



Worplesdon Parish Council

Minutes of the General Purposes and Finance Committee meeting held 9 August 2018 in the small hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 8.03pm

438-2018 – Present:

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

Officers of the Council:

Mrs G White - Clerk to the Council

Mrs V Fear - Assistant Clerk.

439-2018 - Apologies and reason for absence in accordance with the LGA, Sch12, para 40

Apologies and reason for absence were received from Cllr D Bird. Apologies accepted.

440-2018 - 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.

441-2018 - Declaration of non-pecuniary interests

No declarations were made.

442-2018 - Public participation

No members of the public were present.

443-2018 - Minutes of the previous meeting

It was proposed Cllr L Wright, seconded Cllr P Cragg and unanimously **RESOLVED** that the minutes of the General Purposes and Finance Committee meeting held 12 July 2018 be signed by the Chairman as a true record.

444-2018 - Invoices for payment

It was proposed Cllr N Bryan, seconded Cllr S Morgan and unanimously **RESOLVED** that payments to the value of £45,784.11 be approved and signed off.

Payment list for approval - 9.8.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
31.7.2018	9.8.2018	Online	Nigel Jeffries Landscapes	Flower border maintenance	113.00	22.60	135.60	Est. chgs
N/A	9.8.2018	Online	Staff costs	August salary	6,925.40	0.00	6,925.40	Staff costs
N/A	9.8.2018	Online		August salary		0.00		Staff costs
N/A	9.8.2018	Online		PAYE/NIC		0.00		Staff costs
N/A	9.8.2018	Online		Ee's and Er's pension conts		0.00		Staff costs
N/A	9.8.2018	Online	Mrs G F White	Greetings cards	9.50	0.00	9.50	Est. chgs
7.8.2018	9.8.2018	Online	Blue Sky	Groundman & materials	1,730.12	0.00	1,730.12	G'dsman & Ward imp.
28.6.2018	15.8.2018	Online	Kompan	Upgrade - Worplesdon Play Area	12,192.48	2,438.49	14,630.97	Con. F'tions Grant Aid
28.6.2018	16.8.2018	Online	Kompan	Upgrade - Fairlands Play Area	18,595.10	3,719.02	22,314.12	Con. F'tions Grant Aid
7.8.2018	21.8.2018	DD	O2	SIM card - Clerk	15.60	3.12	18.72	Est. chgs
6.8.2018	20.8.2018	DD	O2	Sim card - Assistant Clerk	16.40	3.28	19.68	Est. chgs
Total					39,597.60	6,186.51	45,784.11	

445-2018 - 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. The Groundsman has reported that there is still pollution entering the watercourse at The Pines despite it already having been reported to the Environment Agency. Assistant Clerk has re-appraised the duty officer of our observations.
- The new backing for all three noticeboards (Fairlands, Wood Street Green and Wood Street Post Office) has been fitted.
- Clerk has observed overgrown vegetation between Tangley Lane and School Lane (along Worplesdon Road), 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. Clerk has reported litter to Guildford Borough Council and the Assistant Clerk has reported overgrown footpath near the Cricketers to Surrey County Council and Surrey Wildlife Trust. Mr Trevena has remedied the tree. Cllr Cragg and Mr Steer have re-strimmed the verge between School Lane and Tangley Lane and will shortly strim nettles beside the top of the cycle track in Holly Lane.
- Cllr Cragg requested the siding out of the pavement between School Lane and Tangley Lane be added to the Council's work schedule. It will require at least three work parties and several volunteers to tackle this task.
- A blocked section of ditch on Pound Lane was cleared by a neighbouring Wood Street resident. Rubbish collected by Guildford Borough Council.
- Bulbs for Harry's Meadow ordered, as specified by the JWRA in an email to the Clerk (July).
- Fly-tipping has occurred along the track to Downside Cottage, Wood Street Village. Assistant Clerk to report.
- Mr Trevena spent three days tracing a significant water leak in the Fairlands estate together with a local resident who is an ex Thames Water engineer, following the Flood Forum Walkabout. The leak was repaired by Affinity Water within a few days.

- An illegal incursion took place on the triangle at Wood Street Village Green during the week preceding the annual village show. A local resident kindly cleared the rubbish and fly tipping left behind. The Clerk arranged for Guildford Borough Council to collect the debris.
- Resident reported that the dog poo bin neighbouring Harry's Meadow was hidden by the overgrowth and being missed for emptying by the Guildford Borough Council waste team. The Clerk has highlighted this to GBC's cleansing team and the groundsman has strimmed the vegetation.
- Two separate instances of fly tipping at Broad Street Common (near Gravetts Lane) were reported to the Clerk.
- The extension to the height barrier at Worplesdon Memorial Grounds was discovered to have become detached on 30.07.18. TJ Hunt Contracting Ltd have arranged for the blacksmith to reattend onsite to reweld the piece.
- Mr Trevena has removed the skateboard sign from Worplesdon play area.
- Mr Trevena has discovered drug packets containing traces of white powder from Coombe Lane and a cannabis grinder from behind the bus shelter opposite Coombe Lane. Assistant Clerk to add to list for discussion with local Police.
- Mr Trevena has fitted a new fascia board to the bus shelter at Perry Hill Green.
- Mr Trevena has fixed a tree support in one of the new planters neighbouring the Fairlands shops.

