



**Minutes of the Full Council meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.30pm on Thursday 11 August 2022**

**256-2022 - Present**

**Councillors**

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell (Chairman), Cllr M Price, Cllr C Riley, and Cllr T Webber.

**Officers of the Council:**

Mrs G White – Clerk to the Council

**Members of the public:**

Cllr B McShee and Cllr K Witham were present for part of the meeting, as were Mr P Merritt, Mr L Aldred and two other residents from Jacobs Well.

**257-2022 - Apologies and reason for absence**

Apologies and reason for absence were received from:

- Cllr T Wright
- Cllr B Nagle

The apologies and reasons for absence were accepted. The Chairman reminded Members that they should make every effort to attend all council meetings – ill health withstanding.

Apologies were also received from the Assistant Clerk.

**258-2022 - Public participation session**

Mr Merritt expressed his exasperation about the recent erection of the duck sign at Moat House Pond (known locally as Dollie's Pond) advising that there is wider annoyance in the village about the sign, and other issues being experienced in the Recreation Ground.

A second resident also expressed concern about various issues being experienced by those using the Recreation Ground, which is causing visitors to the Recreation Ground considerable distress.

The Chairman thanked both members of the public for addressing the Council.

**259-2022 - Six-month rule – To waive the six-month rule in light of Cllr B Nagle's long service**

Following Cllr B Nagle's recent accident, it was proposed by Cllr N Mitchell, seconded by Cllr M Fance, and unanimously **RESOLVED** that, in accordance with s85 of the Local Government Act 1972, the six-month rule be extended in light of Cllr Nagle's long service to the Council.

**260-2022 - 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.

**261-2022 - Amendments to the Register of Interests**

No declarations were made.

**262-2022 - To receive and consider written requests for new DPI dispensations if any**

No requests were received.

**263-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

**264-2022 - Declaration of gifts or hospitality over £50**

Cllr N Mitchell declared that he had received hospitality totalling more than £50, by virtue of his acceptance of the Mayor's invitation to a one-day cricket match between Surrey and Leicestershire at the Guildford Cricket Ground.

Cllr N Mitchell to declare this gift on a new Register of Interests, as required by the Bribery Act 2010.

**265-2022 - Borough Councillor's report**

Cllr B McShee had provided the following report, which had been circulated to all Members in advance of the meeting.

**1. Highway verge cutting and weed control**

Surrey County Council is responsible for highway verge cutting and weed control, as well as on street parking enforcement. Currently, Guildford Borough Council have undertaken these duties on behalf of the County Council and the borough council is disappointed that Surrey has decided to take back responsibility for these services. Guildford Borough Council will continue to maintain the verges until the handover in April 2023.

**2. Car Free Day in Guildford - 25 September 2022**

On Sunday, the 25th of September the Borough Council will put pedestrians first for Car Free Day 2022. We will be transforming our town centre, once again, for a day of celebrations and free family fun. We will have market stalls, street food, live music, and street performances from local groups.

There will also be street play areas for children, plus lots more for families.

Car free day gives everyone a chance to have fun and celebrate our town centre without the cars. It will give you a chance to see how our town centre could look in the future.

**3. Guildford Borough Council Christmas Experience 2022**

The Council are creating a new Christmas experience for Guildford this year. You can look forward to a long weekend dedicated to launching the festive season in November. There will be fun family activities, music,

performances, interactive theatre, a market, and Christmas trees. You can do your festive shopping with money off deals and special offers. Our beautiful Christmas lights will be lit throughout the town.

**4. Crowdfund Guildford workshop**

Our next FREE Crowdfund Guildford workshop is happening on Monday, the 8th of September. Communities can get help crowdfunding their ideas for improving their local area and get a pledge of up to 50% towards their funding goal. Crowdfund Guildford is our own crowdfunding initiative for communities. The deadline to register your project for this round is the 28th of September.

**5. Guildford House Gallery**

We celebrate the reopening of the galleries at Guildford House with two exhibitions. One being “Georgian women,” portraits by John Russell which is open until the 8th of October. Alongside this, “50 years of friendship” showcases a selection of artwork, with support from the Friends of Guildford House. This is open until the 8th of October. Guildford House Gallery is open Tuesday to Saturday, 10 am until 4.30 pm.

**6. Regeneration of North Street, Guildford**

A public consultation is being held on 20 August 2022 at Dominion House. I encourage you to attend the consultation to view the plans for the Friary Quarter.

The Chairman thanked Cllr McShee for his report.

There were no questions.

[Cllr B McShee left the meeting at 19:58](#)

**266-2022 - County Councillor’s report**

Cllr K Witham’s report had been circulated to all Members in advance of the meeting.

**1. Highway verge cutting, weed control and on-street parking enforcement management to return to SCC from April 2023**

Surrey County Council is responsible for highway verge cutting and weed control, as well as on-street parking enforcement. It currently has agreements in place with Guildford Borough Council (Guildford Borough Council) and other Boroughs/Districts to manage the verges on the county council’s behalf. All on-street parking enforcement is also managed by GBC. However, from April 2023, SCC will manage both of these county-wide to ensure consistent approaches across Surrey.

