

Wonersh Parish Council

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Minutes of the meeting of Wonersh Parish Council held on Thursday 8 April 2021 at 7.30 pm, online

Present: Councillors Mike Band Chris Crouch, Chris Howard, Ben Knight, Stephen Lavender, Anthony Shutes, and Rod Weale (Chair).

In attendance: Lisa Davison, Borough Councillor Michael Goodridge and two members of the public.

MINUTES

20/21 303 To consider and approve apologies for absence.

The Council approved apologies for Cllr Malcolm Scott.

20/21 304 Wonersh Parish Code of Conduct – Declarations of disclosable interests

No disclosable interests were declared.

20/21 305 Open meeting for members of the public to raise matters with the Council.

There were two members of the public present with a general interest in the meeting.

20/21 306 Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern, including attendance by Borough Commander Sam Adcock and Neighbourhood Specialist Officer Gavin Greenway.

Cllr Weale welcomed the police to the meeting. They provided details of current policing priorities and shared details of crimes of public interest, which took place during the last 30 days prior to the meeting. These related to criminal damage, public order offences, and breaches of covid quarantine rules. Cllrs queried reports of further crimes which they considered to be of public interest and Officer Gavin Greenway agreed to follow up.

Councillors expressed their concerns regarding speeding within the Parish and explored whether anything further could be done in terms of police presence and speed monitoring. Details were shared on what was being done but it was noted that the mobile speed gun could only be used in certain places based on Stats19 data.

It was noted that there seems to be a recent move towards policing urban areas more than rural and in relation to this Councillors welcomed the update that Countrywatch is currently being reinvigorated and rural crime volunteers were to be trained. Councillors also noted their local knowledge which could be of benefit to the Police.

The importance of 'In the Know' was highlighted and it was requested that the parish council publicise this to local residents.

Action: Clerk to include 'In the Know' on the website and Facebook page.

20/21 307 To consider and approve the minutes of the Council meeting held on 11 March 2021.

These were approved and will be signed in due course.

20/21 308 To receive progress reports about matters previously considered and approved by the Council.

Cllr Lavender updated the Council as to progress made on the Voluntary Playground Committee in Wonersh and suggestions regarding the type of play equipment which could complement existing provision. He noted that the next step was meeting suppliers on site to better understand the options available, which the Council welcomed.

20/21 309 To receive the approved minutes of the Planning Committee Meeting held on 11 March 2021.

These were received.

20/21 310 To receive and approve the minutes of the Risk and Audit Committee Meetings held on 1 April 2021.

These were approved and will be signed in due course.

20/21 311 Finance – to consider and approve the following:

- (a) the list of receipt and payment vouchers in March 2021;**

The Clerk noted that the receipts were awaiting the bank statement. The Council resolved to approve the payments (proposed by Cllr Band).

- (b) the end-January 2021 and end-February 2021 financial statements;**

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

- (c) the payment of £120 to SLCC for access to ILCA, for the Clerk;**

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

- (d) the payment of £150 to Lexis Nexis for the current edition of the Arnold Baker on Local Council Administration;**

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

- (e) the payment of £167 to the playground inspections company for the annual playgrounds' inspections;**

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

- (f) the payment of up to £1,500 for the invertebrate survey of the common land;**

The Council resolved to approve this (proposed by Cllr Shutes), who noted that grant funding had been received for this.

- (g) return of allotment deposits for plots 2b and 7a;**

The Council resolved to delegate this decision to the Clerk and Cllr Lavender (proposed by Cllr Weale).

- (h) recommendations of the Risk and Audit Committee regarding allocated reserves, based on year-end position;**

This is awaiting year end reports.

- (i) up to an additional £250 per month for the routine maintenance contractor;**

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

- (j) The hourly rate for locum support of the Clerk, and assistance with book-keeper induction, up to the value of £250;**

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

- (k) the hourly rate of the book-keeper and Assistant to the Clerk;**

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

20/21 312 Finance – to note receipt of:

- (a) payment of £6,849.83 in neighbourhood CIL;**

- (b) grants of £500 (playgrounds) and £750 (environmental survey) from Surrey County Council; and**

- (c) allotment rents for the 2021/22 year from a number of plot holders.**

These were noted, as was the recent receipt of the precept and the forthcoming grant from an anonymous donor for the remaining £750 for the invertebrate survey, which will appear on future agendas.

20/21 313 To consider and agree the meeting arrangements of the Council and Committees, following the expiry of the 2020 regulations permitting online decisions.

The Council welcomed the options proposed by the Clerk and agreed to the recommendation to hold the annual meeting prior to the legislation expiring, on 5 May 2021, 7.30pm. Further decisions regarding the preferred option to proceed was deferred until then pending the outcome of a court case on this matter.

20/21 314 To receive a proposed Schedule of Delegation to the Clerk and approve next steps.

This was deferred until the meeting on 5 May 2021.

20/21 315 To consider further the lease of the community room from Waverley Borough Council and approve next steps.

