



## Worplesdon Parish Council

### Minutes of the full council meeting held 28 June 2018 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm

#### **334-2018 - Present**

**Councillors:** Chairman Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr N Bryan, Cllr S Fisk, Cllr E Marks-Oldham, Cllr J Messinger, Cllr S Morgan MBE, Cllr N Mitchell, Cllr E Nagle, Cllr D Snipp, Cllr H Unwin-Golding and Cllr L Wright.

**Officers of the Council:** Mrs G White - Clerk to the Council.

#### **Members of the public:**

Borough Councillor Cllr David Elms, County Councillor Cllr Keith Witham and three members of the public.

#### **335-2018 - To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40**

Apologies and reasons for absence were received from Cllr P Snipp. Apologies were accepted.

The Assistant Clerk and Borough Councillor Cllr Bob McShee also tendered their apologies.

#### **336-2018 - Public participation**

None of the public wished to address the Council.

#### **337-2018 - Declaration of Disclosable Pecuniary Interests (DPIs) by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)**

Cllr Helena Unwin-Golding declared a pecuniary interest in the possible provision of a Parish office. A site having potentially come forward. Cllr Unwin-Golding left the room whilst this item was discussed.

Cllr Beth Nagle declared an interest in the planning application at Keens Lane.

#### **338-2018 - To receive and consider written requests for new DPI dispensations**

None received.

#### **339-2018 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

#### **340-2018 - Declaration of Gifts or hospitality over £25**

No declarations were made.

#### **341-2018 - Borough Councillor's report**

Cllr D Elms gave the following report:

##### **1. Local Plan**

The Examination in Public is currently taking place.

##### **2. Borough Councillor responsibilities**

I remain the Armed Forces Champion. In this capacity I am: President of the 261 Squadron Air Cadets; Trustee of the Guildford training ship the Queen Charlotte; a Surrey representative to the South East Reserved Forces and Cadet Association and the Surrey representative on the Surrey County Respect and Remember Task Group.

Ash Manor School is the first to establish a combined cadet force army unit. The Grenadier Guards have awarded their cap badge to the Cadets.

### **3. Licensing Committee**

I remain Chairman of the Licensing Committee. This Committee oversees all licences including alcohol, hot food, dangerous animals etc.

### **4. Enforcement notices**

I am sending enforcement notices and other bits of information to the Clerk and Chairman. If anyone has any questions about these matters, please contact me.

The Chairman thanked Cllr Elms for his report.

### **342-2018 - County Councillor's report**

Cllr Witham gave the following report:

#### **1. Salt Box Road resurfacing**

This road surface has deteriorated during the winter and is suffering from numerous potholes. The road will be resurfaced, and I have asked to ensure that the work is properly coordinated so that the resurfacing work is carried out before the yellow lines near the Whitmoor Common car park and Britten's pond car park are painted.

#### **2. Car parking charges – Whitmoor Common and Britten's pond car parks**

New signs have been installed as has some of the equipment in readiness for the new charging system.

Cllr Wright enquired about the damage caused to Whitmoor Common during a recent wildfire. Cllr Elms advised Surrey Fire and Rescue believe 37 acres or 12.5 hectares of the common have been affected. There is no determinable reason for the fire. The Army were called in to assist. The fire has now been extinguished.

Cllr Morgan advised that whilst residents are very pleased the pavement has been resurfaced in Envis Way, there have been complaints that the stop cocks for properties have also been tarmacked over. The water companies will now have to remove the surfacing and will recharge the County Council.

Cllr Witham advised that residents need to inform the County Council's Highways Dept. immediately an issue occurs, in order that prompt action can be taken.

Cllr Messinger stated the importance of keeping residents informed as to why certain roads are being resurfaced when other roads may be perceived as being more important.

Cllr Witham advised that Salt Box Road is not being resurfaced because of the parking charges being introduced. All roads are assessed. Due to the severe potholes along Salt Box Road this road was deemed to be in need of resurfacing. There is bound to be negativity surrounding the introduction of parking charges.

