



## Worplesdon Parish Council

### Minutes of the Full Council meeting held 13 September 2018 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm

#### 470-2018 - Present

##### Councillors:

Present: Chairman Cllr P Cragg, Cllr G Adam, Cllr N Bryan, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr B Nagle (arrived 8.27pm), Cllr D Snipp and Cllr L Wright.

##### Officers of the Council:

Mrs G White - Clerk to the Council  
Mrs V Fear - Assistant Clerk.

##### Members of the public:

Borough Councillor B McShee, County Councillor K Witham and 4 members of the public.

#### 471-2018 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence were received from Cllr D Bird, Cllr H Unwin-Golding and Cllr S Fisk. Apologies accepted.

Apologies were also received from Cllr D Elms.

#### 472-2018 - Public participation

Two members of the public addressed the Council regarding the potential development of Blackwell Farm and the impact this is likely to have on traffic and flooding. The residents, members of the Save the Hogs Back group, urged the Parish Council to consider making a financial contribution towards a judicial review, if there turns out to be grounds on which to do so.

A further resident expressed their extreme displeasure at the sighting of the GRP kiosk on Perry Hill Green, recently installed to facilitate an electricity supply, which in their opinion is a blot on the landscape.

[Three members of the public left the meeting at 7.44pm.](#)

#### 473-2018 - Co-option of councillor – Fairlands Ward

Dr Rao Martand Singh gave a short presentation to the Council, which was followed by a question and answer session.

A resolution was then passed to exclude the public and press from the meeting as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 to enable the members to decide Dr Singh's suitability for the position.

Dr Singh, Cllr McShee and Cllr Witham left the meeting at 7.57pm.

A vote took place. It was unanimously **RESOLVED** that Dr Singh be co-opted onto the Council with immediate effect.

Approved by the full council – 25 October 2018

Cllr McShee, Cllr Witham and Dr Singh returned to the room at 8.03pm.

Dr Singh signed his Declaration of Acceptance of Office form and joined the meeting.

The members then introduced themselves to Cllr Singh.

**474-2018 - 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)**

No declarations were made.

**475-2018 – Amendments to the Register of Interests**

No amendments were declared.

**476-2018 - To receive and consider written requests for new DPI dispensations**

None received.

**477-2018 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

**478-2018 - Declaration of Gifts or hospitality over £25**

No declarations were made.

**479-2018 - Borough Councillor's report**

Cllr McShee gave the following report:

There has been a number of planning enforcement issues these being:

1. **Stringers Farm, Stringers Common** – an alleged breach that the premises are being used for the storage of motor vehicles. The Enforcement Officer visited the site and found that vehicles are not being stored on the land. Case closed.
2. **Roundoak, Wood Street Village** – an alleged breach that alterations had been made to the existing mobile home and an additional mobile home had been bought onto the site. The Enforcement Officer visited the site and found that the static mobile home had been removed due to it having a water leak. This mobile home will be returned once repaired. Case closed.
3. **The Oaks, Burdeshott Road** – an alleged breach that the land had additional mobile homes. The Enforcement Officer visited the site and found that there are a number of additional homes. As the site has been tolerated for over 25 years there will be no further action taken at this time. Case closed.
4. **Finglebridge Cottages, Woking Road** – an alleged breach that an outbuilding (summerhouse) has been erected, without planning permission, at the rear of the property. The Enforcement Officer visited the site and requested that a planning application be submitted within 28 days. A retrospective planning application was submitted and refused.

An appeal was submitted against the refusal and was successful, so the summerhouse is allowed to remain.

Finally, as many of you know I have been de-selected to be a candidate for the Conservative party in the 2019 elections. I am now, therefore, an independent councillor on Guildford Borough Council and will still represent the Worplesdon ward.

The Chairman thanked Cllr McShee for his report.

#### **480-2018 – County Councillor’s report**

Councillor Witham gave the following report:

1. **Surrey County Council budget 2019/2020** - The Surrey County Council budget meeting to set its budget and council tax for 2019 has been brought forward from February 2019 to November 2018, three months ahead of the normal timing, in view of the decisions that will need to be made and implemented to balance the 2019-20 budget.
2. **Borough Council elections 2019 – Conservative candidates for Worplesdon** - I have been asked to stand for election as a candidate in the Worplesdon ward at next May’s Guildford Borough Council elections, which I have agreed to do. I will be standing for election jointly with Cllr David Elms and Cllr Dennis Paul. Cllr Paul is currently a councillor for Holy Trinity ward, but lives in Worplesdon, Perry Hill. Cllr Iseult Roche did not seek re-selection.
3. **Land north of Keens Lane - proposed development** - I wrote to the Chairman of the Guildford Borough Council planning committee objecting to the proposal and asked her and her committee to reject the application (letter copied to the Worplesdon Parish Council Chairman and Clerk for info).

