



# WORPLESDON PARISH COUNCIL

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Thursday 4 January 2018

Members of the Worplesdon Parish Council are hereby summoned to attend the **full council meeting** of the Worplesdon Parish Council to be held in the **Small Hall, Worplesdon Memorial Hall on Thursday 11 January 2018 at 7.30 pm** for the purpose of transacting the following business.

**THE FIRST TEN MINUTES ARE AVAILABLE FOR THE PUBLIC TO EXPRESS A VIEW OR ASK A QUESTION ON RELEVANT MATTERS ON THE FOLLOWING AGENDA. THE PUBLIC ARE WELCOME TO STAY AND OBSERVE THE REST OF THE MEETING.**

*Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.*

*Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the Clerk to the Council prior to the start of the meeting so that those attending the meeting can be made aware of any filming/recording taking place.*

*Use of mobile devices, including for the purpose of recording or filming a meeting, are subject to no interruptions, distractions or interference being caused to the PA or Induction Loop system, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.*

*It is requested that if you are not using your mobile device for any of the activities outlined above, it is switched off or placed in silent mode during the meeting to prevent interruptions or interference with the PA or Induction Loop system. The use of flash photography and/or filming lights is not permitted.*

## **AGENDA**

- 1. To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40.**
- 2. Declaration of Disclosable Pecuniary Interests (DPIs) by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**
- 3. Amendments to the Register of Interests**
- 4. To receive and consider written requests for new DPI dispensations, if any.**
- 5. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**
- 6. Declaration of Gifts or hospitality over £25.**
- 7. Borough Councillor's report (5 mins).**

**8. County Councillor's report (10 mins).**

**9. Minutes of the previous meetings** - To be agreed and signed by the Chairman as a true record.

**10. Co-option of councillor – Jacobs Well Ward (following the resignation of Mr R Clark)** - To consider any applications received.

**11. Planning Applications for consideration**

**Planning Application No: 17/P/02336 - 185 Applegarth Avenue, Guildford, GU2 8LP** - Single storey rear conservatory and single storey rear infill extension (as amended on the 6/12/17).

**Planning Application No: 17/P/02493 - Aubrietia, Blanchards Hill, Jacobs Well, Guildford, GU4 7QR** - Single storey rear extension following demolition of conservatory and detached garage.

**Planning Application No: 17/P/02515 - 22 Thatchers Lane, Worplesdon, Guildford, GU3 3RT** - Single storey rear extension.

**Planning Application No: 17/P/02528 - Roughwood, 30A Liddington New Road, Guildford, GU3 3AH** - Proposed loft conversion to habitable accommodation with increase in roof height and insertion of rooflights, partial conversion of garage to habitable accommodation and store; alterations to fenestration.

**Planning Application No: 17/P/02477 - High Trees, Goose Rye Road, Worplesdon, Guildford, GU3 3RJ** - Erection of a single storey side extension, two dormer windows to front elevation and a first-floor rear dormer extension following demolition of existing detached garage.

**Planning Application No: 17/P/02330 - 72 Broadacres, Guildford, GU3 3BD** - Conversion of detached garage to garden room with shower.

**Planning Application No: 17/P/02593 - Chambers House, Clay Lane, Jacobs Well, Guildford, GU4 7NA** - Variation of condition no 7 (personnel numbers) of application 98/P/01925 approved on 04/05/1999 to allow up to 20 people to be based at the office.

**Planning Application No: 17/P/02590 - Chambers House, Clay Lane, Jacobs Well, Guildford, GU4 7NA** - Change of use from repair, maintenance and service of skip lorries, tankers and containers including paint spraying, welding and the storage of tyres and vehicle parts to a bus maintenance workshop building, depot and associated storage.

**Planning Application No: 17/P/02617 - Land to the side and rear of 85 & 87, Applegarth Avenue, Guildford, GU2 8LX** - Two storey side extension, single storey rear extensions and alterations to No. 85 Applegarth Avenue to facilitate its conversion into two dwellings and erection of 3. No 4 bed dwellings to the side and rear of 85 & 87 Applegarth Avenue, with associated access, parking and gardens.

**12. New Surrey Waste Local Plan (SWLP) - Surrey County Council** - Public consultation between 1 November 2017 and 7 February 2018. To consider/agree the Parish Council's response.

**13. Invoices for payment** - Proposed list of cheques/online payments to be tabled at the meeting for approval. Payments for signature by two councillors.

**14. Working parties/Winter Work Programme** – To agree further dates for the Winter Work Programme. Work parties will be held twice a month. Once on a Wednesday and once on a Sunday.

**15. Residents' Survey 2017** –To announce the winner of the Prize Draw and the results of the Residents' Survey.

**16. IT Committee** – To establish an IT Committee with powers of expenditure. To agree the number of members and Terms and Conditions of the Committee.

**17. Worplesdon Memorial Trustees – Parish Representative** - Mrs Messinger's 3-year term of office came to an end in November 2017. To reappoint Mrs Messinger for a further 3-year term of office.

