



**Minutes of the General Purposes and Finance Committee meeting held 31 January 2019 in the Small Hall,  
Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

**29-2019 – Present**

**Councillors:**

Chairman of the General Purposes and Finance Committee Cllr N Mitchell, Cllr G Adam, Cllr D Bird, Cllr P Cragg, Cllr S Fisk, Cllr J Messinger and Cllr S Morgan MBE.

**Officers of the Council:**

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

**Members of the public:**

One member of the public was present.

**30-2019 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40**

Apologies and reason for absence were received from Cllr L Wright. Apologies and reason for absence accepted.

**31-2019 - Declaration of Disclosable Pecuniary Interests in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)**

No declarations were made.

**32-2019 - Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct**

No declarations were made.

**33-2019 - Declarations of gifts or hospitality over £25**

No declarations were made.

**34-2019 - Public participation session**

The member of the public expressed an interest in joining the Parish Council.

**35-2019 - Minutes of the previous Planning Committee meeting**

It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that the minutes of the Planning Committee meeting held 13 December 2018 be agreed and signed by the Chairman as a true record.

**36-2019 - Minutes of the previous General Purposes and Finance Committee meeting**

It was proposed Cllr S Morgan MBE, seconded Cllr D Bird and unanimously **RESOLVED** that the minutes of the General Purposes and Finance Committee meeting held 13 December 2018 be agreed and signed by the Chairman as a true record.

**37-2019 - Planning applications for consideration:**

**Planning application no: [19/T/00002](#) - 47 Wood Street Green, Wood Street Village, Guildford, GU3 3DU -**  
Application for tree works. T1 - Ash tree: Reduce crown height and sides by up to 3m and crown thin by 10%.  
Finished crown height to be 10m with a radial spread of 5m. T2 - Fell dead Cherry tree.

**RESOLVED:** Leave to specialist tree officer.

**Planning application no: [18/P/02467](#) - Grouville, Oak Tree Close, Jacobs Well, Guildford, GU4 7PU -** Erection of a 4 bedroom dwelling following demolition of existing bungalow (retrospective).

**RESOLVED:** Leave to planners.

**Planning application no: [19/T/00009](#) - Billhurst Farm, White Hart Lane, Wood Street Village, Guildford, GU3 3DZ -**  
T1 Walnut - reduce crown height by approximately 2m and sides by up to 2m, remove stubs, finished height to be 5m with a radial spread of 2m, G2 - 3 X Willow - remove heavy limbs over green and crown lift to 6m.

**RESOLVED:** Leave to specialist tree officer.

**Planning application no: [19/P/00029](#) - 158 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HD -** Listed Building Consent for various external maintenance, remedial and investigation works to all elevations, as detailed in the submitted document titled 'condition report and repair strategy'.

**RESOLVED:** Leave to planners.

**Planning application no: [19/P/00060](#) - Rye House, Goose Rye Road, Worplesdon, Guildford, GU3 3RJ -** Various alterations and extensions, including a new 1.5 storey side extension, a new rear single storey ground floor extension and new first floor extensions following various demolition works, including demolition of the existing integral double garage building and the rear single storey conservatory and snug.

**RESOLVED:** Leave to planners.

**38-2019 - Invoices for payment**

It was proposed Cllr S Fisk, seconded Cllr N Mitchell and unanimously **RESOLVED** that payments to the value of £11,304.16 be approved and signed off.

**Table 1: Approved payment list – 31 January 2019**

Payment list for approval - 31 January 2019								
Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
28/01/2019	30/01/2019	Online	Greenbarnes Ltd	Two-bay section of notice board for WSV near Post Office	1260.59	252.12	1512.71	Noticeboards etc.
23/01/2019	23/01/2019	Dcard	Vistaprint	Business cards & 2 x mouse mats	38.19	7.64	45.83	Est. chgs
17/01/2019	29/01/2019	Online	Viking	Stationery	84.21	16.84	101.05	Est. chgs
18/01/2019	29/01/2019	Online	Surrey Hills Solicitors	Professional advice - parish office	207.00	41.40	248.40	Professional advice
21/01/2019	29/01/2019	Dcard	Guildford Borough Council	Parking fee - Appointments with Skipton and Nationwide	3.90	0.00	3.90	Est. chgs
18/01/2019	18/01/2019	Dcard	PIK Trailers	24 x reflectors for posts and planters	15.81	3.16	18.97	Land management
07/01/2019	30/01/2019	Online	Forest and Garden Timber Services	Remove willow from Wood St Village pond	620.00	124.00	744.00	Tree surgery
10/01/2019	10/01/2019	Dcard	Homebase	PPE - 2 x pairs gloves	9.00	0.00	9.00	Land management
30/01/2019	30/01/2019	Online	Various	Staff costs	8487.44	0.00	8487.44	Staff costs
29/01/2019	31/01/2019	Online	SSALC Ltd	VAT training 7 February 2019	65.00	13.00	78.00	Training

