

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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Minutes of the meeting of Wonersh Parish Council held on Thursday 11 November 2021 at 7.30 pm, at Wonersh Sports Pavilion.

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

In attendance: Lisa Davison, Jeannette Stevenson, Borough Councillor Michael Goodridge and County Councillor Kevin Deanus, PC Greenaway, PCSO Thayer.

21/22 167 To consider and approve apologies for absence.

The Council considered and approved apologies for absence from Cllrs Crouch and Knight.

21/22 168 Wonersh Parish Code of Conduct – Declarations of disclosable interests.

There were no declarations of disclosable interests.

21/22 169 Open meeting for members of the public to raise matters with the Council.

Cllr Goodridge noted that Waverley Borough Council had now published the 5.2 year housing allocation.

21/22 170 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

PC Gavin Greenaway and PCSO Claire Thayer attended the start of the meeting and noted that 15 crimes had been recorded in the parish from 12 October to 9 November, 4 of public interest. Details of these had been shared with the council.

They noted that the police had worked additional hours during Halloween and Bonfire Night.

The issued a warning regarding an increase in burglaries as the nights get darker, and requested that the Council highlight this to residents, including resharing relevant Facebook posts.

Cllr Lavender highlighted concerns regarding speeding and requested further local support, as the Community Speed Watch training suggested that these arrangements should be in place. The limited resources available and need to prioritise was emphasised. An earlier action for PC Greenaway to request that the B2128 be included on a list of routes prioritised for speed monitoring was recalled. Regarding support for Community Speed Watch volunteers PC Greenaway agreed to follow up with how activity is logged with the Casualty Reduction Team and for a police officer to attend on occasions to support the valuable work of the volunteers.

The Council discussed further actions to emphasise the local concern regarding speeding and associated risks to the relevant bodies.

Cllr Shutes thanked the police for the recent communications as to activities and priorities.

Action: Share tips on protecting your house from burglary, particularly during dark nights.

Write to the police and crime commissioner regarding concerns over local speeding clerk with Cllr Lavender.

PC Greenaway noted the possibility of an officer attending Community Speed Watch activities on a regular basis to provide local support, when other priorities allow.

21/22 171 To consider and approve the minutes of the Council meeting held on 14 October 2021.

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

21/22 172 To receive progress reports about matters previously considered and approved by the Council.

Cllr Shutes noted that Rod Weale had resigned from Wonersh Parish Council. Members and staff joined him in thanking him for his long service as a councillor and for the time he spent as Chair.

Cllr Band noted that the installation of the Vehicle Activated Sign, highlighting the speed limit of 30mph had commenced in Shamley Green.

21/22 173 To consider and approve the minutes of the Risk and Audit Committee meeting held on 2 November 2021.

Approved subject to minor changes (proposed by Cllr Band)

21/22 174 To receive the approved minutes of the Planning Committee meeting held on 15 September and 7 October 2021.

These were received.

21/22 175 Finance – to consider and approve the following:

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

The council resolved to approve this (proposed by Cllr Band)

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

The council resolved to approve this (proposed by Cllr Band)

- (c) the payment of £1,000 contribution to Wonersh Cricket Club for use of the facilities in Wonersh Sports Pavilion (amount remaining in budget category office rent £1,000);**

The council resolved to approve this (proposed by Cllr Shutes)

- (d) the payment of £250 to Wonersh Cricket Club, towards the cost of grass cutting and general maintenance of Wonersh Sports Ground and its surrounds in 2021 (estimated amount remaining in budget category WPC common grass cutting £880);**

The council resolved to approve this (proposed by Cllr Shutes)

- (e) the addition of the new cleaner for the community room to schedule of regular payments due;**

The council resolved to approve this (proposed by Cllr Band)

- (f) the addition of Cllr Jonathan Jenner to the Parish Council Unity Trust bank account, as a signatory.**

The council resolved to approve this (proposed by Cllr Shutes)

21/22 176 Consider the proposed budget and precept for 2022/23 and approve next steps.

