

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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Minutes of the Annual Meeting of Wonersh Parish Council held on Thursday 10th May 2018 at 7.30pm at Wonersh Sports Pavilion.

Present: Cllr Rod Weale (Chair), Cllrs Marley, Payne, Hoy, Maggs, Powell-Evans, Burdick and Band

In attendance: Camilla Harris, Clerk to the Council

MINUTES

001	To elect the Chairman of the Council The Clerk advised that she had received one nomination for the position of Chair to WPC; that of Cllr Weale. The Chair asked if there were any other nominations, which there were not. It was resolved and unanimously agreed to elect Cllr Weale as WPC Chairman for a further year's term, proposed by Cllr Hoy. Cllr Weale then continued to chair the rest of the meeting.
002	Consider and approve apologies for absence Apologies were received from Cllr Crouch.
003	To elect the Vice-chairman of the Council The Committee wished to appoint a Vice Chair, and would like Councillor Crouch to consider the post. However, the nomination could not be pursued as he was not present. The Council resolved that the item to be carried forward.
004	Declarations of interest Cllr Powell-Evans declared a non pecuniary interest in 034 (f)
005	Open meeting for members of the public to raise matters with the Council No members of the public were present.
006	Consider and approve the Minutes of the Council meeting, held on 12th April 2018 The Minutes were approved and signed by Cllr Weale, proposed by Cllr Powell Evans.
007	Receive the approved minutes of the Planning Committee meetings, held on 19th April The approved minutes were received.
008	To note the meeting of the Risk and Audit Committee meeting held on 10th May 2018 Cllr Band informed Council that the Risk and Audit Committee meeting had taken place and the Section 1 (Annual Governance Statement) & Section 2 (Accounting Statement) of the Annual Return for 2017/18 were considered and completed for the Chairman to sign off at this meeting. The minutes of the Risk and Audit Committee will be presented to the 14 th June council meeting.
009	Neighbourhood police update There was no police update.

<p>010</p>	<p>Progress report Cllr Band updated the Committee on the position with the Wonersh Church Wall. We are awaiting the update report from Hockley and Dawson.</p> <p>The plan to replace the allotment fencing is to be carried forward to 2019/20 financial year. Action: Cllr Burdick to get two more fence quotations.</p> <p>An estimate for bark for the Wonersh playground had been received. The meeting considered there might be an error in the pricing and would ask for a re-calculation.</p> <p>After recent visit to the Lords Hill Playground it was considered that the swing seats and wooden stepping stones at Shamley Green would need replacement in due course.</p> <p>Waste wood around the playground is being piled up and used for 'BMX' biking at Shamley Green playground. Action: The Clerk to request that the Waverley Ranger visit the playground and be asked to clear the wood.</p>
<p>011</p>	<p>Reports from working Parties and Councillors Wonersh Parish Council has now moved its domain name to be managed by Sitec. Microsoft Office 365 is to be purchased through Sitec to enable Councillors to have GDPR compliant email accounts and access to Sharepoint to store documents in the cloud.</p> <p>Cllr Hoy proposed payment to Sitec of approximately £400 and Cllr Weale approved this for payment under emergency powers. Action: Cllr Hoy to contact Sitec and set up Office 365 accounts.</p>
<p>012</p>	<p>Wonersh Woodlands Group Annual Report and Accounts The accounts were due in March and Councillors do not recall having had sight of these as yet. Action: Clerk to chase receipt of the annual accounts.</p>
<p>013</p>	<p>To appoint Members of the Council's Planning Committee At the next Planning Meeting Cllr Crouch will be asked to consider continuing as Chair.</p>
<p>014</p>	<p>To appoint Members of the Council's Risk and Audit Committee Cllrs Band, Crouch and Payne would continue on this committee.</p>
<p>015</p>	<p>To appoint Members of the Personnel Committee Cllrs Marley, Hoy, Powell-Evans and Payne would continue as members of this committee.</p>
<p>016</p>	<p>To appoint Members of the Council's working parties:</p> <p>Neighbourhood Plan/ Parish Survey/Forward Planning: Cllrs Crouch, Powell-Evans, Maggs and Marley. Action: Clerk to compile list of Grants available, supported by Cllr Band.</p> <p>Emergency Planning: Cllrs Marley, Weale and Band</p> <p>Commons Enhancement and Management: Cllrs Powell-Evans, Burdick and Weale</p> <p>Lengthsman Scheme: Cllrs Powell-Evans, Payne and Marley</p> <p>Shamley Green Community Room: Cllrs Band, Weale and Band</p> <p>Website/PR/Newsletter: Cllr Hoy, Burdick and Weale</p> <p>Playgrounds: Cllr Payne (Wonersh). Cllrs Band, Hoy, Marley & Band (S Green rota)</p> <p>Gerald's Wood: Cllr Crouch</p> <p>Allotments: Cllr Burdick</p>