**2. Guildford Borough Council is currently undertaking a car parking review across the borough – Broad Street, Worplesdon - closing date for comments 9th September 2022**

The borough council is proposing to introduce parking restrictions (double and single yellow lines) from the Aldershot Road roundabout to just beyond Bracken Way.

For further information please see:

<https://worpleston-pc.gov.uk/news/guildford-borough-council-parking-review-broadacres/>

**3. Grants for local groups**

Local groups and organisations are invited to apply for a small grant towards projects. If the group has not received previous funding, a grant of up to £500 is available, more in exceptional circumstances. The standard grant is £250. Email [keithwitham1@hotmail.co.uk](mailto:keithwitham1@hotmail.co.uk) for further details.

**4. Potential help for residents with cost-of-living pressures, available from Guildford Borough Council – including a Council Tax rebate of up to £150 for those in Council Tax Bands E, F G, and H – Guildford Borough Council closing date for applications 12<sup>th</sup> August.**

**5. New Police powers to move Unauthorised Traveller Encampments now in effect**

The Police, Crime Sentencing and Courts Act 2022 came into effect on 28 June 2022. It is hoped the new powers will help to deter Unauthorised Encampments. The Police Crime Commissioner for Surrey states that she will work closely with Surrey Police and other partner organisations to ensure the new powers are used to their fullest extent to protect local communities.

**6. Age UK Surrey**

Age UK Surrey has lots of really useful help available for older people <https://www.ageuk.org.uk/surrey/> – including the ‘Men in Sheds’ project at Merrist Wood College.  
<https://www.ageuk.org.uk/surrey/about-us/news/articles/2022/new-men-in-sheds-premises/>.

**7. “Greener Futures” in Surrey**

Want to know what Surrey County Council is doing with its partners in Surrey to tackle the climate emergency and tips on how you can live a greener and healthier life by making some small changes? Read, and sign up to, the newsletter <https://orlo.uk/ACkDR>.

**8. The new Discovery Centre at Newlands Corner**

The new Discovery Centre at Newlands Corner has opened. Check it out when you’re nearby  
<https://orlo.uk/uPqIR>

**9. Surrey Adult Learning – rated Good by OFSTED**

<https://bit.ly/3ntAMuZ>

A short Q&A session then took place, which covered the following topics

- The frequency of the grass cutting once Surrey County Council takes back this service. Cllr K Witham advised that the details are currently being considered.
- Speeding issues in Worplesdon – Surrey County Council is willing to split the cost of placing ‘monitoring tubes’ in the parish to ascertain the speed and volume of traffic in various locations across the parish. To be added to the agenda of the next Planning/General Purposes and Finance Committee meeting.

The Chairman thanked Cllr K Witham for his report.

**267-2022 - Minutes of the previous meetings**

It was proposed by Cllr D Bird, seconded by Cllr M Fance, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 30 June 2022 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Adam, seconded by Cllr T Webber, and unanimously **RESOLVED** that the minutes of the Staffing Committee meeting held 12 July 2022 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Adam, seconded by Cllr D Bird, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 21 July 2022 be approved and signed by the Chairman as a true record.

**268-2022 - Erection of duck feeding sign at Moat House Pond, Jacobs Well Recreation Ground, and lack of parking provision for the Jacobs Well play area**

Several complaints had been received from residents of Jacobs Well regarding the erection, and location, of the duck feeding sign at Moat House Pond.

Members debated the complaints raised both before, and at the meeting.

Following discussion, it was agreed that a village wide consultation would take place, culminating with a drop-in session at the Jacobs Well Village Hall on Friday 30 September 2022 between 18:30 and 21:30. Until the results of the public consultation are known, the Parish Council would not take any action regarding the duck sign.

The consultation to take into account:

- Provision of four parking spaces
- Positioning of the goal posts
- Provision of a duck feeding sign
- Anything else residents wish to raise about the Recreation Ground.

At 20:10 Mr Merritt and two other residents from Jacobs Well left the meeting.

#### **269-2022 - Planning Applications for consideration**

Cllr G Adam presented the planning application details to the Members:

**Planning Application No: 22/P/01050 - Weyside Urban Village (Slyfield regeneration Programme), Slyfield Green, Guildford, GU1** - Reserved matters application pursuant to outline permission 20/P/02155 permitted on 30/03/2022, to consider appearance, means of access, landscaping, layout, and scale in respect of the erection of a new GBC Depot, Multi-Storey Car Park, MOT Test Centre and sprinkler tank compound with associated external areas of hard and soft landscaping, parking, and storage. (EIA Development).

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

Cllr K Witham left the meeting at 20:13.

**Planning Application No: 22/P/01182 - 23 Louis Fields, Fairlands, Guildford, GU3 3JQ** - Single storey rear infill extension.

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

**Planning Application No: 22/P/01195 - Deepdene, Rickford, Worplesdon, Guildford, GU3 3PQ** - Erection of a single storey rear extension following demolition of existing conservatory.

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

**Planning Application No: 22/P/01200 - Knightbury, 14 Oak Hill, Wood Street Village, Guildford, GU3 3ER** - Proposed replacement of existing garage roof to achieve increased height.