Members and the Clerk welcomed the efforts of Assistant to the Clerk, Jeannette Stevenson, in her role with regards to budget setting and determining the precept efficiently and effectively. The Assistant to the Clerk ran through the headline points at the meeting and summarised and noted that the proposed precept was £84,547. Following council discussion regarding the finite commitment to playground reserves – requiring funds to be generated from other sources

– and the potential community room-related costs, required to comply with Waverley Borough Council's insurance, the council resolved to approve this precept (proposed by Cllr Band).

Action: Clerk to confirm this amount with Waverley Borough Council.

21/22 177 Consider options for financing of projects external to the budget and precept and approve next steps.

The Council noted that they were exploring funding options for specific projects, related to the playground works and Platinum Jubilee and the Council were supportive of grant applications and receiving donations, through established channels. The Wonersh and Shamley Green Voluntary Playground Committee and Wonersh Foundation, were both options, dependent upon the type of project. Each had the potential to collect gift aid from donations and also receive funds through 'Just Giving' type activities.

21/22 178 Receive the Tree Hazard Assessment for WPC-registered common land from Waverley Borough Council and approve next steps. *21/22 175 (g) To consider and approve payment of £820.00 for further surveying works to trees. 21/22 141 (h) To consider and approve payment of up to £1,200 for management by Waverley Borough Council of the (i) tendering service, (ii) contractor monitoring, and (iii) works auditing (£450 per item). (Amount remaining in budget category WPC commons maintenance £9,385, predicted overspend at year end).*

The Council welcomed the results of the Tree Hazard Assessment completed by Waverley Borough Council on Wonersh Parish Council's behalf. The response times for recommendations was noted with some concern, given that previous reports provided recommendations which allowed for the budget of more than one year to be utilised, whereas this report would rely on unallocated reserves. The urgent works would also require an amount to be approved by council promptly. It was also noted that these reports would be of interest to the environment and associated groups and Wonersh Woodland Group.

The Council also noted the expertise held by Waverley Borough Council officers and therefore:

- The Council resolved to approve payment for further surveying work (proposed by Cllr Band).
- The Council resolved to approve payment for Waverley Borough Council to manage to response to the tree survey recommendations (proposed by Cllr Band).

Action: Clerk to share with Wonersh Woodlands Group, environment-related groups and to follow up with meetings as applicable.

Clerk to advise Waverley Borough Council to progress with the tendering, contractor monitoring and works auditing, prioritising the urgent works, noting that the contractor is responsible for applying for necessary permissions in relation to the conservation areas.

Clerk to ensure the amounts are approved by Council for the urgent works promptly and to advise WBC of the requirements of the parish council's standing orders and financial regulations in relation to procurement, then to consider quotes at the January meeting.

21/22 179 Receive an update on the Waverley Borough Council's approach to granting easements, review the Womersh Parish Council proposed application pack and approve next steps.

Cllr Shutes noted the recent meetings that had taken place and the assistance received from Waverley Borough Council Estates and follow up with Parks and Countryside regarding permitted development and when permission is required from the Secretary of State.

Updated application forms from Womersh Parish Council were shared with the Council for their approval. These were approved and will be updated, as required, once there are further details to include regarding permission from the Secretary of State.

Action: Clerk to progress and inform interested residents.

21/22 180 Receive the request to grant a deed of easement for a property in the parish and approve next steps.

This was approved by the council, following the approved process.

Action: Clerk to inform the applicants.

21/22 181 Receive an update on clearing the blocked drain in the parish and approve next steps. 21/22 175 (i) To consider and approve payment of £1,000 for works to blocked drain on WPC-registered common land in Shamley Green. (Amount remaining in budget category WPC commons maintenance £9,385, predicted overspend at year end).

The Council considered the options and took the view that the ditch would provide a protective function and be more sustainable long term.

Action: Clerk, supported by Cllrs Band and Howard, to contact residents in the locale regarding the introduction of a ditch on this area of the commons.

Cllr Deanus arrived 20.41

21/22 182 Receive an update from the Climate Change Working Party and, including proposed website content, and approve next steps.

