



## **MINUTES OF THE MEETING OF WONERSH PARISH COUNCIL**

Held at **Wonersh Sports Pavilion** on **Thursday 14th April 2016** at **7.30pm**

**Present:** Cllrs: P Neve, A Powell-Evans, C Crouch, M Hardman, H Kendall, P Maggs, G Payne, R Weale and four members of the public. In attendance, John Aldworth, Clerk to the Council.

**190 Apologies for absence**

The Council received apologies from Cllr M Band and Waverley Cllr M Goodridge

**191 Declarations of interest**

Cllr Powell-Evans declared a disclosable interest in agenda item 199(k).

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

Concern was expressed about the Council's decision of 9 March 2016 to refuse the transfer of an allotment plot tenancy. The complainant had understood that the Council had no objection to the transfer as it had not replied to an email of 29 July 2015 from the then plot holder requesting the transfer. The complainant therefore started working on the plot from October 2015 onwards to prepare it for the 2016 growing season. He considered the Council's decision to refuse the tenancy transfer, some eight months after the original request, to be an injustice.

**193 Consider and approve the Council's Complaints Procedure**

The Council voted seven to one in favour of accepting the procedure subject to reviewing it at the next Council meeting in May 2016 (proposed by Cllr Weale). Cllr Powell-Evans expressed concern that the procedure does not provide a mechanism for the external resolution of disputes. **Cllr Crouch** to review the complaints procedure and submit a revised version for consideration at the next Council Meeting.

**194 Consider and approve Council's response to formal complaint about Council's decision to refuse transfer of allotment plot tenancy**

Cllr Neve said that he was sympathetic to the complainant's case. The Council had failed to respond to the request of 29 July 2015, from the then tenant, to transfer the tenancy to the complainant. The complainant acted in good faith when he started preparing the plot in October 2015, as he had not received any indication in writing from the Council that he could not do so. The Council **RESOLVED** unanimously to approve the complainants request to take on the plot tenancy.

**195 Consider and approve the Minutes of the Council meeting held on 10 March 2016**

The Council **RESOLVED** unanimously to approve these (proposed by Cllr Kendall). Cllr Neve duly signed the minutes as a true record.

**196 Receive the approved minutes of the Planning Committee meetings held on 3, 17 and 31 March 2016**

The Council noted receipt.

**197 Neighbourhood police update – Cllr Weale**

Little crime to report. Cllr Weale referred to a note that he had circulated on 14 April.

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

- a) The Council has advised Waverley BC that it will not be in a position to help fund the proposed car park in Shamley Green.
- b) Cllr Maggs reported that rubbish, including asbestos sheeting, has been dumped at The Villagers public house. **Clerk** to report this to Environmental Services at Waverley Borough Council, as it is a potential health risk, and to alert Cllr Goodridge to the problem.
- c) Cllr Weale met with the de-cluttering of roads group on 6 April. Cllr Weale's report recommending possible actions to reduce road signs, without jeopardising safety, is underway. This will be discussed by Wonersh Parish Council at a dedicated meeting, separate from the Council Meeting. **Cllr Weale** to submit the completed report to the Council in due course.
- d) **Cllr Payne** to ask Chair of Wonersh and Shamley Green Playgrounds Committee whether it is prepared to fund the necessary repairs to the equipment at the Barnett Lane playground. As the repairs are a safety issue, identified by the safety inspection carried out in December 2015, the Council should pursue these repairs swiftly. **Cllr Payne** to resubmit other items on his paper for consideration at the May meeting.
- e) Cllr Kendall reported that she has queried with the manufacturer the quote for repairs to the multi-activity unit at Lordshill Playground, as she had previously been advised by the manufacturer that this item would be repaired free of charge under guarantee. The quotes for repairs to the roundabout matting at Lordshill Playground are prohibitive. Cllr Kendall awaits a quote from a local contractor. There remains £600 allocated in reserves for repairs to play equipment at Lordshill.
- f) Cllr Crouch explained that the proposed development at Dunsfold would have a significant impact on the Parish and, as such, recommended that the Parish Council should set up a public meeting to allow discussion about the issues raised. This should await the findings of the further review outlined in 199 (k) below, but the public meeting will have to be timed to fit between the receipt of the findings of the further review and Waverley's planning decision, expected in June 2016. The Council RESOLVED unanimously to approve the holding of a public meeting about Dunsfold (proposed by Cllr Weale).
- g) Secretary of State granted consent on 24 March 2016 to allow the construction of a vehicular access across common land for The White House, Wonersh Common. **Clerk** to contact applicant about payment of agreed level of compensation for the grant of access. WPC to consider potential projects that could be funded by this compensation. **Clerk** to contact applicant about screening for the utilities cabinet.
- h) **Clerk** to send Cllr Maggs' letter to David Olliver seeking a meeting to discuss the car park at the top of Blackheath Lane, and the planting of trees at the entrance to the village. **Cllrs Maggs and Weale** to represent WPC at the meeting.