The Guildford Borough Council planning committee met on 12th September. Cllr Elms opposed the application saying that exceptional circumstances had not been shown. The committee voted to defer the application, which is now likely to be heard after the new Guildford Borough Council Local Plan is adopted.

In response to a question from a parish councillor about the recommendations of Surrey Highways on the application, I explained that it is not the role of Surrey County Council Highways to say whether a planning application is either good or bad. The county council is a statutory consultee to the Local Planning Authority - LPA - and the starting point for any response on any planning application is that if the Local Planning Authority is minded to grant permission, which is the role of the LPA, then “x, y or z” would be needed to make it safe to implement from a Highways and road safety perspective, with recommendations for any S106 agreement.

Cllr Witham also circulated a document sent to Guildford Borough Council’s planning committee councillors from Ashill developers, stating what it had agreed to in terms of community benefits, including a £50,000 contribution to Worplesdon Parish Council towards the provision of a parish office. A copy of that document is available from Cllr Witham on request.

4. **Jacobs Well Residents’ Association meeting** - New road safety signage installed on Clay lane, near the junction with Queenhythe Road. Speeding on Jacobs Well Road discussed. Future of buses discussed, and a small county council grant for the JWRA.
5. **Fairlands** - Maintenance work is to be carried out on right of way footpath 458 by Surrey County Council. The pavements in Fairlands Avenue are being reconstructed over the next few weeks, from the roundabout to the community centre/doctors’ surgery on both sides, plus a small section nearby the flats next to the shops.

The Chairman thanked Cllr Witham for his report.

Members then raised the following questions:

Q: Is there any funding remaining for small projects this year? The door between the large hall and the small hall in the Worplesdon Memorial Hall needs sound proofing.

A: The Worpleson Memorial Trustees would need to apply for funding. Groups who have previously not received funding will take priority. After September groups who have previously applied, can reapply.

Q: Local media has reported that the parking charges relating to commons are going to be reviewed. Can you advise if this is the case?

A: The Salt Box Road charges have not yet started due to a technical issue. The signal can be detected by mobile phones, but not cards. The system needs to be 100 percent reliable before the charges are implemented. Charges at the remaining car parks have been activated and will not be reconsidered.

8.22pm Cllr McShee left the meeting.

#### **481-2018 - Draft Local Plan**

Karen Stevens of Save the Hogs Back had enquired whether the Parish Council would consider, in principle, contributing towards the cost of a judicial review should there be grounds to do so.

*A judicial review is a type of court proceeding in which a judge reviews the lawfulness of a decision or action made by a public body.*

*In other words, judicial reviews are a challenge to the way in which a decision has been made, rather than the rights and wrongs of the conclusion reached.*

*It is not really concerned with the conclusions of that process and whether those were 'right', as long as the right procedures have been followed. The court will not substitute what it thinks is the 'correct' decision.*

*This may mean that the public body will be able to make the same decision again, so long as it does so in a lawful way.<sup>1</sup>*

General discussion then took place during which councillors considered whether or not it would be appropriate to contribute towards the cost of a judicial review.

In summing up the debate, the Chairman concluded there was insufficient information to be able to make a decision at this meeting and proposed that the Council should defer making a decision until further information is provided. This was seconded by Cllr Adam.

Cllr Nagle arrived at 8.27pm.

A vote duly took place: 5 for - 2 against - 3 abstained – Motion carried.

#### **482-2018 - Local Plan – Main modifications**

Cllr Adam kindly agreed to check through the main modifications and will provide a short report for the Council's consideration.

The Assistant Clerk was to collect a hard copy of the document from Guildford Borough Council on 14 September 2018 to deliver by hand to Cllr Adam.

#### **483-2018 - Minutes of the previous meetings**

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the minutes of the following meetings be approved and signed by the Chairman as a true record.

- Extra-ordinary meeting – 4 June 2018 (out of chronological order)

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<sup>1</sup> <https://www.judiciary.uk/you-and-the-judiciary/judicial-review/>

Approved by the full council – 25 October 2018

- Full council – 26 July 2018
- Extra-ordinary meeting – 22 August 2018

The following committee minutes were noted by the full council.