It was **RESOLVED**: that the Parish Council comment on the possible loss of light to the adjacent dwelling.

#### **270-2022 - 2022 Model Standing Orders**

As NALC do not issue a précis of the changes made, the current and model Standing Orders have to be compared, line by line, which is time consuming.

Due to time constraints, this item, once again, had to be deferred.

#### **271-2022 - Guildford Borough Council – Telephone service**

Shere Parish Council have written a letter to Guildford Borough Council complaining about the poor quality of the telephone service being provided by the borough council.

All 23 parish councils in the borough had been invited to countersign the letter, which was to be sent to the Chief Executive, Tom Horwood.

Members discussed the issue. The Clerk confirmed that no direct complaints had been received about the borough council's telephone service. Based on the Members experience it was proposed by Cllr G Adam, seconded by Cllr T Webber and **RESOLVED** that the parish council did not feel it appropriate to counter sign the letter, on this occasion.

A vote took place: Result of the vote – nine in favour, Cllr J Messinger abstained. Motion carried.

### **272-2022 - Civility and Respect Project**

The Clerk advised that bullying and harassment are a major problem within the parish and town council sector. In a bid to combat this issue, the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), One Voice Wales (OVW) and the County Secretaries are recommending that all parish and town councils sign up to the new Civility and Respect Pledge.

Members had received details of the Civility and Respect Pledge via email in advance of the meeting.

Following discussion, it was agreed that the Parish Council already behaves with Civility and Respect and has appropriate policies and procedures in place to cover this matter.

It was then proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the Parish Council felt it unnecessary to sign up to the Civility and Respect pledge.

### **273-2022 - S38 application Commons Act 2006 - 56 Oak Hill, Wood Street Village**

Following a lengthy debate, it was proposed by Cllr T Webber, seconded by Cllr D Bird, and unanimously **RESOLVED** that the Parish Council write to the Planning Inspectorate objecting to the application on the grounds that the description within the application form is inaccurate. The application states:

*"The proposed works are to extend the private track (measuring 6.45 metres wide, by 8.25 metres long) over a section of grassed, common land, to allow for vehicular access to the application site's front curtilage.*

*"The works will be located at 56 Oak Hill. The application site is located within Wood Street Village, which is inset from the Green Belt. Furthermore, the site is found situated on the northern side of Oak Hill, which is a **private road** that serves a number of properties."*

The track which serves the properties on the northern side of Oak Hill is not a 'private road'. It is a track over registered common land, which is owned by Surrey County Council, albeit the maintenance responsibilities fall to the users of the track.

Any householder wishing to use the track for vehicular access to their dwelling should first obtain a Deed of Easement from the County Council.

*Appendix 1 – Map showing the extent of common land in Oak Hill, Wood Street Village*

### **274-2022 - Wood Street Village Summer Show 15 July 2023**

Mr T Wright had submitted the event application for the Wood Street Village Summer Show 2023 for the Council's consideration.

Mr Wright advised that he is standing down as Chairman of the Show Committee, nevertheless, it is the current intention of the Committee to extend the highly successful evening concert until 11.30pm.

Members considered the application, following which it was proposed by Cllr D Bird, seconded by Cllr M Fance, and unanimously **RESOLVED** that, in principle, permission for the Summer Show 2023 be granted, subject to receipt of the risk assessment and all other necessary safety documentation. Although, permission for a bouncy castle will not be granted.

The Clerk was instructed to update the application form to remove all references to bouncy castles and inflatable rides.

#### **275-2022 - Broad Street Common – Badgers and the provision of new play equipment at The Cricketers Pub**

Cllr T Webber advised that he had been contacted by residents concerned about the impact that the removal of the conifers and installation of new play equipment at The Cricketers Pub will have in terms of noise, overlooking/loss of privacy and the impact on local wildlife, particularly badgers and other protected species.

The Clerk advised that planning permission is not required for a children's play area unless the equipment installed is over 4m in height, to the ridge of the equipment, and is positioned 2m from the boundary of the property.

Cllr T Webber advised that he had informed those affected to report any noise/privacy issues to Guildford Borough Council's Enforcement Team and that he had also spoken directly to the landlord to express residents' concerns.

Following consideration, the Members suggested that a community meeting might be advantageous, to which the publican should be invited. Residents could also be advised to increase the height of their fencing and to plant trees on their side of the boundary. Other than reporting issues to Guildford Borough Council's Enforcement Team as advised, unfortunately, there is little the Parish Council can do in this particular situation.

#### **276-2022 - Land Management/H&S report – period from February 2022 until August 2022**

##### **Land Management Report**

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:

- Reseeded the damaged edge of Perry Hill Green at Coombe Lane.
- Installed replacement signage for both Wood Street Village Community Car Park and Wood Street Village Cricket Club Car Park.
- Sprayed the moss at each of the playgrounds
- Installed paving slabs at the bench by the basketball court at Worplesdon
- Replaced a damaged bench slat in the bench adjacent to Perry Hill Green and at Moat House Pond, Jacobs Well.
- Removed the damaged and frosted Perspex from the bus shelter at The Avenue, Worplesdon and replaced it with wood panels.
- Delivered items to facilitate Jubilee events which took place at multiple locations across the parish, and collected them, where applicable, afterwards.
- Delivered items to support the Wood Street Village Show and subsequent Jazz Festival and collected them afterwards.
- Delivered leaflets to houses affected by Giant Hogweed growing nearby off Keens Lane.
- Buried fish who were found deceased at Moat House Pond (suspected deaths due to low oxygen and water levels caused by the hot weather conditions).
- Removed graffiti from Wood Street Infant School's Outdoor Classroom signage.
- Replaced logs moved to facilitate access to the triangle (adjacent to Wood Street Village Green).

