

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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Minutes of the meeting of Wonersh Parish Council held on Thursday, 16 May 2019 at 7.30pm at Wonersh Sports Pavilion.

Present: Councillors Mike Band, Chris Crouch, Rob Ellis and Rod Weale

In attendance: Borough Councillor M Goodridge; two members of the public

MINUTES

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| 19/20 001 | To elect the Chairman of the Council. Cllr Weale opened the meeting at 19:30 and welcomed those present, including welcoming newly elected Cllr Ellis to the Council Cllr Weale announced that the first task for the new Council was to receive nominations to be the Chair of the Council. Cllr Band proposed Cllr Weale and there being no other candidates Cllr Weale was duly elected. |
| 19/20 002 | To consider and approve apologies for absence. The Council accepted the apologies of the Clerk, Lisa Davison, who was unwell. However, Lisa had delivered the papers that needed the attention of those present. |
| 19/20 003 | Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code. There were no declarations of interest. |
| 19/20 004 | Open meeting for members of the public to raise matters with the Council. Two members of the public were in attendance, both members of the Shamley Green Village Association (SGVA), who were attending to look at the ways in which the Council and SGVA might work together. |
| 19/20 005 | Briefing by the Safer Neighbourhood Policing Team on issues of local interest and concern. There were no Police present at the time that this matter was considered. However, later in the meeting PS Clair Sutherland and PCSO Phil Snow did attend and address the meeting. |
| 19/20 006 | To consider and approve the minutes of the Council meeting held on 11 April 2019. The Minutes of the previous meeting, held on April 11 th were approved, proposed by Cllr Band. |
| 19/20 007 | To receive progress reports about matters previously considered and approved by the Council. The Progress Report was accepted and would be considered in detail after the meeting. |
| 19/20 008 | To receive the approved minutes of the Planning Committee meeting held on 4 April 2019. Received. |
| 19/20 009 | To receive the approved minutes of the Risk and Audit Committee meeting held on 4 April 2019. Received. |

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| 19/20 010 | <p>To consider and approve the minutes of the Parish Annual Assembly held on 24 April 2019.</p> <p>The Council received and approved the Minutes of the Annual Assembly held on 24th April 2019, proposed by Cllr Crouch</p> |
| 19/20 011 | <p>To consider and approve the minutes of the Risk and Audit Committee meeting held on 25 April 2019.</p> <p>At the suggestion of Cllr Band this matter was deferred until the next meeting.</p> |
| 19/20 012 | <p>To appoint Members of the Council's Planning Committee.</p> <p>The Council resolved unanimously to appoint all Members to the Planning Committee of the Council 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 (proposed by Cllr Crouch).</p> |
| 19/20 013 | <p>To appoint Members of the Council's Risk and Audit Committee.</p> <p>The Council resolved unanimously to appoint all Members to the Risk and Audit Committee of the Council (Pending the co-option of new members) 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 (proposed by Cllr Band).</p> |
| 19/20 014 | <p>To appoint Members of the Council's Personnel Committee.</p> <p>The Council resolved unanimously to appoint all Members to the Personnel Committee of the Council (Pending the co-option of new members) 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 (proposed by Cllr Ellis).</p> |
| 19/20 015 | <p>To appoint Members of the Council's working parties and portfolio leads:</p> <p>(a) Neighbourhood Plan/ Parish Survey The Council agreed that Cllr Crouch should lead the Neighbourhood Plan / Parish Survey</p> <p>(b) Emergency Planning The Council agreed that Cllr Weale should lead Emergency Planning</p> <p>(c) Commons Enhancement and Management The Council agreed that Cllr Band should lead Commons Enhancement and Management, with the support of former Councillor, Anne Powell Evans.</p> <p>(d) Lengthsman Scheme The Council agreed that the Lengthsman scheme would be considered under Commons Enhancement and Management.</p> <p>(e) Shamley Green Community Room The Council agreed that Cllr Band would continue to oversee the proposed take over from Waverley Borough Council of the Garden Close Community Room, with the support of former Councillor, Anne Powell Evans.</p> <p>(f) Website / PR / Newsletter The Council agreed that Cllr Ellis would liaise with the Clerk regarding PR, the Website and social media.</p> <p>(g) Playgrounds Playgrounds – it agreed that the Council would look to WBC to advise on the management of the Playgrounds. The Clerk would arrange a meeting that might progress this matter.</p> |

