

# Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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## WONERSH PARISH COUNCIL

### MINUTES OF A MEETING OF WONERSH PARISH COUNCIL Held Thursday 14<sup>th</sup> January 2010, at 7.30pm at Wonersh Sports Pavilion

#### **PRESENT**

Mr N Morris Chairman  
Mr M.Harding Vice Chairman  
Mrs A Powell-Evans Vice Chairman  
Mr NM Band  
Mr R Bawden  
Mrs L Healy  
Mrs C Howard  
Mr A Shareef

Also present were Borough Councillor Cllr M Goodridge and 3 members of the public.

**10/001 APOLOGIES** – Apologies were received from Mr Chalcraft of 11, Lawnsmead, Wonersh

#### **10/002 CODE OF CONDUCT -**

Cllr Richard Bawden declared an interest in Item 10/016 a) and in Item 10/017.

Cllr Morris declared a prejudicial interest in Item 10/004 and his intention to step down from the chair and hand the chairmanship to Cllr Harding for the Open meeting and then to leave the room for Item 10/004 itself.

**10/003 MATTERS RAISED BY ELECTORS** – the meeting was adjourned by the Chairman in order to open the floor to the public and the chairmanship was handed to Cllr Harding.

Elector Mr P Brodie, on behalf of Blackheath Village Society, presented his report on the reinstatement of Blackheath village well. He outlined the background to this project and explained that the Village Society would like to appoint Enticknapps Builders to construct the project. They are concluding the legal framework and taking advice on the possibility that the builder would not have to charge VAT. The annual insurance premium of £443.42 is going to be a considerable strain on their financial resources and the Village Society is proposing that Wonersh Parish Council takes on the ownership and responsibility for the village well.

Cllr Harding told councillors that the additional insurance premium under the council's existing policy would be £173.

Elector Patrick Venning, as treasurer of the Village Society, explained that the society was not set up to pay out large annual sums and that it was unlikely that they would be able to recover the VAT on the building.

Cllr Howard raised the point that VAT could be reclaimed if the parish council commissioned the work. This would mean the parish council taking over the project imminently.

Another elector asked if common land could be designated at Lawnsmead for parking.

Cllr Harding acknowledged there is a problem about parking in the area and pointed out that, following a meeting with residents of Lawnsmead, this issue is on the agenda. Cllr Bawden explained the procedure for designating common land for an alternative use. Cllr Harding explained that it is not within the remit of the parish

council to make these sort of rules about common land which might in any way involve different surfacing.

The Chairman closed the open part of the meeting.

**10/004 BLACKHEATH VILLAGE WELL-REQUEST FROM PAUL BRODIE, BLACKHEATH VILLAGE SOCIETY, TO TRANSFER OWNERSHIP OF THE PROPOSED WELL TO PARISH COUNCIL ASSETS (paper circulated)**

Cllr Morris left the room.

Cllr Bawden said he was broadly in agreement with the proposal and suggested a memorandum of understanding between the Council and Village Society regarding maintenance issues. The Council agreed it is important to retain rural heritage. Cllr Shareef agreed the well is a good project but was concerned about committing future councils to a permanent annual expenditure. He wondered if the Village Society could make some annual financial commitment. Cllr Howard thought the Council should take the project on as a whole. Cllr Powell-Evans felt it was up to the residents of Blackheath to decide if they want the Parish Council to become involved totally.

Cllr Howard PROPOSED that the Parish Council make a resolution which it sends to the Village Society that the Parish Council takes on the commissioning of the project so that on paper the Parish Council is the commissioning agent and therefore the project does not incur VAT, subject to clarification that the Parish Council can legally do this, and subject to receiving a grant from the Village Society". This was seconded by Cllr Band and members unanimously AGREED.

Cllr Howard also PROPOSED that the Parish Council offer to take over the ownership of the built object if the offer that the Parish Council had just made was not accepted by the Village Society. This was seconded by Cllr Bawden and members unanimously AGREED. This proposal would incorporate the insurance, maintenance, etc.

**ACTION**

Cllr Harding to write to Blackheath Village Society regarding the 2 proposals.

Cllr Howard to check the legalities.

