



Worplesdon Parish Council

Minutes of the full council meeting held 26 April 2018 in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm

218-2018- Present:

Councillors: Chairman Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr N Bryan (arrived 7.37pm), Cllr S Fisk (arrived 7.42pm), Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr E Nagle (arrived 7.38pm), Cllr D Snipp, Cllr P Snipp, Cllr H Unwin-Golding and Cllr L Wright.

Staff: The Clerk to the Council and the Assistant Clerk were in attendance.

Members of the public: Cllr D Elms (arrived 7.34pm), Cllr B McShee, Cllr K Witham. Mr Marks-Oldham was also present.

219-2018- To accept apologies and reason for Absence in accordance with the LGA 1972, Sch12, para 40

Cllr Fisk sent her apologies as she was delayed due to circumstances beyond her control. Apologies were accepted.

220-2018- 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.

221-2018- Amendments to the Register of Interests

No declarations were made.

222-2018- To receive and consider written requests for new DPI dispensations

No requests were received.

223-2018- Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr Mitchell advised that he lives in Sime Close – Minute number 253-2018 refers.

224-2018- Declaration of Gifts or hospitality over £25

No declarations were made.

[Cllr D Elms arrived at 7.34pm](#)

225-2018 - Borough Councillor's report

Cllr McShee gave the following report:

Guildford Borough Council will be placing Burpham Court Farm building on the market and retaining the associated land.

There has been fly tipping in Britdens Pond, although this is not on Guildford Borough Council land, the Council has agreed to have it cleared. Guildford Borough Council will be talking to the fishing club about this matter.

Approved by the full council – 24 May 2018

At last month's Planning Committee meeting there was an application for a 4-bedroom house and detached garage on land between Church View and St. Mary's Garden, Perry Hill. The application was recommended for approval, but after I addressed the Committee the application was refused. Sadly, in April the Planning Inspector allowed an appeal against the refusal of an application from 2017 on the same piece of land, so a 5-bedroom detached dwelling and detached garage will now be built.

On the Agenda of the last Joint Executive Advisory Board was the draft new Corporate Plan. A project in this plan is 'Implement the Rural Strategy to support the delivery of rural initiatives to address issues of rural deprivation, including skills and enterprise, crime reduction and environmental, cultural and leisure projects'. If the Parish Council has any projects they should contact the Local Economy Manager.

Surrey County Council 'Surrey Matters' magazine will no longer be delivered, but will be an online magazine. Visit surreycc.gov.uk/surrey-matters to sign up for the monthly e-newsletter.

Cllr Cragg thanked Cllr McShee for his report.

[Cllrs N Bryan and E Nagle arrived.](#)

Cllr Elms reported that he had attended and spoken against the planning application for the Chambers site at Jacobs Well. Despite over 40 letters of objection, the Applicant had made some amendments relating to lighting, fencing and silencing the reversing alarms of vehicles, and the application had been approved.

Cllr Cragg thanked Cllr Elms for his report.

226-2018 - County Councillor's report

Cllr Witham gave the following report:

The anti-skid surfacing at Jacobs Well on Clay Lane is to be installed mid-May (a temporary road closure notice has already been published in preparation). Rather than just 'the bend' all of the 30 mph part of the road should be done – from Queenhythe Road to past the VAS sign. There is the possibility of increased signage (at the Queenhythe Road-Clay Lane junction) and additional road markings ('Slow Down' on Blanchards Hill). The installation of the surfacing is likely to take place during mid to late May 2018.

The Vehicle Activated Sign (VAS) cannot be located at the Clay Lane-Queenhythe Road junction for technical reasons. I am pursuing what can be done to improve safety at this location.

The wooden posts have been installed at the parking locations on Salt Box Road. There is no date yet for when parking charges will commence. It is hoped, but not yet confirmed, that Salt Box Road may be resurfaced in the near future as part of the additional funds for winter catch-up maintenance.

Due to the repeat occurrences of fly tipping at Cobbett Hill Road, Cllr Witham has asked Guildford Borough Council to provide CCTV to be set up to catch the offenders.

[7.42pm Cllr Fisk arrived](#)

Surrey Matters will no longer be published in a paper format however it is available by subscribing on the Surrey County Council [website](#). This will offer an annual saving of £200,000 on printing costs.