The Council welcomed the content developed by Cllr Knight and discussed options for the Parish Council website and how the Climate Change updates melded with the content of local environment advisory groups and how this is communicated.

Action: Cllr Knight to call a meeting of the Climate Change Working party, including environment group leads, to explore the structure and content of parish and potentially other websites.

Cllr Jennings to attend and to advise on the practical elements.

1/22 183 Receive an update regarding the Winter Newsletter and approve next steps for this and future issues.

Cllr Lavender noted contribution from Cllrs Howard and Shutes and requested that the Clerk and other councillors follow up accordingly. There was not the opportunity to discuss in detail prospects for hard copies to be included in parish magazines and it was also noted that this would not be possible on the occasion given the timings of magazine distribution.

Action: Contribute to newsletter in a timely manner.

Circulate newsletter by the end of November

21/22 184 Receive the invertebrate survey and approve next steps. 21/22 175 (k) To consider and approve payment of £1,500 for the invertebrate survey (Parish Projects, funding received from Wonersh Foundation and an anonymous donor, cost neutral).

The Council welcomed this useful benchmark and Cllr Shutes shared highlights with attendees and noted suggested changes to the mowing regime. These will be discussed further by the Commons Working Party.

The Council resolved to approve the payment of £1,500 (proposed by Cllr Shutes).

Action: Assistant to the Clerk to arrange payment in accordance with invoice.

21/22 185 Receive an update on the review of the mowing arrangements in preparation for 2022, including the mowing of the closed burial ground, and approve next steps.

The Council noted the progress being made on this and noted the requests regarding the closed burial grounds. Further discussion was deferred to the Commons Working Party.

Action: Clerk and the Commons Working Party to progress decisions across the areas.

Clerk to request quotes for the mowing in 2022 to take to the January meeting.

Clerk, supported by Cllr Howard and the Shamley Green Environment Group to consult residents in Shamley Green.

21/22 186 Receive an update from the Commons Working Party and associated environment groups and approve next steps.

The next Commons Working Party is scheduled for the 25 November 2021, with most recent progress being made by the environment groups in line with activities approved at earlier meetings.

Cllr Shutes noted Wonersh Environmental Advisory Group's recent planting day. He thanked the sponsor, Go Cardless, who provided both financial support and volunteers and noted that it was a great community day with attendance from WEAG, Wonersh Preschool and other local residents. It was noted that uncollected grass an issue in the smaller areas and this was to be discussed further by the Commons Working Party.

Cllr Howard noted that much progress had been made by Shamley Green Environment Group and local volunteers earlier that day, with further plans for later in the week. She thanked the local volunteers and the local donor for investing in increasing local biodiversity.

Cllr Shutes raised the correspondence regarding the gift of trees from Surrey County Council. It was noted that there was no demand in Shamley Green as local donations had already been received and but demand in Wonersh and Blackheath are being explored further. Given potential for these trees to be registered as part of the Queen's Green Canopy, there is links with item 21/22 188.

Action: Clerk to enquire as to demand for the gifted trees for Blackheath.

Clerk with Cllrs Shutes and Knight to accept the gift of trees.

Clerk and Commons Working Party to advance items and make recommendations to Council as applicable.

21/22 187 Receive an update on the plans for investing the ERDF Welcome Back funds in the parish and approve next steps.

The Clerk noted communication under correspondence, the Wonersh Parish Council response to Waverley Borough Council regarding sign cleaning in the parish, which was also funded from this source. Cllr Shutes highlighted the importance of advancing the local spend to improve seating and signage in the parish, in order to benefit from the available funding.

Action: Clerk with the assistance of Cllrs Crouch, Knight, Howard and Shutes to progress these plans in discussion with Wonersh Woodland Group

21/22 188 Receive an update on the plans for the Queen's Platinum Jubilee and approve next steps.

Cllrs Shutes provided an update regarding communications requesting ideas for Wonersh from residents with a response request for 1 January 2021. This is available on the website, the parish magazine and Facebook. Cllr Howard noted timing of the tree planting in Shamley Green in line with approved plans and also Parish level plans with Lord Lieutenant regarding the local planting plans and, considerate of stakeholders including the parish council, environment groups and local schools and churches.