Cllr Messinger also enquired about the recent spate of incursions that have taken place and asked how much the clean-up costs were. Cllr Elms stated he would need to enquire about the clean-up costs. The Borough Council has been issuing black bags in a bid to reduce the amount of rubbish left behind. As well as the clean-up costs, sometimes repair costs are also incurred.

The Chairman thanked Cllr Witham for his report.

Approved by the full council – 26 July 2018

### **343-2018 - Minutes of the previous meetings**

#### ***Minutes for approval:***

It was proposed Cllr S Morgan MBE, seconded Cllr H Unwin-Golding and unanimously **RESOLVED** that the minutes of the Annual Meeting held 24 May 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr G Adam, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the minutes of the Planning Committee meeting held 14 June 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr N Mitchell, seconded and Cllr L Wright unanimously **RESOLVED** that the minutes of the General Purposes and Finance Committee meeting held 14 June 2018 be approved and signed by the Chairman as a true record.

#### ***Minutes received for information:***

- WW1 Working Party meeting held 11 June 2018
- Emergency meeting with the Worplesdon Memorial Trustees held 8 June 2018
- Meeting with Terry Cater held 20 June 2018
- Notes of Surrey Wildlife Trust meeting held 12 June 2018

### **344-2018 - Height barrier, Worplesdon Memorial Ground**

#### ***Protocol for operating the height barrier:***

Following installation of the height barrier and posts, which were installed by the Parish Council in a bid to prevent illegal incursions, Councillors had observed the barrier had been left open on several occasions (including a 13-hour period) following an event at the Memorial Hall.

An email, submitted to all members of the Council before being issued, was sent to the Worplesdon Memorial Trustees on 5 June 2018 (Appendix 1). This email had regrettably caused considerable offence to some of the Trustees, as a result of which an emergency meeting had been held on 8 June 2018 and a follow-up meeting had been held with the Chairman of Trustees on 20 June 2018.

The concern of both parties centred on liability should an illegal incursion take place. At the time of writing the email the Council understood that it could be held liable in the event of an incursion taking place.

Discussion had taken place regarding the operation of the height barrier. Should the barrier be operated by the Parish Council, who installed it, or by the Caretaker for the benefit of the users of the hall and grounds?

A draft protocol had been submitted to the Worplesdon Memorial Trustees. This document was felt by the Trustees to be unacceptable. Mr Cater, Chairman of the Trustees had suggested an alternative protocol, which was duly tabled for discussion; however, in an email dated 17 June 2018 Mr Cater suggested there could be problems with draft protocol as presented on 20 June 2018, with the exception of point 3. It was subsequently suggested that the Caretaker should have the only workable key and that for two months he should keep a diary of events to establish how often the barrier needs to be opened.

Whereas 4 sets of keys have been provided to the Caretaker (one for him, the brewery company, the grass cutting contractors and the Borough Council's refuse department) Mr Marks-Oldham advised that it was not necessary for these companies to open the height barrier. The Caretaker will pull the bins to the entrance of the grounds to facilitate emptying. The brewery vehicle and grass contractor's vehicles can fit underneath the height barrier. The Trustees consider there is a risk that third parties may not close and lock the gate correctly, which would continue to leave the grounds vulnerable to incursion.

Approved by the full council – 26 July 2018

At 7.56pm standing orders were waived to enable Cllr Elms to address the Council. Cllr Elms advised the Council needs to inform Surrey Fire and Rescue that the height barrier has been fitted and provide them with the keys.

Standing orders reinstated 7.57pm.

Cllr Messenger expressed her continued concern about the Trustees handling of the situation.

Members agreed that the two organisations need to work harmoniously together to resolve the problem.

It was agreed that the temporary protocol should be that the height barrier is kept permanently shut for the time being. Until an official opinion has been received from the Trustees, consideration of this matter should be put temporarily into abeyance.

