



Worplesdon Parish Council

Minutes of the General Purposes and Finance Committee meeting held 8 March 2018 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 8.03pm

146-2018 – Present:

Councillors: Chairman of the General Purposes and Finance Committee Cllr C Venables, Cllr D Snipp, Cllr P Cragg, Cllr J Wray, Cllr L Wright, Cllr J Messinger and Cllr N Mitchell.

Staff: The Clerk to the Council and the Assistant Clerk were in attendance.

147-2018- To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence had been received from Cllr Adam and Cllr Bryan. Apologies and reason for absence were accepted. Cllr Wray substituted for Cllr Adam.

148-2018- Declaration of Disclosable Pecuniary Interests (DPIs) by Councillors in accordance with The Relevant (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

149-2018 – Invoices for payment

It was proposed Cllr L Wright, seconded Cllr P Cragg and unanimously **RESOLVED** that payments of the value of £3,858.70 be approved and signed off.

Payment list for approval 8.3.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
1.3.2018	1.3.2018	Dcard	Cole-Palmer	Water trace dye & Delivery fee	36.87	7.37	44.24	Est. chgs.
N/A	1.3.2018	Online	Geoff Burch	Talk at APM	30.00	0.00	30.00	Chairman's Allow.
N/A	1.3.2018	Online	David Rose	Talk at APM	30.00	0.00	30.00	Chairman's Allow.
14.2.2018	28.2.2018	Online	Knaphill Print Ltd	Parish newsletters x 3,600	420.00	0.00	420.00	Parish newsletter
22.2.2018	22.2.2018	Dcard	Signscape	2 x Torque driver heads for SDR	24.48	4.90	29.38	Est. chgs.
27.2.2018	27.2.2018	Online	DLE Roofing	Replacement roof - bus shelter Oak Hill	910.00	0.00	910.00	Bus shelters etc.
27.2.2018	1.3.2018	Online	NALC	Local Councils Explained (reference book)	19.99	0.00	19.99	Est. chgs.
27.2.2018	1.3.2018	Online	HAGS/SMP	3 x U-bolts for Typhoon	35.11	7.02	42.13	Playground repairs
N/A	28.2.2018	Online	} Staff costs	Salary	} 2,082.96	} 0.00	} 2082.96	Staff costs
N/A	28.2.2018	Online		Salary				Staff costs
N/A	2.3.2018	Online		PAYE/NIC				Staff costs
N/A	2.3.2018	Online		Ee's & Er's Pension Contributions				Staff costs
N/A	2.3.2018	Online	EGRA	Contribution towards EIP (Neil MacDonald SHMA)	250.00	0.00	250.00	Prof. advice
Total					3,839.41	19.29	3,858.70	

150-2018 – Land Management/Health and Safety Inspection Report

The Assistant Clerk had prepared the following report for members' consideration. A copy of the report had been emailed to all members in advance of the meeting.

Completion of works:

- DLE Roofing carried out replacement of the roof of the bus shelter opposite Royal Oak, Wood Street Village.
- Residents in Gumbrells Close have installed bridges over the ordinary watercourse. This has been reported to Surrey County Council. Consent is required for these types of structure. This was followed up at the Flood Forum on 24.11.17. Clerk and Assistant Clerk to discuss this matter further at meeting with SCC on 09.01.18. Matter was discussed and a multi-agency site inspection took place on 27.02.18. Attending agencies regard the matter as concluded as none of the structures are at a level which significantly impedes the flow of water.
- Mr Trevena noted that a ladder and a pump have been placed in a ditch at Brookside, Jacobs Well. Assistant Clerk to report the matter to SCC using online form as pollution from the pump was entering the brook. Online reporting not suitable in this instance. Matter discussed at meeting with SCC on 09.01.18. A multi-agency site visit took place on 27.02.18. Agencies inspected the site, noted that the pump was not currently located in the brook, and offered advice in respect of any future incidents.
- Mr Trevena noted that the grips and ditch on Gravetts Lane are silted up and require digging out. Added to the multi-agency meeting agenda. SCC agreed to add to their list of works and/or refer to Merrist Wood where appropriate, depending on land ownership responsibilities.
- Dryad Tree Specialists have lifted the crowns of the trees at the entrance to Fairlands.
- Two spaces in the Wood Street Village car park are being encroached by grass and soil from the far bank. Mr Trevena to investigate further when these car parking spaces are vacant during the February half term. Mr Trevena trimmed the edges of the car park to increase the visibility of the spaces.
- The Assistant Clerk approached the RHS for guidance on suitable bulbs for consideration at Harry's Meadow. The RHS provided a list which requires further investigation into those which would be most suitable for the proposed location and approximate costs. Assistant Clerk has passed details onto Cllr Fisk for JWRA input and assistance.
- The notice boards in Wood Street Village and Fairlands are covered in algae. Mr Trevena has sprayed with Wet and Forget.
- The Clerk was notified of issues relating to parking concerns on Woking Road side of White House Lane. As this is not within our land portfolio, the complainants were referred to Surrey County Council.
- Mr Trevena reported a further instance of fly tipping at Pinks Hill, Wood Street Village. Clerk reported this to Guildford Borough Council and requested the provision of CCTV and signage.
- The Clerk, Assistant Clerk, Mr Trevena and Cllr Mitchell conducted a multi-agency tour of locations which are flooding hotspots and/or are sites of long standing issues from the Flood Forum Action Plan on 27.02.18. All attending agencies felt the tour was extremely beneficial.
- The VirginMedia cabinet at Sandy Lane, Wood Street Village was discovered to be open. Assistant Clerk to write to VirginMedia to rectify. Mr Trevena has observed that the cabinet on Oak Hill, Wood Street Village is now open too. Assistant Clerk verbally reported both issues to a Virgin contractor who agreed to remedy.
- The Clerk has reported an additional damaged sign in Jacobs Well (at the junction with Clay Lane). Notification received that this will not be replaced for the time being. An alternative signage solution is being sought due to the repeated instances of this sign being damaged.

Work agreed with contractors/volunteers:

- The new backing for three noticeboards (Fairlands, Wood Street Green and post office) has been received. Mr Trevena to install these with assistance. Works to commence in Spring 2018.
- Dryad Tree Specialists have applied for Planning Permission to remove the goat willow tree at the rear of Wood Street Village pond due to the uncertainty relating to the boundary of the Conservation Area.

- The Clerk has chased HAGS/SMP regarding the finger entrapment finding in the Jacobs Well play area. Again followed up with HAGS/SMP. Chased 26.09.17. Chased 09.10.17. Clerk chased again. Manufacturer has repeatedly failed to respond. Assistant Clerk has drafted a letter for the attention of the UK Directors of HAGS/SMP with regard to their catalogue of continuous failures, including the numerous issues relating to the supply and fitting of the Typhoon swing ropes. Letter has been sent to HAGS/SMP. Response received 06.03.18 that a Director of HAGS/SMP will carry out an investigation into all matters raised.
- The Certificate of Lawfulness application received approval on 16.02.18 in respect of the height barrier and bollards for Worplesdon Memorial Hall Car Park. The contract has been awarded to TJ Hunt (Contracting) Ltd. The lead time due to the special order for the height barrier and bollards, is likely to be in the region of 6 weeks from the date of order, 20.02.18.
- Mr Trevena has reported two leaf blocked road gulley drains on Coombe Lane. Assistant Clerk to obtain quotes for a jetter to remove the debris. Assistant Clerk approached 3 firms. Assistant Clerk chased. RFM Pipelines appointed to clear all four gulley drains on Coombe Lane.
- The Assistant Clerk observed that sightlines at the Holly Lane-Aldershot Road junction were dangerously impaired. Clerk advised that this issue had been highlighted to SCC some months ago and SCC have failed to undertake the works required. The Clerk has obtained a quotation and instructed Gavin Jones Limited to undertake the necessary remedial works at the earliest opportunity due to concerns for pedestrians and general road safety.

