



**Minutes of the Full Council meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.33pm on Thursday 12 January 2023**

1-2023 - Present

Councillors:

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

Officers of the Council:

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

Members of the public:

One member of the public was present.

2-2023 - Chairman's Announcements

Prior to the meeting commencing, the Chairman made the following announcements:

1. All Members are reminded of the need for them to undertake their GDPR training. Details have already been issued.
2. Cllr K Witham has sent through further consultation details regarding the proposed double yellow lines along Broad Street close to Rydes Hill Prep School – due to the deadline, this item could not be considered at a meeting - there was, however, general support for the proposal.
3. Members are reminded that, for GDPR purposes, all communications should be undertaken using the @worplesdon-pc.gov.uk email address.
4. No AOB (Any Other Business) is permitted to be discussed during council meetings.
5. The Surrey Police Band is holding a fund-raising event in aid of the Phyllis Tuckwell Hospice, on Saturday 18 March 2023 at 7pm in Emmanuel Church, Stoughton.
6. The Chairman wished all present a Happy New Year.

3-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies were received from County Councillor Keith Witham and Borough Councillor Bob McShee.

4-2023 - Public participation session – 10 minutes

The member of the public raised concern about planning application numbers 22/P/01937 and 22/P/01937 – Rudge Cottage, Perry Hill.

A number of queries were raised regarding both the proposals and the application form.

It was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that the Rudge Cottage planning applications be brought forward for consideration for the benefit of the member of public present.

5-2023 - Planning application no's: 22/P/01937 and 22/P/01938

Planning Application No: 22/P/01937 - Rudge Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RE - Variation of Condition 2 (drawing numbers) of planning permission 19/P/01479 approved 09/11/2020 (revision to access).

During the discussion, the Chairman suspended the Standing Orders to enable the member of public to speak. Standing Orders suspended 19:48 – reinstated 19:50.

Following discussion, it was **RESOLVED** that the Parish Council comment as follows:

1. It is unclear what the changes to the drawings are as they have not been clearly identified.
2. The development site can be seen from public rights of way numbers 431 and 432 contrary to the planning application.

Planning Application No: 22/P/01938 – Rudge Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RE
- Creation of new access.

The Chairman again suspended Standing Orders during the discussion, to enable the member of the public to make further comment.

Following discussion, it was **RESOLVED** that the Parish Council comment as follows:

1. It is not clear who owns the verge over which the revised access is intended to be created.
2. Given the severe issues with flooding in the service road at the bottom of St Mary's Gardens, the Parish Council wishes to ensure that appropriate attenuation measures are installed with the newly created access to this plot.
3. All surface materials must be permeable.

The member of the public left the meeting at 20:00.

6-2023 - 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.

7-2023 - Amendments to the Register of Interests

No declarations were made.

8-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

9-2023 - Declaration of Non-pecuniary Interests

Cllr B Ahier declared that she is on the Managing Committee of the Guildford Walking Group as well as being a Member of the Ramblers Association. (Item 14 on the agenda).

Cllr J Messinger and Cllr G Adam declared that they are Trustees of the Worplesdon Memorial Hall and Grounds CIO. (Items 16 and 17 on the agenda).

Cllr J Messinger declared an interest in item 18 of the agenda – The Sime Gallery of whom she is a Trustee are considering holding an event to mark the King's Coronation.

Cllr T Wright declared a personal an interest in agenda items 18, 20 & 21.

10-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

11-2023 - Borough Councillor's report

Cllr B McShee had provided the following written report, which had been circulated to the Members via email in advance of the meeting:

1. Guildford House Gallery - There will be at an exhibition of the Matisse drawings at the Guildford House Gallery from the 21st January to the 25th March. The Guildford House Gallery is open from Tuesdays to Fridays, and this exhibition features 35 prints of the original famous cut outs.

2. The Household Support Fund is still open until the 31st March 2023. These funds are available for the most vulnerable families and individuals struggling with the cost of living. Apply online to:
community.services@guildford.gov.uk.

3. Nominations for the Mayors Award for Service to the Community is open and nominations must be received by the 3rd February 2023. This award recognises individuals, groups and organisations who have gone above and beyond to serve their local community.

4. The proposed closure of the northbound London Road, Burpham has been postponed due to huge opposition. This opposition was demonstrated at a public meeting on the 5th January which was attended by over 400 people.

5. The Weyside Urban Village programme will be discussed at the Full Council meeting on the 16th January at which we will consider financial mitigation measures towards the project. I will report on this matter for the next Parish Council meeting.

6. At last night's Borough Council Planning Committee meeting, the North Street Regeneration Development Scheme was on the agenda for approval. The scheme was refused by 1 vote!

12-2023 - County Councillor's report

Cllr K Witham had provided the following written report, which had been circulated to the Members via email in advance of the meeting.

The topics covered included:

1. Council grants to local groups and organisations.
2. Getting the best from the NHS.
3. Planting of trees on highway owned grass verges.
4. An update on Surrey County Council's environmental work.
5. An update on the new retail building being built at Rokers.

6. The Surrey Police and Crime Commissioner's newsletter.
7. Winter gritting – arrangements to keep Surrey's roads safe during winter weather.
8. The de-registration of common land adjacent to the Woking Road (to widen part of Woking Road and Jacobs Well Road) – part of Guildford Borough Council's house building programme.
9. Whitmoor Common – Wildfire preparations.
10. Surrey County Council bus services survey.

