



MINUTES OF A MEETING OF WONERSH PARISH COUNCIL

held on Thursday 14 October 2010, at 7.30pm at Wonersh Sports Pavilion

PRESENT

Cllr A Powell-Evans (in the chair)
Cllr R Bawden (except for item 10/177)
Cllr G Grant
Cllr M Harding
Cllr L Healy
Cllr N Morris
Cllr A Shareef

In attendance: Mr K Garvey, Clerk to the Council

10/163 APOLOGIES

The Council received and accepted apologies from Cllrs Band and Howard. Borough Cllr Goodridge also sent his apologies.

10/164 CODE OF CONDUCT

Cllr Bawden declared a personal interest in respect of item 10/169(g) because of his membership of Wonersh Sports Club. He declared a prejudicial interest in respect of item 10/177 because of the easement rights of his own property across Wonersh Common from Barnett Lane. Cllr Grant declared a personal interest in respect of item 10/169(f) because of her membership of the Blackheath Village Hall Committee. Cllr Morris declared a personal interest in respect of item 10/169(f) because of his membership of the Blackheath Village Society. Cllr Powell-Evans declared personal interests in respect of items 10/169(e) and (g) because of her family relationship to Mr Simon James.

10/165 OPEN MEETING FOR ELECTORS TO RAISE MATTERS WITH THE COUNCIL ON LOCAL ISSUES

No issues were raised.

10/166 ADOPTION OF MINUTES OF THE COUNCIL MEETING HELD ON 9 SEPTEMBER 2010

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

10/167 MATTERS ARISING:

Members noted the latest updates and commented on a number of issues.

Action: Clerk to revise the matters arising document ahead of the next meeting of the Council

10/168 MINUTES OF PLANNING COMMITTEE MEETINGS HELD ON 2 & 16 SEPTEMBER 2010

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

10/169 FINANCE:

(a) **The Council RESOLVED** unanimously that the September 2010 list of Payment and Receipt vouchers be approved (proposed by Cllr Bawden, seconded by Cllr Harding);

(b) **The Council RESOLVED** unanimously that the end-September 2010 financial statement be approved (proposed by Cllr Healy, seconded by Cllr Bawden);

(c) **The Council RESOLVED** unanimously that direct debit instructions for the Parish Office BT business telephone account be approved (proposed by Cllr Shareef, seconded by Cllr Bawden);

(d) **The Council RESOLVED** unanimously that direct debit instructions for the Parish Office BT business internet account be approved (proposed by Cllr Shareef, seconded by Cllr Bawden);

(e) The Council discussed the options identified by the Clerk for replacing the set of cradle swings at Lords Hill playground and the competitive quotations submitted. Members agreed that this was a priority project in the light of the latest annual playground inspection report. They also acknowledged that the Council was required to use some capital funding provided by County Cllr Povey for this purpose before the end of the 2010/11 financial year. Members noted the comparative prices for the equipment, delivery and installation, removal of the old set of swings, replacement and/or renovation of existing safety matting. Members agreed that the use of wooden posts rather than stainless steel for the frame would be more in keeping with the rural environment. They also preferred the aesthetic appearance of the Playdale equipment. The Council accepted that the quotation from a local contractor for remedial works to the present safety-matting offered better value for money rather than the substantial costs for replacement matting. **The Council RESOLVED** that the purchase of a new set of timber cradle seat swings (plus their installation and dismantling/removal of the old equipment) by Playdale and the renovation of the safety surface area by Mr Simon James, be approved up to a total cost for the project of £4,000 (proposed by Cllr Morris, seconded by Cllr Harding. Cllr Powell-Evans did not vote);

(f) The Clerk informed the Council that he awaited a number of competitive quotations for the proposed works. The Blackheath Village Society and the Blackheath Village Hall also needed to confirm formally that each would meet 25% of the purchase costs, plus their liability for VAT. The Council agreed it should not take any financial decisions about this project until these matters had been resolved.

Action: Clerk to confirm with the BVS and BVH their agreement on the cost sharing and three competitive quotations for the proposed works.

(g) **The Council RESOLVED** that it approve the rescission of its resolution 09/43c of 12 March 2009 in respect of the £200 limit on its contribution towards the cost of autumn/winter repairs to the access driveway across Wonersh Common to the Wonersh Sports Pavilion. It further resolved that it approve, exceptionally, the payment of £560 (ex VAT) to Mr Simon James for the total cost of the repairs carried out in 2009 (proposed by Cllr Harding, seconded by Cllr Morris. Cllrs Bawden and Powell-Evans did not vote).

