



MINUTES OF THE MEETING OF WONERSH PARISH COUNCIL

held on Thursday 10th April 2014, at 7.30 pm at Wonersh Sports Pavilion

PRESENT

Cllr M Band, Cllr K Bawden, Cllr R Bawden, Cllr G Grant, Cllr P Maggs , Cllr A Powell-Evans (in the chair), Cllr C Smith, Cllr L Healy, Cllr B Holtom. No member of the public was present.

In attendance: Contract Clerk, Chris Howard and PCSO Snow (up to item 13/14 205)

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| <p>13/14 203</p> | <p>To consider and approve apologies for absence. The Council <i>RECEIVED</i> and <i>ACCEPTED</i> apologies from Cllr V Young (SCC).</p> |
| <p>13/14 204</p> | <p>Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code. Cllr R Bawden declared a non-pecuniary interest in Item 13/14 216, as he is Chairman of the Wonersh Sports Club. Cllr Healy declared a non-pecuniary interest in item 13/14 216 as her husband is a Trustee for Wonersh Sports Club.</p> |
| <p>13/14 205</p> | <p>Briefing by the <i>Safer Neighbourhood Policing Team</i> on issues of local interest and concern.</p> <ul style="list-style-type: none"> • PCSO Snow reported that PC Kerby has been moved to Godalming. • There has been a second attempted break-in at Wonersh Village Stores. On this occasion the perpetrators were disturbed in the act but they had been successful at a shop in Rudgwick. They had used a car stolen from Cranleigh which was subsequently found burnt out near Woking. This appears to be an organised gang who have committed a series of burglaries across the area. They are solely interested in cigarettes and PCSO Snow asked members of the public to contact the police if they are offered cheap cigarettes. • A wallet was stolen from a jacket at Barnett Hill Conference Centre. • Cllr Band asked about obtaining evidence to show the traffic calming measures in Shamley Green were having an impact and were not making things more dangerous. Data comparing Wonersh to Northcote Lane with Northcote Lane to Shamley Green centre would be very useful for the Annual Assembly. • Cllr Powell-Evans asked about support for Speedwatch and PCSO Snow agreed to send details of the new officer. <p>ACTION: PCSO Snow to forward details of new Speedwatch Support Officer, and accident data for B2128 between Wonersh and Shamley Green.</p> |
| <p>13/14 206</p> | <p>Open meeting for <i>members of the public</i> to raise matters with the Council. No matter was raised.</p> |

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| <p>13/14 207</p> | <p>To consider and approve the minutes of the Council meeting held on 13th March 2014.</p> <p>The Council <i>RESOLVED</i> unanimously to approve the minutes (proposed by Cllr R Bawden) with three minor amendments.</p> |
| <p>13/14 208</p> | <p>To receive progress reports about matters previously considered and approved by the Council.</p> <p>12/13 283 Surrey County Council (SCC) Highways roads and pavement repairs/improvements.</p> <p>Shamley Green traffic calming works are now substantively complete. Cllr Powell-Evans asked about the planting scheme around the base of the tree outside the village shop. Cllr Smith reported that Shamley Green Garden Club had agreed to fund and carry out the associated works.</p> <p>12/13 248 (c) Litter and Dog Fouling.</p> <p>Cllr Band confirmed that he had heard from Cllr Holtom and that he would now action the request for bins to Waverley Borough Council.</p> <p>12/13 294 Future presentation of the Council's Official documents for use at Council and Committee meetings.</p> <p>Cllr Maggs said he was still awaiting artwork details from Cllr Holtom. Cllr Holtom said he has sent it several weeks ago. He agreed to re-send it.</p> <p>ACTION: Cllr Holtom to re-send artwork details to Cllr Maggs.</p> <p>13/14 194 Alternative arrangements for newsletter distribution for Wonersh.</p> <p>Cllr Grant reported that Royal Mail had a minimum fee of £500 per job. She also reported that she had had an informative conversation with Cranfold Life. They pay for their own distributors. Cllr Healy asked if it would be possible for us to piggy back on their distribution.</p> <p>ACTION: Cllr Grant to ask Cranfold Life if it would be possible to use their distribution network for Wonersh</p> <p>If this was not possible it was agreed that Cllr Grant would come back to the Clerk to advertise for our own local distributor(s).</p> <p>ACTION: Cllr Grant to revert to the Clerk to advertise locally if she is unable to secure a distributor.</p> <p>13/14 201 Flooding at Lynes Farm, Blackheath</p> <p>Cllr Maggs queried whether this item was discussed as part of the meeting. Cllr Powell-Evans clarified that it had been an item reported under AOB. Cllr Maggs then updated the Council and informed them that a meeting was due to take place between the landowner at Lynes Farm and Cllr M Goodridge.</p> |
| <p>13/14 209</p> | <p>To receive the approved minutes of the Planning Committee meetings held on 6th and 20th March 2014.</p> <p>The Council <i>NOTED</i> receipt.</p> |

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Finance – to consider and approve the following:

(a) the list of receipt and payment vouchers in March 2014;

Cllr R Bawden reported that the papers were still with the accountant. The Council *AGREED* that this item be postponed until the May meeting.

