



Worplesdon Parish Council

Minutes of the General Purposes and Finance Committee meeting held 14 June 2018 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon, GU3 3RF at 8.30pm

319-2018 - To appoint a Chairman of the General Purposes and Finance Committee for the municipal year 2018/2019

It was proposed Cllr L Wright and seconded Cllr S Morgan MBE that Cllr N Mitchell be elected Chairman of the General Purposes and Finance Committee for the municipal year 2018/2019.

No other nominations being made Cllr Mitchell was duly elected as chairman of the General Purposes and Finance Committee for the forthcoming year.

320-2018- Present

Councillors: Chairman of the General Purposes and Finance Committee Cllr N Mitchell, Cllr G Adam, Cllr D Bird, Cllr N Bryan, Cllr P Cragg, Cllr J Messinger, Cllr S Morgan MBE and Cllr L Wright.

Staff: The clerk to the council and the assistant clerk.

321-2018 - Public participation

No members of the public were present.

322-2018 - Invoices for payment

It was proposed Cllr D Bird, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £9,841.56 be approved and signed off.

Payment list for approval - 14.6.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
26.3.2018	6.6.2018	Online	Dryad Tree Services	Tree surgery - willow tree WSV	390.00	78.00	468.00	Tree surgery
7.6.2018	7.6.2018	Dcard	Post Office Services	Special Delivery PFK Littlejohn Ext Audit	7.30	0.00	7.30	Est. chgs.
14.6.2018	14.6.2018	Dcard	World of Power	Spare parts for brush cutter	28.22	5.64	33.86	Land m'ment
27.5.2018	14.6.2018	Online	Nigel Fagg	Tree inspections	810.00	0.00	810.00	Tree insp.
31.5.2018	14.6.2018	Online	SSALC Ltd	Councillors training - 5.6.2018	420.00	84.00	504.00	Training
31.5.2017	14.6.2018	Online	T J Hunt (Contracting) Ltd	Height barrier and posts - Worplesdon Mem Hall	6,569.00	1,313.80	7,882.80	Conting. Fund
31.5.2018	14.6.2018	Online	Nigel Jeffries Landscapes	Maintain flower border	113.00	22.60	135.60	Land m'ment
Total					8,337.52	1,504.04	9,841.56	

323-2018 - Land Management/Health and Safety Inspection Report

Land Management 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 has installed 2 new Typhoon button seats.
- Mr Trevena has removed the large shrub that was growing at the corner of the tennis courts.
- The Worplesdon Memorial Ground height barrier was subject to unknown damage over the early-May bank holiday weekend. T J Hunt (Contracting) Ltd have fixed the damage and attached a height warning triangle.
- 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.

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. 1 of 3 now fitted.
- The contract to replace the specified equipment at Fairlands and Worplesdon play areas has been awarded to Kompan. Site work commenced 11.06.2018.
- Swing barrier at Fairlands requires repainting. Richard Randall to repaint during his June inspection. £50 + VAT

Quotations required for:

- Signage for the Multi Use Games area (half ball court) – low priority.
- Signage for the Worplesdon tennis courts – low priority.
- Groundsman to assess the Wood Street Village pond duck house for potential repair as opposed to replacement. Duck house is well-anchored to the island. Duck house and bamboo to be added to Scheduled Work Programme (Autumn).
- Bulbs for Harry's Meadow as specified by the JWRA in an email to the clerk (July).
- Assistant clerk to obtain quotes for stump grinding within Nevins Copse once appropriate stumps have been identified (July).
- Weeds are causing significant damage to the edge of the tennis courts. Quote obtained for them to be sprayed - £100 exc. VAT.
- Tennis court surfacing is showing signs of minor damage which requires infilling. Quote for repair - £300 exc. VAT.
- Tennis courts will require repainting next year (2019/2020). Quote obtained for repainting - £3,000 exc. VAT.

