



## **Minutes of the meeting of Wonersh Parish Council held on Thursday 12 September 2024 at 7.30pm, at the Wonersh Sports Pavilion.**

**Present:** Cllrs Chris Howard, Ben Knight, Stephen Lavender, Anthony Shutes (Chair), Kevin Sloan and George Sobek.

**In attendance:** Lisa Davison, Borough Councillors Jane Austin and Michael Goodridge and five members of the public.

### **24/25 101 To consider and approve apologies for absence.**

The Council considered and approved apologies for absence from Cllrs Mike Band, Max Gibbs and Rob Merriman.

### **24/25 102 Wonersh Parish Code of Conduct – Declarations of disclosable interests.**

There were no declarations of disclosable interest.

### **24/25 103 Open meeting for members of the public to raise matters with the Council.**

Borough Cllrs Michael Goodridge and Jane Austin were in attendance. Discussion points included:

- The Waverley Borough Council Planning Committee decision regarding

#### **[Planning Application WA/2024/00149 - Valid From 23/01/2024](#)**

#### **QUEEN VICTORIA COTTAGE AND THE VOLUNTEER PUBLIC HOUSE, BLACKHEATH LANE, BLACKHEATH, GUILDFORD. GU4 8RB**

*Change of use from public house to residential to form one single dwelling with existing semi-detached dwelling together with alterations to elevations.*

- The ongoing petrol situation in Bramley with the outstanding need to resolve challenges with the BT Openreach provision, particularly for vulnerable residents.
- The winter fuel allowance
- The option for households in Council Tax Band H properties to make voluntary overpayments.
- The staff costs following the merger increasing rather than reducing, contrary to the rationale for the merger.

Regarding the Planning approval at WBC Committee, it was highlighted that the Blackheath Pub Committee, external to the Parish Council, were considering a Judicial Review of the decision, subject to available funding, which they are intending to crowdsource. Frustration as to the Governance of Planning Decisions and the impact on the democratic processes were shared.

Apologies were received from County Councillor Kevin Deanus but it was noted that the stretch of road joining Wonersh to Shalford had been placed on the Surrey County Council Horizon Programme. Cllr Sloan noted his thanks to Cllr Deanus regarding the recent improvements to Stroud Lane.

There were five further members of the public present, two members of the public with an interest in 24/25 116 and 24/25 117, which was brought up the agenda and two with an interest in 24/25 122, one of whom had interest encompassing the environmental and open

space management. They also provided an update that the following application had been approved, which was of relevance as to the PWLB drawdown:

**[Planning Application WA/2024/01392 - Valid From 24/07/2024](#)**

**THE ARBUTHNOT HALL, THE GREEN, GUILDFORD. GU5 0UA**

*Proposed extension reinstatement and refurbishment to the existing arbuthnot hall following demolition of the front mono-ridge canopy on the north elevation existing single-storey side extension and gabled roof located on the west elevation.*

It was noted that no members of the public had attended to share their views on 24/25 114, despite invites being circulated via the mailing list, on Facebook, through the Shamley Green Village Association and near the duck pond and on the Shamley Green noticeboard.

A further member of the public observed proceedings.

Relevant items were also brought up the agenda.

**24/25 104 To receive progress reports about matters previously considered and approved by the Council.**

Matters with updates to note are on the below agenda or noted in the previous item.

**24/25 105 To consider and approve the minutes of the Council meeting held on 1 August 2024.**

These were approved and duly signed by Cllr Shutes.

The Clerk noted that on this occasion she acted outside the Standing Orders and published the draft minutes in advance of approval, as this was the most effective approach to providing context for item 24/25 118.

**24/25 106 To receive the approved the minutes of the Planning Committee held on 11 July, 1 and 22 August 2024.**

These were noted.