(b) the end-March 2014 financial statements;

Similarly, the Council *AGREED* that this item be postponed until the May meeting.

(c) to allocate the unspent balance of £50 in the Council's 2013/14 budget for elections expenses to the Council's existing Elections expenses reserve fund (opening balance as at 1 April 2014: £370);

The Council *RESOLVED* to approve this allocation (proposed by Cllr Band).

(d) to allocate the unspent balance of £1,000 in the Council's 2013/14 budget for maintenance and repair of the Wonersh closed burial ground walls to the maintenance and repair of the Wonersh closed burial ground walls reserve fund (opening balance as at 1 April 2014: £1,138);

The Council *RESOLVED* to approve this allocation (proposed by Cllr Grant)

(e) to maintain the following 2013/14 existing reserves and project funds in 2014/15 (opening balances as at 1 April 2014):

- i. Capital reserve: £7,248;
- ii. Death-in-service & retirement gratuity reserve: £1,919;
- iii. Major repairs: £250;
- iv. Council computer and website: £126;
- v. Shamley Green traffic-calming: £410;
- vi. Shamley Green traffic-calming (SCC grant): £2,000;
- vii. Wonersh traffic-calming: £215;
- viii. Shamley Green (Lords Hill) playground (SCC grant): £1,000;

The Council *RESOLVED* to approve these allocations apart from vi Shamley Green traffic-calming, discussed later (proposed by Cllr R Bawden).

(f) the payment of up to £100 for refreshments to be served at the 2014 Wonersh Parish Annual Assembly

The Council *RESOLVED* to approve this expenditure (proposed by Cllr R Bawden).

in accordance with Standing Order 12a and Financial Regulation 6.4 to note the following:

(g) the payment of £35 already made to the Information Commissioner for the Council's 2014/15 registration fee under the Data Protection Act 1998-

The Council *RESOLVED* to approve this expenditure (proposed by Cllr Healy).

and, in accordance with Standing Order 12a and Financial Regulation 3.4 to note the following:

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| | <p>(h) the payment of £256.49 (ex VAT) due to NJM (Guildford) Ltd for the urgent replacement of the Parish Office photocopier/printer/scanner.</p> <p>The Council <i>RESOLVED</i> to approve this expenditure (proposed by Cllr Smith). Cllr Powell-Evans highlighted the fact that this payment had already been made due to the urgency of the situation.</p> <p>(i) Item (e) vi - Shamley Green traffic-calming (SCC grant): £2,000</p> <p>Cllr Powell-Evans was concerned that this money remained unspent. It had originally been intended to fund planters as part of the traffic calming scheme. Cllr Band proposed the Council write to Cllr V Young to highlight the current situation and seek her advice as to a solution.</p> <p>ACTION: Clerk to write to Cllr V Young to highlight the issue of the unspent allocation for Shamley Green Traffic Calming scheme and ask her advice on the best solution.</p> |
| <p>13/14 211</p> | <p>To consider and approve the 2013/14 Wonersh Allotments Register as at 31 March 2014.</p> <p>Cllr Powell-Evans noted that the Clerk would prepare a report for the May meeting. It was reported that release of allotments would probably exhaust the waiting list of local residents. The Council <i>RESOLVED</i> to approve the register (proposed by Cllr Grant).</p> <p>ACTION: Clerk to prepare report on Wonersh Allotments for May meeting.</p> |
| <p>13/14 212</p> | <p>To consider and approve the Wonersh Parish Council Assets Register as at 31 March 2014.</p> <p>Cllr R Bawden reported that minor changes to the Asset Register were consistent with acquisitions and disposals made during the preceding year. The Council <i>RESOLVED</i> to approve the register (proposed by Cllr Healy).</p> <p>Cllr Powell-Evans asked about a possible proposal to add WWI commemorative material to the Blackheath well structure. Cllr P Maggs reported that this site was now not being considered. The final proposal had yet to be decided. David Oliver, the Waverley Borough Council Ranger was in consultation on this project with Blackheath residents.</p> |
| <p>13/14 213</p> | <p>To consider and approve the working arrangements for the Clerk and the office opening hours for the next few months.</p> <p>Cllr Powell-Evans reported that the Clerk was now easing his way back into the job following his recent illness. He was currently working each morning but would be away the week after Easter. He has confirmed he expects to be available for the Annual Assembly. The Parish Office will be open on Thursday morning until the Clerk reverts to his former working pattern.</p> <p>Cllr Powell-Evans asked Councillors if they were happy for the Clerk to work mornings until further notice. This was unanimously <i>AGREED</i> by the Council.</p> <p>Cllr Powell-Evans then highlighted the fact that the office would not be open for the next two Thursdays. It was agreed that a notice be put on the door and on the notice boards to advertise this fact.</p> |

