

# Wonersh Parish Council

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**Minutes of the meeting of Wonersh Parish Council held on Thursday, 11 April 2019 at 7.30pm at Wonersh Sports Pavilion.**

**Present:** Councillors M Band, O Burdick, C Crouch, P Maggs, A Powell-Evans, and R Weale;

**In attendance:** Two members of the public; Lisa Davison, Clerk to the Council.

## MINUTES

18/19 209	<b>To consider and approve apologies for absence.</b> The Council received and accepted apologies for absence from Cllr R Marley
18/19 210	<b>Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.</b> There were no declarations of interest.
18/19 211	<b>Open meeting for <i>members of the public</i> to raise matters of local interest or concern with the Council.</b> Two members of the public were in attendance, each with an interest in particular Agenda Items. Therefore the Council agreed that items 18/19 222 and 18/19 229 were brought forward on the Agenda. These are minuted below.  The members of the public left after these were discussed.
18/19 212	<b>Briefing by the <i>Safer Neighbourhood Policing Team</i> on matters of local interest or concern.</b> The Police were unable to attend.
18/19 213	<b>Consider and approve the minutes of the Council meetings held on 14 February 2019.</b> The minutes of 14 March were approved subject to minor amendments (proposed by Cllr Burdick).
18/19 214	<b>Receive progress reports about matters previously considered and approved by the Council.</b>  <b><i>The Street, Wonersh, Parking</i></b> The Council received a report from Cllr Crouch, in relation to two letters received from residents, regarding the Waverley Parking Review 2018 plans for The Street in Wonersh. The letters expressed general approval about the introduction of parking restrictions but concern about the loss of on street parking in front of Beeleigh House.

	<p>The Council resolved to respond to Surrey County Council's plans highlighting the following:</p> <ul style="list-style-type: none"> <li>- The recent Parish Survey indicated an increasing proportion of residents in the Parish are supportive of double yellow lines. This is particularly the case in Wonersh.</li> <li>- The Parish Council support the residents in favour of parking restrictions on The Street including the need to maintain on-street parking in front of Beeleigh House. This means the lines should extend to but not beyond the Old Vicarage.</li> <li>- The Council would like to insist that, as a rural area, primrose narrow lines are used to restrict parking, rather than wider, more visually intrusive line markings.</li> <li>- Restrictions should be in force 24 hours a day, as suggested, as the parking can be more hazardous to road users at night</li> <li>- The Council request note of the timeline for implementation</li> <li>- The Council must speak to the contractors prior to the work commencing</li> <li>- The Parish Council shared some concern that this means that yellow lines will be implemented in other areas of Wonersh in a piecemeal fashion, they would rather parking restrictions in the village were viewed holistically.</li> </ul> <p><b>Action: Clerk to draft and share response with Councillors for agreement at Planning Committee Meeting, then submission to Surrey County Council.</b></p> <p>A secondary issue, highlighted by one of the letters of correspondence, was that bus services between Guildford and Cranleigh often meet on The Street. Contacting the bus company to request a review of the timetables could be adapted to assist residents and those using the route by foot or vehicle.</p> <p><b>Action: Clerk to contact the bus company.</b></p>
18/19 215	<p><b>Receive the approved minutes of the Planning Committee meeting held on 14 March 2019.</b></p> <p>The Council received these minutes.</p>
18/19 216	<p><b>Consider and approve minutes of the Risk and Audit Committee meeting held on 4 April 2019.</b></p> <p>Deferred until 25<sup>th</sup> April 2019.</p>
18/19 217	<p><b>Finance – consider and approve the following:</b></p> <p><b>(a) the list of receipt and payment vouchers in March 2019;</b> The Council resolved to accept these (Proposed by Councillor Powell-Evans).</p> <p><b>(b) the financial statements at end-March 2019;</b> The Council resolved to accept these, subject to amendments (Proposed by Councillor Band).</p> <p><b>(c) Compensatory Grant 2019/20 and Council Tax Support Grant 2019/20 from Waverley Borough Council, £1,130 and £330 respectively;</b></p> <p><b>(d) Precept 2019/20 from Waverley Borough Council of £48,040</b> The Council confirmed that the £48,040 received from Waverley Borough Council included the £46,580 precept and the Compensatory Grant (£1,130) and Council Tax Support Grant (£330). The Council resolved to accept these (Proposed by Councillor Weale).</p> <p><b>(e) Payment to patch and seal the pipe from the Common to the Platt, £200</b> The Council resolved to accept these (Proposed by Councillor Weale).</p> <p><b>Action: Clerk to send a letter to residents outlining recent measures to reduce flooding.</b></p>