**24/25 107 Finance – to consider and approve the following:**

- (a) The list of payment and receipt vouchers in July and August 2024
- (b) The end-July and end-August 2024 financial statement
- (c) The reconciliation of accounts, completed by non-signatories
- (d) The payment of £7,603.40 regarding the PWLB loan
- (e) The annual subscription of £110 for advertising the Shamley Green Parish Magazine
- (f) The payment of £95 to DRS Electrical for the return of electrical power to the defibrillator in the telephone box on Lords Hill.

The Council resolved to approve the above.

**24/25 108 Finance – to note receipt of:**

- (a) The hire fees for use of community room of £265
- (b) The valuation fee for the easement application of £750+VAT from the applicant

- (c) The grant of £1,189 for the Barnett Fields Group interpretation signs from Surrey County Council

These were noted.

**24/25 109** To receive the update from the Risk and Audit Committee actions to review, update and adopt policies, adopt without update the following policies and procedures, or approve next steps:

- (a) [Our Statement on Third Party Tree Work Requests](#)
- (b) [Our General Data Protection Regulation \(GDPR\) Policy](#) and [GDPR explanation](#) - ref policy and link through to national data protection defer to R&A and then November
- (c) [Our Policy for Dealing with Unreasonably Persistent Complaints](#)
- (d) [Our Grant Awarding Policy](#) and [Application Form](#)
- (e) [Our process for applying for an easement](#)
- (f) [Request for placing a skip on common land](#)

The Council resolved to approve all with one exception and minor updates to (a) to reflect the extent to which the policy was applied. The exception was the (b) GDPR Policy and GDPR explanation which requires greater consideration of the Data Protection Act 2018 and how this relates to GDPR. The Council requested that Cllr Sloan lead on the updates to the existing policy or propose a suitable replacement policy.

**Action: Clerk to update dates of approval for (a), (c), (d), (e) and (f) and include on the website.**

**Cllr Sloan to lead on the updates to the GDPR Policy and Explanation.**

**Clerk to include the GDPR Policy / Explanation on the next Risk and Audit Committee agenda, with recommendations going to Council in due course.**

**24/25 110** To receive the update from the Risk and Audit Committee and receive the updated Publication Scheme as recommended by the Internal Audit and approve next steps.

The Council noted the Clerk's response to the Internal Audit recommendation and approved the Publication Scheme. This approval included the summary Asset Register being uploaded to website under transparency and referenced appropriately in the scheme.

The Clerk highlighted that as the policies and procedures be updated that reviews relating to personnel matters and the Risk Management Policy be particularly mindful of the expectations of this scheme.

**Action: Clerk to include Asset Register on website under Transparency.**

**Clerk to finalise Publication Scheme with reference to the asset register.**

**Clerk to upload Publication Scheme to the website**

**Clerk and Councillors to be considerate of this when updating policies and web content.**

**24/25 111** To note, if received in advance of the meeting, the conclusion of audit for [the AGAR for the 2023/24 financial year](#) from the External Auditors.

This was deferred to the October Meeting as the external auditor keeps responding with more queries when the previous questions are answered satisfactorily.

**Action: Clerk to publish upon receipt.**

**Clerk to include on October Council Meeting Agenda for Councillors to note.**

**24/25 112 To receive and approve the updated asset register and consider and approve the insurance cover for the new items at Lords Hill Common.**

The Council received the updated Asset register and approved the following additions:

- DDA Roundabout £6,220.
- Basket Swing £1,665.

They approved these additions to the insurance schedule, noting that the premium would increase by £30 per annum from June 2024 to reflect the increased cover.

