



Worplesdon Parish Council

Minutes of the General Purposes and Finance Committee meeting held 11 October 2018 in the small hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 8.53pm

548-2018 – Present:

Councillors: Chairman of the Planning Committee Cllr N Mitchell, Cllr N Bryan, Cllr P Cragg, Cllr S Fisk (arrived 8.55pm), 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.

549-2018 - Apologies and reason for absence in accordance with the LGA, Sch12, para 40

Apologies and reason for absence had been received from Cllr G Adam and Cllr D Bird. Cllr S Fisk substituted for Cllr Bird.

550-2018 - 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.

551-2018 - Declaration of non-pecuniary interests

No declarations were made.

552-2018 - Declarations of gifts or hospitality over £25

No declarations were made.

553-2018 - Public participation

No members of the public were present.

554-2018 - Minutes of the previous meeting

Due to pressure of work these were not available in time for the meeting.

555-2018 - Invoices for payment

It was proposed Cllr N Bryan, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £37,496.56 be approved and signed off.

Payment list for approval - 11.10.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
26.9.2018	5.10.2018	Online	A.I.M. Removals & Deliveries	Balance of office removal costs	250.00	110.00	360.00	Contingency Fund
N/A	5.10.2018	Online	Whitmoor Common Ass.	Grant towards chainsaw first aid training	300.00	-	300.00	First aid training
30.9.2018	5.10.2018	Online	Gavin Jones Ltd	Grass cutting - September 2018	2,457.75	491.55	2,949.30	Grass cutting
30.9.2018	5.10.2018	Online	Gavin Jones Ltd	Grass cutting - August 2018	2,457.75	491.55	2,949.30	Grass cutting
30.9.2018	5.10.2018	Online	Gavin Jones Ltd	Grass cutting - July 2018	2,457.75	491.55	2,949.30	Grass cutting
30.9.2018	5.10.2018	Online	Mulberry & Co	Professional services - Payroll	105.00	21.00	126.00	Professional services
29.9.2018	29.9.2018	Dcard	Cluskeys CCP Ltd	Office supplies	191.57	38.31	229.88	Est. chgs.
7.9.2018	5.10.2018	Online	SSALC Ltd	Chairmanship training - Clr N Mitchell	60.00	12.00	72.00	Training
30.9.2018	5.10.2018	Online	Nigel Jeffries Landscapes	Maintenance flower border Fairlands	113.00	22.60	135.60	Land management
13.8.2018	28.9.2018	Online	Came & Company	Insurance policy 2 of 3 yrs Unit 2 Beaufort -	3,455.78	-	3,455.78	Est. chgs.
28.9.2018	5.10.2018	Online	Surrey Hills Solicitors LLP	Completion costs - Serv chgs	1,024.34	105.15	1,129.49	Parish office
Ditto	Ditto	Ditto	Surrey Hills Solicitors LLP	Apportionment of rent 3.1.2018 - 24.12.2018	3,397.26	679.45	4,076.71	Parish office
Ditto	Ditto	Ditto	Surrey Hills Solicitors LLP	Rent deposit	8,000.00	-	8,000.00	Parish office
Ditto	Ditto	Ditto	Surrey Hills Solicitors LLP	Contribution towards Landlord's legal fees	500.00	100.00	600.00	Professional fees
28.9.2018	5.10.2018	Online	Surrey Hills Solicitors LLP	Balance of legal fees re office move	1,104.00	220.80	1,324.80	Professional services
23.8.2018	5.10.2018	Online	F Parr Ltd	Litter trolley and sacks	117.00	23.40	140.40	Land management
10.9.2018	5.10.2018	Online	PKF Littlejohn LLP	External audit 2017-2018	600.00	120.00	720.00	Audit fees
22.9.2018	5.10.2018	Online	JDS Decorations Ltd	Xmas tree - Wood Street Village Green	1,900.00	380.00	2,280.00	Xmas decs/lights
22.9.2018	5.10.2018	Online	JDS Decorations Ltd	Xmas tree - Perry Hill (St Mary's Church)	1,900.00	380.00	2,280.00	Xmas decs/lights
25.9.2018	5.10.2018	Online	JDS Decorations Ltd	To light 3 additional trees & annual m'nance	2,800.00	560.00	3,360.00	Xmas decs/lights
5.10.2018	05/10/2018	Dcard	John Lewis	Desk lamp	24.17	4.83	29.00	Est. chgs.
5.10.2018	05/10/2018	Dcard	John Lewis	Desk lamp	24.17	4.83	29.00	Est. chgs.
Total					33,239.54	4,257.02	37,496.56	

