



Minutes of the General Purposes and Finance Committee meeting held 13 December 2018 in the small hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 8.36pm

673-2018 – Present:

Councillors: Chairman of the General Purposes and Finance Committee Cllr N Mitchell, Cllr G Adam, Cllr D Bird, 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.

674-2018 - Apologies and reason for absence in accordance with the LGA, Sch12, para 40

There were none.

675-2018 - 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.

676-2018 - Declaration of non-pecuniary interests

No declarations were made.

677-2018 - Declarations of gifts or hospitality over £25

No declarations were made.

678-2018 - Public participation

No members of the public were present.

679-2018 - Minutes of the previous meeting

It was proposed Cllr P Cragg, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the minutes of the General Purposes and Finance Committee meeting held 8 November 2018 be signed by the Chairman of General Purposes and Finance Committee as a true record.

680-2018 - Invoices for payment

It was proposed Cllr D Bird, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that payments to the value of £21,698.17 be approved and signed off. The payments were signed off by Cllr G Adam and Cllr P Cragg.

Payment list for approval - 13.12.2018

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
27.11.2018	27.11.2018	Online	Trevor Porter	Clean windows inside and out	20.00	4.00	24.00	Est. chgs
21.11.2018	27.11.2018	Online	Gerald Whittaker Signs	Roll of Honour	1,048.00	209.60	1,257.60	WW1 project
26.11.2018	27.11.2018	Online	Keep Britain Tidy	Anti-dog fouling signs	300.00	60.00	360.00	Land Management
26.11.2018	26.11.2018	Dcard	TDP	2 x planters for use outside Worplesdon Primary School	288.40	57.68	346.08	Land Management
1.12.2018	1.12.2018	Dcard	Robert Dyas	Case for ratchet screwdriver	5.99	-	5.99	Est. chgs
30.11.2018	30.11.2018	Dcard	M Channon Country Store	Mini post digger, ratchet screwdriver set and cable ties	52.28	10.45	62.73	Est. chgs
29.11.2018	29.11.2018	Clerk	Mrs G White	Key fobs and key identification tags	5.00	-	5.00	Est. chgs
24.11.2018	24.11.2018	Online	Mrs G White	Cleaning products for work party (Fairlands)	8.00	-	8.00	Land Management
4.12.2018	4.12.2018	Online	Screwfix Direct Ltd	20 x fluorescent tubes for office	58.17	11.63	69.80	Est. chgs
4.12.2018	6.12.2018	Online	C&D Electrical Services	Source, collect and install 16 x client provided light tubes	120.00	-	120.00	Est. chgs
4.12.2018	6.12.2018	Online	Glasdon UK Ltd	Bin bags	14.14	2.83	16.97	Land Management
N/A	7.12.2018	Online	The Surrey Pension Fund	Underpayment November pension conts	40.66	-	40.66	Staff costs
15.11.2018	7.12.2018	Online	Guildford Borough Council	Business rates - Unit 2 Beaufort	2,037.95	-	2,037.95	Parish Office
7.12.2018	7.12.2018	Online	Wincanton Property Investment Ltd	Quarterly service charge - Unit 2 Beaufort	894.65	95.95	990.60	Parish Office
7.12.2018	7.12.2018	Online	Wincanton Property Investment Ltd	Quarterly rent charge - Unit 2 Beaufort	4,000.00	800.00	4,800.00	Parish Office
N/A	11.12.2018	Online	Staff costs	Salary/exps	8639.77	-	-	Staff costs
N/A	11.12.2018	Online		Salary/exps		-	-	Staff costs
N/A	11.12.2018	Online		Salary/exps		-	-	Staff costs
N/A	11.12.2018	Online		PAYE/NIC		-	-	Staff costs
N/A	11.12.2018	Online		Ee's & Er's pension conts		-	-	Staff costs
N/A	13.12.2018	800173		Worplesdon PCC		Donation towards upkeep of the churchyard	250.00	-
3.12.2018	3.12.2018	Online	SLCC	Deposit CG course 2019	150.00	-	150.00	Training
10.12.2018	11.12.2018	Online	Viking Nigel Jefferies Landscapes	Stationery Flower border maintenance	150.05	18.41	168.46	Est. chgs
30.11.2018	11.12.2018	Online	Knaphill Print Co Ltd	3,600 newsletters (8 page & staple)	113.00	22.60	135.60	Land Management
29.11.2018	13.12.2018	Online	Knaphill Print Co Ltd	Quarterly playground inspections & supply 3 x seats	646.00	-	646.00	Newsletters
3.12.2018	3.12.2018	Online	Dick Randall Services Ltd	Quarterly playground inspections & supply 3 x seats	485.00	97.00	582.00	Playground repairs
27.11.2018	3.12.2018	Online	Westcotec	Repair to VAS sign Website (information still to be transferred)	564.00	112.80	676.80	VAS signs
3.12.2018	3.12.2018	Online	Spanglefish	Repair to VAS sign Website (information still to be transferred)	24.95	5.00	29.95	IT
12.12.2018	12.12.2018	Online	Ebuyer.com	IT equipment for office	197.30	39.47	236.77	IT
7.12.2018	21.12.2018	DD	O2	SIM card - G White	15.60	3.12	18.72	Est. chgs
6.12.2018	20.12.2018	DD	O2	SIM card - V Fear	15.60	3.12	18.72	Est. chgs
Total					20,144.51	1,553.66	21,698.17	