- Reported a diseased tree to the Taylor Wimpey Site Foreman at Keens Lane.
- Removed graffiti from the Husson Breeze (Wood Street Village) and at the back of the bus shelter.
- Repaired damage to Wood Street Village Green caused by motor vehicles.
- Planted oak tree saplings at Nevins Copse, Wood Street Village.
- Addressed the removal of trees from common land by a resident (subsequently determined to be legitimate SCC sanctioned works) close to Wood Street Village Community Car Park.
- Closed and resecured the gate at Broad Street gas station after it was left open by contractors.
- Tightened the entrance panel fixings on the Kompan multi-play at Fairlands.
- Removed graffiti from a bench at the Worplesdon play area.
- Fitted two duck feeding signs – one at Moat House Pond, Jacobs Well and the other at Wood Street Village Pond.
- Repaired bus shelter at the bottom of Rydes Hill Common.

The Clerk has:

- Written to UK Power Networks regarding the frequent interruptions to power, particularly in Wood Street Village, Perry Hill, and Fairlands.
- Obtained SCC access to the multiple heavy-duty gates at sites across the parish.
- Chased GBC regarding the log in the Brook at Jacobs Well. Item to remain on the Land Management Report until the issue is resolved.

The Assistant Clerk has:

- Updated the monthly checklist for Worplesdon to include the electricity cabinet at Perry Hill Green.
- Notified the EA (Environment Agency) of the blue-green algae noted by the Head Groundsman.
- Ordered a replacement bench from TDP to replace the bench in poor condition at Fairlands play area.
- Notified the EA of pollution in the vicinity of Brookside in Jacobs Well.
- Ordered the parts to replace the vandalised components of the multi-play unit at Jacobs Well.
- Organised for wetpour repairs to take place under warranty for surfacing beneath the roundabout at Jacobs Well. Works to take place in September 2022.

Contractors have:

- Removed the dipping platforms at Wood Street Village.
- Supplied and installed a replacement dipping platform and a swim at Wood Street Village Pond.
- Installed land drains at Jacobs Well Recreation Ground.
- Planted two 'Worplesdon' liquidambar trees at Perry Hill Green following the removal of two horse chestnut trees.
- Removed the two dangerous bus shelters in Wood Street Village.
- Installed two replacement bus shelters in Jacobs Well.
- Installed two new bins at Fairlands, adjacent to the hall – It is the FLGCA's (Fairlands, Liddington Hall, and Gravetts Lane Community Association) responsibility to empty these in perpetuity.
- Replaced the hard wear wetpour pads at the Worplesdon play area.
- Cut down the trees at Nevins Copse identified in the 2021 Tree Report as dead/diseased/dangerous (works were delayed due to bird nesting).
- Removed six Oak Processionary Moth nests from a tree at Harry's Meadow, Jacobs Well.
- Fitted new swing chains at Worplesdon play area.
- Jetted the drains at Coombe Lane.

**Work agreed with contractors/volunteers:**

- Contractors to level and reseed the depression at Wood Street Village Green.
- Ecological report to be carried out at Harry's Meadow
- Replacement tree to be planted at Pitch Place Green (to be planted Autumn/Winter 2022)
- Contractor to replace rotting fencing at Wood Street Village Community Car Park, dig out weeds, etc.
- Contractor to install a replacement kissing gate and associated fencing at Harry's Meadow, Jacobs Well.



- Commemorative tree ordered (the late Mr G Newbery) – this has been paid for but will be kept on the Nursery's irrigation line until required in the Autumn). A contribution of £447 has been received from the family to cover the costs of the tree, tree guard, Treegater and memorial plaque).

**Quotations obtained for:**

- Installing a footpath from Derek Slaymaker's bench to the bridge over the watercourse at the bottom of Harry's Meadow.

**Quotations required for:**

- Replacement barrier ('white gate') for White House Lane.
- Repair/replacement of damaged yellow whizzer at the Worplesdon play area.

**Outstanding works:**

- HAGS multi-play unit at Jacobs Well to be re-stained (weather reliant) – part-completed.
- Village sign to be touched up at Rickford.
- Damaged and frosted Perspex to be removed from the bus shelter at Perry Hill Green and replaced with wood panels.
- Additional grass seed to be sown at Coombe Lane.