Cllr G Adam requested that this item should be added to the agenda of the July full Council meeting when the Trustees have had further opportunity to consider this matter.

Cllr Mitchell thanked Cllr Messenger for her efforts to secure the height barrier.

#### ***The Council's email dated 5 June 2018***

The Worplesdon Memorial Trustees disputed liability should an incursion occur and requested that reference to liability should be "removed" by the Parish Council.

The Chairman advised that he had again spoken with Roger Taylor, the honorary solicitor to the Surrey Association of Local Councils (SALC). There is no lawful reason preventing the Council from revoking its email dated 5 June 2018.

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr L Wright and **RESOLVED** that the Council's email dated 5 June 2018 be revoked in its entirety with immediate effect.

Cllr Marks-Oldham abstained from the vote.

#### ***The Parish Council's role as Custodian Trustee:***

An email dated 27 June 2018 at 21.39 had been received from Mr Cater advising that the Trustees consider the Parish Council "must indemnify the Trustees and its employee against any claims of any sort in connection with the barrier and its operation."

With the consent of the Chairman and Vice-Chairman the Clerk had used delegated powers to obtain legal advice in time for the meeting.

The Clerk advised that in accordance with the Worplesdon Memorial Trustees' constitution the Parish Council holds the land in trust only. The sole control and day to day management of the grounds and all buildings constructed thereon, rests with the Trustees.

The following legal advice was read to the Council:

*"The Council as custodian trustee holds the legal estate of the trust property and does no more. Indeed, under s 4(2)(d), (h) of the Public Trustee Act 1906 the trustees indemnify the custodian trustee should any liabilities arise as a result of them not properly fulfilling their duties as managing trustees. Ultimately all liabilities fall on the individual trustees, who can of course take out insurance if applicable.*

*In terms of occupiers' liability, a person is an occupier if he has control over the land, even though he is not physically in possession. Therefore, for the purposes of the Occupiers' Liability Act, given that the managing trustees are responsible for the day to day management of the property in accordance with the governing document, liability would again rest with them."*

The Clerk stated that the bollards and height barrier were put in in good faith, believing it was the best way to protect the grounds from incursions given the large number of incursions which are now taking place on an annual basis across the county.

Approved by the full council – 26 July 2018

The Chairman stated that Roger Taylor has confirmed:

1. The Council could be accused of misuse of public funds if it were to attempt to indemnify the Trustees.
2. To do so could leave the Council liable to a judicial review.

Cllr Marks-Oldham enquired whether if the Parish Council were to have sole control of the height barrier whether this would remove liability from the Trustees. The Chairman confirmed liability, as stated above, would remain with the Trustees irrespective of who operates the barrier.

The best solution would be for the Trustees to obtain appropriate insurance, if they do not already hold such cover.

***Modifications to the swinging arm:***

For additional security the swinging arm has been extended by 4 inches, the costs of which are to be met by T J Hunt (Contracting) Ltd.

The Clerk was instructed to reply to Mr Cater quoting the above legal advice.

The Clerk advised that the Trustees would require Officials Indemnity Insurance. Lots of guidance is available via Google.

**345-2018 - Planning Applications for consideration**

**Planning Application No: [18/P/01014](#) - Land North of Keens Lane and, Tangley Lane, Guildford** - Hybrid planning application for the demolition of existing buildings and development of a total of 148 residential dwellings: full planning application for the development of 144 residential dwellings (Use Class C3), 70 bed care home (Use Class C2), new vehicle and pedestrian accesses off Keens Lane and Tangley Lane, 355 car parking spaces with associated landscaping and outline planning application for 4 self-build residential dwelling plots on land adjacent to Tangley Lane.

Cllr Mitchell advised that the Council has been granted an extension until 20 July 2018 and thanked Cllrs Adam, Bird, Messinger and Wright for their work on the documentation to date.

