



**Minutes of the Full Council meeting held
Unit 2 Saxton, Parklands, Railton Road, Guildford, GU2 9JX
on Thursday 1 July 2021 at 7.30pm**

207-2021 - Present

Councillors:

Cllr B Ahier, Cllr D Bird, Cllr P Cragg (Chairman of the meeting), Cllr A Creese, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE and Cllr B Nagle.

Officers of the Council:

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

Public:

Cllr B McShee and Cllr K Witham were present, virtually, for part of the meeting.

208-2021 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reason for absence had been received from Cllr G Adam, Cllr M Fance, Cllr T O'Toole, Cllr C Riley, and Cllr T Webber.

Cllr D Paul sent retrospective apologies.

209-2021 - Public participation session

No members of the public were in attendance.

210-2021 - Declaration of Disclosable Pecuniary Interests (DPIs) by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

211-2021 - Amendments to the Register of Interests

No declarations were made.

212-2021 - To receive and consider written requests for new DPI dispensations, if any

No dispensation requests were received.

213-2021 - Declaration of Non-pecuniary interests

Cllr J Messinger declared an interest in planning application no: [21/P/01287](#)

214-2021 - Declaration of gifts or hospitality over £50

No declarations were made.

215-2021 - Borough Councillor's report

Cllr B McShee gave the following report via Zoom:

a) Combining of services and administrative functions – Guildford Borough Council and Waverley Borough Council

In February this year, the executive committees at Guildford and Waverley endorsed working more closely together and, with the support of the Local Government Association, have been exploring potential options for combining services and administrative functions. A decision on the next step for partnership will be agreed at the Full Council meeting on the 6th of July.

The options could potentially lead to savings and better, more sustainable local services for residents under two separate democratic councils. Savings could include those achieved by sharing a single senior management team, economies of scale in the delivery of some services and increased purchasing power when negotiating with suppliers.

b) Land north of Salt Box Road

Guildford Borough Council has granted a grazing licence (horse, sheep, cattle) in respect of the field north of Salt Box Road, which will raise £2,000 per annum. The lessee will be required to replace the damaged fencing on the Whitmoor Common edge of the field and will need to provide suitable stock fencing.

This land was allocated within the Local Plan towards the provision of a burial ground – however the temporary use will help to control the use of the land in the meantime.

Access into the site was queried. Cllr B McShee advised that he would confirm the access arrangements post meeting.

Cllr P Cragg thanked Cllr B McShee for his report.

216-2021 - County Councillor's report

Cllr K Witham gave the following report via Zoom:

a) Financial support for local groups and organisations

I'm pleased to report that I've now been able to successfully sponsor over 120 local projects for groups and organisations to receive funding available from Surrey County Council (SCC).

This year (as previously) applications from any group that has not previously received this funding will be given priority. Applications need to be made now. So, if you are involved in a local group which could do with financial help, please email me keithwitham1@hotmail.co.uk. The project will usually be for either equipment, or a "one-off" expense, it can't normally be for routine running costs.

Then, from September, depending on the funds still available, applications from groups that have

previously received funding will be welcomed.

b) Catching up with Lisa Townsend – Surrey’s new Police & Crime Commissioner

Recently, I met Lisa Townsend, the newly elected Police and Crime Commissioner for Surrey and asked her about her priorities.

Local residents asked that I put the following matters to the Commissioner:

1. The enforcement (or rather lack of enforcement) of speed limits by Surrey Police.
2. Support from Surrey Police for local Community Speedwatch campaigns, and
3. As local newspaper coverage of court news is less often now, a suggestion that a member of staff in her office publicise convictions, using local Facebook pages and other social media to keep the public better informed.

The Commissioner is preparing a plan, due to be published in the autumn, which will be open for public comment.

Two useful links, to find out more about Surrey Police are:

<https://www.surrey-pcc.gov.uk/2021/05/residents-views-will-be-at-the-heart-of-my-policing-plans-new-pcc-lisa-townsend-takes-up-office-following-election-win/>

For more information about the role of the Police and Crime Commissioner see www.surrey-pcc.gov.uk

d) c) Surrey plants 229,739 trees in 2020/21

See: https://www.surreycc.gov.uk/_data/assets/pdf_file/0017/225620/Surreys-New-Tree-Strategy-June-2020.pdf

As part of its 1.2 million tree strategy (one tree for every Surrey resident), SCC and its partners planted 229,739 trees in 2020/21.

SCC has recently concluded research, which identified the optimum locations for planting trees and hedgerows on public sector land across Surrey. This research also includes areas for other types of habitat improvement, habitat creation, the potential for carbon sequestration, and nature recovery.

The council welcomes suggestions from residents and communities as to possible areas for tree planting or habitat creation. Email: trees@surreycc.gov.uk

Over 200 trees have been planted by SCC in the parish of Worplesdon to date.

d) Armed Forces Day

Saturday marked Armed Forces Day and is a chance to thank members of our Armed Forces community; from currently serving troops to service families, veterans, and cadets. Thank you to Army Training Centre Pirbright and the other units based in Surrey.