Cllr Lavender followed up regarding the Jubilee plans in Wonersh, in relation to the fete committee, and is expecting an update imminently. Cllr Shutes noted the possible activities in the church also. Cllr Jenner had been in touch with the Shamley Green Village Association and Christ Church and noted that there was interest for a local event there too.

Action: Credit under the Queen's Canopy for the trees planted in both village Clerk to enquire regarding support required for Jubilee projects in Blackheath.

Cllrs Lavender and Jenner to remain in touch with local organisations regarding Jubilee plans and consider where and how the parish council can best support these.

21/22 189 Receive further updates on the Lease of the Land from Waverley Borough Council and approve next steps.

The Council noted that Waverley Borough Council had responded positively to requests from Wonersh Parish Council regarding the lease and returned these to their solicitors. The solicitors had requested that the parish council edit the draft lease documents to reflect these changes. It was noted that in order to progress the leases that this action was probably required.

Action: Clerk to work with the Land Asset Transfer Working Party to respond to the requests from Waverley Borough Council's solicitor.

21/22 190 Review any requirements in advance of the signing of the Lease of the Community Room from Waverley Borough Council and approve next steps.

The Council reviewed the updates following a recent meeting between Waverley Borough Council officers and the Clerk and Cllr Band and confirmed that they were satisfied to progress on this basis but could not be available for a handover date on 15 December 2021.

Action: Clerk to request a handover date of 13 December.

Clerk to work with Waverley Borough Council Officer to progress actions required in advance of the handover.

21/22 191 Delegate to Cllrs Band and Shutes the signing of the Lease of the Community Room from Waverley Borough Council.

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

21/22 192 Consider co-option of a councillor for the Shamley Green ward and approve next steps.

Cllr Howard presented the schedule for co-option, subject to confirmation by Waverley Borough Council that the co-option process may begin, expected 23 November 2021.

Action: Clerk to advertise accordingly, including submitting an advert urgently to Shamley Green Parish Magazine.

21/22 193 Receive a request to install a mirror to assist in accessing the Wonersh Church more safely and approve next steps.

This request was received from Wonersh Church. It was noted that this would be a decision for Surrey County Council, Highways and that they do not permit the installation of mirrors on the highway.

Action: Clerk to advise Wonersh Church

21/22 194 Receive the request regarding the Policy Consultation Briefing - Environmental Permitting Regulations and approve a council response to NALC, if any.

The Council noted this with interest but decided not to respond.

21/22 195 Consider the draft GDPR policy and approve next steps.

This was deferred until January.

21/22 196 Receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.

These were received.

21/22 197 Receive reports by Members and the Clerk.

Cllr Shutes highlighted an interesting Surrey Association of Local Councils zoom meeting for chairs, where there was frustration with the lack of progress made by Waverley Borough Council in bring together planning and climate change strategies, policies and actions. Cllr Howard also noted the lack of recent development in response to her earlier request for a meeting to explain to Parish Council how, as statutory consultees, they can provide an enabling force with respect to this, with communication on this being agreed by the Planning Committee.

21/22 198 Members' business and correspondence for noting or including on a future agenda.

The Clerk shared a range of correspondence which the Council noted. Cllr Jenner highlighted that one important item not included was ongoing concerns regarding parking at Lords Hill. It was noted that this was a valid concern and already under review by the parish council with input from the Shamley Green Environment Group. Any further decision, particularly one requiring expenditure, would need to be considered further by Council.

A matter which had received some attention related to concerns over the movement of vehicles on Northcote Lane near the junction with the B2128. Parish and Borough Councillor Howard noted that she had already been in contact with the those expressing concern and requested that they provide further details. Wonersh Parish Council will comment on any planning application in relation to this, in due course.

21/22 199 Dates of future meetings:

Council: 13 January 2022.

Planning Committee: 18 November, 9 December, 6 January 2022.

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