



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

Held at **Wonersh Sports Pavilion** on **Thursday 12th May 2016** at **7.30pm**

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

**001 To elect the Chairman of the Council**

The Council RESOLVED unanimously to elect Cllr Neve (proposed by Cllr Weale).

**002 Consider and approve apologies for absence**

The Council received apologies from Cllr P Neve, Cllr M Band and Waverley Cllr M Goodridge

**003 To elect the Vice-chairman of the Council**

The Council RESOLVED unanimously to elect Cllr Maggs (proposed by Cllr Crouch).

**004 Declarations of interest**

Cllr Powell-Evans declared a disclosable interest in agenda items 029 and 030. Cllr Payne declared a disclosable interest in agenda item 030.

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

No issues were raised.

**006 Consider and approve the Minutes of the Council meeting held on 14 April 2016**

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

Actions outstanding:

**Cllr Crouch** to submit the revised Complaints Procedure to the next Council Meeting, to be held on 9 June.

Clerk confirmed that he has reported the fly-tipping incident at 'The Villagers' public house to Waverley BC. **Cllr Maggs** to check whether detritus has now been removed.

Clerk has written to David Olliver to request a meeting with Cllr Maggs. **Clerk** to contact him again in two weeks, if no reply received by then.

**Clerk** to write to those residents on Wonersh Common Road where gravel from their drives is littering the pavement.

**007 Receive the approved minutes of the Planning Committee meetings held on 14 and 28 April 2016**

The Council noted receipt.

**008 Consider and approve the minutes of the Risk and Audit Committee meeting held on 5 May 2016**

Since the minutes had already been approved by the Risk and Audit Committee, the Council noted receipt.

The Clerk reported that he has received confirmation from the Council's accountant that the figure of £49,570 (balances carried forward) at row 7 of the Accounting Statements is the bank balance as at 31 March 2016 (£47,375) plus the VAT owed to the Council (£2,195).

**Clerk** to check whether the Council is indemnified against the costs of repair/replacement of the Blackheath Well.

Cllr Maggs asked that the Council consider at the next meeting gifting the Well to the Blackheath Village Society.

**009 Neighbourhood police update – Cllr Weale**

Cllr Weale referred to documents that he asked to be circulated prior to the meeting and reported that he is due to attend a meeting with the police/WBC on 31 May. Cllr Payne will also attend that meeting.

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

Cllr Crouch updated Members on the most recent transport reports commissioned by the 11 Parish Councils, which have highlighted inadequacies in other studies and have concluded that significant development at Dunsfold would lead to congestion problems on the A281 and B2128.

Cllr Crouch advised that sufficient information is now available to enable informed discussion at a public meeting on Dunsfold, to be held around the end of May at the Arbuthnot Hall or Memorial Hall. Whilst the Council needs to take care not to raise expectations amongst residents, as WPC is not the body determining the planning application, the Council agreed that a public meeting would enable residents to be better informed about the issues raised by the development proposal, and WPC would benefit from feedback from residents. **Cllr Crouch** to submit initial proposals with regard to a public meeting to the next Planning Committee on 26 May; to include date, venue, agenda, roles for Members, and whether to invite applicant, Protect Our Waverley, and the transport consultant to speak at the meeting. **Clerk** to investigate whether Dunsfold brochures, given to his predecessor, are filed in the office.

**011 To appoint Members of the Council's Planning Committee**

The Council RESOLVED unanimously to appoint all Members of the Council to the committee (proposed by Cllr Crouch).

**012 To appoint Members of the Council's Risk and Audit Committee**

The Council RESOLVED unanimously to appoint Cllrs Band, Crouch, Hardman and Weale (proposed by Cllr Payne).

**013 To appoint Members of the Council's Personnel Committee**

The Council RESOLVED unanimously to appoint Cllrs Crouch, Hardman, Kendall and Payne (proposed by Cllr Powell-Evans).

Members agreed that Cllr Powell-Evans should be invited to assist the Personnel Committee with the appointment of the new Clerk (proposed by Cllr Payne).

**014 To appoint Members of the Council's working parties:**

**Emergency planning:** the Council RESOLVED unanimously to appoint Cllrs Hardman, Maggs and Weale (proposed by Cllr Kendall).

**Commons Enhancement and Management:** the Council RESOLVED unanimously to appoint Cllrs Powell-Evans, Kendall and Weale (proposed by Cllr Payne).

**Localism:** the Council RESOLVED unanimously to appoint Cllrs Powell-Evans, Band, Kendall and Payne (proposed by Cllr Crouch).

Website to be updated to reflect any changes.