Quotations required for:

- Annual Tree Inspection – Assistant Clerk has approached Mr N Fagg who has provided a quotation.
- Signage for the Multi Use Games area (half ball court) – low priority.
- Signage for the Worplesdon tennis courts.
- Assistant Clerk to obtain quotes for treatment of bamboo on island in Wood Street Village pond and for a replacement duck house. Two companies have been approached for quotes, and they both indicated that the most effective time to spray the bamboo is during late spring. Assistant Clerk's father has volunteered to assess the duck house for potential repair as opposed to replacement. Assistant Clerk to chase.
- The growth of moss on the tennis courts has been noted. Clerk has obtained a quotation.

Outstanding works:

- Mr Trevena will help Jacobs Well residents to paint the height barrier into the recreation ground. This is a low priority.
- White gate at White House Lane, Jacobs Well to be welded and repainted by Mr L Rose and Mr P Trevena.
- All glass bus shelters to be cleaned by Mr Trevena. Cleaning schedule in process. [3 have been completed]
- Mr Trevena has started weeding around the edge of the tennis courts. To be added to the Summer Work Programme.
- The white safety gates in Wood Street Village need to be re-painted. Mr Trevena to carry out in Spring 2018.
- Mr Trevena to replace 4 slats on the bench at the junction of Gravetts Lane and Aldershot Road (March 2018 – weather dependent).
- Mr Trevena is in the process of de-silting and removing the leaves from the ditch near the entrance to Perry Hill Farm, Coombe Lane. Ongoing.
- A replacement log is required for the edge of Jacobs Well Recreation Ground. Cllr Cragg to provide a suitable log.

Groundsman's/Clerk's Observations:

- Mr Trevena has noted that spoil from Affinity Water roadworks at the junction of White Hart Lane and Wood Street Village Green is being deposited on top of the Wheelwright's Iron Mould. To be monitored to ensure no damage is caused.

- Mr Trevena observed that a tree from a neighbouring house is resting on a fence bordering Pound Lane. To be reported to the homeowner to take appropriate action.
- It was suggested by a playground equipment provider that it would be a useful opportunity to rub down and repaint the swing frames in Fairlands prior to new wet pour being laid.
- Mr Trevena reported the outlet at Moat House pond, Jacobs Well was not correctly functioning. Water was backing up into the pond and could lead to issues with flooding. The outlet may require a non-return valve/flap to be fitted. Further investigation required by Mr Trevena.
- Mr Trevena observed that brambles and litter are an issue near Sundial Cottage, Perry Hill. Both items to be added to the Scheduled Work Programme.
- Mr Trevena reported that the ditch along Coombe Lane is being dammed with debris. Riparian ownership letters to be delivered to all properties reminding them of their responsibilities (March/April 2018). Clerk and Assistant Clerk to liaise with SCC with regard to up-to-date contact details for inclusion in the letters. Riparian ownership leaflets, updated after SCC input, to be delivered March 2018.
- The street nameplates in Fairlands are particularly dirty. Cleaning of street nameplates has been added to the Scheduled Work Programme.
- The Clerk has noted the occurrence of trees planted in various SCC verges, without consent. The Clerk has liaised with SCC to bring these trees to their attention. SCC will confirm the species of these trees when the foliage unfurls in Spring and will suggest appropriate action accordingly.
- Mr Trevena has noted lunch-associated rubbish is being thrown over the fence from the Jacobs Well car park into the brambles at the edge of Harry's Meadow. Mr Trevena has carried out the litter pick but bramble runners still require trimming. Brambles to be retained for ecological habitat support. This has been added to Scheduled Work Programme.
- Assistant Clerk reported flooding on Holly Lane to SCC. SCC stated that they are aware of the issue, and will add it to the jetter list but believe the issue could be alleviated with improved maintenance. Assistant Clerk has liaised with Merrist Wood and is awaiting a reply.
- SWT are undertaking a wildflower meadow report for the Oak Hill site in Wood Street Village. Assistant Clerk to ascertain if the project would have the support of Wood Street Village's Horticultural Society and Wood Street Infant School for its ongoing maintenance.
- The Clerk has reported the severely damaged 'Give Way' sign at the end of Jacobs Well Road. Notification has been received that this should be remedied within 28 days from 18.01.18. Replacement date amended to mid-March.
- The Clerk has reported that the 'Bridleway' sign at Pitch Place is wobbling, and is in need of attention. Mr Trevena to assess and remedy.