Work agreed with contractors/volunteers:

- 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 remain outstanding. Imminent handover anticipated.
- Swing barrier at Fairlands requires repainting. Richard Randall to repaint during his September inspection. £50 + VAT
- 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.
- The street nameplates in Fairlands are particularly dirty. Cleaning of street nameplates has been added to the Scheduled Work Programme.
- 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).
- Nevins Copse - Cllr Cragg and his neighbour 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.
- 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. Surrey County Council met with the resident who has agreed to remove the pathway obstruction, but SCC agreed that a reduced mound can remain pending the installation of traffic calming measures.

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).
- Assistant Clerk to obtain quotes for stump grinding within Nevins Copse once appropriate stumps have been identified (July). Cllr Cragg advised that this work had already taken place, however, further clearance work will be carried out. The stumps requiring removal will be sprayed with red paint for easy identification.
- 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 a local resident 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 (SCC).
- 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.
- 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 (£420 as part of a current special offer).
- 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 or consider replacing with small trees to provide a living barrier (e.g. whitebeam, cherry or rowan trees) (Add to agenda of next full council meeting).
- Grille 9/2 [Broad Street] requires de-silting. Assistant Clerk to request this occurs.
- 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.
- The Groundsman has reported significant damage to the surface of the Wood Street Village Community Car Park due to dangerous driving.
- A Wood Street Village Resident reported that a corner of the Wood Street Green triangle is overgrown and is providing screening to allow the area to be used as a dumping ground. The vegetation is also impeding sightlines for vehicles pulling out of Pound Lane. Added to Scheduled Work Programme.
- Damage was reported to both the wooden posts and metal railings outside the Fairlands shops. Mr Trevena inspected and noted that two of the metal railings had been pushed backwards towards the hedge, but that some of the wooden posts would need repositioning in the future.

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 16.07.18, 23.07.18, 24.07.18, 30.07.18, 31.07.18 and 06.08.18. Mr Trevena has carried out the following work:

- Cleared litter at all 4 sites
- Cleared grilles across the Parish

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. No response received from GBC. One pump is now pumping water into the brook. Escalate to Environment Agency.
- New multi-play unit at Fairlands was missing a post cap. Kompan resolved this as site has not been formally handed over.

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. (when ground softens)

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.
- Prolific amounts of dog mess are visible at Harry's Meadow as a result of the poor grass growing season. Assistant Clerk to obtain quotes for suitable signage, and the costs of a dog waste bag dispensers and associated bags to encourage safer waste disposal. The JWRA would prefer posts as they feel the provision of dog waste bag dispensers is likely to be abused.
- The 'bridge', installed by local residents, over the watercourse at the bottom of Harry's Meadow is not compliant in terms of Health and Safety. Add the installation of a kit bridge to the agenda of the next full council meeting.

Monthly Health and Safety Report:

The monthly inspections were undertaken on 11.07.18.

Jobs Completed:

None.

Jobs Outstanding from previous reports:

- The far gate of the Worplesdon tennis courts needs attention. Groundsman to obtain quotes to replace the hinges with self-closing hinges to prevent animal incursions onto the tennis courts (low priority).

Approved by the General Purposes and Finance Committee – 27 September 2018

It was proposed Cllr G Adam, seconded Cllr L Wright that the report be approved and accepted.

The Chairman thanked Cllr Cragg and his neighbour for all their hard work.

446-2018 - WW1 war memorial – Junction of Queenhythe Road and Clay Lane, Jacobs Well

Over recent months, residents have started parking on the grass verge beside the war memorial.

Following discussion, it was proposed Cllr G Adam, seconded Cllr J Messenger and unanimously **RESOLVED** that the Parish Council seek consent from Surrey County Council for posts to be installed in the grass verge near the war memorial, the cost of which to be met by the Parish Council: the intention being to:

- a) Protect the war memorial
- b) Prevent inappropriate parking
- c) Alleviate the need to transport cones and temporary fencing for the Armistice Day Event every year
- d) Increase safety for the annual Armistice Day event

The JWRA (Jacobs Well Residents' Association) support the proposal.

447-2018 - Proposed three weekly bin-collections

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr J Messenger and unanimously **RESOLVED** that the Parish Council lodge its strenuous objection to this proposal on the following grounds:

- An increased risk of disease – maggots/flies
- Bin bags will be torn open by animals and birds creating additional litter
- The likelihood of increased fly-tipping
- Storage of rubbish between collections.

