

# Wonersh Parish Council

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**Minutes of the meeting of Wonersh Parish Council held on Thursday, 13 June 2019 at 7.30pm at Wonersh Sports Pavilion.**

**Present:** Councillors Mike Band, Chris Crouch (In the Chair) and Rob Ellis.

**In attendance:** Lisa Davison (Clerk to the Council), Three members of the public

## MINUTES

19/20 029	<p><b>To consider and approve apologies for absence.</b></p> <p>The Council accepted apologies from Cllr Rod Weale.</p>
19/20 030	<p><b>Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.</b></p> <p>There were no declarations of interest.</p>
19/20 031	<p><b>Open meeting for <i>members of the public</i> to raise matters with the Council.</b></p> <p>Three members of the public were present, the following matters were raised.</p> <p><i>Large coaches, buses and heavy good vehicles driving along the Street.</i></p> <p>A resident reported a general concern regarding buses, coaches and Heavy Goods Vehicles driving along The Street and degrading the kerbs, which has cost and aesthetic implications. They made particular reference to a recent incidence, when two private hire school coaches, travelling in opposing directions met. This caused vehicles to mount the kerbs and some vehicles in the queue to make dangerous manoeuvres to avoid waiting. This has been reported to Surrey County Councillor, Victoria Youngs. The Council requested copies of correspondence and to be kept up to date. Councillors noted that the Clerk had been in touch with Arriva and will follow up again also investigate school policy on this matter with the education authority in the first instance.</p> <p><b>Action: Clerk.</b></p> <p><i>New posts on the green in Shamley Green.</i></p> <p>A resident and member of Shamley Green Village Association highlighted that there would be meeting SGVA and the Waverley Borough Council Rangers to discuss whether changes can be made to the siting of recently installed wooden posts, to facilitate coaches to use the route, whilst not degrading common land, which is protected by law. The Parish Council will be kept up to date. This is discussed further under correspondence.</p>
19/20 032	<p><b>Briefing by the <i>Safer Neighbourhood Policing Team</i> on issues of local interest and concern.</b></p> <p>There were no Police present.</p>
19/20 033	<p><b>To consider and approve the minutes of the Council meeting held on 16 May 2019.</b></p> <p>The Minutes of the previous meeting were approved and signed (proposed by Cllr Band).</p>

19/20 034	<p><b>To receive progress reports about matters previously considered and approved by the Council.</b></p> <p>The Council received the progress report from the Clerk. Cllr Crouch noted that items requiring decisions were included on the Agenda.</p> <p>Cllr Band highlighted that progress has been made with taking over responsibility for the community room in Garden Close, Shamley Green. It is anticipated that, subject to the scheduling of works by Waverley Borough Council, this will be the responsibility of the Parish Council soon and will available for public bookings. With consideration for the ongoing financial viability of the space it is important that income and expenditure was closely monitored. The implications of this should be discussed with the Parish Council's book keeper.</p> <p><b>Action: Clerk</b></p>
19/20 035	<p><b>To receive the approved minutes of the Planning Committee meeting held on 25 April 2019.</b></p> <p>These were received.</p>
19/20 036	<p><b>To consider and approve the minutes of the Risk and Audit Committee meeting held on 25 April 2019.</b></p> <p>These were approved (proposed by Cllr Ellis).</p>
19/20 037	<p><b>Finance – to consider and approve the following:</b></p> <p><b>(a) the list of receipt and payment vouchers in May 2019;</b> The Council resolved to approve this (proposed by Cllr Band).</p> <p><b>(b) the end-May 2019 financial statement;</b> The Council resolved to approve this (proposed by Cllr Band).</p> <p><b>(c) the payment of up to £3,000 to fix playground equipment in the Parish Playgrounds;</b> The Council resolved to approve this (proposed by Cllr Crouch).</p> <p><b>(d) the payment of up to £5,000 to complete the works identified by the Tree Survey;</b> The Council resolved to approve this (proposed by Cllr Crouch).</p> <p><b>(e) the payment of up to £200 for an locum clerk, at the rate of £13.15, between 20<sup>th</sup> June and 4<sup>th</sup> July 2019</b> The Council resolved to approve this (proposed by Cllr Crouch).</p> <p><b>(f) the payment of £70.00 and £120 to SSALC Ltd to pay for Councillors Awareness Briefing and 'The Practical Clerk' respectively;</b> The Council resolved to approve this (proposed by Cllr Crouch).</p> <p><b>(g) the payment of £200 to auditing solutions for the internal audit; and</b> The Council resolved to approve this (proposed by Cllr Band).</p> <p><b>(h) the refund of £60 for allotment 5B.</b> The Council resolved to approve this (proposed by Cllr Crouch).</p>

