



## Worplesdon Parish Council

### Minutes of the General Purposes and Finance Committee meeting held 10 May 2018 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.43pm

#### 266-2018 – Present:

**Councillors:** Chairman Cllr P Cragg, Cllr N Bryan, Cllr S Fisk, Cllr D Snipp, Cllr J Messinger, Cllr N Mitchell and Cllr L Wright.

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

#### 267-2018- 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 G Adam. Apologies and reason for absence were accepted.

Cllr S Fisk substituted for Cllr G Adam.

#### 268-2018- 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.

#### 269-2018- Declaration of Non-pecuniary Interests in accordance with the Council's Code of Conduct

Cllr N Bryan commented that the oak tree scheduled for crown reduction by Surrey County Council, referred to in the Land Management Report lies directly in front of his property, on Frog Grove Lane, Wood Street Village.

#### 270-2018- Land north of Keens Lane

The desktop ecological survey report was provided by Surrey Wildlife Trust. Information included in this report has been incorporated in the Worplesdon Parish Council Examination in Public submission.

Ashill Group have indicated that they are likely to submit their planning application in respect of this site within the next 6 to 8 weeks. They have included minor amendments to sewage, drainage and highways following their public consultation.

#### 271-2018 – Invoices for payment

It was proposed Cllr N Bryan, seconded Cllr L Wright and unanimously **RESOLVED** that payments of the value of £4,105.95 be approved and signed off.

#### Payment list for approval - 10.5.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
30.4.2018	2.5.2018	Online	Dick Randall Services	Repaint swing bays at Fairlands	500.00	100.00	600.00	Playground repairs
26.4.2018	2.5.2018	Online	Surrey County Council	Surrey County Council	3000.00	0.00	3000.00	Bus shelter repairs
30.4.2018	10.5.2018	Online	Nigel Jeffries	Maintain flower border - Fairlands	113.00	22.60	135.60	Land m'tment
2.5.2018	10.5.2018	Online	Viking	Stationery	69.54	13.91	83.45	Est. chs
2.5.2018	10.5.2018	Online	HAGS/SMP Ltd	1 x new panel for multi-play unit JW	200.00	40.00	240.00	Playground repairs

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4.5.2018	4.5.2018	Dcard	Waitrose & Shell	Civic function	20.00	0.00	20.00	Chairman's Allowance
5.5.2018	10.5.2018	Online	Mrs G White	4 x keys for height barrier - Worplesdon	19.60	0.00	19.60	Est. chs
9.5.2018	9.5.2018	Dcard	Post Office Ltd	Special Delivery - EIP WPC submission	7.30	0.00	7.30	Est. chs
<b>Total</b>					<b>3,929.44</b>	<b>176.51</b>	<b>4,105.95</b>	

## 272-2018- 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:

- Mr Trevena cleared the ditch neighbouring Pitch Place Green.
- The Assistant Clerk has written to the resident who is riparian owner of the debris-dammed ditch at Coombe Lane to ask for their assistance in monitoring how the situation is occurring.
- RFM Pipelines cleared all four gully drains on Coombe Lane w/c 16.04.18.
- The growth of moss on the tennis courts had been noted. Works carried out w/c 30.04.18.
- Swing Frames, Fairlands – Two swing bays repainted by Richard Randall during April 2018.
- Height Barrier and Bollards, Worplesdon Memorial Ground – installed w/c 30.04.18.
- Annual Tree Inspection to be undertaken by Mr N Fagg w/c 23.04.18.
- A replacement log has been placed at the edge of Jacobs Well Recreation Ground.
- Assistant Clerk has contacted homeowner in Wood Street Village regarding the tree resting on the fence bordering Pound Lane.
- Clerk arranged for Harry's Meadow to be cut in the week prior to their May Day event.
- Flooding on Holly Lane - added to the jetter list. Merrist Wood have subsequently cleared a neighbouring drain and will undertake further remedial work throughout the next few months.
- The Clerk was approached by residents requesting a grit bin for Cook Way/Roman Farm Road due to severe ice in cold weather. Surrey County Council will investigate the cause.
- A Wood Street Village resident highlighted concerns re a verge-located oak tree at 3 Frog Grove Lane. Assistant Clerk reported to Surrey County Council and the tree will be crown reduced in the near future.

### 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.
- 3 replacement Typhoon buttons seats have been ordered to utilise the customer credit of £250 from HAGS/SMP.
- Holly Lane-Aldershot Road Junction - sightlines dangerously impaired. Gavin Jones Limited to undertake the necessary remedial works at the earliest opportunity due to concerns for pedestrians and general road safety.
- The contract to replace the specified equipment at Fairlands and Worplesdon play areas has been awarded to Kompan. The Assistant Clerk has met with the Contracts Manager on site on 09.05.18.

### Quotations required for:

- 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 - both indicated 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. Duck house is well-anchored to the island. To add to Scheduled Work Programme.

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- Bulbs for Harry's Meadow as specified by the JWRA in an email to the Clerk.

#### **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 (April/May 2018 – weather dependent). Two have now been replaced (by 01.05.18).
- Mr Trevena is regularly de-silting and removing the leaves from the ditch near the entrance to Perry Hill Farm, Coombe Lane. This is required on a weekly basis.