The Council welcomed the email confirming that the restrictions on who the room could be leased to had been removed, given the Parish Council's commitment to prioritise the needs of the local community and organisations, including small businesses, providing local services. Matters raised on recent communications included the request that the agreement be considered under the 1954 Landlord and Tenant Act and also Councillors shared concerns regarding agreeing a lease when uncertainty remained regarding Covid, though the financial assistance offered by Waverley Borough Council was welcomed with respect to this.

Action: Clerk to request the copy of the lease and to arrange an opportunity to discuss this further with the legal team at Waverley Borough Council.

20/21 316 To receive an update on the AGAR for 2020/21, including the asset register and risk management register, as approved by the Risk and Audit Committee and approve next steps.

The Council received the Asset Register and Risk Management Register as approved by the Risk and Audit Committee and noted recent and planned updates to the Risk Management Register. The Clerk provided a brief update on the AGAR arrangements for 2020/21 with particular reference to the need to meet in person before the deadline of 2 July 2021 and that this must be agreed in person, unless legislation is extended for online meetings.

Action: Clerk to progress with the AGAR and internal and external audits.

20/21 317 To receive recommendations from the Risk and Audit Committee regarding the Code of Conduct and approve next steps.

Cllr Band recommended that the Council adopt the Local Government Association Code of Conduct, in line with Waverley Borough Council. The Council resolved to adopt this (proposed by Cllr Weale).

Action: Clerk to update the forms relating to Risk Registers for Councillors, ideally for the annual meeting.

Clerk to upload the newly adopted Code of Conduct to the webpage.

20/21 318 To receive recommendations from the Risk and Audit Committee regarding the management of leased common land and approve next steps.

With consideration for the requirements of the lease and the general protection of common land it was agreed that, mowing to the front of properties, would need to continue to be by licence, with residents accepting liability. For works on common land, more generally, it was agreed that the recently adopted risk assessment should be extended for straightforward volunteering activity. For larger projects by contractors, driven either by the council, or a suitably insured person, or agent of the council, then further details in-line with the council's contractual and insurance requirements must be specified and agreed. The particulars of this are to be delegated to the Clerk, with support from

the Commons Working Party. All activities would require approval of the parish council prior to works commencing.

Action: Clerk and Commons Working Party to adapt, if required, the risk assessment for straightforward, volunteering activities and to apply to all volunteers.

Clerk and Commons Working Party to agree minutiae larger project by contractors and other suitably insured people / organisations.

Clerk to enquire further regarding WBC practices in providing licences to mow frontages and the conditions attached to these and Commons Working Party to adapt to local need for application across the parish.

20/21 319 To receive recommendations from the Risk and Audit Committee regarding playgrounds inspections and approve next steps.

These were received and the Council agreed in principle to playground inspections being taken on by staff members, receiving appropriate training.

Action: Clerk to explore possible training options and associated prices.

20/21 320 To receive an update on the Pepperpot Traffic survey and approve next steps.

Cllr Crouch provided an update on the Pepperport Feasibility Study, including challenges regarding the availability of parking, should the initial design be approved, plus possible alternatives – these would require a road safety audit, at a cost of £1,050 for both (an additional £537 on the amounts approved / secured from other sources). The Council approved this in principle with additional funding to be considered at the May council meeting.

The speed of traffic raised an interesting proposal regarding the possible introduction of the a 20mph limit zone, given that speeds in the area were low already. in order to pursue this with Surrey Highways further data on speeds on Wonersh Common Road and Cranleigh road should be obtained. Prices have been obtained for these roads but also additional points, with the possibility to expand this to a parish wide activity. The Council delegated this to the Clerk and the Working Party to explore this option further.

Action: Clerk to include the further amount on next Council Meeting Agenda.

Clerk and Working Party to progress plans accordingly.

20/21 321 To receive an update on the Shamley Green VAS and approve next steps.

Cllr Band confirmed that the funds were available from Surrey County Council for the purchase of the equipment and Wonersh Parish Council for the installation and that Surrey County Council will be arranging the installation with their contractors and charging the necessary costs to the parish council.

Action: Clerk to confirm purchase of the VAS and the progress of the installation with Surrey County Council.

20/21 322 To receive recommendations from the Planning Committee regarding the transport-related matters in the parish, including yellow lines, EV charging point and cycle routes and approve next steps.

Cllr Crouch noted the concern regarding the lack of Surrey County Council response to the request for traffic restrictions along Wonersh Common Road not being considered as part of a more holistic approach to traffic management. He also noted that a Working Party was to be formed to discuss the EV charging points and cycle routes. The actions from the Planning Committee were noted and the delegation to the committee confirmed by Council.

20/21 323 To receive an update on works to the ponds in Shamley Green and approve next steps.

Cllr Howard provided an update as to the recent investments into the ponds by a local resident. This was welcomed by the parish council who will continue to work together with members of the public to continue to approve such works subject to appropriate public liability insurance, in line with Council policy and the requirements of the lease with Waverley Borough Council.

Action: Clerk, with the support of Commons Working Party will work to enable this at the earliest opportunity.

