 154 Receive an update on the option to protect the verge in Wonersh and approve next steps.

21/22 141 (n) To consider and approve payment of up to £225 for the installation of oak posts to match the neighbouring property.

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

Action: Cllr Shutes to work with the clerk to inform resident

Clerk to inform contractor

21/22 155 Receive an update on the posts in Shamley Green, and approve next steps.

21/22 141 (o) To consider and approve payment of up to £700 (£1,000 already approved) for the installation of posts in Shamley Green.

The Council approved expenditure.

Action: Clerk to enquire as to whether the ERDF Welcome Back Funds can be used for these purposes.

Clerk to inform contractor

21/22 156 Receive an update on the plans for the Queen's Platinum Jubilee and approve next steps.

The Council received an update as to the approved plan in Shamley Green. Cllr Shutes noted plans for between the table tennis and Lawnsmead for fruit trees and benches, being developed with WEAG members.

It was noted that the parish council could also support other groups working on jubilee projects in each village.

Action:

Clerk and Cllr Shutes to work with WEAG members for the development of Jubilee plans for Wonersh.

Clerk and Cllr Howard to work with SGEG to advance the Jubilee plans for Shamley Green.

Cllr Lavender to explore the potential to support local Jubilee-related events further in Wonersh and Cllr Jenner in Shamley Green.

21/22 157 Consider and approve arrangements for the review of the 2021 mowing regime and planning for the 2022 approach and approve next steps.

The Council noted the efforts that the local contractors had put into responding to requests to change the mowing regime and agreed that there was no intention to tender for 2022 but to continue with the current contractors. They also noted that there was potential to further improve current practices in consultation with local residents.

The Council have received feedback throughout the year on the trial and additional some initial suggestions from the environmental advisory groups in each Shamley Green and Wonersh, as to changes for next year. These will be discussed with contractors before consulting more widely with members of the public, following by discussion at the January Council Meeting.

Action: Clerk to update maps based on suggestions received.

Clerk with Cllrs Shutes and Howard to consult with contractors to better understand the feasibility of potential changes for 2022.

Clerk to work with the environmental advisory groups to distribute letters to residents bordering the commons and advise others within the parish of the opportunity to comment on these.

Council to consider responses from contractors and a range of stakeholders, before agreeing the mowing schedule.

New mowing schedule to be publicised to relevant stakeholders.

21/22 158 Receive an update from the Commons Working Party and associated environment groups and approve next steps.

Cllr Knight updated the group as to WEAG activities and planned planting plans on Wonersh Common, involving company volunteers and the local preschool. In addition to the planned planting there were also litter picking activities. It was noted that for some of the works then areas would need to be cordoned off to protect the young trees and hedges.

Cllr Howard noted that recent works of the Shamley Green Environment Group related to the bulb planting, to happen later in the year, and tree planting for the jubilee. These had largely received a positive response, though two residents did express concerns regarding the choice of trees, the other regarding the future care and maintenance of these and related processes.

Challenges with planting around the initial grass cutting schedule were raised and this is something to consider in the review of the mowing, should similar activities be planned for the future.

21/22 159 Receive an update on the telecommunications and internet arrangements for (a) the Parish Office and (b) the Shamley Green Community Room and approve next steps.

21/22 141 (p) To consider and approve payment of £30 for the installation of a digital phone.

21/22 141 (q) To consider and approve a monthly payment of £15 for the installation of WiFi in the Shamley Green Community Room.

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

Action: Assistant to the Clerk to advise BT.

21/22 160 Receive and review the Waverley Boundary Review - Draft ward changes from the Boundary Commission and approve next steps.

The chair opened the meeting to Borough Councillors, who noted that the areas were not as cohesive as one might have expected given the objectives of the review. More widely the proposals were viewed as ignorant to the geography of the rural areas and in practical terms might result in councillors serving disparate areas, drawn on electoral equality, less effectively than they might the existing wards, based on established communities.

