



Worplesdon Parish Council

Minutes of the General Purposes and Finance Committee meeting held 27 September 2018 in the Small hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.48pm

521-2018 – Present:

Councillors: Chairman of the Planning Committee Cllr N Mitchell, Cllr G Adam, Cllr N Bryan, Cllr P Cragg, Cllr S Fisk, Cllr J Messinger, Cllr S Morgan MBE and Cllr L Wright (arrived 7.53pm).

Officers of the Council:

Mrs G White - Clerk to the Council

Mrs V Fear - Assistant Clerk.

522-2018 - Apologies and reason for absence in accordance with the LGA, Sch12, para 40

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

523-2018 - 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.

524-2018 - Declaration of non-pecuniary interests

No declarations were made.

525-2018 - Declarations of gifts or hospitality over £25

No declarations were made.

526-2018 - Public participation

No members of the public were present.

527-2018 - Minutes of the previous meeting

It was proposed Cllr S Fisk, seconded Cllr S Morgan and unanimously **RESOLVED** that the minutes of the General Purposes and Finance Committee held 9 August 2018 be signed by the Chairman as a true record.

528-2018 - Invoices for payment

It was proposed Cllr S Morgan, seconded Cllr N Bryan and unanimously **RESOLVED** that payments to the value of £11,322.61 be approved and signed off.

Payment list for approval - 27.9.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
N/A	26/09/2018	Online	AIM Removals & Deliveries	Deposit for office relocation	300.00	0.00	300.00	Contingency Fund
13/09/2018	26/09/2018	Online	Worplesdon Memorial Trustees	Room rental Oct - Dec	263.00	0.00	263.00	Est. chgs
31/08/2018	26/09/2018	Online	Barrelfield Ltd	Delivery of parish newsletters	375.00	75.00	450.00	Newsletter
13/09/2018	13/09/2018	Online	Post Office Ltd	100 x 2nd class stamps	58.00	0.00	58.00	Est. chgs
24/09/2018	26/09/2018	Online	SSALC Ltd	Training	300.00	60.00	360.00	Training
N/A	26/09/2017	Online	Staff costs	Salary/exps	7915.36	0.00	7915.36	Staff costs
N/A	26/09/2018	Online		Salary/exps		0.00		Staff costs
N/A	26/09/2018	Online		Ee's & Er's pension conts		0.00		Staff costs
N/A	26/09/2018	Online		PAYE/NIC		0.00		Staff costs
12/09/2018	26/09/2018	Online	Viking	Stationery	132.81	26.56	159.37	Est. chgs
26/09/2018	26/09/2017	Online	Blue Sky	Groundsman & materials	1742.74	0.00	1742.74	G'man & play areas
13/08/2018	13/08/2017	DD	RISC IT	External back-up	30.89	6.18	37.07	Est. chgs
13/09/2018	13/09/2018	DD	RISC IT	External back-up	30.89	6.18	37.07	Est. chgs
Total					11,148.69	173.92	11,322.61	

529-2018 - Land Management/Health and Safety Inspection Report - as at 11 September 2018

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 Groundsman reports that the pollution is intermittent. To monitor.
- Swing barrier at Fairlands requires repainting. Richard Randall to repaint during his September inspection. £50 + VAT
- A significant turfed obstruction in the verge at Fairlands roundabout has been reported to Surrey County Council. The homeowner 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.
- 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 chased Surrey County Council. Responsibility of SCC.

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. Handover took place in August. Assistant Clerk to meet with Wet Pour Surfacing Manager re surfacing issues.

- 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.

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.

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. [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. Further investigation required by Mr Trevena. Mr Trevena to arrange site meeting with Surrey County Council (SCC).
- 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.

Cllr Wright arrived at 7.53pm

- 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.
- 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.
- 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 Groundsman has unblocked the outlet pipe at Wood Street Village pond.
- 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.
- Mr Trevena removed weeds around tree saplings at Nevins Copse.
- Mr Trevena repainted the white markings in Wood Street Village Community Car Park.
- Mr Trevena weeded at Wood Street Village Community Car Park.
- Mr Trevena treated the bus shelters at Perry Hill and has cleaned the perspex.
- 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.

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 14.08.18, 20.08.18, 28.08.18 and 04.09.18. 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 [EA]. Assistant Clerk to contact the EA Flood Forum representative.

Outstanding works:

- Tarmac near the basketball court, Worplesdon Memorial Hall (on the Typhoon side) has 2 small cracks – to be monitored.
- 2 paving slabs to be placed at entrance to Jacobs Well play area entrance to alleviate trip hazard. (when ground softens)
- Basket swing at Worplesdon Memorial Ground requires attention.

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.

Monthly Health and Safety Report:

The monthly inspections were undertaken on 16.08.18 and 17.08.18.

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).

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

530-2018 - Quarterly playground inspections

The quarterly playground inspections were undertaken on 6 September 2018. Inspector Richard Randall from Dick Randall Services Ltd inspected all five play areas for which Worplesdon Parish Council is responsible.