13-2023 - Minutes of the previous meetings:

It was proposed by Cllr M Fance, seconded by Cllr D Bird, and **RESOLVED** that the minutes of the Full Council meeting held 15 December 2022 be approved and signed by the Chairman as a true record.

14-2023 - Planning Applications for consideration:

Planning Application No: 22/P/01918 - St Joseph's Catholic Primary School, 155 Aldershot Road, Guildford, GU2 8YH - Installation of 6no. floodlights to the perimeter of the existing MUGA.

RESOLVED: that the Parish Council request, should planning permission for the floodlights be granted, conditions be applied to ensure that the site must be vacated by 10pm, and the floodlights turned off in a bid to limit potential light and noise pollution to the surrounding residential properties.

Planning Application No: 22/P/01870 - 48 Liddington New Road, Guildford, GU3 3AH - Single storey side extension.

RESOLVED: leave to planners.

Planning Application No: 22/P/01980 - Frosbury Farm, Gravetts Lane, Guildford - Erection of 2m gates adjacent to entrance of dwelling.

RESOLVED: that the Parish Council comment as follows:

- The Parish Council has no objection to the proposed gates, however, the Councillors did want to reiterate the need to culvert the ditch, as per the approved planning application 22/P/00252, and would also like to confirm ownership of the verge and whether permission to install a vehicle cross over has been obtained from Surrey County Council.

Planning Application No: 22/T/00306 - 41 Wood Street Green, Wood Street Village, Guildford, GU3 3DU - T1 (Horse chestnut) - Crown thin by 10%. Crown lift to 5m. Reduce branches towards the house by 2m to allow 3m of clearance. Finished radial spread of 4m. Wood Street Conservation Area.

RESOLVED: that the Parish Council enquire whether the Horse Chestnut tree is to be pruned or felled, as two applications appear to have been submitted relating to the same tree.

Planning Application No: 22/T/00300 - 41 Wood Street Green, Wood Street Village, Guildford, GU3 3DU – T1 (Horse Chestnut tree) – fell.

RESOLVED: that the Parish Council enquire whether the Horse Chestnut tree is to be pruned or felled, as two applications appear to have been submitted relating to the same tree.

Planning Application No: 22/P/01512 - 58 Frog Grove Lane, Guildford, GU3 3HA - Ground floor and roof extensions to existing residential property.

RESOLVED: leave to planners.

Planning Application No: 22/P/01997 - Willow Brook Cottage, Ashbrook, White Hart Lane, Wood Street Village, Guildford, GU3 3EA - Erection of a 4-bedroom replacement bungalow dwelling following demolition of existing chalet.

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

- This property is located outside of the Settlement Boundary within the Green Belt. The construction of a materially larger property for which no very special circumstances have been put forward to justify its erection, is contrary to policy P2 of the Local Plan 2019 and NPPF policies: 137, 138, 147(c), 148, and 149(d).
- The existing structure has only recently been connected to mains electricity.
- The rear garden area for Willow Brook Cottage, as stated within the Design and Access Statement, represents a misappropriation of common land. The rear garden, which is showing as 585m2 forms part of Broad Street Common, which is owned by Surrey County Council who we understand have also lodged an objection to this planning application (and also lodged a similar objection to the previous planning application).
- The design, bulk, scale, and mass of the proposed dwelling are out of keeping with the local vernacular.
- The proposal represents overdevelopment of the site when discounting the encroachment onto common land.
- The Design and Access Statement also appears not to have been updated following the revised design for the property. The calculations contained within the Design and Access Statement incorrectly quote the garden and it is unknown whether the house sizes relate to the current application or the previous application.

Appeal Ref: APP/Y3615/W/22/3306057 - 95 Broadacres, Guildford, GU3 3AY - Subdivision of an existing dwelling site and construction of new dwelling of similar design.

RESOLVED: no further comments were required to be submitted to the Planning Inspectorate, as the Parish Council's initial comments would be passed by the Borough Council to the Planning Inspectorate.

Appeal Ref: APP/Y3615/C/22/3311250 - Plots 1a, 1b, 1c, 5b, 5c, 6a, 6b, 6c, 7a, 7b, Burpham Court, Clay Lane, Burpham, Guildford, GU4 - Remove from the land all material used to create a hard surface including but not limited to the membrane and hard-core material.

It was agreed that as this appeal is as a result of enforcement action, the Parish Council would submit a letter to the Planning Inspectorate in support of the borough council's enforcement action.

15-2023 - Dissolution of the JWRA

Cllr M Price gave the following report:

1. Cllr Snowball and I attended the JWRA AGM. Fourteen people were in attendance, including three councillor representatives.
2. Regrettably, no-one was prepared to take on the Committee roles.
3. The November 2022 JWRA newsletter stated that the JWRA no longer exists but the dissolution of the Committee has not yet been formally resolved.
4. I attended a subsequent meeting in January 2023, at which those present stated their intention to keep the newsletter going. Three Committee members were appointed as Directors – these were the de facto Treasurer, Editor and Distribution Co-ordinator. The proposal was to set up a Community Investment bank account with the three Directors to act as account signatories.

5. Based on income from the advertisements within the newsletter, it would be possible to continue to print and distribute the publication in the medium term, but if a new printer were to be required that might represent the end of the road for the newsletter.
6. Potentially, if the Parish Council were to pay the Committee to distribute the Parish Council's newsletter and Annual Report it may benefit both parties.
7. It appears that social media platforms have overtaken the way in which the JWRA used to formerly operate.