**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 initially reported this to SCC who failed to take any action. This action was consequently escalated to the 2021 November Flood Forum agenda. January 2022 - SCC have subsequently investigated further and have written to UK Power Networks to ask them to resolve the issue. Despite this matter being brought up at the Flood Forum meeting in February 2022, the tree remains in the brook and debris collects around it.
- The noticeboards across the parish require cleaning – both the Perspex and the frames.
- All instances of antisocial behaviour experienced across the parish should be formally reported to Surrey Police. This includes vehicles spotted driving across village greens, or threatening behaviour in play areas or car parks.
- Arsonists have fire damaged the picnic bench at the Worplesdon Memorial Ground.
- Terrapins have been spotted at both Pinks Hill Pond and Moat House Pond. Residents to be reminded that these invasive species are damaging the ecology of each pond.
- White Hart Lane requires strimming. Groundsman to trim the verge edges when time allows. Steve Gunner to flail in the Autumn/Winter.
- Road signs on Holly Lane are dirty. To be reported to SCC.
- Logs have been pushed into the stream beyond Harry's Meadow. Clerk to contact Leigh Edwards to notify him.
- The Parish Council has been approached with regard to the provision of a bench in Wood Street Village to commemorate a recently deceased local resident. Parish Council has discussed the request and agreed that a tree and plaque would be more suitable for the location.
- The bus shelter at St Mary's Road, Worplesdon has been damaged. Groundsman to repair.
- Approached the neighbouring landowner at Harry's Meadow with regard to a tree which was overhanging.
- Groundsman to provide list of tools required to undertake jobs across the parish.
- Groundsman and Assistant Clerk to ensure that the inventory is up to date with all items stored in the storage container plus tools purchased.
- The Groundsman has noted pollution entering The Brook in Jacobs Well. The Assistant clerk has subsequently submitted details of the issue to the Environment Agency.
- Vandals have forced wood into the padlock on the grit bin at Wood Street Village Community Car Park. Head Groundsman to source replacement lock and provide school caretaker with a spare key to the padlock.

- The Head Groundsman has observed some wear on the outer rope sleeves of the Typhoon at the Worplesdon play area. Reinspection of this specific item to take place in September – with a high-level inspection.
- The Head Groundsman noted that the water level at Wood Street Village Pond remains high. This is due to a water leak at Pound Court. The water leak has already been reported to Affinity Water.

**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 has 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 14.02.22, 21.02.22, 08.03.22, 14.03.22, 21.03.22, 28.03.22, 04.04.22, 11.04.22, 25.04.22, 03.05.22, 09.05.22, 17.05.22, 24.05.22, 25.05.22, 06.06.22, 07.06.22, 13.06.22, 20.06.22, 27.06.22, 28.06.22, 04.07.22, 11.7.22, 18.7.22, 25.7.22, and 1.8.22. The Groundsman has carried out the following work:

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

**Completed works:**

The Head Groundsman has:

- Filled the gap between the new dipping platforms and the existing pond banking, however the soil has subsided, and this will need to be redone when weather conditions allow.
- Moss sprayed in all play areas (play surface).
- Made good the fire damaged/burnt picnic bench next to the basket swing at Worplesdon play area.
- Used non-glyphosate weed killer where weeds were coming through the play area surfacing.
- Tightened four hand holds on the climbing rock at Fairlands.
- Fenced off the swing bridge on the multi-play at Jacobs Well due to vandalism – and subsequently replaced the damaged components.
- Erected signs notifying residents of the land drains installation at Jacobs Well Recreation Ground.
- Tightened a handhold on the Proludic multi-play at Worplesdon play area.

**Outstanding works:**

- The anchors holding one of the goal posts at Jacobs Well have been removed, and the goal post moved – on two separate occasions. The goal post has been returned to its original position and replacement ground anchors will be sourced by the Head Groundsman to prevent the equipment from being moved again. Unsecured, the goal post presents a Health and Safety issue in that it could be pulled onto someone's head or torso. The goal posts had been moved again on 10/8/2022. To be put back into their former positions ASAP.

**Groundsman's/Clerk's Observations:**

- n/a

**Monthly Health and Safety Report:**

The monthly inspections were undertaken on 15.02.22, 17.02.22, 18.02.22, 14.03.22, 17.03.22, 28.4.22, 21.6.22, 19.7.22, 21.7.22, and 25.07.22.

### Completed works:

- Yellow stripe on access path at the Worplesdon Play Area has been resprayed by the Head Groundsman (line marks change in surfacing, particularly for those who may be visually impaired).
- The Head Groundsman removed a net that had been attached to the basketball hoop at Worplesdon Memorial play area.
- The Head Groundsman repaired and reseeded the ground in front of the goal posts at Jacobs Well which was causing a trip hazard.
- The Head Groundsman removed trees that fell/sustained damaged during back-to-back storms in February.
- Contractors installed a sounder beacon in the disabled toilet at the parish office to comply with current Fire Safety Standards.
- The Head Groundsman removed mole hill trip hazards at Fairlands play area.
- Animal scrapes have been filled at Jacobs Well play area by the Groundsman to remove trip hazards.
- The Head Groundsman has removed a dangerous small silver birch tree from the side of the cricket pavilion at Wood Street Village.

Contractors have:

- Replaced the damaged knee rail fencing at the junction of Holly Lane and Rokers.

### Quotations have been sought for:

- Flailing along White Hart Lane to improve sightlines and pedestrian safety.

### Groundsman's/Clerk's Observations:

- White House Pond had completely dried up in the drought and Moat House Pond was half empty.