#### **Groundsman's/Clerk's Observations:**

- 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. Further investigation required by Mr Trevena.
- Brambles and litter are an issue near Sundial Cottage, Perry Hill. Both items to be added to the Scheduled Work Programme.
- The street nameplates in Fairlands are particularly dirty. Cleaning of street nameplates has been added to the Scheduled Work Programme.
- Trees planted in various SCC verges without consent - SCC will confirm the species of these trees when the foliage unfurls in Spring and will suggest appropriate action accordingly.
- Bramble runners at Harry's Meadow require trimming. Brambles to be retained for ecological habitat support. This has been added to Scheduled Work Programme.
- Blackthorn and hawthorn hedging encroaching at Harry's Meadow. Quote required for flailing to take place in Autumn.
- SWT have undertaken a wildflower meadow report for the Oak Hill site in Wood Street Village. Clerk has received negative support from Wood Street Village's Horticultural Society in respect of both initial work required and ongoing maintenance, and positive support from Wood Street Infant School in respect of ongoing maintenance. Decision awaited from Wood Street Village Association.
- Nevins 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 Nevins Copse once appropriate stumps have been identified.
- Mr Trevena observed that the crotch straps on all the toddler swing seats (at Fairlands and Worpleston) are showing signs of cracking.
- Mr Trevena observed that a flat seat at Fairlands is also showing signs of significant cracking. Consider swapping for a Tango swing seat.
- The Clerk has noted standing water in the ditch alongside Gravetts Lane. Assistant Clerk to contact Merrist Wood to remedy.
- Mr Trevena highlighted that grille arisings required clearance at Jacobs Well and Broad Street. The Assistant Clerk has asked for these to be removed.
- The Worpleston Memorial height barrier was subject to unknown damage over the early May Bank Holiday weekend. TJ Hunt (Contracting) Ltd have been contacted to remedy the issue.

## **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 12.04.18, 13.04.18, 16.04.18, 17.04.18, 24.04.18 and 01.05.18. Mr Trevena has carried out the following work:

- Cleared litter at all 4 sites
- Cleared grilles across the Parish
- Attended the Play Inspection Roadshow on 2 May 2018

### **Jobs Completed:**

- Confirmed that HAGS have used filler to crudely repair the finger trap at Jacobs Well.
- Bus shelter beside Wood Street Village pond has cosmetic issues, to be remedied by Mr Trevena. Fascia boards now replaced.
- Mr Trevena discovered a hypodermic needle at Broad Street grille whilst undertaking his works. The Clerk reported this to Guildford Borough Council for specialist removal.

### **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. Richard Randall has quoted £50 plus VAT to repair this damage.

### **Groundsman's/Clerk's Observations:**

- Wetpour at Worplesdon Memorial Ground play area – worn in places – continue to monitor.
- Damage has occurred to another slat on a second 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. HAGS have confirmed that they will receive the item in their warehouse w/c 30.04.18 and will ship soon after. Assistant Clerk has reported the damage to Surrey Police as it is likely to have been caused deliberately. Replacement panel received 04.05.18.
- Mr Trevena observed that there is minor damage to the Fairlands climbing rock. It can be made safe with filler to prevent water ingress to the main structure.

### **Monthly Health and Safety Report:**

The monthly inspections were undertaken on 18.04.18.

A second slat on the dipping platform at Wood Street Village Pond requires replacement.

### **Jobs Completed:**

- A slat on the dipping platform at Wood Street Village Pond has been replaced.

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**Jobs Outstanding from previous reports:**

- 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.
- Mr Trevena to replace the 2 U-bolts and 2 Typhoon button seats on receipt of the items.

It was proposed Cllr N Bryan, seconded Cllr S Fisk and unanimously **RESOLVED** that the report be approved and accepted.

**273-2018- Co-option of councillor – Jacobs Well Ward**

No applications were received.

This vacancy will publicised in the next parish newsletter. It was agreed that the Parish Council consider a further leaflet drop in the near future.

**274-2018- Public consultation – Powers for dealing with unauthorised development and encampments**

Cllr J Messinger offered to assist with the response on behalf of Worplesdon Parish Council.

**275-2018- Flood Forum – Blackwell Farm SUDS meeting**

Disappointingly, due to a lack of responses from key parties, the proposed meeting had been cancelled. The Rt Hon Anne Milton, MP has asked that this important meeting be rescheduled for a date in July 2018.

**276-2018- Novelty Dog Show**

The Parish Council supports this application, but in light of the Summer meeting hiatus during August, the Council respectfully requested receipt of the completed risk assessment and supporting paperwork by late June or early July at the latest. This will allow the Council to consider the application at their meeting in July 2018.

**277-2018- 2018/2019 National Salary Award**

The new pay scales are to be implemented from 1 April 2018. This matter is to be added to the agenda for the Staffing Committee meeting in June.

**278-2018- Grass cutting – Salt Box Road**

It was proposed Cllr L Wright, seconded Cllr S Fisk and **RESOLVED** that the cost of an additional cut for road safety purposes be approved and accepted. Cllr N Mitchell voted against. Anticipated cost £60 & VAT.

**279-2018- Parish Office**

The Chairman thanked all Councillors for proposing potential office sites across the parish and beyond. Due to the employment contracts in place for Clerk and Assistant Clerk, only locations within the boundaries of the Parish will be considered. The Clerk offered feedback on the multiple sites and opportunities currently under discussion, and offered advice from the planning department in respect of certain proposals, such as change of use applications for residential properties.

It was agreed that a suitable site, with adequate parking, preferably with freehold tenure should be sought.

Meeting adjourned at 8.31pm

Meeting reconvened at 8.51pm

It was subsequently agreed that once a suitable site is located, i.e. within the Parish, a concept together with a plan and elevation drawing be prepared for the full council to consider.

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Further possibilities are to be considered at the June full council meeting.

Meeting closed 9.13pm

Signed: Chairman of the Council

Date: 24 May 2018