

Wonersh Parish Council

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Minutes of the meeting of Wonersh Parish Council held on Thursday 13 October 2022 at 7.30pm, at the Wonersh Sports Pavilion.

Present: Cllrs Band, Crouch, Gibbs, Howard, Knight, and Shutes (Chair).

In attendance: Lisa Davison, Sergeant Kerlake, PC Gavin Greenaway and three members of the public.

22/23 117 To consider and approve apologies for absence.

The Council considered and approved apologies from Cllrs Jenner and Lavender.

22/23 118 Wonersh Parish Code of Conduct – Declarations of disclosable interests.

There were no declarations of disclosable interests

22/23 119 Open meeting for members of the public to raise matters with the Council.

Three members of the public present. One observing and two regarding the tree works to the oak on the Platt.

Cllr Max Gibbs arrived

One resident discussed the extent of the growth of the trees in the locale and requested that further management takes place, including planned crown reductions. The second echoed the request for further management and maintenance of the trees for existing and new trees, and also the management implications for these, specifically the right tree in the right place. The latter requested a more holistic plan for this, and shared a willingness to assist with this.

22/23 120 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern.

Sergeant Kerlake and PC Gavin Greenaway of the Safer Neighbourhood Policing Team were in attendance. They noted that in August were 5 incidences which were of public interest: theft of money, portable toilet and extension leads, assault, theft from shop. In September, 8 incidences were of public interest: 1 fraud, trailer and laptop, burglary, blackmail, theft from vehicle, theft of motorbike, theft from shop and dog dangerously out of control. The Councillors also noted vandalism to the Arbuthnot Hall, and a suspected repeat offender.

At this time of year common crimes included theft from sheds and burglaries. Police Officers noted that locking sheds and timer lights in houses were amongst the helpful options here. They noted the importance of reporting incidences using 999 in an emergency and 111 or online reporting at other times. In response to a question from Cllr Shutes they noted that officer attended the scene of a crime for burglaries of dwelling but not typically for thefts from sheds because of resource implications

Cllr Shutes noted that records for road traffic collisions along the B2128, often concentrated on the access to / egress from Wonersh Park were under-reported in Police figures and it was noted that, in some cases, communication was between the parties involved, excluding the police.

It was highlighted that Wednesday 19 October was national Community Speed Watch Day and there would be increased presence throughout the UK, including in Wonersh and Shamley Green where each village has a CSW team of volunteers. They invited the police to attend the morning and / or afternoon sessions. Sergeant Kerlake also noted that he was in

communication with the Safer Waverley partnership regarding support for CSW and presence from the Police, including PCSOs to understand how expectations and reality can be better aligned.

It was noted that local officers no longer had the resources to provide a summary of local crimes but these can be found on the crime map here: [Police UK: Bramley, Shamley Green, Blackheath, Wonersh, Hascombe & Winterfold](#), should Councillors want to access this information.

22/23 121 To consider and approve the minutes of the Council meeting held on 8 September 2022.

This was approved and were duly signed by Cllr Shutes.

22/23 122 To receive progress reports about matters previously considered and approved by the Council.

Cllr Shutes provided an update on the Closed Burial Ground Wall noting that Hockley and Dawson confirmed 1-8 should be cordoned off, as earlier in the report. The Working Party will meet on 20 October to explore the report in more detail, make recommendations to Council at the November meeting as to the next steps and respond to correspondence from Wonersh PCC, as applicable.

The Boundary review was noted and the Council confirmed that they were satisfied with the position of the polling stations, though held the same view regarding the exercise as a whole and the negative impact upon the local community.

The Shamley Green Community Room leases had been received and, as resolved at the October Council Meeting were duly signed by Cllrs Band and Shutes, as witnessed by Lisa Davison, Clerk to the Council.