It was proposed by Cllr P Cragg, seconded by Cllr M Fance, and unanimously **RESOLVED** that the Land Management and H&S report be approved and accepted.

## 277-2022 - Finance

### a) Payment lists for approval

The payment list was presented to the meeting. It was proposed by Cllr M Fance, seconded by Cllr P Cragg, and unanimously **RESOLVED** that payments to the value of £19,808.80 be approved. The payment list was signed by the Chairman, Cllr N Mitchell during the meeting.

**Table 1: Proposed list of payments 11 August 2022**

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	05/06/2022	Electricity - 2 Saxton - 18.6 - 14.7.22	EDF Energy Ltd	£300.00	£0.00	£300.00
Establishment Charges	13/06/2022	Worplesdon Parish Council lanyards	Ebay	£84.80	£0.00	£84.80
Parish Office	05/07/2022	Electricity - 2 Saxton - 18.7 - 14.8.22	EDF Energy Ltd	£300.00	£0.00	£300.00
IT budget	18/07/2022	SIM card - July 2022	BT PLC	£9.00	£1.80	£10.80
Traffic calming - SDR/VAS	19/07/2022	Starter kit 3 - Bushnell Radar Gun	CSW Online Shop	£479.98	£96.00	£575.98
Training	19/07/2022	Project Management Training - SLCC - GW	SLCC Enterprises Ltd	£90.00	£18.00	£108.00
Training	19/07/2022	Project Management Training - SLCC - VF	SLCC Enterprises Ltd	£90.00	£18.00	£108.00
Establishment Charges	21/07/2022	Music stand for use as lectern at parish events	Bax Music	£52.54	£10.51	£63.05
PC Grant Aid to Wards	22/07/2022	Grant - 2022/2023	Wood Street Infant School	£500.00	£0.00	£500.00

Minutes approved by the Full Council 29 September 2022

Code	Date	Description	Supplier	Net	VAT	Total
PC Grant Aid to Wards	22/07/2022	Grant - 2022/2023	Worplesdon Primary School	£500.00	£0.00	£500.00
Donations	22/07/2022	Grant - 2022/2023	Crimestoppers	£50.00	£0.00	£50.00
Section 137	22/07/2022	Grant - 2022/2023	Kent Surrey Sussex Air Ambulance	£185.00	£0.00	£185.00
Staff costs	22/07/2022	Salary/mileage/PAYE/NIC/Er's NI/Pension conts Ee's & Er's	Staff costs	£9,129.74	£0.00	£9,129.74
IT budget	23/07/2022	SIM/broadband GW/VF - July 2022	BT PLC	£48.95	£9.79	£58.74
Establishment Charges	25/07/2022	Grey round water base with spigot	Hampshire Flag Company Ltd	£49.50	£9.90	£59.40
Land Management	29/07/2022	Shipping container hire - August 2022	Activate Learning	£70.00	£0.00	£70.00
IT budget	30/07/2022	Subscription	Zoom Pro	£119.90	£23.98	£143.88
Establishment Charges	30/07/2022	Broadband and bundled services	BT PLC	£137.76	£27.55	£165.31
IT budget	30/07/2022	Office 365 charges	BT PLC	£263.15	£52.63	£315.78
IT budget	03/08/2022	Tower extension lead with 4 USB ports	Mrs V Fear - Amazon Services Europe SARL	£20.96	£4.19	£25.15
IT budget	03/08/2022	3m ethernet cable	Mrs V Fear - Amazon EU S.a.r.l. Uk Branch	£2.99	£0.60	£3.59
Land Management	03/08/2022	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	£130.00	£26.00	£156.00
Tree Surgery	03/08/2022	Tree works Nevins Copse - D2823.V1.0	Dryad Tree Services Ltd	£1,330.00	£266.00	£1,596.00
Parish Office	03/08/2022	Ballast and 4 x fluorescent tubes	Shop4Electrical	£22.66	£4.53	£27.19
Establishment Charges	03/08/2022	Postage second class stamps	Post Office Ltd	£16.32	£0.00	£16.32
Parish Office	03/08/2022	Trace electrical fault 1st floor lighting	C&D Electrical Services	£80.00	£0.00	£80.00
Parish Newsletter	03/08/2022	Newsletter 63 & Annual Report 2021/2022	Knaphill Print Co Ltd	£1,051.00	£0.00	£1,051.00
Establishment Charges	03/08/2022	Special delivery - Bank mandate	Post Office Ltd	£6.85	£0.00	£6.85
Parish Office	04/08/2022	New entry phone system	A B Alarms	£493.00	£98.60	£591.60
Establishment Charges	04/08/2022	3 x bye-law signs for village greens	Guildford Signs	£165.00	£33.00	£198.00
IT budget	04/08/2022	External back-up - August 2022	RISC IT	£34.00	£6.80	£40.80
Land Management	05/08/2022	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	£30.92	£6.18	£37.10
Grass Cutting	05/08/2022	Grass cutting - month 6 2022	Holly Landscape and Training	£1,376.93	£275.39	£1,652.32
Parish Office	05/08/2022	Electricity - 2 Saxton - 18.7 - 14.8.22	EDF Energy Ltd	£285.71	£14.29	£300.00
Chairman's Allowance	05/08/2022	Civic gifts	Cllr N Mitchell	£16.66	£3.34	£20.00
URC bench Perry Hill Green	05/08/2022	Install URC bench at Perry Hill Green	Stephen Gunner	£550.00	£0.00	£550.00
Establishment Charges	08/08/2022	Liquid amber tree - G Newbery	CGJ Mathias & Son	£160.00	£32.00	£192.00
Establishment Charges	08/08/2022	Sit/stand desk for clerk (medical grounds)	Ergonomic Office Imports Ltd	£447.00	£89.40	£536.40
<b>Total</b>				<b>£18,680.32</b>	<b>£1,128.48</b>	<b>£19,808.80</b>

