

Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

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MINUTES OF THE ANNUAL MEETING OF WONERSH PARISH COUNCIL

held on Thursday 12 May 2011, at 7.30pm at Wonersh Sports Pavilion

PRESENT

Cllr M Band, Cllr P Brodie, Cllr G Grant, Cllr L Healy, Cllr B Holtom, Cllr C Howard, Cllr A Powell-Evans (in the chair).

In attendance: Mr K Garvey, Clerk to the Council and Mr R Holmes, Accounts.

11/068 To elect the Chairman of the Council.

The Council elected unanimously Cllr A Powell-Evans as its Chairman (proposed by Cllr Healy, seconded by Cllr Grant).

11/069 To elect the Vice-chairman of the Council.

The Council elected unanimously Cllr R Bawden as its Vice-chairman (proposed by Cllr Powell-Evans, seconded by Cllr Howard).

11/070 Apologies for absence.

The Council received and accepted apologies from Cllrs K Bawden and R Bawden, and from Borough Cllr M Goodridge.

11/071 Wonersh Parish Code of Conduct – Disclosure of Interests.

(a) No Members declared any personal or prejudicial interests in respect of the after-mentioned items.

(b) Before considering the next item of business on the agenda, the Chairman made a short statement welcoming new and re-elected Members. Cllr Powell-Evans emphasized that the Council was a *corporate body* in which its *decisions* about all issues was the responsibility of the whole body, unless specifically delegated to one of its committees or to the *proper officer* (the Clerk). It therefore followed all proposals for decision must be placed on the agenda of the Council for formal consideration and approval. For this reason it was also important that the Council communicated with third parties or issued public statements through the Clerk, who served and acted on behalf of the whole Council, unless it had specifically agreed to do otherwise. The Chairman welcomed the diversity of skills and experience represented by all Members and looked forward to the new Council working in a co-operative and cohesive way for the benefit of all residents of Blackheath, Shamley Green and Wonersh.

11/072 Open meeting for electors to raise matters with the Council on local issues.

No issues were raised.

11/073 To appoint Members to the Council's Planning Committee.

The Council *RESOLVED* unanimously to appoint all Members to the **Planning Committee** of the Council and to delegate to it: (a) consideration of planning-related matters; (b) making *decisions* about local planning applications; and (c) making recommendations for decision by the Council about other planning-related issues (proposed by Cllr Healy, seconded by Cllr Howard).

11/074 To appoint Members to the Council's Risk & Audit Committee.

The Council *RESOLVED* unanimously to appoint Cllrs M Band, R Bawden, L Healy and C Howard to the **Risk and Audit Committee** of the Council and to delegate to it: (a) consideration of financial risk and audit-related matters of the Council; and (b) making recommendations for decision by the Council about risk and audit issues (proposed by Cllr Brodie, seconded by Cllr Powell-Evans).

UNAN To appoint Members to the Council's Personnel Committee.

The Council *RESOLVED* unanimously to appoint Cllrs R Bawden, A Powell-Evans and G Grant to the **Personnel Committee** of the Council and to delegate to it (a) consideration of personnel matters; (b) making *decisions* where specifically required to do so in accordance with the provisions of the *Personnel & Employment Handbook* of the Council; and (c) making recommendations for decision by the Council about other personnel issues (proposed by Cllr Band, seconded by Cllr Healy).

11/076 To appoint Members to the Council's working parties:

(a) Council Quality Status

The Council agreed to constitute and appoint Cllrs B Holtom, C Howard and A Powell-Evans to a **Council Quality Status Working Party** to consider and make recommendations to the Council about achieving quality status.

(b) Emergency Planning

The Council agreed to constitute and appoint Cllrs P Brodie, G Grant and L Healy to an **Emergency Planning Working Party** to consider and make recommendations to the Council about the development of parish emergency response plans for Blackheath, Shamley Green and Wonersh.

(c) Commons Enhancement and Management

The Council agreed to constitute and appoint Cllrs R Bawden, B Holtom, C Howard and A Powell-Evans to a **Commons Enhancement and Management Working Party** 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.

11/077

To appoint representatives of the Council to other bodies and organizations:

(a) Young people portfolio lead

The Council agreed that Cllr Powell-Evans should lead on this portfolio.

(b) Surrey County Association of Parish and Town Councils (SCAPTC)

The Council *RESOLVED* unanimously to appoint Cllr C Howard as the Council's representative on the governing body of SCAPTC (proposed by Cllr Healy, seconded by Cllr Grant).

(c) Surrey Heathland Project (SHP)

The Council *RESOLVED* unanimously to appoint Mr N Morris as the Council's representative on the Steering Committee of SHP (proposed by Cllr Howard, seconded by Cllr Healy).

(d) Waverley Borough Council (WBC) Joint Meetings with Town and Parish Councils

Action:
Clerk

The Council noted that all Members were invited to participate in such meetings but that the Chairman and the Clerk made this a priority for their attendance. The Clerk confirmed that he received the agenda and papers for these meeting and would continue to distribute them to all Members.