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| | <p>Action: Clerk</p> <p>(h) Gerald's Wood The Council agreed that Cllr Crouch should liaise with the WWG.</p> |
| <p>19/20 016</p> | <p>To appoint representatives of the Council to other bodies and organizations:</p> <p>It was agreed that until more Councillors were available to take on specific tasks that "whoever was available" would represent the Council; with the exception of (g), where Cllr Band would liaise with Longacre School and (i), where Cllr Crouch would oversee the Vision for Wonersh.</p> <ul style="list-style-type: none"> (a) Surrey Association of Local Councils (b) Waverley Borough Council joint meetings with Town and Parish Councils (c) WBC Planning Forum (d) Blackheath community traffic-calming working party (e) Wonersh community traffic-calming working party (f) Barnett Hill traffic management consultation committee (g) Longacre School traffic management consultation committee (h) Surrey County Council Eastern Villages Task Group (i) Vision for Wonersh |
| <p>19/20 017</p> | <p>Finance – to consider and approve the following:</p> <ul style="list-style-type: none"> (a) the list of receipt and payment vouchers in April 2019; The Council resolved unanimously to approve these (proposed by Cllr Weale). (b) the end-April 2019 financial statement; The Council resolved unanimously to approve this (proposed by Cllr Weale). (c) the schedule of due payments over the present f/y which arise on a regular basis as authorised under the Council's Financial Regulations (Section 5.6); The Council resolved unanimously to approve this (proposed by Cllr Weale). (d) the payment of £210.00 to Shamley Green PCC for the distribution of the March 2019 parish newsletter to Shamley Green residents and the monthly advert in the Shamley Green Parish Magazine for 2019/20; The Council resolved unanimously to approve this (proposed by Cllr Band). (e) the payment of £1090.80 to Surrey Community Action for Print and Postage Costs for the Parish Survey; The Council resolved unanimously to approve this (proposed by Cllr Crouch). (f) the continuing appointment of Councillors Band, Crouch and Weale as authorised signatories to the Council's bank account; The Council resolved unanimously to approve this (proposed by Cllr Weale). (g) the appointment of Councillor Ellis as an additional authorised signatory to the Council's bank account; The Council resolved unanimously to approve this (proposed by Cllr Weale). (h) the authorization of a monthly direct debit mandate for the payment of the Council's BT OneBill (office telephone and broadband) account; The Council resolved unanimously to approve this (proposed by Cllr Crouch). (i) The authorization for the debit card payment of £13.19 for the domain name; The Council resolved unanimously to approve this (proposed by Cllr Weale). (j) the authorization of annual direct debit mandates for domain registration to UK2; The Council resolved unanimously to approve this (proposed by Cllr Weale). (k) the authorisation to transfer to online banking Having received a comprehensive report from the Clerk this matter was deferred to the R & A Committee. |

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| 19/20 018 | <p>Annual Governance and Accountability Return (Part 3) 2018/19: To consider and approve Section 1 – Annual Governance Statement.</p> <p>The Council queried the response to question 4 and deferred approval to the June meeting.</p> <p>Action: Clerk to examine further response to the Governance Statement</p> |
| 19/20 019 | <p>Annual Governance and Accountability Return (Part 3) 2018/19: To consider and approve Section 2 – Accounting Statement</p> <p>The Council resolved to approve this (proposed Cllr Band). Cllr Weale duly signed.</p> |
| 19/20 020 | <p>Audit: To review and confirm the Council response to Internal and External Auditor reports from 2017/18.</p> <p>The Council resolved to approve this (proposed Cllr Band).</p> |
| 19/20 021 | <p>To appoint Auditing Solutions Limited to conduct the Council's internal audit during 2019/20.</p> <p>The Council resolved to approve this (proposed Cllr Band).</p> |
| 19/20 022 | <p>To consider the revision of the Council's Playgrounds Management Policy and to approve the next steps.</p> <p>This matter was deferred pending further reports from SSALC and discussion with the inspectors.</p> |
| 19/20 023 | <p>To discuss the co-option process to fill Council vacancies and approve next steps.</p> <p>The Council were informed by Cllr Weale that there was simple co-option procedure following the election. The Clerk was to send the Pack to would candidates and Cllrs were urged to speak to potential and possible candidates.</p> <p>Action: Clerk send packs Action: Councillors to notify potential candidates</p> |
| 19/20 024 | <p>To discuss trees on common land in response biennial survey and with regards to general upkeep.</p> <p>This matter was deferred until June.</p> |
| 19/20 025 | <p>To consider drainage of common land in Wonersh, around Lawnsmead.</p> <p>It was noted the repair to the area between The Platt and the Cricket Ground seemed to be satisfactory. Now the issue was the look at options to avoid flooding at Lawnsmead. Quotes for possible solution would be collated this coming month.</p> <p>Action: Clerk to collate quotes</p> |
| 19/20 026 | <p>To receive reports by Members and the Clerk.</p> <p>There were no matters to consider.</p> |
| 19/20 027 | <p>Members' business and correspondence for noting or including on a future agenda.</p> <p>Cllrs would contact the Clerk this coming month for matters to be included in the agenda for June.</p> <p>Action: Cllrs, inform Clerk of items for the June Agenda</p> <p>Noted: there being no further business Cllr Weale closed the meeting at 21.05.</p> |
| 19/20 028 | <p>Dates of future meetings:</p> <p>Council: 13 June 2019</p> <p>Planning Committee: 23 May & 13 June 2019</p> |