



MINUTES OF THE MEETING OF WONERSH PARISH COUNCIL

Held at **Wonersh Sports Pavilion** on **Thursday 8th September 2016** at **7.30pm**

Present: Cllrs: P Maggs, M Band, G Payne, R Weale, M Hardman.

In attendance: Gwyneth Charlton, Assistant to the Clerk to the Council.

079 To elect a new Chairman of the Council:

The Council resolved unanimously to elect Cllr Weale (proposed by Cllr Band, seconded by Cllr Payne)

080 Co-option of Anne Powell-Evans

The Council resolved unanimously to co-opt Mrs Powell-Evans (proposed by Cllr Payne, seconded by Cllr Maggs).

Cllr Powell-Evans signed the 'Declaration of Acceptance of Office' and took her place on the Committee.

081 Consider and approve apologies for absence

The Council received apologies from Cllr Kendall.

082 Declarations of interest

No declarations were made.

083 Open meeting for members of the public to raise matters with the Council

Mr Kevin Garvey welcomed the new Chair for the Council and advised him that his responsibility as Chairman of the Council included being a Trustee for Wonersh United Charities.

Mr Garvey also wished for it to be formally noted that Wonersh United Charities wished to thank the outgoing Chair, Peter Neve for his contribution as Trustee during his period of Office. He also wished for it to be noted, to thank the previous Chair of the Council, Cllr Powell-Evans, for her contribution.

084 Consider and approve the Minutes of the Council meeting held on 14th July 2016

The Council agreed unanimously to approve the Minutes of the meeting held on 14th July.

085 Receive the approved minutes of Planning Committee meetings held on 21st July & 25th August 2016.

The Council noted receipt

086 Neighbourhood police update – Cllr Weale

At the time of the meeting no update had been received. Cllr Weale suggested that he and the Clerk should meet with PCC Commissioner, David Munroe to discuss any issues affecting the Parish.

Action: Councillors should feedback any issues they are aware of to Cllr Weale and then the Clerk will arrange to set up the meeting.

Cllr Maggs advised the Council that he had noticed that cars were parking in a passing point on Littleford Lane, near 'Darbyns Brook' and considered this might be a safety hazard.

Cllr Weale agreed to write to the Police to request they look into the safety aspect of parking in this passing point.

087 Progress report updates, reports by Members and the Clerk:

- a) Proposed development at Dunsfold, recommendation re public meeting – Cllr Crouch

See minute 093 on Local Plan

- b) Water management in Blackheath - Cllr Maggs

Cllr Maggs advised the Council that there were 2 properties in Blackheath, (No 4 and No 5 Hillside Cottages), where the drainage culverts had collapsed. He suggested that the Council write to the residents of these properties to remind them of their responsibilities to keep the culverts clear so that neighbouring properties are not affected.

- c) Aircraft noise - Cllr Maggs

Cllr Maggs updated the Council on his meeting with GACC, concerning the second runway at Gatwick. Cllr Payne advised the Council that any additional aircraft runway development at either Heathrow or Gatwick would have no impact on Wonersh, hence the Council agreed to write to Anne Milton, to advise her of some of the concerns that WPC parishioners have, but also to ensure that the best mitigation measures are put in place to ensure there is limited increase in air-traffic noise pollution.

Cllr Weale agreed to draft the letter to Anne Milton MP.

- d) Litter bins update - Cllr Band Cllr Band advised that he and the Clerk had met with Paul Redmond (Waverley Environmental Services Department), and walked around Shamley Green. They identified that there were 2 areas where new bins could be located.

Cllr Maggs advised that he had circulated an invitation from Paul Redmond to also visit Blackheath, but he would circulate this again in case there were any additional items to add to the list where environments services may be able to assist.

- e) Vision for Wonersh consultation document project update - Cllr Crouch

Cllr Crouch advised the Council that approval for funding had been received, and Sitwell had been instructed to proceed with their report which is due to be completed at the end of September. This item should be on the agenda for the next Council meeting to be held on 13 October, when the report should be available for consideration.

- f) Comments on other items from the monthly Progress Report

Cllr Maggs advised for interest, that the Villages Pub in Blackheath was being featured on the BBC1 program Inside Out, on Monday 12th October.

088 Finance approvals:

- a) The list of payment and receipt vouchers for June and July 2016

The Council resolved unanimously to approve (proposed by Cllr Band).