Cllr Cragg thanked Cllr Witham for his report.

227-2018 - Minutes of the previous meetings

It was proposed Cllr S Morgan MBE, seconded Cllr S Fisk and **RESOLVED** that the minutes of the full council meeting held 22 March 2018 be approved and signed by the Chairman as a true record.

Approved by the full council – 24 May 2018

It was proposed Cllr J Messinger, seconded Cllr G Adam and **RESOLVED** that the minutes of the Staffing Committee meeting held 6 April 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr G Adam, seconded Cllr S Fisk and **RESOLVED** that the minutes of the Planning Committee meeting held 12 April 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr N Mitchell, seconded Cllr J Messinger and **RESOLVED** that the minutes of the General Purposes and Finance Committee meeting held 12 April 2018 be approved and signed by the Chairman as a true record.

The existence of Working Party minutes in respect of the Word War I Committee (27 March 2018), the Strategic Plan Working Party (29 March 2018), Esso Question and Answer Session (4 April 2018), and the Strategic Plan Working Party (5 April 2018) were noted for information only.

228-2018 - Co-option of councillor – Perry Hill Ward

A completed application pack had been received from the member of the public who was present at the meeting.

Cllr Cragg invited the councillors to question the applicant to enable them to make an informed decision, in conjunction with the information provided to them in their councillor packs.

As per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 a resolution was passed to exclude the public/press from the meeting whilst members considered the suitability of the candidate. At 8.06pm Cllr Cragg directed Cllrs Elms, McShee and Witham together with the applicant who applied for the role, to temporarily leave the room whilst discussions took place.

The Councillors discussed the responses the candidate had given to the questions asked.

[8.12pm Cllrs Elms, McShee and Witham, together with the Applicant were invited to return to the meeting.](#)

The majority of members present and voting voted for. Mr Marks-Oldham was duly co-opted onto the Council.

Cllr Eric Marks-Oldham duly signed his Declaration of Acceptance of Office and joined the meeting.

229-2018 - Co-option of councillor – Jacobs Well Ward

No applications had been received.

230-2018 - Planning Applications for consideration

Planning application no: 18/T/00079 - Ashdown, Aldershot Road, Guildford, GU3 3AA - Re-pollard Horse Chestnut tree back to previous pollard points (TPO P1/201/124).

It was **RESOLVED:** Leave to tree specialists.

Planning application no: 18/T/00085 - 9 Cater Gardens, Guildford, GU3 3BY - 2 X Sycamore trees - reduce height by 2-3m leaving a height of 10m.

It was **RESOLVED:** Leave to tree specialists.

Planning application no: 18/P/00425 - Moonraker, Pinks Hill, Wood Street Village, Guildford, GU3 3DE - Proposed loft conversion with two side dormers and changes to fenestration.

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

Planning application no: 18/P/00672 - 45 Liddington New Road, Guildford, GU3 3AH - Proposed single storey front and side extension, part single storey/part two storey rear extensions and single storey side extension.

It was **RESOLVED** that the Parish Council comment as follows:

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- There is a section of the 2-storey extension on the boundary of the plot which will reduce the light to the adjoining property.

Planning application no: 18/P/00678 - Blue Vale, Blanchards Hill, Jacobs Well, Guildford, GU4 7QR - Variation of Condition 2 of planning application 16/P/02359 approved 03/02/2017 to amend drawing 05 rev B with drawing 05 rev E, drawing 04 rev B with drawing 04 rev F.

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

Planning application no: 18/P/00655 - 20 Treebys Avenue, Jacobs Well, Guildford, GU4 7NT - Proposed part single/part first floor rear extensions.

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

Appeal lodged. **Planning application no: 17/P/02225 - St Marys Garden, Perry Hill, Worplesdon, Guildford, GU3 3RE** - First floor rear extension over existing single-storey 1970s extension to allow for new bedroom space with a subservient profile hipped roof form.

For information only.

Planning application no: 18/P/00719 - 2 Rydes Hill Crescent, Guildford, GU2 9UH - Erection of new garage to follow demolition of existing garage in same location.

It was **RESOLVED**: Leave to planners and that the Parish Council comment as follows:

- Following a site visit, it would appear the garage may contain asbestos cement and therefore would require careful demolition.

