



**Minutes of the General Purposes and Finance Committee meeting held 6 June 2019  
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

**189-2019 – Present**

**Councillors:**

Chairman Cllr N Mitchell, Cllr G Adam, Cllr D Bird, Cllr P Cragg, Cllr A Creese, Cllr S Fisk, Cllr J Messinger (arrived 7.32pm) and Cllr T O’Toole.

**Officers of the Council:**

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

**Members of the Public:**

None present.

**190-2019 - Appointment of the Chairman for the municipal year 2019/2020**

It was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that Cllr N Mitchell be elected as Chairman of the Planning/General Purposes and Finance Committee for the municipal year 2019/2020. No other nominations being made Cllr Mitchell was duly elected.

**191-2019 - To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40**

Cllr Messinger had tendered her apologies for a potentially late arrival.

**192-2019 - 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.

**193-2019 - Declaration of non-pecuniary interests in accordance with the Council’s Code of Conduct**

No declarations were made.

**194-2019 - Declarations of gifts or hospitality over £25**

No declarations were made.

**195-2019 - Public participation**

No members of the public were present.

**196-2019 - Minutes of the previous Planning/General Purposes and Finance Committee meeting**

It was proposed Cllr S Fisk, seconded Cllr D Bird and unanimously **RESOLVED** that the minutes of the General Purposes and Finance Committee meeting held 25 April 2019 be agreed and signed by the relevant Chairman as a true record.

**197-2019 - Planning applications for consideration:**

**Planning application no: 19/P/00731 - 9 & 11, Bramble Close, Guildford, GU3 3BQ** - Single storey extension to rear of properties 9 and 11. New garage to the side of property number 11 - extension occupies the full width of the building and has a pitched roof.

**RESOLVED:** Leave to planners.

**Planning application no: 19/P/00809 - Glenlea, Liddington New Road, Guildford, GU3 3AH** - Proposed first floor front extension above new porch and first floor side extension above covered area.

**RESOLVED:** Leave to planners.

**Planning application no: 19/P/00791 - 5 Brocks Drive, Fairlands, Guildford, GU3 3ND** - Variation of condition 2 of planning application 18/P/1516 approved 08/10/2018

**RESOLVED:** Leave to planners.

**Planning application no: 19/P/00771 - 3-5 Slyfield Industrial Estate, Westfield Road, Guildford, GU1 1RR** - Erection of 550 solar panels on unit roof (retrospective application).

**RESOLVED:** Leave to planners.

**Planning application no: 19/P/00722 - 20 Frog Grove Lane, Wood Street Village, Guildford, GU3 3EX** - Application to widen the dropped kerb.

**RESOLVED:** Leave to planners.

**Planning application no: 19/P/00864 - Hillcot, Perry Hill, Worplesdon, Guildford, GU3 3RD** - Single storey rear extension and changes to fenestration.

**RESOLVED:** Leave to planners.

**Planning application no: 19/T/00115 - Worplesdon Rifle Range, Worplesdon Road, Worplesdon** - G1- group of 22 x Lombardy Poplars - pollard to a height of approx. 4.5-5m from ground level Oaks & Sycamores within the group - carefully fell in sections to near ground level:

- G2 Group of 6 x dead Elms - remove due to being dead.
- T1 Ash- remove one branch at 2.7m from over the roof and crown lift to give the roof 2m clearance. T2 Sycamore- Remove the five lowest branches from over the roof.
- T3 Sycamore- Remove the two lowest branches from over the roof and prune to give the roof 2m clearance.
- T4 Elm- dead remove
- T5 Sycamore- remove three lowest branches from over the garage side
- T6 Sycamore- remove three lowest branches from over the garage side

**RESOLVED:** Leave to tree officer.

**198-2019 - Invoices for payment**

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £16,274.11 be approved and signed.

**Table 1: Approved payment list 6.6.2019**

Payment list for approval - 6 June 2019								
Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
23.5.2019	23.5.20219	Online	Dryad Tree Specialists	Stump clearing - Nevins Copse	540.00	108.00	648.00	Tree surgery
22.5.2019	23.5.2019	Online	RMB Designs	Drawing for proposed Parish office & info for WYG	2,465.00	493.00	2,958.00	Professional advice
10.5.2019	23.5.2019	Online	T & S Tree Surgeons	Re-pollard 3 x willow trees	300.00	60.00	360.00	Tree surgery
16.5.2019	21.5.2019	Online	Guildford Borough Council	Uncontested election expenses	400.00	0.00	400.00	Election expenses
20.5.2019	21.5.2019	Online	Trevor Porter	Window cleaning Parish office outside only	12.00	2.40	14.40	Parish office
N/A	21.5.2019	Online	Salaries/exps/pension conts & Ers NI	Staff costs	7,887.20	0.00	7,887.20	Staff costs
17.5.2019	17.5.2019	Online	Second Life Products Wales Ltd	Recycled plastic bollards	1,339.60	267.92	1,607.52	Ward improvements
17.5.2019	17.5.2019	Dcard	Eventbrite	NALC Expo ticket - Cllr Fisk	18.50	3.70	22.20	Est. chgs
N/A	24.5.2019	Online	Worplesdon Primary School	Grant towards recreational facilities	450.00	0.00	450.00	Grant aid to wards
N/A	24.5.2019	Online	Wood Street Infant School	Grant towards recreational facilities	450.00	0.00	450.00	Grant aid to wards
3.6.2019	3.6.2019	Online	Mr P J Trevena	Materials for bench	17.60	0.00	17.60	Land management
31.5.2019	6.6.2019	Online	Knaphill Print Co Ltd	Newsletters and Annual Report	840.00	0.00	840.00	Parish newsletter
24.5.2019	6.6.2019	Online	WYG	Professional consultancy fee - April 2019 (parish office)	500.00	100.00	600.00	Professional advice
6.6.2019	20.6.2019	DD	O2	SIM card - VF	15.99	3.20	19.19	Est. chgs
<b>Total</b>					<b>£15,235.89</b>	<b>£1,038.22</b>	<b>£16,274.11</b>	

### 199-2019 - Land Management/Health and Safety Inspection Report

The Land Management/H&S report was issued to all members via email in advance of the meeting. The Clerk advised that the outstanding work has been drastically reduced over recent months.

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that a vote of thanks be made to all the staff for their hard work in carrying out the various tasks required to reduce the level of outstanding work.

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

#### Appendix 1 – Land Management/H&S report

The fire alarm sounded at 7.50pm. The room was duly evacuated and all present at the meeting were positioned at the emergency meeting point within 1 minute of the fire alarm sounding.

The meeting reconvened at 7.56pm.

### 200-2019 - Little Crickets Nursery

The existing service provider has advised that they are considering a potential new service provider to run the nursery and are seeking the views of the Cricket Club and Parish Council prior to any decisions being taken.

It was agreed that early years provision is a vital service, particularly in Wood Street Village given The Oval is recognised by the Office of National Statistics (ONS) as being an area of high social deprivation, especially in terms of Education and Skills.

Following discussion, it was **RESOLVED** that the Parish Council reply stating that, in principle, it has no objection to the proposal for a new service provider being sought to run the nursery.

#### **201-2019 - Grass cutting contract**

The Clerk advised that Guildford Borough Council has renewed its grass cutting agreement with Surrey County Council for a further two years. It appears that the new administration at Guildford Borough Council is happy with the current grass cutting arrangements. It is anticipated that the current grant will be increased by RPI for 2020/2021.

It was agreed that a working party be set up to review the grass cutting contract and the existing specification with a view to a new two-year contract being established.

The working party is to comprise:

- Cllr S Fisk
- Cllr J Messinger
- Cllr G Adam
- Cllr P Cragg

#### **202-2019 - Grass cutting of verges**

A request had been received from a resident of Jacobs Well for the Parish Council to cut the verges less frequently to allow wildflowers to grow.

The Council considered the request but felt that allowing the grass to grow long could potentially create trip hazards, (given that many of the verges have been driven over and now contain ruts), would result in residents getting wet feet when the grass is long, the area would appear untidy and long grass could affect sightlines.

The Clerk suggested that by way of compromise, to encourage biodiversity, a rectangular swathe of grass (size to be confirmed) be left in Harry's Meadow towards the Queen Anne Farm side of the meadow allowing sufficient width for the mower to cut fully around the rectangle. This area of grass could then be cut once a year. This would reduce the risk of brambles and saplings taking hold. Signage would need to be displayed to inform residents that this patch of grass has been left for biodiversity purposes. The members agreed with this suggestion, which would be raised with the JWRA at the next appropriate meeting.

The members confirmed they would be delighted to hear that residents are also taking a keen interest in providing bee friendly areas in their own gardens and avoiding the use of Glyphosate, which is deadly to bees.

#### **203-2019 - Data Protection Advisor (DPA)**

The Clerk advised that, Keith Dewey, is happy to assist the Parish Council but would prefer to assist on a voluntary basis as a Data Protection Advisor and suggested holding four meetings per year.

The members were very grateful that Mr Dewey is willing to assist on a voluntary basis and accepted his kind offer. The first meeting to be held with the officers on 15 July 2019.

#### **204-2019 - Potential Music Festival – Harry's Meadow?**

Two local residents had approached the Parish Council asking whether it would be possible to hold a family friendly Music Festival in Harry's Meadow in September at which local bands could perform, food and drink vendors could also be invited (e.g. Hunts Hill Farm, Silent Pool Gin Distillery, Hogs Back Brewery, Greyfriars, Denbies etc.). Suggested entrance fee to be utilised by the Parish Council for the benefit of the community.

Members discussed the request, but due to the current workload of the Council would not want the officers being involved.

It was agreed that the Parish Council seek the opinion of the JWRA in the first instance. If the JWRA had no objection, in principle, the Parish Council would be willing to hire the meadow for the event for a set fee – to be agreed. The organisers would be required to arrange the entire event including:

- completing an event application form and risk assessment
- obtaining the appropriate licences
- dealing with the advertising
- arranging sale of the tickets
- setting up and tidying away
- security at the event
- first aid
- sound system and staging

If the event were taken forward on this basis, the organisers would be permitted to retain the entrance fees.

### **205-2019 - Planning Training Event**

Unfortunately, the training dates offered by SALC clash with Parish Council meetings. It was, therefore, agreed that a bespoke training session be arranged with Lindsay Frost, who delivers the SALC planning training. Proposed dates to be circulated to members at the earliest opportunity. Total cost up to £400 & refreshments & VAT.

Training can be delivered for up to 20 people. This would enable the Parish Council to offer spaces to adjoining parish councils thereby reducing the overall cost of the training to the Council.

*Power to spend: LGA 1972 s111.*

### **206-2019 - Proposed Parish Office - Gravetts Lane Farm**

Cllr Mitchell gave a quick overview of the project to date, for the benefit of new councillors.

Unfortunately, WYG (the Council's planning consultant) had not been able to prepare the planning application and supporting documents in time for the meeting. Nonetheless, the consultant had advised the cycle parking needs to be relocated slightly. If desired, the external roller shutter door could be re-located to the side elevation now that the office is being re-orientated.

The updated plans were shown to the members.

Following discussion, it was agreed that the roller shutter be left on the rear elevation and that the cycle rack be re-located slightly. WYG to liaise with the architect over this matter.

Once the documents are submitted to the Parish Council for approval, it was agreed that the Clerk, Chairman and Vice-Chairman would check the documents for accuracy. Once any minor amendments had been made the planning application would be submitted to Guildford Borough Council.

### **207-2019 - For information:**

- (a) **Concurrent Functions Grant Aid** – a BACS payment of £7,374.75 was received from Guildford Borough Council 21 May 2019 being grant aid towards the new piece of play equipment in the Worplesdon Memorial Grounds and the new noticeboard in Broadacres.

Cllr D Bird stated that the new noticeboard had been well received by residents who are already taking advantage of the public side of the noticeboard.

**(b) Request to hold a children's party on Wood Street Village Green** – This matter is not to be pursued.

**(c) Surrey VE Day 75 – 8 May 2020** - [www.veday75.org](http://www.veday75.org) - It was agreed this information would be circulated to the various Residents' Associations. It is not the Parish Council's intention to participate directly in this event given the number of VE Day commemorative events which have already been undertaken by the Parish Council in recent years.

Meeting closed 9.02pm

Signed:

Chairman of the Planning/General Purposes and Finance Committee

Date: 18 July 2019