(e) WBC's Planning Forum

Action:
Clerk

The Council noted that all Members were invited to participate in meetings of the forum but that the Chairman of the Planning Committee and the Clerk made this a priority for their attendance. The Clerk confirmed that he received the agenda and papers for these meeting and would distribute them to all Members.

(f) Blackheath Village Society (BVS)

The Council *RESOLVED* unanimously to appoint Cllr P Brodie as the Council's representative on the Committee of the BVS (proposed by Cllr Howard, seconded by Cllr Healy).

(g) Shamley Green Traffic Calming Working Party (SGTCWP)

The Council *RESOLVED* unanimously to appoint Cllrs M Band and G Grant as the Council's representatives on the community SGTCWP (proposed by Cllr Howard, seconded by Cllr Healy).

(h) Wonersh Traffic Calming Working Party (WTCWP)

The Council *RESOLVED* unanimously to appoint Cllrs R Bawden, L Healy and A Powell-Evans as the Council's representatives on the community WTCWP (proposed by Cllr Band, seconded by Cllr Grant).

(i) Bramley Library Steering Committee

The Council agreed to defer discussion and decision about this issue to its next meeting.

(j) Barnett Hill Traffic Management Consultation Committee (BHTMCC)

Action:
Clerk
The Council *RESOLVED* unanimously to appoint Cllr R Bawden as the Council's representatives on the BHTMCC (proposed by Cllr Healy, seconded by Cllr Howard).

11/078 To approve the minutes of the Council meeting held on 14 April 2011.

The Council accepted these were a true record of the meeting. Cllr Powell-Evans signed the minutes.

11/079 Matters arising.

The Council noted the matters arising update submitted by the Clerk.

11/080 To receive the approved minutes of the Planning Committee meeting held on 14 April 2011.

The Council received the approved minutes that had been signed by Cllr M Harding.

11/081 To appoint Members as authorising signatories to the Council's Co-operative Bank Community Plus Account.

Action:
Clerk
The Council *RESOLVED* unanimously that the Co-operative Bank plc shall continue to be its bankers in accordance with its original application of 5 August 2010 on terms as set out in the declaration at Section 3a of the *change of account signatories mandate form*. The Council also *RESOLVED* unanimously to confirm Cllrs L Healy and A Powell-Evans as "existing signatories and key account parties", and to confirm Mr K Garvey, Clerk to the Council, as an "existing additional named individual". The Council further *RESOLVED* unanimously to appoint Cllrs R Bawden and B Holtom as "new signatories and key account parties" in the place of former councillors, Messr N Morris and M Harding (proposed by Cllr Band, seconded by Cllr Grant).

11/082 Finance – to consider and approve the following:

(a) the lists of receipt & payment vouchers in April 2011

The Council *RESOLVED* unanimously that the lists of Payment and Receipt vouchers in April 2011 be approved (proposed by Cllr Healy, seconded by Cllr Brodie).

(b) the end-April 2011 financial statement

1. The Council *RESOLVED* unanimously that this be approved (proposed by Cllr Band, seconded by Cllr Howard).

Action:
Clerk

2. Members thanked the Clerk and Mr Holmes for the improved presentation of the Council's financial statements and accounts. They agreed on the importance of undertaking a mid-year and third-quarter review of forecast expenditure and variances for the remainder of the financial year. The Council requested that the Clerk present such reports at the Council meetings in October 2011 and January 2012.

(c) the annual payment of £1,000 to Wonersh Sports Club for the use of the Parish Office and other facilities in 2011/12

The Council *RESOLVED* unanimously that this be approved (proposed by Cllr Howard, seconded by Cllr Band).

(d) the annual payment of £150 to Shamley Green PCC for distributing the quarterly Council newsletters to all households in Shamley Green in 2011/12

The Council *RESOLVED* unanimously that this be approved (proposed by Cllr Healy, seconded by Cllr Howard).

(e) the annual payment of £135.00 to the Society of Local Council Clerks for the subscription/membership of the Clerk in 2011/12

The Council *RESOLVED* unanimously that this be approved (proposed by Cllr Howard, seconded by Cllr Band).

and further to approve in accordance with Standing Order 13(c) and consequential Financial Regulation 6.4 the following urgent payments already made:

(f) the annual payment of £791.78 to SCAPTC for the Council's membership/subscription in 2011/12

The Council *RESOLVED* unanimously that this be approved (proposed by Cllr Band, seconded by Cllr Healy).

(g) the annual payment of £90.00 to Wonersh with Blackheath PCC for an advertising feature by the Council in all issues of the parish magazine in 2011/12

The Council *RESOLVED* unanimously that this be approved (proposed by Cllr Healy, seconded by Cllr Grant).

(h) the annual payment of £35.00 to the Information Commissioner for the Council's data registration for 2011/12

The Council *RESOLVED* unanimously that this be approved (proposed by Cllr Grant, seconded by Cllr Healy).

