



**Minutes of the Planning/General Purposes and Finance Committee meeting  
held virtually on Thursday 4 June 2020 at 7.40pm**

**152-2020 - Present**

**Councillors:**

Chairman Cllr N Mitchell, Cllr G Adam, Cllr A Creese, Cllr P Cragg, Cllr J Messinger and Cllr T O'Toole.

Cllr D Bird was absent from the meeting.

**Officers of the Council:**

Mrs G White – Clerk to the Council

Mrs V Fear – Assistant Clerk

**Members of the public:**

Paula Aldred, the owner of the personal trainer business, was present.

**153-2020 - To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40.**

None received.

**154-2020 - 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.

**155-2020 - Declaration of Non-pecuniary interests in accordance with the Council's Code of Conduct**

Cllr J Messinger and Cllr G Adam declared non-pecuniary interests in items 10, 14 and 15 on the agenda.

**156-2020 - Declarations of gifts or hospitality over £25**

No declarations were made.

**157-2020 - Public participation session – 10 minutes**

Paula Aldred addressed the Council about her application to use the MUGA hardstanding to deliver her personal training sessions in the event of wet weather (provided no children are using the area). Training is either delivered as 1-1 or 1-2 at most. The sessions would be held between 6pm and 7.30pm on a Tuesday and Thursday.

Ms Aldred holds appropriate Public Liability insurance.

A separate application has been made to the Worplesdon Memorial Trustees who are responsible for the rest of the Memorial Ground.

**158-2020 - Request received for permission to use the Parish Council's play area for the delivery of personal training sessions**

The Committee then **RESOLVED** to move item 15 up the agenda.

Following discussion, it was proposed Cllr G Adam, seconded Cllr P Cragg and **RESOLVED** that approval for use of the MUGA area by Ms Aldred during wet weather (only when children are not present) during her weekly training sessions be granted, with immediate effect.

A vote took place: 4 in favour, Cllr J Messinger voted against, Cllr A Creese abstained. Motion carried.

The Clerk recommended charging a peppercorn rent, however, the Committee decided that no charge would be payable.

The Clerk to draw up an Agreement for signature by both parties at the earliest opportunity.

Ms Aldred left the meeting at 7.55pm

**159-2020 - Minutes of the previous Planning/General Purposes and Finance Committee meeting**

It was proposed Cllr G Adam, seconded Cllr A Creese and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 12 March 2020 be agreed and signed by the Chairman as a true record.

The Chairman showed the signed minutes to the meeting.

**160-2020 - Planning applications for consideration:**

**Planning Application No: [20/P/00650](#) - Sundial Plain, The Avenue, Worplesdon, Guildford, GU3 3RA**

Proposed change of use of existing double garage into a one-bedroom annexe, including changes to fenestration and insertion of balcony and decking, for the incidental use of the main dwelling.

**RESOLVED:** Request the following condition be applied if planning permission is granted:

- The use of the building must remain ancillary to the main dwelling.

**Planning Application No: [20/P/00715](#) - 26 Liddington Hall Drive, Guildford, GU3 3AE** - Front porch together with pitched roof to front of existing garage.

**RESOLVED:** Leave to planners.

**Planning Application No: [20/P/00790](#) - 112 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA** - Listed building consent for the replacement of 2 No. French doors.

**RESOLVED:** Leave to planners.

**Planning Application No: [20/P/00797](#) - Meadowcroft, Keens Lane, Guildford, GU3 3JT** – Demolition of the existing single storey building and development of the site into a terraced block of 3 x two-story dwellings with associated parking and amenity space.

**RESOLVED:** That the Parish Council object to this planning application on the following grounds:

- Ingress and egress to the proposed properties is unsafe. Keens Lane is a narrow lane. Cars already park on the pavement in Keens Lane around the bell mouth into Sime Close, opposite the proposed development, which further reduces the width of the lane.
- There is a lack of visitor parking facilities which would exacerbate existing on-street parking issues.
- Sightlines into the plot are impeded by the neighbour's hedging.
- The proposal represents over-development of the site.

**Planning Application No: [20/P/00786](#) - 186 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HD**  
Proposed single storey detached brick/block outbuilding following demolition of existing timber outbuilding.

**RESOLVED:** Request the following condition be applied if planning permission is granted:

- The use of the building must be ancillary to the main dwelling.

Members also wished to comment that timber cladding would have been more in keeping than brick. (Cllr Adam disagreed with this comment).