- b) The end of June and July 2016 Financial Statements

The Council resolved unanimously to approve, (proposed by Cllr Band), subject to the comments as follows from Cllr Maggs:

1. Long outstanding unrepresented cheque for £4 be written back
2. Balance Sheet entry under 'Allotments' £1485 appears to have 2 entries.
3. The 'unallocated reserves' appear not to agree (£42531/£42477 & £2645)

Action: Clerk to contact Richard Holmes to clarify.

c) Review and approval of additional work on Wonersh Playground £354

Cllr Payne advised the Council that following the quotation received from Johnson & Skinner, (£2730.00 + Vat), plus (£1624+VAT) supply and installation by Playdale, and allowing for the grant from Wonersh Playground committee of £4000.00, the additional cost to WPC would be £354. The council agreed to proceed with the work.

Clerk to write to Mr Nick Skinner to accept the quotation.

Cllr Band requested that Parish Projects should be put on the agenda for the October Council meeting, so that the current project listing could be reviewed. Any project likely to go over budget could then be deferred to 2017.

d) Consider and approve the extension of the Assistant Clerk's contract to 30th September 2016

The Council agreed to extend the Assistant Clerk's contract until 31 October 2016.

e) Completion of Audit

The Council noted that the audit has been completed and that there were no matters which required the issuing of a separate additional issues arising report. The Annual Return, including the audit certificate has been approved and accepted by the smaller authority.

089 Finance notifications:

a) Payment for emergency tree felling on Wonersh Common up to £500

The council approved a spend of up to £500 for the removal of the Tree. Proposed by Cllr Payne.

090 Review and approval of update to Standing Orders – All

Clerk to circulate the April 2016 version of Standing orders in order that Councillors can review, to highlight any corrections required or any processes which may have been missed, prior to the October Council meeting, to be held on Thursday 8th October.

Clerk to also contact SSALC to check whether there are any 'standard' procedures for Co-Option, which the Council could review at the October meeting.

091 Review of meeting time options for future Planning Committee Meetings - Cllr Crouch

Cllr Crouch's suggestion, was that the first Planning Committee of the month be held immediately prior to the full council meeting at 6.30 pm. The second Planning meeting of the month would be held at the regular Thursday time at 9.30am. The Council agreed to try this new timetable for the next three months and to review it at the January Council meeting.

092 Update on notable Planning applications - Cllr Crouch

Cllr advised that to date, there had been no updates from WBC on the requests for the 2 recent call-ins. (Tangley Close development & 2, Barnett Villas)

093 Update on the Local Plan and set up of Subcommittee - Cllr Crouch

Cllr Crouch advised the Council that the Local Plan subcommittee had been set up, with Cllrs Crouch, Weale and Maggs. The first meeting was to be held on Monday 12th September at 10.00am, to discuss the Public Planning Exhibition to be held on Saturday 24th September.

094 Review and approve process for filling two Wonersh Parish Councillor vacancies – All

The Council noted that as Cllr Powell-Evans had now been co-opted, there was now only one vacancy to fill. The council agreed that an advertisement for find Cllr Neve's replacement should be placed in the Wonersh Parish Magazine. The deadline for copy for the October

edition was Monday 12 September. Cllr Weale agreed to draft the advert so that the Clerk could forward to the Editor by Monday, 12 September.

095 To review and approve the appointment of replacement Members for:

a) Wonersh Woodland Group Liaison

The Council agreed to defer the replacement for Cllr Neve until the new Councillor was appointed.

b) Vision for Wonersh Working Party

Cllr Crouch was now responsible for the 'Vision for Wonersh' project and therefore a replacement for Cllr Neve was not required.

c) Wonersh United Charities

Cllr Weale, as elected Chair of the Council was duly appointed as Trustee for United Wonersh Charities. (See minute no. 83)

d) Surrey and Sussex Association of Local Councils

Cllr Payne would be attending, but others may attend if they wished.

096 Review and update on new progress report system – Clerk

Cllr Maggs updated the Council with his understanding of how the new format for progress reports should operate, following Cllr Neve's review of the process. (Councillors to update Dropbox or provide the Clerk with paper copies to update on Dropbox).

Cllr Weale to review the process with the Clerk and add to the agenda for the October Council meeting when the new process should be confirmed.

097 Update and next actions regarding easement at the White House, Wonersh – Clerk

The Clerk advised the Council that the applicant's solicitor had now been in touch confirming acceptance of the costs, but he had yet to receive the transfer of funds from the applicant. The Council agreed that the application should be given a further 4 weeks for settlement. The Clerk should also contact WPC's solicitor, to check that no further fees have been incurred since the original amount agreed (£1250 + VAT), as the applicant would also be liable to settle any additional costs incurred due to their delays in proceeding with the easement.

