



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 18 May 2023 at 7.30pm at the Wonersh Sports Pavilion, for the transaction of the under-mentioned business.

Lisa Davison
Clerk to the Council

Dated this 11th day of May 2023.

Wonersh Sports Pavilion Wonersh Common Wonersh GU5 0PJ. Tel: 01483 892601.
clerk@wonershparish.org

AGENDA

- 23/24 001 To elect the Chair of the Council.**
- 23/24 002 To elect the Vice Chair of the Council.**
- 23/24 003 To consider the proposed updates the Council's co-option policy and approve next steps.**
- 23/24 004 To co-opt Councillor(s) to Wonersh Parish Council.**
- 23/24 005 To consider and approve apologies for absence.**
- 23/24 006 Wonersh Parish Code of Conduct – Declarations of disclosable interests.**
- 23/24 007 Open meeting for members of the public to raise matters with the Council.**
- 23/24 009 To consider and approve the minutes of the Extraordinary Council Meeting held on 29 March 2023 and the Council meeting held on 13 April 2023**
- 23/24 010 To receive progress reports about matters previously considered and approved by the Council.**
- 23/24 011 To consider and approve the minutes of the Risk and Audit Committee held on 27 April 2023.**
- 23/24 012 To consider and approve the minutes of the Planning Committee Meeting held on 18 May 2023, or defer to the Committee constituted below.**
- 23/24 013 To appoint Members of the Council's Planning Committee and to delegate responsibility to the Committee for: (a) consideration of planning-related matters; (b) making decisions on behalf of the Council about local planning applications; and (c) making recommendations for decision by the Council about planning related issues.**
- 23/24 014 To appoint Members of the Council's Risk and Audit Committee and to delegate responsibility to the Committee for: (a) consideration of risk and audit-related matters of the Council; and (b) making recommendations for decision by the Council about risk and audit related issues, including policy review.**

- 23/24 015** To appoint Members of the Council's Personnel Committee and to delegate responsibility to the Committee for: (a) consideration of personnel matters; (b) making decisions where specifically required to do so in accordance with the provisions of the Personnel & Employment Handbook of the Council; and (c) making recommendations for decision by the Council about other personnel issues.
- 23/24 016** To appoint Members of the Council's working parties and portfolio leads:
- (a) Commons Working Party;
 - (b) Commons Land Asset Transfer;
 - (c) Shamley Green Community Room;
 - (d) Emergency Planning;
 - (e) Website / PR / Newsletter / Communications;
 - (f) Traffic, Parking and Cycling Working Party;
 - (g) Climate Change Working Party;
 - (h) Allotments;
 - (i) Playgrounds;
 - (j) Tree management; and
 - (k) Gerald's Wood.
- 23/24 016** To appoint representatives of the Council, if appropriate, to other bodies and organisations:
- (a) Surrey Association of Local Councils;
 - (b) Wonersh Environmental Advisory Group;
 - (c) Shamley Green Environment Group;
 - (d) Waverley Borough Council joint meetings with Town and Parish Councils;
 - (e) WBC Planning Forum;
 - (f) Blackheath community traffic-calming working party;
 - (g) Wonersh Community Speed Watch;
 - (h) Shamley Green Community Speed Watch;
 - (i) Wonersh Connections;
 - (j) The Arbuthnot Hall Committee; and
 - (k) Longacre School traffic management consultation committee.
- 23/24 017** Finance – to consider and approve the following:
- (a) the list of payment and receipt vouchers in April 2023;
 - (b) the end-March 2023 and end-April 2023 financial statement;
 - (c) the proposed reserves for 2023/24 financial year;
 - (d) the updated annual forecast;
 - (e) the schedule of due payments over the present financial year which arise on a regular basis as authorised under the Council's Financial Regulations
 - (f) the appointment of Councillors Band, Gibbs, Howard, Lavender and Shutes as signatories to the Wonersh Parish Council bank accounts;
 - (g) the authorization of a monthly direct debit mandate for the payment which can be made online;

- (h) the continuation of a Council amazon account for purchasing office supplies and community room supplies following associated processes;
- (i) payment of 30 hours overtime for the Clerk;
- (j) payment of up to £80 for the deposit return for plot 12 a.
- (k) payment of £2,175 to Waverley Borough Council (previously considered under 22/23 207(c));
- (l) payment of £400 for the annual rent of the allotment land; and
- (m) payment of £91 for printing 700 paper copies of the consultation letter and questionnaire for the PWLB application.

23/24 018 Finance – to note receipt of:

- (a) the 2023/24 precept of £98,498.00;
- (b) a cheque for £10,000 from the Wonersh Foundation / Playgrounds Committee towards phase 1 of Wonersh Playground rejuvenation;
- (c) £5,161.79 VAT return from HMRC; and
- (d) the allotment rents.

23/24 019 To review and adopt the following policies, documents and procedures:

- (a) Code of Conduct & Register of Members' Interests;
- (b) Standing Orders;
- (c) Financial Regulations;
- (d) Council's complaints procedure;
- (e) Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- (f) Council strategy;
- (g) Policy for dealing with Unreasonably Persistent Complaint;
- (h) Grants awarding policy;
- (i) Easement applications;
- (j) Request for skips on common land;
- (k) Finance and Investment Policy; and
- (l) Training of Members and Council staff, under consideration as part of the Civility and Respect Pledge.

23/24 020 To review of inventory of land and assets including buildings and office equipment.

23/24 021 To review and confirm of arrangements for insurance cover in respect of all insured risks.

23/24 022 To consider the terms of the Council's insurance for the next term and approve next steps. 23/24 017 (n) To consider and approve payment of up to £1,000 for the 2023/2024 annual insurance policy.

23/24 023 To consider and approve the update of Officer contracts to meet the NALC model contract conditions of receiving an annual increment from and including an increase in SCP from April 2023. 23/24 017 (o) To consider and approve payment the back payment in line with the budget approved January 2022.

- 23/24 024** To consider and approve the work programme and contract for the ponds maintenance contractor and approve next steps.
- 23/24 025** To consider and approve the works by the routine maintenance contractor to the bus stops in the parish and approve next steps.
- 23/24 026** To receive a Land Valuation Statement in relation to the purchase of Barnett Hill Fields and approve next steps,
- 23/24 027** To receive an update on the annual assembly and approve next steps.
- 23/24 028** To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.
- 23/24 029** Members' business and correspondence for noting or including on a future agenda.
- 23/24 030** Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

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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.*