There are two such occasions each year - Remembrance in November and in June Armed Forces Day, to help us appreciate and thank all those currently serving.

e) Surrey County Council Action Updates

Surrey County Council's Cabinet met this week and made decisions about a whole range of issues that are really important for Surrey residents. These included:

- A review into mental health provision and agreeing steps to improve mental health services across Surrey, particularly for young people.
- The latest Ofsted visit that notes big improvements in Surrey's Children's Services.
- Supported independent living schemes – one way SCC are modernising care & support and reducing reliance on traditional residential care.
- The Surrey Climate Change Delivery Plan, that will set out how we all need to act to contribute to the County Council's ambition of Net-Zero carbon emissions for the County Council by 2030, and for the whole County by 2050.
- A new Transport Strategy for the whole of Surrey – how we need to find new, cleaner ways to get around, and the role the council has in making that easier for everyone.

f) The work of Surrey Fire and Rescue

More people die by drowning in one of Surrey's rivers each year than through house fires.

Ten Top facts about Surrey Fire and Rescue Service (SF&RS)

1. SF&RS had 7.7% less incidents to respond to in 2020 than in 2019.
2. The Community and Business safety teams have doubled in size since implementation of the Making Surrey Safer Plan (to increase the number of safety advice visits to elderly, and vulnerable people, and businesses).
3. In 2020, the average first response time to critical incidents was 7 minutes, 14 seconds (against the target of 10 minutes).
4. There is a Wellbeing Team to ensure staff are fully supported.
5. SF&RS have invested £2.2million in seven new fire engines and other emergency vehicles that are currently being built, thanks to the financial support it gets from Surrey County Council.

Making Surrey Safer Plan summary

6. In 2018, Her Majesty's Inspectorate for Fire and Rescue Services said that Surrey Fire and Rescue Service was inefficient and didn't focus enough on prevention and protection. Since then, SF&RS has changed its operational model for the first time in 50 years and focused on its community safety team.
7. The virtual Safe Drive Stay Alive production was viewed by over 80 schools and colleges (approx. 15,000 young people across Surrey) to educate young drivers and prevent road traffic collisions.
8. The service is focusing on high rise inspections and school education.
9. Two rural affairs officers have been recruited to work with landowners and farmers to prevent wildfires.
10. SF&RS are working to increase the wellbeing of its staff and have trained 46 wellbeing champions who will provide peer to peer support, and 15 mental health first aiders.

It has achieved the above while continuing to ensure availability of fire engines (Quarter 1 of 2021 - 1 January 2021 to 31 March):

Weekdays – 20 (minimum 20)

Weekend days – 21 (minimum 20)

Nights – 23 (minimum 16)

All of this shows that the service is confident that it has designed the optimum plan to serve the people of Surrey, which is fit for the future.

A short Q&A session took place during which Cllr J Messinger raised concern about the lack of tree maintenance taking place, especially where trees overhang the pavement/cycle paths.

Cllr K Witham advised that tree maintenance is taking place at appropriate times of the year.

The Chairman thanked Cllr K Witham for his report.

Cllr K Witham left the meeting at 19:45.

Cllr B McShee left the meeting at 19:46.

217-2021 - Minutes of the previous meetings

It was proposed Cllr A Creese, seconded Cllr N Mitchell and unanimously **RESOLVED** that the minutes of the Annual Meeting held 20 May 2021 be approved and signed by the Chairman as a true record.

It was proposed Cllr N Mitchell, seconded Cllr A Creese and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 20 June 2021 be approved and signed by the Chairman as a true record.

218-2021 - Planning Applications for consideration:

Cllr N Mitchell then presented the planning applications to the meeting for discussion.

Planning Application No: [21/P/01148](#) - 33 Cater Gardens, Guildford, GU3 3BY - Construction of a rear single storey extension following demolition of existing conservatory.

It was **RESOLVED**: leave to planners.

Planning Application No: [21/P/01142](#) - 37 Grangefields Road, Jacobs Well, Guildford, GU4 7NR - Single storey front/side extension, single storey rear extension, raising the roof to form a first floor with rooflights and rear Juliet balcony and minor fenestration changes.

It was **RESOLVED**: that the Parish Council object to this planning application on the following grounds:

1. The bulk and scale of the proposed building are unduly overbearing and domineering.
2. This property is located in a prominent position and the proposed extension is of poor design and would be out of keeping with the existing street scene, which is predominantly bungalows.
3. The proposed dwelling is also very large and would result in overlooking, particularly from the balcony.

Planning Application No: [21/T/00171](#) - 2 Perry Orchard, Perry Hill, Worplesdon, Guildford, GU3 3RE - Large Beech tree - reduce height by 5 metres and sides by 3 metres all round. (Crown Reduction approximately 25-30%) Crown lift to 4 metres (Worplesdon Conservation Area).

This application had been approved by the local planning authority in advance of the meeting.

Planning Application No: [21/T/00181](#) - 2 Perry Orchard, Perry Hill, Worplesdon, Guildford, GU3 3RE - 2 Perry Orchard, Perry Hill, Worplesdon, Guildford, GU3 3RE - Leylandi#3 - Fell.

This application had been approved by the local planning authority in advance of the meeting.

Planning Application No: [21/P/01155](#) - 61 Stringers Avenue, Jacobs Well, Guildford, GU4 7NN - Proposed single storey rear extension following demolition of existing extension and replacing of hedge with fence between no 59 and 61 Stringers Avenue.

It was **RESOLVED**: leave to planners.

Planning Application No: [21/T/00184](#) - Perry Hill Lodge, Perry Hill, Worplesdon, Guildford, GU3 3RF - Beech (T1) - fell (Worplesdon Conservation Area).