**Planning Application No: [20/P/00823](#) - Edge Lea, Blanchards Hill, Jacobs Well, Guildford, GU4 7QR -**  
Demolition of existing chalet bungalow, and construction of a pair of semi-detached houses.

**RESOLVED:** That the Parish Council raise concerns about the adequacy of the access and egress to plot A.

#### 161-2020 - Invoices for payment

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that payments to the value of £21,293.71 be approved and signed. Both councillors to sign the payments list in the office as soon as practicable. It was agreed that, for biosecurity purposes, Cllr P Cragg and Cllr G Adam would be responsible for signing off the payments until the Covid-19 restrictions have been fully lifted, to reduce the number of visitors to the parish office.

#### Payments list 4.6.2020

Code	Date	Description	Supplier	Net	VAT	Total
Chairman's Allowance	08/05/2020	Flowers for VE Day 75	Cllr A Creese	30.98	0.00	30.98
Land Management	12/05/2020	Safety gloves PPE	Safety.gloves.co.uk	50.76	10.15	60.91
Establishment Charges	12/05/2020	Personal desktop screen protector	Coveya	116.00	23.20	139.20
Establishment Charges	12/05/2020	Hand sanitiser 5L	Pass.co.uk	69.95	13.99	83.94
Establishment Charges	13/05/2020	External back-up	RISC Group	32.09	6.42	38.51
Establishment Charges	14/05/2020	SIM card bill	Three	32.32	6.46	38.78
Grass Cutting	22/05/2020	Grass cutting	Holly Landscape and Training	2,541.26	508.25	3,049.51
Community Car Park	22/05/2020	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	27.00	5.40	32.40
PC Grant Aid to Wards	22/05/2020	St Mary's Churchyard - grass cutting	Holly Landscape and Training	450.00	90.00	540.00
Land Management	22/05/2020	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	120.00	24.00	144.00
Salaries	22/05/2020	Staff costs	Staff costs	7,959.64	0.00	7,959.64
Land Management	22/05/2020	Hire of storage container MW	Activate Learning	65.00	0.00	65.00
Land Management	22/05/2020	Hire of storage container MW	Activate Learning	105.00	0.00	105.00
Parish Office	22/05/2020	Office supplies	Morrisons	4.97	0.00	4.97
Audit Fees	28/05/2020	Internal audit fee - 2019/2020	Mulberry & Co	120.00	24.00	144.00

Approved by the Planning/General Purposes and Finance Committee 16 July 2020

IT budget	28/05/2020	Subscription	Zoom Pro	11.99	2.40	14.39
Revenue Works vehicle	03/06/2020	Fuel for works van	Allstar Fuel	38.39	7.68	46.07
Parish Office	04/06/2020	Window cleaning - parish office - outside only	Trevor Porter Window Cleaning Service	12.00	2.40	14.40
Playground Repairs	04/06/2020	Quarterly playground inspections	Dick Randall Services Ltd	200.00	40.00	240.00
Parish Office	04/06/2020	Rent parish office - 24.6.2020 - 28.9.2020	Perry Hill Chartered Surveyors	4,000.00	800.00	4,800.00
Grass Cutting	04/06/2020	Grass cutting	Holly Landscape and Training	2,541.26	508.25	3,049.51
Chairman's Allowance	04/06/2020	Greetings cards	Mrs G F White	2.50	0.00	2.50
Parish Newsletter	04/06/2020	3,600 newsletters and Annual Reports	Knaphill Print Co Ltd	690.00	0.00	690.00
<b>Total</b>				<b>19,221.11</b>	<b>2,072.60</b>	<b>21,293.71</b>

## 162-2020 - Land Management/Health and Safety Inspection Report

The Assistant Clerk had prepared the Land Management/Health and Safety Inspection Report, which had been emailed to all members via in advance of the meeting.

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

### Appendix 1 - Land Management and Health and Safety Report

## 163-2020 - Worplesdon Parish Council tennis courts – currently closed following introduction of the Covid-19 restrictions

Government guidance as at 4.6.2020 regarding the use of tennis courts states:

### Costs of reopening

The government will not help meet the cost of reopening and it will be for each organisation to determine whether it is right for them to re-open at this time.

### Keeping facilities and equipment clean

Cleaning protocols should be put in place to limit coronavirus transmission in public places. It is advised that touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning.

Frequent cleaning of work areas and equipment between use, using your usual cleaning products, is advised. As is clearing workspaces and removing waste and belongings from work areas at the end of shifts.

(Source: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation>)

The Committee considered requests from the Worplesdon Tennis Club, the Tennis Club's coach, and members of the public to re-open the public tennis courts.

