



NOTICE OF PARISH COUNCIL MEETING Local Government Act 1972

Members are hereby summoned to the annual meeting of the Council to be held on Thursday 13 October 2022 at 7.30pm at the Wonersh Sports Pavilion, for the transaction of the under-mentioned business.

Lisa Davison

Clerk to the Council

Dated this 8th day of October 2022.

Wonersh Sports Pavilion, Wonersh Common, Wonersh GU5 0PJ. Tel: 01483 892601.

clerk@wonershparish.org

AGENDA

- 22/23 117 To consider and approve apologies for absence.**
- 22/23 118 Wonersh Parish Code of Conduct – Declarations of disclosable interests.**
- 22/23 119 Open meeting for members of the public to raise matters with the Council.**
- 22/23 120 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.**
- 22/23 121 To consider and approve the minutes of the Council meeting held on 8 September 2022.**
- 22/23 122 To receive progress reports about matters previously considered and approved by the Council.**
- 22/23 123 Finance – to consider and approve the following:**
 - (a) the list of payment and receipt vouchers in September 2022 and the receipt vouchers in August 2022; and**
 - (b) the end-August 2022 financial statement;**
 - (c) the reconciliation of the accounts to date for the 2022/23 financial year;**
 - (d) the return of up to £80 deposit for allotment 6a;**
 - (e) the return of up to £50 deposit for allotment 11;**
 - (e) payment of £210 for the cordoning off of the closed burial ground west wall;**
 - (f) payment of £200 for the removal or a branch from Gerald’s Wood from a neighbouring property (Gerald’s Wood amount remaining for 2022/23, £4,382);**
 - (g) payment of £350 for resetting stones on Chinthurst Triangle (General Maintenance amount remaining for 2022/23, £206);**
 - (h) payment of £80 to Parish Online for the mapping service (WPC web maintenance and IT support, amount remaining for 2022/23, £1,163);**
 - (i) payment of £199 to Hallmaster for a booking and invoicing system for the Shamley Green Community Room (Garden Close Community Room amount remaining for 2022/23, £1,399);**

- (j) payment of £16.64 per month for Adobe Acrobat subscription (WPC web maintenance and IT support, amount remaining for 2022/23, £1,163);
 - (k) cancellation of zoom subscription at £11.99 per month (WPC web maintenance and IT support, amount remaining for 2022/23, £1,163).
- 22/23 124 Finance – to note receipt of:**
- (a) the allotment deposits, including a deposit for 6a;
 - (b) VAT return of £983.03 from HMRC.
- 22/23 125 To receive the External Auditor Report and note the Exception 22/23 123 To consider and approve: (l) payment of £400 to PKF Littlejohn for the External Audit (WPC audit, amount remaining for 2022/23, £350, overspend predicted at year end);**
- 22/23 126 To note the Conclusion of Audit for the 2021/22 Annual Governance and Accountability Return.**
- 22/23 127 To consider whether the Council wishes to continue as part of the SAAA sector led auditor appointment regime or opt out.**
- 22/23 128 To receive and consider the Interim Internal Audit with recommendations summarised as follows:**
- (a) to exclusively use common email addresses;
 - (b) adding the Privacy Notice to the home page;
 - (c) to post any nonconfidential supporting documentation with the agendas, and maintain these on the website alongside the minutes
 - (d) policy is amended to recognise the protection available to the council from the Financial Services Compensation Scheme (FSCS);
 - (e) account balances are considered with respect to this (FSCS);
 - (e) review asset register, to ensure correct values are stated and the values restated in the 2022/23 AGAR as required; and
 - (f) to complete independent sign-offs of bank reconciliation (ref 22/23 123 (c)).
- 22/23 123 To consider and approve: (m) payment of £219 to Mulberry and Co for the Interim Internal Audit. (WPC audit, amount remaining for 2022/23, £350, overspend predicted at year end).*
- 22/23 129 To receive the mid-year budget review and approve next steps in the budget-setting process. 22/23 123 To consider and approve: (n) payment of up to £212.24 for specialist book-keeping services (Accounts and bookkeeping, amount remaining for 2022/23, £438)**
- 22/23 130 To receive an update in relation to the Future of St John’s Seminary and approve next steps.**
- 22/23 131 To receive and consider tenders for the Routine Maintenance Contract and approve next steps.**
- 22/23 132 To receive an update regarding the duck pond in Shamley Green and approve next steps. 22/23 123 To consider and approve: (o) payment of up to**

£7,752.00 for the replacement of sleepers (WBC Commons Maintenance and Repair, amount remaining for 2022/23, £8,370).

- 22/23 133** To receive an update regarding the tree planting in the parish and approve next steps.
- 22/23 134** To consider the adoption of “Statement on third party Tree Work Request” from the Waverley Borough Council Tree and Woodland Policy and approve next steps.
- 22/23 135** To consider and approve the Council response to the requests and action relating to tree works on the Platt.
- 22/23 136** To receive an update on the ditchworks and approve next steps.
- 22/23 137** To receive any further updates from the Commons Working Party, Wonersh Environmental Advisory Group and Shamley Green Environment Group and approve next steps. *22/23 123 To consider and approve: (p) payment of £550 for the cutting back of the hedge towards Blackheath Lane (WPC Commons Maintenance and Repair, amount remaining for 2022/23, £7,565); and (q) payment of up £500 for the purchase and installation of a A3 interpretation board (WEAG, amount remaining for 2022/23, £500).*
- 22/23 138** To receive recommendations regarding the allotment including use of wood chippings, tenancies and sharing of plots, and approve next steps. *22/23 123 To consider and approve: (h) payment of £400 for the annual rent of the allotment field (allotments, amount remaining for 2022/23, £1,199).*
- 22/23 139** To consider the timing and scheduling of Committee meetings, particularly the three weekly Planning Committee Meetings and approve next steps.
- 22/23 140** To consider and approve observations about the following planning applications, or amendments to planning applications, submitted to Waverley Borough Council (WBC):

[Planning Application WA/2022/02371 - Valid From 16/09/2022](#)

DERRYSBOURNE, CRANLEIGH ROAD, WONERSH, GUILDFORD. GU5 0QZ
Erection of a dwelling following demolition of existing dwelling.

[Planning Application WA/2022/02277 - Valid From 12/09/2022](#)

WILLINGHURST FARM HOUSE, WILLINGHURST ESTATE, SHAMLEY GREEN, GUILDFORD. GU5 0SU
Construction of hard landscaping with associated soft landscaping and erection of a greenhouse following removal of polytunnels.

- 22/23 141** To receive an update on the SALC AGM and Conference and approve the Council response and next steps.
- 22/23 142** To receive an update on the footpath between Wonersh and Shalford and approve next steps.
- 22/23 143** To receive the Routine Playgrounds Inspection reports and approve next steps. *2/23 123 To consider and approve (i) the salary cost of an increase in*

hours to 23 per week for clerk and 24 per month for assistant to the Clerk, or 26 hours per month conscious of annual leave entitlements.

- 22/23 144 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.**
- 22/23 145 To receive requests for memorial benches in the parish and approve next steps.**
- 22/23 146 To receive reports by Members and the Clerk.**
- 22/23 147 Members' business and correspondence for noting or including on a future agenda.**
- 22/23 148 Dates of future meetings:
Full Council Meeting: 10 November 2022
Planning Committee: 20 October, 10 November 2022**

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The Parish Office, Wonersh Sports Pavilion, The Common, Wonersh, GU5 0PJ
Tel: 01483 892601

During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of the agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.