The Chairman thanked Cllr Price for his report.

16-2023 - Interpretation boards to Harry's Meadow/Jacobs Well Recreation Ground

Cllr J Snowball gave the following report:

1. An ecological report was carried out at Harry's Meadow, but not at the Recreation Ground, although it is the Council's intention to provide Interpretation Boards at both locations. The Interpretation Board at Harry's Meadow to reference the flora and fauna highlighted within the Ecological Report. Whereas more general information is to be provided on the Recreation Ground board.
2. The community has been asked for feedback to avoid a repeat of the issues raised following the erection of the 'duck sign'. Whilst there were two positive comments, no offers of assistance have been forthcoming.
3. It is my intention to draft a potential sign for further circulation around the village. If no negative comments are received, the Council should then execute the project.
4. The anticipated budget is £5,000 although Concurrent Functions Grant Aid of 50% of the actual cost has been sought from the borough council.
5. Consider:
 - Including a reference to King Charles III's coronation.
 - Holding an open event so that people can see the proposed signs – as well as encouraging residents to consider standing for the elections at the same time.
 - Utilising a Facebook poll to gauge the collective opinions of the local community.

The Chairman thanked Cllr Snowball for his report.

17-2023 - Public right of way no 431 – Whitmoor Common (section beside Whitmoor Cottage) – What3Words location reference: [///affair.desire.noisy](https://www.what3words.com/affair.desire.noisy)

Cllr B Ahier advised that:

- A vital handrail is missing from a section of Right of Way number 431 on Whitmoor Common, which is adjacent to a ditch beside Whitmoor Cottage, making this section of the right of way treacherous to walkers during wet weather.
- This route is used by a number of Walking for Health groups.
- Cllr B Ahier had reported this directly to Surrey County Council as have the Whitmoor Common Association and the Ramblers Association.
- Whilst the Whitmoor Common Association have kindly offered to undertake the necessary repair work, they were informed by the County Council that if they were to do so, the Association would then be liable should any incidents occur.
- A footpath sign is also down.
- The handrail should be reconstructed as a matter of urgency, as its absence represents a serious Health and Safety issue.

Following discussion, it was proposed by Cllr B Ahier, seconded by Cllr G Adam and unanimously **RESOLVED** that the Parish Council should write to Rights of Way (cc to Keith Witham) requesting that the footpath be improved

along this section of the track, in addition to the handrail being replaced, as a matter of urgency given the importance of this well used access route across Whitmoor Common SSSI/SPA.

18-2023 - Christmas lights, Perry Hill Green

A meeting has been arranged for 20 February 2023 at 10am between JDS Decorations, the owner of the former White Lyon and Dragon, and Worplesdon Parish Council, to which other interested parties have been invited.

A report to be provided at the next Full Council meeting.

19-2023 - Bench near the tennis courts - Worplesdon Memorial Grounds

The Parish Council's Head Groundsman had expressed concern about the bench owned by Worplesdon Parish Council, which is situated in the Worplesdon Memorial Grounds under a large tree near the tennis courts. The bench was installed by Worplesdon Parish Council in 1994 to commemorate the centenary of the Parish Council. In the past 29 years, the tree has grown significantly and there is now very little gap between the back of the bench and the tree trunk. Ultimately, the tree will start to grow over the rear slats of the bench.

Given the age of the bench and the impact it may have to the health of the tree it was agreed that the Worplesdon Memorial Hall and Ground CIO be asked whether they would wish the parish council to remove the bench, failing that the bench would be gifted to the Trustees who would be required to accept all future liabilities.

Cllr G Adam and Cllr J Messinger, who are both Trustees to the Worplesdon Memorial Hall and Ground CIO confirmed that this matter had been discussed by the Trustees who were willing to accept the bench as a gift and were willing to take on all liabilities in respect of this bench.

It was therefore proposed by Cllr P Cragg, seconded by Cllr M Fance and unanimously **RESOLVED** that the bench be gifted to the Worplesdon Memorial Hall and Ground CIO with immediate effect. This bench would be removed from the Parish Council's Asset Register accordingly.

A confirmation letter to be sent to the Trustees at the earliest opportunity.

20-2023 - Ash tree in the boundary hedge overhanging the play area Worplesdon Memorial Ground

The Parish Council's Head Groundsman had raised concern about an Ash tree located close to the Worplesdon play area. The Parish Council is seeking to establish ownership of the tree, which appears to be suffering from Ash dieback.

Cllr G Adam (Chairman of the Worplesdon Memorial Hall and Ground CIO) advised that, whilst not accepting ownership of the tree in question, as a gesture of goodwill, they have asked a tree surgeon to inspect the tree.

The Clerk recommended that any contractor giving advice, particularly about trees, needs to have appropriate Professional Indemnity Insurance.

In the meantime, concerns about this tree would also be raised with the County Council by the Parish Council as the tree is located close to the bus stop, overhanging a shared pavement/cycle path, Memorial Grounds' car park, and the Parish Council's play area.

21-2023 - Coronation - Charles III

The Chairman advised that there is no spare officer time available to be able to arrange an event to commemorate the King's Coronation, albeit a budget of £4,000 has been set aside.

Members put forward the following suggestions:

1. Update the 'Yellow' Wood Street Village History book.
2. Tree planting

Following discussion, it was proposed by Cllr M Price, seconded by Cllr P Cragg, and unanimously **RESOLVED** that a tree is to be planted in each of the wards to commemorate the King's Coronation. These to be protected by metal tree guards, with a commemorative plaque to be attached to the tree guard. Treegators would also be utilised to assist with watering the saplings. As it is getting towards the end of the tree planting season it is now more likely the new trees will be planted in the Autumn 2023.

