

# Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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**Minutes of the meeting of Wonersh Parish Council held on Thursday 10 March 2022 at 7.30pm, at the Wonersh Sports Pavilion.**

**Present:** Cllrs Crouch (Chair), Jenner and Lavender.

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

**21/22 253 To consider and approve apologies for absence.**

The Council considered and approved apologies from Cllrs Band, Howard, Knight and Shutes.

**21/22 254 Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.**

There were no disclosable interests declared.

**21/22 255 Open meeting for members of the public to raise matters with the Council.**

There were five members of the public present: two with concerns regarding the health and safety and aesthetic impacts of the posts on the Platt, with a particular impact on the access to the unmade road (details shared in correspondence; two with an interest in 21/22 277; and one as a representative of Blackheath village, whose aim is to provide a conduit between the Council and residents of Blackheath. Cllr Crouch welcomed residents and brought item 21/22 277 up the agenda after updates from the Borough and County Councillors.

Borough Cllr Michael Goodridge noted that he continued to seek updates in the Barnett Hill regarding the placement of construction-related waste on land adjoining the public right of way. He also welcomed the new bin outside Wonersh Pharmacy, which he and Parish Councillor Lavender had requested.

County Cllr Kevin Deanus noted that progress was being made regarding speed concerns locally, though exploring the options in turn would take some time. He noted that Surrey County Council had fined and required the presence of Thames Water management to defend the decision to close a road without permission being granted from the highways authority. Any damage caused by the closure of roads by utilities companies, should be reported in, as there is a duty on them to make this good within two years, often with an earlier interim repair. The Vehicle Activated Sign is installed in Shamley Green and is just awaiting electrical connection by the company required to do this. Th two-week delay to Run Common

**Action: Councillors to provide images of an damage caused by utilities companies and Clerk to share with Cllr Deanus.**

**Clerk to update Cllr Deanus as to when the VAS becomes operational.**

**.21/22 256 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.**

Councillors noted receipt of these.

**21/22 257 To consider and approve the minutes of the Council meetings held on 18 November 2021, 13 January, 20 January 2022 and 10 February.**

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

**21/22 258 To receive progress reports about matters previously considered and approved by the Council.**

The Council noted that all items requiring an update were on the agenda for a decision.

**21/22 259 To consider and approve the minutes of the Risk and Audit Committee meetings held on 10 February 2022.**

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

**21/22 260 To consider and approve the minutes of the Personnel Committee meetings held on 3 March 2022.**

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

**21/22 261 To receive the approved minutes of the Planning Committee meeting held on 10 February 2022.**

These were received.

**21/22 262 Finance – to consider and approve the following:**

*(a) the list of receipt and payment vouchers in February 2022;*

These were deferred until the April Council Meeting.

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

These were deferred until the April Council Meeting.

*(c) the transfer and maintenance of £250 into the PayPal account, for everyday expenses and Direct Debits;*

The Council resolved to approve this (Proposed by Cllr Lavender).

*(d) the addition of adobe acrobat to the Schedule of regular payments;*

The Council resolved to approve this (Proposed by Cllr Lavender).

*(e) payment of up to £210 for councillors to sit the RPII examination (WPC Training budget category, £1,000 remaining for 2022/23);*

The Council resolved to approve this (Proposed by Cllr Crouch).

*(f) payment of £185 for updated boards at the entrance for Gerald's Wood (WWG grant allocation, £500 remaining);*

The Council resolved to approve this (Proposed by Cllr Crouch).

*(g) payment of £10 for Surrey Playing Fields Affiliation fee (WPC Subscriptions, amount remaining £62);*

The Council resolved to approve this (Proposed by Cllr Lavender).

*(h) payment of £25 for Surrey Hills Society membership renewal (WPC Subscriptions, amount remaining £62);*

The Council resolved to approve this (Proposed by Cllr Crouch).

*(i) the approved pay award for the 2021/22 financial year, to be paid to the Clerk and Assistant to the Clerk backdated until 1 April 2021;*

The Council resolved to approve this (Proposed by Cllr Crouch).

- (j) payment of £103.00 for two commemorative plaques in relation to the Queen's Green Canopy, Shamley Green (SGEG grant allocation, £71.60 remaining);*

The Council resolved to approve this (Proposed by Cllr Crouch).