	<p><b>(f) SALC and NALC subscription fees, £1,040.94;</b> The Council resolved to accept these (Proposed by Councillor Powell-Evans).</p> <p><b>(g) Approve the return of allotment deposits for plots 4B and 14B, £80 and £70 respectively;</b> The Council resolved to accept these (Proposed by Councillor Burdick).</p> <p><b>(h) Direct Debit for Information Commissioner’s Office for data protection fee, £35; and</b> The Council resolved to accept these (Proposed by Councillor Weale).</p> <p><b>(i) Debit card payment to UK2 for email forwarding, £20.39</b> The Council suggested that payment by direct debit and debit card should be considered in more detail by the Risk &amp; Audit Committee, starting with looking at the process used by Waverley Borough Council when making payment by BACS and how this can be adapted for Wonersh Parish Council. This should be part of paper exploring the options for online banking more generally. <b>Action: Clerk explore in more detail and report to Councillors on the options for online banking and the use of direct debit or debit card, for discussion by members of the Risk &amp; Audit Committee.</b> <b>Action: Risk &amp; Audit Committee make recommendations to the Full Council alongside any necessary updates to the Standing Orders and Financial Regulations of Wonersh Parish Council.</b></p>
<p><b>18/19 218</b></p>	<p><b>Composition of Parish Council Working Parties.</b> Once the new Council is in place, Cllr Powell-Evans suggested that Working Parties be open to residents as well as Councillors. The Council unanimously agreed that this was a good idea, and it was agreed that the following Working Parties should have resident and Councillor members:</p> <ul style="list-style-type: none"> <li>- Grass-Cutting</li> <li>- Community Centre</li> <li>- Playgrounds</li> <li>- Drainage</li> </ul> <p>Cllr Crouch also highlighted that a number of Working Parties would be required to take the results of Wonersh Parish Survey and Vision for Wonersh. These are discussed in more detail in 18/19 223 and 18/19 224 respectively.</p>
<p><b>18/19 219</b></p>	<p><b>Playground inspection reports: review and approve next steps.</b> Discussion by the Council included to elements of playground inspection reports: the annual inspections carried out by an external body; and the weekly inspections carried out by Parish Councillors.</p> <p><b>Annual inspections</b> The annual inspection highlighted that there was limited opportunity for children with mobility challenges to use the equipment without support. <b>Action: Clerk to enquire further regarding 18/19 069.</b></p> <p>There was also three items of equipment which posed a moderate risk and fixing these is a Council priority. <b>Action: Clerk contact companies to obtain three quotes to fix the items.</b></p>

	<p>The Council also highlighted that a number of the items of equipment had presented low or very low risk for some time and recommended that the new Council look at these in more detail and make decisions about their maintenance and upkeep.</p> <p><b>Action: New Council</b></p> <p><b><i>Weekly inspections</i></b></p> <p>The Councillors in Wonersh and Shamley Green currently carry out weekly inspections of their local park, Barnett Lane and Lord's Hill respectively. These reports are to be forwarded to the Clerk and kept for 21 years. Cllr Band proposed that the new Council adopt a Playground Management Policy whereby the annual inspections provide the basis for the weekly inspections.</p> <p><b>Action: Current Council, submit weekly inspection reports to the Clerk.</b></p> <p><b>Action: Clerk to create a draft Playground Management Policy, including weekly inspections forms for each park, informed by the annual inspection.</b></p> <p><b>Action: New Council comment upon and adopt the Playground Management Policy, agreeing rota for completion of weekly inspections.</b></p>
<p><b>18/19 220</b></p>	<p><b>Survey of Parish Council trees: consider findings and approve next steps.</b></p> <p>The Council discussed the findings of the Parish Council Tree Survey, focusing upon the trees highlighted in Amber, which require attention within six months of receipt. A number of these require felling.</p> <p><b>Action: Clerk to get three quotes for felling the trees</b></p> <p><b>Action: Cllr Weale to accompany the tree specialists when inspecting the trees</b></p> <p><b>Action: New Council to agree who will fell the trees</b></p> <p>The Survey also highlighted that trees on land adjoining the Wonersh Burial Ground require attention. These households are scheduled to receive communication from the Parish Council regarding the results of the Survey of the perimeter wall. This communication will now also include an extract from the tree survey with reference to the trees requiring attention.</p> <p><b>Action: Clerk to send letter using recorded delivery to household adjoining Wonersh Burial Ground</b></p>
<p><b>18/19 221</b></p>	<p><b>Drainage of the common towards the Platt: Confirm plans and review expenditure.</b></p> <p>The Council discussed the recently fixed and sealed pipeline along the Platt. Cllr Weale highlighted that the efficacy of this required testing with an inflow of water. The results of this would inform the next steps and potential expenditure.</p> <p><b>Action: Clerk to contact Surrey County Council regarding the tanker of water.</b></p>
<p><b>18/19 222</b></p>	<p><b>Wonersh Woodland Group: adoption of agreement, action plan and vision.</b></p> <p>The Council agreed that these be adopted by WWG and WPC (Proposed by Cllr Band).</p>
<p><b>18/19 223</b></p>	<p><b>Wonersh Parish Survey results: receive final report and approve of next steps.</b></p> <p>Councillors received a hard copy of the final report. Councillors agreed that the report should be made available to the public, minus appendices owing to data protection considerations. Results of the survey are to be presented at the Annual Assembly and copies of the report will be available to view there. The report will also be made available via the Council website.</p> <p><b>Action: Clerk, make Parish Survey results available via the Council Website.</b></p>