- Planning Committee – 9 August 2018
- General Purposes and Finance Committee – 9 August 2018

#### **484-2018 - Planning Applications for consideration**

**Planning Application No: 18/P/01617 - 112 Envis Way, Fairlands, Guildford, GU3 3NL** - Conversion of garage to habitable accommodation.

It was **RESOLVED** that the Parish Council support this application.

**Planning Application No: 18/P/01689 - White House, Woking Road, Guildford, GU4 7PS** - Erection of two dwelling houses and associated landscaping following demolition of existing dwelling house.

It was **RESOLVED** that the Parish Council support this planning application but would request that given the surface water flooding issues in this locality, all surface water drainage must flow into the existing ordinary watercourse system.

#### **485-2018 - WW1 commemorations**

Cllr Messinger gave the following report:

- **Commemorative honour board** – The Clerk, Assistant Clerk and I visited the sign writer and chose the colour of the honour board and the colours and style of the lettering.
- **Bench and litter bin** – These have been ordered. Additional quotations for the concrete base are awaited. For expediency, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Clerk be granted permission to spend up to £1,000 & VAT on the base bench and scaffolding.
- **Remembrance Sunday events** – Councillors are encouraged to attend the various events being held on 11 November. The morning and evening events are being held in Harry's Meadow this year. The Assistant Clerk is in contact with Carol Shirliff, District Commissioner for the Scouts who will be represented at both events.
- **Raised bed** - The Assistant Clerk's husband and father have agreed to make a raised bed into which the 52 poppy crosses, each bearing the name of those who died in WW1, will be placed during the Armistice Day ceremony.

#### **486-2018 - Substitute member – Planning and General Purposes and Finance Committee**

Cllr Nagle kindly offered to replace Mr Marks-Oldham as a substitute member.

#### **487-2018 - Worplesdon Memorial Trustees – Parish Trustee vacancy**

There were no volunteers for this position.

#### **488-2018 - Corporate Identity**

This item was deferred.

#### **489-2018 – Increase in litter in the parish**

- (a) Ten Ranger Max litter pickers have been purchased.

The following councillors kindly volunteered to assist with litter picking: Cllr J Messinger, Cllr P Cragg, Cllr N Mitchell, Cllr G Adam and Cllr D Snipp. It was proposed Cllr P Cragg, seconded, Cllr N Mitchell and **RESOLVED** that 5 x handy hoops be purchased maximum cost £100. A vote took place – 9 For – Cllr N Bryan abstained. Motion carried.

- (b) To consider organising regular litter picks across the various wards to which members of the public can be invited.

It was agreed that the Council consider participating in the national Spring Clean litter pick promoted by Keep Britain Tidy.

- (c) To consider purchasing tee-shirts, caps and hi-vis jackets to be worn during work parties/litter picking to raise awareness of the various environmental improvement work that is being carried out on behalf of the community. Provisional budget – £250 - £500 & VAT.

It was felt that for now the Council should continue to use the existing hi-vis jackets, as this is not a high priority.

- (d) A request has been received from the FLGCA for the Parish Council to install an additional litter bin on the sports field near the play area. In exchange, members of the FLGCA would be responsible for emptying the litter bin on a regular basis.

It was proposed Cllr P Cragg, seconded Cllr G Adam and **RESOLVED** that subject to written confirmation that the FLGCA would be responsible, in perpetuity, for emptying the new bin, the Parish Council would fund the cost of the bin and installation subject to a maximum cost of £450 & VAT. (A vote took place – 9 in favour, Cllr Wright abstained.

- (e) Request received from a member of the public for an additional dog bin near the woods in Fairlands. The Clerk advised that the Borough Council now charges Parish Councils to supply and empty dog bins, the cost of which is £500 per annum per bin.

It was agreed that as the Parish Council will be supplying a bin to the FLGCA and as dog mess can now be placed in any bin, this request be politely turned down. If the resident wishes they could approach the Borough Council directly.

- (f) Dog mess – It is now illegal to fail to pick up after your dog in all public open spaces within the Borough. Those failing to clean up after their dogs risk being [fined](#).

The Clerk had requested 12 anti-social behaviour posters, which have not yet been received. It was agreed that the Council representatives to the JWRA and FLGCA should ask where the respective Residents' Associations feel the posters would have the greatest impact.

#### **490-2018 - Promotion of the public tennis courts, Worplesdon Memorial Ground** – To consider trialling an online booking system in a bid to raise awareness of the courts and to provide a more convenient service to the public.