It was agreed a working party be established comprising: Cllrs Adam, Morgan, Nagle and Messinger plus the Clerk and Assistant Clerk.

Meetings to be held: Tuesday 3 July 10 – 11am, Thursday 5 July 12.30 – 2pm and Thursday 11 July at 10.30 – 12 noon.

**Planning Application No: [18/P/01075](#) - Asperion Hillside Hotel, Perry Hill, Worplesdon, Guildford, GU3 3RF** - Change of use and refurbishment of the property for the creation of a single residential unit, with associated parking and private residential garden.

**RESOLVED:** Leave to planners.

[One of the residents left at 8.20pm](#)

**Planning Application No: [18/P/01060](#) 20 Wood Street Green, Wood Street Village, Guildford, GU3 3EU** - Proposed front porch.

**RESOLVED:** Leave to planners.

**Planning Application No: [18/T/00132](#) - Worplesdon St Mary, Perry Hill, Worplesdon, Guildford, GU3 3RE** - Cypress Trees - fell and remove stumps.

Approved by the full council – 26 July 2018

**RESOLVED:** Comment that the Parish Council is concerned at the number of trees being felled at this location and not replaced.

**Planning Application No:** [18/T/00128](#) - **32 Wood Street Green, Wood Street Village, Guildford, GU3 3EU** - Application to carry out works to Apple and Cherry trees (Wood Street Village Conservation Area).

**RESOLVED:** Leave to tree officer.

**Planning Application No:** [18/P/01152](#) - **Sudpre Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RB** - Variation of conditions 2 & 7 of 17/P/02024, approved 04/12/2017, to vary drawing numbers (alterations to garage roof) and update bat survey.

**RESOLVED:** Leave to planners.

### **346-2018 - Local Government and Public Involvement in Health Act 2007**

Cllr Mitchell had suggested the Council consider renaming itself in accordance with the Local Government and Public Involvement in Health Act 2007, as this would present an opportunity to promote the Council in a different way and would avoid confusion with the Worplesdon Parochial Church Council.

The Clerk advised that the Act offers a choice of three names:

- Neighbourhood Council
- Community Council
- Village Council

If it were the wish of the Council to consider renaming itself, a wide public consultation would need to be carried out in the first instance. It is not lawful for the Council to change its name without prior public consultation.

The majority of members were against the suggestion.

Following discussion, it was proposed Cllr G Adam, seconded Cllr D Snipp and **RESOLVED** that the Parish Council would not consult on the potential name change.

A vote took place: 10 supported the resolution, Cllr Mitchell and Cllr Unwin-Golding against, Cllr Messinger abstained. Motion carried.

[At 8.30pm standing orders were waived to enable Cllrs Elms to address the meeting. Cllr Elms stated that Worplesdon Parish Council is very well regarded, and, in his opinion, it would be better to stay with the name as it is.](#)

[Cllr Elms and Cllr Witham left the meeting at 8.30pm.](#)

### **347-2018 - Corporate Identity**

The Borough Council had kindly provided a map of the Parish showing the boundary of the five wards, or voting districts, within the Parish. These are: Broadacres, Fairlands, Jacobs Well, Perry Hill and Wood Street Village.

To date the Council has always considered Broadacres to be incorporated into Wood Street Village; however, Cllr Bird and Cllr Cragg advised that the residents of Broadacres do not consider themselves part of Wood Street Village.

Following discussion, it was proposed Cllr L Wright, seconded Cllr H Unwin-Golding and unanimously **RESOLVED** that the Council's letter heading etc. be revised to read:

“Worplesdon Parish Council serving the five communities of Broadacres, Fairlands, Jacobs Well, Perry Hill and Wood Street Village.”

Approved by the full council – 26 July 2018

[A member of the public left the meeting at 8.37pm](#)

### **348-2018 - Strategic Plan**

It was agreed the final working party meeting be held on 16 July 2018 at 10.30am.