Taking into consideration the Government's requirements for hand sanitation, keeping touch points clear and cleaned between court bookings, the lack of an online court booking system (the Tennis Club had confirmed it was unable to assist the Parish Council with allowing the use of its own online booking system), the inability of the Hall Manager (who is currently furloughed) or Parish Council staff to monitor use of the courts and to take cash from the

bookings, it was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that the courts will be kept closed until they are officially handed back to the Worplesdon Memorial Trustees on 27 July 2020.

On the 27 July 2020 all previous Agreements between the Worplesdon Memorial Trustees and the Tennis Club will cease and the Parish Council will have no responsibility for maintenance of the courts, disabled parking bays, fencing, tennis court net, footpaths or grass cutting in the Memorial Ground.

The Parish Council will, however, remain responsible for maintenance of the play area including cutting the grass within the play area.

#### **164-2020 - WW1 litter bin, Harry's Meadow – Jacobs Well**

Cllr Creese and the Groundsman have raised concern about this bin being predominantly used as a receptacle for dog waste. The JWRA (Jacobs Well Residents Association) had requested the bin be relocated away from the bench due to the smell.

Following discussion, it was concluded that the majority of the issue is being caused by local dog walkers who should take their dog's waste home with them. It was proposed Cllr G Adam, seconded Cllr J Messinger and unanimously **RESOLVED** that a sign be put on the WW1 bin asking people to respect the war memorial by not putting dog waste in the bin and that an additional litter bin will be placed, in the meadow, by the gate nearest the car park.

It was also agreed that the JWRA be asked to publicise, via their Facebook site and via the newsletter (once it recommences) asking residents to respect the purpose of the WW1 bench and litter bin which is to enable residents to sit in quiet reflection in this area of the meadow.

Anticipated cost including installation £600 & VAT.

*Power to spend: Litter Act 1983, ss5 and 6*

#### **165-2020 - To consider reducing the number of Office 365 licences currently held (by four licences) and to consider upgrading the Members' licences to include Outlook**

Due to the current casual vacancies, the Parish Council has been paying for more Office 365 licences than it requires, additionally Members currently have to access their emails via the Office 365 portal. Cllr D Snipp had recommended upgrading the Members' licences so that they have access to the Outlook app to make accessing Parish Council emails easier.

The Clerk had therefore contacted BT, as a result of which four of the Office 365 'essential' licences (now rebranded as 'basic' licences) had been cancelled and one licence had been upgraded to a 'premium' licence (now rebranded as a 'standard' licence), bringing the total number of standard licences to three. Each of the standard licences have access to five downloads of the Microsoft Office Suite.

Due to the difficulty of contacting BT during the pandemic, the Clerk had proceeded with a new 12-month contract using delegated powers. This action will result in an annual saving of £472. If new councillors are co-opted onto the Council, it will be necessary to purchase additional licences.

#### **166-2020 - Three vacancies on the Council – to consider arranging a recruitment drive (as and when the Covid-19 restrictions are lifted)**

It was agreed that a recruitment exercise would be beneficial. The Clerk advised that many Councils find the best place to find new recruits is via the local pubs!

Councillors were asked to phone anyone they feel may be interested in joining the Parish Council, which historically has always been the most successful method of attracting new Members.

This matter would be further considered once the Covid-19 restrictions are fully lifted.

**167-2020 - To reflect the change in charitable status of the Worplesdon Memorial Trustees a Land Transfer for the Worplesdon Memorial Ground will be required**

Cllr G Adam advised that in 1919, when the Worplesdon Memorial Trustees were established, charitable law did not permit the Trustees to own the Memorial Grounds. Worplesdon Parish Council was appointed as the custodian trustee and were required to register the land with HM Land Registry on behalf of the Worplesdon Memorial Trustees.

The Worplesdon Memorial Trustees' application to become a Charitable Incorporated Organisation (CIO) has now been approved by the Charity Commission as a result of which the new CIO is lawfully allowed to hold the land in its own right. Cllr G Adam asked Worplesdon Parish Council to work with the new CIO to enable the land transfer to take place.

In principle, the Planning/General Purposes and Finance Committee had no objection to the land transfer, subject to each party meeting its own legal fees. Anticipated cost £1,500 - £3,000.

Following discussion, it was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that the Clerk approach two local specialist solicitors for a quotation.

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

**168-2020 - Date of next Planning/General Purposes and Finance Committee meeting: 16 July 2020.**

Meeting closed 8.47pm

Signed:

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Chairman of the Planning/General Purposes and Finance Committee  
Date: 16 July 2020