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

Planning Application No: [21/P/01287](#) - Rose House, Perry Hill, Worplesdon, Guildford, GU3 3RD - Erection of rear orangery.

It was **RESOLVED**: that whilst the Parish Council had no objection to the proposed orangery, the Council was aware there is a lack of turning space within the property and, therefore, wished to request that a condition be applied ensuring that appropriate Traffic Management is in place. This could either be that delivery vehicles need to be small, so that they can turn around on site and exit onto the Worplesdon Road in forward gear or be accompanied by a banksman. The current practice of reversing articulated lorries across the cycle path onto the A322, which carries 19,000 vehicles per day, is dangerous and, therefore, unacceptable.

Planning Application No: [21/P/01152](#) - The Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RG - Proposed single storey extension following demolition of existing conservatory.

It was **RESOLVED**: that the Parish Council request, should planning permission be granted, application of a condition requiring Traffic Management, during construction, due to the narrow lane at this location.

Planning Application No: [21/P/01282](#) - 1 Perry Orchard, Perry Hill, Worplesdon, Guildford, GU3 3RE - Erection of a new three-bedroom dwelling and garage, following demolition of existing garage.

It was **RESOLVED**: that the Parish Council object to this planning application on the following grounds:

1. This location is within the Green Belt. Worplesdon village was not inset from the Green Belt within the Local Plan and no very special circumstances have been put forward for yet another three-bedroom property at this location.
2. The map provided with the submission is inaccurate. There is a newly constructed property, which is not shown on the site plan. The submission does not, therefore, accurately reflect the existing property density.
3. The design and bulk of the property, particularly the cedar cladding is out of keeping with the Conservation Area.
4. There is an existing flooding issue in the service road at the bottom of St Mary's Church, which will be exacerbated if this property is built. The proposed property will cover 1,000sqm of land, which would result in an additional cubic metre of surface water discharging onto the service road. Should planning permission be granted, a condition must be applied ensuring adequate attenuation of storm water.

5. Whilst the applicant alludes to sustainability, no specific mention is made to how the property will be heated, supplied with electricity, grey water usage, or any provision for birds/bats etc. Given the location, we would expect provision to be made for the local ecology.

At 20:25 the Chairman declared a short comfort break. The meeting reconvened at 20:28.

219-2021 - Proposed relocation of the Guildford Sewage Treatment Works – Deadline for comments

16.7.2021 Consultation documentation available via <https://www.thameswater.co.uk/guildfordrelocation>

Cllr A Creese offered to read the consultation document and to report back to the Parish Council.

220-2021 - Land Management Report (February 2021 – June 2021)

The Assistant Clerk had prepared the following report for members' consideration. A copy of the report had been emailed to all members in advance of the meeting.

Completion of works:

The Head Groundsman has, in addition to his regular inspections:

- Checked on work undertaken by contractors at Jacobs Well Recreation Ground.
- Cleared the area around the bus shelter at Woking Road, Jacobs Well.
- Reported a fly tip on Tangle Lane.
- Inspected the noticeboards located at the SANG (Site of Alternative Green Space) in Wood Street Village (following repeated complaints).
- Fitted anti-tamper nuts to a gate at Harry's Meadow, Jacobs Well.
- Removed sedge at White House Pond, Jacobs Well.
- Repainted the play area signpost at Worplesdon play area (between the play area and the car park).
- Purchased paint and supplies for the works to be undertaken at Unit 2 Beaufort.
- Installed paving slabs beneath the bench at Jacobs Well play area to alleviate the mud beneath it.
- Wired logs together at Jacobs Well Recreation Ground to create a wildlife habitat.
- Repeatedly cleared up after anti-social behaviour [ASB] (tent, and evidence of drug taking), and an abandoned campfire at Nevins Copse. The Head Groundsman also liaised with the PCSO in respect of this issue.
- Spoken to residents of Littlefield Manor with regard to securing gates to minimise the chance of an unauthorised encampment.
- Reminded residents who have been fishing at Wood Street Village Pond of the dates for the Close season.
- Relocated the poppy wreaths at the WW1 commemorative bench to accommodate people social distancing.
- Collected items that were being stored at a third party location, and taken them to the parish council lockup.
- Removed signage from a tree at Wood Street Village Cricket Ground due to the wire cutting into the tree trunk.
- Repaired the roof on the bus shelter at Perry Hill (adjacent to The White Lion), and also removed moss and cleared the weeds from the footpath.
- Reported a fly tip at Littlefield to Guildford Borough Council.
- Removed a fallen tree which was blocking the ditch at Coombe Lane, and removed silt that had built up in the ditch.
- Removed a large branch that had fallen from a horse chestnut tree at Perry Hill Green.
- Reported dangerous spraying of land adjacent to Worplesdon Parish Council owned land, by Guildford Borough Council.
- Removed molehills at the entrance to Fairlands that were causing an issue to the grass cutting contractors.
- Cleared grass and weeds from underneath the benches outside the Jacobs Well Village Hall.
- Weeded, tidied, and edged the war memorial at Queenhythe in Jacob's Well.

