



**Minutes Planning/General Purposes and Finance Committee meeting held 21 November 2019  
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.31pm**

**399-2019 – Present**

Chairman Cllr N Mitchell, Cllr G Adam, Cllr D Bird, Cllr A Creese, Cllr M Fance, Cllr J Messenger and Cllr D Snipp.

**Officers of the Council**

Mrs G White – Clerk to the Council

Mrs V Fear – Assistant Clerk

**400-2019 - Apologies and reason for Absence in accordance with the LGA 1972, Sch 12, para 40**

Apologies and reason for absence had been received from Cllr P Cragg, Cllr T O'Toole and Cllr S Fisk. Apologies and the reason for absence were accepted.

Cllr M Fance substituted for Cllr T O'Toole.

Cllr D Snipp substituted for Cllr S Fisk.

**401-2019 - 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.

**402-2019 - Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct**

Cllr J Messenger declared an interest in item 13 of the agenda – writing a monthly report for the Guildford Dragon.

**403-2019 - Declarations of gifts or hospitality over £25**

No declarations were made.

**404-2019 - Minutes of the previous Planning/General Purposes and Finance Committee meeting**

It was proposed Cllr G Adam, seconded Cllr M Fance and **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 10 October be approved by the Chairman as a true record.

**405-2019 - Planning applications for consideration:**

**Planning application no: 19/P/01883 - 21 Gravetts Lane, Guildford, GU3 3JR** - Single storey rear extension.

**RESOLVED:** Leave to planners.

**Planning application no: 19/P/01877 - 2 White Hart Lane, Wood Street Village, Guildford, GU3 3DZ** - Proposed single storey front extension and internal alteration.

**RESOLVED:** Leave to planners.

**Planning application no: 19/P/01629 - Holly View, Holly Lane, Worplesdon, Guildford, GU3 3PA** - Conversion of shop to habitable accommodation, new two storey front bay window, new front porch, first floor rear balcony, new rear canopy, changes to front fenestration, 3 bay garage and new shop with workshop/storage above with new parking area following demolition of 3 derelict outbuildings.

**RESOLVED:** Leave to planners.

**Planning application no: 19/T/00287 - Mulberry Cottage, Coombe Lane, Worplesdon, Guildford, GU3 3PF** - T1 Oak - fell.

**RESOLVED:** Leave to tree officer.

#### **406-2019 - Invoices for payment**

It was proposed Cllr M Messinger, seconded Cllr D Bird and unanimously **RESOLVED** that payments to the value of £34,474.46 be approved.

#### **Payment List – 21 November 2019**

<b>Code</b>	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Training	07/10/2019	Clerk's Manual 2019	SLCC	47.50	0.00	47.50
Establishment Charges	07/10/2019	Postage	SLCC	4.00	0.00	4.00
Establishment Charges	17/10/2019	Adobe DC Pro	Adobe	12.64	2.53	15.17
Training	17/10/2019	SLCC Practitioner's Conference Feb 2020	SLCC	634.00	77.80	711.80
Establishment Charges	30/10/2019	Broad band/land line/phone calls & one-off charge	BT PLC	286.10	57.22	343.32
Land Management	04/11/2019	Topsoil	Spooners Turf	62.50	12.50	75.00
Land Management	04/11/2019	Daffodil bulbs	J Parker's Wholesale	57.96	11.58	69.54
Parish Office	13/11/2019	Window cleaning - parish office - outside only	Trevor Porter Window Cleaning Service	12.00	2.40	14.40
Playground Repairs	13/11/2019	Annual playground inspections	The Play Inspection Company	325.00	65.00	390.00
Grass Cutting	13/11/2019	Grass cutting	Nurture Landscapes Ltd	2,457.75	491.55	2,949.30
Grass Cutting	13/11/2019	Grass cutting St Mary's Churchyard	Nurture Landscapes Ltd	446.88	89.38	536.26
Land Management	13/11/2019	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	118.00	23.60	141.60
Tree Surgery	13/11/2019	Remove dead willow tree - White Hart Lane	Forest and Garden Timber Services	480.00	96.00	576.00
Establishment Charges	13/11/2019	Room hire July - December 2019	Worplesdon Memorial Trustees	542.00	0.00	542.00
Works vehicle	13/11/2019	Mitsubishi PHEV Outlander	The Colt Car Company Ltd	19,608.05	5,008.95	24,617.00
Chairman's Allowance	14/11/2019	Black ribbon collarette for the Chairman's civic pendant	Thomas Fattorini Ltd	21.05	4.21	25.26
Establishment Charges	14/11/2019	PPE - Assistant Groundsman	Mr J N White	1.00	0.00	1.00
Establishment Charges	14/11/2019	PPE - Assistant Groundsman	Mr J N White	19.14	3.82	22.96
Contingency Fund	19/11/2019	Gates and posts - Harry's Meadow	Street Furnishings Ltd	2,188.38	437.67	2,626.05