**b) Bank reconciliations for April 2022, May 2022, and June 2022**

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for April, May, and June 2022 in accordance with the Accounts and Audit Regulations, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr D Bird, seconded by Cllr M Fance, and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell during the meeting.

**Appendix 2 - April, May, and June 2022 bank reconciliations**

**c) Monthly budget reports for April 2022, May 2022, and June 2022**

The Responsible Financial Officer (RFO) had prepared the budget reports for April, May, and June 2022 in accordance with the Accounts and Audit Regulations, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr M Price, seconded by Cllr D Bird, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell.

**Appendix 3** – April, May, and June 2022 monthly budget reports

**d) To review the Council's insurance policy**

The Clerk advised that, for various reasons, it had not been possible to finalise the year-end policy schedule in time for the meeting. The sums insured had, however, all been updated following a thorough review and the amended sums assured are to be used when the 2022 renewal documents are issued by Zurich.

The updated policy schedule is to be considered at Planning/General Purposes and Finance Committee meeting to be held 1 September 2022. The Full Council will be required to approve the renewal document on 22 September 2022.

**e) Grant aid request from the Whitmoor Common Association**

A grant aid request had been received from the Whitmoor Common Association towards a Chainsaw Refresher Course. Trained volunteers are able to carry out clearance works on the common, which would otherwise impede access to the various rights of way across the common.

Following discussion, it was proposed by Cllr B Ahier, seconded by Cllr J Messinger, and unanimously **RESOLVED** that a grant of £500 be duly awarded to the Whitmoor Common Association in recognition of their outstanding contribution towards the maintenance of Whitmoor Common SPA/SSSI/LNR.

*Power to spend: Power of General Competence – Localism Act 2011*

**f) Memorial bench in memory of the late John Gunner** - Cost, excluding installation, anticipated to be between £6,000 and £10,000

The Clerk advised that she had obtained an application form for emergency Concurrent Functions Grant Aid from Guildford Borough Council towards the cost of the memorial bench.

Following discussion, it was proposed by Cllr J Messinger, seconded by Cllr C Riley and unanimously **RESOLVED** that the Parish Council would submit an application to Guildford Borough Council. If that application is successful, the Parish Council would then decide what course of action to take.

**g) Construction of a short path in Harry's Meadow (from Derek's bench to the watercourse)**

The Clerk advised that complaints had been received about the slippery condition of the meadow between Derek's bench and the watercourse during wet weather. Consequently, three quotations had been sought for the construction of a 1.5m wide x 18.5m long section of rural path. One company had failed to provide a quotation.

Members considered the two quotations that had been received, following which it was proposed by Cllr M Price, seconded by Cllr M Fance and unanimously **RESOLVED** that for Health and Safety reasons the short path should be constructed, and that Steve Gunner's quotation of £2,600 (VAT not applicable) be accepted.

As the new wheelchair friendly kissing gate is soon to be fitted at Harry's Meadow, and the construction of this path should enable all residents to make use of the newly designated right of way across the meadow.

*Power to spend: OSA 1906, ss 9 and 10*

**h) Concurrent Functions Grant Aid applications for the financial year 2023/2024**

Following discussion, it was proposed by Cllr B Ahier, seconded by Cllr D Bird, and unanimously **RESOLVED** that Concurrent Functions Grant Aid be sought towards:

- Tree succession planting across the Parish
- Replacement noticeboards

**i) Full size tree guards – Perry Hill Green – To approve the purchase and installation costs for full size tree guards at Perry Hill Green**

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr J Messenger and unanimously **RESOLVED** that two full size tree guards be purchased to protect the newly planted 'Worplesdon' trees at Perry Hill Green (Maximum cost £700 & VAT). The tree guards, which weight 50kg each, to be delivered to and installed by Dryad Tree Specialists for the cost of £100.

The three-quarter guards already purchased to be used elsewhere in the parish.

**278-2022 - Clerk's Report**

**a) Permanent Tree Preservation Order (TPO)**

On 1 February 2022 Guildford Borough Council made a Provisional TPO for land at St Mary's Gardens (covering a group of seven oak trees). On 28 July 2022 the borough council confirmed the TPO, making it permanent.

**b) Woking Borough Council are publishing their draft Town Centre Masterplan for public consultation (25 July until 17 October 2022) <https://www.woking2027.info/supplementary/towncentremasterplan>**

**c) Speeding on Jacobs Well Road**

Issue raised with Surrey Police. Residents are advised to contact Surrey Police whenever anti-social behaviour takes place to raise awareness of this issue.