**015 To review the need for the following bodies and organisations and, where necessary, appoint representatives of the Council to them:**

**Surrey Association of Local Councils:** Chairman and Clerk.

**Waverley Borough Council joint meetings with Town and Parish Councils:** open to any Member to attend. Whoever attends reports back to WPC. (Next meeting 31 May – see item 009 above).

**WBC Planning Forum:** previously held twice per annum but has not been held for about two years. **Cllr Crouch** to ask WBC at meeting on 18 May whether regular meetings can be reinstated.

**Blackheath community traffic-calming working party:** Cllr Maggs leads. Retain.

**Shamley Green community traffic-calming working party:** Cllrs Hardman, Kendall and Weale. Retain.

**Buildings of Local Merit community working party:** Cllr Powell-Evans leads. Retain. WBC still to submit working party's proposals to Executive Committee. Houses in Blackheath still to be considered by working party.

**Barnett Hill traffic management consultation committee:** no further action. Delete from website.

**Longacre School traffic management consultation committee:** Cllrs Band, Kendall and Weale. Retain.

**Surrey County Council Eastern Villages Task Group:** Cllr Powell-Evans. Retain.

**Vision for Wonersh:** Cllrs Neve and Crouch plus three residents. Retain.

## 016 Finance approvals:

- a) **Contract with Clive Greenland for grass cutting in Wonersh and Shamley Green: 2016/2017 (second year of 2-year contract): up to £6776**  
Contract approved in 2015.
- b) **The payment of £90.00 to Wonersh with Blackheath PCC for an advertising feature by the Council in all issues of the parish magazine from June 2016 to May 2017**  
The Council RESOLVED unanimously to approve this payment (proposed by Cllr Kendall).
- c) **To reimburse the Clerk for expenses in connection with maintaining the UK2 wonershparish.org email service - £116.24**  
The Council RESOLVED unanimously to approve this payment (proposed by Cllr Weale).
- d) **The payment of up to £723.17 (including VAT) to Playdale for repairs to swings and 'Pinball Play Panel' at Wonersh Playground – Cllr Payne**  
Cllr Payne explained that the final cost may be less than sum quoted as the Pinball apparatus is now working, so only minor work may now be required. Length of swing chains to be investigated and one slightly rotten timber support to be replaced (not under guarantee). The Council RESOLVED unanimously to approve this payment (proposed by Cllr Kendall).
- e) **The payment of up to £526.80 (including VAT) to Playscene for repairs to the toddler multiplay unit at Wonersh Playground – Cllr Payne**  
Cllr Payne explained that this work formed part of a larger schedule of works, but most of this will now be carried out by Playdale (see above). The Council RESOLVED unanimously to approve this payment (proposed by Cllr Kendall).
- f) **The payment of up to £658.92 to Came and Company, insurance brokers, for the Council's insurance for the period 1 June 2016 to 31 May 2017**  
The Council RESOLVED unanimously to approve this payment (proposed by Cllr Weale), subject to carrying out a substantive review next April/May to look at alternative policy options, including longer-term deals that may provide savings.
- g) **The continuing appointment of Councillors Band, Powell-Evans, Kendall and Payne as authorised signatories to the Council's bank account**

The Council RESOLVED unanimously to approve the continuing appointment of the above signatories (proposed by Cllr Crouch).

**017 Finance notifications:**

**£350.00 for printing and distribution of the job advertisement for the new Parish Clerk.**

The Council noted this expenditure.

**018 To consider and approve Section 1 (Annual Governance Statement) & Section 2 (Accounting Statement) of the Annual Return for 2015/16 (as approved by the Risk and Audit Committee on 5 May 2016 for submission to auditors).**

The Council RESOLVED unanimously to approve the Annual Governance Statement and Accounting Statements for 2015/16 and these were duly signed by Cllr Maggs (proposed by Cllr Weale)..

**019 To consider and approve the arrangements for producing the Summer 2016 Parish quarterly newsletter and to discuss proposed contents – Cllr Weale**

Cllr Weale expects to have a substantial amount of material for inclusion in the summer newsletter; e.g. precis of Chairman's Report from the Annual Assembly; public meeting on Dunsfold; bridleways; allotments; village fair. **Cllr Weale** to obtain quote for folded A3 format and seek approval for expenditure at June meeting. Aim to publish newsletter mid/late June.

**020 To consider and approve the Council's response to Waverley Borough Council's letter of 3 May 2016 – Section 106 - developer contributions. (Consider Cllr Neve's suggestion for sustainable environmental design proposal for centre of Wonersh).**

The Council RESOLVED unanimously to approve the preparation of a 'vision' for Wonersh centre. **Cllr Crouch** to submit proposal to the Clerk in time for referral to Waverley Borough Council by 1 June for their consideration (proposed by Cllr Powell-Evans).