**10/005 PARKING AT LAWSMEAD; TO RECEIVE NOTES OF MEETING HELD ON 12<sup>TH</sup> DECEMBER 2009 AND DECIDE ON A COURSE OF ACTION**

A report on the meeting with residents had been circulated. This report concluded with 3 options. Cllr Healy pointed out that options 1 & 2 would mean applying for an Enclosure Order and that she was in favour of Option 3 – i.e. replacing the posts and restoring the common. Cllr Powell-Evans stated that only 5 residents from 4 addresses attended the meeting on a Saturday morning which would appear to indicate that residents do not feel very strongly about the parking situation. Cllr Shareef felt that providing a parking space would not be a solution because it would not be possible to provide one that accommodated all the required parking. Cllr Howard pointed out that there are many other areas in the parish with similar difficulties and we could not provide parking everywhere. Cllr Bawden felt the council should be wary of opening up any more common land for parking and if the council did, it would have to be constructed to cope with the rigours of parking. Cllr Harding felt there would be more current parking space if vehicles parked more appropriately. Cllr Howard PROPOSED that the Council proceed with Option 3. i.e. to replace the posts with solid ones set in concrete so they cannot be taken out and allow the common land to return to normal. This was seconded by Cllr Bawden and members unanimously AGREED

**ACTION**

The Chairman stated that Simon James, the preferred contractor had suggested 1.5 metre posts with metal spikes in wet pour concrete. The posts would be set at the same height above the ground as now. Quote to be obtained.

**10/006 MINUTES** - the Minutes of the meeting held on 10<sup>th</sup> December 2009 were APPROVED unanimously and signed as a correct record.

**10/007 MATTERS ARISING** – The Council noted a report by the Chairman circulated with the agenda. Updated items were as follows:-

**09/102** Bridleway at Lordshill – Cllr Band felt that this should be pursued as residents had requested and that SCC Highways should be challenged on their reluctance to install a sign.

**ACTION** – Cllr Band to draft a letter on behalf of the Parish Council. Cllr Morris to look out the previous correspondence and send to Cllr Band

**09/156** Section 9 land – still awaiting a response from Hedleys, solicitors.

**ACTION** – Cllr Morris to jog Hedley's memory on this.

**09/167** Planning resources – Waverley Borough Council has informed the chairman that they are not extending the pilot to any other parish councils.

**09/118** Parish e-mail network and e-newsletter - the working party has met twice. They have met with Patrick Molyneux of Bramley Parish Council. Cllr Shareef made the point that the Bramley e-mail system is run almost completely by Mr Molyneux.

**ACTION-** Cllr Shareef will circulate the Bramley e-newsletter to all councillors

**10/008 MINUTES FROM PLANNING COMMITTEE MEETINGS HELD ON 10<sup>TH</sup> AND 22<sup>ND</sup> DECEMBER 2009 AND TO NOTE THE ARRANGEMENTS MADE FOR RESPONDING TO WBC PLANNING ON 7<sup>TH</sup> JANUARY 2010.**

The chairman drew members' attention to a slight change in this planning item. In the past, letters have been on the table and approved but, due to the time requirements for comments to WBC, they had to be approved in retrospect. He suggested that councillors need only to RECEIVE the minutes at the Parish Council meeting as the Planning Committee is a full meeting of the council and, as such, can approve the minutes there. The minutes are circulated to all councillors prior to their approval at the Planning Committee.

Minutes were RECEIVED by the members.

The chairman explained the arrangements that had been made for the meeting on 7<sup>th</sup> January 2010 when members could not meet because of weather conditions – the meeting was held by e-mail and telephone and the wording of the letters were decided before they were sent to WBC.

**10/009 FINANCE**

**a) APPROVAL OF CURRENT LISTS OF RECEIPTS AND PAYMENTS** – Cllr Bawden PROPOSED that Payment Vouchers 09/082-09/091 be approved.

This was seconded by Cllr Shareef and APPROVED unanimously

**b) TO RECEIVE THE BUDGET STATEMENT TO THE END OF DECEMBER 2009** – the council RECEIVED the budget statement. The council has a new accounts assistant, Richard Holmes, so there are a few areas that will need adjusting while he gets used to the system.

**ACTION**

Cllr Powell-Evans is looking into the various adjustments with Mr Holmes. Cllr Powell-Evans commended Mr Holmes for the job he has done.

