

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 Band, Gibbs, Howard, Jenner, Lavender and Shutes (Chair).

In attendance: Lisa Davison and three members of the public.

21/22 282 To consider and approve apologies for absence.

The Council considered and approved apologies for absence from Cllrs Chris Crouch and Ben Knight. The Council also noted apologies from County Councillor Kevin Deanus and Borough Councillor Michael Goodridge.

21/22 283 Co-option of a Councillor to the Blackheath Ward of Wonersh Parish Council.

Max Gibbs was co-opted to the Blackheath Ward of Wonersh Parish Council.

21/22 284 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.

21/22 285 Open meeting for members of the public to raise matters with the Council.

Three members of the public were present, one observing and two with an interest in 21/22 313 The Chair agreed to bring this item up the agenda. They provided the context to their visit and confirmed they would like to replace the damaged wall, like for like, and were clearing the lower branches of the trees so the wall could be more easily inspected. The third member of the public observed proceedings.

21/22 286 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

The Parish Council received the briefing from the police and noted the trends of crimes within Shamley Green. They also noted the interest from the police in the Community Speedwatch.

21/22 287 To consider and approve the minutes of the Council meetings held on 10 March 2022.

These were approved and will be signed in due course.

21/22 288 To receive progress reports about matters previously considered and approved by the Council.

The Clerk noted an update as to the cost to survey BT lines and approved in principle to fund the survey at a value of £360, to be approved at the May meeting. They did not commit to any further expenditure in relation to this.

21/22 289 To receive the approved minutes of the Planning Committee meeting held on 3 March and 24 March 2022.

These were received.

21/22 290 Finance – to consider and approve the following:

- (a) the list of receipt and payment vouchers in February 2022 and March 2022;
- (b) the end-January 2022 and end-February 2022 financial statement;
- (c) the return of up to £80 deposit for allotment 8a; and
- (d) the return of up to £50 deposit for allotment 10b.

The Council resolved to approve 21/22 290 (a)-(d) inclusive (proposed by Cllr Shutes).

21/22 291 Finance – to note receipt of the following:

- (a) receipt of £800 from Surrey County Council's member's allocation for the woodland management plan;*
- (b) receipt of £102 for an allotment deposit;*
- (c) receipt of £306 for allotment hire for the 2022/23 financial year; and*
- (d) receipt of easement valuation increase.*

The Council noted these.

21/22 292 To receive and approve the updated year end income and expenditure report for 2020/21, deferred from March.

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

21/22 293 To receive recommendations from the Personnel Committee and approve next steps, deferred from March.

The Council resolved to approve the Clerk's personal development plan (proposed by Cllr Howard).

The Council resolved to approve the reduction in hours worked during school holidays and the hours worked during term time increased, on a trial basis, for review, at least annually (proposed by Cllr Band).

21/22 294 To receive the draft update of Wonersh Parish Council's Standing Orders and approve next steps.

The Council thanked the Clerk for the updated draft of the Standing Orders. The Clerk noted the additional file where items omitted from the last version in this update were highlighted.

Cllr Howard noted the absence of reference to Working Parties in the Standing Orders and the necessity for this within the Standing Orders and that existing Working Party practices are reviewed in line with these.

A redraft, considering this and other comments received by Councillors, was requested for the next Risk and Audit Committee Meeting.

Action: Councillors to provide comments on the draft Standing Orders

Clerk to update the draft Standing Orders

21/22 295 To receive the updated asset register and approve next steps.

The Council received and resolved to approve the updated asset register and noted that the bench to be purchased for Blackheath will be included and maintained.

They reemphasised the need to include the Wonersh Sports Pavilion on the register as owner of the freehold and also inclusion of items in relation to the closed burial ground.

Action: Clerk to explore the inclusion of further items.

Clerk to include this in the AGAR and information for the Internal audit

Clerk to include Blackheath bench on the asset register upon installation.