- Replaced access signage at the gas box at Broad Street.
- Treated the bench outside Worplesdon School, removed grass and debris from beneath it, and cut the grass around the planters which were donated to the school by the parish council.
- Treated the wooden bus shelter on Aldershot Road, and the adopted bench opposite.
- Treated bench at Wood Street Village green.
- Strimmed around the lower bench at Harry's Meadow, the WW1 bench, and the kissing gate.
- Treated the bench under the tree by Jacobs Well Village Hall, and cleared the vegetation and weeds from beneath it.
- Cut back the epicormic growth that was blocking sightlines at Dorrit Crescent. The resident who reported the issue extended their grateful thanks for prompt action to remedy the issue.
- Cut back vegetation that was obscuring sightlines at Gravetts Lane/Aldershot Road junction, and strimmed around the bench. The vegetation encroaching on bus stop on the opposite side of the road was also strimmed.
- Holly Lane - vegetation alongside the cycle track has been strimmed.
- Vegetation that was impeding use of the bike racks outside Wood Street Infant School, in Wood Street Village Community Car Park, has also been cut back.
- Painted over graffiti on the bus shelter beside The Avenue, and removed graffiti from the bus shelter windows.
- Cut back vegetation alongside Worplesdon Road, which was impeding pedestrian access.
- Weeded and trimmed around the paving slabs at the entrance to Jacobs Well play area.
- Removed a dead tree from White House Pond at Jacobs Well Recreation Ground.
- Cleared rubbish and debris from the bus shelters along Jacobs Well Road.
- Resecured the gate adjacent to the gas box at Broad Street as the lock had not been correctly located on the post and gate.
- Fitted replacement balls to the Kompan multi-play unit at Fairlands.
- Removed the damaged plastic reflector bollard from the verge at Broad Street.
- Repainted the newly adopted bench adjacent to Moat House Pond, Jacobs Well.
- Resecured the padlock on the maypole base.

The Clerk has:

- Accompanied the PCSO to Nevins Copse to view the anti-social behaviour.
- Formally instructed the Forestry Commission to undertake the specialist spraying of the OPM (Oak Processionary Moth) nest site at Jacobs Well Recreation Ground.
- Reported to Guildford Borough Council that the gate near Stream Banks, Wood Street Village is being compromised by a neighbouring tree trunk. Guildford Borough Council have confirmed that they are unconcerned.
- Followed up reports of a mature oak tree being felled without consent with SCC, on Oak Hill, Wood Street Village. Permission had been granted but neither the contractors, nor the parish, had seen sight of this prior to works commencing.
- Chased contractors with regards to the outstanding tree works.
- Ordered a replacement maypole and co-ordinated the painting and installation by contractors.

The Assistant Clerk has:

- Followed up with the Forestry Commission to confirm the two separate sprays of the OPM nest site have been undertaken.
- Ordered replacement ceiling tiles for Unit 2 Beaufort to match the original tiles.
- Reported multiple issues relating to ASB, at locations across the parish, to Surrey Police.
- Reported a fly-tip at Pinks Hill to Guildford Borough Council.
- Worked in conjunction with the Head Groundsman to create a risk assessment for volunteers to work adjacent to a priority highway.
- Ordered surface wipes for the Head Groundsman.
- Reported the damaged litter bin at Perry Hill bus stop, to GBC.
- Liaised with SCC regarding the traffic light chaos at Fairlands.

- Ordered replacement balls for the Kompan multi-play unit at Fairlands, after they were determined to be missing during an inspection.
- Reported pollution (discovered by the Head Groundsman) at The Pines, Broad Street to the Environment Agency.
- Sourced quotation for the annual tree survey.

Contractors have:

- Removed three conifers from Jacobs Well **Recreation** Ground.
- Pollarded the balance of willow trees at Wood Street Village Green.
- Completed an inspection of the Typhoon play equipment at Worplesdon play area.
- Included the area outside properties at 79 to 85 Oak Hill, Wood Street Village in the grass cutting regime following repeated requests from multiple residents.

Work agreed with contractors/volunteers:

- Play Inspection Training booked for the Groundstaff (18.03.2020 and 19.03.2020) has been postponed indefinitely. [due to Covid-19 restrictions]

Quotations obtained for:

- Quotes have been received to replace the damaged wet pour at Jacobs Well play area underneath the roundabout, but an additional quote is awaited due to the likely cost.
- Stain for the HAGS multi-play unit at Jacobs Well play area.

Quotations required for:

- Balance of posts to be installed at Perry Hill Green outside Hillcot to prevent damage to the Green and at the war memorial in Jacobs Well. [awaiting softer ground conditions]
- Jacobs Well Recreation Ground land drains.
- Recycled plastic post to be re-sited at Wood Street Village post office.
- Replacement signage for Wood Street Village Community Car Park and Wood Street Village Cricket Club Car Park.

Outstanding works:

- Assistant Clerk to continue to update checklists to reflect change in assets (include electricity cabinet at Perry Hill on Monthly Checklists).
- Assistant Clerk to order wood stain for HAGS multi-play unit at Jacobs Well.
- The Head Groundsman to complete treating the HAGS wooden multi-play unit at Jacobs Well.
- Replacement signage for Wood Street Village Community Car Park to reflect updated contact details.
- Replacement signage for Wood Street Village Cricket Club Car Park to reflect updated contact details.
- Recycled plastic post to be re-sited at Wood Street Village post office (when ground softens).
- The drain (installed by Worplesdon Parish Council) which crosses Pound Lane is blocked. Head Groundsman to unblock.

