



**Minutes of the full council meeting held 22 November 2018 in the Small Hall,
Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.31pm**

630-2018 – Present

Councillors:

Cllr D Bird, Cllr N Bryan, Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr B Nagle, Cllr M Singh and Cllr D Snipp.

Cllr Mitchell chaired the meeting in Cllr Cragg's absence.

Officers of the Council:

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

Members of the public:

Borough Councillor Cllr D Elms (for part of the meeting) and Cllr Keith Witham (for part of the meeting) and the Chairman of the FLGCA (for part of the meeting).

631-2018 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 12, para 40

Apologies and reason for absence were received from Cllr G Adam, Cllr P Cragg, Cllr T O'Toole, Cllr H Unwin-Golding and Cllr L Wright. Apologies and reason for absence accepted.

Apologies were also received from Borough Councillor B McShee.

632-2018 - Public participation

The Chairman of the FLGCA drew several items to the attention of the Council:

- **Installation of village gates at the entrance to Fairlands Estate** – The FLGCA has proposed to install village gate signs at the entrance to Fairlands Estate and is looking for support from the Parish Council.
- **Parent parking near Worplesdon Primary School** - A parent scheme has been proposed whereby parents can pay £5 a term to local householders, who do not use their driveways during the day, to enable the parent to park on the driveway thereby freeing up the roads during the school run.
- **FLGCA membership** - The FLGCA is keen to build up its membership and is looking to provide permanent member cards. Members will benefit from a discount at the local shops in the future.

633-2018 - Village Gates – Fairlands

By resolution of the Council this item was brought forward on the agenda.

The Council considered the FLGCA's proposal to install village gates at the entrance to the Estate.

Following discussion, it was proposed Cllr S Fisk, seconded Cllr D Bird and unanimously **RESOLVED** that the Parish Council support the installation of village gates on the understanding that the Parish Council has no responsibility/liability for any of the following, in perpetuity:

- Cost of the gates/signs
- Site preparation
- Cost of installation
- Sight line issues
- Ongoing maintenance, including cleaning
- Insurance
- Potential impact on the local utilities
- Replacement of the gates/signs due to accidents/incident or general wear and tear/end of life replacement.

634-2018 - 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.

635-2018 – Amendments to the Register of Interests

No amendments were declared.

636-2018 - To receive and consider written requests for new DPI dispensations

None received.

637-2018 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

638-2018 - Declaration of Gifts or hospitality over £25

No declarations were made.

639-2018 - Borough Councillor's report

The Clerk read Cllr McShee's report to the meeting.

Appendix 1 – Cllr McShee's report.

640-2018 - County Councillor's report

Cllr Witham read his report to the meeting.

Members then raised the following topics:

- The SALC (Surrey Association of Local Councils) AGM – concerns raised by various councils about the proposed cuts and the impact it is likely to have on communities

[Cllr N Bryan arrived at 7.55pm.](#)

- A lack of joined up thinking i.e. the closure of both Guildford Library and the Surrey History Centre on the same day
- Car parking charges – Whitmoor Common

Appendix 2 – Cllr Witham's report

[Cllr K Witham and the Chairman of the FLGCA left the meeting at 8pm.](#)

641-2018 - Minutes of the previous meetings

It was proposed Cllr S Fisk, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the minutes of the full council meeting held 25 October 2018 be approved and signed by the Chairman as a true record.

The following committee/working party minutes were noted by the Council:

- WW1 working party – 1 November 2018
- Planning Committee – 8 November 2018
- General Purposes and Finance Committee – 8 November 2018
- Health and Safety Committee – 8 November 2018
- Staffing Committee – 12 November 2018

642-2018 - Planning Applications for consideration

Planning Application No: [18/P/02063](#) - Merrist Wood Lodge and Woodpecker Lodge, Holly Lane, Worplesdon, GU3 3QQ - Full and listed building consent for a single storey extension, new pedestrian access gate, new driveway and patio/paving to each lodge following demolition of existing garage at Woodpecker Lodge.