**021 To consider and approve the Council's response to Surrey Community Action – Housing Needs Survey/potential rural exception site**

The Council agreed that this issue is pertinent to the preparation of a Neighbourhood Plan. The **Clerk** should therefore write to Surrey Community Action to inform the charity that the Council will contact them if it should decide to produce a Neighbourhood Plan (see 023).

**022 Report from Commons Working Party – Cllr Powell-Evans**

**Cllr Powell-Evans** to identify which benches belong to, or are the responsibility of, the Council. **Clerk** to obtain quotes for any necessary repair work and ensure that repairs are carried out satisfactorily.

**023 Consider the feasibility and desirability of establishing a sub-committee to look at neighbourhood planning and approve next steps – Cllr Crouch**

The Council agreed that a working party should be established to consider the feasibility of producing a Neighbourhood Plan, and whether the cost and considerable effort required is balanced by the benefits of having a plan in place which could deal with a range of planning issues relevant to the Parish.

**024 To consider and approve the timing of future planning meetings – Cllr Crouch**

**Cllr Crouch** to invite Members to indicate when would be the most suitable day/time to hold the Planning Committee meetings.

**025 To consider and approve whether to refuse to return all five allotment deposits in 2016 as plots have not been left "in a reasonable condition and fit for cultivation"**

The Council agreed that the Clerk should return deposits to all five tenants who have given up their plots in March 2016. Clerk to photograph plots that have been taken over this year. When tenants give up their plots they will be required to hand them back in

comparable condition, or better. If any of the five new tenants in 2016 wish to have their plots prepared for cultivation, the Council will arrange to have their plot tilled at its own expense, paid for by the allotments deposits fund.

**026 To consider and approve commissioning Clive Greenland to prepare allotment plot 14A for cultivation**

Clerk to obtain a quote from Clive Greenland to prepare plot 14A for cultivation.

**027 Feedback from launch of 'Footpaths and Bridleways Volunteer Wardens' scheme – Cllr Kendall**

Cllr Kendall reported that 12 people signed up as potential Footpath and Bridleway Volunteer Wardens. Steve Mitchell has agreed to provide the necessary two hour training course, which is due to take place on 14 June, 19.00 - 21.00 at Garden Close Community Room. Email invitations have been sent out to all those who signed up for the course, but so far only four have confirmed they will be able to attend. Cllr Kendall proposes to follow up email contacts with telephone calls, and also will contact other possible candidates to try to boost numbers.

**028 To consider parking in Nursery Hill and Garden Close – Cllr Weale**

Cllr Weale reported that following a meeting with Waverley BC a year ago, which discussed parking problems in Nursery Hill and Garden Close, no action has been taken to improve matters. **Cllr Weale** to produce an action plan to address the issues causing concern and ask WPC to endorse a proposal to be referred to WBC.

**029 To consider and approve the Council's response to the application by the Grantley Arms to change the terms of its licence – Cllr Payne**

The Council agreed to take no action on this application.

**030 To consider and approve a temporary licence to hold a fair on Wonersh Common outside the Pavilion on 3 July 2016, from 1pm until 4.30pm (licence period: 8.30am until 7pm to allow for setting up and clearing away)**

The Council RESOLVED unanimously to approve this licence (proposed by Cllr Weale).

**031 To consider and approve the extension of a temporary licence to store building materials on common land in front of 'The White House', The Common, Barnett Lane, Wonersh**

The Council RESOLVED unanimously to approve this licence extension (proposed by Cllr Weale). **Clerk** to make clear in granting the extension that the Council expects full reinstatement of the common, once works are complete.

**032 To consider and approve whether representatives of the Council should meet with representatives of the Gatwick Area Conservation Campaign**

**Clerk** to notify GACC that Cllr Maggs and a resident of Blackheath would like to meet them to find out more about their purpose and objectives.

**033 Correspondence received – Clerk**

The Clerk notified the Council about the following:

a complaint has been received from a resident of Shamley Green about parking on grass verges and the pavement in Hullmead; and

Thames Water proposes to renew a water main within Blackheath Common. Cllr Maggs noted the details.

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

Cllr Powell-Evans gave her apologies for the next meeting and requested that the process for updating the Progress Report be discussed at the meeting on 14 July.

**035 Date of next meeting: 9 June 2016**

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

Signed:

Councillor Peter Maggs

9 June 2016