14/01/2019	14/01/2019	DD	RISC IT	External back-up	30.89	6.18	37.07	Est. chgs
12/01/2019	30/01/2019	DD	British Gas	Electricity supply - Perry Hill Green	16.95	0.84	17.79	Est. chgs
<b>Total</b>					<b>£10,838.98</b>	<b>£465.18</b>	<b>£11,304.16</b>	

### 39-2019 - Land Management/Health and Safety Inspection Report

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

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

Members expressed their appreciation of the sign cleaning work that is taking place, which is greatly enhancing the appearance of the Parish.

Cllr Cragg advised that he wishes to meet with the tree surgeons at Nevins Copse to point out which tree stumps need to be ground out.

Appendix 1 – Land Management and H&S report – 31 January 2019

### 40-2019- Parking in Fairlands Ave

Cllr Morgan MBE advised that inconsiderate parking in Fairlands Ave is causing difficulty with the buses and refuse trucks and other motorists. In addition, school traffic generates additional difficulties for local residents. The school is taking steps to minimise disruption; however, inconsiderate parking is still something that needs to be addressed.

Cllr Morgan and Cllr Messinger raised concern about the impact the new retail shop will have on parking.

Cllr Mitchell advised that residents should report any issues regarding parking on double yellow lines directly to Guildford Borough Council. All obstructions of the highway should again be reported by residents directly to Surrey Police as the Parish Council has no jurisdiction over these matters.

### 41-2019 - Amalgamation of the Planning Committee, General Purposes and Finance Committee and Health and Safety Committee

It was proposed Cllr J Messinger, seconded Cllr S Fisk and unanimously **RESOLVED** that the Planning Committee, General Purposes and Finance Committee and Health and Safety Committees be amalgamated, as recommended by David Carden and the Working Party. The Committee name to be General Purposes and Finance Committee.

The Terms of Reference to be amended to reflect the above resolution.

### 42-2019 - Mayor's Award for Service to the Community

This award aims to recognise and encourage positive community working within the Borough of Guildford. Nominations must be submitted by Friday 22 February 2019.

The Clerk had distributed this information to various organisations within the Parish.

### 43-2019 - NALC (National Association of Local Councils) new pay scales for 2019/2020

Due to the introduction of the national living wage, the NJC agreement includes the introduction, on 1 April 2019, of a new pay spine. This has resulted in the existing spinal column points and scale ranges used in the sector being recategorized. The salaries set in the 2019/2020 precept are correct; however, the spinal column point numbers will need to be amended to reflect the new pay scales.

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that the Chairman of the Staffing Committee issue a letter to each employee accordingly.

**44-2019 - For information only:**

**Business rates** – Unit 2 Beaufort, Parklands, Railton Road, Guildford, Surrey, GU2 9JX & the Wood Street Village Community Car Park – A business rate rebate of £1,558.61 has been received from Guildford Borough Council.

**Bus shelter at the entrance to Fairlands Estate** – To reduce ongoing maintenance costs as a result of vandalism, the six rear glass panes are to be replaced with anti-vandal perforated aluminium panes. Total cost £1,893 & VAT.

**Dance Festival 2019** – Worplesdon Primary School has withdrawn from the Dance Festival. The grant of £500 awarded by the Parish Council towards this project is therefore to be refunded.

**Recycled plastic posts** – These can be obtained for £62.48 per post & VAT & £90 delivery fee. It was agreed that 20 posts be purchased for use around the Parish.

Meeting closed 8.12pm

Signed:

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Chairman of the General Purposes and Finance Committee

14 March 2019