- (k) payment of up to £200.00 for lunch during the Lord Lieutenant's visit (SGEG grant allocation, £71.60 remaining);*

The Council resolved to approve this (Proposed by Cllr Crouch).

- (l) payment of up to £50.00 for cake and refreshments during the Lord Lieutenant's visit (WEAG grant allocation, £500 remaining).*

The Council resolved to approve this (Proposed by Cllr Crouch).

- (m) payment of up to £100 for an advertising pavement board and chalkboard markers (WEAG grant allocation, £500 remaining, or WPC publicity, £3 remaining).*

The Council resolved to approve this (Proposed by Cllr Crouch)

- (n) payment of up to £2,000 beyond the initially approved budget, should this be required in response to Parish Council requests;*

The Council resolved to approve this (Proposed by Cllr Crouch).

- (o) payment of £78 to repair the fence near the ditch bordering the playground on Lords Hill;*

The Council resolved to approve this (Proposed by Cllr Jenner).

- (p) payment of £200 to repair the verges on Hullbrook Lane bordering the cricket field (WBC Commons Maintenance, £6,921 remaining);*

The Council resolved to approve this (Proposed by Cllr Lavender).

- (q) payment of £200 to repair the verges on Woodhill Lane (WPC Commons Maintenance, £4,553 remaining);*

The Council resolved to approve this (Proposed by Cllr Lavender).

- (r) payment of up to £1,430 to install heritage posts along Woodhill Lane – south east verge (12 posts £660, 26 posts £1,430) (WPC Commons Maintenance, £4,553 remaining); and*

These were deferred until the April Council Meeting.

- (s) payment of up to £990 to install heritage posts along Woodhill Lane - north west verge (WBC Commons Maintenance, £6,921 remaining).*

These were deferred until the April Council Meeting.

**Action: Clerk to inform contractor where relevant.**

**21/22 263 Finance – to note receipt of the following:**

- (a) receipt of £536 application for an easement fee;*
- (b) receipt of £900 for the valuation of an easement;*
- (c) receipt of £51 for allotment hire; and*
- (d) receipt of £102 for allotment deposit.*

These were noted.

**21/22 264 To receive and approve the updated year end income and expenditure report for 2020/21.**

These were deferred until the April Council Meeting.

**21/22 265 To receive and approve the draft Wonersh Parish Council Investment Strategy / Policy.**

The Council resolved to approve this (Proposed by Cllr Crouch).

**Action: Clerk to Include these on the Parish Council website.**

**21/22 266 To receive recommendations from the Personnel Committee, including confirming the Assistant to the Clerk’s successful probationary period, and approve next steps.**

The Council resolved to confirm the Assistant to the Clerk in post (Proposed by Cllr Lavender). All other matters were deferred to the April Council Meeting.

**21/22 267 To receive an update and recommendations from the Traffic, Parking and Cycling Working Party and approve next steps.**

Cllr Lavender provided an update on the recent meetings of the Traffic, Parking and Cycling Working Party. The report from the meeting with Surrey County Council Officers and Members, resulting in a plan to explore options for reducing speeds along the B2128, was shared.

In summary this plan is: A 20 mph assessment is to be done by Surrey County Council (at Wonersh Parish Council’s cost) in March. Seven road points are to be evaluated. These results are to be reviewed against criteria for reducing the road speed to 20 mph. Should these not meet the criteria, the next stage is to consider a “20 mph zone” with pinch points and raised tables away from houses where possible. The introduction of a zone with traffic calming as opposed to a 20-mph limit without calming, both mean no street lighting would be required. The 20 mph “zone” links well with our Pepperpot project and could potentially include parking inside the pinch points and on the table around the Pepperpot and a B2128 mid-point island pedestrian crossing.

A key output is a Surrey County Council compliant plan, which could be consulted on and funding options explored, subject to public support for the outcome of reduced speeds and safer roads. If all the above is not compliant or excessively costly, then we have evidenced that the only option is speed cameras along the 30 mph stretch from Wonersh to Shamley Green.

