



**Minutes of the General Purposes and Finance Committee meeting held 14 March 2019 in the Small Hall,  
Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

**75-2019 – Present**

**Councillors:**

Chairman of the Committee Cllr N Mitchell, Cllr G Adam, Cllr D Bird, Cllr P Cragg, Cllr S Morgan MBE, Cllr D Snipp, and Cllr T O'Toole.

**Officers of the Council:**

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

**76-2019 -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, Cllr J Messinger and Cllr S Fisk. Apologies and reason for absence accepted.

Cllr D Snipp and Cllr T O'Toole substituted at the meeting.

**77-2019 – Announcement**

The Chairman announced the sad loss of Derek Slaymaker, who had formerly served on the Parish Council for sixteen years.

Cllr Cragg stated that Derek had been an excellent councillor who had always served the Council and the local community extremely well. He would staunchly and capably assist with a wide variety of tasks, throughout his term of office. Under his watch, the Community Speed Watch scheme saw speeds through the village of Jacobs Well drop by 10mph. It was agreed that Derek's dedication, enthusiasm and sense of humour would be long remembered. All present stood and observed one minute's silence as a mark of respect.

**78-2019 - 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.

**79-2019 - Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct.**

No declarations were made.

**80-2019 - Declarations of gifts or hospitality over £25**

No declarations were made.

**81-2019 - Public participation session**

Approved by the General Purposes and Finance Committee – 25 April 2019

No members of the public were present.

#### **82-2019 - Minutes of the previous General Purposes and Finance Committee meeting**

It was proposed Cllr S Morgan MBE, seconded Cllr G Adam and unanimously **RESOLVED** that the minutes of the General Purposes and Finance Committee held 31 January 2019 be agreed and signed by the Chairman as a true record.

#### **83-2019 - Minutes of the previous Health and Safety Committee meeting**

It was proposed Cllr D Bird, seconded Cllr G Adam and unanimously **RESOLVED** that the minutes of the Health and Safety Committee held 8 November be agreed and signed by the Chairman as a true record.

#### **84-2019 - Parish notice board – Fairlands**

The proprietor of the new Budgens in Fairlands had asked for the Parish Council's notice board to be relocated away from his shop front, further back from its current position.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the Parish Council refuse the request as the noticeboard is currently located in a convenient location for local residents and does not impact on the many utilities that are located in the grass verge.

The Clerk was instructed to inform both the proprietor and the County Council of its decision.

#### **85-2019 - Planning applications for consideration:**

**Planning application no: [19/T/00025](#) - Rudge Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RE** - Application for tree works - fell small Sycamore (Tree A on plan); remove deadwood from False Acacia (B) and fell False Acacia (C); remove deadwood from Rea Oak (D); Fell Ash (E) and Hawthorn (F); and remove deadwood from False Acacias (G & H) (Worplesdon Conservation Area).

**RESOLVED:** Leave to tree officer, but comment that about the lack of substantiating documentation to justify the works.

**Planning application no: [19/P/00197](#) - 110 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA** - Single storey side/rear extensions together with a new dormer window to existing bathroom following demolition of existing conservatory.

**RESOLVED:** Leave to planners.

**Planning application no: [19/P/00340](#) - 3 Frog Grove Lane, Wood Street Village, Guildford, GU3 3EY** - Conversion of garage to habitable accommodation and single storey side/rear extension.

**RESOLVED:** Leave to planners.

**Planning application no: [19/T/00042](#) - Wood Street Green, Wood Street Village, GU3 3EU** - 1) Group of seven willows: re pollard to old wounds (T11), 2) Willow (T6) - remove dead stem to south of tree (Wood Street Conservation Area).

This is a Parish Council application – included on the agenda for information only.

**Planning application no: [19/T/00055](#) - Willow Cottage, 83 Wood Street Green, Wood Street Village, Guildford, GU3 3DY** - Cedar - fell, Pear trees x 2 - remove deadwood and lightly thin through centre, Norway Spruce x 4 - lift crown to 3 metres (Wood Street Conservation Area).

