



Worplesdon Parish Council

**Minutes of the General Purposes and Finance Committee meeting held 12 July 2018 in the Small Hall,
Worplesdon Memorial Hall, Perry Hill, Worplesdon at 8.18pm**

380-2018 – 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 S Fisk, Cllr J Messinger and Cllr S Morgan MBE.

Staff: The Clerk and Assistant Clerk.

Public: No members of the public were present.

381-2018 - Apologies and reason for absence in accordance with the LGA, Sch12, para 40

Apologies and reason for absence were received from Cllr L Wright. Cllr S Fisk substituted for Cllr Wright.

382-2018 - Declaration of disclosable pecuniary interests by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

383-2018 - Declaration of non-pecuniary interests

No declarations were made.

384-2018 - Public participation

No members of the public were present.

385-2018 - Invoices for payment

It was proposed Cllr N Bryan, seconded Cllr G Adam and unanimously **RESOLVED** that payments to the value of £3,306.17 be approved and signed off.

Payment list for approval - 12.7.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
N/A	12.7.2018	800168	Citizens Advice Bureau	Donation 2018/2019	70.00	0.00	70.00	Donations
N/A	12.7.2018	800169	Crimestoppers	Donation 2018/2019	40.00	0.00	40.00	Donations
N/A	12.7.2018	800170	Sussex, Kent, Surrey Air Ambulance	Donation 2018/2019	150.00	0.00	150.00	Donations
29.6.2018	12.7.2018	Online	Surrey Hills Solicitors	Legal advice - Custodian Trustees	130.00	26.00	156.00	Prof advice
4.7.2018	12.7.2018	Online	Worplesdon Memorial Trustees	Room rental	263.00	0.00	263.00	Est. chgs.
30.6.2018	12.7.2018	Online	Nigel Jeffries Landscapes	Maintenance of the flower border	113.00	22.60	135.60	Land management

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30.6.2018	12.7.2018	Online	Mulberry & Co	Professional services - Payroll	105.00	21.00	126.00	Prof advice
				2nd instalment - HE Community Governance course				
15.3.2018	12.7.2018	Online	SLCC		1,395.00	0.00	1,395.00	Training
N/A	12.7.2018	Online	Mrs G F White	Parking (EIP) and stamps	79.10	0.00	79.10	Est. chgs.
N/A	6.7.2018	Dcard	Co-op	Refreshments - Flood Forum	9.29	0.00	9.29	Chairman's Allow.
N/A	28.6.2018	Dcard	Waitrose Shell	Civic gift	20.00	0.00	20.00	Chairman's Allow.
12.7.2018	12.7.2018	Dcard	J Parker's Wholesale	2,200 bulbs for Harry's Meadow	312.28	62.46	374.74	Land management
			Barrelfield Ltd	Distribution of newsletters/A. Report				
25.6.2018	12.7.2018	Online			375.00	75.00	450.00	Parish newsletter
6.7.2018	20.7.2018	DD	O2	SIM Card VF	15.60	3.12	18.72	Est. chgs.
6.7.2018	20.7.2018	DD	O2	SIM Card GW	15.60	3.12	18.72	Est. chgs.
Total					3,092.87	213.30	3,306.17	

386-2018 - 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:

- Pollution entering the watercourse at The Pines, Broad Street has been reported to the Environment Agency.
- Mr Trevena has replaced all 4 slats of the bench at the junction of Gravetts Lane and Aldershot Road.
- Replacement weekly and monthly reporting templates have been issued to the Groundsman.
- The ditch adjacent to Wood Street Village pond has been cleared of debris including a bike frame and carpet. Whilst this clearance attracted a complaint in respect of the removal of vegetation to facilitate access, the vegetation is expected to recover quickly.
- Sundial Cottage, Perry Hill – litter regularly picked, and bramble runners trimmed.
- Rotten posts on Pound Lane have been removed.
- A skip had been deposited on the common land verge on Coombe Lane. It has now been removed.
- There were issues relating to the FLGCA shipping container being blocked at Fairlands during the playground upgrade. The Assistant Clerk arranged for rapid storage container and skip removal, and the Clerk (and her husband) moved the Heras safety fencing.
- The swinging arm of the Worplesdon Memorial Ground height barrier has been modified by a blacksmith, adding a 4" extension. This has been undertaken at no additional cost to the Parish Council.