The Council agreed that having a diverse population of trees is more important than planting only native trees, as this will help to guard against the risk of certain species of trees being affected by disease e.g. oak processionary moth, ash dieback, Dutch elm disease, the horse chestnut leaf mining moth, etc.

Trees of a smaller mature height were considered to potentially offer less of a financial liability in future decades.

As the Parish Council doesn't own any land in Fairlands, it was agreed that the Parish Council would approach Surrey County Council to enquire whether it would be possible to plant a tree in the roundabout at the junction of Louis Fields and Envis Way (close to the school) as per the suggestion of the FLGCA (Fairlands, Liddington Hall, and Gravetts Lane Community Association).

Power to spend: HA 1980, s142 and OSA 1906, ss 9 and 10

22-2023 - Elections May 2023

The Clerk advised that the 2023 elections have been advertised via the Council's website, parish newsletter, and social media platforms. Details were sent to over 30 local organisations asking them to also promote the elections. Notices have been displayed at the parish office and on the Council's seven noticeboards. The Clerk had also been in contact with the Guildford Dragon. The Members were also asked to inform residents at every opportunity.

The Chairman advised that in order to achieve the General Power of Competence (Localism Act 2011), the Parish Council must have a qualified clerk and two thirds of its members must have stood for election. He encouraged all current councillors to stand for election.

23-2023 - Request received to reconsult re the potential installation of a physical deterrent around Wood Street Village Green

A request had been received from a resident of Wood Street Village to reconsult about the need for a physical deterrent around Wood Street Village Green given the ongoing anti-social behaviour being experienced.

Whilst the Members acknowledged that the anti-social behaviour is deeply vexing, and is understandably highly concerning to some of those living closest to the Green, in previous consultations there has been no mandate to proceed with the installation of any kind of physical deterrent, no budget has been set aside for this work, and the previous consultation only took place six months ago. It was, therefore, proposed by Cllr N Mitchell, seconded by Cllr M Price and unanimously **RESOLVED** that there was no need, at this time, to reconsult the community about this particular issue.

24-2023 - Request received to consider the installation of lighting in Wood Street Village

A request had also been received from a resident to install street lighting in Wood Street Village. The resident was concerned there is not enough light in the village, which means that late at night (or even late afternoon, in winter) driving presents danger to pedestrians, especially children.

The Clerk advised that she had asked the Wood Street Village Association for its opinion on this request and had been advised that the Village Association is opposed to the proposal.

Cllr T Wright advised that he had also received several calls from residents strenuously opposed to the proposal to install street lighting. Whilst some residents would undoubtedly appreciate street lighting, many others prefer living in a dark sky area, which they consider is more in keeping with the rural location.

Additionally, the Parish Council does not have a budget for such a project and the Members were also not in favour of street lighting due to the potential capital and maintenance costs, as well as the urbanising effect it would have.

Cllr K Witham had confirmed that, “Surrey County Council took a decision some 7-8 years ago to direct its finances regarding Street lighting to the replacement of the County’s existing 80,000+ street lighting columns, and the replacement of the 80,000+ bulbs to low energy LEDs (a programme which is continuing). It is for that reason that there are no County Council funds allocated for the installation of new additional street lamp posts”.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr P Cragg, and unanimously **RESOLVED** that based on the feedback from the WSVA street lighting is not desired and therefore no action would be taken regarding this request.

25-2023 - Finance:

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

The payment list was presented to the meeting. It was proposed by Cllr G Adam, seconded by Cllr D Bird, and unanimously **RESOLVED** that payments to the value of £14,787.15 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 12.1.2023

| Code | Date | Description | Supplier | Net | VAT | Total |
|-----------------------------|------------|--|------------------------------|-----------|-------|-----------|
| Revenue Costs Works Vehicle | 01/12/2022 | Service plan - 26th of 36 | PlanMyService LLP | 27.55 | 0.00 | 27.55 |
| Parish Office | 05/12/2022 | Electricity - 2 Saxton - December 2022 | EDF Energy Ltd | 162.86 | 8.14 | 171.00 |
| Establishment Charges | 10/12/2022 | Postage | Post Office | 68.00 | 0.00 | 68.00 |
| IT budget | 16/12/2022 | BT Business Mobile Broadband | BT PLC | 151.67 | 30.33 | 182.00 |
| Bank Interest/Charges | 31/12/2022 | Bank charge | Unity Trust Bank | 18.00 | 0.00 | 18.00 |
| Staff costs | 15/12/2022 | Salaries/PAYE/NIC/Er's NI, pension conts Ee's & Er's – inc mileage | Staff costs | 11,156.21 | 0.00 | 11,156.21 |
| IT budget | 17/12/2022 | Subscription - December 2022 | Adobe | 12.64 | 2.53 | 15.17 |
| Revenue Costs Works Vehicle | 15/12/2022 | Car wash | Guildford Car Wash | 28.00 | 0.00 | 28.00 |
| IT budget | 01/01/2023 | BT Business Mobile Broadband | BT PLC | 9.00 | 1.80 | 10.80 |
| Parish Office | 14/12/2022 | Gas - Unit 2 Saxton - 29.10.22- 10.11.22 | British Gas | 71.48 | 3.57 | 75.05 |
| IT budget | 23/12/2022 | Halo for business 1 - ultrafast 2 & value line | BT PLC | 48.95 | 9.79 | 58.74 |
| IT budget | 10/01/2023 | External back-up - January 2023 | RISC IT | 32.00 | 6.40 | 38.40 |
| Professional Advice | 11/01/2023 | Payroll services - qtr to 31/12/2022 | Mulberry & Co | 105.00 | 21.00 | 126.00 |
| Land Management | 11/01/2023 | Hire of storage container MW - January 2023 | Activate Learning | 75.00 | 0.00 | 75.00 |
| Playground Repairs | 11/01/2023 | Annual playground inspections | The Play Inspection Company | 364.75 | 72.95 | 437.70 |
| Land Management | 11/01/2023 | Remove old and install new bench in Fairlands play area | Stephen Gunner | 250.00 | 0.00 | 250.00 |
| Parish Newsletter | 11/01/2023 | Distribution - parish newsletter Dec 2022 | Barrelfield Distribution Ltd | 375.00 | 75.00 | 450.00 |