**18. Appointment of the GDPR (General Data Protection Regulations) Officer** - To receive the latest advice from NALC and to consider action.

**19. GDPR – Privacy Policy** – To consider the draft policy.

**20. Wildflower seeds - Oak Hill, Wood Street Village** - Email received from Katy Fielding, Surrey Wildlife Trust - To consider making a financial contribution towards this partnership project. Anticipated cost £350 & VAT.

**21. Christmas lights - Perry Hill Green- D Jenkins.** To consider making a small financial contribution towards the cost of the electricity supplied by Mr Jenkins.

**22. Quarterly playground inspections** – To receive the quarterly playground inspection reports and to decide action.

**23. Potential Parish Office** - To consider potential options for the provision of a Parish Office. Rental vs freehold and the potential impact, if any, on the parish precept.

**24. Request received to install a light on the bus shelter at the top of Oak Hill (near St Alban's Church)** – To consider the request.

**25. New 5-year licence for the tennis courts, Worplesdon Memorial Grounds** – The new licence has been drafted and signed by the Parish Council and submitted to the Memorial Trustees. To receive a progress report from the Clerk.

**26. Deployment of the Speed Data Recorder** – To consider/approve the draft policy for obtaining and utilising data – To decide and agree the frequency of deployment.

**27. Event to promote the Parish Council tennis courts** – To consider organising an event to promote use of the tennis courts.

**28. Premises Licence – 32 Stringer's Ave, Jacobs Well** – Deadline for comment 18 January 2018. To consider action.

**29. The Council App** – The App Office require final approval of the Worplesdon App design – The rules regarding Apps changed in December 2017, therefore, if the Parish Council wishes to proceed, the costs will increase significantly. To decide action.

### **30. Finance**

- a) **Bank reconciliations November and December 2017** - Bank reconciliations require approval.
- b) **Monthly budget reports November and December 2017** - Monthly budget reports require approval.
- c) **Notice of Conclusion of Audit 2016/2017** – To receive and approve the External Audit Report (previously presented to the General Purposes Committee 28 September 2017).
- d) **Grant towards the upkeep of St Mary's Churchyard** – To further consider the size of the grant to be awarded in 2018/2019.
- e) **Precept 2018/2019** - To consider/approve the 2018/2019 precept – To be submitted to Guildford Borough Council by 20 January 2018.
- f) **Virements:** To approve the following virements:
  - Vire £400 from Earmarked Reserves to Training
  - Vire £2,000 from Earmarked Reserves to Er's NI
  - Vire £500 from Earmarked Reserves to Playground Repairs
  - Vire £850 from Earmarked Reserves to PC Grant to Wards
- g) **New button seat swing – Typhoon, Worplesdon Play Area** – To ratify the cost of a new button seat – £96.70 & VAT.

- h) **Quarterly financial check carried out by Cllr Jan Messinger 11.12.2017** – To receive a report from Cllr Messinger.
- i) **Guildford Residents’ Association** – To consider making a financial contribution of £250 towards the Examination in Public regarding the SHMA (Strategic Housing Market Assessment).
- j) **Invoice no. 117 SGN** – Payment of £624 received via Wellers Hedleys Solicitors.
- k) **GDPR training - Tuesday 30 January 2018: Bletchingley Golf Club, Church Lane, Redhill RH1 4LP** – To ratify the cost of four delegates – Cllr Cragg, Cllr Snipp, the Clerk and Assistant Clerk. Cost £48 & VAT per delegate.

### 31. Clerk’s Report

- a) **Free Thermal Imaging Course, Wednesday 24 January at 5pm and 7pm**  
Guildford Borough Council is providing a free thermal imaging course for local residents to help detect heat loss and missing insulation from your home. Places are limited, and booking is required. The course lasts approximately 1 hour, and the instructor will take you through how to use and interpret the images on the camera. To book your place, please visit: <https://www.eventbrite.co.uk/e/free-thermal-imaging-course-tickets-39479766043>  
Following the course residents will be able to borrow the thermal imaging camera to detect heat loss and missing insulation in their homes. For more information or queries please contact [climatechange@guildford.gov.uk](mailto:climatechange@guildford.gov.uk) or phone 01483 444509.
- b) **Surrey Wildlife Trust – New contact details** - To report problems call 01483 910087 or email [countryside@surreywt.org.uk](mailto:countryside@surreywt.org.uk)
- c) **Friends of Chitty’s Common – Work party dates:**  
Sunday 14 January 2018 - 10am until 3pm  
Sunday 19 February 2018 - 10am until 3pm  
Saturday 10 March - 10am until 3pm and  
Sunday 8 April - 10am until 3pm.  
All are welcome. Whether you can only spare an hour or two or would like to know more, please contact Pauline Searle on 01483 825424.

### 32. Chairman’s Report

### 33. Date of next meeting – Thursday 22 February 2018

Signed:

Mrs G F White, Clerk to the Council