556-2018 - Land Management/Health and Safety Inspection Report – 10 October 2018

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:

- The contract to replace the specified equipment at Fairlands and Worplesdon play areas has been awarded to Kompan. Site work commenced 11.06.2018. Handover took place in August. Assistant Clerk met with Wet Pour Surfacing Manager re surfacing issues. Remedial works have taken place at both Fairlands and Worplesdon together with the addition of the hardware pads underneath the swings.
- The tree trunks neighbouring Wood Street Village Green were noted to be disintegrating rapidly, causing debris to fall into the road. The Clerk arranged for them to be replaced as a priority.
- Mr Trevena has treated two benches and the bus shelter neighbouring Jacobs Well Village Hall, two benches at Fairlands, the bench near Jacobs Well post office and the bench on Holly Lane with wood preservative.
- Mr Trevena has cleared vegetation from the ditch at Pitch Place as far as the boundary.

Work agreed with contractors/volunteers:

- 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 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.
- GRP kiosk and associated electricity supply to be installed at Perry Hill Green (awaiting meter installation).
- Following reports of parking on the verge containing the war memorial in Jacobs Well, the Clerk met with SCC who agreed that 3 sandstone or concrete balls would be acceptable as a deterrent. Cllr Wright kindly agreed to make the concrete balls required.

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 (Autumn).
- Bench base and bin post at Harry's Meadow, Jacobs Well.
- Crassula treatment/removal at Jacobs Well.
- Tennis courts will require repainting next year (2019/2020). Quote obtained for repainting - £3,000 exc. VAT. (Worplesdon Tennis Club have advised that these will not need repainting)

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. [ongoing]
- The white safety gates in Wood Street Village need to be re-painted. Mr Trevena and staff to carry out in Autumn 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. Mr Trevena has arranged a site meeting with Surrey County Council (SCC). SCC have agreed that Mr Trevena can install a storm flap and can, if

necessary, replace the existing pipe with a like-for-like replacement. Further investigation required by Mr Trevena.

- Mr Trevena observed that the crotch straps on all the toddler swing seats (at Fairlands and Worplesdon) are showing signs of cracking. Monitor. Assistant Clerk to price suitable replacements.
- 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.
- Grille 9/2 [Broad Street] requires de-silting now SWT's contractors have completed their tree removal works. Assistant Clerk to request that this occurs before winter.
- 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.
- 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.
- The Clerk has received numerous complaints regarding parking at Jacobs Well play area. Temporary laminated signs stating 'No Parking on Common Land' to be displayed.
- The Clerk has received reports of rubbish and dog fouling at Fairlands neighbouring the play area. Clerk to obtain quotes for a bin to be located near the play area.
- The hedge at Worplesdon Memorial Hall is noted to be encroaching into the play area.
- Mr Trevena reported significant damage caused to the edge of the Green at Perry Hill due to removal vehicles delivery to a property on the corner of the Green. Clerk/Assistant Clerk to write to removal firm to request remuneration for repairs.
- Mr Trevena highlighted that the dial on the Weather playboard at Worplesdon Memorial play area has required remedial attention due to the dial becoming loose. To monitor.
- Mr Trevena has highlighted that the drains at Wood Street Village Community Car Park require cleaning out.

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 10.09.18, 11.09.18, 13.09.18, 17.09.18, 18.09.18, 24.09.18, 25.09.18, 01.10.18 and 08.10.18. Mr Trevena has carried out the following work:

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

Jobs Completed:

- Basket swing (left bracket) at Worplesdon Memorial Ground required attention. Issue on one side was fixed and the other side (right) has also received subsequent remedial attention.
- 2 paving slabs have been located at the entrance to Jacobs Well play area to alleviate a trip hazard highlighted on the quarterly inspection report.