Clerk to inform insurers of the additional telephone box.

21/22 296 To receive the updated risk management register and approve next steps.

This was deferred to the Risk and Audit Committee Meeting.

21/22 297 To review the response to the Internal Audit and approve next steps.

The Council approved these subject the Chair's final review of the Corporate Governance Survey.

Action: Clerk to provide access to the folder for Internal Audit once the Corporate Governance Report is finalised and signed off.

Clerk to update auditor once Risk Management Register is approved, if required.

21/22 298 To receive an update from the inter-parish Climate Change Meeting and approve next steps.

The Council received a written update from Cllr Knight regarding the inter-parish Climate Change Workshop, with attendees from seven parish councils, discussing what they are currently doing for climate and biodiversity. This was followed by a presentation from Couch to Carbon Zero, a campaign which aims to help individuals take action on climate through simple actions.

At the workshop the group agreed that encouraging as many residents as possible to join the forthcoming Couch to Carbon Zero campaign (around Earth Day on the 22nd April) is a fantastic way of engaging the community.

Cllr Knight proposed that we cascade communications regarding this through our local network. This would not be us as a council endorsing - just simply recommending the campaign to help individuals. Councillors were also encouraged to engage with the campaign.

Action: Councillors to sign up to the Couch to Carbon Zero.

Cllr Knight and the Clerk to use a range of media to encourage local residents to sign up and / or consider the actions they can take to reduce their climate change impact.

21/22 299 To receive an update on the parish's progress to reduce speed limits locally, including recent speed monitoring and the 20s plenty campaign and approve next steps. 21/22 290 To consider and approve:

*(e) payment of £150 for 200 * 20's plenty bin stickers (Parish projects budget remaining for 2021/22 at year end: £2,803.67, budget for 2022/23: £5,000)*

Cllr Shutes noted that the results of the speed monitoring survey did not meet the current criteria set by Surrey County Council in their speed limit policy for a 20-mph limit to be implemented locally without further engineering works. Whilst various points along the proposed route did meet the criteria, others did not. It was noted that the average across the central five monitoring points, excluding three outliers, appeared to be 24mph to the nearest whole number. The Council requested that the full results and a more complete report be provided.

Action: Clerk to request these from Surrey County Council officers.

Council to continue to explore options to implement lower speed limits in Wonersh Parish, particularly in the built-up areas.

Council to explore options to work collectively with neighbouring parishes, given the requirement for an area wide culture change and the potential for cost reductions in limiting the number of Traffic Regulation Orders submitted.

Cllr Shutes noted his recent attendance, alongside Cllr Lavender and the Clerk, at a meeting hosted by the 20's plenty campaign, which suggested there were more proactive ways to interpret and apply the national speed limit policy. The presenter at the zoom meeting provided a range of examples where this was the case, including administrations with a similar makeup to Surrey, drawing parallels with the recent Surrey County Council decision to not implement the 20mph policy. The Council resolved unanimously to pass a motion that Wonersh Parish Council formally the 20's plenty national campaign (proposed by Cllr Shutes).

Involvement will include working with local stakeholders to communicate the importance of lowering the speed limit in the villages, with appreciation of the roles each plays in ensuring a safer environment.

Council to explore with Surrey County Councillors and Officers and / or Surrey Police an approach which can effectively reduce local speed limits, based on available best value options.

Council to explore the options available for support from those involved in the 20's plenty campaign.

Council to investigate the local village societies, associations and charities, familiar with the local concerns around speed limits, options for them to support the 20's plenty campaign (Cllr Gibbs – Blackheath, Cllr Jenner – Shamley Green, Cllr Lavender – Wonersh).

The Council were supportive but resolved not to approve the budget for stickers at this point, whilst further information gathering was underway.

21/22 300 To receive an update on the spring newsletter and approve next steps.