It was **RESOLVED** that the Parish Council comment on this planning application as follows:

- The location for the driveway is at a known severe flooding hotspot.
- The proposed use of loose gravel at this location may result in loose material entering the highway drainage system, which could exacerbate existing issues.
- If gravel is used, it should be bound.
- Special attention should be paid to the proposed drainage of this property, given the existing flooding issues.

Planning Application No: [18/P/02103](#) - 106 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA - Single storey rear extension to the existing kitchen/dining area, remodelling of the rear balustrade to the existing first-floor terrace, a front porch to the utility room and minor alterations including changes to fenestration.

Decision: Leave to Planners.

Planning Application No: [18/P/02158](#) - 22 Holly Lea, Jacobs Well, Guildford, GU4 7PG - Single storey side extension and garage conversion.

It was **RESOLVED** that the Parish Council comment on this planning application as follows:

- The proposed extension represents overdevelopment.
- The Parish Council has concerns about the extension being built over the top of two manhole covers.

Planning Application No: [18/P/02169](#) - 18 Rydes Hill Crescent, Guildford, GU2 9UH - Proposed single storey rear extension.

Decision: Leave to Planners.

643-2018 - WW1 commemorations and events

Cllr Messinger gave the following report:

- “The Parish Council held three events on Armistice Day – as part of the Nation’s Tribute.

Armistice Day remembrance event in Harry’s Meadow. Approximately 80 residents attended this event. The Council’s thanks go to: Kenneth Thomson (bagpipe player), Alexander Dennis Ltd for bringing their 1914 vintage fire engine and for their generous donation of £250 towards SSAFA, a further £42 was collected during the event. The Jacobs Well Beavers and Cub Scouts helped to plant the remembrance poppies;

wreaths were laid by Alexander Dennis Ltd, the JWRA and Worplesdon Parish Council. My thanks to the councillors and staff for their assistance with the setting up and clearing away.

- **Joint service with St Mary's Church, Worplesdon.** 150 residents attended this event as did the Brownies and Guides. Poems, readings and hymns took place. Phil Kirby played the Last Post and at 7.05pm the bell ringers pealed the bells as part of the Nation's Tribute "Ringing for Peace". All involved have been thanked for their various contributions. I have also written a piece for the Crossways magazine. Perry Hill Surveyors kindly sponsored the Orders of Service.
- **WW1 beacon lighting event in Harry's Meadow** - 60 – 80 people attended this event. Cllr Mitchell and the Clerk lit the beacon. A wreath was laid by the Clerk. The remembrance poppies were laid by local residents. Rachel Doyle of The Surrey Police Band played the Last Post and Reveille. Kenneth Thomson played the bagpipes. The Orders of Service for both events were prepared by the Assistant Clerk. Some excellent photos were taken during the various events. The event finished at 8pm.

All three events were well received by local residents.

- **The new commemorative Roll of Honour** is to be formally unveiled on Friday 23 November. By special permission Mr David Hypher OBE will be unveiling the plaque on behalf of HM Lord-Lieutenant of Surrey Mr Michael More-Molyneux.

Relatives of some of the fallen will be in attendance at the unveiling ceremony.

Cllr Nagle thanked Cllr Messinger for all her hard work. Cllr Fisk advised that the JWRA and residents thanked the Parish Council for delivering the events that had been thoroughly enjoyed.

644-2018 - Worplesdon Memorial Trustees – Parish Representative

There were no volunteers.

This item is to be on the agenda of the January 2018 full council meeting.

645-2018 - Parking problems near Worplesdon Primary School

The Clerk advised experience at the Armistice Day event has shown that homemade wooden planters cannot hold a significant amount of weight. They will also require annual maintenance. As a result, the Clerk had carried out some research into recycled plastic planters which look like real wood but are more durable than wooden planters and require no maintenance. The cost of a 1200mm long planter is £159.20 & VAT including an engraving, for promotional purposes.