Action: Clerk to inform property owners ordinarily liable for a share of the costs of repairs to the access-way of the exceptional provision by the Council to meet the total costs of works in 2009. Clerk to ensure in future that all liable contributors for repairs acknowledge their agreement to meet the appropriate proportion of any costs involved and are invoiced promptly on completion of the works.

10/170 APPROVAL AND ADOPTION OF REVISED STANDING ORDERS.

The Council RESOLVED unanimously that the Standing Orders be approved and used from henceforth (proposed by Cllr Bawden, seconded by Cllr Shareef).

Action: Clerk to remain alert to any revised instructions on Standing Orders from the Department for Communities and Local Government (DCLG) or new guidance from the National Association of Local Councils (NALC). The Standing Orders will be included as an agenda item of the first meeting of the new Parish Council in May 2011.

10/171 APPROVAL AND ADOPTION OF REVISED FINANCIAL REGULATIONS.

Cllrs considered revised, draft Financial Regulations that had been circulated by the Clerk. With minor textual amendments to Regulation 18 **the Council RESOLVED** unanimously that the Financial Regulations be approved and used from henceforth (proposed by Cllr Healy, seconded by Cllr Shareef).

Action: Clerk to circulate the approved Financial Regulations to all Members. Clerk to remain alert to any revised instructions on Financial Regulations from the Department for Communities and Local Government (DCLG) or new guidance from the National Association of Local Councils (NALC). The Financial Regulations will be included as an agenda item at the meeting of the Parish Council in September 2011.

10/172 APPROVAL AND ADOPTION OF COUNCIL POLICY AND GUIDANCE FOR CONTACT WITH THE MEDIA

Members considered the draft policy circulated by the Clerk. This was based on the policy and guidance document that had been adopted by Horley Town Council, commended as a model by the Surrey County Association of Parish and Town Councils (SCAPTC). **The Council RESOLVED** unanimously that the policy be approved and used from henceforth (proposed by Cllr Harding, seconded by Cllr Morris).

10/173 CONSIDERATION OF POLICY AND GUIDANCE FOR THE MANAGEMENT OF EMPLOYEES

Members considered the document *Being a good employer: A guide for parish and town councillors* published in June 2010, commended by NALC and ACAS. The Council noted that this was a useful overview and guide. It further noted that on page 52 of the Guide there were links to guidance on specific employment policies, which the Council

recognised it needed to update or adopt for the first time. The Council agreed that it should adopt the Guide's approach for the future management of employees. It also agreed that Cllr Powell-Evans and the Clerk should identify and bring forward for future discussion, papers on the range of employment policies, relevant to the Council's desire to be recognised as a Quality Council in due course.

Action: Cllr Powell-Evans and the Clerk to examine the present employment policies of the Council and bring forward proposals for updates in due course.

10/174 APPOINTMENT OF THE PERSONNEL COMMITTEE

The Council recognised that in order to meet its obligations for managing relations with employees it needed to constitute a Personnel Committee. **The Council RESOLVED** unanimously that Cllrs Powell-Evans, Bawden and Grant should be appointed as members of the Committee (proposed by Cllr Healy, seconded by Cllr Bawden).

Action: Cllr Powell-Evans and the Clerk to prepare detailed terms of reference for the Committee to bring to the Council for approval in due course.

10/175 CONSIDERATION OF POLICY FOR ELECTRONIC FILING AND SAFE-KEEPING OF COUNCIL DOCUMENTS

The Council noted the draft proposals prepared by the Clerk but requested that he include a further reference about the requirement of the Clerk to use his official email address for communications with Members (except in case of emergency). The Council also agreed that the policy should make clear that Members, who rely on their home email accounts, for sending Council correspondence to one another or to third parties should always copy-in the Clerk's official email address to ensure such correspondence can be included in the official records.

Action: Clerk to update the policy and resubmit a revised paper to the Council for approval.

10/176 CONSIDERATION AND APPROVAL OF THE COMPLETED ANNUAL RETURN OF THE AUDIT OF ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2010

The Clerk presented the completed Annual Return which had been examined and signed by BD LLP. He thanked Cllr Powell-Evans and Mrs Mary Tatlow for their help and guidance to allow him to collate and submit all the necessary supporting documents, which had resulted in acceptance, by the Council's internal and external auditors of satisfactory accounts for 2009/10. **The Council RESOLVED** unanimously that the completed Annual Return be approved (proposed by Cllr Healy, seconded by Cllr Morris).