| Code | Date | Description | Supplier | Net | VAT | Total |
|-----------------------------|------------|--|---------------------------|-----------------|---------------|-----------------|
| Land Management | 11/01/2023 | Emptying - Dumpy Bin - WSV Community Car Park | Chambers Waste Management | 46.38 | 9.28 | 55.66 |
| Parish Office | 11/01/2023 | Fire Extinguisher Service - Parish office | W J Fire Ltd | 93.00 | 18.60 | 111.60 |
| Revenue Costs Works Vehicle | 05/01/2023 | Fuel for works van | MFG Woodbridge Hill | 43.78 | 8.76 | 52.54 |
| Parish Office | 02/01/2023 | Business rates - Parish Office January 2023 | Guildford Borough Council | 847.52 | 0.00 | 847.52 |
| Community Car Park | 02/01/2023 | Business rates - Community Car Park January 2023 | Guildford Borough Council | 101.48 | 0.00 | 101.48 |
| Parish Office | 05/01/2023 | Electricity - 2 Saxton - January 2023 | EDF Energy Ltd | 162.86 | 8.14 | 171.00 |
| Contingency Fund | 11/01/2023 | Remove dishwasher & cap pipework & loan of carpet cleaner Unit 2 Beaufort Railton Road | Mr D P White | 97.00 | 0.00 | 97.00 |
| Establishment Charges | 11/01/2023 | Hazardous waste removal | CLD Services Ltd | 112.65 | 22.53 | 135.18 |
| Revenue Costs Works Vehicle | 01/01/2023 | Service plan - 27th of 36 | PlanMyService LLP | 27.55 | 0.00 | 27.55 |
| Total | | | | 14488.33 | 298.82 | 14787.15 |

b) Bank reconciliation for December 2022

The Finance Officer (FO) had prepared the bank reconciliation for December 2022 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr M Fance, seconded by Cllr P Cragg, and **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 1 - December 2022 bank reconciliation

c) Monthly budget report for December 2022

The FO had prepared the budget report for December 2022 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr T Wright, seconded by Cllr B Ahier, and **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 2 - December 2022 budget report

d) Replacement 'white' gate, Jacobs Well Recreation Ground

A quotation had been obtained from T J Hunt (Contracting) Ltd - £3,336 & VAT.

Following discussion, it was proposed by Cllr J Snowball, seconded by Cllr M Price, and unanimously **RESOLVED** that as the existing gate has reached the end of its life expectancy T J Hunt (Contracting) Ltd were the only current contractors available to undertake this urgent work, Financial Regulations would be waived to enable the work to be carried out at the earliest opportunity.

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

e) New deposit account - Unity Trust Ltd

It was proposed by Cllr P Cragg, seconded by Cllr G Adam, and unanimously **RESOLVED** that the Parish Council open a new deposit bearing account (1.7%) with immediate effect. Signatories as per the existing Current Account.

- The Clerk
- Cllr P Cragg
- Cllr N Mitchell
- Cllr G Adam
- Cllr M Fance

f) Increase in the rateable value for Unit 6 Parklands (for information only)

The rateable value is increasing from 1 April 2023 from £15,500 to £20,000 per annum. The rateable value for the Wood Street Village Community Car Park and parking spaces for the office remain the unchanged.

26-2023 - Quarterly playground inspections - Summary of Findings – 8 December 2022

On 6 December 2022 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

Rubber mulch – This now has a problem of weeds growing through the surfacing beneath the basket swing, seesaw, toddler swing, and multi-play unit. The advice of the inspector is that a weed killer is applied to the affected surfaces and the play area closed off for the 2 days. Failure to utilise weedkiller could lead to the rubber breaking up by it being forced apart.

Wood Street Green Play Seat Area

No areas of concern – all in good order.

Worplesdon Play Area

Worplesdon Junior/Teen Area

Monitor the bearings on the yellow whizzer in case of recurrence of previous issue with bearings. **(Low Risk)**

The edges of the wet pour underneath both whizzers (spinney poles) have shrunk further. **(Monitor and consider repair if the edges lift/recede further – Low Risk)**

Wet pour rubber around the centre pole of the Typhoon has split apart on the graphics. **(Monitor as temperature changes may exacerbate the split – Low Risk)**

Wet pour rubber around edge of the basket seat swing has shrunk back to the point of causing a trip hazard. Weeds are now forcing the wet pour further apart. **(Consider repairing to seal the edges – Medium Risk)**

Worplesdon Toddler Area

The 21-metre-long edge of the wet pour around the roundabout has shrunk. **(Monitor - Medium Risk)** [Assistant Clerk to obtain quotes for all the wetpour repairs necessary at Worplesdon Play Area]

It was proposed by Cllr M Fance, seconded by Cllr D Bird, and unanimously **RESOLVED** that the quarterly playground inspection report and the associated costs being £3,150 & VAT be approved and accepted. The wet pour repairs to be carried out when the weather conditions have improved.