448-2018 - S38 application, Commons Act 2006 – Proposed pedestrian refuge near the entrance to Hunts Farm, Aldershot Road

For over 25 years, Worplesdon Parish Council has been campaigning for a safer crossing point to encourage walking to school.

The Parish Council has agreed a financial contribution of £25,000 towards the provision of the refuge. (Minute number 233-2018 refers).

Surrey County Council has now submitted an application to the Secretary of State for DEFRA for permission to use a small area of common land to facilitate the installation of a pedestrian refuge near the entrance to Hunts Farm, Aldershot Road to provide a safer crossing point for children attending Worplesdon Primary School.

The deadline for comments is 7 September 2018.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr S Morgan and unanimously **RESOLVED** that the Parish Council submit a letter of support to commonlandcasework@pins.gsi.gov.uk

449-2018 - Additional Christmas lights – proposal for three additional horse chestnut trees to be illuminated – Perry Hill Green

Local residents have commented on how attractive the Christmas lights at Perry Hill Green are and have asked for the remaining horse chestnut trees to be illuminated.

Three quotations had been sought, however, one company had declined to quote.

Minimum cost £2,200 & VAT per year to include maintenance of the lights. The lights to be replaced in two years' time.

Approved by the General Purposes and Finance Committee – 27 September 2018

Maximum cost £4,580 & VAT – one-off fee with no maintenance offered.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the quotation from JDS Decorations Ltd be accepted. Total cost £2,200 & VAT per year for a two-year contract.

Power to spend: LGA 1972, s144

450-2018 - Request for the installation of a grit bin in Roman Farm Road

During the severe weather in February/March 2018, a local resident had requested the installation of a grit bin in Roman Farm Road due to the extremely slippery road and pavement conditions. Cllr Witham advised that the County Council is unable to fully fund a new grit bin, however, if the Parish Council were willing to fund 50% of the cost being £382 & VAT he would seek funding from the County Council for the remaining 50%.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr S Morgan that the Parish Council make a one-off financial contribution of £382 & VAT to enable delivery of the salt bin. This cost includes the cost of the bin, annual surveys and four annual fills.

A vote took place: 5 FOR, Cllr Wright and Cllr Bryan objected. Motion carried.

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

451-2018 - Guildford Borough Council – Heritage Project “Our History, Our Identity” outreach project

Guildford Borough Council’s museum is undertaking a new project to enable them to learn and discover more about Guildford boroughs rural history and identity; make links and partnerships with institutions, such as other museums and organisations, village halls, societies and local groups, as well as individuals.

They would like the opportunity to visit as many parishes as possible and to meet local people. This could be at a local fete, village hall, sports day or art exhibition. They would like to ask people what it is that makes our parish distinctive – it’s a fun way of doing a simple public consultation but in a more creative way.

It was agreed that the Clerk provide contact details for the following organisations:

- Fairlands Liddington Hall and Gravetts Lane Community Association (FLGCA)
- Jacobs Well Country Market
- Jacobs Well Residents’ Association
- Sime Gallery (Heritage weekend)
- Local walking groups
- Worplesdon Memorial Trustees
- Wood Street Village History Society

It was agreed the Clerk request that any information gleaned by the public consultation be shared with the Parish Council.

The Borough Council’s email to also be shared with a local historian.

452-2018 - Railings and posts – Fairlands beside the service road

Local residents have reported that motorists continue to park inappropriately and are also driving the wrong way into the service road in a bid to park as close as possible to the shops.

The Groundsman has inspected the damage. The metal posts are still serving their purpose. Due to the current dry ground conditions the wooden posts can’t yet be put back into position. It was agreed that at the present time no action would be taken. Once the ground is softer, attempts will be made to straighten the posts.

Approved by the General Purposes and Finance Committee – 27 September 2018

Following discussion, it was agreed that the planters have worked: it is now a lot safer exiting the service road onto Fairlands Ave.

453-2018 - Replacement swing seat Fairlands & the Worplesdon Play Area

At both the Fairlands and Worplesdon play areas, one of the flat seat swings need replacing due to wear and tear.

The Clerk advised there is money left over from the current play area upgrade projects.

Following discussion, it was proposed Cllr L Wright, seconded Cllr P Cragg and unanimously **RESOLVED** that the worn flat seat swing at each location be replaced with a Tango seat swing (HAGS/SMP).

Total anticipated cost £850 & VAT.

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

454-2018 - For information only

- 1. There are presently four casual vacancies on the Parish Council – Jacobs Well and Fairlands wards – Applications are invited.** To find out more about what we do visit our website: <https://worplesdon-pc.gov.uk>
- 2. Guildford Borough Council parking review – The following amendment will be introduced in The Oval w.e.f. 30.7.2018** - Revoke and remove “Disabled Badge Holders Only” parking place
<https://www.guildford.gov.uk/madeparkingamendments>

Meeting closed 8.51pm

Signed:

Chairman of the General Purposes and Finance Committee

Date: 27 September 2018