### **349-2018 - Electricity supply to Perry Hill Green**

Members discussed further the merits of providing an electricity supply to Perry Hill Green considering the reduction in the precept.

Cllr Bryan advised that at the recent WSVA (Wood Street Village Association) meeting the Rector, Alex Russell had expressed the Church's dismay about the lowering of the grant to St Mary's Church towards the upkeep of the Churchyard.

Concern was also raised about the potential that the Church Council may be further disappointed if the Parish Council resolves not to renew the Christmas light contracts in 2021.

The Clerk stated that the Council has committed to a three-year contract amounting to £4,600 per year of which £800 per year is spent on providing the lights in the horse chestnut trees on Perry Hill Green. The Council relies on a power supply being provided by a local business, however, the Council has no control over that electricity supply. Last year the lights were not alight on Christmas day. Residents may perceive this to be a waste of council tax. The Strategic Working Party has been discussing the merits of providing an electricity supply at Perry Hill Green not only to ensure a continuous power supply for the Christmas lights, but also to enable community events to take place.

With regards to the provision of an illuminated Christmas tree at St Mary's Church, the Church did benefit from the use of a permanent power supply installed to enable the tree to be lit.

The Clerk reminded members that she had circulated a legal topic note from NALC (the National Association of Local Councils) on the subject of financial assistance to religious bodies on 15 February 2018. Appendix 2 (Legal Topic Note LO1-2018). The Council must ensure that it does not make ultra-vires decisions and must ensure it has the appropriate power of expenditure when awarding grants.

It was then proposed Cllr N Mitchell, seconded Cllr G Adam and **RESOLVED** that the quotation from JDS Decorations Ltd for the installation of an electricity supply as per the provided specification of £970 & VAT be accepted.

The Clerk reminded members that there were three elements to the provision of an electricity supply at the Green:

1. Provision of the main supply from UK Power Networks Ltd: Quotation £3,053 & VAT.
2. Provision of the meter and ongoing electricity supply £120 & VAT & ongoing supply costs
3. Provision of the kiosk and fittings & certification £970 & VAT.

The above expenditure was duly approved.

*Power to spend: General power of competence – Localism Act 2011*

### **350-2018 - Christmas Tree Lights**

The Clerk advised that the request to light the three additional trees had come from residents.

A quotation had been obtained to wrap the three remaining trees with 40 sets of LED lights for a two-year contract to bring it into alignment with the existing contract: total cost £2,200 per year for a two-year contract. (£200 less than anticipated).

Approved by the full council – 26 July 2018

It was agreed that two further quotations be obtained in time for the next full council meeting when this item would be further considered.

### **351-2018 - Wood Street Summer Show 21 July 2018**

The Clerk had circulated the event application form and risk assessment to all members via email in advance of the meeting.

It was proposed Cllr P Cragg, seconded Cllr N Bryan and unanimously **RESOLVED** the formal permission for the event be duly granted. Cost current cost of hiring the Green for the event £10.

Cllr Mitchell abstained from the vote.

### **352-2018 - Wood Street Summer Show Registration event 18 July 2018**

The Clerk had circulated the event application form and risk assessment to all members via email in advance of the meeting.

It was proposed Cllr N Bryan, seconded Cllr S Fisk and unanimously **RESOLVED** that formal permission for the show registration be duly granted. Charging was not discussed.

Cllr Mitchell abstained from the vote.

The Clerk was instructed to ask the organiser to further advertise the registration event as Cllr Bryan was unaware it was due to take place.

### **353-2018 - Bulb planting, Harry's Meadow, Jacobs Well**

A planting scheme had been suggested by Janet Smith. A schedule of the planting scheme, which included photographs of the chosen bulbs comprising daffodils, crocus, camassia and allium had been provided at the meeting.