Nevin's Copse

- Cllr Cragg and Mr Steer continue to cut back nettles, brambles and saplings from cleared areas in the copse.
- A further working party to be arranged to burn the remaining two heaps of arisings. Added to Scheduled Work Programme.
- Assistant Clerk to obtain quotes for stump grinding within the copse once appropriate stumps have been identified.

Health and Safety Inspection Report

The Groundsman had undertaken his weekly inspections as a result of which the Assistant Clerk had prepared the following report, a copy of which had been issued via email to all members in advance of the meeting.

Weekly Reports

Worplesdon, Jacobs Well and Fairlands play areas, the Husson Breeze and community car park at Wood Street were checked on 12.02.18, 13.02.18, 19.02.18, 20.02.18, 05.03.18 and 08.03.18. Mr Trevena has carried out the following work:

- Cleared litter at all 4 sites.
- Cleared grilles across the Parish.
- Damaged slat – multi-play unit, Jacobs Well. Mr Trevena temporarily made safe the split. A replacement has been ordered by the Clerk. The replacement panel has still not been received although we are advised the UK manufacturer is now in receipt of it (05.02.18). Delivery was arranged for 07.02.18 but had not been received at the close of business on 07.02.18. Assistant Clerk has included this in the letter to the manufacturer. Panel received 09.02.18 and was replaced on 12.02.18.
- The bus shelter near The Avenue, Perry Hill has some slight damage to the window frame. This has been repaired.
- Barbed wire, partially covered by mud, on a well-used path in the corner of Harry's Meadow was reported to the Assistant Clerk on 01.02.18. Mr Trevena dug the barbed wire out and removed it from site on the same day. The resident contacted the Assistant Clerk on 02.02.18 to confirm that the item was no longer there, and to pass on thanks to all involved for a timely resolution.

Jobs Completed:

- A land grab has taken place near Fairlands play area. The ditch has been infilled and compost bins and paving slabs placed over the top. Clerk has already reported to SCC and GBC. Additional photos have now been taken and were discussed at the Flood Forum on 24.11.17. Assistant Clerk to report the matter via online form to SCC. Online form not suitable for this matter. Issue discussed at meeting with SCC on 09.01.18. Multi-agency site inspection to take place on 27.02.18. Surrey County Council to enforce this matter.
- PPE gloves, litter pickers and handy hoops for bin bags have been successfully obtained for safer litter picking.
- Both the Clerk and Assistant Clerk have suffered blackthorn injuries to their feet during recent work parties, despite wearing appropriate footwear. Assistant Clerk investigated the cost of PPE work boots. Suitable footwear has now been purchased for the Clerk and Assistant Clerk.
- The Clerk booked appropriate NSWRA training for Clerk, Assistant Clerk and Mr Trevena for 26th February 2018, which they all successfully passed.
- Some items in the first aid kits require updating as they have reached the end of their dated life. Clerk to investigate prices of replacement kits and additional items required to reflect our tasks. The cost of a chainsaw first aid kit (£145 & VAT) has been approved. The chainsaw kit has been received, together with the additional items necessary.
- Following repeated surface-water flooding to a property and access road on Sime Close, the Clerk and Assistant Clerk met with Mr Giles from SCC to try to determine a solution. Discussions are ongoing. Site inspection to assess levels and slopes for run off took place in December 2017. Residents are now in contact with Rt Hon Anne Milton MP and the Management Company. The Management Company have now indicated that they will install a sleeping policeman but have not committed to a timescale.

Outstanding works:

Tarmac near the basketball court, Worplesdon Memorial Hall (on the Typhoon side) has a small crack – to be monitored.

- Damaged wetpour beneath the Husson Breeze, Wood Street Village Green. Clerk chased and received new repair date of w/c 06.11.17. Richard Randall's Quarterly Inspection Report (inspected on 08.12.17) highlighted that a letter 'H' has been carved into it, so the damage remains unrepaired. Clerk chased again 07.02.18. Advised repair to take place during w/c 19.02.18. Due to inclement weather, repair has not yet taken place.