**RESOLVED:** Leave to tree officer.

### 86-2019 - Invoices for payment

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £11,234.38 be approved and signed off.

| Payment list for approval - 14 March 2019 |           |               |                                |  |                   |                |                   |                    |
|---|-----------|---------------|--------------------------------|--|-------------------|----------------|-------------------|--------------------|
| Date of invoice:                          | Date paid | Payment type: | Payee:                         | Details:   | Net               | VAT            | GROSS             | Budget heading     |
| N/A                                       | 26.2.2019 | Online        |                                | Salary/exps/PAYE/NIC/Pension conts Ee's and Er's               | 8034.45           | 0.00           | 8034.45           | Staff costs        |
| 25.2.2109                                 | 26.2.2019 | Dcard         | Toner Giant                    | Toner cartridges   | 373.82            | 74.76          | 448.58            | Est. chgs          |
| 11.2.2019                                 | 26.2.2019 | Online        | Barrelfield Distribution Ltd   | Delivery of parish newsletters                                 | 375.00            | 75.00          | 450.00            | Parish newsletter  |
| 26.2.2019                                 | 26.2.2019 | Online        | Westcotec                      | New charger for VAS signs                                      | 67.50             | 13.50          | 81.00             | SDR/VAS            |
| 13.3.2019                                 | 13.3.2019 | DD            | RISC IT Solutions              | External back-up   | 30.89             | 6.18           | 37.07             | Est. chgs          |
| 12.3.2019                                 | 12.3.2019 | Online        | Mr P J Trevena                 | Various materials  | 84.35             | 5.56           | 89.91             | Land management    |
| 4.3.2019                                  | 12.3.2019 | Online        | Dick Randall Services Ltd      | Quarterly playground inspections                               | 200.00            | 40.00          | 240.00            | Playground repairs |
| 27.2.2019                                 | 7.3.2019  | Online        | Second Life Products Wales Ltd | 20 x chamfered square bollards (1 x white band - 1 x red band) | 1339.60           | 267.92         | 1607.52           | Land management    |
| 26.2.2019                                 | 7.3.2019  | Online        | Viking                         | Stationery   | 155.90            | 19.58          | 175.48            | Est. chgs          |
| 7.3.2019                                  | 14.3.2019 | Online        | Viking                         | Stationery   | 58.64             | 11.73          | 70.37             | Est. chgs          |
| <b>Total</b>                              |           |               |                                |  | <b>£10,720.15</b> | <b>£514.23</b> | <b>£11,234.38</b> |                    |

### 87-2019 - Land Management/Health and Safety Inspection Report

A copy of the Land Management and Health and Safety Inspection Report had been circulated to all members in advance of the meeting.

Quotations were to be sought from local tree surgeons for stump grinding at Nevins Copse. Cllr Cragg agreed to advise his availability, as he wished to meet the tree surgeons on site.

It was proposed Cllr D Bird, seconded Cllr T O'Toole and unanimously **RESOLVED** that the report be approved and accepted.

### 88-2019 - Wood Street Village Maypole Dancers – Saturday 4 May 2019

A request had been received from the Wood Street Village Maypole Dancers to hold the Annual May Day dancing on Wood Street Village Green (including all rehearsals). The hard copy application form and risk assessment were circulated during the meeting.

The Committee considered the application. It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that the request/s be approved.

### 89-2019 - Wood Street Village Association – Request to hold the annual plant sale on Wood Street Green on Saturday 4 May 2019 and also on Wednesday 17 July 2019 (registration for entries to the village show).

A request had been received from the Wood Street Village Association to hold the annual plant sale on Wood Street Village Green on Saturday 4 May and also to hold the registration for entries to the village show on Wednesday 17 July 2019.

A copy of the application form and risk assessment had been circulated, via email, to members in advance of the meeting. The Committee considered the application. It was proposed Cllr S Morgan MBE, seconded Cllr T O'Toole and unanimously **RESOLVED** that the requests be approved.

### **90-2019 - Wood Street Village Summer Show, Wood Street Village Green on Saturday 20 July 2019**

A request had been received from the Wood Street Village Association to hold the Annual Summer Show on Wood Street Village Green on Saturday 20 July 2019.

A copy of the application form had been circulated, via email, to members in advance of the meeting. The Committee considered the application. It was proposed Cllr P Cragg, seconded Cllr D Bird and unanimously **RESOLVED** that the request be approved, with the caveat that if the Green is damaged, the organiser will have to put right the damage at their own cost.

The Clerk advised the risk assessment will follow in due course (as this will be dependent on the stalls/side shows that attend the event, which will not be formalised until nearer the event).