One change had been proposed; the removal of the muscari, which if planted together with crocus tend to crowd out the crocus'. This variety to be replaced with allium which bees love and will provide summer colour.

It was proposed Cllr L Wright, seconded Cllr S Fisk and unanimously **RESOLVED** that the planting scheme, as presented at the meeting, be approved. A total of 2,200 bulbs to be planted. Total cost including the horticultural and sharp sand were approved. Maximum expenditure £300 & VAT.

*Power to spend: OSA 1906, ss 9 and 10*

The Clerk was instructed to inform Janet Smith of the change to the proposed planting scheme.

Cllr Fisk advised that the JWRA will seek volunteers, the Beavers may wish to be involved

It was agreed that this community event will be publicised as follows:

- A press release
- An article in the JWRA newsletter
- Via the Parish Council's website and social media platforms
- By hand delivery of a flyer to all properties in Jacobs Well

The planting to be carried out in August/September, subject to weather conditions.

The assistant Clerk to work with Mrs Smith to co-ordinate the working party.



Approved by the full council – 26 July 2018

Cllr D Snipp advised that additional labour can be provided via the Community Service Scheme, this might be worth investigating.

The Chairman advised the Council had a bad experience in Nevins Copse, when using this scheme, hence the reluctance to try again. The availability of labour via this scheme cannot be guaranteed.

The Chairman called a comfort break at 9.12pm. The remaining member of the public left the meeting at this point.

The meeting was reconvened at 9.22pm.

### **354-2018 - Quarterly playground inspection reports**

The quarterly playground inspections had been carried out on 18 June 2018.

Inspector Richard Randall from Dick Randall Services Ltd inspected all five sites within the Worplesdon Parish.

This is a summary of findings from all five reports.

#### ***Fairlands Play Area***

- The site is currently under construction. New equipment and wet pour surfacing is being installed. No inspection has taken place due to restricted access. This will be inspected at the next inspection in September 2018.

#### ***White House Lane, Jacobs Well Play Area***

- There is soil erosion next to the slabs at the entrance. This is a 'trip hazard'. Requires infilling with top soil and seed or turfing to level. **(Medium Risk)**

#### ***Wood Street Green Play Seat***

- One of the seats has a burn on it and a 'ring pull' from a can embedded into the plastic. Not dangerous as such but may pay to remove it and file down any edges that may occur from doing so. (Low Risk - Monitor)

#### ***Worplesdon Play Area Worplesdon Teen Area***

- The MUGA (Multi-use Games Area) unit has a piece missing from the corner leaving a bolt exposed and an edge. The recommended action is to file down the white board edge and also to file down the side of the exposed bolt and washer or fill around it. (Low Risk - Monitor)
- The basket swing bronze bush and/or bolt on the hanging connector is showing signs of wear. Consider a replacement as the wear is now more pronounced. **(Medium Risk)**
- Shrinkage around the Typhoon wetpour, and around the blue centre graphic, requires monitoring to minimise the chance of a trip-hazard forming. (Low Risk - Monitor)
- The skateboard ramps have now been removed and new equipment with associated surfacing is being installed. This will be inspected at the next inspection in September 2018.

#### ***Worplesdon Toddler Area***

- Ground fixings on rope ladder and surf step/rider are loose in the ground. Requires monitoring and exploration as to cause. (Low Risk - Monitor)
- Double swing bay – there is a split in the crotch strap on the left-hand toddler seat. (Low Risk - Monitor)
- The wet pour rubber surface is shrinking from the edges in the swing bay and around the Multi-Unit. Suggestion is to replace the wet pour rubber before it worsens. (Low Risk - Monitor)

Approved by the full council – 26 July 2018

Post Installation Inspections are required following the installation of new equipment at Fairlands and Worplesdon. It was proposed Cllr P Cragg, seconded Cllr N Bryan and unanimously **RESOLVED** that the inspection cost of £200 & VAT per play area be approved.

