

WEST END PARISH COUNCIL

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MINUTES OF THE MEETING OF WEST END PARISH COUNCIL HELD AT THE SPORTS PAVILION ON

WEDNESDAY 25TH MARCH 2015

Present: Cllr D. Elliott, Cllr J. Medhurst, Cllr I Roth, Mrs. S. Price (Clerk for the Council)

In Attendance: Mrs Diane Doney

062/15 APOLOGIES FOR ABSENCE: Cllr G Alleway, Cllr A Dredge, Cllr D Gubbins, Cllr A. Page

063/15 DECLARATION OF INTEREST No members declared any disclosable pecuniary interests or non-pecuniary interests in respect to matters being considered at this meeting.

064/15 To CONFIRM the Minutes of the meeting held on Tuesday 10th March 2015

Confirmed and signed by Cllr J Medhurst

065/15 PLANNING MATTERS

The following applications received prior to this meeting were **CONSIDERED** together with outstanding and new planning matters

APPLICATION	DECISION
15/0194 Pankhurst Farm, Bagshot Road, GU24 9QR	Objection due to development in green belt
15/0163 West End Cottage, 16 Guildford Road, GU24 9QH	It was not clear which drawing the application referred to therefore a decision was deferred until this was clarified.

DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 053/15(a) Neighbourhood Plan. The decision as to whether to proceed with a Neighbourhood Plan had been deferred until after the election.	Ongoing	

066/15 HIGHWAY MATTERS (outstanding & new)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 054/15(a) Reversing traffic on the bend of Lucas Green Road. A feasibility and traffic survey had been carried out. A report was anticipated the first week of March. Cllr Page was not at the meeting to give an update.	Ongoing	Cllr Page 14.4.15
b. 054/15(b) Hookstone path – The Risk Assessment for WEVS completing work on Hookstone Path was still work in progress with the Clerk and Cllr Page.	Ongoing	Clerk/Cllr Page
c. 054/15(c) Gordons Roundabout planting scheme. Cllr Elliott had not yet met with the landscape designer however it was suggested simple bulb planting including crocus, daffodils, tulips, wildflowers and bluebells could be planted in the grass and easily maintained. The Clerk clarified that any changes to the planting scheme would have to be authorised by Surrey County Council. Cllr Elliott suggest the Ag & Hort Society may supply the bulbs.	It was agreed the Clerk would confirm with Surrey County Council if planting bulbs was acceptable and Cllr Elliott would speak to the Ag & Hort Society regarding providing the bulbs.	Cllr Elliott/Clerk – 14.4.15
d. 054/15(d) Recent flail. The Clerk had sent a letter to Surrey County Council together with photographic evidence provided by Cllr Roth. A response had been received and a hand gang had been requested to go back and tidy where possible i.e. putting a neater cut onto the larger cut branches	It was resolved to acknowledge the response but to state that the damage to trunks could not be rectified therefore consideration should be taken next year as to how the cut is carried including avoiding flailing large trees.	Clerk – immediately
067/15 POLICE MATTERS There were no outstanding or new issues		
068/15 RECREATION GROUND/PLAYGROUNDS/PAVILIONS/WAR MEMORAL/COMMON LAND (outstanding & new)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 056/15(a) Benner Lane Playground Project. The Clerk advised that the playground opening had been very well attended and many positive comments received.	Noted	
b. 056/15(b) Slippery and dangerous bridges and styles in West End. The Clerk had advised Surrey County Council of the problems together with photos and specific locations.	Ongoing – follow up in a month	
c. 056/15(c) Bowls Club Lease. The meeting between Borough Council, Parish Council and the Bowls Club had been arranged for Monday 30th March.	Ongoing	
d. 056/15(e) Tringham Day Centre . Laurence Cottis from Tringham Day Centre would be attending the parish council meeting on 14th April to discuss the funding problems encountered by the Day Centre.	Noted	
e. The grounds maintenance and grass cutting contract had been signed by Nigel Jeffries Landscapes Ltd	The contract was signed on behalf of the parish council by Cllr J Medhurst	

DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
f. The dishwasher contract renewal was discussed.	It was agreed to continue with the dishwasher maintenance contract.	
g. The playground inspection renewal was discussed	It was resolved to continue with quarterly inspections from ARD	
069/15 WATER COURSES (outstanding & new)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 045/15(a) Ditch on Church Road. The Clerk had requested an update from Surrey County Council with regards outflow on the ditch on Church Road.	Ongoing	
070/15 FINANCIAL MATTERS		
a. The payment of accounts to the value of £56,479.93 was noted and agreed		
071/15 REPORT ANY DOCUMENTS AND PAPERS RECEIVED (outstanding and new)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 059/15(a) Surrey County Council Localism scheme. TWERPS would be confirming their assistance in the notification of problems with assets on footpaths/bridleways by the end of April.	Ongoing	
b. 059/15(c) Lucas Green Road – condition of road in icy conditions. The Clerk had spoken to the local highways officer and this drain was not considered to be outside ordinary maintenance, therefore no work would be carried out. Lucas Green Road however under Operation Horizon would be resurfaced during 2016/17 but it was unclear at the moment if this would include this area in question. The parish council noted that this particular issue wasn't to do with the surface of the road, but the location of the drain.	It was resolved to speak to County Councillor Adrian Page with a view to resolving the problem before the autumn.	Clerk/Cllr Page
c. 059/15 (d) Cllr Dredge had updated the Clerk regarding his meeting with Damian Dunne of West End Garage and the matter of off-site parking in Fellow Green Road. Mr Dunne had explained that the garage could not accommodate all staff cars on site and he had no control as to where they parked. He would however make every effort to deter them and had encouraged staff to park in the bowls club car park. Improvements were also being made to the car park layout on site to increase capacity. Cllr Dredge had advised that the situation in Fellow Green Road had improved since the meeting although it was noted some cars were now parking in Willow Green.	Noted	

DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
d. A representative from the parish council had been invited to the WEBCare AGM to be held on Thursday 14th May. It was suggested the Clerk should attend as it was unknown as to who would be in office at this stage.	It was resolved the Clerk would attend the WEBCare AGM.	Clerk
072/15 GENERAL (outstanding and new)		
DISCUSSION	RESOLUTION	PERSON RESPONSIBLE DEADLINE
a. 060/15(a) Gosden Road Shop Parade – The Clerk had informed the Surrey County Council Highways engineer that the suggested sign for shops and parking on both sides of Gosden Road on the A322 approach would be beneficial. It had been confirmed that a scheme would be raised for the next financial year.	Noted and to be taken off the outstanding minutes and the Clerk to diarise.	
b. 060/15(b) Scout and Guide Management Committee – Future location of Scout and Guide Hut. This was still ongoing and the parish council would be sent an update when the Scout and Guide Management Committee received further information.	It was agreed to request an update.	Clerk – immediately
c. 060/15 (c) Tender process. The Clerk had received advice from SSALC expressing care in amending Standing Orders which set out best practice and were written by legal experts. The suggested wording did not make it clear that it would be the Clerk examining the tenders and that the proposed alternations could be open to abuse if several councillors’ decided they wanted to scrutinise the same contract. If the standing orders are changed the wording would need to be clear stating that the Clerk would analyse the tenders.	It was resolved to keep the standing orders as they are and not make the suggested amendment.	
d. The Pavilion & Workplace Risk Assessment was reviewed.	The amendments regarding Lone Workers were noted and the assessment approved.	
e The Fire Risk Assessment was reviewed	No changes had been made to the fire risk assessment. Noted and approved	
f. The Risk Management Policy and Risk Assessment were reviewed.	The amendments regarding the insurance policy no. and public liability increase to £12,000,000 were noted and the assessment approved.	
073/15 ITEMS FOR THE NEXT AGENDA		
There being no further business the Chairman closed the meeting at 21:20		
The date of the next full council meeting would be Tuesday 14th April		
Signed Chairman Date		