



# WORPLESDON PARISH COUNCIL

West View  
84 Rydes Hill Road  
Guildford  
Surrey  
GU2 9UG

Tel/Fax: 01483 300094  
Email: [clerk@worplesdon-pc.gov.uk](mailto:clerk@worplesdon-pc.gov.uk)

Thursday 19 April 2018

## NOTICE OF MEETING

The **full council meeting** of the Worplesdon Parish Council is to be held in the **Small Hall, Worplesdon Memorial Hall** on **Thursday 26 April 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. Public participation (10 minutes).**
- 3. Resolution required** – Approval of Cllr Unwin-Golding's continued absence due to work commitments.
- 4. 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).yh**
- 5. Amendments to the Register of Interests**
- 6. To receive and consider written requests for new DPI dispensations, if any.**
- 7. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**

8. Declaration of Gifts or hospitality over £25.

9. Borough Councillor's report (5 mins).

10. County Councillor's report (5 mins).

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

12. Co-option of councillor – Perry Hill Ward - To receive written applications for the office of Parish Councillor and to consider the suitability of the candidate/s to fill the existing vacancy. **As per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 a resolution will be passed to exclude the public/press from the meeting whilst members consider the suitability of all candidates.**

13. Co-option of councillor – Jacobs Well Ward - To receive written applications for the office of Parish Councillor and to consider the suitability of the candidate/s to fill the existing vacancy. **As per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 a resolution will be passed to exclude the public/press from the meeting whilst members consider the suitability of all candidates.**

#### 14. 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).

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.

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.

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.

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.

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

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. Appeal lodged.

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.

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.

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

- 16. Potential Parish Office** – To consider applying for planning permission for a single storey building to be located within Gravetts Lane Farm. The building to be leased to Worplesdon Parish Council on a 25-year lease. Rental £15,000pa.
- 17. Commons Act 2006 – Section 38 – Proposed works at Aldershot Road (A323), Fairlands, Guildford, Surrey to create a pedestrian refuge.** To consider a making financial contribution of £25,000, subject to the appropriate consent being obtained by Surrey County Council. Power to spend: Power of Competence Localism Act 2011.
- 18. Replacement playground equipment – Fairlands** – To Approve the best value quotation. Maximum cost £18,203 & VAT.
- 19. Replacement playground equipment - Worplesdon Play Areas** - To Approve the best value quotation. Maximum cost £13,207 & VAT.
- 20. Electricity supply to Perry Hill Green** – To consider providing a separate power supply for the Christmas lights and potentially future events - Maximum cost £5,641 & VAT.
- 21. Nominations for the positions of Chairman and Vice-Chairman for the municipal year 2018/2019** – To receive all nominations for the posts.
- 22. Appointment of a new parish Trustee -Worplesdon Memorial Trustees** following Cllr Venables’ resignation.
- 23. Staffing Committee** - To appoint a new member to the Staffing Committee following Mrs Wray’s resignation.
- 24. SALC training strategy** – To consider various training opportunities and the delegates who wish to attend.
- 25. Strategic Plan** – To receive a progress report from Cllr J Messinger.
- 26. GDPR** – To receive a progress report from the Clerk.
- 27. New Parish Council website** – To receive an update from Cllr D Snipp.
- 28. Community Led Housing** – To consider action, if any.
- 29. Public consultation – Ethical standards** – To agree the Parish Council’s response.
- 30. Speeding Jacobs Well** – SDR reports and potential action including the reinstatement of the Community Speed Watch group. A meeting to be arranged with Bahram Assadi Highways Engineer, Surrey County Council at the earliest opportunity.
- 31. JWRA meeting held 18 April 2018** – To receive feedback from Cllr D Snipp and to consider action, where appropriate.
- 32. Esso pipeline consultation** – Deadline 30 April 2018 – To agree the Parish Council’s response.
- 33. Wood Street Village Hort. Soc. request to use WSV Green on Saturday 5<sup>th</sup> May and Wednesday 18<sup>th</sup> July** - To formally approve the requests.
- 34. Reinstatement of the Wildflower Meadow Oak Hill, Wood Street Village** – To consider action.
- 35. Annual Review – Incursion policy** (site security assessment) – Review undertaken by Cllr N Mitchell and Cllr J Messinger 17 April 2018. To receive a report from Cllr N Mitchell and Cllr J Messinger and to consider action.

36. **Powers for dealing with unauthorised development and encampments – Consultation deadline – 11.45pm – 15 June 2018** <https://www.gov.uk/government/consultations/powers-for-dealing-with-unauthorised-development-and-encampments> - To consider action.
37. **Flooding issue Sime Close** – To consider working in partnership with local residents to resolve a serious on-going flood issue by making a financial contribution of £500 towards the installation of a sleeping policemen.
38. **National Planning Policy Framework (NPPF) – [Public consultation](#) – Deadline 11.45pm 10 May 2018**
39. **Finance**
- a) **Bank reconciliations March 2018** - Bank reconciliation requires approval.
  - b) **Monthly budget report March 2018** - Monthly budget report requires approval.
  - 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.**
  - f) **SLCC membership Assistant Clerk** – To approve the cost - £159.
  - g) **Internal Audit** – To be carried out 16<sup>th</sup> May 2018.
  - h) **Precept 1<sup>st</sup> instalment** - BACS payment of £103,068.00 received from Guildford Borough Council.
  - i) **New signatory required for Skipton and Nationwide Building Society accounts** following Cllr Venables resignation.
  - j) **Fairlands Practice Patient Participation Group (FPPPG)** – Request received for a grant of, say £200, to enable the FPPPG to achieve a degree of financial independence for the running and development of our group and to enhance our profile in the area. To consider the request/decide action.
  - k) **Charles Arnold Baker 10<sup>th</sup> Edition** – Special offer 50% discount - £52.50 +£7 postage. To approve the cost.
  - l) **Replacement laptop for the Assistant Clerk** – To ratify the cost - £592.46 & VAT.

#### 40. 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 SCC.
- b) **Rural Traffic Management and HGV Workshop held 11 April 2018** – To receive a brief report from Cllr N Mitchell/the Clerk.

#### 41. Chairman's Report

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

#### 42. Permanent employment of Assistant Clerk

The Assistant Clerk's probationary period comes to an end on 31 March 2018. To receive and approve the second probationary report. To approve the Staffing Committee's recommendation to appoint Mrs Fear on a permanent part-time basis.

#### 43. Date of next meeting – Thursday 24 May 2018

Signed:

*Gaynor White*

Mrs G F White, Clerk to the Council