**Action: Clerk to confirm the Council approval for the increased premium with the insurer.**

**24/25 113 To receive an update on the planned pond works for the Autumn / Winter 2024/25 season and approve next steps. 24/25 107 (f) to consider and approve payment of up to £3,000 for routines ponds maintenance to David Smithers. 24/25 107 (g) to consider and approve payment of up to £500 for skip hire and materials associated with the works.**

Key tasks for the Duck Pond (managed for ducks) included:

- Strimming back of the pond nearest roadside for visibility and sightlines.
- Removing sapling from the duck pond island.
- Ensuring access to the pond for feeding the ducks mindful of the replacement position of the bench.
- Cutting back of brambles
- Removing laurel willow sapling and review removal of other saplings once brambles are cut back.
- Cut back the area of scrub and consider use of yellow rattle
- Maintain trees in this area for another year
- Leave biopile in this area.
- Repair lip on the outflow from the pond
- De-silting silt trap

Key tasks for the Brickies Pond (manages for wildlife) included:

- Strim where access is needed, otherwise maintain vegetation as a screen / for wildlife.
- Alternate areas which are cut back year on year.
- Remove reed mace, leave close to the pond for a period for any wildlife to return, then remove from site.
- Coppice hazel and remove sycamore.
- Remove duck weed
- Check and clear outflow.

The landowner's permission was noted, and the Parish Council confirmed their support too. The associated costs were approved.

**Action: Clerk to confirm approval of costs with contractor, David Smithers.**

**Ponds maintenance contractor, working with routine maintenance contractor as required to complete tasks.**

**24/25 114 To receive an update on the planned works to the willow and the temporary removal for the bench and approve next steps, including replacement of the bench in consultation with parish residents and landowner.**

Considering the practical element of the next steps, it was approved that the bench would be replaced outside the drop zone of the willow tree, once the tree works were completed. Any vegetation interfering with the view from the bench and the duck feeding rota would be cut back by the Ponds Maintenance Contractor over the Autumn / Winter months. Mowing schedules would also be adapted considerate of this. Permission was granted by Waverley Borough Council as the landowner for these actions.

The requirement for consultation on the specific siting of the bench was considered by Council but it was recognised that a range of communication channels had been used by the Parish Council to engage with residents holding a view on the bench welcoming them to the Council Meeting this evening to discuss and no one had attended.

The need to plan for succession for the trees was also noted for inclusion on a future Council Meeting Agenda.

**Action: Clerk to advise contractors.**

**Ponds Maintenance Contractor to clear vegetation.**

**Routine Maintenance Contractor to replace and secure bench once other works were completed.**

**Clerk to include tree planting succession on a future council meeting agenda.**

The Clerk also noted that they had been in touch with Surrey Association of Local Councils regarding the actions of a resident encouraging access to an area identified as a risk, including placing signage under the tree canopy and proposing the replacement of a bench with a disclaimer. SALC advised the Clerk that this was outside the powers of the Parish Council and that Waverley Borough Council, as the landowner, should be advised and requested to act. The Clerk had followed up on this with the landowner and sign posted the resident to the Borough Council as the responsible party. Parish Councillors appealed to Borough Councillors for actions in response to this.

Cllr Shutes as Council Chair also raised concerns about communications from this resident and at the request of the Clerk agreed that this [Policy](#) be reviewed by Cllr Sloan as Chair of Risk and Audit. In response to follow up questions, the Clerk and Chair of Personnel confirmed that following a similar incident from the resident, they had sought training from Waverley Borough Council and adopted the same policy locally. It was similar to others used by Parish Councils also. It was agreed that the complaints were unreasonable and unreasonably persistent for reasons including but not restricted to the following:

- Adopting a ‘scatter-gun’ approach by raising concerns with different staff (and Councillors) across the Council or by pursuing parallel complaints on the same issue with other organisations.
- Insisting on the complaint being dealt with in ways which are incompatible with the Council’s complaints procedure or with good practice.
- Changing the basis of the complaint as the investigation proceeds, including denying or changing statements that have been made at an earlier stage.
- Introducing trivial or irrelevant new information at a later stage.
- Raising many detailed but unimportant questions and insisting that these are all answered.
- Making excessive demands on the time and resources of staff or Members while their complaint is being investigated by, for example, making lengthy telephone calls, emailing or sending detailed letters to numerous council staff and expecting immediate responses.
- Submitting repeat complaints with minor additions or variations, and insisting these are ‘new’ complaints.
- Refusing to accept the Council’s decision, repeatedly arguing points with no new evidence.