Following discussion, it was proposed Cllr J Messinger, seconded Cllr B Nagle and unanimously **RESOLVED** that two planters be ordered, subject to approval by the County Council.

Total cost £318.40 & VAT.

Power to spend: Power of Competence – Localism Act 2011

646-2018 - Surrey County Council – Future of the Countryside Estate – Public consultation 8 October – 3 December 2018 <https://www.surreysays.co.uk/environment-and-infrastructure/caringforourcountryside/>

The Clerk advised that this consultation is designed to be completed by individuals. Cllr Fisk had kindly attended a liaison meeting about the consultation and stressed the importance of everyone responding to the consultation.

Details of this, and the other Surrey County Council consultations, had already been uploaded to the Parish Council's website. It was agreed that posts be placed on the Parish Council's social media platforms.

Councillors were asked to respond to the consultation individually.

647-2018 - Staffing Committee meeting – 12 November 2018 - Review of the workload/staffing levels of the Parish Council

Following the Staffing Committee meeting held 12 November 2018 at which the Clerk raised her concern about the impact the current workload is having on the physical and mental well-being of the staff, a working party (appointed by the Staffing Committee) recommended a review of the staff/workload by a consultant who has a great deal of experience in the local government sector.

Following discussion, it was proposed Cllr B Nagle, seconded Cllr J Messinger and **RESOLVED** that being a good employer the Council approve the cost of the external review, which will help to formulate the 2019/2020 budget/precept.

Power to spend: LGA 1972 s111

The Chairman called a comfort break at 8.42pm. The meeting was reconvened at 8.52pm.

648-2018 - Grant Aid policy

Cllr P Cragg had proposed the following motion in advance of the meeting:

“That the Parish Council considers limiting applicants to a single grant aid application per financial year”.

The Chairman stated that since Cllr Cragg had proposed the motion, he had had further thoughts on the matter and had prepared a briefing paper for the members, which the Chairman read to the meeting.

Members considered the briefing paper and felt the proposal was unduly restrictive, albeit the proposal to budget proactively, rather than reactively was considered appropriate.

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr S Fisk and **RESOLVED** that the Parish Council establish an annual budget to facilitate the awarding of grants (as some grants this year have been financed via general reserves) and that additional feedback is required from all grant aid recipients. The Parish Council’s grant aid policy to be amended to reflect the agreed changes.

A vote took place, 6 in favour - Cllr S Morgan MBE against – Cllr N Bryan and Cllr D Snipp abstained. Motion carried.

649-2018 - Finance

a) Invoices for payment

It was proposed Cllr S Morgan MBE, seconded Cllr D Bird and unanimously **RESOLVED** that payments to the value of £14,580.39 be approved and signed off by Cllr Bryan and Cllr Nagle, who are both cheque signatories.

PAYMENT LIST

Payment list for approval - 22.11.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
19.11.208	22.11.2018	Online	Richard Thorpe Fire Safety Serv	Fire extinguisher service x 2	36.80	7.36	44.16	Est. chgs.
22.1.2018	22.11.2018	Online	ALCC	G White Membership	40.00	-	40.00	Est. chgs.
22.11.2018	22.11.2018	Online	SLCC	G White Membership	235.00	-	235.00	Est. chgs.
23.10.2018	22.11.2018	Online	Glasdon UK Ltd	Litter bin for FLGCA - Grant	286.55	57.31	343.86	PC Grant to Wards
25.10.2018	22.11.2018	Online	SSALC Ltd	Clerk’s Networking Day	160.00	32.00	192.00	Training