Upon receipt of the recent utility bills paid by Waverley Borough Council, it was agreed that this would need to be carefully managed and all costs reviewed. It was noted that some Parish Councils were experiencing challenges in arranging supply so the option of remaining with the Waverley Borough Council supply and paying their costs should be considered within this. The recent efforts by the Arbuthnot Hall Committee were considered with respect to the the use of a Hive system. It was agreed that a management committee comprising of council and resident members would be beneficial.

Action: Clerk to follow up on the meeting with WBC officer to arrange for the smooth handover.

Clerk to return signed contracts to the solicitor.

Assistant to the Clerk and the Clerk to explore further the financial elements of managing the Community Room.

Clerk to discuss the options for managing the heat system with Arbuthnott Hall and manage in conjunction with the Assistant to the Clerk initially.

Establish a management committee of Shamley Green Community Room, open to residents as well as Councillors.

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**

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

- (b) the end-August 2022 financial statement;**

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

- (c) the reconciliation of the accounts to date for the 2022/23 financial year;**

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

- (d) the return of up to £80 deposit for allotment 6a;**

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

- (e) the return of up to £50 deposit for allotment 11;**

The Council resolved to approve this (proposed by Cllr Shutes) and thanked the resident for the donation to the allocated reserves for allotments.

- (e) payment of £210 for the cordoning off of the closed burial ground west wall;**

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

- (f) payment of £200 for the removal of a branch from Gerald's Wood from a neighbouring property (Gerald's Wood amount remaining for 2022/23, £4,382);**

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

- (g) payment of £350 for resetting stones on Chinthurst Triangle (General Maintenance amount remaining for 2022/23, £206);**

The Council resolved not to approve this (proposed by Cllr Shutes).

- (h) payment of £80 to Parish Online for the mapping service (WPC web maintenance and IT support, amount remaining for 2022/23, £1,163);**

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

- (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);**

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

- (j) payment of £16.64 per month for Adobe Acrobat subscription (WPC web maintenance and IT support, amount remaining for 2022/23, £1,163);**

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

- (k) **cancellation of zoom subscription at £11.99 per month (WPC web maintenance and IT support, amount remaining for 2022/23, £1,163).**

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

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.**

This was noted.

22/23 125 To receive the External Auditor Report and note the Exception 22/23 123 To consider and approve: (I) payment of £400 to PKF Littlejohn for the External Audit (WPC audit, amount remaining for 2022/23, £350, overspend predicted at year end);

The Council received this and noted the requirement to complete the accounts following the payments and receipts approach for this financial year and last financial year.

Action: Council to respond to External Auditor feedback.

22/23 126 To note the Conclusion of Audit for the 2021/22 Annual Governance and Accountability Return.

This was noted and including its publication on the website and noticeboards.

22/23 127 To consider whether the Council wishes to continue as part of the SAAA sector led auditor appointment regime or opt out.

The Council agreed to continue with the sector-led auditor.

22/23 128 To receive and consider the Interim Internal Audit with recommendations summarised as follows:

- (a) **to exclusively use common email addresses;**

The Council advised all to use council email addresses for council business and personal for personal business. The Clerk noted that officers had been advised to not cc in personal accounts nor reply to personal accounts with regards to Council business and that this was expected of Councillors too. Councillors requested that anything requiring an urgent response was highlighted to them by telephone in order for them to follow up

- (b) **adding the Privacy Notice to the home page;**

This has been completed.

- (c) **to post any nonconfidential supporting documentation with the agendas, and maintain these on the website alongside the minutes**

The Council agreed that the Clerk will include and maintain agendas and publicly available papers from this month and backdate to the start of the 2022/23 financial year by March 2024. There was further discussion as to what was considered confidential and non-confidential, given the commercial sensitivity of some files.

Action: Clerk to progress this to meet the recommendations of the internal audit and Information Commissioners Office by the financial year end.

Clerk to explore with other Clerks what information is included and excluded from publicly available files.

- (d) policy is amended to recognise the protection available to the council from the Financial Services Compensation Scheme (FSCS);**

The Clerk shared a proposed update which the Council approved.

Action: Clerk to include updated version on the website.

- (e) account balances are considered with respect to this (FSCS);**

The Risk and Audit will consider whether a further account is required to manage risk at this time.

