

# Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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**Minutes of the Meeting of Wonersh Parish Council held on Thursday 12<sup>th</sup> July at 7.30pm at Wonersh Sports Pavilion.**

**Present:** Cllr Rod Weale (Chair), Cllrs Payne, Payne, Crouch, Burdick and Band

**In the absence of the Clerk the Minutes were taken by Cllr Weale**

## MINUTES

52	<b>Consider and approve apologies for absence</b> Apologies were received from Cllrs Maggs, Powell-Evans, Hoy and Marley. Also, the Clerk to the Council.
53	<b>Declarations of interest</b> There were no declarations of interest.
54	<b>Open meeting for members of the public to raise matters with the Council</b> Mr Dennis Cruickshank attended the Meeting with Mr Barry Clifford and addressed the Council regarding the support that was being requested for the events being held in the village(s). He considered that it was important that the Parish Council was seen to support these events and suggested several ways that this support might be provided. The Council discussed this matter later in the meeting. (Item 80)
55	<b>Consider and approve the Minutes of the Council Meeting held on 14<sup>th</sup> June 2018</b> These were proposed by Cllr Burdick, and agreed by all present.
56	<b>Receive the approved minutes of the Planning Committee meetings held on 31<sup>st</sup> May and 21<sup>st</sup> June 2018.</b> The above Minutes were received.
57	<b>Consider and approve the Minutes of the Annual Assembly held on 17<sup>th</sup> May 2018</b> These were proposed by Cllr Burdick and agreed by all present.
58	<b>Neighbourhood police update</b> No Police update, but PCSO Snow has called on Clerk at the Parish Office to introduce himself.
59	<b>Progress report</b> <ul style="list-style-type: none"><li>• Cllr Band reported on the updated survey received regarding walls in the Closed Burial Grounds. It was resolved that the survey would be studied in detail and the various parties contacted. Cllr Band also reported on progress made regarding the possibility of the Parish Council taking over responsibility for the Community Room in Garden Close, Shamley Green. Waverley Borough Council wished to agree a full insuring and repairing lease and there were other concerns; notably that the roof tiles were asbestos concrete. Whilst this product was perfectly safe and legal, it was considered that the Parish Council should obtain some indemnity from Waverley Borough Council to ensure that there was risk of large costs should the law be amended. It was agreed that a small working party of Cllrs Band, Powell-Evans and Weale would be created to further negotiations and bring matters to a conclusion. Action: The Clerk would address the matter of insurance with the Parish Council Insurers.</li><li>• Concern was expressed by several Cllrs that another tenant of the allotments has given up her rental due to the difficulties being created by the tenant of the field next to the field; it was noted that a caravan had appeared, and the Clerk would address these matters with the owner of the allotments. Clerk to contact land owner.</li><li>• Parish Survey Cllr Crouch would re-engage with those involved in the preparation of the Survey</li></ul>