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26.10.2018	22.11.2018	Online	The Play Inspection Company	Annual Play Inspection & life expectancy	325.00	65.00	390.00	Play areas	
30.10.2018	30.10.2018	Dcard	Toner Giant	Toner cartridges for HP	242.28	48.46	290.74	Est. chgs.	
29.10.2018	29.10.2018	Dcard	The Royal British Legion	Poppy wreath - 2 required for Armistice Day	19.15	3.83	22.98	Chairman's Allow.	
Inv mislaid	22.11.2018	800171	The Royal British Legion	Poppy wreath - 2 required for Armistice Day	25.00	-	25.00	Chairman's Allow.	
18.10.2018	24.10.2018	Online	Viking	Stationery	1.67	0.33	2.00	Est. chgs.	
12.10.2018	12.10.2018	Dcard	Ebay	10 x handi-hoops for litter picking	52.40	-	52.40	Land M'ment	
26.9.2018	26.9.2018	Dcard	Bullfinch	WW1 beacon (ratification only)	360.00	72.00	432.00	WW1 comm.	
N/A	20.11.2018	Online	Staff costs	Salary/exps	9,077.16	-	-	Staff costs	
N/A	20.11.2018	Online		Salary/exps		-	-	Staff costs	
N/A	20.11.2018	Online		Salary/exps		-	9,077.16	Staff costs	
N/A	20.11.2018	Online		PAYE/NIC		-	-	Staff costs	
N/A	22.11.2018	Online		Ee's & Ers Pension Conts		-	-	Staff costs	
31.10.2018	20.11.2018	Online	Dr P Cragg	Supplies for Tilley lamps	61.53	-	61.53	Est. chgs.	
8.11.2018	20.11.2018	Online	SSALC Ltd	SALC Conference	180.00	36.00	216.00	Training	
31.10.2018	20.11.2018	Online	Nigel Jefferies Landscapes	Flower border maintenance	113.00	22.60	135.60	Land M'ment	
31.10.2018	30.11.2018	Online	Gavin Jones Ltd	Bulb planting - Harry's Meadow	400.00	80.00	480.00	Land M'ment	
12.11.2018	20.11.2018	Online	T J Hunt (Contracting) Ltd	Installation of 2 x litter bins - JW & Fairlands	477.00	95.40	572.40	Land M'ment	
12.11.2018	20.11.2018	Online	T J Hunt (Contracting) Ltd	Bench base - Harry's Meadow	1,070.00	214.00	1,284.00	WW1 comm.	
N/A	26.10.2018	Online		Adjustment October 2018	549.17	-	-	Staff costs	
N/A	26.10.2018			Adjustment October 2018		-	549.17	Staff costs	
N/A	26.10.2018			Adjustment October 2018		-	-	Staff costs	
N/A	22.11.2018	800172	SSAFA	Donations - Collected at Armistice Day event	42.00	-	42.00	Donations	
Direct Debits									
7.11.2018	21.11.2018	DD	O2 - Inc Wi-fi for office x 2 weeks	SIM card - G White	28.90	5.78	34.68	Est. chgs	
6.11.2018	20.11.2018	DD	O2	SIM card - V Fear	17.2	3.44	20.64	Est. chgs	
13.11.2018	13.11.2018	DD	RISC IT	External back-up	30.89	6.18	37.07	Est. chgs	
Total					13,830.70	749.69	14,580.39		

Cllr Elms arrived 9.15pm.

a) Bank reconciliation October 2018

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for October 2018 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members. It was proposed Cllr S Fisk, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements.

Appendix 3 – October 2018 bank reconciliation.

At 9.17pm the Chairman suspended standing orders to enable the Council to discuss the planning applications with Cllr Elms. Cllr Elms left the meeting at 9.21pm.

b) Monthly budget report October 2018

The RFO had prepared the monthly budget reports for August and September 2018 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members. It was proposed Cllr S Morgan MBE, seconded Cllr D Bird and unanimously **RESOLVED** that the Chairman sign the monthly budget report.

Appendix 4 – October 2018 budget report.

c) Vandalised bus shelter, entrance to Fairlands Estate

A second glass panel has regrettably been smashed by persons unknown. The Designing Out Crime Officer for Surrey Police advised using hammer proof AV glass. Addison Glass had been approached to see whether there is a UK supplier and what the cost would be. Addison Glass had advised that even hammer proof glass can be damaged and would be unviable in terms of the cost to install into a bus shelter. Their advice was to install the cheapest glass to reduce the cost.