<p><b>19/20 038</b></p>	<p><b>To discuss and agree next steps to respond to the findings of the Parish Survey and Vision for Wonersh.</b></p> <p>Cllr Crouch shared a summary of work to date and suggested that the following structure is put in place to take the issues forward.</p> <ul style="list-style-type: none"> <li>• Set up a committee of the Council to oversee implementation and coordinate more specific working parties. This would primarily consist of Councillors although others may well contribute and be involved. The committee could also deal with the Parish wide issues. The committee could work with Louise Williams to review whether an affordable housing scheme can be developed further. One of the first tasks of the committee would be to set some challenging but realistic timeframes for addressing the issues.</li> <li>• Set up a village working party for each village consisting of Councillors and residents to take forward the village specific issues. The first task of those committees would be to prioritise the issues they wished to take forward.</li> </ul> <p>Councillors agreed in principle and the following will be included in the July Council Meeting Agenda:</p> <ol style="list-style-type: none"> <li>1) Approve the setting up of the Village Survey Committee and terms of reference</li> <li>2) Approve the principle of setting up the Village Working Parties</li> <li>3) Approve the initial approach outlined on communication.</li> </ol>
<p><b>19/20 039</b></p>	<p><b>To review the applications for co-option to the Parish Council and confirm interview and induction arrangements.</b></p> <p>The Council noted that applications for co-option had been received and interviews would take place on 17 June 2019.</p> <p>New Councillors are required to attend training provided by SALC, and receive a local induction with the Clerk. Waverley Borough Council is also planning to provide specific training open to Parish Councillors on planning and the code of conduct.</p>
<p><b>19/20 040</b></p>	<p><b>Annual Governance and Accountability Return (Part 3) 2018/19: To receive and approve Section 1 – Annual Governance Statement.</b></p> <p>The Council resolved to approve Section 1 of the Annual Governance and Accountability Return, signed by Cllr Crouch (proposed by Cllr Ellis).</p>
<p><b>19/20 041</b></p>	<p><b>To receive the Internal Auditor’s Report for 2018/19 and discuss any implications.</b></p> <p>The Council received the Internal Auditor’s report for 2018/19 and noted that no further actions were required.</p>
<p><b>19/20 042</b></p>	<p><b>To agree submission of the completed AGAR to external auditor on 17<sup>th</sup> June 2019.</b></p> <p>The Council agreed to this (proposed by Cllr Band).</p> <p><b>Action: Clerk</b></p>
<p><b>19/20 043</b></p>	<p><b>To confirm publication of AGAR on Wonersh Parish Council website from 17 June-26 July 2019 to comply with statutory requirements.</b></p> <p>The Council confirmed this (proposed by Cllr Band).</p> <p><b>Action: Clerk</b></p>