**Finance approvals:**

- a) The list of receipts and payment vouchers for February and March 2016: the Council RESOLVED unanimously to approve these (proposed by Cllr Weale).
- b) The end of February and March 2016 financial statements: the Council RESOLVED unanimously to approve these (proposed by Cllr Hardman). The Chairman explained that he and the Clerk have met with the accountant to devise a clearer method of reporting the accounts each month. Further work needs to be done on this and the Chairman indicated that a new system would be introduced next month.
- c) Clear overgrown grass from pavements on east and west sides of Wonersh Common Road, and from path across Wonersh common: £1,590.00: The Council RESOLVED unanimously to approve the expenditure of £1,450 to clear the above-mentioned pavements and path. The Council decided not to pay to clear drive entrances of overgrown grass, thus saving £140. Proposed by Cllr Weale. The Council agreed that this work should be carried out on a regular basis, and such matters would be covered in future by the 'Localism' project. **Clerk** to contact the contractor to arrange for this work to be progressed, and ask for the damaged post to be straightened and ruts in common to be repaired using turf removed

from the common path. Concern was raised that gravel from the drives of two properties along Wonersh Common Road is spilling on to the pavement, which is hazardous for pedestrians. **Clerk** to write to households to ask that they fit edging to their drives to reduce this problem.

- d) Repair verge on Wonersh Common Road and install three wooden posts with reflectors: £370.00: the Council: the Council RESOLVED unanimously to approve this work (proposed by Cllr Powell-Evans).
- e) Data Protection Registration annual fee 2016/17: £35.00: the Council RESOLVED unanimously to approve this payment (proposed by Cllr Payne).
- f) Payment of £945.23 to Surrey ALC for the Council's 2016/17 annual subscription to the National Association of Local Councils and Surrey ALC; the Council RESOLVED unanimously to approve this payment (proposed by Cllr Payne).
- g) Payment of £386.00 to Wonersh allotment landowner for 2016/17 annual rent: the Council RESOLVED unanimously to approve this payment (proposed by Cllr Kendall).
- h) New office printer/copier and installation: up to £250.00: the Council RESOLVED unanimously to approve this purchase (proposed by Cllr Weale).
- i) Update and improvement of Parish website: up to £200.00: the Council RESOLVED unanimously to approve this (proposed by Cllr Powell-Evans).
- j) Purchase four metal "No Dogs" signs and fitting to new posts at Wonersh playground (2) and Shamley Green playground (2): up to £375.00 (£275.00 previously approved in March): the Council RESOLVED unanimously to approve this expenditure (proposed by Cllr Kendall).
- k) Funding for further Dunsfold transport report: £614.39: Cllr Crouch reported that the Joint Parish Councils are considering commissioning a further review to look at the Mott MacDonald findings, which concluded that the traffic impact of significant development at Dunsfold could be mitigated by the use of traffic lights on the A281. WPCs share of the cost of such further work is likely to be about £600. Since only £276.19 of the original bid for £800, approved in February, has so far been spent, (leaving £523.81 unspent) the Council would need to allocate a further £100 approximately to fund this further work. The Council RESOLVED unanimously to approve this expenditure (proposed by Cllr Weale).
- l) Request from Blackheath Village Society for £800.00 to mount two Defibrillators (one for Village Hall; other for Cricket Club): the Council agreed that the proposed cost of this work appeared too high and **Cllr Weale** will provide contact details of contractors who may be able to carry out this work at significantly lower cost. **Cllr Maggs** to take this matter up with Blackheath Village Society and raise the issue again at a future Council Meeting if need be.
- m) To allocate the unspent balance of £1,000.00 in the Council's 2015/16 budget for maintenance and repair of the Wonersh closed burial ground walls to the Council's existing Wonersh closed burial ground (maintenance and repair of walls) reserve fund (current balance as at 31 March 2016: £2,138.00): the Council RESOLVED to approve this (proposed by Cllr Hardman).