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| | <p>ACTION: Clerk to put notice on door of office and on notice boards to advertise the fact that the office would not be open on Thursday afternoons to the public for the next few weeks and thereafter will be open Thursday mornings until further notice.</p> <p>Cllr Powell-Evans thanked the Councillors for all their efforts during the last few months when the Clerk has been ill. Cllr Healy, on behalf of the other Councillors expressed the Council's thanks to Cllr Powell-Evans and Cllr R Bawden for the extra work they put in during the Clerk's absence.</p> <p>The Council also wished to minute their thanks to Ms Celeste Lawrence, Clerk of Dunsfold, for her assistance as contract RFO during this period.</p> |
| <p>13/14 214</p> | <p>To consider and approve the final arrangements for the Annual Assembly on 1st May 2014.</p> <p>Cllr K Bawden reported that all invitations had now gone out and that all speakers were confirmed. The Clerk had ordered the wine. Posters would be put up closer to the time.</p> <p>ACTION: Cllr K Bawden to speak to Clerk to say that Cllr Maggs had offered to collect the wine.</p> <p>ACTION: Councillors were requested to arrive half an hour early to set up and also to bring a plate of food.</p> |
| <p>13/14 215</p> | <p>To consider and approve representation to SCC Highways regarding their procedures for communicating with the Parish Council with regard to the parking proposals in The Street, Wonersh.</p> <p>This item was taken in conjunction with Cllr K Bawden's report 13/14 221. Cllr Powell-Evans was very concerned about the damage that may have been done to the Parish Council's credibility with local residents following Surrey County Council Highways officers' recent actions regarding proposed new parking restrictions in The Street without any notification or feedback back to the Parish Council.</p> <p>Cllr Powell-Evans thanked Cllr R Bawden for acting swiftly and writing a letter to inform residents of The Street of the Parish Council's position and its response to Surrey County Council.</p> <p>Cllr Powell-Evans reported that she has also discussed this problem with Cllr Victoria Young, the County Councillor.</p> <p>It was <i>RESOLVED</i> unanimously by the Council that the Clerk write to Surrey County Council to request that they inform the Parish Council of their actions before implementation (proposed by Cllr M Band).</p> <p>ACTION: Clerk to write to Surrey County Council to request they inform the Parish Council in advance of any further action with regard to this project. A draft to be circulated for approval by Councillors before it is sent. Letter to be copied to Cllr John Fury, lead Councillor for Highways, Jason Russell, Head of Highways Department and Cllr V Young.</p> |

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| <p>13/14 216</p> | <p>To appraise Council of Wonersh Sports Club's intention to change its legal status.</p> <p>Cllr R Bawden explained that the Sports Club is considering changing its legal status to limit the potential liability of Club officers. It was confirmed that this would not affect the Parish Council's current relationship regarding the leasing of the office. The Council <i>NOTED</i> the initiative.</p> |
| <p>13/14 217</p> | <p>To discuss roundabout sponsorship - proposal to extend scheme to parish and town councils.</p> <p>The Council <i>RESOLVED</i> to pursue this opportunity. It was noted that the Gaston Gate roundabout is in Wonersh Parish. A number of potential roundabout sponsors were discussed.</p> <p>ACTION: Cllr Powell-Evans to ask the Clerk to follow up the opportunity with Waverley BC and, if appropriate, to approach local companies to sponsor the Gaston Gate roundabout.</p> |
| <p>13/14 218</p> | <p>To consider a response to the SCC Road Safety outside Schools consultation.</p> <p>The Council <i>AGREED</i> that it should respond to this consultation. Cllr Maggs agreed to collate responses from Councillors.</p> <p>ACTION: All Councillors to send comments on consultation to Cllr Maggs by 18th April. Cllr Maggs to forward collated response to Clerk by 25th April.</p> |
| <p>13/14 219</p> | <p>To consider a response to the Rights of Way Improvement Plan.</p> <p>Cllr Powell-Evans reported that this review is carried out every ten years. The Council <i>AGREED</i> that it should respond to this consultation. Cllr Healy agreed to collate responses from Councillors.</p> <p>ACTION: Councillors to send comments to Cllr Healy by 2nd May. Cllr Healy to send collated response to Clerk by 9th May.</p> |
| <p>13/14 220</p> | <p>To consider and approve the proposed diversion of Public Footpath 312.</p> <p>Cllr Powell-Evans circulated photocopied details. Cllr Band confirmed that this footpath had been used in this way for many years and could not see any problems. The Council <i>AGREED</i> unanimously not to object to this diversion (proposed by Cllr Band).</p> <p>ACTION: Clerk to respond to the County Council to report that the Council does not object to this diversion.</p> |
| <p>13/14 221</p> | <p>To receive reports by Members and the Clerk:</p> <p>(a) Waverley Planning Forum – Cllr Powell-Evans</p> <p>This report was <i>NOTED</i> by the Council.</p> <p>ACTION: Cllr Powell-Evans to send slides to Councillors.</p> <p>(b) Parking in Wonersh – Cllr K Bawden</p> |