Groundsman's/Clerk's Observations:

- The Head Groundsman was approached by a member of the public in Jacobs Well regarding a tree that had fallen from Surrey County Council land, across the brook, at the bottom of her garden. Clerk reported this to SCC who have failed to take any action.
- Vandals have lifted the wetpour surrounding the roundabout at Jacobs Well play area. This has exacerbated a pre-existing issue. The final quote for works is due imminently.
- The Head Groundsman noted that more terrapins have appeared in Moat House Pond, Jacobs Well. Residents to be reminded that non-native species are not to be released into this environment due to the damage they cause to the delicate eco-system.

- The concrete framed bench at Perry Hill has been struck by a vehicle which has damaged some of the concrete. The Head Groundsman has repaired the damage.
- A large ash tree has fallen over in the vicinity of Aldershot Road. The tree has fallen from SCC owned land onto privately owned land. The Clerk has escalated this within SCC as it is a SCC tree, which has caused damage as it fell, and the stream flow is now being impeded.
- SCC have installed multiple heavy-duty gates at sites which have experienced unauthorised encampments in past years. SCC promised to issue the parish council with a key to one particular gate. Clerk/Assistant Clerk to chase SCC.
- During a site visit to Jacobs Well Recreation Ground, it was noted that the brambles and other vegetation, which had previously been removed by contractors, is regrowing. Clerk/Assistant Clerk to notify grass-cutting contractors to keep this specific area of Jacobs Well Recreation Ground (area closest to Moat House, adjacent to Jacobs Well Road) cut back.
- The footpath at the bottom end of Perry Hill Green is not being strimmed. Clerk/Assistant Clerk to notify the grass cutting contractors.
- Head Groundsman to remove further dead tree and associated ivy from White House Pond when weather conditions allow and when the bird nesting season is over.
- The Head Groundsman has received positive feedback from multiple residents about the revised grass cutting regime, particularly at Harry's Meadow.
- The Clerk will continue to chase SCC regarding the tree issues which are causing damage to vehicles at White House Lane.
- The Head Groundsman has noted that the front panel of the bus shelter outside Jacobs Well Village Hall requires repair.
- The Head Groundsman has noted rust on a perforated metal panel on the bus shelter at Queenhythe, Jacobs Well. This is to be highlighted when SCC and a representative from Littlethorpe inspect the shelters w/c 28.06.21.

The Head Groundsman is continuing to:

- Clean road signs and clear any obscuring vegetation.
- Clear grilles before and after periods of heavy rain in addition to usual checks.
- Litter pick across the parish.

Health and Safety Inspection Report

The Groundsman (and during his annual leave, the Clerk and Assistant Clerk) has (have) undertaken weekly inspections as a result of which the Assistant Clerk had prepared the following report, a copy of which had been issued via email to all members in advance of the meeting.

Weekly Reports

Worplesdon, Jacobs Well and Fairlands play areas, the Husson Breeze and community car park at Wood Street were checked on 22.02.2021, 01.03.2021, 08.03.2021, 15.03.2021, 22.03.2021, 23.02.2021, 29.03.2021, 12.04.2021, 19.04.2021, 26.04.2021, 04.05.2021, 10.05.2021, 17.05.2021, 25.05.2021, 28.05.2021, 01.06.2021, 07.06.2021, 14.06.2021 and 21.06.2021.

The Groundsman has carried out the following work:

- Cleared litter at all 4 sites
- Cleared grilles across the Parish

Completed works:

- Spread rock salt around the Wood Street Community Car Park and neighbouring footpath during the freezing weather [February 2021].
- Filled in rabbit hole scrapes with the topsoil from mole hills at Harry's Meadow, Jacobs Well.
- Tightened up the joints holding the Kompan multi-play (Fairlands) entrance panel.

Outstanding works:

- None.

Groundsman's/Clerk's Observations:

- Additional posts are still to be installed on Perry Hill Green and at the Jacobs Well war memorial when the ground softens.

Monthly Health and Safety Report:

The monthly inspections were undertaken on 22.02.2021, 11.03.2021, 15.03.2021, 15.04.2021, 20.05.2021 and 22.06.2021.

Completed works:

- Works have commenced on removing/making safe the trees identified as dangerous in the Annual Tree Survey Report. Works are being undertaken by the Head Groundsman, where possible, and a local firm of arborists. Delays to the tree works have been as a result of the impact of Covid-19.
- A fence post in Wood Street Village Community Car Park rotted and was leaning. The fence post has now been replaced.
- The dipping platform and staging for the pond on Littlefield Common is in a dangerous condition and has been reported to both SCC and Surrey Wildlife Trust, as it needs immediate attention.
- The Head Groundsman noted that there was a cap nut missing from a swing at Fairlands. This was replaced immediately.
- The Head Groundsman observed trip hazards adjacent to the play area at Jacobs Well. Signage was produced by the Clerk, which was subsequently erected by the Groundsman, whilst contractors were instructed to remedy the issue.
- The Clerk had ordered topsoil to fill the ruts on Wood Street Village Green which were caused by vehicles being driven across it during the Winter. The Head Groundsman filled in the ruts however this has not removed the risk of a trip at this location. Wood Street Village Association generously paid for the Green to be slit and rolled, and whilst this helped, ruts remained. Gunner Agricultural were instructed to undertake an additional roll of the Green in time for the maypole 150th celebration event.