This item was deferred.

#### **491-2018 - Flood Forum – Proposed meeting with the University of Surrey**

A date has been proposed for the meeting - 16 November 2018 - 1pm at the University of Surrey.

Members were divided on whether a meeting should be held with the University or not. It was agreed that the decision be deferred until the Flood Forum meeting on 9 November 2018.

**492-2018 - Installation of 3 x sandstone or concrete spheres on the verge where the war memorial is located, Queenhythe Road, Jacobs Well**

Cars are now being parked on the grass verge beside the war memorial, which is not only disrespectful, it could also cause damage to the war memorial.

Surrey County Council has approved the placing of three spheres on the verge to deter parking. The proposal is supported by the JWRA.

The cost of three sandstone balls is minimum £347 & VAT – maximum cost £395.01 & VAT.

If a councillor were willing to make DIY concrete balls the cost could be as little as £50 & VAT albeit these would not meet BSEN safety standards.

Cllr Wright volunteered to make the spheres. It was proposed Cllr P Cragg, seconded Cllr D Snipp and unanimously **RESOLVED** that the cost of DIY spheres be approved and Cllr Wright's kind offer be accepted.

**493-2018 - Kit bridge – Harry's Meadow**

Quotations had been received, these varied between £1,500 and £4,000 & VAT.

It was proposed Cllr L Wright, seconded Cllr G Adam and unanimously **RESOLVED** that consideration of a replacement bridge be deferred.

It was agreed that during the work party planned for 10 October councillors were to inspect the bridge to establish its safety/suitability. It may be possible simply to add a hand rail to the existing bridge for safety purposes.

The addition of a hand rail is to be considered at the full council meeting on 25 October.

**494-2018 - Parking problems near Worplesdon Primary School**

Cllr Witham advised that Surrey County Council has agreed to plant 4 Rowan trees at pinch points in Louis Fields, which should happen early in the New Year. Residents have agreed to water these until established.

Members considered whether to:

- (a) Either give a financial contribution towards the introduction of small trees; or
- (b) Place four free concrete planters from Guildford Borough Council at key locations to prevent inappropriate parking.

Cllr Witham advised that Surrey County Council would be willing to consider a grant of £300 to facilitate the initial planting of the planters.

It was proposed Cllr J Messinger, seconded Cllr G Adam and unanimously **RESOLVED** that provided Worplesdon Primary School would be willing to tend and water the planters, and there is sufficient space on the grass verge to accommodate them, the Parish Council would be willing to liaise with Guildford Borough Council to arrange delivery.

A risk assessment also needs to be undertaken by Surrey County Council Highways to ensure the potential sighting of the planters does not cause any safety issues.

At 9.40pm the Chairman declared a comfort break. Cllr K Witham left the meeting at this point.

The meeting was reconvened at 9.54pm.

#### 495-2018 - Rotten posts – Perry Hill Green

A number of wooden posts at Perry Hill Green are rotten and require replacing to protect the Green from possible incursions. The Clerk enquired whether it may be more appropriate to replace the posts with small trees or a bund as wooden posts can be easily removed.

It was agreed that prior to any decisions being made the Parish Council should consult local residents.

#### 496-2018 - Grass cutting – St Mary’s Churchyard

In 2018/2019 the grant to St Mary’s Church towards the upkeep of the churchyard was reduced by £2,000.

A quotation is being sought to establish the cost per cut and whether or not the Parish Council could consider incorporating a set number of cuts into its grass cutting contract.

It had not been possible to arrange a site meeting in time for this meeting.

This suggestion is to be considered as part of the budget setting at the next General Purposes and Finance Committee meeting.

#### 497-2018 - Surrey Wildlife Trust – Lack of pond maintenance across the Worplesdon Group of Commons

Regrettably, Surrey Wildlife Trust is not maintaining the numerous ponds around the parish, which has resulted in a number of the ponds drying out. It was agreed that the Parish Council should forcibly draw this to the attention of Surrey Wildlife Trust by letter.

#### 498-2018 - Use of Office 365

Cllr Snipp offered to assist anyone who is experiencing difficulties using Office 365 on a one to one basis.

#### 499-2018 - Finance

##### a) Invoices for payment

It was proposed Cllr N Bryan, seconded Cllr B Nagle and unanimously **RESOLVED** that payments of the value of £6,235.81 be approved and signed off.