Groundsman's/Clerk's Observations:

- Wetpour at Worplesdon Memorial Ground play area – worn in places – continue to monitor.

Approved by the full council – 22 March 2018

- Bus shelter beside Wood Street Village pond has cosmetic issues, to be remedied by Mr Trevena.
- To consider a standalone power supply to Perry Hill Green for future lights. Assistant Clerk to investigate further. Assistant Clerk has obtained a quote for supply. Additional quote required for provision of connection and ancillary items by a UK Power Networks approved electrician.
- Mr Trevena reported further damage to the Husson Breeze. A handle had sustained significant fire damage. Assistant Clerk has obtained a quote for replacement of £33.75 each. Clerk has ordered the necessary replacements.
- Damage has occurred to a second slat on a different panel on the multi-play unit, Jacobs Well. Reported to the Clerk on 19.02.18. Mr Trevena has temporarily made safe the split. A replacement has been ordered by the Clerk on 01.03.18.

Monthly Health and Safety Report:

The monthly inspections were undertaken on 08.02.18 and 09.02.18.

Whilst replacing the Typhoon button seat on 30.01.18, Mr Trevena reported that despite frequent inspections the U-bolts in the Typhoon seats are badly worn. Mr Trevena has replaced one of these U-bolts and the remaining 2 U-bolts require replacement. Mr Trevena is awaiting delivery of 2 correctly sized U-bolts. Due to supply issues, these were re-ordered on 23.02.18 and were delivered on 01.03.18. Mr Trevena to fit these whilst the quarterly inspection is being carried out to minimise equipment inspection costs. Mr Trevena to liaise with the inspector.

Jobs Completed:

- The committee had decided to remove the BMX ramps/banks, and replace/make good the tarmac. Plain tarmac would have little or no play value. Quotation for the installation of a 'Viper' sought from HAGS/SMP. Further quotations had been obtained from Proludic, Kompan and Playdale. The proposals are to be showcased at a community engagement event on 14.03.18 at 7.30 pm.

Jobs Outstanding from previous reports:

- The cracks in the concrete base of the maypole were discussed at the Wood Street Village Association February 2017 meeting, and repair is due imminently. Chased 11.9.2017. Assistant Clerk emailed the Chair of the Wood Street Village Horticultural Society on 27.11.17. Assistant Clerk chased again. Matter to be discussed at Wood Street Village Association meeting 05.02.18. Clerk advised on 02.03.18 that the repairs will be carried out as soon as weather permits.
- The far gate of the Worplesdon tennis courts needs attention. Assistant Clerk to obtain quotes to repair the hinge and to upgrade the latches to self-closing latches to prevent animal incursions onto the tennis courts.

Cllr Wright advised that a mangled bicycle has been dumped on Pinks Hill (track leading to Nevins Copse). To be reported to Guildford Borough Council.

It was proposed Cllr N Mitchell, seconded Cllr P Cragg and unanimously **RESOLVED** that the report be approved and accepted.

151-2018- Co-option Jacobs Well Ward

No applications were received.

152-2018- Report by Cllr Mitchell – SALC Spring Conference

This event was postponed due to adverse weather.

Approved by the full council – 22 March 2018

153-2018- Report by Cllr Cragg – Surrey Rural Economy Conference

This event was postponed due to adverse weather and has been re-scheduled to take place on Friday 18 May 2018.

154-2018- Report by Cllr Mitchell – Flood Forum multi-agency meeting held 27 February 2018

Cllr Mitchell thanked the Clerk for paying for all the refreshments for the multi-agency meeting attendees. Surrey County Council and the Environment Agency were both surprised and impressed by the level of works we undertake to keep the environment both in check and in balance. The following areas were highlighted during the tour:

1. Fairlands – land grab (behind Quakers Way). Residents will receive a letter from Surrey County Council telling them to reinstate the ditch themselves, or face being billed for the works being carried out on their behalf.
2. Littlefield Common – pond created in the incorrect location due to human error. Surrey County Council proposed to liaise with Surrey Wildlife Trust, suggesting that a culvert or ditch (if it proves more financially acceptable) be created between the incorrect location and the site where the pond was supposed to be as water currently overtops the highway, which poses a serious threat to motorists.
3. Gumbrells Close - installation of bridges and a large culvert - All agencies are now of the opinion that these structures are of sufficient height and width not to pose an additional flooding threat, therefore retrospective consent will not be required.
4. Brookside, Jacobs Well – Abstraction of water from The Brook. The Environment Agency advised that if this happens again the incident should be reported, in the first instance, to Guildford Borough Council's Environmental Health Department.

