



## MINUTES OF THE ANNUAL MEETING OF WONERSH PARISH COUNCIL

held on Thursday 14 May 2015, at 7.30 pm at Wonersh Sports Pavilion

### PRESENT

Cllr M Band, Cllr C Crouch, Cllr M Hardman, Cllr H Kendall, Cllr P Maggs, Cllr G Payne, Cllr A Powell-Evans (in the chair), Cllr R Weale, Borough Cllr M Goodridge, County Cllr V Young and two members of the public.

In attendance: Mr K Garvey, Clerk to the Council.

15/16 001	<b>To elect the Chairman of the Council.</b> The Council <i>RESOLVED</i> unanimously to elect Cllr Powell-Evans (proposed by Cllr Band).
15/16 002	<b>To consider and approve apologies for absence.</b> 1. The Council <i>RESOLVED</i> unanimously to approve apologies for absence from Cllr P Neve (proposed by Cllr Band). 2. The Council also received apologies from Pc B Baldwin and PCSO P Snow.
15/16 003	<b>To elect the Vice-chairman of the Council.</b> The Council <i>RESOLVED</i> unanimously to elect Cllr Maggs (proposed by Cllr Band).
15/16 004	<b>Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.</b> Cllr Kendall declared a personal and non-pecuniary interest in item 021 below.
15/16 005	<b>Briefing by the Neighbourhood Policing Team (NPT) on issues of local interest and concern.</b> Although representatives of the NPT could not attend this meeting due to other operational commitments the Council was grateful to receive a written report from PCSO Snow. Members noted the recent increase in thefts from, and attempted break-ins of, sheds and outbuildings of residential properties and looked forward to discussing this problem and other issues with the NPT at the next meeting of the Council.
15/16 006	<b>Open meeting for members of the public to raise matters with the Council.</b> 1. Mrs C Smith (recently retired councillor) expressed her best wishes and support to the newly elected Members. 2. Mrs G Charlton introduced herself to the Council as the Clerk's temporary assistant over the next couple of months. 3. Borough Cllr M Goodridge introduced himself and looked forward to working with the new Council to address local matters of concern, especially those issues for which Waverley Borough Council (WBC) had responsibility. He noted that lobbying by him and the parish council had achieved much-needed cutting back of verge-side trees and other vegetation on the B2128 between Wonersh and Shalford. He agreed that more needed to be done to remove encroaching vegetation along the roadside pavement here and elsewhere within the parish to allow greater and safer access for pedestrians and cyclists. 4. County Cllr V Young introduced herself and also looked forward to working with the

	<p>new Council on local matters of concern, especially those issues for which Surrey County Council (SCC) had responsibility. Cllr Powell-Evans acknowledged the ongoing support received from County Cllr Young in tackling problems, including highways and related drainage/road surface water issues. The Council was also grateful to County Cllr Young for making available discretionary grant-funding for various projects undertaken by the Parish to improve the local infrastructure, eg ditch clearance at the junction of The Street and Chinthurst Lane (Wonersh) and renovation of the ball-playing surface at Lordshill (Shamley Green) playground.</p>
15/16 007	<p><b>To consider and approve the minutes of the Council meeting held on 9 April 2015.</b></p> <p>The Council <i>RESOLVED</i> unanimously to approve these (proposed by Cllr Band).</p>
15/16 008	<p><b>To receive progress reports about matters previously considered and approved by the Council.</b></p> <p>1. The Council noted the report, as of 14 May, and made a number of updates to be recorded by the Clerk ahead of the next meeting of the Council. Cllr Powell-Evans explained that this document was part of the official record of the Council and that it was published on the parish website alongside the minutes of meetings to keep residents informed of the Council's activities. Maintaining up-to-date written progress reports relied on all named "action parties" (be they Members or the Clerk) taking responsibility to do so between meetings of the Council. Given the amount of business to conduct at meetings it was an important discipline to be able to note as much as possible without taking up too much valuable time in making verbal reports, except where absolutely necessary. The Clerk noted that he was in the process of receiving a handover from former Cllr R Bawden about the electronic "drop-box" facility to allow real-time updates of the document by "action parties." All new Members would receive an invitation to join the Council's "drop-box" shortly.</p> <p>2. Members noted that the <b>deadline</b> for updating the progress reports document ahead of the next meeting of the Council would be: <b>Tuesday, 9 June 2015.</b></p>
15/16 009	<p><b>To receive the approved minutes of the Planning Committee meetings held on 2 and 16 April 2015.</b></p> <p>The Council noted receipt.</p>
15/16 010	<p><b>To appoint Members of the Council's Planning Committee.</b></p> <p>1. The Council <i>RESOLVED</i> unanimously to appoint all Members to the <b>Planning Committee</b> of the Council and to delegate responsibility to the Committee for: (a) <i>consideration</i> of planning-related matters; (b) making <i>decisions</i> on behalf of the Council about local planning applications; and (c) making <i>recommendations for decision</i> by the Council about planning-related issues (proposed by Cllr Hardman).</p> <p>2. The Council further <i>RESOLVED</i> unanimously to appoint Mr Richard Bawden as a co-opted member of the Planning Committee (proposed by Cllr Hardman).</p> <p>3. The Council considered the importance of as many of the Members as possible being able to contribute to the work of this Committee. The Council accepted that it was not possible for all Members to attend fortnightly meetings on a Thursday morning at 9.30am. Although no other more convenient time or day was immediately apparent, the Council agreed that this should be kept under review. The Council also encouraged all Members who were unable to attend meetings of this Committee to submit their written comments about planning applications so that their views could be taken into account.</p>
15/16 011	<p><b>To appoint Members of the Council's Risk and Audit Committee.</b></p> <p>The Council <i>RESOLVED</i> unanimously to appoint Cllrs Band, Crouch, Hardman and Weale to the <b>Risk and Audit Committee</b> of the Council and to delegate responsibility to</p>