Action: Clerk to: (a) advertise the *Notice of Conclusion of Audit* and the availability of the accounts for inspection by local electors; and (b) present the Annual Report and accompanying reports from the internal and external auditors to the next meeting of the Risk and Audit Sub-Committee to consider any recommendations relating to the accounts for the 2010/11 financial year, for subsequent approval and endorsement by the Council at a future meeting.

10/177 CONSIDERATION OF A REQUEST FOR AN EASEMENT ACROSS WONERSH COMMON

Having declared a prejudicial interest, Cllr Bawden withdrew from the meeting. The Council considered the request from the new owners of No 1 Diamond Cottages, Barnett lane, GU5 0RU, for an enlarged access-way across a small triangle of Wonersh Common (as marked on the map provided by the applicants) to provide more convenient entry to the present drive and garage within the curtilage of the property. This would entail the removal of a post which acted as a barrier to further encroachment by vehicles on the Commons from the present, approved easement.

The Council agreed that it had a fundamental responsibility to protect the Commons for the peaceful enjoyment and recreation of residents and visitors alike. It noted that the grant of an extended easement would result in the degradation of an additional small area of Commons by the proposed passage of vehicles entering and departing the property. In reaching its decision the Council acknowledged that it had to balance the loss of community amenity against the needs of the applicants. The Council agreed that the property owners presently enjoyed a satisfactory easement. If the applicants required a more convenient access for additional or larger vehicles to be parked within the property curtilage it was open to them to consider re-ordering or widening such access by the removal of fencing/hedging within the curtilage in the first instance without having to cross an additional area of Commons, subject to any planning permission that may be required from a Planning Authority, such as Waverley Borough Council. **The Council** therefore **RESOLVED** to refuse the application for an additional easement (proposed by Cllr Morris, seconded by Cllr Shareef).

Action: Clerk to (a) inform Mr and Mrs Goodchild of the Council's decision; and (b) to respond to other questions and comments made by the Goodchilds about the prohibition of all but temporary parking on common land and the responsibilities of the holders of easements individually and ,where appropriate, collectively for the maintenance and upkeep of agreed access-ways.

10/178 REPORTS FROM COUNCILLORS

Cllr Bawden rejoined the meeting.

- (a) Cllr Bawden briefed the Council about the latest report of the Working Party on the Commons Enhancement and Management Plan. Members expressed their appreciation for the time and effort by WP participants in identifying a schedule of prioritised works. The Council invited the WP to submit a paper to its next meeting for consideration and approval of proposed works.

Action: Clerk to include this issue as an agenda item for the next meeting of the Council.

- (b) Cllr Morris briefed the Council about the recent, highly successful Blackheath Village exhibition which illustrated the local history through photographs.

10/179 COUNCILLORS' BUSINESS FOR NOTING OR INCLUDING ON A FUTURE AGENDA.

- (a) Members raised the issue of a possible, further Public Value Review of local authorities.

Action: Clerk to check with Cllr Howard if there is such a review to which the Council is invited to contribute.

(b) The Clerk explained that he would be away on leave from 21-31 October. Before his departure the Clerk would prepare and issue the summons/agenda for the next Planning Committee meeting due to be held on 28 October. He would leave papers in an accessible place in the Parish Office together with the digital voice recorder so that a recording could be made, from which he could prepare the official record on his return.

Action: Cllr Powell-Evans to check if cover can be provided for the Parish Office opening hours during the Clerk's absence.

10/180 CORRESPONDENCE

The Council acknowledged receipt of a letter from Mrs Sue Cooper, standing down as the Chair of the Lords Hill community Playground Society. Members expressed their appreciation for Mrs Cooper's contribution to local community fund-raising and enhancement of the playground over many years.

Action: Clerk to write to Mrs Cooper expressing the Council's thanks for her commitment and support for improving playground facilities at Lords Hill for the benefit of children in Shamley Green.

10/181 DATES OF FUTURE MEETINGS

The Council noted the dates for the following future meetings:

Council:	11 November, 9 December (tbc).
Planning Committee:	28 October, 11 November.

There being no further business, the Chairman closed the meeting at 9.50pm.