Wonersh Parish Council’s initial response to Waverley’s input into the Surrey-wide Local Cycling and Walking Infrastructure Plans were welcomed by residents, who are keen to

encourage to use of non-motorised modes, supported by adequate infrastructure. In discussing further a planned cycleway between Wonersh and Shalford, there were concerns expressed regarding the existing provision for pedestrians, where this route is narrowed as vegetation encroaches on the path from the woodland and weeds along the road side. This was seen as a barrier to safe journeys to school for families living in Wonersh whose children go to school in Chilworth.

**Action: Clerk to follow up earlier requests for this route to be cleared of vegetation.**

Attendees also welcomed the proposed safe walking route between Wonersh and Shamley Green and Cllr Lavender noted that they were following up with the Archbishop as to the future plans for the site with respect to this.

**Action: Clerk and Cllr Lavender to write to the Archbishop to request an update and share details of the potential community benefits for the site.**

Concern was also raised regarding the width of the path along The Street, Wonersh and Shamley Green residents also noted the ongoing concern regarding VAS, so the update above is appreciated.

The next meeting of the Working Party is scheduled for May 2022.

**21/22 268 To receive an update on the plans for the Queen's Platinum Jubilee, included the planned bonfire in Wonersh, and approve next steps.**

Jubilee-related costs were approved as detailed under 21/22 262 (j) - (m).

Cllr Jenner provided an overview of the plans in Shamley Green around the extended Jubilee weekend and noted that there may be further costs related to the plans for events in Shamley Green and details of these will be provided for the April Council Meeting Agenda.

**Action: Cllr Jenner to provide details of items and costs required for the the Shamley Green jubilee plans.**

Cllr Lavender noted the planned Bonfire in Wonersh as part of the Jubilee beacon project. Subject to a satisfactory risk assessment the Council confirmed their support of this, with a view to facilitating it. There was also willingness to participate in volunteer day to collect and prepare the bonfire and also to attend.

**Action: Clerk and Risk & Audit Committee Members to complete a risk assessment.**

**Clerk to include on the April Council Meeting agenda to finalise and approve plans on the basis of the risk assessment.**

Cllr Lavender also noted that the village fair on 3 July 2022 would fundraise and increase awareness of the Queen's Green Canopy in relation to the jubilee. There was some discussion over having a Wonersh Parish Council, Wonersh Connections and Wonersh Environmental Advisory Group presence at the fair, with the equivalent in Shamley Green.

**Action: Clerk to include Parish Council presence at village fairs on the April Council Meeting Agenda.**

Cllr Chris Crouch opened the meeting at this point to allow the Blackheath resident to share details regarding the jubilee plans in the village. This year, with a change in committee, there

are no plans for a village fair but there are plans for a party on the 3 June and the road closure application has been submitted.

The chair thanked the resident for this update and reopened the meeting. The Clerk requested details of any planned road closures on events led by the Parish Council and the Cllr Jenner asked as to how parking can be arranged on the Duck Pond Green for the events in Shamley Green.

**Action: Councillors to advise on road closures related to Parish Council-led activities.**

**21/22 269 To receive an update on the planned tree works, in response to the Tree Hazard Assessment, following storm Eunice and approve next steps.**

Tree Hazard Assessment-related costs were approved as detailed under 21/22 262 (n) and the delegation to the Clerk and the Chair confirmed.

**21/22 270 To receive requests from Waverley Borough Council regarding the WBC-registered common land and approve next steps.**

WBC request-related costs were approved as detailed under 21/22 262 (o). The Council also confirmed that the issue between Waverley Borough Council and Biffa regarding damage to Lords Hill was not a matter for the Parish Council.

**Action: Clerk to update Waverley Borough Council.**

**21/22 271 To receive an update from the Commons Working Party and associated environment groups and approve next steps.**

Commons Working Party-related costs were approved or deferred as detailed under 21/22 262 (p) - (s).

**21/22 272 To receive the notes of the annual meeting between the Parish Council and allotment holders and approve next steps,**

Cllr Lavender updated the Council on the recent meeting with allotment holders. Reviewing the notes of the meeting, the Council resolved to approve the change of terms of the contract from a 1 April – 31 March term to a 1 November – 31 October term, changing the handover date from 2023/2024 (proposed by Cllr Lavender). The allotment holders will be provided with a year's notice of this change and charges for 2023/24 will be proportional to reflect this.