Work agreed with contractors/volunteers:

- The new backing for three noticeboards (Fairlands, Wood Street Green and Wood Street 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. Minor works outstanding. Imminent handover anticipated.
- Swing barrier at Fairlands requires repainting. Richard Randall to repaint during his September 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.
- Groundman 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. Quotation approved by the Council.
- Tennis court surfacing is showing signs of minor damage which requires infilling. Quote for repair - £300 exc. VAT. Quotation approved by the Council.
- 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 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. Mr Trevena to arrange site meeting with Surrey County Council.
- 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. Assistant Clerk to chase Surrey County Council.
- 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. (Project on hold – Reconsider in 2019)
- 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. Assistant Clerk to obtain quote of equivalent from Kompan.
- Cllrs Messinger and Mitchell conducted an audit of Parish Council owned land in respect of potential illegal incursions. Some posts neighbouring Perry Hill Green were found to be rotten. Groundsman to address Perry Hill Green over the next few months when ground softer.
- Assistant Clerk has reported the blocked sightlines at the Frog Grove Lane junction with Aldershot Road to Surrey County Council.
- Clerk has observed overgrown vegetation between Tangley Lane and School Lane (along Worplesdon Road), the re-growth of the nettles along the Holly Lane cycle path, significant litter along Holly Lane, a dangerously leaning tree at the edge of Littlefield Common and overgrown vegetation from The Cricketers public house to Liddington Hall Drive. Assistant Clerk to report litter to Guildford Borough Council and the overgrown footpath near the Cricketers to Surrey County Council and Surrey Wildlife Trust. Mr Trevena to remedy the tree. Cllr Cragg and Mr Steer to re-strim the Holly Lane nettles and strim the verge between School Lane and Tangley Lane.
- Surrey Wildlife Trust's water bowser at Broad Street has been vandalised.
- A significant turfed obstruction in the verge at Fairlands roundabout has been reported to Surrey County Council. The homeowner has received a letter asking for the mound to be removed by 12 July 2018.
- Grille 9/2 [Broad Street] requires de-silting. Assistant Clerk to request this occurs.
- Fly-tipping has occurred along the track to Downside Cottage, Wood Street Village. Assistant Clerk to report.
- Used prophylactics have been found at Wood Street Village car park, along with drug packets at Jacobs Well play area and Coombe Lane, and smashed glass bottles at Worplesdon Memorial Hall. Assistant Clerk to escalate liaison request due to lack of response from PCSO (Police Community Support Officer) as instances of anti-social behaviour appear to be increasing.

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 18.06.18, 19.06.18, 25.06.18, 26.06.18, 02.07.18, 05.07.18, and 09.07.18. Mr Trevena has carried out the following work:

- Cleared litter at all 4 sites
- Cleared grilles across the Parish
- Cut back brambles behind bus shelters in Jacobs Well

Jobs Completed:

- Mr Trevena observed that a submersible pump has returned to the brook neighbouring Brookside, Jacobs Well and a further pump has been placed in the ditch neighbouring Jacobs Well Road, opposite Queenhythe Road. Assistant Clerk reported both to Guildford Borough Council.
- Knee-rail fencing bordering the play area at Worplesdon Memorial Grounds is badly damaged. Clerk reported to Trustees.

- Damaged wetpour beneath the Husson Breeze, Wood Street Village Green. Richard Randall has repaired this damage.

Outstanding works:

- Tarmac near the basketball court, Worplesdon Memorial Hall (on the Typhoon side) has a small crack – to be monitored.
- 2 paving slabs to be placed at entrance to Jacobs Well play area entrance to alleviate trip hazard.

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.
- Wood Street Village pond dipping platform requires a replacement slat.
- New multi-play unit at Fairlands is missing a post cap. Kompan to resolve as site has not been formally handed over.

Monthly Health and Safety Report:

The monthly inspections were undertaken on 14.06.18.

Jobs Completed:

None.

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).

The Cllr Fisk enquired what the issue is and what action has been taken in respect of the submersible pumps.

The Assistant Clerk advised that two submersible pumps have been placed in the ordinary water course. These can create a pollution hazard.

Cllr Mitchell also advised that water abstraction is not permitted without licence.

Both pumps have been reported to Environmental Health at Guildford Borough Council. To date a response has not been received. If hose pipe ban comes into force, this matter can be escalated to the Environment Agency.

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

387-2018 - WW1 Commemorations:

Centenary Roll of Honour

The Clerk has sought three quotations for the Roll of Honour.

