



**Minutes of the Planning/General Purposes and Finance Committee meeting
held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.30pm on Thursday 17 March 2022**

74-2022 - Present

Councillors:

Cllr B Ahier, Cllr P Cragg, Cllr A Creese, Cllr J Messinger, Cllr N Mitchell (Chairman), Cllr C Riley, and Cllr T Webber.

Officers of the Council:

Mrs G White – Clerk to the Council

Members of the public:

None present.

75-2022 - Apologies and reason for absence

Apologies and reason for absence were received from: Cllr G Adam and Cllr D Bird. Apologies and reason for absence accepted.

The Assistant Clerk had also tendered her apologies.

76-2022 - Public participation session

None present.

77-2022 - 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.

78-2022 - Amendments to the Register of Interests

No declarations were made.

79-2022 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

80-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

81-2022 - Declaration of gifts or hospitality over £50

No declarations were made.

82-2022 - Wood Street Village Summer Platinum Jubilee Fun Fair - 2 - 5 June 2022

The event application form had been received and circulated to all Members in advance of the meeting.

Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr C Riley, and unanimously **RESOLVED** that permission be granted for a Children's Fun Fair to be held on the triangular section of Wood Street Village Green over the bank holiday 2 – 5 June 2022. The hours of operation to be 1pm until 8pm.

The fun fair will arrive on 30 May 2022 and will depart on Monday 6 June 2022.

The fee for each day the fun fair is operational is £150 per night (a total of £600).

In the event any damage is caused to the Green the operator will need to make good any damage at their own cost.

83-2022 - Wood Street Village Summer Show 16 July 2022

The event application form had been received and circulated to all Members in advance of the meeting.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr T Webber, and unanimously **RESOLVED** that conditional consent be granted for the Wood Street Village Summer Show, to be held on the Village Green on Saturday 16 July 2022, subject to receipt of the risk assessment, a copy of the WSVa public liability certificate, all food hygiene certificates, and all fairground ride safety certificates by 23 June 2022 at the very latest.

Due to the risk of injury, the use of a bouncy castle will not be permitted.

84-2022 - Wood Street Village Jazz Festival 17 July 2022

The event application form had been received and circulated to all Members in advance of the meeting.

Cllr T Wright advised that the organisers have requested the use of a larger marquee, as the use of a flatbed lorry last year to create a stage was not viable in the long term.

Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr B Ahier, and unanimously **RESOLVED** that conditional consent be granted, subject to the receipt of Challenger's public liability certificate and a risk assessment for the event no later than 23 June 2022.

It was agreed that the fee for using the Green will, once again, be waived given this charity provides an important facility for disabled children from the parish of Worplesdon.

The Clerk confirmed that by way of acknowledgement, Challengers will utilise the Parish Council's logo on all event publicity.

85-2022 - Request received for permission to install a memorial bench on Wood Street Village Green in memory of Mr Graham Newbery

The family of the late Graham Newbery, a long-time resident and keen support of Wood Street Village, have requested permission to install a memorial bench on Wood Street Village Green. It was noted, Mr Newbury's relatives live abroad.

The Members considered the request but felt, given the circumstances, the family's ability to maintain the bench was likely to be an issue in the long term.

Cllr B Ahier advised that the National Trust are moving away from memorial benches to other forms of lasting memory.

Following further discussion, it was proposed by Cllr N Mitchell, seconded by Cllr P Cragg and unanimously **RESOLVED** that the Parish Council write back to the family suggesting that a better solution would be for a plaque to be placed at the bottom of one of the recently planted oak trees on the triangular section of Wood Street Village Green, or a plaque on a sculpture (that could be created by the local blacksmith).

This matter to be further considered once the family's response is received.

86-2022 - Planning Applications for consideration:

Planning Application No: 22/P/00252 - Frosburys Limited, Frosbury Farm, Gravetts Lane, Guildford, GU3 3JW - Provision of new vehicular access.

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

Planning Application No: 22/P/00306 - 16 Dorrit Crescent, Guildford, GU3 3AL - Erection of a single storey rear extension with skylight.

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

Planning Application No: 21/P/00520 - Rickford House, Rickford, Worplesdon, Guildford, GU3 3PJ - Demolition of the existing workshops/garage and outbuildings. Construction of rear single storey bakery extension including single storey conservatory extension. Refurbishment of existing bakery, existing shop, and adjacent house to provide shop, bakery spaces and tearoom. Construction of two storey rear extension to provide access to first floor flat. Refurbishment of first floor of house as a residential flat. Construction of new access from A322 and landscaping to whole site.

It was **RESOLVED**: that the Parish Council would repeat its support for the proposed improvements to the site, subject to the provision of an acceptable Flood Risk Assessment, and details of a suitable Sustainable Drainage System (SuDS) proposal.

Worplesdon Parish Council also wished to request the provision of Electric Vehicle points in the parking area, and the provision of a Construction Management Plan.

The Parish Council was pleased to note the improved ingress and egress proposals.