<p>017</p>	<p>To review the need for the following bodies and organisations and, where necessary, appoint representatives of the Council to them:</p> <p>Surrey Association of Local Councils: Clerk</p> <p>Waverley Borough Council joint meetings with Town and Parish Councils: All Cllrs as required</p> <p>WBC Planning Forum: Cllr Crouch</p> <p>Blackheath community traffic-calming working party: Cllr Maggs</p> <p>Shamley Green community traffic-calming working party: Cllr Band</p> <p>Wonersh community traffic-calming working party: Cllr Powell-Evans</p> <p>Buildings of Local Merit community working party: Cllr Powell-Evans</p> <p>Barnett Hill traffic management consultation committee: Cllr Maggs</p> <p>Longacre School traffic management consultation committee: Cllr Hoy</p> <p>Surrey County Council Eastern Villages Task Group: Cllr Powell-Evans</p> <p>Vision for Wonersh: Cllrs Burdick and Crouch</p> <p>Wonersh Speed Watch: Cllr Powell-Evans</p> <p>Blackheath Village Society: Cllr Maggs</p> <p>Action: Clerk to request that Barnett Hill send their Annual Traffic Management Report.</p>
<p>018</p>	<p>Finance approvals:</p> <p>a.)The list of payment and receipt vouchers for April 2018. The Council resolved unanimously to approve, proposed by Cllr Powell-Evans.</p> <p>b.)The end of April 2018 Financial Statements – deferred to next month.</p> <p>c.)Approval of return of allotment deposit for Mr A Phipps, £70, (one half plot held) as he is relinquishing his allotment plots. Following inspection, it was decided the deposit would not be returned. Delegated powers were given to Cllr Burdick and the Clerk to deal with outstanding allotment matters. File on record and Cllr Burdick to report back. Proposed by Cllr Band and unanimously approved.</p> <p>d.)Approval for payment of Surrey ALC 2018-19 subscription and NALC 2018-19 subscriptions, totalling £1,009.66. Proposed by Cllr Powell Evans. Unanimously approved.</p> <p>e.)£653.08, Came & Company Insurance Renewal, due 1.6.18. Proposed by Cllr Band. Councillors unanimously approved this.</p> <p>f.)Approval for payment to a resident, in the sum of £105 plus VAT for filling potholes on Wonersh Common Road. Action: Clerk to reply that regrettably, the Parish Council is unable to provide funds to repair a road that is not maintained by them.</p> <p>g.)Approval of annual payment of £386 to Dr Sarah Sullivan for rental of allotments. Proposed by Cllr Burdick and unanimously approved.</p> <p>h.)Approve the payment of up to £130 for refreshments to be served at the 2018 Wonersh Parish Annual Assembly. Proposed by Cllr Hoy and unanimously approved.</p>
<p>019</p>	<p>Finance notifications:</p> <p>Cheque received in the sum of £2522.00 received from The Wonersh Foundation, for the proposed funding for the design of a questionnaire to distribute to residents and undertake traffic surveys requested by Surrey Highways.</p> <p>£90 allotment rents received, (2x£45)</p>

	<p>New pay scale for Clerks agreed by the National Joint Council, resulting in a mandatory Salary Award made w.e.f. 1.4.18. Clerk's wage to rise to £12,898.60 (SCP) 23, w.e.f. 1.4.18. Noted. Action: Clerk to contact Payroll.</p> <p>Mandated signatories to sign Mandated Signatories Bank form, Section 4b.</p>
020	<p>To consider and approve Section 1 (Annual Governance Statement) & Section 2 (Accounting Statement) of the Annual Return for 2017/18</p> <p>Councillors considered and approved the Annual Governance Statement 2017/18 (Section 1 of the Annual Review of Accounts). Councillors considered and approved the Accounting Statements 2017/18 (Section 2 of the Annual Review of Accounts). These were signed by the chairman Cllr Weale at the meeting.</p>
021	<p>Audit</p> <p>Approval of Internal Audit Report 2017/2018 and retrospective minuting of the value of the 2018 – 19 precept, i.e. £40,124 pertaining to Recommendation 3 in the Audit Report. See the minutes March.</p>
022	<p>GDPR</p> <p>Discuss and approve the appointment of a Data Protection Officer. Action: Councillor Hoy to formalise the appointment Paul Jones of Satswana Limited as Wonersh Parish Council's DPO.</p>
023	<p>Wonersh Village Fair</p> <p>Permission has been sought from the Parish Council to hold the Wonersh Village Fair on Wonersh Common outside the Pavilion on 1st July 2018 from 1.00 – 4.00 pm, with set up from 9 am and clearing away immediately after the Fair ends. Before approving, the WPC resolved to request sight of their public liability insurance, stall holders insurance and drinks licence. As well as assurance that all litter be removed. Furthermore, clarification is to be sought regarding provision of First Aid services. Action: Clerk will contact requesting these documents.</p>
024	<p>Council to discuss and approve the inclusion of Wonersh Common in new WBC dog fouling legislation</p> <p>Cllr Payne reported that Wonersh Common has been designated under this new local government legislation. He is to speak further with Matt Lank about other areas of concern that might benefit from inclusion in this new legislation.</p>
025	<p>Discussion and approval of items following Cllr Young's request for priorities for highways and vegetation work.</p> <p>The reinstatement of the Vehicle Activated System is the priority in Shamley Green, as well as the intermittent flooding by the shop issue.</p> <p>Blackheath Traffic Calming Group has re-formed with the hope that a speed limit introduction can be introduced in due course. Cllr Maggs hope to consult with neighbouring Parish Councils to share their experiences. Action: Clerk to liaise with Shere PCSO to arrange a meeting/discussion about how Shere's speed limit was initiated.</p> <p>A list was compiled which Cllr Powell Evans will take to the meeting on Thursday 17th May.</p>

042	<p>To approve the appointment of Tara Alner as a Trustee of Wonersh United Charities. The appointment of Tara Alner was approved. Action: Clerk to advise Kevin Garvey of this Approval.</p>
043	<p>Correspondence received Letter received from resident regarding the cobbled pavement and curtilage outside Medd and Court Houses, the Street, Wonersh. The Clerk reported that this correspondence has been forwarded to Victoria Young, Surrey County Council for her attention.</p>
044	<p>Matters arising and for future discussion from the Members and Clerk Presentation of the Council's official documents for Parish Council Meetings.</p> <p>Cllr Powell-Evans reminded Councillors of the importance of correct procedure, timings etc. for presentation of reports for meetings.</p>
045	<p>Date of next meeting: Thursday 14th June 2018.</p>

Signed: *Rod Weale*

Date: 12 June 2018