



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 21 May 2026 at 7.30pm at the Wonersh Sports Pavilion, for the transaction of the under-mentioned business.

Lisa Davison
Clerk to the Council

Dated this 15th day of May 2026

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

AGENDA

- 26/27 001 To elect the Chair of the Council.**
- 26/27 002 To elect the Vice Chair of the Council.**
- 26/27 003 To consider and approve apologies for absence.**
- 26/27 004 Wonersh Parish Code of Conduct – Declarations of disclosable interests.**
- 26/27 005 Open meeting for members of the public to raise matters with the Council.**
- 26/27 006 To consider and approve the minutes of the Council meeting held on 16 April 2026.**
- 26/27 007 To receive an update on the minutes of the Council meeting held on 15 January 2026 and approve next steps.**
- 26/27 008 To receive progress reports about matters previously considered and approved by the Council.**
- 26/27 009 To consider and approve the minutes of the Risk and Audit Committee Meetings held on 6 November 2025 and 15 April 2026.**
- 26/27 010 To receive the approved minutes of the Planning Committee Meeting held on 2 and 23 April 2026.**
- 26/27 011 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.**
- 26/27 012 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.**
- 26/27 013 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.

26/27 014 To appoint Members of the Council's working parties and portfolio leads:

- (a) Commons Working Party**
- (b) Shamley Green Community Room**
- (c) Emergency Planning**
- (d) Website / IT**
- (e) Communications including Newsletter and website content**
- (f) Traffic, Parking and Cycling Working Party**
- (g) Closed Burial Ground Working Party**
- (h) Sports Pavilion and Field Working Party,**
- (i) Allotments**
- (j) Playgrounds**
- (k) Wonersh Environmental Advisory Group;**
- (l) Shamley Green Environment Group;**
- (m) Barnett Field Group**
- (n) Gerald's Wood**
- (o) Safeguarding**

26/27 015 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 Arbutnot Hall Committee**
- (h) Longacre School traffic management consultation committee.**

26/27 016 Finance – to consider and approve the following:

- (a) The list of payment and receipt vouchers in April 2026**
- (b) The end-April 2026 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 Knight and Gibbs as non-signatories responsible for the reconciliation of Wonersh Parish Council bank accounts**
- (f) The appointment of Councillors Howard, Lavender, Merriman, Parkinson, Shutes and Sloan 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 £27.74 for community room supplies
- (j) Payment of £80.00 to HMCTS Online being the small claims court fees for the Peppercot
- (k) Payment of £200.00 to Wonersh Football Club
- (l) Payment of £30.00 to the Surrey Hills Society for our annual subscription
- (m) Payment of £678.95 for the new bin outside Wonersh Shop (up to £600 previously approved under 25/26 183)
- (n) Payment of £140 to SLCC for the Financial Officer to complete [FILCA](#)

26/27 017 Finance – to note receipt of:

- (a) £451.29 in interest on Co-op Savings Account
- (b) 69,460.50 being the first instalment of our 26/27 precept from Waverley Borough Council
- (c) £25,459.83 being CIL due from Waverley Borough Council
- (d) £174.00 in allotment deposits and rent
- (e) £1,000.00 in community room rent
- (f) £400.00 donation for Barnett Hill Fields wildlife pond
- (g) £815.36 from HMRC VAT rebate for January – March 2026

26/27 018 Finance – to note transfer of:

- (a) £5,000 from Coop Savings to Coop Current
- (b) £45,000 from Unity Current to Unity Savings

26/27 019 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 Complaints
- (h) Grants awarding policy
- (i) Investment Strategy
- (j) Co-option Process
- (k) IT Policy
- (l) Internal Controls Statement
- (m) Easement applications
- (n) Request for skips on common land
- (o) Publications Scheme
- (p) Guidelines on Temporary Signage on Common Land
- (q) Outdoor event licence
- (r) Outdoor fitness licence
- (s) Statement on third party tree requests

- (t) Planning Code of Good Practice
- (u) Village Design Statement
- (v) Emergency Plan (Internal)
- (w) Personnel and Employment Handbook
- (x) Health and Safety Policy
- (y) Dignity at Work Policy
- (z) Equality and Diversity Policy
- (aa) Lone Working Policy

- 26/27 020** To review of inventory of land and assets including buildings and office equipment.
- 26/27 021** To review and confirm of arrangements for insurance cover in respect of all insured risks. *26/27 016 (o) To consider and approve payment of up to £1,750 for the 2026/27 Insurance and consider whether to engage in a 1-year or 3-year plan.*
- 26/27 022** To receive an update on Arbutnot Hall and and approve next steps
- 26/27 023** To consider the remaining drawdown for the Public Works Loan Board loan and approve next steps
- 26/27 024** To receive an update Tree Hazard Assessments and responses and approve next steps. *26/27 016 (p) To consider and approve payment of up to £1,450 to Mark Welby for the Tree Hazard Assessment and (q) payment of up to the amounts approved under 25/26 101, 25/26 165 to Charterhouse Tree Care, subject to approval of final works.*
- 26/27 025** To receive an update on Barnett Hill Fields and approve next steps. *26/27 016 (r) To consider and approve payment of £326.70 to Pondmaker for a small pond liner for Barnett Hill Fields.*
- 26/27 026** 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. *26/27 016 (s) To consider and approve payment of £130 to Jack's G&T Services for materials and repairs to the Lawnsmead bund.*
- 26/27 027** To consider the application to Waverley Borough Council for an easement to Stowe across Shamley Green Common land *26/27 016 (t) To consider and approve payment of up to £1,500 to Surrey Hills Solicitors for legal representation to be covered by applicant.*
- 26/27 028** To receive the request to provide access across Lords Hill Common, to transport plant and material via an easement, for SCC Countryside Access team to repair FP322a and approve next steps.
- 26/27 029** To receive the request to park on a section of Lords Hill Common for a private event and approve next steps.
- 26/27 030** To receive the request to hold a charity football match on Wonersh Common on 18 July 2026 and approve next steps.

- 26/27 031** To receive an update following the Annual Assembly and approve next steps. 26/27 016 (u) To consider and approve payment of £218.96 to Taurus Wines for Annual Assembly drinks (on sale or return) and glasses hire, and (v) payment of £87.04 for Annual Assembly snacks
- 26/27 032** To note the Parish Council's support for Longacre to be registered as an Asset of Community Value and approve next steps.
- 26/27 033** To receive the summary of suggested actions responding to the weekly playgrounds inspection and approve next steps. 26/27 016 (w) To consider and approve payment of £470.83 to Sustainable Furniture for a new memorial bench for the playground covered by donations and (x) £100.47 to Epodex for paint for the table tennis tables
- 26/27 034** To receive any signed off risk assessments for voluntary works and note expected forthcoming ones for Council consideration.
- 26/27 035** Members' business and correspondence for noting or including on a future agenda.
- 26/27 036** Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

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*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.*