#### **Decisions on 2015/16 reserves:**

- n) To transfer the unspent balance of £473.00 in reserves in the 'Death-in-service and Retirement Gratuity Fund' to the 2015/16 Payroll budget. Consider and approve closing 'Death-in-service fund': the Council RESOLVED unanimously to approve these proposals (proposed by Cllr Weale).
- o) To transfer the unspent balance of £335.00 in reserves in the 'Playgrounds Maintenance and Repairs Fund' to the existing 2015/16 'Playgrounds Maintenance and Repairs' budget allocation: the Council RESOLVED unanimously to approve this (proposed by Cllr Payne).
- p) To transfer the unspent balance of £2,645.00 in reserves in the 'As yet unallocated projects funds' into the existing 2015/16 'Playgrounds Maintenance and Repairs' budget allocation: the Council RESOLVED unanimously not to approve this proposal. **Chairman/Clerk** to discuss the issue with the accountant, together with proposals for changing the accounting system.

- q) To transfer £294.00 from the 'Council Elections' fund in reserves (current balance as at 31 March 2016: £420.00) into the WPC Elections budget allocation for 2015/16: the Council RESOLVED unanimously to approve this (proposed by Cllr Powell-Evans).
- r) Wonersh Common drainage project fund: £551.00 remains unspent in reserves for 2015/16. Consider and approve whether to retain this fund or transfer sum to unallocated reserves: whilst the Council recognised that funds may need to be identified in the future to maintain/repair the drainage system, this did not require an identified reserve fund. The Council RESOLVED unanimously to simplify the budget by removing this reserve and transfer the funds to unallocated reserves. Proposed by Cllr Crouch.
- s) Blackheath Traffic Calming: £80.00 remains unspent in reserves for 2015/16. Consider and approve whether to retain this fund or transfer sum to unallocated reserves: the Council RESOLVED unanimously to approve the transfer of this reserve fund to unallocated reserves. Proposed by Cllr Maggs.

**200 Finance notifications:**

- a) Dunsfold – Transport Review: £276.19 paid to date.
- b) Grant of £3,881.00 from Fields in Trust payment received: (March 2016).

**201 Annual Assembly: final organisational details**

The Police will not be able to attend the Assembly this year. Cllr Weale will deliver a short presentation on Neighbourhood Policing. Steve Webster and James Caldwell (Waverley Countryside Rangers) will deliver presentations on heath management. **Clerk** to contact G Healy to ensure that he is prepared to give a presentation on Wonersh Foundation and Village Stores Ltd. **Cllr Weale** to provide Cllr Powell-Evans with photographs for the display boards. **Cllrs** to arrange 'finger food' and arrive at Blackheath Village Hall at 6.45pm on 21 April to assist with setting up.

**202 Maintenance of ditches and benches – Cllr Powell-Evans**

**Commons Working Party** to submit recommendations to a future Council Meeting about a rolling programme of maintenance for ditches and benches.

**203 Update on Downs Link crossing on B2128 – Cllr Kendall**

**Cllr Kendall** to recommend to the petitioners that they submit proposals to Surrey CC (SCC) for warning signs to alert drivers to the crossing. WPC to consider the proposals once SCC has responded to them.

**204 Correspondence received – Clerk**

The Clerk reported that a member of the public has complained that they damaged the underside of their vehicle while manoeuvring their car on the track adjacent to Wonersh allotments. The owner of the vehicle proposes to submit a bill to the Council to cover the cost of repairs. The Council advised that the claim should be rejected.

**205 Matters arising and for future discussion from the Members and Clerk**

**Cllr Crouch** to bring proposals for the Clerk's new pension arrangements to the June meeting. **Cllrs Crouch and Maggs** to report to the Planning Committee on the Neighbourhood Planning event that they attended.

**206 Dates of next meetings: May 12 2016**

Cllr Weale and Cllr Neve sent their apologies for the next meeting.

There being no further business, Cllr Neve closed the meeting at 9.45pm.

Signed:

12 May 2016