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

### 355-2018 - SALC training strategy

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the following costs be approved:

Training course	Delegate/s	Date	Time	Location	Cost
Chairmanship training	Cllr N Mitchell	11 September 2018	6pm – 9pm	Redhill, Surrey	£60 & VAT
Legal and Finance	1. Clerk 2. Assistant Clerk 3. Cllr S Fisk	27 September 2018	10am – 3.30pm	Ardingly, West Sussex	£300 & VAT
Budget Planning & precept setting	Clerk	16 October 2018	10am – 1pm	Godalming, Surrey	£60 & VAT

*Power to spend: LGA 1972 s111*

### 356-2018 - SALC AGM and Conference – Thursday 15 November 2018 at Dorking Halls

It was proposed Cllr N Mitchell, seconded Cllr L Wright and unanimously **RESOLVED** that the following costs be approved: £240 & VAT.

Delegates - Cllr P Cragg, Cllr G Adam, Cllr N Mitchell, Cllr S Morgan and the Clerk.

*Power to spend: LGA 1972 s111*

### 357-2018 - Bespoke planning training

As the planning training being offered by SALC (Surrey Association of Local Councils) this year is not at a convenient time and location it was agreed that the Clerk ask SALC whether it would be possible for Lindsay Frost to deliver a bespoke level 2 planning training session at which all Councillors would be required to attend.

### 357-2018 - Finance

#### a) Invoices for payment

It was proposed Cllr L Wright, seconded Cllr N Bryan and unanimously **RESOLVED** that payments to the value of £10,543.77 be approved and signed off.

#### Payment list for approval - 28.6.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
23.6.2018	28.6.2018	Online	Dick Randall Services Ltd	Quarterly play areas inspections & wetpour repair	250.00	50.00	300.00	Play area repairs
7.6.2018	21.6.2018	DD	O2	SIM card GW	16.00	3.20	19.20	Est. chgs.
6.6.2018	20.6.2018	DD	O2	SIM card VF	16.00	3.20	19.20	Est. chgs.
21.6.2018	21.6.2018	Dcard	Costco	Office chair	279.15	55.84	334.99	Contingency Fund

Approved by the full council – 26 July 2018

22.6.2018	22.6.2018	Dcard	Photo Frame Sales	Certificate frame	9.99	5.95	15.94	Chairman's Allow.
26.6.2018	28.6.2018	Online	Viking	Stationery	135.31	27.06	162.37	Est. chgs.
26.6.2018	26.6.2018	Online	Toner Giant	Toner cartridges	277.87	55.58	333.45	Est. chgs.
11.6.2018	28.6.2018	Online	Knaphill Print Co Ltd	Newsletters and Annual Report	840.00	0.00	840.00	Newsletters
N/A	28.6.2018	Online	Staff costs	Salary/exps		0.00		
N/A	28.6.2018	Online		Salary/exps	5,830.16	0.00	5,830.16	Staff costs
N/A	28.6.2018	Online		Ee's & Er's costs		0.00		
N/A	28.6.2018	Online		PAYE/NIC		0.00		
27.6.2018	28.6.2018	Online	Blue Sky	Groundsman & materials	1,788.46	0.00	1,788.46	G'dsman & ward imp
31.5.2018	28.6.2018	Online	Surrey Wildlife Trust	Ecological Survey Keens Lane	750.00	150.00	900.00	
<b>Total</b>					<b>10,192.94</b>	<b>350.83</b>	<b>10,543.77</b>	

**b) Bank reconciliations**

This item was deferred.

**c) Monthly budget reports**

This item was deferred.

**d) External Audit**

The external audit papers were submitted to PKF Littlejohn on 7 June 2018.

**e) Representation at the Examination in Public (EIP)**

It was proposed Cllr N Bryan, seconded Cllr S Fisk and unanimously **RESOLVED** that the further financial contribution of up to £500 to enable RGP traffic consultants to represent the Parish Council at the EIP with respect to policy A26 (Blackwell Farm) be ratified.