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

28-2023 - Annual playground inspection

On 29 November 2022 Inspector Richard Sewell (RPII Annual Inspector) from the Play Inspection Company inspected all five play areas within the Worplesdon parish. This is a summary of findings from all five reports. All sites were classified as Low Risk, and the report highlighted that continued monitoring and some minor maintenance is required.

With regard to site and equipment accessibility, the sites were classed as follows:

- Severely limited access (Worplesdon Memorial Hall MUGA and Teenage area, Wood Street Village, Fairlands, Jacobs Well)
- Generally accessible; an area accessible to most (Worplesdon Memorial Hall Toddler area)

Some of our play equipment (notably swing bays) was installed some years ago, and since then recommendations have changed, leading to certain repeated findings.

Fairlands Play Area

The **safety surface** adjoining the edging surround has gaps opening - Monitor for any further deterioration and repair as required.

Swings - 1 Bay 2 Seat (Flat and Tango)

- 1) The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor – No remedial work recommended.
- 2) The swing seat connectors are loose – Tighten to secure.
- 3) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.
- 4) The chain links are worn in excess of 40% and require renewing – Replace worn chains.

Swings - 1 Bay 2 Seat (Cradle)

- 1) The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor – No remedial work recommended.
- 2) There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.
- 3) The bushes are showing signs of wear – Monitor for any further deterioration and replace as required.
- 4) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.

Rock Stack (Climbing rock)

- 1) The item has missing components (handholds) – consider replacing missing components. [N.B. These items are not missing – it is designed so handholds/grabs can be moved around]

White House Lane, Jacobs Well Play Area

There is weed/vegetation growth throughout the surfacing – Remove weed/vegetation growth.

The surface has eroded in some areas and may be slippery in wet conditions – Reinstate the surface.

There is a body of water or a water basin in close proximity to the playground. Risk assessment of this is specialist field and outside the scope of our inspection – Contact our official water safety partner, the RLSS (Royal Life Saving Society) at www.rlss.org.uk and/or ensure the appropriate risk assessment is in place.

Fence – Bow Top

- 1) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

Swings - 1 Bay 2 Seat (Cradle and Tango)

- 1) The wet pour surface has subsided in some areas – Monitor.

Basket swing

- 1) The surfacing dimensions are short and do not meet with the requirements of the current applicable standard. Monitor – no remedial action required.

- 2) The bushes are showing signs of wear – Monitor for any further deterioration and replace as required.

Swing bay

- 1) The surface has subsided in some areas – Monitor for any further deterioration and repair as required.

Activity Equipment - Multi Play (Junior)

- 1) There are post/end caps missing from the item – Replace missing end caps.
- 2) The surface has subsided in some areas – Monitor for any further deterioration and repair as required.
- 3) The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process – Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability.

Wood Street Green Play Seat Area

- 1) It is recommended that information signs with emergency contact details are installed at each entrance/exit point to the playground - Provide in accordance with the recommendations set out in BS EN 1176.

Rocking Equipment - Three Way Springer

- 1) There is some damage to the item – Monitor for any further deterioration and repair as required.
- 2) There is algae, silt or moss growth on the surface resulting in slippery conditions – clean and treat appropriately.
- 3) There is some damage to the item (paint flaking off the metalwork)- Monitor use and rub down and repaint as required.

Worplesdon Play Area

- 1) There are gaps opening between some of the **wet pour surfacing** and the edging surround or between the joints in the surfacing - Monitor for any further deterioration and repair as required.
- 2) The surface is lifting at the edges and creating trip points – repair perimeter of surfacing to remove trip points.
- 3) There is some tree debris on the surfacing – Remove and maintain.

Fence – Bow Top

- 1) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

Metal bench

- 1) The surface beneath has eroded in some areas and may be slippery in wet conditions – Reinstate the surface.

Wooden bench

- 1) Parts of the timber are rough or splintered – Remove all rough or sharp edges.

Swings - 2 Bay (2 Flat, 1 Cradle and 1 Tango)

- 1) The shackles are worn in excess of 40% and require renewing – Replace worn shackles.
- 2) The swing seat connectors are loose – Tighten to secure.
- 3) The bushes are showing signs of wear – Monitor for any further deterioration and replace as required.

Rotor Play - Rotating Chairs

- 1) Parts of the steel structure protrude beyond the protected elements of the seat and fail to meet the requirements of BS EN 1176 Part 5 – Monitor - no remedial action recommended.

- 2) There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing – Monitor for any further deterioration and repair as required.