Groundsman's/Clerk's Observations:

- In February 2021, the Head Groundsman noted that there was rot in the maypole. A replacement maypole was urgently sourced and local contractors Gunner Agriculture, have painted the pole and installed it, together with replacing the necessary ironwork, and repointed and repainted the base, all in time for the 150th celebrations to be held on Wood Street Village Green on 26 June 2021

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

221-2021 - Provision of car parking for Jacobs Well Recreation Ground

The Clerk advised:

- The original consent for the establishment of the Recreation Ground (15 July 1965) stated that a parking area and turning bay were required to be installed as part of the approval; as did the subsequent Ministerial Consent (obtained July 1970).
- Quotations to reinstate the parking area and turning space to be obtained at the earliest opportunity.
- Currently, the residents pay for the upkeep of the track – future maintenance arrangements would need

to be considered.

- A further meeting with the residents is to be arranged in September/October 2021.

Copies of the planning and ministerial consent to be included in the upcoming Worplesdon Parish Council report to the JWRA. (Jacobs Well Residents' Association).

222-2021 - Provision of an interpretation board and bird pellet dispenser – Moat House Pond – Jacobs Well Recreation Ground

Cllr A Creese advised that at the site meeting held with the residents of White House Lane on 18 June 2021, one of the issues that had been raised was the feeding of bread to the birds, which is not only bad for their health, it is allegedly also encouraging rats.

One resident had suggested the installation of a bird pellet dispenser. It was also considered sensible to provide an information board to help educate residents and visitors to the pond about the birds, their health and what to feed them.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr J Messinger and unanimously **RESOLVED** that Cllr A Creese would contact a local fabricator and also A J Signs to get an understanding of the costs involved.

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

223-2021 - The Queen's Platinum Jubilee Beacons – Thursday 2 June 2021

The Clerk advised that the Queen's Pageantmaster, Bruno Peaks LVO OBE OPR has invited the Parish Council to participate in the Queen's Platinum Jubilee celebrations, which include the lighting of beacons across the country.

The Clerk advised that the Parish Council has previously participated in the national beacon lighting events but that when an event is held, only the residents of the village in which the event is held attend. Given the unique nature of the upcoming celebrations, it would seem appropriate if each of the villages held their own event, which could incorporate the lighting of a beacon. There is always a new design of the beacons for each occasion. The cost per beacon, including the gas cylinders is anticipated to be £700 each. There is a deadline for ordering the Platinum Jubilee beacons.

Cllr J Messinger confirmed the previous events had been warmly welcomed by the community.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr J Messinger and unanimously **RESOLVED** that the Parish Council approach St Mary's Church, the JWRA, FLGCA and WSWA to ascertain whether, or not, each of the communities would wish to organise their own beacon lighting events if the Parish Council were willing to meet the costs of purchasing the beacons.

224-2021 - Proposed road safety scheme Clay Lane, Jacobs Well

A resident of Jacobs Well had responded to the consultation regarding the proposed road safety scheme in Clay Lane, comprising the installation of road tables to the east and west of the staggered junction of Jacobs Well Road and Blanchards Hill, and a further road table to the west of Queenhythe Road. The resident had suggested that an additional road table be installed to the east of the junction of Clay Lane and Queenhythe Road as part of the upcoming road safety scheme.

Subsequent to the resident's request for the Parish Council to support his proposal, it had been confirmed by Bahram Assadi, Traffic Engineer at Surrey Highways, that due to budget restrictions, the scope of the project had been reduced. The outcome is that, over the next 10 months, two traffic calming tables will be built across Clay Lane, either side of the staggered Clay Lane/Blanchards Hill/Jacobs Well Road cross-roads. This safety scheme will require street lighting. The engineer has been informed that Jacobs Well is, by design, a no street

light village, and he has taken this on-board and is asking his design team to keep lighting as unobtrusive as possible.

It was agreed the Parish Council ask Surrey County Council to cut back the hedging before and after bird nesting season to maintain sightlines at the junction of Queenhythe Road and Clay Lane.

225-2021 - Quarterly playground inspections

The Assistant Clerk had produced the following report, which had been circulated to all members in advance of the meeting:

Quarterly Playground Inspections – 14 June 2021 Summary of Findings – 15 June 2021

On 14 June 2021 Inspector Richard Randall from Dick Randall Services inspected all five play areas within Worplesdon parish. This is a summary of findings from all five reports:

Fairlands Play Area

No areas of concern – all in good order.

White House Lane, Jacobs Well Play Area

There are splits and cracks which have enlarged since the last report in March 2021. It is required to repair/overlay this area sooner, rather than later. (High Risk)

Wood Street Green Play Seat Area

No areas of concern – all in good order.

Worplesdon Teen Area

The edges of the wet pour underneath whizzers (spinney poles) are shrinking. (Monitor and consider repair if the edges lift further over the Summer – Low Risk)

Worplesdon Toddler Area

The 21-metre-long edge of the wet pour around the roundabout has shrunk. (Monitor and consider repair if there is further deterioration over the Summer – Low Risk)

The Clerk advised that quotations have been sought for the wetpour beneath the roundabout in the Jacobs Well play area – to date only two have been received. Following discussion, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the cost, subject to a maximum of £5,000 & VAT be approved.

Power to spend: LG (Misc. Prov.) Act 1976, s19

226-2021 - Training opportunities

The clerk advised that various training opportunities are available via SALC (Surrey Association of Local Councils).

It was agreed that the costs of Cllr B Ahier and Cllr A Creese attending the 'Building a Two-Way Conversation' virtual event on Wednesday 8 September 2021 be approved. Cost £35 & VAT per delegate.