	the Committee for: (a) <i>consideration</i> of risk and audit-related matters of the Council; and (b) making <i>recommendations for decision</i> by the Council about risk and audit-related issues (proposed by Cllr Maggs).
15/16 012	<p><b>To appoint Members of the Council's Personnel Committee.</b></p> <p>The Council <i>RESOLVED</i> unanimously to appoint Cllrs Hardman, Kendall, Payne and Powell-Evans to the <b>Personnel Committee</b> of the Council and to delegate responsibility to the Committee for: (a) <i>consideration</i> of personnel matters; (b) making <i>decisions</i> where specifically required to do so in accordance with the provisions of the <i>Personnel &amp; Employment Handbook</i> of the Council; and (c) making <i>recommendations for decision</i> by the Council about other personnel issues (proposed by Cllr Weale).</p>
15/16 013	<p><b>To appoint Members of the Council's working parties and portfolio leads:</b></p> <p><b>(a) Emergency Planning</b></p> <p>The Council agreed to constitute and appoint Cllrs Maggs, Powell-Evans and Weale plus the Clerk to an <b>Emergency Planning working party</b> to consider and make recommendations to the Council about the ongoing development of parish emergency response plans for Blackheath, Shamley Green and Wonersh;</p> <p><b>(b) Commons Enhancement and Management</b></p> <p>The Council agreed to constitute and appoint Cllrs Kendall, Payne and Powell-Evans to a <b>Commons Enhancement and Management working party</b> to consider and make recommendations to the Council about the development and implementation of the Commons Enhancement and Management Plans for Shamley Green and Wonersh;</p> <p><b>(c) Young people and playgrounds</b></p> <p>The Council agreed to constitute and appoint Cllrs Hardman and Kendall to a <b>Young people and playgrounds working party</b> to liaise with other voluntary community groups and committees, and to consider and make recommendations to the Council about opportunities and facilities for young people within the parish.</p>
15/16 014	<p><b>To appoint representatives of the Council to other bodies and organizations:</b></p> <p><b>(a) Surrey Association of Local Councils (Surrey ALC)</b></p> <p>The Council noted that all Members and the Clerk were invited to attend Surrey ALC meetings and events.</p> <p><b>(b) Waverley Borough Council (WBC) joint meetings with Town and Parish Councils</b></p> <p>The Council noted that all Members and the Clerk were invited to attend these meetings.</p> <p><b>(c) Waverley Borough Council (WBC) Planning Forum</b></p> <p>The Council noted that all Members and the Clerk had been invited to attend these meetings in the past but the Forum had not met during the previous year. Borough Cllr Goodridge undertook to confirm if WBC intended to revive this body.</p> <p><b>(d) Blackheath community traffic-calming working party</b></p> <p>The Council agreed that Cllr Maggs and Hardman should represent it;</p> <p><b>(e) Shamley Green community traffic-calming working party</b></p> <p>The Council agreed that Cllrs Band and Kendall should represent it;</p> <p><b>(f) Buildings of Local Merit (BLM) community working party</b></p> <p>The Council agreed that Cllrs Powell-Evans and Weale should represent it;</p>