Planning application no: 18/P/00708 - Runnymede, Wood Street Green, Wood Street Village, Guildford, GU3 3DX - Proposed loft conversion to form habitable accommodation with roof enlargement and insertion of four front roof light and three rear dormer windows, two storey extension to front following demolition of existing conservatory, single storey side extension and two storey rear extension following demolition of existing detached garage.

It was **RESOLVED** that the Parish Council object as follows:

- The proposed extension, by virtue of its size compared to the original dwelling, represents inappropriate development within the Green Belt, for which no very special circumstances have been presented.

231-2018- Invoices for Payment

It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that payments of the value of £12,767.46 be approved and signed off.

Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
19.2.2018	11.4.2018	Online	Barrelfield Dist Ltd	Distribution of parish newsletters	375.00	75.00	450.00	Parish newsletter
22.3.2018	11.4.2018	Online	Dr P Cragg	Civic gift - CV	32.00	0.00	32.00	Chairman's Allow.
18.4.2018	19.4.2018	Online	The Play Ins Co	Training - Playground inspections - PT	150.00	30.00	180.00	Training
13.4.2018	19.4.2018	Online	Worplesdon Memorial Trustees	Quarterly rent - Memorial Hall	263.00	0.00	263.00	Est. chgs
18.4.2018	18.4.2018	Online	SLCC	Membership PSLCC - Clerk to the Council	37.50	0.00	37.50	Est. chgs
7.4.2018	21.4.2018	Online	O2	SIM Card - 60p inc by O2 - GW (£14.81 repaid by Clerk)	27.94	5.59	33.53	Est. chgs

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6.4.2018	20.4.2018	Online	O2	SIM Card - 60p inc by O2 - VF	15.60	3.12	18.72	Est. chgs
12.04.2018	24.04.2018	Online	RFM Pipeline Services	Coombe Lane - gullies jetted	175.00	35.00	210.00	Land m'ment
N/A	26.4.2018	Online	} Staff costs	Salary - April 2018				Staff costs
N/A	26.4.2018	Online		Salary - April 2018				Staff costs
N/A	26.04.2018	Online		PAYE/NIC	6,638.08	0.00	6,638.08	Staff costs
N/A	26.04.2018	Online		Ee's & Er's Pension conts				Staff costs
25.4.2018	26.4.2018	Online	Blue Sky	Groundsman & materials	1,748.15	0.00	1,748.15	Groundsman & L. m'ment
N/A	26.4.2018	DD	ICO	Subscription	35.00	0.00	35.00	Est. chgs
27.3.2018	27.3.2018	Dcard	Cartridgesave.co.uk	Toner Fuser unit for HP printer	123.33	24.65	147.88	Est. chgs
1.4.2018	26.4.2018	Online	SSALC	Annual subscription NALC/SALC	2,105.30	0.00	2,105.30	Est. chgs
16.4.2018	30.4.2018	DD	BT PLC	Line rental/broadband and calls	723.59	144.71	868.30	Est. chgs
Total					12,449.49	318.07	12,767.46	

232-2018- Potential Parish Office

Cllr P Cragg explained that the photos circulated by email offer an indication of the style of building that has been proposed at a site within the parish. Over the last 3 years there has been a massive increase in the work which needs to be carried out by the parish employees and as such, the facilities (Clerk and Assistant Clerk's homes as offices) are inadequate for the tasks that need to be carried out.

Cllr E Marks-Oldham was shown the circulated pictures at this juncture due to his recent appointment.

[At 8.23pm it was **RESOLVED** that standing orders be waived to enable Cllrs McShee and Elms to participate in discussion in respect of this matter only.](#)

Cllr McShee felt that the site is unlikely to be classified as Green Belt due to the site being surrounded by other buildings. He explained that the proposed design will make it blend seamlessly into the existing built environment and that the inclusion of a few parking spaces will not impede the flow of traffic to and from the rest of the site. On balance, Cllr McShee feels it is likely to be Brownfield given it was previously developed and is on an employment generating site.

Cllr Elms recommended seeking pre-app advice from Guildford Borough Council. It would be important to emphasize that this area is a storage location within the site.

A lengthy debate took place regarding the suitability of the site to deliver a building necessary for the Council's long-term requirements, and the appropriateness of the location.