*Power to spend: LGA 1972 s111*

**359-2018 - Clerk's Report**

**a) Surrey Wildlife Trust Liaison meeting**

Held 12 June 2018 – Notes of the meeting had been circulated by the Clerk.

**b) SGN gas main, Coombe Lane**

A dilapidation survey was carried out 23 May 2018. No date has yet been provided for the installation of the new gas main.

**c) There are two casual vacancies on the Council**

Councillors are asked to publicise the vacancies when speaking with the public

**d) Guildford Borough Council Enforcement meeting – Monday 15 October 2pm – 3pm**

Cllr Mitchell or Cllr Messenger and the Clerk to attend on behalf of the Parish Council.

**e) Guildford Borough Council - Borough/Parish Liaison Meeting – 21 September 11am – The Assistant Clerk to attend in the Clerk's absence.**

### 360-2018 - Chairman's Report

The Chairman gave the following report:

- 1) 7<sup>th</sup> June weed strimming in Nevins Copse with the assistance of John Steer.
- 2) 8<sup>th</sup> June a.m. Meeting at Merrist Wood College regarding crossing safety of road at college entrance. In p.m. met several Worplesdon Memorial Trustees alongside the Clerk, Cllr. Jan Messinger and Cllr. Nigel Mitchell to discuss operation of the newly installed hall car park height barrier.
- 3) 11<sup>th</sup> June chaired WW1 working party meeting.
- 4) 13<sup>th</sup> June a.m. carried out Clerk's annual appraisal. In evening, with Cllr. Nigel Mitchell presented at SALC "Hosted event" at Bletchingley golf club.
- 5) 21<sup>st</sup> daytime, with John Steer assisting, strimmed weed growth obscuring sightline for drivers turning right out of Gravetts Lane onto the A323. 21<sup>st</sup> evening accompanied Clerk on H.E. course observation of Ripley P.C. meeting procedure.
- 6) 25<sup>th</sup> June attended viewing session for Councillors at the potential office site.
- 7) Guildford College Group – Consultation – The Chairman suggested that consultation requests should be graded into three categories: 1. Important – must respond. 2. Interesting – respond if time permits. 3. Not important – no need to respond. It was considered that this request would fall into category 3.

**A resolution was passed (potential negotiation of a contract), to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 during the following item:**

### 361-2018 - Potential Parish Office

Cllr Mitchell advised the need for an office has been proven. The cramped conditions in which the staff are currently expected to work in unacceptable.

This year the Clerk had been unable to secure indemnity insurance to protect against visitor accidents occurring at her family home. The Clerk is therefore having to meet residents in their own homes.

The Council has a duty of care to its employees to ensure they have reasonable conditions in which to work. As employers the Council is in breach of a number of employment and health and safety laws. Urgent action is therefore required to provide short term office space and a long-term solution.

The Council currently has allocated reserves of £51,500.

Temporary office space is not available in the Parish and is also in short supply in the town.

A confidential report dated 26 June 2018 had been prepared and circulated to all members at the meeting. The Council considered four potential sites for a Parish office, one of which was discounted as it was not considered to be suitable.

Cllr Unwin-Golding left the room at 9.58pm.

Lengthy discussions as to the suitability of each site were undertaken.

Cllr Unwin-Golding returned to the room at 10.20pm

It was proposed Cllr G Adam, seconded Cllr D Bird and unanimously **RESOLVED** that the Chairman, Vice-Chairman and Clerk be granted delegated authority to meet with the various land owners as soon as practicable to discuss the options available.

Approved by the full council – 26 July 2018

A recommendation to be made to the Council at the July full Council meeting.

This item is to be on the agenda of the next full Council meeting.

Meeting closed 10.21pm

**362-2018 - Date of next meeting – Thursday 26 July 2018**

Signed: .....

Chairman

Date: 26 July 2018