



# WORPLESDON PARISH COUNCIL

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Friday 18 May 2018

## NOTICE OF MEETING

The **Annual Meeting** of the Worplesdon Parish Council is to be held in the **Small Hall, Worplesdon Memorial Hall on Thursday 24 May 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. Election of Chairman.
2. Declaration of Acceptance of Office to be signed by the newly elected Chairman
3. Election of Vice-Chairman.
4. Public participation
5. To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40.
6. 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)
7. To receive and consider written requests for new DPI dispensations, if any.
8. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.

- 9. Declaration of Gifts or hospitality over £25.**
- 10. Borough Councillor's report (5 mins).**
- 11. County Councillor's report (5 mins).**
- 12. Election of the General Purposes and Finance Committee** – (eight members, at least one member from each ward – Chairman and Vice-Chairman to be ex-officio members (with full voting rights) – 2 substitute members to be appointed).
- 13. Election of the Health, Safety and Welfare Committee** – (eight members, at least one member from each ward – Chairman and Vice-Chairman to be ex-officio members (with full voting rights) – 2 substitute members to be appointed).
- 14. Election of the Planning Committee** – (eight members, at least one member from each ward – Chairman and Vice-Chairman to be ex-officio members (with full voting rights) – 2 substitute members to be appointed).
- 15. Election of the Staffing Committee** – (five members – 2 substitute members to be appointed).
- 16. To review/approve the Terms of Reference of the above Committees.**
- 17. To review and approve the Standing Orders.**
- 18. To review and approve the Financial Regulations.**
- 19. Staffing Committee** meeting to be held on 29 June 2018 – 10am - To review the pay and conditions of service of existing employees.
- 20. Parish Representatives – Annual reports** - To receive a written report from each of the Parish Representatives regarding the activities of their respective organisations.
- 21. Appointment of Parish Representatives (2018/2019)** - To appoint representatives to the following organisations:
  - a) Stoke Hospital
  - b) Fairwood Helpers
  - c) JWRA – Jacobs Well Residents' Association
  - d) FLGCA – Fairlands, Liddington Hall and Gravetts Lane Community Association
  - e) Worplesdon Parish Charities
  - f) WSVA – Wood Street Village Association
  - g) Worplesdon Memorial Trustees (Cllr Messinger, Cllr Marks-Oldham and Cllr Adam to serve out their existing terms of office)
  - h) SALC – Surrey Association of Local Councils
  - i) Slyfield Area Regeneration Plan (SARP)
  - j) Worplesdon Flood Forum
- 22. To fix the dates and times of the full council and committee meetings** – Full council meetings to be held on the 4<sup>th</sup> Thursday of the month excluding August and December. To approve the Schedule of Meetings for 2019.
- 23. To appoint a councillor or two to undertake the quarterly financial checks** in accordance with Financial Regulations.
- 24. To review the Council's insurance policy – as per the Asset Register and Insurance Schedule.**

## **25. Planning Applications for consideration**

**Planning application no: [18/P/00845](#) - The Old Paddock, Perry Hill, Worplesdon, Guildford, GU3 3RE** - Replacement summerhouse.

**Planning application no: [18/P/00833](#) - White House, Coombe Lane, Worplesdon, Guildford, GU3 3PF** - Proposed erection of a two-storey side extension and changes to fenestration following demolition of a front porch, conservatory and detached garage.

**Planning application no: [18/P/00802](#) - 3 Dynevor Place, Fairlands, Guildford, GU3 3JL** - Construction of a two-storey side and rear extension, loft conversion to include a rear dormer and changes to fenestration following demolition of a front porch and rear conservatory.

**Planning application no: [18/P/00859](#) - 36 Dorrit Crescent, Guildford, GU3 3AP** - Proposed erection of single storey rear extension following demolition of existing conservatory.

**Planning application no: [18/P/00890](#) - 285 Worplesdon Road, Guildford, GU2 9XN** - Variation of condition 5 of planning permission 17/P/00215, approved 22/02/2018, to allow vehicle repairs/services undertaken in conjunction with the permitted MOT use.

**Planning application no: [18/P/00717](#) - Rydes Hill Preparatory, Aldershot Road, Guildford, GU2 8BP** - Replacement walls, fences and gates to the curtilage of the site; new hard standing within the site for school buses together with associated paths, low fences and lamps within the site.

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

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

## **28. Finance**

- a) Internal Audit carried out 16 May 2018. To receive and approve the Internal Auditor's Report.
- b) To review the effectiveness of the Council's internal control including management of risk.
- c) To approve the earmarked reserves for 2017/2018.
- d) To approve the Annual Accounts 2017/2018.
- e) To approve the Asset Register 31.3.2018
- f) To approve the Annual Return for the year ended 31 March 2018 – Section 1 "Annual Governance Statement"
- g) To approve the Annual Return for the year ended 31 March 2018 Section 2 "Accounting Statements for 2017/18".
- h) Payroll Engagement letter – 2018/2019 – To approve the terms of Engagement.
- i) Concurrent Functions Grant Aid 2019/2020 – To consider any one-off projects that may be required next year: 50% grant available subject to Borough Council financial restrictions.
  - Replace one flat seat swing at Worplesdon with a Tango seat swing - £800
  - Replace the Wicksteed Unit, Worplesdon with a multi-play unit designed for young children - £8,000
  - New noticeboard – Broadacres £2,000
  - Additional village signage - £5,000
- j) VAT return – Refund of £6,473.89 due.
- k) Pension Return submitted to Surrey County Council 30 April 2018.
- l) WW1 commemorative bench – To approve the design & cost & delivery (both items) £1,107 & VAT.
- m) WW1 litter bin – To approve the cost £491 & VAT.

- n) Christmas tree lights – To light three additional trees at Perry Hill Green £2,400 per year for a three-year contract.
- o) To approve the extension of the Groundsman’s contract until 31 May 2019 to enable the Staffing Committee to make a recommendation regarding the permanent employment of the Groundsman.

**29. Chairman’s Report**

**30. Date of next meeting – Thursday 28 June 2018**

Signed:

A handwritten signature in black ink, appearing to read 'G F White', with a small flourish at the end.

Mrs G F White  
Clerk to the Council