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 and poly-carbonate bus shelters to be cleaned by Mr Trevena. Cleaning schedule in process. [3 have been completed]
- The white safety gates in Wood Street Village need to be re-painted. Mr Trevena and staff to carry out in Summer 2018.

- Mr Trevena to replace 4 slats on the bench at the junction of Gravetts Lane and Aldershot Road. Two have now been replaced (by 01.05.18). Remaining 2 to be replaced as soon as practicable.
- 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.
- Sundial Cottage, Perry Hill – litter regularly picked, and bramble runners trimmed.
- 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.
- Blackthorn and hawthorn hedging encroaching at Harry's Meadow. Bramble runners also require trimming. Brambles to be retained for ecological habitat support. This has been added to Scheduled Work Programme (October).
- 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. A neutral decision has been received 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.
- Mr Trevena observed that the crotch straps on all the toddler swing seats (at Fairlands and Worplesdon) are showing signs of cracking. Monitor.
- Mr Trevena observed that a flat seat at Fairlands is also showing signs of significant cracking. Consider swapping for a Tango swing seat. Assistant clerk to obtain quote. Groundsman to assess frame dimensions for suitability.
- Cllrs Messenger and Mitchell conducted an audit of Parish Council owned land in respect of potential illegal incursions. Some posts neighbouring Pound Lane and Perry Hill Green were found to be rotten. The members discussed whether or not to replace the posts at Pound Lane. It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that, in light of the residents' wishes, the rotten posts around the triangular section of Wood Street Village Green would simply be removed and NOT replaced. The groundsman to replace the rotten posts at Perry Hill Green over the next few months.
- A skip has been deposited on the common land verge on Coombe Lane. The assistant clerk hand-delivered a letter asking for the adjacent resident to arrange its immediate removal. A second letter is to be issued due to the skip remaining.

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 10.05.18, 14.05.18, 15.05.18, 21.05.18, 29.05.18, 04.06.18, 05.06.18 and 12.06.18. Mr Trevena has carried out the following work:

- Cleared litter at all 4 sites
- Cleared grilles across the Parish
- Cut back epicormic growth on trees near Dorrit Crescent
- Cut back footpath vegetation at rear of Pitch Place House
- Strimmed Wood Street Village Community Car Park periphery and embankment

Jobs Completed:

None.

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 (June).

Groundsman's/Clerk's Observations:

- Wetpour at Worplesdon Memorial Ground play area – worn in places – continue to monitor.
- 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.
- Clerk cleared broken glass from Worplesdon Memorial Playground on Sunday 13th May 2018.
- Mr Trevena observed that the submersible pump has returned to the brook neighbouring Brookside, Jacobs Well. Assistant clerk to report to Guildford Borough Council cc'd to the Environment Agency.
- Mr Trevena observed that a submersible pump has been placed in the ditch neighbouring Jacobs Well Road, opposite Queenhythe Road. Assistant clerk to report to Guildford Borough Council cc'd to the Environment Agency.
- Knee-rail fencing bordering the play area at Worplesdon Memorial Grounds is badly damaged. Clerk to report to Trustees.

Monthly Health and Safety Report:

The monthly inspections were undertaken on 11.05.18.

Jobs Completed:

- Mr Trevena has replaced the Typhoon U-bolts whilst fitting the 2 new button seats
- Mr Trevena has replaced the second panel at Jacobs Well

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 (low priority).

324-2018 - Public consultation - Powers for dealing with unauthorised development and encampments –

Consultation deadline – 11.45pm – 15 June 2018

Draft minutes – 25 June 2018

A draft response was tabled for the members' consideration. The chairman thanked Cllr Messinger for her work on producing the baseline information. It was proposed Cllr J Messinger, seconded Cllr N Bryan that the draft response be approved. Cllr Bryan advised that a fifth incursion had taken place on Wood Street Village Green in June 2016.

Cllr Bryan also raised concern about the business activity that takes place on Traveller sites.

Appendix 1 – Consultation response.