It was proposed Cllr P Cragg, seconded Cllr Bryan and **RESOLVED**, that the Council should await clarity of the site designation before taking any action.

A vote took place – 13 FOR - Cllr J Messinger abstained from the vote. Motion carried.

[Cllrs McShee and Elms left the meeting at 9.pm.](#)

[The Chairman declared a short comfort break. The meeting reconvened at 9.08pm](#)

233-2018- Commons Act 2006 – Section 38 – Proposed works at Aldershot Road (A323), Fairlands, Guildford, Surrey to create a pedestrian refuge

Surrey County Council has commenced a Section 38 public consultation in respect of this matter. Cllr Mitchell stated that parents and carers would welcome a refuge and the installation would encourage more families to walk to school. The cost of the project is estimated to be in excess of £27,500.

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Cllr Cragg stated that whilst road safety schemes are not a responsibility of the Parish Council, residents do need this road safety facility.

Following discussion, it was proposed Cllr G Adam and seconded Cllr N Mitchell and **RESOLVED** to vire £25,000 from earmarked reserves towards resurfacing of the tennis courts, which is not currently required, to a new budget heading for the provision of the pedestrian refuge, and that the Parish Council provide a one-off financial contribution of £25,000 to enable the refuge to be installed at the earliest opportunity

Cllr Bryan proposed an amendment to the motion, seconded Cllr G Adam. It was **RESOLVED** that the motion be amended to read:

“The financial contribution of £25,000 is dependent on Surrey County Council agreeing that they will maintain the asset in future, and that the refuge will become an asset of Surrey County Council.”

A vote took place – 13 FOR - Cllr N Bryan voted against. Motion carried.

Power to spend: Power of Competence Localism Act 2011.

234-2018- Replacement playground equipment – Fairlands Play Area

Councillors discussed the merits of the equipment they had seen, together with the quotes received. Availability of spares, discounts, level of build quality and high levels of inclusivity were taken into account. Additional discount was available for prompt payment.

It was proposed Cllr N Mitchell, seconded Cllr D Snipp and unanimously **RESOLVED** that the Fairlands project be awarded to Kompan, who had provided the cheapest quotation.

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

235-2018- Replacement playground equipment - Worplesdon Play Area

It was proposed Cllr N Mitchell seconded Cllr D Snipp and unanimously **RESOLVED** that the Worplesdon project be awarded to Kompan who had provided the cheapest quotation.

It was proposed Cllr N Mitchell, seconded Cllr D Snipp and unanimously **RESOLVED** that the Fairlands project be awarded to Kompan, who had provided the cheapest quotation. Total cost of both projects: £30,787.58 & VAT.

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

Appendix 1 – Full breakdown of quotations

236-2018- Electricity supply to Perry Hill Green

Following discussion, it was proposed Cllr J Messinger, seconded Cllr D Snipp that the separate power supply for Perry Hill Green is provided to facilitate the Christmas lights and potential future events on the Green.

There is a four-stage process involved with this project:

- Provision of a concrete base and green lockable kiosk
- Main supply (UK Power Networks)
- Meter (Provided by one of the main utility suppliers)
- Connection of electrical supply and power sockets (Qualified electrician)

The works have to be co-ordinated. The project is likely to take 3 – 4 months to deliver. Additional quotations are required. Maximum cost £5,641 & VAT.

A vote took place: 13 For – 1 against. Motion carried.

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

237-2018- Nominations for the positions of Chairman and Vice-Chairman for the municipal year 2018/2019

One nomination had been received for the position of Chairman, Cllr P Cragg. Two nominations had been received for Vice-Chairman, Cllr G Adam and Cllr N Mitchell. Elections will take place at the Annual Meeting in May 2018.

238-2018- Appointment of a new parish Trustee -Worplesdon Memorial Trustees

Following Cllr Venables' resignation a new parish Trustee was required.

Cllr E Marks-Oldham volunteered for the role and was duly appointed.

239-2018- Staffing Committee – Replacement member

Following Mrs Wray's resignation, a replacement member was required on the Staffing Committee.

Cllr N Mitchell volunteered for the role and was duly appointed.