It was noted that the resident was not available to attend the Council Meeting.

In discussing next steps, it was challenging to agree a single point of access, as previous attempts to do this overwhelmed those in this role and this was returned to the Clerk after a period of time. Whether the Clerk should remain the point of access at present, with the Chair and Vice Chair was debated and the Clerk confirmed that this was not something they were comfortable with at present. It was agreed on this basis that the most effective approach for the resident to engage in Council processes was to attend public Council Meetings, where a number of Councillors and staff were in attendance and communications can be consistent. The next steps were for the Chair of the Council to draft a letter to the resident and the Clerk to obtain legal guidance as to whether this was an appropriate and commensurate response.

**Action: Cllr Shutes to draft letter for review by Councillors and Clerk**

**Clerk to obtain legal advice as to next steps.**

**24/25 115 To receive an update on the sale of Gerald’s Wood and approve next steps.**

The strong progress being made was being noted, including the practical progress in constructing the steps and accessible kissing gate and maintaining the routes through the woods and the draft Deed of Dedication from Surrey County Council regarding registering routes as Public Rights of Way. As the legal aspects progressed a required action is to advertise the Disposal of Land in the Surrey Advertiser, in accordance with legislation.

**Action: Clerk to explore the costs of advertising in Surrey Advertiser regarding the Disposal of Land.**

There was brief discussion on improving access from the village and whether this could be achieved using the Section 9 land, which the Parish Council has an option to register an interest in.

**Action: Clerk to explore any restrictions upon the use of Section 9 land.**

**Council to consider whether they would like to register an interest.**

**24/25 116 To receive an update, including an outline budget, from the Barnett Fields Group on the planned works for the Autumn / Winter 2024/25 season and approve next steps.** *24/25 107 (h) to consider and approve payment of up to £1189 (exc VAT) for 2 aluminium black lockable notice boards (grant received from Surrey County Council. 24/25 107 (i) to consider and approve payment of up to £1,410 for picnic table and bench (sponsored by the Wonersh Fair Committee) 24/25 107 (j) to consider and approve payment of up to £590 for an accessible kissing gate (sponsored by the Wonersh Fair Committee). 24/25 107 (k) to consider and approve payment of up to £800 for 12 ft gate into the woods for vehicle access, including locks (sponsorship being sought). 24/25 107 (l) to consider and approve payment of up to £2,450.00 to Jon Treasure for monolith of damaged beech (£850) and stump grinding and brash chipping. (£1,150) 24/25 107 (m) to consider and approve payment of up to £1050 for the preparation for and protection of whips. 24/25 107 (n) to consider and approve payment of up to £835 for safety and general equipment.*

Cllr Shutes noted the approval in principle of up to £8,000 from the July Council Meeting and took attendees through the itemised lists. The Council resolved to approve these. The Council commended the group on the progress they were making and welcomed the support of the community in funding these.

Cllr Shutes raised the request from the Wonersh Fair Committee that the picnic table and bench be anchored. This was viewed by the Council as unnecessary given the challenges in accessing the site and the issues this would raise with mowing.

The Clerk confirmed that the Council were happy to progress with Jon Treasure for the treeworks, noting that he had been onsite to advise, and his quote came under the value where further quotes were expected by the Council's policies. The Council resolved to approve this, and the Clerk will follow up requesting copies of public liability insurance and two references.

**Actions: Cllr Shutes to advise the Wonersh Fair Committee of the Council decision with the intention to progress.**

**Clerk to request references and Public Liability insurance from Jon Treasure.**

**24/25 117 To receive the Risk Assessment for the use of chain saws by volunteers on Council owned land and approve next steps.**

The Council gave careful consideration to Risk Assessment, and this was approved unanimously. It was noted that we are awaiting response from Forestry Commission on the Woodland Management Plan, to allow this to be progressed.