Cllr Mitchell, and all the agencies in attendance, felt that it was a very productive and useful day.

Assistant Clerk to contact Surrey County Council for a copy of the notes created to accompany the actions agreed during the tour.

155-2018- Report by the Assistant Clerk – NRSWA Training

Assistant Clerk commented that both the Clerk and Assistant Clerk had successfully passed the Operatives Training, and that the Groundsman, Mr P Trevena, had also passed his Supervisors Training. A refresher is required in 5-years for both levels of qualification. A training matrix has been established to ensure no refresher training is overlooked.

156-2018- Social media policy

The purpose of the Parish Council using social media is to disseminate information quickly and to a wider audience. It is critical that councillors do not give their personal opinions on social media, as this can lead to confusion as to whether or not the comments made represent Council policy. Cllr Wright and Cllr Messinger raised concern about the inclusion of a "wall" on Facebook, due to the risk of inappropriate comments being made by local residents. It was acknowledged that the use of social media will need to be regularly monitored and any appropriate comments withdrawn.

After a discussion, it was agreed that responsibility for the use of social media should rest entirely with the Clerk and Assistant Clerk.

It was proposed Cllr L Wright, seconded Cllr D Snipp and unanimously **RESOLVED** that the policy be approved and accepted subject to the following amendment:

The Parish Council Social Media 'Webmaster' and Moderator shall be the Clerk to the Parish Council and Assistant Clerk.

Approved by the full council – 22 March 2018

157-2018- Report by Cllr Mitchell - Community Led Housing

Cllr Mitchell stated that there are four forms of schemes: partnership, land trust, co-operatives and self-build. Both partnership and land-trust could be of interest to the Parish Council. Figures for both sale or rental are substantially less than market rates. Potentially the advantages to the Council would be that we would have an appreciating asset, and potentially a small revenue to reduce the precept (when sales occur). There are lots of examples as to where these successful schemes have benefitted local communities.

Land such as Burpham Court Farm, Keens Lane, White Lyon and Dragon (Worplesdon), Rokers, etc. could and should be considered. It would be necessary to either establish a management company or contract this out to a third-party provider, for daily management. It could, in effect, provide affordable housing in perpetuity as this type of housing is not susceptible to The Right to Buy. Potential residents would have to provide evidence of a connection with the parish and would not be allowed to sub-let. Proceeds from the transfer of ownership could be utilised within the parish, but rental values are there to simply cover outgoings.

The nearest scheme is located in Haslemere. Cllr Mitchell will circulate the handout from the event and it was decided that the matter will be re-visited by the Full Council Meeting as soon as practicable.

158-2018- Quotation from UK Power Networks

It was proposed Cllr J Messinger, seconded Cllr P Cragg and **RESOLVED** that further investigations be undertaken for the provision of the supply to Perry Hill Green.

A vote was taken. Result of the vote – 6 For - Cllr L Wright abstained.

159-2018- Local Government Ethical Standards: Stakeholder Consultation

The Clerk highlighted that the current ethical standards, introduced when the Standards Board was abolished in 2012, offer no sanctions to poor or unacceptable behaviour. The current Code of Conduct has “no teeth” in the event that the Code is breached by members. Previously, a range of sanctions could be applied by the Standards Board to members in breach of the Code of Conduct, including suspension, or disqualification from office for a period of up to five years.

It was agreed that the Clerk draft a response to be circulated for members’ consideration, which references the previous ethical standards, and requests that these sanctions be re-introduced. Once approved the comments to be sent either via Guildford Borough Council or direct to the Government.

Meeting closed 9.22pm

Signed: Chairman of the Council

Date: