



**Minutes of the Planning/General Purposes and Finance Committee meeting 29 August 2019
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

291-2019 – Present

Councillors:

Chairman Cllr N Mitchell, Cllr G Adam, Cllr D Bird, Cllr P Cragg, Cllr A Creese, Cllr S Fisk and Cllr J Messinger.

Officers of the Council:

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

292-2019 - Apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence were received from Cllr T O'Toole.

Apologies and reason for absence accepted.

293-2019 - 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.

294-2019 - Amendments to the Register of Interests

No declarations were made.

295-2019 - To receive and consider written requests for new DPI dispensations

None were received.

296-2019 - Declaration of non-pecuniary interests in accordance with the Council's Code of Conduct

No declarations were made.

297-2019 - Declarations of gifts or hospitality over £25

No declarations were made.

298-2019 - Public participation session

No members of the public were present.

299-2019 - Minutes of the previous Planning/General Purposes and Finance Committee meeting

It was proposed Cllr S Fisk, seconded Cllr A Creese and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 18 July 2019 be agreed and signed by the Chairman as a true record.

300-2019 - Planning applications for consideration:

Planning application no: 19/T/00195 - Rudge Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RE - Crown lift to 3 metres the branches of the beech tree in the front garden of Rudge Cottage which overhang Lavender Tree and are obstructing the driveway/garden.

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

301-2019 - Invoices for payment

It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that payments to the value of £9,017.02 be approved and signed.

| Payment list for approval - 29 August 2019 | | | | | | | | |
|--|------------|--------------|--|---|------------------|----------------|------------------|--------------------|
| Date of invoice | Date paid | Payment type | Payee: | Details: | Net | VAT | GROSS | Budget heading |
| 30.6.2019 | 7.8.2019 | Online | Nigel Jeffries Landscapes | Maintenance of flower borders | £236.00 | £47.20 | £283.20 | Land management |
| 6.8.2019 | 20.8.2019 | DD | O2 | SIM card - VF | £15.99 | £3.20 | £19.19 | Est. chgs. |
| 7.8.2019 | 21.8.2019 | DD | O2 | SIM card - GW | £16.23 | £3.25 | £19.48 | Est. chgs. |
| 13.8.2019 | 29.8.2019 | Online | Trevor Porter Window Cleaning Services Ltd | Parish office | £12.00 | £2.40 | £14.40 | Parish office |
| N/A | 29.8.2019 | Online | Staff costs | PAYE/NIC/Pension conts Ee's & Er's & Salary/mileage | £7,872.35 | £0.00 | £7,872.35 | Staff costs |
| 19.8.2019 | 19.8.2019 | Online | The Safety Supply Company | PPE (drug paraphernalia removal) | £95.33 | £19.07 | £114.40 | Est. chgs. |
| 12/07/2019 | 12/07/2019 | Dcard | Surrey Hills Enterprises | Rural Economy Conference x 2 delegates | £91.66 | £18.34 | £110.00 | Training |
| N/A | 29.8.2019 | Online | Guildford Young Carers | Donation - Event for young carers in Guildford | £50.00 | £0.00 | £50.00 | Donations |
| 15.8.2019 | 29.8.2019 | Online | Knaphill Print Co Ltd | 3,600 newsletters | £420.00 | £0.00 | £420.00 | Parish newsletters |
| 29.7.2019 | 29.8.2019 | Online | Bin Shop | Additional cost for dual colour dual purpose litter bin for the Memorial Ground | £95.00 | £19.00 | £114.00 | Ward improvements |
| Total | | | | | £8,904.56 | £112.46 | £9,017.02 | |

302-2019 - Land Management/Health and Safety Inspection Report

A copy of the report had been issued to all members, via email, in advance of the meeting.

Concern was raised about the drug paraphernalia in Harry's Meadow. This had been raised with PCSO Downham who had kindly offered to undertake additional patrols as and when time permits.

Appendix A – Land Management/Health and Safety Inspection Report.

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

303-2019 - Residents' Survey 2019

The draft Residents' Survey had been circulated to members of the Committee in advance of the meeting. Cllr Messinger had approached Walking on Air who have kindly agreed to provide either a massage or reflexology treatment as the prize for the prize draw.

Members considered the draft survey. It was proposed Cllr D Bird, seconded Cllr J Messinger and unanimously **RESOLVED** that subject to a minor change in respect of the provision of dual-purpose litter bins, the draft survey be approved.

The survey is to go live on 13 September 2019. The deadline for responses is 11 October 2019.

Members **RESOLVED** that paper copies of the survey be placed at the following locations:

- The Worplesdon Memorial Hall
- FLGCA Community Centre
- Jacobs Well Village Hall
- Fairlands Post Office
- Jacobs Well Post Office
- Fairlands Drs Surgery
- Wood Street Infant School
- Worplesdon Primary School
- Rydes Hill School
- Worplesdon Pre-School
- Christopher Robin Day Nursery
- Little Crickets Nursery
- The Cricketers Pub
- White Hart Pub
- Royal Oak Pub
- Jolly Farmer Pub
- Worplesdon Place Hotel
- Worplesdon View Care Home

304-2019 - To review and approve the Grass Cutting Contract and the updated grass cutting specification

The Clerk advised the Council will need to go out to tender in October 2019. The current grass cutting schedule is currently being updated, however, it will take time to calculate the area of grass in square metres that requires to be cut. Calculating the area of grass to be cut is, however, a one-off job.

This item is to be on the agenda of the October Full Council meeting.

305-2019 - Procurement of a works van

The Parish Council has applied for, and been awarded, a Crown Commercial Service (CCS) discount, which provides a significant discount when purchasing a new vehicle. Provisional costs, which included the CCS discount were put to

the Committee for their consideration and an enquiry had been made to Guildford Borough Council asking whether they had any second-hand vans for sale. A quotation was still awaited from Citroen.

The Committee agreed that investigations should continue and that this matter be included on the agenda for the September Full Council meeting.

306-2019 - Councillor Assistance – Action Plan required

As per the Staffing Committee's recommendation councillors are required to provide assistance to the officers.

The following table of activities was agreed:

Table 1: Activities with which Councillors need to assist

| Activity | Lead councillor |
|---|---|
| IT | Cllr D Snipp |
| SDR/VAS | Cllr N Mitchell, Cllr G Adam and Cllr P Cragg |
| CSW | Cllr A Creese, Cllr S Fisk |
| Placing agenda/notices on the notice boards | Cllr J Messenger |
| Newsletter delivery to key locations in the Parish | Cllr J Messenger |
| Preparing for events (30 November event) | Cllr S Fisk |
| Organising work parties | Cllr S Fisk |
| Work party required at the junction of Aldershot Road/Gravetts Lane | Cllr S Fisk with assistance from Cllr P Cragg, Cllr G Adam, Cllr N Mitchell, Cllr A Creese, Cllr J Messenger. |
| Jacobs Well Recreation Ground | Cllr S Fisk with assistance from Cllr P Cragg, Cllr N Mitchell, Cllr A Creese, Cllr J Messenger |
| Door to Door drop w/c 4 November 2019 – Jacobs Well | Cllr S Fisk/Cllr A Creese – with assistance from as many councillors as possible. |

It was proposed Cllr S Fisk, seconded Cllr A Creese and **RESOLVED** that a banner be purchased for display outside Jacobs Well Village Hall advertising the Community Engagement event which is being held on Saturday 30 November between 2pm and 4.30pm in the Village Hall.

Power to spend: LGA 1972 s111

307-2019 – Training sessions September/October 2019

Finance training session:

Following discussion, it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the cost of a bespoke finance training session to be approved. Minimum cost £450 & VAT. Maximum cost £600 & VAT. Any spare places to be offered to local parish councils £60 per delegate. Date to be confirmed.

Power to spend: LGA 1972 s111

Legal and Finance training session

It was agreed that places be booked for the Clerk, Cllr S Fisk and Cllr N Mitchell. Cost per delegate £120 & VAT.

Power to spend: LGA 1972 s111

308-2019 - Guildford Play Scheme

A request for a grant of £500 had been received from Disability Challengers for the benefit of six disabled children from the Parish of Worplesdon who regularly attend the Guildford Play Scheme.

The Clerk advised that the grant allocation for the financial year 2019/2020 has been utilised, therefore, if a grant were to be awarded in 2019/2020, it would need to be funded from the Contingency Fund.

Following discussion, it was proposed that the application be considered for the financial year 2020/2021 if the applicant wishes.

The Clerk to liaise with Disability Challengers as soon as practicable.

309-2019 - Replacement log-bench and logs along the track in the Jacobs Well Recreation Ground

Three quotations have been sought; however, none have yet been received. This matter will be followed up in due course.

310-2019 - Accessibility Statement (Parish website)

The Clerk advised that a few more checks were required before the Accessibility Statement can be completed.

This item was therefore deferred until the October Planning/General Purposes and Finance Committee meeting.

Meeting closed 8.47pm.

Signed

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Chairman of the Planning/General Purposes and Finance Committee
10 October 2019