Training	19/11/2019	Clerk's Networking Day - November 2019	SSALC Ltd	220.00	44.00	264.00
Establishment Charges	19/11/2019	Office materials	Mr P J Trevena	0.60	0.00	0.60
Land Management	19/11/2019	2 x pitch forks for clearing gullies	Mr P J Trevena	21.58	4.32	25.90
Ward Improvements	19/11/2019	Rough sawn timber	Mr P J Trevena	3.42	0.00	3.42
Chairman's Allowance	19/11/2019	Refreshments - Flood Forum	P Trevena - Costco	3.19	0.63	3.82
Chairman's Allowance	19/11/2019	Refreshments - Flood Forum	Mr P J Trevena	25.69	0.00	25.69
Playground Repairs	19/11/2019	Wet and forget	P Trevena - Costco	18.99	3.80	22.79
Establishment Charges	21/11/2019	Office materials	Screwfix	4.92	0.98	5.90
Land Management	21/11/2019	Oil, petrol, PPE	Mr J N White	43.13	8.63	51.76
Equipment Maintenance	21/11/2019	Sthil leaf blower	Honey Bros Ltd	260.94	52.19	313.13
Establishment Charges	21/11/2019	Stationery	Caboodle	41.08	8.21	49.29
<b>Total</b>				<b>27,967.49</b>	<b>6,506.97</b>	<b>34,474.46</b>

#### 407-2019 - 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.

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

The Committee was pleased to note that the additional work being carried out since the Assistant Groundsman was appointed is being appreciated by local residents. The Groundstaff and Admin staff have received thanks from residents who have expressed their gratitude for the positive improvements that are taking place.

Appendix 1 – Land Management/Health and Safety Inspection Report.

#### 408-2019 - Compliance with Health and Safety Law

The Committee considered the work of the Parish Council to ensure that the Parish Council is fulfilling its duties with regard to Health and Safety legislation. The Clerk to the Council confirmed that every time work is undertaken a copy of the contractor's Risk Assessment, Method Statement and Public Liability certificates are requested to provide an audit trail.

The Council has a duty to comply with the Health and Safety Act 1974 and the Health and Safety at Work Regulations 1999. The Council must take particular care to ensure that under 18s, pregnant women, elderly, vulnerable and disabled people are not put at unnecessary risk. Whilst the Council, as a Corporate Body, is responsible for Health and Safety, councillors, contractors and staff must also do everything possible to protect their own and other people's safety at all times.

It was agreed that the Groundstaff be offered the following:

- Hep B and Hep C injections (protection against infection as a result of emptying the bins and litter picking)
- Kevlar trousers to protect against the risk of cuts/slashes whilst emptying the bins
- Gloves, goggles and ear protectors are required to be worn together with the appropriate Hi-Vis jackets.

The Clerk advised that the Groundstaff should be offered suitable uniform to protect them from sun damage during the summer and should also be provided with sun protection lotion.

It was agreed, that in future, the Staffing Committee will discuss health and safety at its meetings, which are now scheduled to be held on a quarterly basis.

#### **409-2019 - To consider the draft budget (precept) for the financial year 2020/2021**

The draft budget had been updated in light of the working party's recommendations.

The revised budget was tabled for discussion, following which it was proposed Cllr N Mitchell, seconded Cllr D Snipp and unanimously **RESOLVED** that:

- The cost of the Office 365 licences (£1,000pa) be allocated to the IT budget from the Establishment Charges budget.
- A budget of £10,000 be set aside to enable either (a) a new part-time member of admin staff to be appointed, or (b) the existing staff to be paid additional hours subject to the recommendations of the Staffing Committee.

A vote took place: 6 voted in favour, Cllr G Adam objected on the grounds that it is not the Staffing Committee's role to approve the budget.

The Clerk was instructed to re-issue David Carden's report from December 2018. The Clerk advised that she will be preparing a report for the Staffing Committee early next week.

#### **410-2019 - Online information booklet**

To consider creating an online brochure detailing the groups, activities, businesses and services that local residents can access within the Parish as per Chiddingfold Parish Council.

The Clerk had brought a copy of Sunningdale Parish Council's brochure, which is of a similar nature. This brochure is self-funded by virtue of business adverts.