**c) TO APPROVE THE APPOINTMENT OF CLLR POWELL-EVANS AS TEMPORARY RFO PENDING THE APPOINTMENT OF A NEW CLERK WILL NOT BE PAID BUT OUT-OF-POCKET EXPENSES MAY BE CLAIMED**

Cllr Bawden PROPOSED that Cllr Powell-Evans be appointed as temporary RFO. This was seconded by Cllr Band and APPROVED unanimously

**d) BUDGET; TO APPROVE THE FINAL ESTIMATES FOR THE FY 2010/2011 AND TO APPROVE THE PRECEPT FOR 2010/2011.**

The chairman stated that he had phoned all councillors prior to the meeting as he and Cllr Powell-Evans had found some incorrect figures in the original draft and these have now been amended. He informed councillors that the Blackheath Traffic Calming grant is going to be spent this financial year, as the work is completed, so will not be brought forward in Allocated Reserves. The outcome is a lower deficit than had been identified and he suggested that the deficit should be restored to the original and that the percentage increase of the precept should be lowered.

The chairman had found a letter on file from WBC suggesting that the compensatory grant would remain the same next year and a maximum of £2980 should be included for this grant.

Cllr Powell-Evans stated that the village gateways were nearly completed and she anticipated paying for those before the end of March so £2000 of the sum ( including the £1000 from Dr Povey) put aside should also be removed from Allocated Reserves. She suggested leaving £1000 grant in Allocated Reserves as this was not needed for gateways but could be put towards a future traffic calming project.

Cllr Harding pointed out that the £1000 for youth had been overlooked – the Chairman was confident that this could be found out of next year's budget.

Cllr C Howard PROPOSED that the overall estimates were APPROVED. This was seconded by Cllr M Band and unanimously APPROVED.

Cllr R Bawden PROPOSED that the council request a precept of £34,587. This was seconded by Cllr L Healy and APPROVED unanimously.

**ACTION**

Cllr Morris to complete precept form for WBC

**e) TO APPROVE THE ESTIMATE FROM CRADDOCKS STUDIO FOR PRINTING THE NEXT PC NEWSLETTER AT A COST OF £350 IN COLOUR/TWO SIDES.**

Cllr R Bawden PROPOSED that the council accept this estimate. This was seconded by Cllr L Healy and APPROVED unanimously.

**ACTION**

Cllr Morris to organise the distribution of the newsletters

**f) WONERSH VILLAGE GATEWAYS; TO APPROVE A CONTRIBUTION OF £500 TOWARDS THE COST OF INSTALLATION**

Cllr Powell-Evans explained she had not thought it appropriate to contact SCC highways during the present extreme weather so this item was to be carried over to the next meeting.

**ACTION**

Cllr Powell-Evans to contact SCC Highways

**g) TO APPROVE AN ESTIMATE OF £50 TO EACH OF THE TWO CHURCH PARISH MAGAZINES (SHAMLEY GREEN AND WONERSH AND BLACKHEATH) FOR DISPLAYING AN ADVERTISEMENT FOR THE RECRUITMENT OF A CLERK.**

Cllr C Howard PROPOSED that the council accept the estimate. This was seconded by Cllr M Band and APPROVED unanimously.

**ACTION**

Cllr Morris to activate

**10/010 TO NOTE THE RESIGNATION OF THE CLERK. CHAIRMAN TO GIVE A PROGRESS REPORT ON RECRUITMENT FOR A REPLACEMENT INCLUDING THE PRESENT ARRANGEMENT FOR COVER OF CLERK'S DUTIES.**

The chairman informed the meeting that there would be 2 advertisements in the church magazines, an item in the newsletter and notices on the parish notice boards. The chairman and vice-chairmen had decided not to advertise in the Surrey Advertiser but there is to be a small news item in tomorrow's Surrey Advertiser. The chairman is temporarily taking on the Clerk's role at a reduced level. Cllr Shareef thanked Cllr Morris and Cllr Powell-Evans for the extra work they are taking on.

**ACTION**

Cllr Powell-Evans to receive enquiries, send out application packs and receive applications

**10/011 TO NOTE THE RESIGNATION OF CLLR N. GOODCHILD (SHAMLEY GREEN WARD). CHAIRMAN TO GIVE A PROGRESS REPORT ON CO-OPTION OF A REPLACEMENT.**

The Chairman reported that the notices regarding the co-option of a new councillor had been placed on the notice boards from 4<sup>th</sup> January, due to end on the 21<sup>st</sup> January. Of real concern is that electors have not been able to get out because of the snow and the notices may have gone unread. Cllr Howard had received two phone calls from electors expressing concern and she had also spoken to Ann Bott and Trevor Leggo at SCAP&TC who advised, if the council agreed, that the co-option should be re-advertised.

The Council members AGREED that co-option of a new councillor would be suspended until 1<sup>st</sup> March to avoid confusion with the recruitment of a new Clerk.

All current notices to be removed now.

**ACTION**

Cllr Morris will write to anyone who has expressed an interest and explain the situation

**10/012 WONERSH PRE-SCHOOL, WONERSH COMMON ROAD. REQUEST FROM THE SCHOOL TO PARK AT THE PAVILION AND TO MAKE A CONTRIBUTION TO UPKEEP**

Cllr Bawden suggested this item was taken under Item 10/016 a) and members AGREED

**10/013 POWER OF WELLBEING. VERBAL REPORT OF TRAINING SESSION ON 26<sup>TH</sup> NOVEMBER 2009. TO NOTE THAT 8 OUT OF 9 WONERSH PC COUNCILLORS MUST ATTEND A TRAINING SESSION TO MEET MANDATORY REQUIREMENTS OF ACHIEVING QUALITY STATUS. FURTHER TRAINING TO BE IDENTIFIED**

The chairman reported that 5 Wonersh PC councillors attended the training and that, because of the percentage required to achieve this training in order to use the powers, all remaining councillors will need to complete the training.

**ACTION**

Cllr Howard to attend training at Horley on 9<sup>th</sup> February at 7pm

Cllr Bawden possibly to attend the relevant part of a longer course at Haslemere, 27<sup>th</sup> Feb, pending enquiries.

Cllr Band to enquire about a course at WBC.

Cllr Morris to arrange course for Cllrs Bawden and Howard.

**10/014 WBC ENVIRONMENT AND LEISURE OVERVIEW AND SCRUTINY COMMITTEE(ELOS) MEETING 12<sup>TH</sup> NOVEMBER 2009. REVIEW OF THE ATOC PROPOSAL FOR RE-OPENING OF THE GUILDFORD TO CRANLEIGH RAIL LINK. VERBAL REPORT BY CLLR HOWARD.**

Cllr Howard reported that she attended a meeting a Scrutiny meeting at Waverley Borough Council to debate the Cranleigh to Guildford Railway Link proposal by ATOC.

Cllr Michael Goodridge reported that at a further meeting the proposal was deemed financially unviable at present and will not be progressed.

**10/015 PRECISED BYE-LAWS. TO CONSIDER IF A QUOTATION FOR REPLACEMENT NOTICES SHOULD BE OBTAINED**

WBC has advised that it is not acceptable to display a precised version of the bye-laws. Cllr Harding cannot understand how the entire bye-laws could be displayed on a small metal plate as used to be the case. Cllr Bawden thought that the previously displayed metal plate contained an extract from the bye-laws. Cllr Morris queried whether displayed bye-laws served any purpose. Cllr Harding felt it is useful to have the bye-laws displayed as reinforcement if it is necessary to approach anyone undertaking illegal activities on the commons. Cllr Healy suggested that the bye-laws could be displayed on the parish notice boards.

**ACTION**

Cllr Powell-Evans to send Cllr Band relevant e-mail from former Clerk regarding WBC's comments.

Cllr Shareef will extract relevant items from bye-laws which will fit on 1 piece of A4 and circulate to councillors.

**10/016 REPORTS FROM COUNCILLORS**

**a) PARKING ON COMMON LAND: CLLR RICHARD BAWDEN**

Cllr Bawden had circulated a report . He explained that he had taken an overview of 4 areas in Wonersh: 1.the track adjacent to Holly Cottages, leading to the Old Cottage: 2.the access road to the Sports Pavilion and parking area behind the pavilion:3. the track leading from Barnett Lane to Diamond Cottages:4.the access road to Lawnsmead Cottages. He has not considered individual cases of parking on common land. Cllr Bawden outlined the relevant Statutes and By-laws and a suggested policy for each area as set out in his report. Councillors queried how his suggestions would be implemented. There is already a sign at Diamond Cottages stating that parking to the north of the footpath is for residents only. Cllr Harding felt it is very useful to have a broad policy but queried the commercial use of the recreation ground which he feels is an issue that needs addressing.