240-2018- SALC training strategy

Members considered the various training opportunities being provided by SALC (Surrey Association of Local Councils)

The chairman recommended consideration of these worthwhile training events. Cllr E Marks-Oldham, Cllr J Messenger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr E Nagle, Cllr H Unwin-Golding and Cllr L Wright expressed their intention to attend the Councillors Briefing and Awareness Training on 5 June 2018, the cost of which was duly approved.

Total cost £420 & VAT - *Power to spend: LGA 1972 s111*

241-2018- Strategic Plan

Cllr J Messenger thanked all those Councillors who have given up their time to assess and comment on this document. The amended draft will be re-appraised on 3 May 2018. Cllr Messenger highlighted the importance of each Councillor reading the draft document once it is completed, as it determines how the Parish Council will go forward over the next 5 years.

Cllr P Cragg thanked Cllr J Messenger for Chairing the meetings so successfully.

242-2018- GDPR

The Clerk and Assistant Clerk are liaising with Mr K Dewey on a regular basis. Mr Dewey (DPO) is to deliver GDPR training for Councillors on 14 May 2018 during the evening.

243-2018- New Parish Council website

Cllr D Snipp provided the following update:

- the new website went live earlier today.
- the website has been linked to Twitter and Facebook.
- residents can sign up for our newsletter.
- there is now a calendar of events.
- Welland Creative have finished the technical work.
- the Clerk has populated the site, and on-going maintenance of the site has now been handed over to the Clerk.
- the site now has a SSL ranking in Google.

Approved by the full council – 24 May 2018

Standing Orders waived:

At 9.45pm it was **RESOLVED** that the meeting be adjourned to enable Cllr Witham to address the meeting.

Cllr Witham asked that the contact page for Guildford Borough Council and Surrey County Council be reinstated on our new website to enable residents to readily locate their Borough and County Councillors.

The meeting was reconvened at 9.46pm.

244-2018- Community Led Housing

It was agreed that the matter be deferred until current projects have been completed.

245-2018- Public consultation – Ethical standards

It was agreed that the matter be deferred until the next GPs meeting.

246-2018- Speeding Jacobs Well

SDR reports and potential action including the reinstatement of the Community Speed Watch group. A meeting is to be arranged with Bahram Assadi Highways Engineer, Surrey County Council at the earliest opportunity.

247-2018- JWRA meeting held 18 April 2018

Cllr D Snipp highlighted the following:

- JWRA are keen to meet Surrey County Council re the speeding issues in their village.
- They would like the new commemorative bench and bin located adjacent to the proposed bulb site, facing the sunset.
- Increased land use charges were discussed for the use of Parish Council land to hold events.
- Steps will be taken to co-ordinate returning the defibrillator to the Parish Council as the JWRA do not wish to be responsible for ongoing maintenance.
- The choice of bulbs selected for Harry's Meadow will be emailed to the Clerk.
- The JWRA have been in contact with the Clerk re the grass cutting schedule for Harry's Meadow in respect of the date of the May Fair.
- There is an intention to resurrect a dog show in September however there appears to be an issue with liability insurance which requires resolution prior to a formal event application being submitted.

Cllr Cragg thanked Cllr Snipp for his report.

248-2018- Esso pipeline consultation – Deadline 30 April 2018

It was agreed that the Clerk respond commenting as follows:

The Parish Council fully supports Corridor 'J', the proposal which shadows the existing pipeline.

Whitmoor Common forms part of the Thames Basin Heath Special Protection Area (SPA)/Site of Special Scientific Interest (SSSI)/Local Nature Reserve (LNR). When Forestry Commission approved deforestation took place on the common 2 years ago, the resultant damage to the common created by the heavy machinery caused significant consternation amongst local residents.

Coombe Lane, Perry Hill Green, Worplesdon is within the proposed corridors of M & Q. To date it has taken SGN two years to obtain the appropriate permissions/wayleave agreements for a new gas main to be laid. The new main has still not been laid. There are a lot of trees and existing utilities in Coombe Lane (including newly laid fibre optic cables), which has caused additional issues at this location.

Approved by the full council – 24 May 2018

Perry Hill Green is located within a Conservation Area and is designated as a Site of Nature Conservation Importance.

Not all of the existing listed buildings in Worplesdon are showing on the interactive map on the SLP Project website.

The Parish Council recommends avoiding the use of the highway due to the significant level of traffic on our 'A' roads, being radial routes into Guildford. (A323, A322 and A320).