**Action: Assistant to the Clerk to include with the annual rent request to allotment holders a year's notice as to the change in handover dates, by end of March 2022.**

**21/22 273 To receive the allotment rent review for the 2023/24 financial year and approve next steps.**

The Council welcomed the recent actual annual overview for previous years and the predicted balance for this year for the allotments. The Council resolved to accept the recommendation that half plots be increased by £1 to £52 per annum and full plots by £2 to £104 per annum (proposed by Cllr Lavender).

**Action: Assistant to the Clerk to provide annual rent request to allotment holders and provide a year's notice as to the slight increase in fee, by end of March 2022.**

**21/22 274 To note the successful adoption of the telephone box on Blackheath Lane and approve agreement with Wonersh Players for its care and maintenance.**

The Clerk noted confirmation that the telephone box on Blackheath Lane, Wonersh had now been adopted by the Parish Council and would be maintained by Wonersh Players, who intended to apply a similar agreement to the one with residents of Lords Hill.

The Council noted the state of repair would mean that Wonersh Players would soon be required to paint the telephone box and Cllr Lavender requested that an annual, month-by-month plan be submitted as to how the box be used. There was also a query as to the ongoing electricity supply to the box, which the Parish Council are not willing to fund.

The Council delegated the decision to the Clerk and Cllr Lavender, that provided they are satisfied with the proposed agreements regarding responsibilities and plans for the telephone box that these be approved.

**Action: The Clerk and Cllr Lavender to review the proposed responsibility and annual plans with Wonersh Players and approve the agreement subject to any agreed adaptations between each party.**

**21/22 275 To receive the concerns regarding the BT wires impacting upon the oak just outside of Wonersh Parish Council-registered common land and approve next steps.**

The Council was supportive of this request in principle but if practice was neither BT, nor responsible for the tree. As this related the provision of telephone lines to private dwellings and a tree on private property to the Council suggested that the resident contact BT directly in the first instance. The Parish Council would be willing to provide a letter of support in the future if this should prove useful.

**Action: Clerk to advise the resident.**

**21/22 276 To receive an update on the closed burial ground walls and approve next steps.**

The Council noted that storm Eunice has had an impact on the closed burial ground wall in that part had been knocked down by a falling tree from a neighbouring property. This and Beech in front of Lawnsmead had been reported to the Council insurers. The fallen tree and damage to the wall highlighted further the importance of the meeting between parties and the letter to the absentee owners or the property.

It was noted that the caretakers of Wonersh House had removed the tree, donated the wood to the church at their request and had agreed to arrange and pay for the repair. It was noted that this repair needed to be confirmed by Church and Council but both parties had welcomed the actions and further discussions opened with the caretakers.

The Council agreed to send a letter to the caretakers thank them and outlining any requirements for the church and Council and to make them aware of the meeting between different parties in relation to the wall. This to occur concurrently with the letter to the owner.

**Action: Clerk and Cllr Crouch to**

**21/22 277 To receive the proposed deed of easement for Shrubbery Cottage, Shamley Green and approve next steps.**

The Council noted that all other matters had been agreed and resolved to approve this. This was duly signed by Cllrs Crouch and Lavender, witnessed by the Clerk.

**Action: Clerk to return paperwork to solicitors.**

**21/22 278 To receive the request from a household for permission to charge an electric vehicle parked on an easement and approve next steps.**

The Council noted that this cannot be approved on legislative grounds.

**Action: Clerk to inform the resident.**

**21/22 279 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.**

There were no risk assessments received since the last meeting.

**21/22 280 To receive reports by Members and the Clerk.**

No specific reports were made.

**21/22 281 Members' business and correspondence for noting or including on a future agenda.**

Items deferred from this meeting to be prioritised for the April agenda.

Including items requiring decisions from correspondence shared with Councillors in advance of the March Council Meeting. In relation to the item highlighted during 21/22 255 the agreed action was:

**Action: Clerk and Commons Working Party to explore, potentially with the contractor, possible options to improve access to the unmade road.**

**21/22 282 Dates of future meetings:**

**Council: 14 April 2022**

**Annual Council Meeting: 19 May 2022**

**Annual Parish Meeting: 26 May 2022 (Arbuthnot Hall)**

**Planning Committee: 24 March and 14 April 2022**

**Risk & Audit Committee: 26 April 2022**

These were confirmed.