The Council noted the progress made with the spring newsletter and the need to finalise and disseminate these promptly so information remained timely. The Clerk noted her limited availability to assist with until after the Risk and Audit Committee meeting and the submission of the paperwork to the internal auditor.

Action: Councillors to respond to Cllr Lavender's requests for content.

Cllr Lavender to format.

Clerk to disseminate through the appropriate channels.

21/22 301 To receive an update on the plans for Annual Parish Meeting and approve next steps. 21/22 290 To consider and approve:
(f) payment of up to £150 for refreshments; and
(g) payment of up to £50.40 for room hire for this meeting and associated discussion on reciprocal arrangements for hall hire charges.

Cllr Shutes provided an update as to the plans for the evening and discussed the practicalities.

The Council resolved to approve up to £150 refreshments (proposed by Cllr Howard).

Action: Clerk and Cllr Jenner to organise drinks for the event.

The Council resolved to approve up to £43.20 for three hour's room hire at the Arbuthnot Hall

21/22 302 To receive an update on the plans for the beacon in Wonersh for the Queen's Platinum Jubilee on Thursday 2 June 2022 and approve next steps.

Cllr Shutes provided an update regarding the beacon in Wonersh and updated the Council as to the risk assessment process and resultant design, which had received input from the organisers of the Cranleigh Lions bonfire. He noted that marshals were required for the event and that local hostellers should be advised too. Bonfire build events are planned and risk assessments have been submitted for approval.

Action: Councillors to contribute to the management of the event, in line with the risk assessment.

Council to advise residents and local service providers.

21/22 303 To receive an update on the plans for the picnic in Shamley Green for the Queen's Platinum Jubilee on Sunday 5 June 2022 and approve next steps. 21/22 290 To consider and approve:
(h) payment of up to £150 for miscellaneous items not covered by donations (Parish projects budget remaining for 2021/22 at year end: £2,803.67, budget for 2022/23: £5,000).

The Council resolved to approve this (proposed by Cllr Jenner) and allocate similar for each village.

Cllr Jenner updated the Council as to the plans in Shamley Green, the road closure had been submitted and the application to use the space underway. The Clerk advised that a risk assessment was required for the picnic, which was considerate of the road closure, and this would need council approval. It was noted that the levels of parking would be much lower than for the fair, given the village focus, so there were fewer requirements with respect traffic management.

Action: Cllr Jenner to lead on the risk assessment for the picnic, considerate of the road closure.

Cllr Jenner to advise the Clerk of the updates to application to Waverley Borough Council prior to submission for use of the Green.

21/22 304 To consider and agree the budget amount and allocation (parish projects proposed) for any Jubilee related expenditure and approve next steps.

The Council resolved to spend up to a maximum of £150 each (£450 total) for the three villages from the parish projects budget allocation (proposed by Cllr Shutes). The Clerk reminded Councillors of the Financial Regulations with respect to spend.

21/22 305 To receive an update on any further Queen's Platinum Jubilee plans and approve next steps.

Cllr Gibbs shared details of the planned Jubilee Party in Blackheath on Friday 3 June 2022 and Cllr Shutes noted the Wonersh Jubilee Fair on 3 July 2022.

21/22 306 To receive the request from Wonersh Fair Committee to hold the fair on Wonersh Common and approve next steps.

Approved subject to completion of the approved paperwork. The Council agreed to waive costs and noted the need for the hirer to cover any costs for repair following the event.

Action: Clerk to advise the Wonersh Fair organisers.

21/22 307 To consider Wonersh Parish Council's participation at the Shamley Green Village Fare on 11 June 2022 and the Wonersh Fair on Sunday 3 July 2022 and approve next steps.

The Council discussed the practicalities of this and whilst a number of councillors would be present at each of the events it was decided not to have a stand on each of these occasions.

21/22 308 To receive the request from the Police to use the greens in Wonersh and Shamley Green on an ad hoc basis for the purposes of community engagement.