Cllr P Cragg and Cllr N Mitchell also expressed an interest in attending the Effective Chairmanship course. Cost £50 & VAT per delegate.

Power to spend: LGA 1972 s111.

227-2021 - Dog Show 4 September 2021 – Public liability insurance

Whilst the JWRA's insurers were unable to provide a formal copy of their public liability certificate, as requested by the Parish Council's insurers, the Schedule of Insurance confirming an endorsement to the policy, covering the fund-raising event on 4 September 2021 had been received from the event organiser.

The Council's insurers (Zurich) had advised that the JWRA's insurers, Ansvar, have applied an exclusion stating 'No cover for dogs or damage they may cause.'

Zurich advised they would not cover this event either, so the council will need to bear this cost directly, should damage to their property occur, resulting from a dog's actions.

Given the event is being held in Harry's Meadow, it is highly unlikely any serious damage will be caused to 'the property'.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that permission for the dog show be granted.

Cllr J Messenger abstained from the vote.

228-2021 - Wood Street Village Summer Show – Rescheduled to Saturday 24 July 2021

Due to ongoing Covid restrictions, the organisers of the event had requested permission to change the date of the Summer Show to Saturday 24 July 2021.

It was proposed Cllr P Cragg, seconded Cllr J Messenger and unanimously **RESOLVED** that permission for the new date be granted.

Following discussion, it was agreed that the Parish Council would have a presence at the show, to comprise a table, millennium books, and the Council's feather flag.

Cllr B Ahier, Cllr D Bird, and Cllr J Messenger kindly offered to assist with running the Council's 'stand' on the day.

It was hoped by being present at the show, it would encourage more people to become a parish councillor.

229-2021 - Finance

a) Invoices for payment

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that payments to the value of £25,768.51 be approved and signed off. Cllr N Mitchell and Cllr B Nagle to sign the payment list.

Table 1: Payment list 1 July 2021

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	04/05/2021	Service charge	Allstar	£13.96	£2.79	£16.75
IT budget	17/05/2021	Subscription - May 2021	Adobe	£12.64	£2.53	£15.17
Revenue Costs Works Vehicle	01/06/2021	Service plan - 8th instalment of 36	PlanMyService LLP	£27.55	£0.00	£27.55
Chairman's Allowance	07/06/2021	Item for Afternoon Tea event	Amazon	£2.49	£0.50	£2.99
Chairman's Allowance	03/06/2021	Items for Afternoon Tea event	Amazon	£8.50	£1.71	£10.21
Administration	27/05/2021	Gas supply - Unit 2 Saxton - May 2021	British Gas	£7.32	£0.36	£7.68
Establishment Charges	11/06/2021	Office supplies	Tesco	£4.90	£0.00	£4.90

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	12/06/2021	Electricity - Unit 2 Saxton - June 2021	EDF Energy	£94.29	£4.71	£99.00
IT budget	14/06/2021	SIM card bill - May 2021	Three	£32.32	£6.46	£38.78
Revenue Costs Works Vehicle	14/06/2021	Fuel for works van	Waitrose Shell	£44.75	£0.00	£44.75
IT budget	15/06/2021	IT equipment	Osmond Group Ltd	£111.95	£22.39	£134.34
Land Management	15/06/2021	Mortar to repair concrete bench	Wickes	£3.29	£0.66	£3.95
Revenue Costs Works Vehicle	16/06/2021	Fuel and service charge	Allstar Fuel	£39.19	£7.84	£47.03
IT budget	17/06/2021	Subscription - June 2021	Adobe	£12.64	£2.53	£15.17
Chairman's Allowance	17/06/2021	Office supplies	Tesco	£2.70	£0.00	£2.70
IT budget	21/06/2021	External back-up	RISC IT	£32.09	£6.42	£38.51
Parish Newsletter	23/06/2021	Distribution parish newsletters	Barrelfield Distribution Ltd	£375.00	£75.00	£450.00
Land Management	23/06/2021	Recycled plastic bollards	Second Life Products Wales Ltd	£495.60	£99.12	£594.72
Playground Repairs	23/06/2021	Quarterly playground inspections	Dick Randall Services Ltd	£200.00	£40.00	£240.00
Unit 2 Beaufort	23/06/2021	Rent - Unit 2 Beaufort - 24.6.2021 - 28.9.2021	Perry Hill Chartered Surveyors	£4,375.00	£875.00	£5,250.00
Parish Office	23/06/2021	Rent and service chg. Unit 2 Saxton - 24.6.2021 - 28.9.21	TL Fund	£5,889.65	£1,177.93	£7,067.58
Playground Repairs	23/06/2021	Play area repairs	Kompan	£34.00	£6.80	£40.80
Staff costs	23/06/2021	Staff costs	Staff costs	£9,505.03	£0.00	£9,505.03
Parish Newsletter	23/06/2021	3,600 newsletters and Annual Reports	Knaphill Print Co Ltd	£840.00	£0.00	£840.00
Unit 2 Beaufort	23/06/2021	Service charge Unit 2 Beaufort - 1.7.2021 - 30.9.2021	Perry Hill Chartered Surveyors	£1,171.00	£0.00	£1,171.00
Parish Office	28/06/2021	Gas - Unit 2 Saxton June 2021	British Gas	£17.22	£0.86	£18.08
Parish Office	28/06/2021	Water and sewerage charge - Unit 2 Saxton - June 2021	Castle Water	£14.13	£0.00	£14.13
Unit 2 Beaufort	29/06/2021	Kick plate for Unit 2 office door	Door Solutions Direct	£8.45	£1.69	£10.14
Land Management	29/06/2021	Wet wipes for use by the Groundsman	Amazon - Bridge the Water Ltd	£12.50	£2.50	£15.00
Establishment Charges	01/07/2021	Wet wipes	Mrs V C Fear	£12.50	£2.50	£15.00
Revenue Costs Works Vehicle	01/07/2021	Service plan - 9th instalment of 36	PlanMyService LLP	£27.55	£0.00	£27.55
Total				£23,428.21	£2,340.30	£25,768.51

b) Bank reconciliation

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for May 2021 in accordance with the Accounts and Audit Regulations. A copy of which had been issued electronically to all Members in advance of the meeting.