**Action: Clerk to follow up with Forestry Commission regarding permissions.**

In addition, a member of the BFG suggested that they had an off-road vehicle available to support and enquired as to the cover available in terms of Public Liability.

**Action: Volunteer and Clerk to follow up with insurers regarding requirements and costs.**

**BFG to present a Risk Assessment with consideration of the insurer's response.**

Volunteers expressed an interest in training in the use of other supportive machinery, such as stump grinders, chippers and power tools they enquired as to training being covered. The Council were supportive in principle and requested that the pros and cons of this approach considerate of insurance requirements, including comparative costs, be presented at a future Council meeting.

**Action: BFG to explore the opportunities and costs of training up volunteers and building local capacity.**

**24/25 118 To receive a further update on the response to Tree Surveys, including the Ash neighbouring WPC common land and the Chestnut on WBC common land and approve next steps.**

The Clerk raised communications from a solicitor acting on behalf of the family selling Little Acre regarding whether riparian rights should be taken into consideration regarding the ash the other side of the ditch on Wonersh Common. The Clerk requested that this was deferred to the Risk and Audit Committee for further, more detailed consideration of this. This was approved and it was noted there was no change to the Council's position at present.

**Action: Clerk to advise solicitor.**

**Clerk to include on the Risk and Audit Agenda.**

The Clerk raised the recent branch which has fallen from a chestnut tree on WBC owned common land, which WBC responded to and then highlighted the requirement for further works. The Clerk suggested that quotes for these follow up works be requested and the Parish Council to progress these. The Council approved the seeking of quotes with a view to approval between the Clerk and the Chair if within permitted values and for consideration by Council if not. The Clerk also requested that this be included on the Risk and Audit Committee Agenda for further consideration

**Action: Clerk to request quotes for the follow up works to the trees**

**Clerk and Chair to approve or Clerk to include on the October Council Meeting agenda**

**Clerk to include on the Risk and Audit Committee Agenda.**

**24/25 119 To receive requests for signage on common land with reference to the Council Guidance and approve next steps.**

The Council delegated permissions for this to the Clerk and for those requesting signage to be placed on common land to comply with these. Actions include ensuring that existing advertisers are aware of these expectations around the Parish Council's guidelines and wider policies and are compliant. The Clerk noted that they could not give permission to signage contrary to planning or highways-related legislation and other authorities may follow up and remove these as this is within their powers. Concerns raised were that there might be a lot of signage on the common at one time and for this to be monitored by the Commons Working Party.

**Action: Clerk to refer all requestors to guidelines and grant permissions if they do.**

**Clerk to inform current advertisers of the guidelines to ensure they are compliant.**

**Commons Working Party to monitor volume and content of advertising.**

**24/25 120 To receive concerns regarding dog waste on Council owned land and approve next steps.**

The Council discussed the range of options available in terms of managing dog waste on parish and other land and resolved that the next step would be increase signage. Prosecution is possible but not straightforward but information advertising the potential for this is an option.

**Action: Cllr Lavender to explore the options and present to a future Council meeting.**

**24/25 121 To receive recommendations and updates from the Commons Working Party – with input from the Womersley Environmental Advisory Group and Shamley Green Environment Group – and approve next steps.**

Cllr Shutes updated Council as to the main points of the Commons Working Party Meeting and the Terms of Reference were included in the Council Meeting files. There was approval of ongoing activities and key points of action, alongside additional comments made at the Council Meeting below.

In addition to the CWP meeting note, the Clerk has received correspondence from the Cricket Club's to continue to utilise the same contractor for the Shamley Green Cricket Green as the Council but with more consideration of the timing of games. Council approved exploring this option further with the contractor for confirmation in early 2025.