The Council resolved to approve this subject to the Police being mindful of any sports-related fixtures. The also Council suggested that the Police might like to have stalls at each of the fairs.

Action: Clerk to advise PC Greenaway as to the Council decision advice.

21/22 309 To note requests for the use of the green and duck pond green for parking for the Jubilee Picnic and Shamley Green Village Fair and lodge any requests with contractors, organisers and Waverley Borough Council.

The Council discussed this and noted that it was important that the area was mown in advance of the Jubilee picnic event, the weekend before the Shamley Green Fair. The Council noted concern regarding the available capacity of the duck pond green and recommended that the fair committee explore the option of overflow parking with the schools, rather than parking on other areas of the green, which are being managed for biodiversity rather than parking.

Action: Clerk to instruct contractors to mow the duck pond green in good time for the Jubilee picnic.

Clerk to request the Shamley Green Village Fair Committee explore the options for overflow parking with the local schools.

21/22 310 To receive an update on the planned tree works on Wonersh Parish Council land and consider and approve the closure of Gerald's Wood to prioritise biodiversity in a manner considerate of health and safety and approve next steps.

Cllr Shutes updated the Council regarding the meeting between Councillors, the Clerk and Waverley Borough Council Officers. With consideration to birds nested in the undergrowth in Gerald's Wood at this time, it was proposed that only safety critical work be completed there and that Gerald's Wood be closed in its entirety until other works are completed toward the end of the calendar year. It was confirmed that works on common land would continue as planned given the target zones. The Council resolved to approve this proposal and communicate this through a range of media.

Action: Clerk and Cllr Shutes to inform the public as to the closure of Gerald's Wood and the reasons for this decision.

21/22 311 To receive an update from the Commons Working Party and associated environment groups and approve next steps. 21/22 290 To consider and approve:

- (i) 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 budget remaining for 2021/22, £4,811; budget for 2022/23 £11,500);*
- (j) payment of up to £990 to install heritage posts along Woodhill Lane - north west verge (WBC Commons Maintenance, budget remaining 2021/22: £4,451; budget for 2022/23 £8,500);*
- (k) payment of up to £95 per cut to increase the frequency of mowing of the cricket area in Shamley Green (current maximum of 18*per year, fortnightly cut) (WBC Commons Maintenance, budget remaining 2021/22: £4,451; budget for 2022/23 £8,500);*
- (l) payment of up to £250 to build up the bunds on Wonersh Common (WPC Commons Maintenance budget remaining for 2021/22, £4,811; budget for 2022/23 £11,500); and*
- (m) payment of up to £220 to clear the fallen beech tree from Wonersh Common (WPC Commons Maintenance budget remaining for 2021/22, £4,811; budget for 2022/23 £11,500).*

The Shamley Green Environment Group and Wonersh Environmental Advisory Group shared their objectives for 2022, which will also be shared at the annual assembly. Cllr Howard noted that there was still outstanding works on the Duck Pond Green and the Council resolved to approve payment of up to £1,430 for posts along the south east verge of Woodhill Lane (proposed by Cllr Howard), subject to Cllr Howard confirming the number required and their position.

Action: Cllr Howard and the Clerk to approve the number and positioning of the posts in Shamley Green with the contractor.

The Council resolved not to approve items 21/22 290 (j) and (k).

The Council queried the cost of £250 for the repairs / building up of the bunds, which is much in excess of the £17.50 per metre for the initial installation. They resolved to spend up to £250 (proposed by Cllr Shutes) but explore options with other contractors also to ensure best value.

The Council resolved to approve up to £220 for the removal of the beech from Wonersh Common.

Action: Clerk to advise contractor.

The Council explored further the role of blue hearts in the parish both in relation communicating with contractors working on the parish-managed common land and along Surrey County Council verges.

Action: Clerk to explore further and include an amount for Council to consider with a view to purchasing these to assist in promoting local biodiversity.