20/21 324 To consider the ditches and culverts near Lawnsmead and approve next steps.

Cllr Shutes provided an update as to the impact of clearing the ditches up stream of Lawnsmead upon the culvert towards the Pepperpot. The Council agreed to get quotes to survey and jet these plus the culvert on WBC-registered common land towards Shamley Green Village Stores. Cllr Howard also raised the culvert near Hullmead also required similar works, so could be completed at the same time with costs shared between the Council.

Action: Clerk to obtain quotes for consideration by council and discuss further with WBC officers as required.

20/21 325 To receive and consider the encroachment policy for adoption by Council.

The Council received the proposed policy for dealing with unauthorised encampments and agreed it as an approach to be used, subject to minor updates, up until the land is leased from Waverley Borough Council. At this point the council will review the approach with consideration for the service to be provided by Waverley Borough Council.

Action: Council to apply this policy and review as the land asset transfer leases are signed.

20/21 326 To consider the ongoing concerns regarding parking on common land and approve next steps.

There was ongoing concern regarding parking on common land by a small number of households, despite the earlier letter to all household bordering common land. It was agreed that this, and the positioning of posts to protect common land be delegated to the Clerk and the Commons Working Party, noting the existing availability of funds for Wonersh and the need for Council to consider these for Shamley Green.

The Council also noted enquiries as to a possible easement request from a resident and that Wonersh Parish Council typically follows the same approach as Waverley Borough Council.

Action: Commons Working Party to consider next steps as to the protection of common land. Clerk to confirm the approach to requesting an easement with the resident following further discussion with Waverley Borough Council.

20/21 327 To consider resident requests to adapt mowing schedules on grass verges in the parish and approve next steps.

Following the sharing of details of the approved mowing schedule with local residents Cllr Knight was contacted regarding the mowing of grass verges by Waverley Borough Council on behalf of Surrey County Council. Initial investigation by the Clerk with the responsible authorities found that Surrey County Council had recently adopted a blue heart approach mowing, whereby a resident uses a blue heart to signify a verge not to be cut, which offers an alternative to the Parish Council adopting the care, free of charge, or the resident paying for a licence to do the same. It was suggested that this be publicised to residents in the first instance and reviewed in more detail by the Parish Council, should there be resident demand beyond the remit of this scheme.

Action: Clerk to publicise the option to reduce mowing of verges using the blue heart scheme available through Surrey County Council.

20/21 328 To consider the routine maintenance requirements in the parish and consider increasing the hours for these to be completed. 20/21 311 (i) to consider and

approve up to an additional £250 per month for the routine maintenance contractor, or other suitable alternative, to complete works to the playground and other local priorities

The Council confirmed this for the next three months, at which point the requirement for increased contract hours will be reviewed.

Action: Clerk to inform contractors of the Council's agreement.

20/21 329 To confirm the arrangements for the Annual Assembly, scheduled for 22 April 2021 and approve next steps.

These were discussed and confirmed.

20/21 330 To confirm in post book-keeper / assistant to the Clerk and associated contractual arrangements, and approve next steps.

These were discussed and confirmed subject to clarity on the pro-rata of the book-keeper / assistant to the Clerk's annual leave in the contract

20/21 331 To consider the request to clear non-allotment-related waste from a plot and approve next steps.

The Council agreed to this in principle and the financing of this will be considered at the next Council Meeting.

Action: Clerk to obtain quotes.

20/21 332 To consider the request for a Wonersh Environmental Advisory Group Facebook presence and approve next steps.

This was approved and further plans for webpages / Facebook pages independent of the Parish Council noted also. Councillors also expressed a desire to have a page on the Wonersh Parish Council Website regarding environmental commitments.

Action: Clerk to note that this Facebook page, independent of the parish council was approved.

Clerk and Commons Working Party members to create a page regarding the environmental activities of the parish council, linking to the local group webpages and Facebook pages.

20/21 333 To receive reports by Members and the Clerk.

There were no further reports.

20/21 334 Members' business and correspondence for noting or including on a future agenda.

Cllr Weale advised the meeting that following the last meeting of the Council, the Monitoring Officer had received a complaint from a resident concerning comments made by Cllr Weale. Cllr Weale had accepted the Monitoring Officers decision that these comments had constituted a "minor infringement" of the Code of Conduct and, in accordance with the recommendation of the Officer, offered an apology to Brian Dayman-Smith and husband.

Cllr Howard noted that the improvement of the parking situation at Shamley Green Village Stores was required on a future agenda and reminded the Clerk of actions in relation to the space available and options in relation to this.

The Clerk noted the request for a memorial bench / tree on Lords Hill and it was agreed that this should be an agenda item on the May meeting, with the Commons Working Party exploring further what would be appropriate in that setting.

The Clerk noted that several concerns had been received regarding the allotments. Cllr Lavender confirmed that a meeting had been scheduled with the link allotment holder with a view to resolving these concerns.

20/21 335 Dates of future meetings:

Council: 5 May 2021.

Planning Committee: 22 April 2021

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