Cllr Shutes raised the meeting with contractor for Barnett Hill Fields with the BFG and Council approved the flail of the upper field and the cut and collect of the lower field, as a variation to the CWP report. The requirement to extend the mowing of paths to mowing around the new picnic table and bench on Barnett Hill Fields.

The Council also confirmed follow ups that the contractors are adequately following the maps, including mowing alongside ditches in Shamley Green on the Duck Pond Green and the strip alongside the bund lawnsmead.

**Action: Clerk to address with mowing contractors, Clive Greenland and AEM.**

The Commons Working Party expressed concerns as to the extent to which the bund at Lawnsmead had settled and this is now significantly lower than spec. In Shamley Green bunds are being considered for Lords Hill. Where these are the most appropriate solution the posts were viewed as an effective solution.

**Action: Clerk to follow up with AEM regarding the Lawnsmead bund.**

The Clerk noted that they had been in touch with CATH services regarding the cutting back of the hedge towards Blackheath Lane and they would follow up to confirm at the October Council Meeting.

**Action: Clerk to follow up with Contractor, CATH Services.**

Matters relating the ponds was largely covered under 24/25 113, section 9 land 24/25 115 and signage 24/25 119 all above. In addition, the Clerk had confirmed with the Heritage Officers at Waverley Borough Council that the shop 'open' sign was permitted in a Conservation Area as it was an internal, rather than external light.

The Council requested that the non-compliant flags in the village be raised with both Waverley Borough Council as the Planning Authority in the Conservation area and Surrey County Council, as the Highways Authority.

**Action: Clerk to follow up with Waverley Borough Council and Surrey County Council as applicable.**

The Commons Working Party requested the Clerk explore pricing policies for outdoor events and other costs, such as placing skips on Council land in advance of approving any charges for the use of Council facilities. Such costs were usually approved at a Council Meeting in the Spring.

**Action: Clerk to explore pricing policies for outdoor hires and use of facilities**

***[Wonersh Sports Pavilion and Field Working Party, to consider inputting given arrangements in place]***

In addition to the matters raised in the note from the Commons Working Party, the response from the landowner regarding the bulb planting in Shamley Green was highlighted, which was to ensure all bulbs were clear of the cricket outfield. The Parish Council also confirmed that they approved the proposed planting positions on this basis too.

**Action: Clerk to advise Shamley Green Environment Group of these approvals.**

**24/25 122 To receive and note an update on the condition on Footpath 315 in Shamley Green.**

The Parish Council welcomed the update received on this. They will request regular update from Surrey County Council to progress this.

**24/25 123 To receive an update on the pepperpot signage and approve next steps**  
*24/25 107 (o) to consider and approve payment of up to £2,265 for the replacement of the fingerpost sign on the pepperpot (grant fund to be received from the Wonersh Foundation) and note the free installation by Surrey County Council.*

Cllr Lavender updated the Council as to the successful application to the Wonersh Foundation for funds to replace the finger post sign on the pepperpot, noting the support from Surrey County Council for its reinstallation once constructed. Cllr Lavender also noted that the Church will make a further donation for the information on the whereabouts of the church to be maintained.

The Council received and considered three quotes and agreed the one from Fingerpostsigns presented best value.

**Action: Clerk to advise Wonersh Foundation, Fingerpostsigns, Wonersh Parochial Church Council and Surrey County Council**

**24/25 124 To receive an update on the request from a resident for an easement across Wonersh Common to park within the curtilage of their property and approve next steps.** *24/25 107 (p) to consider and approve payment of £750 to Clarke Gammon for a survey report in relation to the introduction of an easement.*

The Council noted and approved the content of the valuation and accepted the suggestion that the Council receive 25% of the uplift to the property in granting an easement. It was noted that the applicant had requested further details on the construction specifications for the easement and the Council confirmed that they would like 'grasscrete' and construction mindful of the underground infrastructure.