### **91-2019 - Wood Street Village Summer Show – To promote the work of the Parish Council**

Members agreed they would like to have a stall at the Summer Show. The Clerk advised that a group of councillors would be required to assist. The gazebo is heavy, as is the exhibition stand. The exhibition stand is flimsy, especially when located on uneven ground, and ideally needs to be weighted down, or bolted together – as previous experience has demonstrated the exhibition stand can, unfortunately, fall on people particularly on a windy day.

It was agreed that a rota be established, to assist with erection of the gazebo, manning the stall and clearing away after the event.

It was proposed Cllr G Adam, seconded Cllr D Snipp and unanimously **RESOLVED** that the Parish Council order personalised merchandise to promote the Parish Council up to the value of £100 & VAT.

*Power to spend: LGA 1972 s111*

### **92-2019 - Jacobs Well May Day Fayre on Monday 6 May 2019**

Whilst Cllr Fisk had completed an event application form, it appears that Harry's Meadow will only be used for parking on the day.

It was agreed that this item be deferred until 4 April 2019.

### **93-2019 - Jacobs Well May Day Fayre**

It was proposed Cllr D Snipp, seconded Cllr T O'Toole and unanimously **RESOLVED** that the Parish Council would also have a stall at the May Day Fayre in a bid to promote the work of the Parish Council.

It was proposed Cllr D Snipp, seconded Cllr G Adam that a further £50 & VAT be approved towards personalised merchandise. the merchandise to be used as give away prizes.

The Clerk advised that the gazebo will need to be weighted down with sand bags or similar, as the stalls are erected on tarmac and previous experience has demonstrated that on a windy day the gazebo could blow away unless physically restrained.

### **94-2019 - Inclusive access to Harry's Meadow and request for the replacement playground equipment in the Jacobs Well Play Area (to facilitate wheelchair use)**

A local family with a disabled child had asked the Parish Council to:

- Install a wheelchair friendly kissing gate into Harry's Meadow

- Increase the amount of inclusive playground equipment in the Recreation Ground, Jacobs Well

The requests were duly considered. Following discussion it was proposed Cllr G Adam, seconded Cllr D Snipp and unanimously **RESOLVED** that the easiest and cheapest option in terms of access to Harry's Meadow would be to provide the combination code to the wooden gate opposite Douglas Close to the family and that they be asked to close the gate and reset the combination on each occasion to prevent motorbikes gaining access to the meadow.

In the unlikely event the family neglect to reset the combination lock and/or that the gate is left open the Council would change the combination code. The Clerk advised that this lock is particularly difficult to operate. It may be necessary to purchase a new combination lock.

In terms of inclusive play equipment, the Council was advised by Disability Challengers not to install a roundabout for wheelchair users as they perceived them to be dangerous. Basket seat swings were considered by Disability Challengers to be the most popular piece of playground equipment and this had been provided in the play area. The playground had only recently been upgraded and there is currently no budget for the provision of further playground equipment. When renewing the playground equipment, the Council will take accessibility into account.

It was proposed Cllr N Mitchell, seconded Cllr D Bird and unanimously **RESOLVED** that all existing equipment be retained.

#### **95-2019 - Highway Safety concerns – Park Barn Drive**

A resident of Wood Street Village had raised concern about the parked vehicles on the brow of the hill in Park Barn Drive which are creating a potential safety hazard.

Following discussion, it was agreed that the Parish Council write to the Guildford Joint Committee asking for an urgent review of the parking arrangements at this location.

#### **96-2019 - Commemorative bench to be located in Harry's Meadow**

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the Parish Council purchase a commemorative bench, including a stainless-steel plaque (the design 'Dale' by TDP) in memory of the late Derek Slaymaker, in recognition of the enormous contribution Derek made to the Parish during his term of office. A maximum budget of £750 & VAT was approved, including installation.

*Power to spend: PCA 1957, s1*

#### **97-2019 - Quarterly playground Inspection Reports March 2019**

A copy of the quarterly playground report had been issued to all members via email in advance of the meeting. The playground inspector had complimented the Parish Council on the excellent order the playgrounds are in.

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

Appendix 1 – Quarterly playground report – March 2019

Signed:

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Chairman of the General Purposes and Finance Committee  
Date: 25 April 2019