Worplesdon Teen Area

Multi Use Games Area - Multi Use Games Area (MUGA)

- 1) There is/are finger entrapments in the structure and the item fails to meet the requirements of BS EN 15312 Clause 4.4.2.2 Entrapment of fingers – Monitors – No remedial work recommended.
- 2) The item has been damaged – Monitor for any further deterioration and repair as required.
- 3) The item fails to meet the requirements of BS EN 15312 4.4.2.1 head and neck entrapment in the goal – Monitor – No remedial work recommended.
- 4) There is weed/vegetation growth on, between, or around the edges of the surfacing – Remove weed/vegetation growth.
- 5) A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312 – the equipment is not intended for children less than 3 years old – the warning – Do not climb on the framework or the nets – the warning – Do not hang on the ring (if provided) – the warning – Do not wear rings or other jewellery – name and telephone number of the administrator – number to call in case of an accident- Provide signage to BS EN 15312.

Bow top fencing

- 1) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

Picnic table

- 1) The surface beneath has eroded in some areas and may be slippery in wet conditions – Reinstate the surface.

Bench (green)

- 1) The paint is flaking off the metalwork – Rub down and re-paint.

Swings - Basket Swing - Type 1

- 1) The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176: 2008 Part 1; clause 4.2.13, Chains - Monitor – No remedial work recommended.
- 2) The bushes are showing signs of wear – Monitor for any further deterioration and replace as required.
- 3) The ropes/nets are worn/damaged in places – Monitor for any further deterioration and repair or replace as required.
- 4) The seat has minor damage or wear – Monitor for any further deterioration and replace as required.

Rotor Play - Overhead Rotator [Typhoon] – N.B. Please be advised that a quote has been accepted on 1/12/22 for remedial works to be carried out

- 1) The seat connection cannot be inspected without dismantling the seat – Dismantle the seat to inspect the seat connection for wear.
- 2) The chain links are worn in excess of 40% and require renewing – Replace worn chains.
- 3) The seat suspension cover has been damaged – Monitor for any further deterioration and replace as required.
- 4) The seat has minor damage or wear – Monitor for any further deterioration and replace as required.
- 5) The bushes are worn or missing – Replace worn or missing bushes.
- 6) The fixings for this item were in excess of 2.5m above the standing surface and could not be fully accessed by the inspector. We have completed a visual inspection of the fixings from ground level, but a maintenance inspection should be undertaken to assess the security and wear of the components at

intervals in accordance with the manufacturers recommendations – Inspect in accordance with the manufacturers recommendations.

- 7) This item of equipment relies on a single post, or a line of posts, for stability and extra care needs to be taken with equipment of this nature to avoid the potential for catastrophic failure – Ensure that regular detailed inspections are undertaken to assess for rot, corrosion and general stability.
- 8) There is some minor damage to the surface – Monitor for any further deterioration and repair as required.
- 9) There are gaps opening between the surfacing and the edging surround or between the joints in the surfacing – Monitor for any further deterioration and repair as required.

Spinning Pole - Yellow

- 1) The surfacing dimensions are short and do not meet with the requirements of the current applicable standard – Monitor – no remedial action recommended.

Spinning Pole - Green

- 1) The surfacing dimensions are short and do not meet with the requirements of the current applicable standard – Monitor – no remedial action recommended.

It was proposed by Cllr B Ahier, seconded by Cllr P Cragg and unanimously **RESOLVED** that the annual playground inspection report be approved and accepted.

29-2023 - Six-monthly Typhoon inspection

A comprehensive, high-level inspection had been carried out by HAGS, the manufacturer of this piece of equipment. The Typhoon is potentially the most dangerous and speedy piece of playground equipment in all of the play areas and is extremely well used.

The report indicated a number of items requiring remedial work. For health and safety reasons, HAGS quotation for the works amounting to £2,654.44 & VAT had already been accepted, but unfortunately there was a long lead in time for the spare parts and, therefore, the works are not anticipated to be carried out until the second half of February. In the meantime, the Head Groundsman would attempt to reverse the chain sheaths to remove the current pinch risk.

At any time the equipment is perceived to represent a hazard it will be immediately secured to prevent use.

It was proposed by Cllr J Messinger, seconded by Cllr G Adam and unanimously **RESOLVED** that the report and repair costs be approved.

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

30-2023 - Land Management/H&S 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.

Weekly Reports

Worplesdon, Jacobs Well, and Fairlands play areas, the Husson Breeze, and community car park at Wood Street were checked on 03.01.23, 05.01.23, 09.01.23, and 10.01.23. A break in inspections took place over the Christmas period due to a combination of the office closure and safe lone-working practices.

Monthly Health and Safety Reports

The monthly inspection has not yet been undertaken since the December 2022 inspection.

Completion of works:

The Head Groundsman has, in addition to his regular inspections, litter picks, and grille clearance:

- Observed that the dangerous Littlefield Common Pond dipping platform has been partly removed by SCC. The undamaged uprights remain in situ.
- Removed the duck sign from Moathouse Pond, Jacobs Well. The post remains in-situ because the ground was too hard to remove it.
- Discovered the location of the watercourse blockage between the nursery bend on Frog Grove Lane, and Aldershot Road (///marzipan.websites.holdings).
- Removed the Christmas banners which were erected at different locations around the parish.
- Removed debris following the SCC tree which fell from common land onto the access track above the Wood Street Village Community Car Park at New Year.
- Removed graffiti from various items of street furniture in Fairlands.

The Clerk has:

- Reported various water leaks and highways issues to appropriate authorities.

The Assistant Clerk has:

- Photographed the thick ice which formed from Wood Street Village SANG/Sandy Lane across Frog Grove Lane to report it to SCC and to provide to Worplesdon Flood Forum.
- Reported an abandoned vehicle at Holly Lane roundabout.
- Reported to SCC and EA the location of the blockage in the Frog Grove Lane watercourse, which is designated a main river at that location.
- Reported numerous potholes on Oak Hill and Worplesdon Road to SCC.