A replacement wooden bus shelter in a similar style would cost approximately £7,000 & VAT; whereas, it is now possible to buy vandal resistant bus shelters which, although utilitarian in style, only cost £2,500 & VAT. (The equivalent cost of three new panes of glass).

It was proposed Cllr N Mitchell, seconded Cllr S Fisk and unanimously **RESOLVED** that the Clerk inform the FLGCA that, for financial reasons, the Parish Council is considering installing an anti-vandal bus shelter and that the FLGCA's views on this proposal would be appreciated.

d) Draft precept 2019/2020

The revised draft precept was tabled for consideration. The recommendations of the General Purposes and Finance Committee were also tabled for discussion.

It is currently proposed that the budget be increased by £29,066. The 2019/2020 precept is to be approved at the January 2019 meeting, by which time the results of the staffing review should be available.

e) Replacement cradle seat swings

It was proposed Cllr S Morgan MBE, seconded Cllr J Messenger and unanimously **RESOLVED** that three replacement cradle seats be purchased. Total cost £285.00 & VAT – to be fitted by the Parish Grounds and Maintenance Operative.

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

f) Keep Britain Tidy – Anti-dog mess Winter campaign

A short video was played to the Council. This indicated that trials across local authorities have found the signs reduce dog fouling by an average of 46%.

Following discussion, it was proposed Cllr N Bryan, seconded Cllr D Bird and **RESOLVED** that ten glow in the dark Correx signs and ten stickers be purchased, to be erected in Fairlands and Harry's Meadow, where dog fouling is most prevalent.

It was agreed that a press release be sent to the Guildford Dragon once the signs have been erected.

A vote took place: 8 in favour, 1 against. Motion carried.

The discounted cost for parish councils is £25 & VAT per Correx signs and £5 & VAT for the stickers. A minimum order applies. Total cost £300 & VAT.

Power to spend: LGA 1972 s111.

- g) Purchase of additional IT equipment (including network equipment)** as per the Staffing Committee's recommendation

Following discussion, it was proposed Cllr J Messinger, seconded Cllr S Fisk and unanimously **RESOLVED** that for business continuity purposes additional IT equipment be purchased - Maximum £1,000 & VAT.

Power to spend: LGA 1972 s111

- h) Virements:**

It was proposed Cllr S Fisk, seconded Cllr N Bryan and unanimously **RESOLVED** that the following virements be approved en bloc.

- Vire £10,344.00 from Staff Costs to Groundsman (Groundsman not employed until October 2018)
- Vire £795.00 from General Reserves to WW1 bench and litter bin.
- Vire £5,118 from General Reserves to Christmas lights Perry Hill Green/Christmas trees St Mary's Church and Wood Street Village Green.

650-2018 - Strategic Development Frameworks Member and Parish Workshop – Held 16 November 2018

Cllr L Wright had tendered her apologies for the meeting. This item is to be deferred until the next General Purposes and Finance Committee meeting.

651-2018 - Clerk's Report

For information only:

- a) There are two casual vacancies on the Council.** Councillors are asked to publicise the vacancies when speaking with the public.
- b) Christmas lights – Perry Hill Green** – The Christmas lights are now on, via a timer, and will be turned off after the New Year.
- c) Worplesdon Flood Forum held 9 November 2018** – Draft minutes of the meeting have been circulated.
- d) Vehicle Activated Sign** – The sign has been successfully repaired at a considerable cost saving vs a new VAS sign.

652-2018 - Chairman's Report

The Chairman had not provided a report but wished all members a very Merry Christmas and a Happy and Healthy New Year.

653-2018 - Items for inclusion on future agendas

- Promotion of the Parish Council facilities.
- Process for the elections May 2019

654-2018 - Date of next meeting – Thursday 10 January 2019.

Meeting closed 10.05pm