- (f) review asset register, to ensure correct values are stated and the values restated in the 2022/23 AGAR as required; and**

In relation to this it was noted that the council reserves were commended and it was agreed that Officers make the required updates to the Asset Register.

Action: Clerk and Assistant to the Clerk to review and update the Asset Register for review by the Risk and Audit Committee.

- (g) 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).

The Council resolved to approve the payment associated with this (proposed by Cllr Shutes).

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 £12.24 for specialist book-keeping services (Accounts and bookkeeping, amount remaining for 2022/23, £438).

The Council thanked the Assistant to the Clerk for the strong, clear summary of the current budgetary position. This provides an excellent basis for a budget setting meeting timed to provide a recommendation to November Council Meeting.

Action: Clerk to arrange a meeting of officers and councillors to develop budget recommendations for Council discussion at the November Council Meeting.

Assistant to the Clerk to lead the development of the 2023/24 budget based on Councillor input.

22/23 130 To receive an update in relation to the Future of St John's Seminary and approve next steps.

Cllr Shutes noted the planned meeting Surrey County Council regarding the Highway implications in relation to St John's Seminary.

Cllr Band provided the summary regarding meeting with Waverley Borough Council Planning Officers, noting the request for social and affordable housing within the parish and this was to be shared with the head of the Housing department at Waverley Borough Council. They noted their support for the footpath through the grounds of the seminary and that this would be expected as an integral part of the development.

There was a discussion regarding meeting with the developer and it was noted that at this point the priority was to highlight the Council's views as summarised in the September Council Meeting Minutes. The role for a residents' groups was highlighted and discussed, which might have councillor representation, should a councillor want to opt out of Council decisions in the role as statutory consultee.

The Clerk noted that the next series of consultative meetings with the public would be January and the Council confirmed their support for publicising these again.

Action: Clerk to follow up with the Waverley Borough Council planners regarding the connection with Housing and a desire for Parish Councillors to meet with Housing Officers.

Clerk to send summary of Council concerns as summarised in the minutes to developers.

Wonersh Councillors to consider local residents' group in relation to this.

22/23 131 To receive and consider tenders for the Routine Maintenance Contract and approve next steps.

Full discussion of this was moved to a closed session at the end of meeting, given the commercial sensitives. In summary the Council sought three quotes and received two. The Council agreed to employ one of these on a three-month trial.

Action: Clerk to inform both contractors of the Council decision and to issue contracts.

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).

Cllr Howard updated the Council as to the steps taken with respect to this. The quotes from the landowner's preferred contractor was received. The Council requested a further quote for these works.

The blocked drain on PROW 330 requiring jetting but noted challenges in achieving this. The potential to highlight this as a flooding matter to Surrey County Council was noted.

Action: Clerk to get further quotes for these works.

Clerk and Cllr Howard to explore a programme of works with preferred contractor and return to Council.

Clerk to follow up and confirm with Waverley Borough Council as the landowners.

22/23 133 To receive an update regarding the tree planting in the parish and approve next steps.

Cllr Howard updated the Council as to the proposed choice of trees as approved by Waverley Borough Council and this is to be discussed further with SGE. This will be brought to the November Meeting.

Action: Cllr Howard to discuss with Shamley Green Environment Group.

The Council welcomed the offers of the trees in Wonersh to replace the weeping willow and the beech and agreed that they should be offered in order that the request was received.

Cllr Crouch noted that the Church was keen to commemorate the Queen and they may well be in touch regarding a tree in Wonersh.

Action: Cllr Shutes and the Clerk to follow up with residents offering memorial trees.

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.

Cllr Shutes proposed that Waverley Borough Council Statement on third party tree work requests was adopted by the Council. Councillors voted unanimously to approve this.

Action: Clerk to adapt for the website.

22/23 135 To consider and approve the Council response to the requests and action relating to tree works on the Platt.

Cllr Shutes brought this item up the agenda, with respect to the oak and ash to the front of the Platt.