If either corridor M or Q are chosen you will need to keep your plant highly secure as, regrettably, the GU3 postcode is currently the UK's [highest burglary hotspot](#).

249-2018- Wood Street Village Hort. Soc. request to use WSV Green on Saturday 5th May and Wednesday 18th July

It was proposed Cllr G Adam, seconded Cllr P Cragg and **RESOLVED** that the applications be formally approved.

A vote took place. 12 For - Cllr J Messinger and Cllr N Mitchell objected.

250-2018- Reinstatement of the Wildflower Meadow Oak Hill, Wood Street Village

Due to conflicting levels of offers of help to reinstate, this matter is to be deferred.

251-2018- Annual Review – Incursion policy (site security assessment)

A review was undertaken by Cllr N Mitchell and Cllr J Messinger 17 April 2018.

Cllr N Mitchell and Cllr J Messinger gave the following report:

Installation of the Worplesdon Memorial height barrier is to commence w/c 30 April 2018. The accompanying bollards will be installed following the height barrier.

Areas identified as highly at risk are the Wood Street Village Green and triangle, due to the reluctance of the local residents to consider physical barriers. Cllr N Bryan will mention the issue at the next WSV meeting.

A number of bollards were noted to have rotted. These will be dealt with as soon as practicable.

The Assistant Clerk confirmed that the drafting of an Incursion Policy is underway.

Cllr Cragg thanked Cllrs Mitchell and Messinger for their report.

252-2018- Powers for dealing with unauthorised development and encampments – Consultation deadline – 11.45pm – 15 June 2018

Due to the current workload, this matter was deferred to the next GPs meeting.

253-2018- Flooding issue Sime Close – Installation of preventative measures

It was proposed Cllr P Cragg, seconded Cllr G Adam and **RESOLVED** that the sum of £500 be contributed towards the installation of preventative measures at the entrance to the cul-de-sac. A vote took place. 13 For, Cllr E Nagle abstained. Motion carried.

Cllr P Snipp advised that the same issue occurs in Morgan Close. It was agreed that this be added to the agenda of the next Flood Forum meeting.

Power to spend: Power of Competence – Localism Act 2011

254-2018- National Planning Policy Framework (NPPF) – Public consultation – Deadline 11.45pm 10 May 2018

The Assistant Clerk had prepared a precis of the documents.

Approved by the full council – 24 May 2018

The Parish Council will comment as follows:

Para 139 states “If it is necessary to restrict development in a village primarily because of the important contribution which the open character of the village makes to the openness of the Green Belt, the village should be included in the Green Belt. If, however, the character of the village needs to be protected for other reasons, other 41 means should be used, such as conservation area or normal development management policies, and the village should be excluded from the Green Belt.”

Para 144 states “A local planning authority should regard the construction of new buildings as inappropriate in the Green Belt. Exceptions to this include: e) limited infilling in villages;” However, there is no definition as to what “limited infilling” is.

These two statements are contradictory. If it is necessary to restrict development in a village primarily because of the important contribution that village makes to the openness of the Green Belt, and an area is not only Green Belt but also located within a Conservation Area then limited infilling in such a village should not be permitted.

The cumulative impact of “limited infilling” in a Green Belt village does not appear to have been adequately considered.

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that the Clerk respond in respect of the contradictory ‘limited infilling’ statements.

255-2018- Finance

a) Bank reconciliations March 2018

The RFO had prepared the bank reconciliation for March 2018 in accordance with the Accounts and Audit Regulations, a copy of which was issued to all members.

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements.

Appendix – March 2018 bank reconciliation.

b) Monthly budget report March 2018

The RFO had prepared the monthly budget report for March 2018 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members.

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that the Chairman sign the monthly budget report.

Appendix 2 – March 2018 budget report

c) VAT return 1.10.2017 – 31.3.2018

To be submitted to the HMRC as soon as practicable.

d) EOY Pension Return

Deadline 30 April 2018.

e) To receive the draft annual accounts 2017/2018

The draft accounts were issued, in hard copy, to all members for their consideration prior to the Annual Meeting.