	<p><b>(g) Barnett Hill traffic management consultation committee</b> The Council agreed that Cllr Maggs should represent it;</p> <p><b>(h) Longacre School traffic management consultation committee</b> The Council agreed that Cllr Weale should represent it.</p>
15/16 015	<p><b>To appoint Auditing Solutions Limited to conduct the Council's internal audit during 2015/16.</b> The Council <i>RESOLVED</i> unanimously to approve this (proposed by Cllr Band).</p>
15/16 016	<p><b>Finance – to consider and approve the following:</b></p> <p><b>(a) the list of receipt and payment vouchers in April 2015</b> The Council <i>RESOLVED</i> unanimously to approve these (proposed by Cllr Band);</p> <p><b>(b) the end-April 2015 financial statement</b> The Council agreed to defer consideration of this to its next meeting;</p> <p><b>(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)</b> The Council <i>RESOLVED</i> unanimously to approve this (proposed by Cllr Crouch);</p> <p><b>(d) the payment of £90.00 to Wonersh with Blackheath PCC for an advertising feature by the Council in all issues of the parish magazine in 2015/16</b> The Council <i>RESOLVED</i> unanimously to approve this (proposed by Cllr Weale);</p> <p><b>(e) the payment of £240.00 to Shamley Green PCC for the distribution of the quarterly parish newsletter to Shamley Green residents in 2015/16</b> The Council <i>RESOLVED</i> unanimously to approve this (proposed by Cllr Weale);</p> <p><b>(f) the payment of £631.54 for the Council's insurance policy for the period 1 June 2015 to 31 May 2016</b> The Council <i>RESOLVED</i> unanimously to approve this (proposed by Cllr Kendall);</p> <p><b>(g) the continuing appointment of Councillors Powell-Evans and Band as authorized signatories to the Council's bank account</b> The Council <i>RESOLVED</i> unanimously to approve this in accordance with the declaration at Section 2 of the Co-Operative Bank <i>change of account signatories</i> mandate (proposed by Cllr Hardman).</p> <p><b>(h) the appointment of Cllrs Kendall and Payne as additional authorized signatories to the Council's bank account</b> The Council <i>RESOLVED</i> unanimously to approve this in accordance with the declaration at Section 2 of the Co-Operative Bank <i>change of account signatories</i> mandate (proposed by Cllr Maggs).</p> <p><b>(i) the temporary suspension of of Financial Regulation 6.4 to permit the following persons to continue as authorised signatories of the Council's bank account until such time as receipt of a letter of confirmation from the Co-Operative Bank acknowledging the appointments made under items 016(g) &amp; 016(h) above:</b></p> <ul style="list-style-type: none"> <li>• Mr Richard Bawden;</li> <li>• Mrs Louise Healy;</li> <li>• Mr Bruce Holtom.</li> </ul> <p>The Council <i>RESOLVED</i> unanimously to approve this in accordance with the declaration at Section 2 of the Co-Operative Bank <i>change of account signatories</i> mandate (proposed by Cllr Band).</p>

