



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 9 May 2024 at 7.30pm at the Wonersh Sports Pavilion, for the transaction of the under-mentioned business.

Lisa Davison
Clerk to the Council

Dated this 1st day of May 2024.

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

AGENDA

- 24/25 001 To elect the Chair of the Council.**
- 24/25 002 To elect the Vice Chair of the Council.**
- 24/25 003 To consider and approve apologies for absence.**
- 24/25 004 Wonersh Parish Code of Conduct – Declarations of disclosable interests.**
- 24/25 005 Open meeting for members of the public to raise matters with the Council.**
- 24/25 006 To consider and approve the minutes of the Council meeting held on 11 April 2024.**
- 24/25 007 To receive progress reports about matters previously considered and approved by the Council.**
- 24/25 008 To receive the approved minutes of the Planning Committee Meeting held on 28 March and 18 April 2024.**
- 24/25 009 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.**
- 24/25 010 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.**
- 24/25 011 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.**
- 24/25 012 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) Closed Burial Ground Working Party
- (i) Sports Pavilion and Field Working Party (proposed)
- (j) Allotments
- (k) Playgrounds
- (l) Wonersh Environmental Advisory Group;
- (m) Shamley Green Environment Group;
- (n) Barnett Field Group
- (o) Gerald's Wood

24/25 013 To appoint representatives of the Council, if appropriate, to other bodies and organisations:

- (a) Surrey Association of Local Councils
- (b) Waverley Borough Council joint meetings with Town and Parish Councils
- (c) Blackheath community traffic-calming working party;
- (d) Wonersh Community Speed Watch
- (e) Shamley Green Community Speed Watch
- (f) Wonersh Connections
- (g) The Arbuthnot Hall Committee
- (h) Longacre School traffic management consultation committee.

24/25 014 Finance – to consider and approve the following:

- (a) The list of payment and receipt vouchers in April 2024
- (b) The end-April 2023 financial statement
- (c) The reconciliation of accounts, completed by non-signatories
- (d) The schedule of due payments over the present financial year which arise on a regular basis as authorised under the Council's Financial Regulations
- (e) The appointment of Councillors Gibbs, Howard, Lavender, Merriman, Shutes and Sloan as signatories to the Wonersh Parish Council bank accounts
- (f) The authorization of a monthly direct debit mandate for the payment which can be made online
- (g) The continuation of a Council amazon account for purchasing office supplies and community room supplies following associated processes
- (h) Payment of up to £90 for the deposit return for plot 10a
- (i) Payment of £400 for the annual rent of the allotment land
- (j) Payment of £1,126.50 to NALC and SALC as an annual subscription
- (k) Payment of £192 to Rialtas as an annual fee.

24/25 015 Finance – to note receipt of:

- (a) First payment of 2024/25 precept of £63,113 from Waverley Borough Council (50%)

- (b) £2,036 from the Wonersh and Shamley Green Playground Committee towards phase 1 of Lords Hill Playground rejuvenation
 - (c) £248.07 from the Wonersh Foundation for the Gerald's Wood steps.
- 24/25 016 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) Publications Scheme
 - (l) Guidelines on Temporary Signage on Common Land
 - (m) Outdoor event licence
 - (n) Outdoor fitness licence
 - (o) Co-option Process
 - (p) Statement on third party tree requests
 - (q) Planning Code of Good Practice
 - (r) Village Design Statement
 - (s) Finance and Investment Policy
 - (t) Emergency Plan (Internal)
 - (u) HR Handbook (Internal)
 - (v) Training of Members and Council staff, under consideration as part of the Civility and Respect Pledge.
- 24/25 017 To review of inventory of land and assets including buildings and office equipment.
- 24/25 018 To review and confirm of arrangements for insurance cover in respect of all insured risks. 24/25 014 (l) To consider and approve payment of £1,018.85 to Zurich Insurance of the 2024/25 Insurance.
- 24/25 019 To consider increasing the Assistant to the Clerk's contracted hours by six hours per month (increase to 32 hours per month total) and approve next steps.
- 24/25 020 To receive an update on the PWLB extension request and approve next steps.
- 24/25 021 To receive an update on the lease of common land from Waverley Borough Council and approved next steps.
- 24/25 022 To receive an update on Gerald's Wood and approve next steps. 24/25 014 (m) To consider and approve payment of up to £1,000 to Wellers Hedleys for conveyancing fees for the sale of Gerald's Wood.
- 24/25 023 To receive an update on arrangements for football club activity on Wonersh Common, led by Wonersh Cricket Club and approve next steps.

- 24/25 024 To receive an update on the closed burial ground wall and approve next steps.** *24/25 014 (n) To consider and approve payment of up to £550 to Surrey Hills Solicitors for advice in relation to the Closed Burial Ground Wall.*
- 24/25 025 To receive an update on the Shamley Green Community Room and approve next steps.** *24/25 014 To consider and approve (o) payment of £1,066.24 to Waverley Borough Council for business rates for the community room for 2024/25 (to be reimbursed WBC), (p) payment of £64.99 to SB Heating for gas safety checks; (q) payment of £240 to SB Heating for the repair of the boiler.*
- 24/25 026 To receive correspondence from SGN regarding the tree on common land and the wayleave on Wonersh common and approve next steps.**
- 24/25 027 To receive recommendations and updates from the Commons Working Party – with input from the Wonersh Environmental Advisory Group and Shamley Green Environment Group – and approve next steps.** *24/25 014 (s) To consider and approve payment of £1,215 to CABI for weevils to treat the azolla in the Brickies Pond (payment received from the Wonersh Foundation / SGEG)*
- 24/25 028 To receive an update on the annual assembly and approve next steps.** *24/25 014 To consider and approve (s) payment of £35 to Blackheath Village Hall for hall hire charges, and (t) payment of up to £152.30 to Taurus Wines for the purchase of refreshments for the annual assembly.*
- 24/25 029 To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.**
- 24/25 030 Members’ business and correspondence for noting or including on a future agenda.**
- 24/25 031 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.*