It was agreed that the Council needs to be much more specific in responding the third-party requests and have explored examples of the policies to assist with better managing this with an emphasis on tree safety, Cllr Shutes drew attention to item 22/23 134 with respect to this: Wonersh Parish Council follow the tree management process undertaken by Waverley and they carry out tree inspections and manage the subsequent recommended works.

It was highlighted in pruning the oak to the extent the tree surgeons had resulted in the neighbouring ash being exposed to the elements and the tree surgeons, currently employed by Wonersh Parish Council, recommended that these works be completed. The vulnerability of the ash had been identified in the recent Tree Hazard Assessment. Offer to do the works on the Ash by the household accepted by the Council. Highlighted opportunities to join WEAG and also how this will inform the future management, including a pruning schedule, for new and existing trees. This approach was supported by Councillors. Noted that there is also a similar group in Shamley Green and drew reference to the Surrey Wildlife Trust webinars.

It was noted that the other request came outside the approved Statement on Third Party Tree Work Requests.

22/23 136 To receive an update on the ditchworks and approve next steps.

The Council noted that there had been challenges in obtaining a quote for a programme of works, starting this season, from a contractor with existing knowledge of the ditches on the leased land. Given the timescales required for the works to be completed in a timely manner it was proposed that the Clerk would follow up with the Routine Maintenance contractor with a view to ditch clearance in Shamley Green and then Wonersh being prioritised. The Council resolved to approve this. It was also agreed that following the initial works on Eve’s Ditch and at Lawnsmead that Commons Working Party leads in each village would work with the Clerk to map the specifications for ditchworks across the parish.

Action: Clerk to agree priority ditch works with the routine maintenance contractor.

Cllrs Shutes and Howard to support the Clerk in mapping the maintenance requirements of local ditches.

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 to £500 for the purchase and installation of a A3 interpretation board (WEAG, amount remaining for 2022/23, £500).*

It was noted that most CWP and WEAG / SGEAG matters had been discussed above. The Council resolved to approve the hedge work (proposed by Cllr Shutes). The Council discussed the position of the proposed interpretation board resolved to approve the payment of up to £500 for its purchase and installation (proposed by Cllr Knight).

Action: Clerk to inform the contractors regarding the hedge works.

Cllr Knight to provide details of the interpretation boards to be purchased.

WEAG to recommend to Council the position of the board for approval.

Cllr Knight to submit a Risk Assessment for Council approval if installing the noticeboard or Clerk to arrange with contractor.

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).*

The Clerk updated the Council regarding issues with the delivery and storage of wood chippings to the allotment and noted that this was halted until the installation of an adequate replacement to the storage area. At present holders were being encouraged to use what was available and had been responding positively to this request. The future would be explored further at the annual meeting with allotment holders, to take place in December.

The Clerk noted that she had received a request for confirmation that the water supply to the allotments be turned off and had also received communication requesting that it be maintained for longer given gardening habits and a reduction in rainfall. The Council delegated the decision on this to Clerk in discussion with Cllr Lavender and the allotment holders.

The Clerk noted that since the last meeting a further allotment share had been arranged for 9b and that a number of holders had been contacted regarding their plans for the coming year and growing season; each had responded positively.

Action: Clerk and Council Lavender to agree with allotment holders when the water will be turned off for the year.

Recommendation to be made about the wood chippings at the annual allotment holder meeting and a decision to be made at the January Council Meeting.

22/23 139 To consider the timing and scheduling of Committee meetings, particularly the three weekly Planning Committee Meetings and approve next steps.

The Councillors noted that there had been recent challenges but the Thursday morning will be maintained and Councillors will be requested at the end of each meeting, by the Chair, to confirm their attendance at the next meeting.

Action: Councillors to confirm with Chair their attendance at the subsequent Committee Meeting.

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.

Objection. The Council requested that this be called to Committee.

[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.

No objection.

22/23 141 To receive an update on the SALC AGM and Conference and approve the Council response and next steps.