**Action: Clerk to follow up with Waverley Borough Council to understand whether they have specification that they issue to applicants on the expectations on an easement.**

**24/25 125 To receive an update on the closed burial ground wall and safety related matters and approve next steps, including responding to the Parochial Church Councils requests for survey works 24/25 107 (q) to consider and approve payment of up to £1,327.50 for the survey and design works for the repairs to the wall (Wonersh PCC to pay the remaining 50% of the overall fee of £2,655 to Albury SI Limited and Hockley and Dawson, who work in conjunction).**

The Council considered and approved the request to contribute to the surveys and design work on a 50:50 basis with the church. Whilst support remained for the heritage fence, the planning complexities around this were noted and the current advice on buttresses suggested that extensive ironwork was not required, thus reducing costs. These could be confirmed once design particulars were received, but not without these.

Dependent upon the extent of the works, there was support in principle to continue to part fund the resolution, ideally with a three-way split, recognising the impact of the lime trees from the neighbouring property, but otherwise, with the church. The Council agreed that upon receipt they would follow up with suitable contractors for these works and the other required works to the wall.

**Action: Clerk to advise the Parochial Church Council.**

**Clerk to include on future agendas.**

**24/25 126 To consider the opportunity to apply for [Strategic Community Infrastructure Levy Funds](#), due 25 October 2024 and approve next steps.**

The Council confirmed interest in exploring this for future projects but were not in a position to progress this yet.

**Action: Council to consider applications for the 2025 CIL opportunities.**

**24/25 127 To consider and approve a website domain transfer working party to work with the Assistant to the Clerk to progress this and the website update.**

The Council approved this and proposed that this be formed of Cllrs Gibbs (Chair), Howard and Sobek, alongside the Assistant to the Clerk.

**Action: Working Party to progress actions associated with this.**

**24/25 128 To receive the proposals for the 2025/26 allotment rents and other allotment related updates and approve next steps. 24/25 107 (r) to consider and approve payment of up to £104 per plot for the return of two half plots at the allotment.**

The Council considered these proposals and the initial recommendation of 'option B' to increase rents for half plots by £1 per annum and full plots by £2 per annum. They also noted

the requirement for allotment rents to cover associated staff costs and how to account for this is to be confirmed with the internal auditor. The Council therefore resolved to approve 'option C', a larger increase of £5 per half plot and £10 per full plot.

Cllr Lavender enquired as to the possibility of reduced rates for those on reduced income. The Council was supportive of this in principle and requested further details for consideration at a future meeting.

**Action: Assistant to the Clerk to confirm rent increases for the 2025/26 allotment year.**

**Officers to confirm how to reflect staff costs in the allotment accounting with the internal auditor.**

The Clerk raised the point of deposit returns to two recently signed up holders who were not able to adequately tender the plots, so were giving these up. They suggested that be returned minus the reduction they had received to bring the plots back into cultivation. This was accepted by Council.

**Action: Clerk to advise holders.**

**Assistant to the Clerk to arrange for the returns of deposit.**

Cllr Shutes requested the Council go into closed session for discussions on the future of the allotment, which they resolved to on the basis of commercial sensitivity. The Council received a verbal update which they noted.

**24/25 129 To receive correspondence from Surrey County Council on the Waverley Borough Local Street Improvements Plan and approve next steps.**

The Clerk provided an update on the zoom call with Surrey County Council on this and noted that drafts had been requested for Council to consider in a closed session.

**Action: Clerk to include on a future agenda.**

**24/25 130 To consider the request for information from Waverley Borough Council regarding concerns raised on the transparency, accuracy and objectivity of WBC Planning Committee decisions and approve next steps, including consideration of a formal complaint on the lack of response.**

Parish Councillors enquired of Borough Councillors as to best way to complain about Waverley Borough Council Planning Committee proceedings, regarding the inaccurate information presented with regards to the following Planning Application and the lack of promised follow up by the Assistant Director of Planning Development.