	<p>Continued communication with respondents and those living in the Parish was seen as essential and the number of people opting to share their email address is a positive avenue to use in keeping people updated.</p> <p><b>Action: Clerk to use email list to inform people of the presentation of Parish Survey results at the Annual Assembly</b></p> <p>Cllr Crouch emphasised the importance of these results informing local actions. He suggested the following Working Parties be formed to enable this:</p> <ul style="list-style-type: none"> <li>- Parish Actions Working Party <ul style="list-style-type: none"> <li>o Blackheath Actions Working Party</li> <li>o Shamley Green Actions Working Party</li> <li>o Wonersh Actions Working Party</li> </ul> </li> </ul> <p>It is anticipated that these working parties be open to Councillors and residents.</p> <p>The Council commended this approach and suggested that the new Council consider these for adoption. A number of retiring Councillors expressed an interest in joining the Parish and / or local Working Parties.</p>
<p><b>18/19 224</b></p>	<p><b>Vision for Wonersh: preliminary results and approve next steps.</b></p> <p>Councillors received a Draft report on response to the Vision for Wonersh Survey. The consensus was that something needed to be done but there was less clarity as to what. The main concerns were parking and pedestrian safety.</p> <p>The preliminary results will be presented at the Annual Assembly and it is intended that these will be considered by the Wonersh Actions Working Party discussed in 18/19 223.</p>
<p><b>18/19 225</b></p>	<p><b>Communication and public engagement strategy development: including distribution of newsletters and use of email addresses collected through Wonersh Parish Survey.</b></p> <p>This should be considered by the new Council.</p>
<p><b>18/19 226</b></p>	<p><b>Annual Assembly, 24 April 2019: finalise arrangements.</b></p> <p>This was discussed and arrangements agreed.</p>
<p><b>18/19 227</b></p>	<p><b>Recommendations from Internal Auditor's Report: Signage on playgrounds and on noticeboards regarding playgrounds.</b></p> <p>The Council unanimously agreed that the proposed information should be included on noticeboards regarding reporting issues with play parks to the Clerk, and that signs should be purchased for each of the playgrounds, highlighting that accidents should be reported to the Clerk.</p> <p><b>Action: Clerk to include information parish noticeboards. Clerk to organise for signs to be installed at each of the play parks.</b></p>
<p><b>18/19 228</b></p>	<p><b>Waverley Borough Council Updated Code of Conduct for review.</b></p> <p>Cllr Band proposed that the Risk &amp; Audit Committee should review Waverley Borough Council updated code of conduct with a view to the new Wonersh Parish Council adopting this.</p>
<p><b>18/19 229</b></p>	<p><b>Receive reports by Members and the Clerk.</b></p> <ul style="list-style-type: none"> <li>• <b>Wonersh United Charities, annual report.</b></li> </ul> <p>The Clerk to Wonersh United Charities presented their annual report to the Council and thanked the trustees on behalf of the Charity.</p>

<p><b>18/19 230</b></p>	<p><b>Members' business and correspondence for noting or including on a future agenda.</b></p> <p>A member of the public has requested that trees on common land be trimmed, or offered to do so, so that branches were not at eye line when mowing the grass on common land. The Council requested further details to locate the trees in question before offering further advice.</p> <p>An allotment holder highlighted that the rules for the allotments specify that bonfires are restricted to designated areas; further investigations revealed that there is currently no designated areas because of the badger sett. The Council will examine this issue further.</p> <p>The new Council was discussed, including co-option of further councillors, in particular representation in Blackheath but also the two vacancies in each Shamley Green and Wonersh. Starting the co-option process at the earliest opportunity and highlighting this at the Annual Assembly was recommended.</p> <p>Cllr Weale took the opportunity to thank each of the retiring Councillors for their contribution to the Council. He stated that the local area owed a great debt to Cllr Powell-Evans for service to the Parish, over a number of years and in a number of roles.</p>
<p><b>18/19 231</b></p>	<p><b>Dates of future meetings:</b></p> <p><b>Full Council Meeting: 16 May 2019</b></p> <p><b>Planning Committee Meeting: 25 April 2019</b></p>

Signed: *Rod Weale*

Date: 16 May 2019