Outstanding works:

- Tarmac near the basketball court, Worplesdon Memorial Hall (on the Typhoon side) has 2 small cracks – to be monitored.
- Paving slabs within the Jacobs Well play area require relaying due to the ground drying out.

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.
- Mr Trevena observed that there is significant grass growing between slabs at the Worplesdon Memorial tennis courts.
- SGN has caused damaged to the parish council land drains in Coombe Lane. This has been drawn to the attention of Chris Raven with a request that SGN make good the damage, at their own expense, as a matter of urgency.

Clr Fisk arrived 8.55pm.

Monthly Health and Safety Report:

The monthly inspections were undertaken on 06.09.18.

Jobs Completed:

The damaged historic wet pour repair at the edge of the swing bay at Worplesdon Memorial play area, highlighted as requiring prompt attention in the September inspection report, has been repaired.

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).

557-2018 - Walking for Health

A request for a 2018/2019 grant, to cover the cost of the Walking for Health group insurance, had been received from the Fairlands Walking for Health Group.

Members considered the request.

It was proposed Cllr P Cragg, seconded Cllr S Morgan and unanimously **RESOLVED** the Parish Council reimburse the Walking Group the cost of their annual insurance subject to a maximum grant of £200.

Reason: The group's previous funding had been withdrawn. Without the grant some residents would be unable to afford membership of this group, which offers companionship and healthy walking/well-being for older members of the community.

Power to spend: Power of Competence (Localism Act 2011)

558-2018 - Annual pressure washing of tennis courts 1 & 2

The quotation to pressure-wash the courts was presented to and considered by the committee.

Following discussion, it was proposed Cllr S Morgan MBE, seconded Cllr L Wright and unanimously **RESOLVED** that the Grounds and Maintenance Operative spray the courts with wet and forget. Maximum cost £100 & VAT.

Reason: To minimise damage to the courts from repeated pressure washing. If the courts become slippery this decision may be revisited.

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

559-2018 - Harry's Meadow

A request had been received from the Jacobs Well Village Hall Trust to use Harry's Meadow to facilitate parking for all bookings whilst their car park is being re-surfaced.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr S Fisk and **RESOLVED** that permission be granted subject to the following caveats:

- Users of the meadow are to be asked not to park where the bulbs are to be planted.
- Access for the contractors due to plant the bulbs and install the bench and litter bin must remain unfettered
- Access must be allowed to enable the bonfire to be constructed
- Immediately after use the gate must be closed to prevent illegal incursions

A vote took place. Result of the vote: 5 in favour, Cllr N Bryan abstained. Motion carried.

560-2018 - Bonfire and fireworks, Harry's Meadow

The event application form, risk assessment and safety management plan had been received from the Jacobs Well Social Club.

It was proposed Cllr S Fisk, seconded Cllr L Wright and unanimously **RESOLVED** that consent for the bonfire and fireworks be duly granted.

561-2018 - Corporate Identity

Melissa Ta had revised the logos in accordance with the Council's previous feedback.

Members liked the revised evolutionary designs. The most popular design was the circular logo. It was agreed that the logos would be used interchangeably to suit different items e.g. posters, newsletter, flyers, letter heading, reports etc.

The committee expressed its gratitude to Ms Ta for her unpaid work on the revised logo.

It was proposed Cllr L Wright, seconded Cllr N Bryan and unanimously **RESOLVED** that a letter of thanks be sent to Miss Ta.

A thank you also to be expressed in the next parish newsletter.

562-2018 - Draft precept 2019/2020

This item was deferred until the November 2018 General Purposes and Finance Committee meeting.

For information only

1. **There are presently three casual vacancies on the Parish Council – Jacobs Well, Perry Hill and Fairlands wards – Applications are invited.** To find out more about what we do visit our website: <https://worplesdon-pc.gov.uk>
2. **Pollarding of the willow trees on Wood Street Village Green** – The Wood Street Village Association has requested the willow trees be pollarded. A planning application to be made at the earliest opportunity.
3. **Sign decluttering** - Suspended until spring. Reason - workload and weather expectations.

Meeting closed 9.30pm