	<ul style="list-style-type: none"> <li>Litter Picking – the Clerk would send a revised contract to Mr Clark. Clerk to action.</li> </ul>
60	<p><b>Reports from Working Parties and Councillors:</b></p> <p>Cllr Powell-Evans had submitted a report regarding meetings held with the Surrey CC Highways Task Group. Various works, including the resurfacing of the Street were planned and it was hoped that this would occur before the October 2018 date given by SCC. In addition, various Councillors and other interested parties had met with Cllr Young (SCC) with a view to making progress on replacing the VAS Speed Sign in Shamley Green.</p> <p>Also, on the report were reports on progress made with flooding in Shamley Green and in Wonersh Common Road.</p>
61	<p><b>Finance approvals:</b></p> <ul style="list-style-type: none"> <li><b>The List of payment and receipt vouchers for June 2018</b> – would be considered at the next meeting.</li> <li><b>The end of June’s Financial Statements</b> - would be considered at the next meeting.</li> <li><b>£1000 rent for Sports Pavilion – letter from Martin Maybrey.</b> Cllr Payne proposed that the rent be paid. This was agreed by all present.</li> <li><b>Approve payment for purchase of laptop for use by Parish Clerk at £450 incl VAT. Also set up of £75 + vat / hr and delivery at £14.40 incl VAT, totalling £554.40.</b></li> <li>It was resolved by Cllr Band that the purchase be made and agreed by all present. The laptop would be for the use of the Clerk and would only be used for Council business. Action: Clerk to contact Sitec Ltd to order and install.</li> </ul>
62	<p><b>Finance notifications</b> VAT refund received.</p>
63	<p><b>Consider the proposal that WPC allocate an annual budgeted amount for the purpose of charitable Grant.</b></p> <p>The Council resolved that in the budget discussions for 2019 it would consider whether it would be appropriate to include an amount for the Council to consider for donations to charities that work within the Parish.</p>
64	<p><b>Report on progress re WWI Armistice Commemoration events within the Parish.</b></p> <p>The Council agreed, following a comment from Cllr Weale that he had seen similar commemorative items and how effective they were, to ask the Vicars of the 4 churches whether they would allow the clear Perspex silhouettes of “here but not here” to be placed in the pews? It was considered that these would be very effective and if engraved “..... (village) remembers” would be a fitting tribute. Action: Clerk to write to the four churches to extend the offer of providing each with a silhouette.</p>
65	<p><b>Following representations from Wonersh Cricket Club to amend wording of sign, previously agreed. Council to consider and finalise.</b></p> <p>The wording was agreed, having been proposed by Cllr Weale who had met with Mr Maybrey and considered the best wording to achieve the required restrictions on access and parking. The Memorandum was duly signed. Action: Clerk to advise Mr Maybrey of Council’s agreement to amended wording.</p>
66	<p><b>Data Protection: Council to consider a key register and in order to protect data held by Council, to decide who is to be permitted to hold keys to the Parish Office.</b></p> <p>Council resolved that only the Clerk and Chairman of the Council would be allowed keys. However, a key safe would be obtained and Councillors, and only Councillors, would be allowed the code. It was noted that given the sensitive information held in the office and the new GDPR guidelines, the Council has a duty of care to restrict access to the office. Keys were known to be in the possession of at least 2 other parties and it would be the Clerk who would request they be returned. Action: Clerk to contact those others with keys to request return, and to seek quote to install key safe.</p>
67	<p><b>Consider the future layout and content of the WPC Newsletter.</b></p> <p>The Councillors present considered that the matter would be best discussed when the full Council was present. In the meantime, Councillors would be asked to consider the matter; especially with regard to whether the newsletter should include local news, events etc. Whether it would be an on-line newsletter, a mix of printed and on-line, frequency etc.</p>

68	<p><b>Discuss and consider the Councillors' obligations to attend Planning Committee Meetings.</b>  Cllr Weale expressed the view that the attendance at Planning Meetings was expected, but understood that Councillors had work commitments. Nevertheless, it was important that all Councillors looked at the website and made comments to Cllr Crouch if they could not attend. Cllr Crouch said that this could often be a long task and that he would, where possible; look to seek views on those applications he considers, as Chairman of the Planning Committee, worthy of a more detailed study by all Councillors.</p>
69	<p><b>Correspondence received</b></p> <ul style="list-style-type: none"> <li>• A series of plans from Waverley Borough Council had been received in respect of the proposed Control of Dogs Areas and these posters and maps would be posted on the notice boards. Action: Clerk to post to notice boards.</li> <li>• Following representations made to Cllr Maggs the Clerk would enquire of Waverley Borough Council where the Fire Beaters were on Blackheath Common. Action: Clerk to contact Waverley Borough Council.</li> <li>• Cllr Powell-Evans, having joined the meeting, asked that Waverley Borough Council be asked to send a representative to the next convenient meeting to discuss the Housing Strategy, a copy of which all Councillors had received. Action: Clerk to contact Waverley Borough Council to arrange.</li> <li>• Waverley Borough Council would be asked whether there were any guidelines or statutory requirements with regard to the provision of disabled access to playgrounds and whether equipment needed to be user friendly for children with physical challenges. Action: Clerk to contact Waverley Borough Council for guidance on this.</li> <li>• Correspondence had been received requesting a reply to another email sent a few days ago. The Council recognised that whilst it was important the Clerk answered all correspondence promptly; it was also the case that the position was part-time and non-urgent emails were not monitored by the Clerk from Friday-Sunday.</li> </ul>
70	<p><b>Matters arising and for future discussion from the Members and Clerk.</b>  None.</p>
71	<p><b>Date of next meeting: Thursday 13<sup>th</sup> September</b></p>

Signed: *Rad Weale*

Dated: 13 September 2018