It was proposed Cllr A Creese, seconded Cllr D Bird and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements for May 2021.

Appendix 1 - Bank Reconciliation for May 2021

c) Monthly budget reports for April 2021 and May 2021

The RFO had prepared the monthly budget reports for April 2021 and May 2021 in accordance with the Accounts and Audit Regulations, a copy of which had been issued electronically to all Members in advance of the meeting.

It was proposed Cllr D Bird, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the Chairman sign the monthly budget reports for April 2021 and May 2021.

Appendices 2 and 3 – Monthly budget reports for April 2021 and May 2021

d) Quarterly financial check – Undertaken by Cllr A Creese 24 June 2021

Cllr A Creese advised that she had carried out the financial check over two sessions. All the financial records were in order.

e) Annual Governance and Accountability Return (AGAR) submitted to PKF Littlejohn 10 June 2021

The RFO advised that the AGAR Part 3 had been submitted electronically to PKF Littlejohn on 10 June 2021 and had also been uploaded to the Parish Council's website.

f) Right of public inspection notices erected 10 June 2021

The RFO also confirmed that the public right of inspection notices had been erected on the Parish Council's noticeboards and on the Council's website.

230-2021 - Clerk's Report

a) Dilapidations Unit 2 Beaufort

The dilapidation work is almost complete.

b) Potential postponement of the Afternoon Tea event subject to Government announcement

Two alternative dates have been booked for the Afternoon Tea in the event that, on Monday 5 July, the Government resolves not to lift the Covid Restrictions until Monday 19 July 2021 (Alternative dates booked for Sunday 1 August 2021 and Sunday 19 September 2021). Councillors are asked to assist with setting up and clearing away after the event.

d) Networking Event 11 July 2022

The Colebrook Meeting room, Merrist Wood College, has been provisionally booked in preparation for this event. To consider issuing a 'hold the date' notification to all local organisations.

e) Flood Forum – walkabout 2021

Walkabout to be arranged as soon as practicable. To consider reintroducing the February annual meeting to ensure momentum on projects can be maintained throughout the year.

f) Real Time Passenger Information bus shelter at the entrance to Fairlands

Surrey County Council to install Real Time Passenger Information into the bus shelter at the entrance to Fairlands Estate.

g) Overgrown vegetation – bus stops in Frog Grove Lane, Wood Street Village

This has been reported to Surrey County Council.

h) Licence to maintain White House Pond, Jacobs Well Recreation Ground

Heads of Terms have now been agreed with Surrey County Council. Surrey County Council currently have an anticipated delay of 12 weeks to produce the licence.

231-2021 - Chairman's Report

The Chairman gave the following report to the meeting:

a) Siding out project – far end of Frog Grove Lane

The weather this last month, and the total lack of volunteers both from the Council and the local residents, made the attempt to undertake our planned “siding out” event at the Aldershot Road end of Frog Grove Lane on 28th June impossible. It is a considerable physical task and the efforts of just myself and our head groundsman would have resulted in only a small part of the job complete. It would not have been a good advertisement for the Parish Council leaving an incomplete job on display to our residents. This task could only be completed in the future with a numerous turn-out of volunteers. Current experience does not suggest this would be forthcoming.

b) 14th June - I attended the Wood Street Village Association meeting

Discussions centred largely around the need to either cancel or postpone the Wood Street Village fair as the extension of Covid “all-clear” has now moved from 21st June to 19th July.

c) Painting and making good in previous office

Vice-Chairman Nigel Mitchell and I have finished the gloss painting, wall painting, replacing ceiling tiles and “snagging”, so all that remains to be done is to fit a kickboard to the office side of the narrower of the two doors and a final clean-up.

d) Telephone box Frog Grove Lane

Wood Street resident Robert Grimmond offered to personally fund the floral decorations provided by Tina Lewis, a local florist.

232-2021 - Items for information only

a) Wood Street Village Summer Show

Entries Registration Day Rescheduled to Wednesday 21 July 2021 due to the extended Covid restrictions.

b) Jazz Festival to go ahead on Sunday 18 July 2021

This year’s Jazz Festival is going ahead, as planned, but without a marquee.

c) Tree inspection quotation accepted

Cost to do a walkover survey of all seven sites within the Parish = £1,850 & VAT (specialist contractor required).

d) New boiler required Unit 2 Saxton – Three quotations being obtained

Best value quotation to be accepted and work to be undertaken as soon as practicable.

233-2021 - Items for inclusion on future agendas

No suggestions were put forward.

234-2021 - Date of next full council meeting – Thursday 12 August 2021.

Meeting closed 21:52

Signed:

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Chairman of the Council
Date: 12 August 2021