Cllr Howard noted that this was a well-attended event with interesting discussions, particularly with the Surrey County Council Highways Officer. There was internal recognition of the need for cultural shift in Surrey County Council Highways. The floor reacted positively to the question posed by Cllr Shutes in relation to how SALC could usefully play a role in providing a forum where issues common to all parish councils could be addressed and collective action pursued, as opposed to individual parish councils struggling to be heard.

22/23 142 To receive an update on the footpath between Wonersh and Shalford and approve next steps.

Cllr Knight noted the focus of this strategic route in Local Cycling and Walking Infrastructure Plan and support from Waverley Borough Council. Despite the approach taken by Surrey County Council's consultant weighted to favour urban routes, engaging with this process has meant that the route is now recognised at a strategic level.

Cllr Knight also highlighted his recent experience of using this route to school, when travelling with a pushchair and had regularly observed an individual on a mobility scooter needing to use the road, where the pavements are impassable. Cllr Shutes noted that local networks were already in place for 20s Plenty and this can be utilised effectively for further purposes, and encouraged Cllr Knight to feed into this with Members and Officers of Shalford Community Council and beyond. The Council highlighted the need to ensure that the local MP is aware of these challenges, including in County Cllr Kevin Deanus, given his role at County Council and

also the Waverley Borough Council Officer whose focus includes LCWIPs. The schools, including the board of Governors may also be interested with respect to safer routes to school.

Action: Cllr Knight to engage with the local networks to expand the focus of the travel and transport concerns.

Cllr Knight to write personally and encourage others with such challenges to write to the local MP.

Cllr Knight to table a letter for the Parish Council to send.

Clerk to contact WBC Officer regarding the clearing of weeds and flailing of vegetation on the stretch alongside the wooded area of Wonersh Common.

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.*

The Council resolved to approve the increase to the Officers hours to 23 hours per week for the Clerk and 26 hours per month, inclusive of annual leave for the Assistant to the Clerk.

Action: Assistant to the Clerk to calculate wages.

Clerk to advise paybureau.

22/23 144 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.

The Council noted the risk assessment for the litter picking events in Wonersh.

The Council noted the planned working party events organised by Wonersh PCC to clear vegetation and noted that it would be covered under the PCC's public liability rather than the Parish Council's.

Action: Clerk to advise the PCC.

22/23 145 To receive requests for memorial benches in the parish and approve next steps.

The Council received two requests for memorial benches. It was noted that there were no available positions for a bench in Shamley Green. The position and inscription of the bench overlooking the cricket ground in Wonersh were approved and the applicants advised to arrange for its purchase and installation.

Action: Clerk to advise applicants.

22/23 146 To receive reports by Members and the Clerk.

It was noted that all matters had already been included in the substantive items above, where decisions can be taken, and it was requested that this item is omitted from future agendas on this basis.

22/23 147 Members' business and correspondence for noting or including on a future agenda.

Cllr Howard noted that she and Cllr Gibbs completed the Clerk's appraisal and she and the Clerk completed Assistant to the Clerk's. These will be taken to the Personnel Committee on

14 November, for further consideration and will then be noted at the January Council Meeting, including any budgetary implications.

Cllr Knight enquired about the possibility of a recycling bin at the playground considering the educational and environmental benefits of this, products typically consumed there and the availability of two bins. It was noted that with signage one of these could be designated for recyclables and that costs for the signage and collection could be considered. The challenges experienced in Shalford of getting a clean waste stream for recycling was noted.

The request for an open access noticeboard in Wonersh was noted and Cllr Shutes agreed to explore this further with the shop, where there is a small community noticeboard.

Correspondence regarding an alleged public footpath linking Public Bridleways 556, Bramley wand 330, Wonersh was shared and it was agreed that this would be included on the Planning Committee Agenda.

22/23 148 Dates of future meetings:

Full Council Meeting: 10 November 2022

Planning Committee: 20 October, 10 November 2022

These were confirmed, as was a meeting of the Personnel Committee on 14 November 2022.