098 To consider a request from the Blackheath Village Society to support their project to acquire and renovate the Villagers pub, by applying for finance from the Public Works Loan Board - Cllr Maggs

The BVS representative due to attend was not available, hence no update was received.

099 Review of status of Longacre School traffic plan - Cllr Weale

Cllr Weale updated the Council on the meeting he had attended. Now that the new term had commenced there had been a few minor issues which had been reported by residents.

100 Review of Wonersh speed watch project

Cllr Powell-Evans volunteered to try to restart the Committee which had lapsed due to lack of volunteers. The Council noted that Cllr Weale will discuss this with the PCC at his next meeting. Cllr Weale will also reply to Georgina Grant's email.

101 Newsletter

The Council agreed that the Autumn newsletter should go to the printers by mid-October so that it could be distributed with the November Parish Magazines. There should also be an advertisement for Councillors included in the newsletter.

102 Correspondence received - Clerk

1. A request from WBC for WPC's comments on an application for permission to use Lords Hill Common Ground for a wedding reception next August together with a request to erect a marquee.

Clerk to circulate the email with full details of the request, (timings and numbers involved etc), for councillors to review and feedback comments to the Clerk.

2. A request to post a flyer on WPC notice boards has been received for an ITV documentary programme. The Council agreed that this was not appropriate material for the notice boards.

103 Matters arising and for future discussion from the Members and the Clerk – All

Cllr Band - advised the Council that the Risk and audit Committee had arranged to meet with Mr Kevin Garvey prior to the October Council meeting. Cllr Band also recommended that the use of 'reserves' together with 'budget brainstorming' should also be on the agenda for the October meeting.

Cllr Powell-Evans

1. Wished to remind Councillors that any copies of application forms for the Clerk vacancy, they still had, needed to be shredded.
2. Noted that the latest Surrey Highways bulletin advised that work at Chinthurst Lane had been completed, which must be an error as the work has not yet commenced.
3. Reminded the Council that the Parish Website needs to have regular updates. Also the Parish notice boards need Councillor and Clerk information to be updated together with updates in the Parish Magazines.

Clerk to arrange for a new Councillor listing and to advise the magazine editors.

4. Reminded the Council that the WPC Tree survey is now overdue. Clerk to check the file for when the last survey was completed and to circulate the document.

Cllr Crouch

1. A request from the Clerk at Hascombe Parish Council had been received, for WPC to make a contribution towards funding the Neil McDonald NMSS report, to assess the most recent ONS figures showing that Waverley's OAN (Objectively Assessed Housing Needs), should be reduced from the 519 annual figure to 400+/-30.

Cllr Crouch would respond on behalf of the Council to decline taking part in this funding.

2. Reminded the Council that it needed to set up the Workplace Pension for the Clerk prior to the Auto-enrolment deadline of January 17. This item should therefore be on the agenda for the October Council meeting.

Cllr Maggs

1. Following the suggestion that the Council should have more cheque signatories added to the bank account mandate, to improve the timing of getting cheques signed, Cllr Crouch and Cllr Weale have volunteered to become cheque signatories.

The clerk to contact the bank and apply for the required forms to have the 2 new signatories added.

2. Advised the Council that the Blackheath Village Society AGM would be on 27/9/16 and extended an invitation to the new Chair of the Council. (This appears to be at the same time as the Wonersh United Charities meeting).

Cllr Weale

1. The Council noted that a lot of vegetation had grown up on the road side of the footpath beside Wonersh common. The Council had arranged for the vegetation to be cleared along the Common side of the same footpath earlier in the summer, and agreed that any clearance of the roadside vegetation should be SCC's responsibility.
2. The Council noted that there were considerable number of e-mails being circulated on a weekly basis, and there was a concern therefore that an email which required Councillor's action could be missed. Cllr Weale and the Clerk to consider how some form of filtering system could be put in place. One suggestion was that any e-mail requiring a response could be marked 'ACTION' in the heading before the subject title, and all other emails marked Information before the subject title.

104 Date of next meeting: 13th October 2016

The Council noted that Cllr Powell Evans and Cllr Payne would be on Holiday 12th to the 17th September.

There being no further business Cllr Weale closed the meeting at 10.15pm.