<p><b>19/20 044</b></p>	<p><b>To review the proposal to transfer to Unity Trust Bank for online banking and to introduce a preloaded payment card and approve next steps.</b></p> <p>The Council resolved to transfer to Unity Trust Bank for online banking and introduce a preloaded payment card.</p> <p><b>Action: Clerk</b></p> <p>Maintaining the current account with the Cooperative Bank to monitor the income and expenditure of the community room in Garden Close was suggested as something to discuss with the Parish Council's bookkeeper.</p> <p><b>Action: Clerk</b></p>
<p><b>19/20 045</b></p>	<p><b>To review the required actions to repair playground items, identified by the annual inspection as posing a low or very low risk, and approve the next steps.</b></p> <p>Decision deferred until quotes are received regarding these items.</p>
<p><b>19/20 046</b></p>	<p><b>To receive the proposed, written Council's Playgrounds Management Policy and to approve the next steps.</b></p> <p>The written plan was deferred to a later meeting, as the Clerk sought clarification as to the aims and objectives of the plan. The Council clarified that a high level strategic plan, drilling down to a more detailed plan would be most beneficial to the Council and that the Council, or affiliates, would apply for grants to complete more ambitious objectives of this.</p> <p><b>Action: Clerk</b></p> <p>The Council noted receipt of the updated Routine Playground Inspections paperwork for each playground and instructions to submit these weekly to the Clerk in either paper or electronic form.</p> <p><b>Action: Councillors</b></p>
<p><b>19/20 047</b></p>	<p><b>To respond to the request for a memorial bench on Wonersh Common.</b></p> <p>The Council agreed in principle to the request for a memorial bench on Wonersh Common. The Clerk will contact the residents making the request and confirm the practicalities with the Council in due course.</p> <p><b>Action: Clerk</b></p>
<p><b>19/20 048</b></p>	<p><b>To receive reports by Members and the Clerk.</b></p> <ul style="list-style-type: none"> <li>• <b>'The Practical Clerk' SSALC training.</b></li> </ul> <p>The Clerk reported on a recent training course where she had received clarification on the role of the Clerk and the Council and how they can work effectively on behalf of the local community. Using a strategic plan in order to define the actions of the Parish Council was of particular interest. Councillors agreed that an updated strategic plan could inform their communications, actions and budgeting and suggested that the Autumn would be a good time to do this.</p> <p><b>Action: Councillors and Clerk</b></p>

<p><b>19/20 049</b></p>	<p><b>Members' business and correspondence for noting or including on a future agenda.</b></p> <ul style="list-style-type: none"> <li>• <b>Posts in Shamley Green.</b></li> </ul> <p>The Council received a number of comments regarding the posts designed to protect the common land. These were installed recently by Waverley Borough Council on the Green in Shamley Green, as an outcome of discussions at Shamley Green Village Association's Annual General Meeting. Concerns include the implications for school coaches and the appearance. It is of note that encroaching upon the common land has legal and cost implications generally, a further cost implication being the BT exchange which has deterred previous consideration to make it easier for larger vehicles to navigate around the common. The Parish Council note these and the outcome of meetings between WBC and SGVA with interest.</p> <ul style="list-style-type: none"> <li>• <b>Request to park on the Green in Shamley Green.</b></li> </ul> <p>The Parish Council received a request, via Waverley Borough Council, to park on Common Land in Shamley Green for a wedding reception at a local public house. This was received as it is proposed that the Parish Council will be responsible for management of the commons in Shamley Green in the near future. The Clerk has received information from Waverley Borough Council regarding the process they use and these will help inform the Parish Council response in making a formal decision.</p> <ul style="list-style-type: none"> <li>• <b>Rethinking Transport – Input from local councils.</b></li> </ul> <p>The Parish Council was contacted by Surrey County Council regarding an exploratory exercise to capture the views on the future Surrey transport system across a wide range of stakeholders. The timing of this meant it had not been included on Planning or Full Council agendas in June and the deadline was prior to July meetings. In order for Womersley Parish Council to provide a full response, minuted in meetings, it was suggested that the Clerk request the deadline to be extended into July to allow for this.</p> <p><b>Action: Clerk</b></p>
<p><b>19/20 049</b></p>	<p><b>Dates of future meetings:</b></p> <p><b>Council:</b> 11 July 2019</p> <p><b>Planning Committee:</b> 4 July 2019</p>