

Wanborough Parish Council

Draft Minutes of the Annual Meeting of the Parish Council held on Wednesday 29th May 2024 at 7:30pm in Wanborough Village Hall.

Meeting started 7.30pm

Those present: James Henry (chairman JH), Matt Harrison (MH), Martin Bramley (MB), Kim Sweeting (clerk KS)

Apologies for absence:

Oscar de Chazal (OC), Fraser Hodgkin (FH), Sallie Barker (SB), Matt Furniss (MF)

Members of the public were present.

1. D-001 Election of chairman and vice-chairman

(a) To elect the chairman of Wanborough Parish Council

JH stated that he had spoken to both FH and OC ahead of the meeting and confirmed that he was willing to stay on as chairman. MH proposed JH be re-elected as chairman; this proposal was seconded by MB and agreed unanimously.

(b) To elect the vice-chairman of Wanborough Parish Council

JH confirmed that he had spoken with OC who had agreed to continue as vice chairman if everyone was happy for him to do so. JH proposed that OC be re-elected as vice-chairman; this proposal was seconded by MH and agreed unanimously.

2. D-002 Review of standing orders

JH confirmed that everyone had reviewed the WPC standing orders as distributed by the Clerk prior to the meeting. JH asked if there were any changes required; there were not. JH stated that the standing orders were thus approved and asked KS to update the review date of the documents on the website.

3. D-003 Representation of the parish on Guildford Borough Council and Surrey County Council

(a) Surrey County Council

JH confirmed that SCC councillor MF would continue to represent the parish at SCC until the next SCC election in May 2025. JH reported that boundary changes to be implemented for the next SCC elections would result in Wanborough parish being added to the Worplesdon area and a different SCC representative in the future. As MF was not present at this meeting, further details would be provided in the future.

(b) Guildford Borough Council

JH stated that the parish continued to be represented by GBC councillors SB and MF. WPC members looked forward to supporting SB in her new role as Mayor of Guildford and understood that her mayoral duties may sometimes clash with WPC meetings (as is the case this evening).

4. D-004 Review of asset Register

JH confirmed that everyone had received and reviewed a copy of the WPC asset register. JH asked that KS correct the insurance value shown for the two benches by the Great Barn. Subject to that correction, the asset register was approved unanimously.

5. C-005 Review of insurance arrangements

JH reminded everyone that WPC's policy is with Zurich, that there had been no changes to WPC risks and responsibilities and no change to the policy terms. It was agreed unanimously to that the Zurich policy should be renewed at a cost £331.50 for the year commencing 1st June 2024.

6. C-006 Review and approval of parish councils' complaints procedure

JH checked that everyone had reviewed the copy of the complaints procedure as previously circulated by KS. It was agreed that no changes were required and that councillors approved these procedures for 2024-25.

The meeting was closed by the chairman at 7.40pm, with an Ordinary Meeting to follow immediately.

Wanborough Parish Council

DRAFT Minutes of the Ordinary Meeting of the Parish Council held on Wednesday 29th May 2024 at 7.45pm in Wanborough Village Hall

Meeting started 7.45pm

Those present: James Henry (chairman, JH), Matthew Harrison (MH), Martin Bramley (MB), Kim Sweeting (clerk KS)

Apologies: Fraser Hodgkin (FH), Oscar de Chazal, (OC) Sallie Barker (SB), Matt Furniss (MF)

Members of the public were present.

1. D-007 Minutes of the last meeting on Wednesday 27th March 2024 to approve and sign.

JH confirmed that everyone had reviewed the detail in the minutes for Wednesday 27th March 2024. The minutes were agreed as being accurate and complete and then signed by JH.

2. D-008 Matters arising

JH asked if anyone had any issues they wanted to raise not already on the agenda. No one did.