681-2018 - Land Management/Health and Safety Inspection Report

The Land Management/Health and Safety Inspection Report had been circulated to members.

Cllr Wright advised that she would shortly be making the concrete spheres for the grass verge in Jacobs Well to protect the war memorial.

The Clerk advised that neither of the specialist companies she had approached for a quotation to spray the Crassula in the 'White House pond' Jacobs Well Recreation Ground had provided a quotation. It was agreed that, at present, no further action be taken regarding this matter.

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

Appendix 1 – Land Management and H&S report – 13 December 2018

682-2018 - Quarterly Playground Inspections

The quarterly playground inspections were carried out by Richard Randall on 4 December 2018.

Fairlands Play Area

Slight cracks in crotch straps. *All three swing seats have subsequently been replaced.*

White House Lane, Jacobs Well Play Area

Small split in wet pour rubber on roundabout area. **(Low Risk - Monitor)**

Worplesdon Teen Area

The MUGA unit has a piece missing from the corner leaving a bolt and edge exposed. 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)**. *This has been rubbed down and will be monitored.*

Shrinkage around the Typhoon wet pour, and around the blue centre graphic, requires monitoring to minimise the chance of a trip-hazard forming. **(Medium Risk - Monitor)** – *Assess after the seasonal break.*

Worplesdon Toddler Area

Slight play in ground anchors in Wicksteed multi-unit. **(Low Risk - Monitor)**. *This piece of equipment is due to be replaced in the new financial year.*

Wet pour rubber in the swing bay is showing splits on the graphics. **(Low Risk - Monitor)**.

It was proposed Cllr L Wright, seconded Cllr D Bird and unanimously **RESOLVED** that the report be approved and accepted.

683-2018 - Worplesdon Memorial Trustees - Third parish representative

A meeting had been held with the Chairman of the Worplesdon Memorial Trustees, during which the parish representative vacancy had been raised. Since Mr Marks-Oldham's resignation from the Parish Council, the position for the third parish representative has remained unfilled. The Chairman of the Trustees, Mr Cater, advised that the Trustees would be able to fill the vacancy with a donor Trustee and asked the Parish Council whether it would have any objection to this proposal.

Following discussion, it was agreed that the Parish Council would prefer to fill the vacancy with a serving councillor and respectfully requested that this item be deferred until after the May elections.

The Clerk to inform the Trustees accordingly.

684-2018 - WW1 commemorative pamphlet

The Parish Council had considered creating a professional pamphlet for sale, however, the work involved with this, and the other four events commemorating the end of WW1, meant regrettably various deadlines had been missed. The Chairman advised there is still a lot of information to be correlated and composed.