(i) the annual payment of £46.50 to SCAPTC for three copies of the quarterly LCR magazine in 2011/12

The Council *RESOLVED* unanimously that this be approved (proposed by

Cllr Band, seconded by Cllr Healy).

11/083 To appoint Auditing Solutions to conduct the Council's internal audit for 2010/11.

The Council *RESOLVED* unanimously that this be approved (proposed by Cllr Healy, seconded by Cllr Howard).

11/084 To consider and approve Sections 1 and 2 (Accounting Statement) of the Annual Return for 2010/11.

The Council *RESOLVED* unanimously that these be approved (proposed by Cllr Band, seconded by Cllr Healy).

11/085 To consider and approve an application to HM Land Registry for a Caution against First Registration of a parcel of Section 9 land within the Parish.

The Council *RESOLVED* unanimously that this application in respect of a parcel of land on Wonersh Common be approved with an addition to the statement of truth to reflect that the Council held documentary evidence of grass-cutting of the land in question since 1985 (proposed by Cllr Band, seconded by Cllr Brodie).

Action:
Clerk

11/086 Reports by Members and the Clerk:

(a) Healthwatch: stakeholder development event

Cllr Grant briefed the Council about the event that she had attended on 9 May. Healthwatch was the designated successor body to Surrey LINK, which would provide patient oversight and engagement with the National Health Service. Participants recognised that it would be important to raise the profile of Healthwatch given the previous low level of awareness about LINK. However, the exact powers of oversight, consultation and representation designed to make the NHS more accountable remained uncertain because of the Government's pause for a rethink about health legislation. The Council agreed that it should continue to follow developments and requested that the Clerk seek more information about any further meetings or opportunities to contribute to the consultation process.

Action:
Clerk

(b) Lords Hill and Wonersh Common playgrounds

The Council received a written report from Cllr Healy about the success of the Royal wedding fete to raise funds for the Wonersh Common playground. The Clerk confirmed that installation of the new play equipment had been carried out, subject only to some minor snagging issues that were being addressed by the contractor. The Council noted some additional works had also been carried out at the playground on behalf of the W&SG Voluntary Playground Committee and that the latter would meet these costs separately.

(c) Traffic calming in Shamley Green and Wonersh

1. The Council noted that the Clerk had arranged a meeting with the SCC

Action:
MB, AP-E

Waverley Highways manager at the Wonersh Sports Pavilion on 26 May 2011. It agreed that, in addition to Members who had expressed an interest in attending this meeting, a non-councillor member of each of the Shamley Green and Wonersh TCWPs should also be invited to participate.

Action:
MB

2. The Council agreed that arrangements which had previously worked in Blackheath and continued to serve the ongoing Wonersh TCWP should be the model for WP meetings in Shamley Green. It was important that the SGTCWP should be a joint council-community body but distinct from the council on the one hand and from the SG Village Association on the other in order to ensure that its recommendations and actions had the widest possible support from local residents, not all of whom belonged to the SGVA. Cllr Band undertook to speak to the SGVA about future meeting arrangements of the SGTCWP ahead of the public meeting due to take place in Shamley Green on 16 May.

(d) Bramley Library

Action:
Clerk

The Clerk confirmed that no decision had been made about the next meeting of the Bramley Library Steering Committee. He also awaited receipt of the minutes of the previous meeting held on 19 April 2011 and would ensure that they were distributed to Members thereafter.

11/087 Correspondence.

Action:
AP-E,
Clerk

(a) Wonersh Park Association (WPA) request for the Council's support for new traffic calming measures within Wonersh Park. The Council agreed that the WPA should be invited to meet the Chairman of the WTCWP and the Clerk to discuss the issues ahead of further consideration by the Council at a future meeting.

Action:
MB, Clerk

(b) Expression of interest in developing land for low-cost housing. The Council reaffirmed its support for more affordable homes to be built on suitable sites within the parish. Members agreed that Mrs Martin-Dyer should be invited to meet Cllr Band and the Clerk to discuss her thinking ahead of further consideration by the Council at a future meeting.

Action:
CEMWP,
Clerk

(c) Waverley waste services, street cleaning and grounds maintenance contracts re-negotiation. Members agreed that the CEMWP should discuss the proposals ahead of further consideration by the Council at its June meeting in order to submit a response to WBC by the end-June deadline. The Council also requested the Clerk to consult neighbouring parishes about their responses, including possibilities for joint service provision and to revert.

11/088 Members' business for noting or including on a future agenda.

Action:
Clerk

Cllr Band reminded the Council that it had previously been represented by Mr M Harding on the Longacre School Traffic Management Committee. Members agreed that they should consider and approve the appointment of a new representative at the next meeting of the Council.

11/089 **Dates of future meetings:**

Council: **9 June 2011.**

Planning Committee: **19 May & 2 June 2011.**

There being no further business, the Chairman closed the meeting at 9.35 pm.