**279-2022 - Chairman's Report Period 30 June to 10 August 2022**

The Chairman gave the following report:

**30 June** - Chaired the Full Council meeting.

**1 July** - Attended the Flood Forum Walkabout from Holly Lane to Rickford. Attended by Cllr J Messenger, Gaynor White, Victoria Fear, Angela Richardson MP, residents from the area and representatives of Merrist Wood, Environmental Agency and SCC.

At the start of the meeting Angela Richardson expressed her displeasure that SCC Highways were not present as the majority of items required positive input from SCC Highways. SCC representative explained that as issues on their website had not been reported for 6 months, they had closed them.

**11 July** - Presented library books to Worplesdon Primary School; with assistance from Victoria Fear; the gift from the Parish Council with respect to the Platinum Jubilee.

There were two assemblies during which the pupils provided musical (90 recorders) presentations.

**11 July** - CSW deployment at Aldershot Road with assistance from Bill and Gill Ibbs.

**15 July** - Attended Sandra Morgan's funeral at Guildford Crematorium with Cllr J Messenger and the Clerk.

The funeral was well attended, bearing in mind the temperature during the week. We did express to the family the absence of Cllr P Cragg, who was in hospital at the time.

Networked with the Mayor and other attendees during the wake explaining my role as chairman.

**18 July** - Attended FLGCA meeting at Fairlands Community Centre.

Presented a report from the Parish Council based on the report to Wood Street Village Association. The Parish Council were thanked for the presentation of the Jubilee Beacon which the FLGCA (Fairlands, Liddington Hall and Gravetts Lane Community Association) intend to mount it on the building and/or possibly use it at future events.

The committee congratulated me on becoming Chairman which I accepted with good grace.

**19 July** - CSW (Community Speed Watch) deployment at 120 Broad Street with Cllr M Fance.

A very disappointing result with 20% of vehicles passing through the deployment site exceeding the notification speed, including 2 vehicles which were multiple offences.

This site is the one where the number of vehicles exceeding the notification speed is greatest but generally at 10%. I think that the reason for the increased number of offences was twofold, no parked cars slowing traffic down and the school holidays.

**21 July** - Attended the Planning/General Purposes and Finance Committee meeting.

**27 July** - CSW deployment at Douglas Close. Jacobs Well with assistance from Cllrs B Ahier and M Fance, and Bill and Gill Ibbs.

During this deployment, we tested a new piece of apparatus before it was registered for use with Surrey Police. The general opinion was that it was a significant improvement on the existing aging equipment, the most noticeable being that the heavy battery belt was not necessary.

**2 August** - I was given hospitality by the Mayor at Guildford Cricket Ground attending the one-day cricket match between Surrey and Leicestershire.

During the day I networked with Borough Councillors, the Mayor, and other Mayors from around Surrey.

Angela Richardson MP also attended but I was unfortunately unable to network with her, as she was engaged in lengthy conversation during the day with Berkley Homes representatives.

**4 August** - CSW deployment at Clay Lane with Gill Ibbs. This was the first deployment during which the new equipment was used.

With only two persons at the deployment, it was very well received.

**5 August** - Delivered gifts to Cllrs Beth Nagle and Paul Cragg on behalf of the Parish Council following their release from hospital after operations and procedures. Both councillors looked well after their respective stays in hospital.

**280-2022 - Items for inclusion on future agendas**

Mr Aldred was asked to leave the meeting at 21:50

**Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business members of the public and press are to be excluded from the meeting.**

**281-2022 - To consider the appointment of two additional part-time members of staff being:**

A confidential report had been circulated to all Members in advance of the meeting, as had the two application packs which contained the job descriptions, job adverts, person specifications and draft interview questions.

Taking into account the increased workloads of the existing staff, the Staffing Committee had strongly recommended that the draft job adverts, job descriptions, person specifications, and interview questions be approved and that the adverts to be placed via the Parish Council's website, social media Facebook page, parish noticeboards and Gumtree.

1. A part-time finance officer (2 days per week – 16 to 20 hours) to allow for additional hours at busy times of the financial year.
2. A part-time Groundsperson (2 days per week) to be worked on a Wednesday and Friday.

Following discussion, it was proposed by Cllr M Fance, seconded by Cllr G Adam, and unanimously **RESOLVED** that:

- The role of a permanent part-time Groundsman be advertised. Salary SCP 7 - pro-rated to 16 hours per week
- The role of a temporary part-time Finance Officer (12-month fixed contract) be advertised. SCP 19 – 16 hours per week (an allowance for overtime to be made at busy times of the financial year)

Both employees would be entitled to holiday pay, sick leave and to join the LGPS (Local Government Pension Scheme).

A staff budget had been set aside in the 2022/2023 precept to cover the associated costs.

*Power to spend: LGA 1972 s112*

**282-2022 - Date of next Full Council meeting – Thursday 22 September 2022 - 19:30.**

**Meeting closed 22:18**

Signed:

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Chairman, Worplesdon Parish Council

Date: 29 September 2022