Standing orders waived 20.54pm - reinstated 20.57pm

325-2018 - Novelty Dog Show – Harry's Meadow, Jacobs Well, 15 September 2018

The JWRA would like to hold a Novelty Dog Show on Harry's Meadow on 15 September.

The event application and risk assessment had been received and circulated to all member of the General Purposes and Finance Committee by email in advance of the meeting.

Two dates have been provided 15 September and 1 September.

Following discussion, it was proposed Cllr L Wright, seconded Cllr P Cragg and unanimously **RESOLVED** that permission for the event be granted and that on this occasion there would be no fee for hiring Harry's Meadow.

326-2018 - Tennis court maintenance

It was proposed Cllr N Bryan, seconded Cllr G Adam and unanimously **RESOLVED** that the following costs be approved:

- £100 for spraying the weeds around the edge of the courts.
- £300 to repair various holes on the courts.

Power to spend: LG (Misc. Prov.) Act 1976, s19

327-2018 - WW1 Commemorations

Following discussion, it was proposed Cllr P Cragg, seconded Cllr J Messinger and unanimously **RESOLVED** that the WW1 Working Party's recommendation to increase the budget for the pamphlet be agreed. Budget duly increased to £2,000 for 500 copies & David Rose's fee.

It is planned that the pamphlets will be sold to recoup some of the cost.

Cllr Bryan suggested that any profit made, should be donated to charity e.g. SSAFA (The Armed Forces Charity), The Royal British Legion or Help for Heroes. A decision to be made later this year.

Power to donate to a UK charity – LGA 1972 s137(3)

328-2018 - Annual Tree Inspections

A précis of the tree inspection report had been circulated to all members in advance of the meeting.

It was proposed Cllr D Bird, seconded Cllr S Morgan and unanimously **RESOLVED** that the report be approved and accepted.

Draft minutes – 25 June 2018

No immediate work was required. Cllr Cragg offered to look at the plum tree along the footpath between Keens Lane and Pitch Place Green.

Quotations to be obtained for the other work required. The works cannot be carried out until after the bird nesting season.

329-2018 - Request to hold an Evening Praise Worship Service on Wood Street Village Green on Sunday 22nd July –

A request had been received from St Alban's Church for consent to hold a church service on Wood Street Village Green following the Jazz Festival.

Copies of the event application and risk assessment had been circulated to members in advance of the meeting.

It was proposed Cllr S Morgan MBE, seconded Cllr P Cragg and **RESOLVED** that the request be approved and that, on this occasion, there would be no charge.

Cllr J Messinger abstained. Motion carried.

330-2018 - To fix the dates and times of the full council and committee meetings

The draft Schedule of Meetings for 2019 had been circulated. It was proposed Cllr S Morgan MBE, seconded Cllr P Cragg and unanimously **RESOLVED** that the schedule of meetings be approved.

The clerk reminded members that, as holders of public office, they have a duty to attend all meetings of the council.

331-2018 - Traffic Committee

The members considered whether to resurrect the Traffic Committee, subject to the casualty reduction officer's availability.

The clerk stated that reinstatement of the Traffic Committee as a standing committee would further increase her workload.

Following discussion, it was proposed Cllr G Adam, seconded Cllr L Wright and **RESOLVED** that the Traffic Committee should remain an ad hoc committee, with meetings to be called as and when required to address specific projects only.

332-2018 - IT Committee

The members considered whether to resurrect the IT Committee.

The clerk stated that establishing the IT Committee as a standing committee would further increase her workload.

Following discussion, it was proposed Cllr L Wright, seconded Cllr N Bryan and **RESOLVED** that the IT Committee become an ad hoc committee, with meetings to be called as and when required to address specific projects only.

333-2018 - For information only: There are presently two casual vacancies on the parish council – Jacobs Well and Fairlands wards – Applications are invited. To find out more visit our website:

Meeting closed 21.29pm

Signed: Chairman of the General Purposes and Finance Committee

Draft minutes – 25 June 2018

Date: 12 July 2018