Having missed the centenary of the end of WW1 the commercial viability of the pamphlet is now in question, albeit the information is of considerable local historic interest. Following discussion, it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the information researched by Cllr Messinger and edited by the Assistant Clerk should be disseminated via:

- The Parish Council's virtual museum (currently a work in progress)
- A written copy of the information (produced in-house) to be presented to: The Guildford Museum, The Surrey History Centre, The Guildford Institute, Guildford Library, St Mary's Church and local historians.
- This information also to be provided at the Annual Parish Meeting in March.

Cllr Messinger was tasked with talking to David Rose about adding relevant information to the Parish Council's Virtual Museum.

685-2018 - WSVa events - Wood Street Village Green

Event application forms are required for each and every event, together with a risk assessment and relevant safety certificates. Reminders will be sent to the WSVa in 2019.

686-2018 - Request for permission to hold Christmas Carols on Wood Street Village Green on Saturday 15 December at 4pm received from the WSVa

The event application form and risk assessment had been received from the WSVa. It was proposed Cllr P Cragg, seconded Cllr S Morgan MBE and **RESOLVED** that permission be granted.

A vote took place: 6 in favour, Cllr N Mitchell against. Motion carried.

687-2018 - New signage required

Following the recent corporate re-branding and change of office location, numerous signage across the Parish needs to be updated. Some worn signs also need to be replaced. Following discussion, it was proposed Cllr G Adam, seconded Cllr P Cragg and **RESOLVED** that permission be granted for the officers to spend up to £3,000 & VAT on new signs, stickers, plaques and banners across the Parish. The officers to obtain best value quotations.

A vote took place – 6 in favour – Cllr L Wright against.

Power to spend: LGA 1972 s111.

688-2018 - Fly tipping – Goose Rye Road

A local resident had raised concern about on-going fly-tipping issues in Goose Rye Road. The Clerk advised that the Borough Council is the cleansing authority and is therefore responsible for clearing fly-tipping. Fly-tipping should be

reported to Guildford Borough Council on 01483 444499 or online via Guildford Borough Council's website <https://www.guildford.gov.uk/flytipping>

A Joint Enforcement Team has been established to deal with fly-tipping and other anti-social issues. The Team comprises officers from Surrey Police, The Borough Council and Surrey County Council. A mini JAG (Joint Action Group) meeting is to be held at the Parish Council offices in January 2019 to which the Joint Enforcement Team will be invited and this issue will be raised.

689-2018 - Street lighting on Goose Rye Road

A request has been received from a local resident for the installation of street lighting by the bends of this road. It is alleged that some of the bends are quite dangerous without street lighting. Members duly considered the request. Previous requests for street lighting in Goose Rye Road have been refused by the County Council. Following discussion, it was proposed Cllr J Messinger, seconded Cllr G Adam and unanimously **RESOLVED** that the Parish Council lobby the County Council to install additional bollards with reflectors at the bends in the road in a bid to improve road safety in Goose Rye Road.

690-2018 - Winter gritting of Goose Rye Road

A resident has stated that Goose Rye Road is currently not on the salting routes of Surrey County Council. However, this is a key cut-through route for road users who connect between A320 (Mayford) and A322 (Worplesdon) and users of Worplesdon railway station.

It was agreed the Parish Council ask for this route to be added to the salting route programme.

For information only:

691-2018 - Strategic Sites Workshop

Cllr Wright advised that she had attended the Borough Council's Strategic Sites Workshop on behalf of the Parish Council. The workshop had been facilitated by David Lock Associates. There were five tables – one table for each of the Strategic Sites. Cllr Wright sat at the Blackwell Farm table. All concerns raised (loss of agricultural land, flooding, traffic, AONB, lack of infrastructure) had already been raised via the Local Plan process. Sewage from Blackwell Farm is intended to go to the Hockford Sewage works, Pirbright. A second workshop had been held to which the local Residents' Associations had been invited. The feedback from this process will be fed into a Supplementary Planning Document that will in turn feed into the Local Plan. This document will be available at the end of January.

The Chairman wished everyone a very Merry Christmas and a Happy New Year.

Meeting closed 9.21pm

Signed by:

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Chairman, General Purposes and Finance Committee
Date: 24 January 2019