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Details of the earmarked and general reserves for 2017/2018 were also issued to members in hard copy.

f) SLCC membership Assistant Clerk

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the cost of membership be approved. Total cost - £159 & VAT

Power to spend: LGA 1972 s111

g) Internal Audit – To be carried out 16 May 2018

Attendees at this audit will be Cllr G Adam, Cllr D Snipp, the Clerk and Assistant Clerk.

h) Precept 1st instalment

A BACS payment of £103,068.00 had been received from Guildford Borough Council. This included a LCTSS (Local Council Tax Support Scheme) grant, which has been funded by Guildford Borough Council.

The Clerk advised that a transfer has been made to ensure that the bank account balances do not exceed the £85,000 account limit.

i) New signatory required for Skipton and Nationwide Building Society accounts following Cllr Venables resignation

Cllr N Mitchell kindly offered to be the new signatory.

j) Fairlands Practice Patient Participation Group (FPPPG)

Request received for a grant to enable the FPPPG to achieve a degree of financial independence for the running and development of the group and to enhance their profile in the area.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously agreed that, on this occasion, the grant be declined, as the funds were not for a specific project.

k) Charles Arnold Baker 10th Edition

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the discounted cost of the Charles Arnold Baker book be approved. Total cost £59.50 & VAT.

Power to spend: LGA 1972 s111.

It was proposed Cllr J Messinger, seconded Cllr G Adam and unanimously **RESOLVED** to continue the meeting beyond 10.30pm in order that the remainder of the business could be transacted.

l) Replacement laptop for the Assistant Clerk

It was proposed Cllr J Messinger, seconded Cllr D Snipp and unanimously **RESOLVED** that the cost of a replacement laptop be ratified. Total cost £592.46 & VAT.

Power to spend: LGA 1972 s111.

m) New gas main – Coombe Lane

A cheque for £2,500 had been received from SGN being payment in respect of the requisite Deed of Easement, which has now been formally approved by all parties.

Approved by the full council – 24 May 2018

256-2018- Clerk's Report

a) New bus shelter Douglas Close

Surrey County Council has requested a contribution of £3,000 as previously agreed. The cost of the power supply, lighting and RTPI is to be met by Surrey County Council.

b) Rural Traffic Management and HGV Workshop held 11 April 2018

The Clerk and Cllr N Mitchell will circulate the handouts from the workshop via email.

257-2018- Chairman's Report

Cllr Cragg gave the following report:

- 1) 25th March, with Cllr. Nigel Mitchell, de-mounted the two Parish V.A.S. signs for checking and servicing where required.
- 2) 26th April transported V.A.S. signs to new storage facility.
- 3) Attended Strategic Plan meetings on 29th March 5th April & 26th April.
- 4) 5th April, with Cllr N Mitchell, cleared all Parish Council road cones and barriers from the stairwell in the Council Chamber and transported on my Quad Bike and trailer to the new storage facility.
- 5) 12th April attended SALC Directors meeting at Cranleigh Parish Council offices.
- 6) 19th April removed twisted and entangled Sycamore "weed" trees that were interfering with canopy of mature stands of Ash. A thorough examination by binocular ascertained no birds nesting in these trees and none in trees nearby. In fact, the very late and cold Spring meant that there was very little leaf development and views of the stems and branches were unimpeded. It should be noted that in the execution of this work another dead tree was discovered and this will need felling very soon.
- 7) 20th April Chaired Community Resilience meeting in the Conference Room with Parish Council, SCC and GBC representatives.
- 8) 24th April, with Cllr N Mitchell and the Assistant Clerk toured playgrounds in Pirbright, Dorking and Leatherhead to assess and compare quality of equipment from potential suppliers.

[Cllr Witham and the Assistant Clerk left the meeting at 10.30pm.](#)

258-2018- Permanent employment of Assistant Clerk

Due to the confidential nature of the following item (appointment of staff), a resolution was passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960

The Assistant Clerk's probationary period comes to an end on 31 March 2018.

A copy of Mrs Fear's second probationary report was issued to and approved by all members.

It was proposed Cllr J Messinger, seconded Cllr H Unwin-Golding and unanimously **RESOLVED** that the Staffing Committee's recommendation to appoint Mrs Fear on a permanent part-time basis be approved.

Power to spend: LGA 1972 s112 & LG&HA 1989

259-2018- Date of next meeting – Thursday 24 May 2018

Meeting closed 10.32pm

Signed: Chairman of the Council

Date: 24 May 2018