Payment list for approval - 13.9.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
1.7.2018	1.7.2018	Dcard	SLCC Enterprises Ltd	Recruiting Volunteers - Book	17.56	0.80	18.36	Est. chgs
16.7.2018	30.7.2018	DD	BT PLC	Phone line/calls/broadband	723.29	144.65	867.94	Est. chgs
9.9.2018	13.9.2018	Online	JDS Decorations Ltd	Install electrical outlet box Perry Hill Green	1500.00	300.00	1800.00	Earmarked reserves
23.8.2018	23.8.2018	Dcard	F Parr Ltd	Mobile sack holder and sacks	117.00	23.40	140.40	Est. chgs
31.8.2018	13.9.2018	Online	Nigel Jefferies Landscapes	Maintenance - Flower border Fairlands	113.00	22.60	135.60	Land management
7.9.2018	13.9.2018	Online	Guildford Borough Council	Additional grass cut - Salt Box Road	103.26	20.65	123.91	Contingency
10.9.2018	13.9.2018	Online	Dick Randall Services Ltd	Quarterly playground inspections	250.00	50.00	300.00	Playgrounds
17.8.2018	17.8.2018	Dcard	Zero Waste Recycling	Recycling of old toner cartridges	15.00	3.00	18.00	Est. chgs



25.8.2018	13.9.2018	Online	Barrelfield Ltd	Newsletter delivery August 2018	375.00	75.00	450.00	Newsletters	
15.8.2018	13.9.2018	Online	Knaphill Print Co Ltd	Printing newsletter	420.00	0.00	420.00	Newsletters	
10.8.2018	13.9.2018	Online	UK Power Networks	New power supply to Perry Hill Green	1,618.00	323.60	1,941.60	Earmarked reserves	
28.6.2018	28.6.2018	Dcard	Waitrose	Civic gift	20.00	0.00	20.00	Chairman's Allow.	
<b>Total</b>							<b>5,272.11</b>	<b>963.70</b>	<b>6,235.81</b>

**b) Bank reconciliation**

The RFO had prepared the bank reconciliation for July 2018 in accordance with the Accounts and Audit Regulations, a copy of which was issued to all members.

It was proposed Cllr N Bryan, seconded Cllr B Nagle and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements.

Appendix 1 - July 2018 bank reconciliation.

**c) Monthly budget report**

The RFO had prepared the monthly budget report for July 2018 in accordance with the Accounts and Audit Regulations, a copy of which was issued to all members.

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the monthly budget reports.

Appendix 2 – July budget report.

**d) External Audit Report – PKF Littlejohn LLP**

The External Auditor's Report had not been received in time for the meeting. This item is to be considered at the next full council meeting.

**e) Internal Audit 2018/2019 – Mulberry & Co**

The Letter of Engagement was circulated to the members. It was agreed that the Clerk authorise this on behalf of the Council.

**f) 10 x Ranger Max litter pickers**

It was proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the cost of the litter pickers be ratified. Total cost £166.30 & VAT.

*Power to spend: LGA 1972 s111.*

**g) To ratify the cost of a sack barrow to assist with the collection of litter**

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the cost of a sack barrow be approved. Total cost £40 & VAT.

*Power to spend: LGA 1972 s111.*

**h) Grant Aid application – Dance Festival 2019**

An application for grant aid of £500 to provide dance tuition to pupils in Worplesdon Primary School who would otherwise be unable to afford classes had been circulated to all members.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that the grant application be approved on a one-off basis; a condition of the grant to be that Mrs Palmer has to acknowledge the Council's grant in the event literature and must use the Council's logo.

A vote took place: 6 For, Cllr G Adam, Cllr D Snipp and Cllr S Morgan were against. There was one abstention. Motion carried.

**i) Grant Aid Application 2018/2019**

The Whitmoor Common Association applied for an emergency grant of £300, to facilitate first aid chain saw training for two volunteers, to enable work parties to be carried out on Whitmoor Common by the Whitmoor Common Association.

Following discussion, it was proposed Cllr G Adam, seconded Cllr L Wright and **RESOLVED** that an emergency grant of £300 be awarded.

A vote took place: 9 For, Cllr Singh abstained. Motion carried.

**j) Grant Aid Application 2019/2020 – Wood Street Village Association**

The Wood Street Village Association has provisionally applied for funding for a further gazebo for the Wood Street Village Summer Show – the old gazebos no longer being fit for purpose.

A formal grant aid application is awaited.

**k) Grant Aid Application 2019/2020 – Worplesdon Memorial Trustees**

This application is to be considered as part of the annual budget setting process for 2019/2020.