The Council noted with thanks, the input into care of the local common land from a resident who was now retiring from having such an active role. The Council reflected on the local benefit and noted that a letter should be sent to recognise this and to ensure an effective handover of roles.

Action: Clerk and Cllr Howard to send a letter recognising the local contributions made and outlining future processes.

21/22 312 To receive an update on the leases with Waverley Borough Council and approve next steps.

Cllr Band noted the lack of update from the solicitors that Waverley Borough Council have outsourced the leases on the land asset transfer to. Cllr Howard offered to approach the Chief Executive to see if progress can be made by that route. Cllr Band declined for the time being and requested a follow up with WBC's in-house solicitor.

Action: Clerk to follow up with the WBC in-house solicitor in the first instance.

Councillors also noted the importance of the covering letter, providing explicit details as to what was permitted on both the grassed and wooded commons and the processes used to enable permitted actions.

Action: Risk and Audit Committee to explore further and provide recommendations to Council.

21/22 313 To receive an update on the Wonerish closed burial ground and approve next steps.

The Chair thanked the members of the public in attendance for their efforts in response to damage to the wall and are reassured that the works will be done effectively. They approved for these works to commence.

Cllr Shutes also reported in the Quinquennial inspection report from the church and the requests of the parish council in relation to this. Progressing from earlier discussions on this topic Cllrs Lavender and Shutes tabled a letter addressed to the Archdeacon, enquiring as to the church's willingness to take back responsibility for the closed burial ground. The Council resolved to send this (proposed by Cllr Shutes) and then follow up with the church in more detail, pending that response.

It was noted that under the current arrangements the Council held the view that some items warranted further investigation and this would still be done in the interim.

Action: Clerk to send drafted letter to Archdeacon, Martin Keech and David Peters and await a response before a more thorough review of the Quinquennial report.

Clerk to contact a specialist contractor to discuss the repairs in the Quin.

21/22 314 To nominate a Councillor to represent Wonerish Parish Council on the Arbuthnot Hall Committee.

The Council nominated Cllr Mike Band (proposed by Cllr Howard) to represent Wonerish Parish Council on the Arbuthnot Hall Committee.

21/22 315 To consider and approve the nomination of Louise Healy to Wonerish United Charities.

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

21/22 316 To receive the request to extend the lease of allotment 5a and approve next steps.

The Council resolved to approve this request (proposed by Cllr Shutes) and offer the holder two months to progress works on the plot, which will then be reinspected.

Action: Clerk to inform the plot holder and subject to them agreeing and paying their annual fee to reinspect in June 2022.

21/22 317 To receive the details from Bramley Parish Council regarding a boundary review and approve next steps.

The Council resolved to approve this (proposed by Cllr Band) but suggested Brooklands Farm be transferred to Bramley in its entirety, provisionally along the line of the old canal. This appears not to be the case from the map.

Action: Clerk to inform Bramley Parish Council and WBC.

21/22 318 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.

The Council resolved to approve these subjects to following the risk assessment and this being communicated to all participating volunteers.

21/22 319 To receive reports by Members and the Clerk.

It was noted that as the Planning Committee Meeting on 14 February 2022, 9.30am, had been inquorate, the opportunity to discuss in detail two important applications had been missed.

The Council discussed these briefly and agreed to request that WA/2022/01085 and WA/2022/00997 be called to Committee at the Council where the decision was to be made.

Action: Clerk to inform plan consult, including borough councillors, planning officers and the head of planning in the correspondence.

21/22 320 Members' business and correspondence for noting or including on a future agenda.

The Council noted the correspondence regarding the felling of trees on private land and queried whether a felling licence be required.

Action: Cllr Howard to follow up with Waverley Borough Council.

21/22 321 Dates of future meetings:

Annual Council Meeting: 19 May 2022

Annual Parish Meeting: 26 May 2022 (Arbuthnot Hall)

Planning Committee: 5 May 2022

Risk & Audit Committee: 26 April 2022

These were confirmed.

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