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In total the Roll of Honour is likely to cost £850 & VAT.

For longevity, vellum would be the most appropriate medium.

The Clerk had met the Chairman of the Trustees, Mr Marks-Oldham (who has since resigned) and the Caretaker at the hall to discuss the proposed location for the Roll of Honour. Whilst the proposed location,

beneath the existing stone memorial, is acceptable to the Trustees, the use of glass was considered inappropriate due to the risk of the glass being broken during children's parties.

Advice received from a calligrapher is that that the document must be protected by conservation glass.

The proposed location was therefore questioned in terms of its suitability, as it would be inappropriate to site the Roll of Honour where it is likely to get damaged, with or without glass.

The Committee considered other options including:

- A stone memorial (art feature outside the hall)
- A stone memorial beneath the existing stone memorial
- Placing the Roll of Honour in the Council Chamber, or elsewhere in the hall where it is not likely to get damaged.
- Storing it until we have a designated office
- Placing it in either St Mary's or St Alban's Church, or in Jacobs Well Village Hall, or the Fairlands Community Centre
- Providing a bespoke metal bench in the Memorial Grounds (with the roll of honour incorporated into the bench), subject to the Trustees approval.

It was considered that the Memorial Hall is the WW1 memorial in the Parish and would, therefore, be the most suitable place for the updated Roll of Honour to be placed.

Cllr Bird did raise the potential for vandalism with benches.

The Clerk stated that a Roll of Honour on vellum would have greater longevity than a bench.

A lengthy discussion took place following which it was proposed Cllr N Mitchell, seconded Cllr P Cragg and **RESOLVED** that two bespoke WW1 benches be purchased (subject to the agreement of the Worplesdon Memorial Trustees) one with the list of names (for the Memorial Ground) and one without for Harry's Meadow.

It was agreed that the following be investigated in the meantime.

- Cost of Roll of Honour on vellum
- Cost of a wooden honour board with gold leaf signwriting
- Cost of a stone memorial.

Quotations to be obtained in time for the July full council meeting.

Result of the vote – 7 for – Cllr Messinger abstained.

WW1 bench

The draft artwork was shown to the members:

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the additional cost of two panels with 26 names on each panel - being £430 & VAT be approved.

Power to spend: Parish Councils Act 1957, s.1

388-2018 - Worplesdon Memorial Hall – Heritage Lottery Grant Application

The draft letter had been circulated via email to all members in advance of the meeting.

It was proposed Cllr S Morgan MBE, seconded Cllr S Fisk and unanimously **RESOLVED** that the letter be approved subject to the correction of one minor spelling error.

Cllr Cragg enquired as to how many people visit the gallery. Cllr Messinger advised that due to the current lay-out of the building, the Gallery cannot be accessed during Pre-School opening hours.

The Gallery is currently only open one Wednesday in the month. The Trustees would like to extend the Gallery and create a separate access and the provision of access for the disabled.

The Trustees are working on raising public awareness of the Gallery. Paintings have recently been exhibited in Woking, London and soon Italy. Private viewings can also be arranged.

This grant is the precursor to a larger grant.

It was proposed Cllr Morgan MBE, seconded Cllr S Fisk and unanimously **RESOLVED** that the letter be approved and sent to Mary Broughton.

389-2018 - Disability Challengers Jazz Festival 22nd July 2018, Wood Street Village Green

The Event Application, Risk Assessment and Public Liability insurance certificate were circulated via email in advance of the meeting.

It was proposed Cllr P Cragg, seconded Cllr Gordon Adam and **RESOLVED** that the event be approved and that a peppercorn rent of £10 is required.

Result of the vote 6 for – Cllr Fisk objected. Cllr Messinger abstained.

390-2018 – Donations 2018/2019

It was proposed Cllr D Bird, seconded Cllr N Bryan and **RESOLVED** that the following donations be approved, as per the precept:

- Citizens Advice Bureau - £70
- Crimestoppers - £40
- Sussex, Kent, Surrey Air Ambulance - £150

The Clerk reminded members that the Parish Council is a grant making authority and asked them to let the local groups and organisations know that grant aid applications are invited in August.

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391-2018 - For information only: There are presently three casual vacancies on the Parish Council – Jacobs Well and Fairlands wards – Applications are invited. To find out more visit our website: <https://worplesdon-pc.gov.uk>

Meeting closed at 9.05pm.

Signed:

Chairman General Purposes and Finance Committee

Date: 9 August 2018