**l) Kent Surrey Sussex Air Ambulance – Donation 2018/2019**

Letter of thanks received.

**m) Clerk's Networking Day – 6 November 2018**

It was proposed Cllr L Wright, seconded Cllr J Messinger that the cost of this training event be approved.

Total cost £80 & VAT per delegate.

*Power to spend: LGA 1972 s111.*

**n) Quarterly financial check carried out by Cllr Messinger on 2 August 2018**

Cllr Messinger gave the following report. I checked the March – June accounts, other than the odd councillor signature missing, there were no matters of concern.

**o) Concurrent Functions Grant Aid 2017/2018**

A BACS payment of £12,079.50 has been received from Guildford Borough Council towards the two recent play area upgrades.

**p) New electricity supply to Perry Hill Green – The new power supply had been fitted on 10 September 2018. Meter to be fitted soon after. It is anticipated that the power supply will be available by 1 November 2018 in readiness for the Christmas lights to be turned on. It was proposed Cllr P Cragg, seconded Cllr D Snipp and**

unanimously **RESOLVED** that British Gas be approved as the supplier and that the running costs also be approved.

*Power to spend: LGA 1972 s111.*

Councillors regretted that a local resident feels the kiosk is a blot on the landscape, however, economically with a saving of £1,400 & VAT it was a sound financial decision to place the GRP kiosk at this location. It was agreed that no action is to be taken to relocate the kiosk.

At 10.20pm it was unanimously **RESOLVED** that the meeting be extended to enable the remaining items to be discussed.

### **500-2018 - Clerk's Report**

For information only:

- 1. There are casual vacancies on the Council.** Councillors are asked to publicise the vacancies when speaking with the public.
- 2. Flood defence work, entrance to Sime Close** – The new kerbing has now been installed.
- 3. Community Speed Watch** – Cllr Mitchell, Cllr Snipp, the Assistant Clerk and a resident of Wood Street Village were trained to use the CSW equipment on 4 September 2018. The Council owns two CSW kits (the devices will need to be recalibrated prior to use and all proposed sites will need to be risk assessed before the CSW goes live).

### **501-2018 - Chairman's Report**

The Chairman deferred his whole of summer report to the next full council meeting.

The Chairman advised that the bulbs for Harry's Meadow have been delivered, however, realistically with the current workload and the minimal number of volunteers available to carry out the task, it would be more practical to pay Gavin Jones Ltd to carry out the planting.

It was proposed Cllr D Snipp, seconded Cllr G Adam that the Council approve the quotation received from Gavin Jones Ltd – Total cost £400 & VAT. This decision to be formally ratified at the next General Purpose and Finance Committee meeting.

The Chairman left the meeting at 22.34pm. During his absence the Vice-Chairman took the Chair.

### **502-2018 - Items for inclusion on future agendas**

No items were raised by members.

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

### **503-2018 - Appointment of a permanent part-time Grounds and Maintenance Operative**

The Chairman returned to the meeting at 22.37pm.

It was proposed Cllr G Adam, seconded Cllr S Morgan and unanimously **RESOLVED** that the appointment of the Grounds and Maintenance Operative, on a permanent part-time basis, and the terms and conditions of his employment be approved as per the Staffing Committee's recommendations.

**504-2018 - Potential Parish Office**

The Chairman advised that the lease of premises in Queen Elizabeth Park was progressing well. The rent required is £16,000pa for the first two years and £17,500 in the final year & service charges. An annual break clause is operable. Solicitors had been instructed and it was hoped the office would be available by the end of September 2018.

The Chairman then advised that the freehold of The Old Forge, Wood Street Green had gone on the market on 13 September at a guide price of £450,000. The building comprises a self-contained 1<sup>st</sup> floor flat and garage on the ground floor. It would be possible to apply for planning permission to convert the ground floor garage into a B1 office facility.

It was anticipated that the conversion costs would be approximately £50,000.

Following a lengthy discussion, it was proposed Cllr S Morgan, seconded Cllr N Mitchell and unanimously **RESOLVED** that an extra-ordinary meeting be called for 24 September 2018 to consider whether to apply for a Public Works Loan Board loan to enable the Parish Council to purchase this property, which would take at least a year to convert.

At 10.57pm the Clerk and Assistant Clerk were asked to leave the room. They return to the room at 11.03pm.

A vote then took place: 7 For, Cllr Wright against, Cllr G Adam and Cllr N Bryan abstained. Motion carried.

**505-2018 - Date of next full council meeting – Thursday 25 October 2018.**