	<p><b>(j) the authorization of a monthly direct debit mandate for the payment of the Council's <i>BT OneBill</i> (office telephone and broadband) account</b></p> <p>The Council <i>RESOLVED</i> unanimously to approve this (proposed by Cllr Payne).</p>
15/16 017	<p><b>To consider and approve Sections 1 &amp; 2 (Accounting Statement) of the Annual Return for 2014/15.</b></p> <p>The Council <i>RESOLVED</i> unanimously to approve these (proposed by Cllr Band). Cllr Powell-Evans and the Clerk signed the Annual Return at pages 2 and 3 of the document .</p>
15/16 018	<p><b>To consider and approve the minutes of the 2015 Annual Parish Assembly.</b></p> <p>The Council agreed to defer consideration of this item to its next meeting.</p>
15/16 019	<p><b>To consider and approve the arrangements for producing the <i>Summer 2015</i> Parish quarterly newsletter and to discuss the proposed contents.</b></p> <p>1. The Council invited Members to consider volunteering to edit the newsletter in future. However, it noted with gratitude the willingness of Mrs G Grant to put together the Summer issue with content provided by Members and the Clerk. This would include a précis of the Chairman's report to the Annual parish Assembly together with photos and reports of recently completed projects, eg the Blackheath 20 mph stickers for bins. Cllrs Kendall and Payne also agreed to provide brief introductory notes about themselves and their interests. The other four new Members would be encouraged to follow suit over the succeeding quarters.</p> <p>2. The Council agreed to consider further the contents of the newsletter at its next meeting in order for publication at the beginning of July 2015.</p>
15/16 020	<p><b>To consider and approve the Wonersh Woodland Group 2014/15 annual report and accounts.</b></p> <p>1. The Council <i>RESOLVED</i> unanimously to approve these (proposed by Cllr Crouch).</p> <p>2. The Council noted that the former "Gerald's Wood community working party" had now been disbanded and agreed that the issue of appointing a Member of the new Council to liaise with the WWG should be considered as a substantive agenda item at the next meeting of the Council.</p>
15/16 021	<p><b>To consider and approve the fee for granting an easement across the Council-owned common land.</b></p> <p>1. The Council <i>RESOLVED</i> unanimously to exclude the public from the meeting while it considered this item because of the confidentiality of the business to be discussed, in accordance with Standing order 1.c (proposed by Cllr Powell-Evans).</p> <p>2. Following confidential discussion the Council reopened the meeting to the public and <i>RESOLVED</i> unanimously to approve the fee of £15,000 for granting this application (proposed by Cllr Hardman).</p>
15/16 022	<p><b>To receive reports by Members and the Clerk:</b></p> <p><b>(a) Longacre School Traffic Management Committee: 14/05/15</b></p> <p>Cllr Band reported that he had attended the latest meeting earlier in the afternoon in his capacity as the Waverley Borough Council representative on the Committee. The School remained committed to being a considerate neighbour and staff actively monitored the compliance of all motor-vehicle drivers with the traffic scheme. Cllr Band undertook to forward to Cllr Weale and the Clerk the papers relating to the meeting.</p> <p><b>(b) Blackheath Village May Fair: 04/05/15</b></p> <p>Cllr Maggs reported that this year's May Fair had been a successful and enjoyable event.</p>

<p><b>15/16 023</b></p>	<p><b>Members' business and correspondence for noting or including on a future agenda.</b></p> <p>1. The Council noted receipt of the following correspondence:</p> <p>(a) the outcome of the SCC bus services review published on 8 May 2015 – no changes to routes or services within the parish. No further action required;</p> <p>(b) a letter from Cllr Ken Browse (Chairman, NALC) dated 8 May 2015 – for inclusion as a substantive agenda item at the next Council meeting;</p> <p>(c) an email from the WBC Monitoring Officer offering training sessions in June 2015 for town and parish councillors about “standards, the Code of Conduct and other Monitoring Officer issues” – Members to make bookings via the Clerk.</p> <p>2. In addition to the issues noted at items 016(b), 018, 019.2, 020.2 and 023.1(b) above, Members requested that the following be added to the agenda of its June meeting:</p> <p>(a) Blackheath traffic-calming proposals and next steps (Cllr Maggs);</p> <p>(b) Long-term maintenance and repair of the drainage infrastructure under Wonersh Common Sports Field (Cllr Powell-Evans);</p> <p>3. Cllr Powell-Evans also requested that the Council look again at the potential to participate in the SCC <i>Lengthsman</i> scheme for managing the maintenance of footpaths, bridleways and other local infrastructure at the July meeting.</p> <p>4. The Council noted with approval that all six new Members had applied to take part in the induction and training course to be provided by Surrey ALC on the morning of Friday, 3 July 2015.</p>
<p><b>15/16 024</b></p>	<p><b>Dates of future meetings:</b></p> <p><b>Council:</b> 11 June 2015</p> <p><b>Planning Committee:</b> 21 May &amp; 4 June 2015</p>

There being no further business, Cllr Powell-Evans closed the meeting at 9.50 pm.

Signed: *Anne Powell-Evans*

11 June 2015