In response to the Bramley and Wonersh proposed ward, there was an appreciation amongst parish councillors as to the connections with Bramley, and agreement with the Bramley Parish Council's comments. There was also agreement with Busbridge Parish Council's comments that Busbridge is quite distinct from the other parishes in this proposed ward, hindering effective local government and not respecting community identities. Wonersh Parish Council echoed the concerns of the Borough Council in that these larger areas might remove existing effective and convenient local government, where councillors in smaller areas work cohesively with neighbouring wards, by expecting the same level of service from wider areas, with fewer overall councillors.

Action: Clerk to draft a response for circulation to Councillors then submission.

21/22 161 Consider the draft GDPR policy and approve next steps.

The Council welcomed the changes made in response to earlier feedback and requested that details of any steps required to meet these by the Council staff be shared with the Risk and Audit Committee for their careful consideration.

Action: Clerk to consider further the practicalities of the proposed GDPR policy and confirm these with the Risk and Audit Committee prior to approval.

21/22 162 Receive the application for Street Trading Consent for a mobile food operator called 'Il Forno Volante' to trade from the Arbuthnot Hall car park, Shamley Green and approve next steps.

The Council received this and had no further comment.

21/22 163 Receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.

The Council noted receipt of the risk assessment for voluntary planting activities on Wonersh common. Similar activities will be risk assessed for Shamley Green Environment Group in due course.

21/22 164 Receive reports by Members and the Clerk.

Cllrs Band and Howard reported back on the SALC AGM and annual meeting, highlighting in particular the desire for parish councils to have more effective input into county council level governance. It was noted that SALC was looking at ways to enable this as part of their support for parish councils.

Cllr Lavender noted that he would shortly be requesting input for the Wonersh Parish Council Christmas Newsletter, highlighting the importance to paper copies being available in local outlets. The move to electronic copies only coincided with the pandemic and also offers environmental benefits, which the council are keen to continue. However, the council raised the matter of increasing awareness of parish council activities and also knowledge of the

potential to receive these electronically. This is something that the parish council may like to consider in the 2022/23 budget.

The Clerk noted she had received a request for a Deed of Easement from a purchaser's solicitor for a property with existing access to unadopted road and easement for access. It was noted that this was a matter which should be discussed further with Waverley Borough Council, given Womersley Parish Council's commitment to implement their policy with respect to the granting of easements.

Action: Clerk and Cllrs Band, Howard and Shutes to discuss further with Waverley Borough Council as part of the meeting about easements.

21/22 165 Members' business and correspondence for noting or including on a future agenda.

The Clerk noted receipt of request for a response from council on South East Water's draft Climate Change Adaptation Report 2021 by 10 November 2021. Because of the timescales for this it was agreed that this would be included on the Planning Committee agenda, with potential for all councillors, but the Climate Change Working Party in particular, to review for comment in advance.

The Council noted that the earlier update regarding the closure of the Arriva depot in Guildford and the local concerns regarding impact upon services, appeared largely to have been resolved as these will shortly be operated by another company, Falcon.

Cllr Howard noted that there was a request to place Christmas lights on the trees in Shamley Green and requested that the Clerk explore further the requirements for this with Waverley Borough Council.

Cllr Shutes noted that there had been a request from Blackheath Village Society regarding the Parish Council's availability to arrange and fund the emptying of dog waste bins, should the BVS fund their installation. The Council considered this request with consideration for earlier discussions between the BVS and Waverley Borough Council and support the borough council's decision as to not install, nor service bins, including dog waste bins in this location. They were willing to explore further the installation of informational signs to encourage owners to act responsibly.

21/22 166 Dates of future meetings:

Council: 11 November 2021.

Planning Committee: 28 October 2021

Risk and Audit Committee: To be confirmed.

The Council and Planning Committee meetings were confirmed, plus a Risk and Audit Committee Meeting on Tuesday 2 November at 10.30am was confirmed.