3. D-009 Update from SCC and GBC representatives

SCC update

JH reported that MF had had submitted a written update and read out the key points as follows:

i) Planning issues

MF reported that a GBC meeting has been organised on the 13th June to discuss planning and enforcement matters in respect of both Wanborough Fields and the ongoing CLUED revocation issue addition, to which OC was expected to be invited. MB and MH felt this was a positive step.

ii) AONB Review

The Surrey AONB Review consultation response is expected to be published in early June 2024.

iii) SCC project funding

MF reminded councillors of the availability of both the “Your Fund Surrey Small Community Projects Fund” (£1,000 to £50,000) and “Your Councillor Community Fund” (£5,000) for local community projects and activities.

iv) Surrey Hills is Better by Rail Campaign

MF reported that he had been at the recent launch of the Surrey Hills Rail to Ramble at Chilworth Station, which encouraged visitors to the area to travel by rail (<https://surreyhills.org/activity/rail-to-ramble/>) and also championed sustainable travel along the North Downs Line (<https://surreyhills.org/activity/shalford-to-chilworth/>).

v) Surrey Fire and Rescue Service wildfire awareness

MF reported that Surrey Fire and Rescue Service are urging residents across the county to be 'Wildfire Aware' this season, after fires almost doubled between 2022 and 2023. Full detail can be found on their website.

vi) SCC appoints new chief executive

MF reported that SCC has appointed Terence Herbert (TH) as its new chief executive. TH is currently chief executive at Wiltshire Council, and is expected to commence his new role in summer 2024.

GBC update

JH stated that SB had also sent through a written update, which had been circulated to WPC councillors. It was noted that GBC re-started its pre-application service for minor planning applications from 18th March 2024 on a trial basis. On 13th May GBC had opened the service wider to accept household applications. Details are available on the GBC website.

4. D-010 Planning and enforcement updates

Status of recent applications

JH thanked OC for compiling the recent comment on Blackwell Farm.

MB reported that the land at Bailes Lane has been designated Article 4 status by GBC. JH thanked MB for that good news.

KS confirmed that there were no outstanding applications for comment.

Status of Enforcement

JH referred to the planned GBC meeting mentioned under agenda item 3 above.

MB requested that the council regularly review the Farnborough Airport noise issue as a topic at every meeting. JH and MH agreed and asked KS to add this issue to the regular agenda under "planning and enforcement". It was also agreed that the latest update from the Farnborough Noise campaigners be published on the WPC website.

5. D-011 Traffic and road matters

Chevron sign adjustment

A member of the public requested that the new chevron sign in front of the mirror on Westwood Lane should be moved to improve visibility for vehicles exiting the lane from 1-5 Manor Farm Cottages. JH stated that MF and SCC were aware of the issue and still working on a possible solution.

Jackson Corner "green" maintenance

JH reported that there has been no change to the extremely overgrown state of the large green area, next to the roundabout, owned by Highways England. MH suggests that WPC privately pay to get it cleared / mowed. JH said that he would raise the issue again with MF and, if appropriate, search for a private contractor to complete the work.

Road closures on Puttenham Hill

MH said that despite the road closures causing some inconvenience the results of the work had been well worth it. SCC had resurfaced the whole space and done a great job.

6. D-012 Finances and cheques

There had been no payments since last meeting

Approval of annual accounts.

JH confirmed that all councillors had received and reviewed the draft annual accounts for WPC for the year ending 31st March 2024, as previously circulated by the clerk. It was agreed unanimously that these annual accounts be formally approved. JH provided a brief recap of the annual AGAR forms that WPC were required to approve and submit by 30th June 2024. To that end councillors then approved the AGAR certificate of exemption, the AGAR annual governance statement and the AGAR annual accounting statements. It was further agreed that the clerk and JH should complete the internal audit process and submit the completed forms as required.

7. D-013 Consultations

None outstanding.

8. D-014 Date of next meetings

Wednesday 31st July 2024

9. D-015 Any other business

JH asked if anyone had anything else to raise. No one did.

Meeting closed at 20:10