Contractors have:

- Replaced the FLGCA bench in the Fairlands play area which was beyond its life expectancy.

Work agreed with contractors/volunteers:

- Replacement tree to be planted at Pitch Place Green (to be planted ASAP) following tree loss due to storm damage in February 2022.
- Repairs to the Typhoon (at Worplesdon Play Area) to be undertaken [estimate for February 2023 from manufacturer].

Quotations obtained for:

- Replacement posts to be installed at Perry Hill Green [awaiting DigDat utilities data].
- Replacement barrier ('white gate') for White House Lane.
- Repairs to wet pour at Worplesdon Memorial play area [highlighted as a trip hazard].
- Replacement bench for Aldershot Road, near Gravetts Lane.
- Removal through hand-pulling of bullrushes and crassula from White House Pond, Jacobs Well.
- Replacement post installation at Perry Hill Green.
- Installation of replacement barrier ('white gate') at White House Lane.
- Replacement of railway sleeper at Wood Street Community Car Park.

Outstanding works:

- HAGS multiplay unit at Jacobs Well to be re-stained (weather reliant) – part-completed.
- Village sign to be touched up at Rickford.
- Damaged bench slat at Perry Hill Green requires replacement.
- Assistant Clerk and Head Groundsman to create an inventory of items stored in the shipping container.
- Second coat of white paint to be applied to the space markers at Wood Street Village Community Car Park.

Groundsman's/Clerk's Observations:

- The Head Groundsman reported that a dead deer was lying in the ditch adjacent to Jacobs Well

Recreation Ground (///pops.blame.movie). This was subsequently reported to GBC by the Assistant Clerk.

- A resident without internet access verbally reported numerous potholes on Oak Hill, Wood Street Village to the Head Groundsman. The Assistant Clerk reported these to SCC.
- The Head Groundsman continues to monitor the ground levels adjacent to the dipping platform and swim at Wood Street Village Pond.
- A net has been attached to the basketball hoop at Worplesdon Memorial play area. Groundsman to monitor and Assistant Clerk to arrange for the production of a sign to highlight the necessary safety concerns at this specific location.
- Concern has been raised about a memorial bench overlooking the tennis courts at Worplesdon Memorial Grounds. The neighbouring tree is swallowing the bench, raising fears about the long-term health of the tree. This item has been included on the next Full Council agenda (12.01.2023).
- Concern has been raised about Ash Die Back on a tree which overhangs Worplesdon Memorial Play Area. This item has also been included on the Full Council Agenda 12.01.2023.
- The Head Groundsman has reported that a railway sleeper at Wood Street Village Community Car Park has rotted during the wet Autumn and Winter. Quotations to be sought for replacement.

It was proposed by Cllr P Cragg, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the report be approved and accepted.

31-2023 - Delivery of the parish newsletter

This item was deferred until the subsequent Planning/General Purposes and Finance Committee meeting.

32-2023 - Clerk's Report

- 1. Harry's Meadow – dedication of new right of way (re-routing of the footpath around the North Moors allotment site)** - Guildford Borough Council has submitted its application to re-route the footpath around the new allotment site to the Planning Inspectorate. Full details are available on the home page of the Parish Council's website. <https://worplesdon-pc.gov.uk/>
- 2. Zurich insurance claim – Damage to knee rail fencing – Holly Lane, Worplesdon**
The Assistant Clerk had submitted a request to reclaim the policy excess (£250) plus the staff time involved with this matter from the motorists' insurers.
- 3. Electoral Register 2023** – Members are reminded of the restrictions applying to the use of the Full Register which are:
 - You are not permitted to supply a copy of the full register to any person.
 - You are not permitted to disclose to anyone else any information contained in it that is not contained in the open register (the version available for general sale).
 - You are not permitted to make use of the information contained in it other than for the purposes of either establishing whether any person is entitled to attend and participate in a parish meeting or to take action on behalf of the parish (Reg 107).
 - If anyone asked to inspect your copy of the Register, you must refer them to the Electoral Services team in Guildford.

33-2023 - Chairman's Report

The Chairman gave the following report:

Let's all hope 2023 is less changeable than 2022.

Our new officer, Helen Lawrence, is fitting in well and we should be reaping the rewards of her appointment in the next few months.

14 December – Chaired the final full council meeting of 2022. Thanks to all councillors for your assistance in keeping the meeting to under 3 hours, it was a complex meeting with the financial regulations review and setting the budget for 2023/24.

20 December – Led the CSW (Community Speed Watch) deployment at Oak Hill with assistance from Cllr Martin Fance. It was a rather disappointing deployment with 128 vehicles passing through the area and 20 vehicles being recorded as exceeding the speed at which offences are notified.

There were 42 deployments during 2022 out of a possible 48, one having to be cancelled because of illness and the other five because of inclement weather.

4 January 2023 – Led the first 2023 CSW deployment at Clay Lane with assistance from Bill and Gill Ibbs, Cllrs Martin Fance and Mike Price.

34-2023 - Items for inclusion on future agendas

1. Parking around the edge of Wood Street Village Green – How can this be discouraged? Cllr T Wright
2. London Road Travel Scheme – Update from Cllr M Price.

35-2023 - Date of next Full Council meeting - 23 February 2023

Meeting closed 22:18

Signed:

.....
Chairman of the Council
16.3.2023