Below is a summary of findings from all five reports.

Fairlands Play Area

The new wet pour rubber has come away from the older existing boulder wet pour. Also evident is crumbling under the swing seats and next to the swing bay. (Medium Risk) [Assistant Clerk has already requested that the Wet Pour Manager attend onsite to inspect and propose remedial action]

White House Lane, Jacobs Well Play Area

There is soil erosion next to the slabs at the entrance. This is a 'trip hazard'. Requires infilling with top soil and

seed or turfing to level. (High Risk)

Wood Street Green Play Seat Area

One of the seats had a burn on it and a 'ringpull' from a can embedded into the plastic. Richard Randall removed it and filed down the edges. (Low Risk)

Worplesdon Play Area

Worplesdon Teen Area

The MUGA (Multi Use Games Area) unit has a piece missing from the corner leaving a bolt exposed and an edge. Recommended action is to file down both the white board edge and the side of the exposed bolt and washer or fill around it. (Low Risk - Monitor)

The basket swing bronze bush and/or bolt on the hanging connector is showing pronounced signs of wear. This part needs replacement. (High Risk)

Shrinkage around the Typhoon wet pour, and around the blue centre graphic, requires monitoring to minimise the chance of a trip-hazard forming. (Low Risk - Monitor)

Worplesdon Toddler Area

Ground fixings on rope ladder and surf step/rider are loose in the ground. Requires monitoring and exploration as to cause. (Low Risk - Monitor)

Wet pour rubber on the right-hand side of the swing bay can now be lifted. Needs repair due to crumb risk and could get into children's eyes. (High Risk) [Assistant Clerk to obtain quotes]

The wet pour rubber surface is shrinking from the edges in the swing bay and around the Multi-Unit. Suggestion is to replace the wet pour rubber before it worsens. (Low Risk - Monitor)

The Clerk advised that all high-risk items are being addressed as a matter of urgency.

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

531-2018 - Worplesdon Tennis Club – Use of the Parish Council courts (court no's 1 & 2)

A request had been received from the Worplesdon Tennis Club for a reduction to the annual minimum increase, which is RPI or £50 per year whichever is the greater, as per the 2015 Agreement.

A discussion took place following which it was proposed Cllr N Mitchell, seconded Cllr N Bryan and unanimously **RESOLVED** that the request be respectfully declined.

Reason: The Parish Council granted a significant reduction in the club's court fees in 2015. The current fee is still £934.65 less than in 2014/2015. The increase will therefore remain as a minimum increase of £50pa.

532-2018 - Replacement tree trunks, Wood Street Village Green

The large tree trunks placed at the edge of the triangular section of the Green, placed to prevent vehicles parking illegally on the Green had rotted and were being pushed into the service road by persons unknown. For safety reasons the tree trunks were removed and replaced with heavier sections to prevent them being moved.

Approved by the General Purposes and Finance Committee – 8 November 2018

It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that the cost of £200 & VAT be ratified.

Power to spend: OSA 1906, ss 9 and 10

533-2018 - Planting of bulbs, Harry's Meadow (see minute number 501-2018)

It was proposed Cllr S Fisk, seconded Cllr P Cragg and unanimously **RESOLVED** that Gavin Jones Ltd be contracted to plant the bulbs at a total cost £400 & VAT.

Power to spend: OSA 1906, ss 9 and 10

534-2018 - Base for WW1 memorial bench, Harry's Meadow

The Clerk advised that she had been unable to obtain three quotations. Two quotations had been obtained. Minimum cost £1,070 & VAT. Maximum cost £1,228.92 & VAT.

Following discussion, it was proposed Cllr J Messinger, seconded Cllr G Adam and unanimously **RESOLVED** that T J Hunt (Contracting) Ltd.'s quotation of £1,070 & VAT be approved. The work to be carried out by 31 October 2018.

Power to spend: PCA 1957, s1

535-2018 - Anti-social behaviour Wood Street Village Community Car Park

The Grounds and Maintenance Operative advised that motorists are using the Wood Street Village community car park to speed through. Inappropriate behaviour is also taking place in parked cars at night.

The Committee considered the installation of sleeping policeman to prevent cars speeding through the car park.

It was proposed Cllr N Mitchell, seconded Cllr G Adam and **RESOLVED** that the cost of two rubber sleeping policemen be added to the repair work quotation request. [The Clerk to obtain quotations at the earliest opportunity].

A vote took place: Result of the vote: 6 in favour, 1 abstention. Motion carried.

The Assistant Clerk advised that the inappropriate behaviour in parked cars has been reported to Surrey Police. Meetings have been arranged with Surrey Police towards the end of October.

Surrey Police have arranged with Wood Street Village Infant School to issue property marking kits in a proactive attempt to reduce incidents of burglary.

For information only

536-2018 - 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>

Meeting closed 8.30pm