87-2022 - Finance:

a) Proposed list of cheques/online payments to be tabled at the meeting for approval

The payments list was presented to the meeting. It was proposed by Cllr C Riley, seconded by Cllr T Webber and unanimously **RESOLVED** that payments to the value of £26,643.12 be approved. The payments list was signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Payments list 17 March 2022

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	28/02/2022	Water and sewerage charge - Unit 2 Saxton - Feb 2022	Castle Water	14.13	0.00	14.13

Code	Date	Description	Supplier	Net	VAT	Total
Scanning invs into Scribe - 2015/2016 - 2021/2022	01/03/2022	Scanning invoices into Scribe - week 15	C&D Electrical Services	195.00	0.00	195.00
Revenue Costs Works Vehicle	01/03/2022	Service plan - 17th instalment of 36	PlanMyService LLP	27.55	0.00	27.55
Bus Shelters	01/03/2022	Bus shelter - Woking Road	Surrey County Council	6,000.00	1,200.00	7,200.00
Scanning invs into Scribe - 2015/2016 - 2021/2022	09/03/2022	Scanning invoices into Scribe - week 16	C&D Electrical Services	195.00	0.00	195.00
Parish Office	01/03/2022	Supply and install sounder beacon in disabled W.C.	W J Fire Ltd	260.00	52.00	312.00
Scanning invs into Scribe - 2015/2016 - 2021/2022	09/03/2022	Scanning invoices into Scribe - week 17	C&D Electrical Services	195.00	0.00	195.00
IT budget	10/03/2022	Toner cartridges	Cartridgeshop.co.uk	103.74	20.75	124.49
PC Grant Aid to Wards	15/03/2022	Grant - 2021-2022	Disability Challengers	500.00	0.00	500.00
PC Grant Aid to Wards	15/03/2022	Grant - 2021-2022	Wood Street Infant School	500.00	0.00	500.00
PC Grant Aid to Wards	15/03/2022	Grant - 2021-2022	Worplesdon Primary School	500.00	0.00	500.00
Land Management	16/03/2022	Hire of container - March 2022	Activate Learning	70.00	0.00	70.00
IT budget	16/03/2022	Laptop check/clean up	1st Class Computer Services Ltd	55.00	0.00	55.00
Establishment Charges	16/03/2022	Lateral flow tests	Lateral Flow Tests	122.45	24.49	146.94
IT budget	16/03/2022	SIM card - February 2022	Three	22.50	4.50	27.00
Grass Cutting	16/03/2022	Grass cutting	Holly Landscape and Training	1,326.93	265.39	1,592.32
Parish Office	16/03/2022	Rent for Unit 2 Saxton - 25.3.22 - 24.6.22	TL Fund	6,250.00	1,250.00	7,500.00
Parish Office	16/03/2022	Quarterly service charge 1.1.22 - 31.3.22	TL Fund	158.96	31.79	190.75
Parish Office	17/03/2022	Management charge - 1.1.22 - 30.6.22	TL Fund	161.28	32.26	193.54
Land Management	16/03/2022	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	28.36	5.67	34.03
Establishment Charges	17/03/2022	Stationery	Caboodle	30.30	6.06	36.36
Parish Office	17/03/2022	H&S poster for parish office	Screwfix	25.00	4.99	29.99
Professional Advice	17/03/2022	Review of the Surrey Hills AONB - joint Technical Report	LDA Design	5,670.64	1,134.13	6,804.77
Establishment Charges	17/03/2022	Hire of hall - 25 March 2022	Worplesdon PCC	94.50	0.00	94.50
Establishment Charges	17/03/2022	Ground fixing anchor - FLGCA bin	Glasdon UK Ltd	87.29	17.46	104.75
Total				22,593.63	4,049.49	26,643.12

b) Land drains for Jacobs Well Recreation Ground

Further quotations for the installation of land drains had been obtained, the details of which had been circulated to the Members in advance of the meeting.

The Clerk advised that the budget that has been set aside for this work is £8,750 & VAT. A Concurrent Functions grant of £4,735 & VAT had been obtained from Guildford Borough Council, however the works need to be carried out by the end of the financial year (i.e., 31 March 2022) in order to claim the grant from the Borough Council.

The contractor that had submitted the cheapest quotation (£9,600 & VAT) was also able to undertake the work by the end of the financial year.

The contractor that had submitted the middle quotation £14,950.00 +VAT for nine land drains would be unable to undertake the work until May/June at the earliest.

The third contractor had quoted for the installation of fifteen land drains, however, at the cost of £25,402.00 that far exceeded the budget that had been set for this project.

Approved by the Full Council 7 April 2022

Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr T Webber, and **RESOLVED** that Gunner Agriculture's quotation be accepted. Total cost £9,600 & VAT. The works to be undertaken at the earliest opportunity.

Result of the vote: 5 in favour of the motion. Cllr A Creese and Cllr C Riley abstained from the vote.

Power to spend: OSA 1906, ss 9 and 10

88-2022 - Date of next Planning/General Purposes and Finance Committee meeting – 28 April 2022

Meeting closed 20:12

Signed:

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Chairman, Worplesdon Parish Council
Date: 7 April 2022