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| | <p>This had been discussed in conjunction with item 13/14 215.</p> <p>(c) The Playgrounds – Cllr Healy</p> <p>Cllr Healy reported that there was the possibility of extra grant funding for a second table tennis table for Wonersh Playground if the Council approved. After some debate it was <i>AGREED</i> unanimously by the Council to request funding for two table tennis tables to be placed alongside each other.</p> <p>ACTION: Cllr Healy to order two table tennis tables.</p> <p>It was agreed that the ground at Wonersh Playground would need to be prepared.</p> <p>ACTION: Cllr Healy to contact Mr Brown of Stonescapes to request a quotation for the work and to liaise with the Clerk.</p> <p>It was also suggested that Martin Maybrey may have some contacts.</p> <p>Cllr Healy reported that the Playground Committee at Lords Hill were close to completing the project to obtain their agreed equipment. They were currently awaiting confirmation of the CIL money from Waverley Borough Council. Cllr Healy reported that they may be asking for a contribution from the Parish Council to make up any shortfall.</p> <p>ACTION: Cllr Healy to revert to the Lords Hill Playground Committee and request that they bring a report, with any request for funding, to the next Parish Council meeting.</p> <p>Cllr Smith reported that she had not been able to make contact with Clive Greenland regarding the mole issue.</p> <p>ACTION: Cllr Smith to re-contact Clive Greenland to get quote to level the football pitch.</p> |
| <p>13/14 222</p> | <p>Members’ business and correspondence for noting or including on a future Agenda.</p> <p>1. Arbuthnot Hall</p> <p>Cllr Smith confirmed that she had investigated the files concerning the Arbuthnot Hall and she had discovered that the Hall had been transferred to a charitable trust in 1966. It had been agreed that the Council should now wait until the views of the of the villagers had been reviewed.</p> <p>2. Dementia Care</p> <p>Cllr Smith reported on the Dementia Care meeting she had attended and circulated handouts.</p> <p>3. SALC Forum</p> <p>Cllr Maggs and Cllr Smith confirmed they would be attending the SALC Forum to be held at Dorking Halls on 1st May.</p> <p>4. Police Stakeholder report</p> <p>Receipt of the report was <i>NOTED</i>.</p> |

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| | <p>5. Scattering Ashes on Wonersh Common</p> <p>Correspondence regarding the scattering of ashes on Wonersh Common had been dealt with by Cllr Powell-Evans.</p> <p>6. Affordable Housing</p> <p>A local resident had been concerned about potential affordable housing sites. Cllr R Bawden has met with him and explained the current situation.</p> <p>7. Newsletter</p> <p>The Newsletter for June needs to be on the May agenda.</p> <p>8. Parking in Shamley Green</p> <p>Jane Bowden, Countryside Officer from Waverley Borough Council had requested that information regarding the consultation on parking on Shamley Green Common be included in the next newsletter. It was <i>AGREED</i> that an additional map insert would be useful.</p> <p>9. New posts in Blackheath</p> <p>Cllr Maggs reported that a meeting between two residents and Waverley Borough Council regarding the new posts in Blackheath had taken place and initially appeared to be successful. However, it was reported back that the engineers were too busy to remove the posts and that the residents would have to carry out and pay for the work themselves. This is unacceptable. Cllr Band offered to assist in solving this issue.</p> <p>10. Apologies for absence from future meetings</p> <p>Cllr Holtom informed the Council that he would be away on 8th and 17th April, and would not be available for the Planning meeting on 1st May but would attend the Annual Assembly in the evening. Cllr Band informed the Council that he would be away for the Annual Assembly and on 8th May.</p> |
| <p>13/14 223</p> | <p>Dates of future meetings:</p> <p>Council: 8th May Planning Committee: 17th April , 1st May Annual Assembly: 1st May</p> |

There being no further business, Cllr Powell-Evans closed the meeting at 9.35 pm.

Signed:

Date: 8th May 2014