The alternative option is for the council to do nothing about the parking but this would not be acceptable. Cllr Band queried whether the council has the power to do as Cllr Bawden suggests and whether it is a planning matter. Cllr Howard suggested taking legal advice and Cllr Band agreed he would feel uncomfortable about proceeding without such advice.

**ACTION**

Cllr Morris to write to Hedleys, Solicitors.

Cllr Band to enquire from WBC whether the suggestions would constitute change of use

**10/012 WONERSH PRE-SCHOOL, WONERSH COMMON ROAD. REQUEST FROM THE SCHOOL TO PARK AT THE PAVILION AND TO MAKE A CONTRIBUTION TO UPKEEP**

Nothing can be done about this until 10/016 a) has been resolved.

**ACTION**

Cllr Morris to write to the pre-school saying the council is taking legal advice.

**b) HIGHWAYS ISSUES: CLLR N MORRIS**

Cllr Morris had circulated a report. He had been asked the action point of his paper and he expressed the view that papers presented to the council needed to be credible and he thought the recent paper on SCC Highways did not contain anything that could be presented to SCC Highways. He asked Cllr Harding if he could represent the paper with a specific number of action points for the parish. Cllr Harding feels we have local knowledge and a responsibility to draw things to SCC's

attention and that this is quite a different issues from matters such as wanting to change the speed limits.

**ACTION**

Cllr Harding to decide if he wishes to take this further and identify areas where he might have concerns.

**10/017 SPORTS PAVILION PC OFFICE; TO APPROVE THE LONG-TERM LOAN OF A KEY TO M MAYBREY FOR MAINTENANCE PURPOSES**

Cllr Howard PROPOSED that a key to the parish office be loaned to Martin Maybrey. This was seconded by Cllr Band and AGREED unanimously.

**10/018 CORRESPONDENCE** - The Chairman reported:

A request from Angela Dawson to update her on progress on Andrew Povey's grants to the gateways, Blackheath traffic calming and the playgrounds. The chairman has replied regarding the first two, the playground grant was applied for in Feb/March 2009 but there does not appear to be any record of action on it since then.

**ACTION**

Cllrs Morris & Powell-Evans to look in minutes.

Letter from Mr & Mrs Scott of 1, Barnett Villas re a planning application. This is a copy of a letter on the WBC planning web-site.

An invitation to Shamley Green Newcomers' party. They would like Wonersh PC to provide a display

**ACTION**

Cllr Powell-Evans to do.

An invitation to the Shamley Green Village Association AGM on 13<sup>th</sup> April to give a short talk.

**ACTION**

Cllr Howard will do.

Communication re Surrey Hills Society visit and walk around Wonersh, 17<sup>th</sup> April. Cllrs Howard and Harding are already involved. The event will include a guided walk, in fact around Shamley Green, and lunch at the Bricklayers' Arms.

**ACTION.**

Cllr Howard to liaise and come back to the council with more details.

Communication from Val Jacobi WBC Planning thanking Wonersh for volunteering to take part in the e-consultation pilot but they have no plans to broaden the pilot. (see 09/167)

There is a WBC planning forum on 27<sup>th</sup> Feb 2010 and a meeting to hear from the Chief Constable on 29<sup>th</sup> Feb.2010.

**10/019 COUNCILLORS BUSINESS FOR NOTING OR INCLUDING ON A FUTURE AGENDA** –

Cllr Powell-Evans asked that a discussion on how the council is going to prioritise all its various projects goes on the next agenda.

Cllr Healy would like the minutes of the Risk and Audit Committee to be received or approved by a full parish council. There are draft minutes for the last meeting. The committee only meets once a year.

**ACTION**

Cllr Morris to see if he can find a file on this in parish office.

**10/020 DATES OF FUTURE MEETINGS**

Parish Council meeting: - Thursday, 11<sup>th</sup> February 2010, Thursday 11<sup>th</sup> March 2010, Thursday 8<sup>th</sup> April 2010

Parish Council Planning meetings – Thursday 4<sup>th</sup> February 2010, Thursday 18<sup>th</sup> February 2010, Thursday 4<sup>th</sup> March 2010.

There being no other business, the Chairman closed the meeting at 10.25 pm

Signed-----

Dated-----

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