**[Planning Application WA/2023/02786 - Valid From 18/12/2023](#)**

**WILLOWHAYNE, BARNETT LANE, WONERSH, GUILDFORD. GU5 0RU**

*Alterations to roof space including dormer extensions and installation of rooflights (amended plans received 27/02/24).*

The outstanding enforcement action on an earlier application was also noted.

It was confirmed that emailing the complaint to the the Chief Executive Officer of Guildford and Waverley Borough Council and the Joint Strategic Director, Legal and Democratic Services (Monitoring Officer) would be the best course of action.

**Action: Cllr Lavender to draft letter of complaint for review by Councillors and Clerk.**

**Clerk to send letter to the relevant officers at Waverley Borough Council.**

**24/25 131 To receive an update on the production of the Parish Council Autumn newsletter and approve next steps.**

Cllr Lavender noted he was progressing this newsletter and he was keen to receive input from all Councillors and the Clerk at the earliest opportunity.

**Action: Councillors and Clerk to respond to Cllr Lavender's request.**

**Clerk to publish and disseminate the newsletter at the earliest opportunity.**

**24/25 132 To receive any further risk assessments for voluntary works and note expected forthcoming ones for Council consideration.**

It was noted that all planned activities including litter picks and bulbs planting were covered by existing risk assessments but could and should be updated if there were any markable changes in personnel or organisational arrangements.

**Action: Councillors and volunteers to consider further whether the existing risk assessments required review.**

**24/25 133 To receive the summary of suggested actions responding to the weekly playground inspection reports and approve next steps.**

It was noted that works to the playgrounds were being progressed.

**24/25 134 To receive the request that Council Meetings be moved to a different Thursday in the month and approve next steps.**

The Council received the request to change the Thursday of the month which the Council meeting was held on to allow Councillor engagement in local community events held on the second Thursday of the month in Shamley Green. The Clerk noted challenges in moving it to the first Thursday of the month relating to accounting patterns and suggested the third Thursday of the month.

**Action: Councillors to confirm their availability for the third Thursday of the month.**

**Clerk to include the updated dates on the Council Meeting Agenda on 11 October 2024, with a view to meeting on 21 November and the third Thursday of the month from 17 January 2025.**

**24/25 135 Members' business and correspondence for noting or including on a future agenda.**

The Clerk noted that all staff and Councillors had been invited to [the Surrey Association of Local Councils conference](#). Cllr Howard noted that they were attended in their capacity as President of SALC. At £30 per person, there was potential for booking under Clerk's limits under the training budget allocation.

**Action: Councillors to advise Clerk as to whether they would like to attend.**

The Clerk noted that key agenda items for October would include a review of the Playgrounds rejuvenation and the Council's intention for spending neighbourhood CIL.

**Action: Clerk to include on the October Council Meeting agenda.**

Councillors noted an interest whether Football would be played on the common and whether installing goal posts would be helpful in relation to this and generally. There was also interest in the Cricket Club's plans for the local facilities. It would be beneficial for the Wonersh Sports Pavilion and Field Working Party to bring recommendations to the October or November Council Meeting.

**Action: Working Party to meet to progress matters of interest and bring recommendations to the next available Council Meeting.**

**Clerk to include on Council Meeting agenda.**

It was noted that it would be good to turn on the lights in the pavilion whilst celebrating Christmas as a Council. The evening of Thursday 5 December was agreed as the preferred date to do this.

**Action: Chair to issue an invite for 5 December 2024**

**24/25 136 Dates of future meetings:**

<b>Full Council Meeting:</b>	<b>11 October 2024</b>
<b>Planning Committee:</b>	<b>4 October 2024</b>
<b>Risk and Audit Committee:</b>	<b>17 October 2024</b>

These were confirmed, noting that from November the Council Meeting is likely to move to the third Thursday of the month for all months excepting December and August.