Following discussion, it was agreed that a working group be set up comprising at least one councillor from each ward. The admin staff are not to be involved with this project due to their existing workloads. A councillor will be therefore required to lead this project.

The ward members are to introduce themselves to the local businesses and local organisations, with the intention that this will reinstate the community links that have been established over previous decades; will provide residents with information about the services and activities available in the Parish and will also promote the work of the Parish Council.

#### **411-2019 - Monthly online newspaper article for the Guildford Dragon**

Cllr Messinger advised that she had been approached by the editor of the Guildford Dragon, as an individual, to submit a monthly round-up of events/activities taking place within the Parish - to include Worplesdon Parish Council amongst all other aspects of the Parish.

The Committee had no objection to the proposal and wished Mrs Messinger well with this project.

#### **412-2019 - Monthly budget report**

The September 2019 monthly budget report was circulated following the previous full council meeting. It was proposed Cllr G Adam, seconded Cllr D Snipp and unanimously **RESOLVED** that the September monthly budget

report be approved and signed.

The Clerk stated that during the recent internal audit, the Internal Auditor had advised that it is unnecessarily bureaucratic to place the bank reconciliation and the monthly budget reports on the website. All that is necessary is to report, via the minutes, that the bank reconciliation and monthly budget report have been reported to, and approved by, the Parish Council and that the Council should consider adopting the NALC model Financial Regulations 2019 at the earliest opportunity.

A discussion then took place regarding the procedure for updating the Financial Regulations. It was agreed that an informal working group be set up with a Lead Member to steer the meeting. The Lead Member to take into account councillor and staff comments. It was agreed that Cllr G Adam and Cllr D Snipp would initially compare the current Financial Regulations with the existing Financial Regulations with a view to simplifying the current processes, which are considered to be overly restrictive and burdensome in terms of staff time. A working party meeting would then be called to enable all members of the Council to discuss the proposed Financial Regulations.

#### **413-2019 – Clerk's Technical Networking Day – 7 November 2019**

The officers gave the following report:

The event had been useful and informative. Four workshops are held during the day, which meant that each member of staff attended two workshops.

The Assistant Clerk attended the:

- **Dealing with Pressure/Stress workshop** – which had been very good. The Council's attitude to allow dogs to work and having two members of staff to enable worries to be discussed and addressed were both perceived to be positive steps in dealing with stress.
- **Operation London Bridge workshop** – These are the protocols and plans which must be observed when a key member of the Royal family or senior member of parliament pass away. The requirement of the Parish Council is less onerous than initially proposed.

The Clerk to the Council attended the:

- **Social media/communication workshop** – Many of the clerks stated that social media can have a negative, as well as a positive impact. Worplesdon Parish Council is successfully using all the recommended means of communication. Whilst social media has a place in terms of communication, paper flyers and paper newsletters are still considered to be important. The best form of communication is face to face i.e. door knocking.
- **Strategic Plan/Business Plan** – The Parish Council's Strategic Plan and Business Plan fully meet the guidance provided. Worplesdon Parish Council is considered by SALC and other local authorities to be extremely proactive and is seen as a leading light in the local government sector. Other clerks from East and West Sussex have asked for copy documents following the event.

Additionally, two presentations were made. The first presentation addressed cyber security and the forthcoming regulations that local authorities will have to abide by. The second presentation looked at climate change and what councils can do to improve their carbon footprint/reduce emissions. The Clerk advised that Worplesdon Parish Council is actively taking steps to address climate change – e.g. the planting of 420 trees donated by the Woodland Trust, leaving lights off in the office, recycling within the office, recycling litter from the public litter bins (even if the litter bins are not dual purpose), the purchase of a petrol/electric hybrid vehicle, the use of local companies, the installation of a cycle rack at the Wood Street Village Community Car Park, the installation of roof lights in the

proposed parish office, to provide as much natural daylight as possible, and the installation of cycle racks at the proposed parish office to encourage modal shift as well as the creation of wildflower areas where possible.

Cllr Creese proposed the next copy of the Parish Council newsletter should contain a green theme highlighting the work of the Council to reduce climate change.

#### **414-2019 - Safe Drive Stay Alive**

Cllr N Mitchell had attended the Safe Drive Stay Alive VIP Performance at Dorking Halls on 7 November 2019. He read a report to the Council and encouraged all members to attend the performance next year. The campaign is designed to be hard hitting and extremely thought provoking. Cllr Mitchell considered the £500 donation awarded by Worplesdon Parish Council, to be money well spent.

Appendix 1 – Cllr Mitchell's report

Meeting closed 9.35pm

Signed:

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Chairman of the Planning/General Purposes and Finance Committee  
Date: 30 January 2020