



Friday 19 October 2018

NOTICE OF MEETING

To: All members of the Council

You are hereby summoned to attend the **full council meeting** of Worplesdon Parish Council to be held in the **Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon, GU3 3RF on Thursday 25 October 2018 at 7.30 pm** for the purpose of transacting the following business.

Signed:

Gaynor White

Mrs G F White PSLCC
Clerk to the Council

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 session – 10 minutes.** *Members of the public are able to express a view or ask a question on relevant matters on the agenda and are welcome to stay and observe, but not comment upon, the rest of the meeting.*
- 3. Co-option of councillor – Fairlands Ward**
 - Presentation by Mr Tony O'Toole (Maximum 3 minutes)
 - Q&A session (Maximum 5 minutes)
 - **Resolution to be passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 during the discussion session.**
 - Discussion on suitability of the candidate. (Maximum 3 minutes)
 - Vote by recorded ballot.

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).**
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**

The following Council minutes are to be agreed and signed by the Chairman as a true record:

- Full council meeting – 13 September 2018
- Extra-ordinary meeting – 24 September 2018

The following committee minutes to be noted by the Council:

- Staffing Committee – 12 September 2018
- WW1 working party – 26 September 2018
- Planning Committee – 27 September 2018
- General Purposes and Finance Committee – 27 September 2018
- WW1 working party – 9 October 2018
- Planning Committee – 11 October 2018
- General Purposes and Finance Committee – 11 October 2018

12. Planning Applications for consideration

Planning Application No: [18/P/01892](#) - 2 Frog Grove Lane, Wood Street Village, Guildford, GU3 3EX - Conversion of loft to habitable space including creation of two dormer windows and three rooflights. Refurbishment of existing dormers.

Planning Application No: [18/T/00236](#) - 2 Cater Gardens, Guildford, GU3 3BY - Crown reduction and crown thin by 4 metres Sycamore tree (T1) (P1/201/106)

Planning Application No: [18/P/01839](#) - 1 Fairlands Avenue, Fairlands, Guildford, GU3 3LX - Part single storey rear extension, two storey side extension, loft conversion including three rear dormers and raising of existing rear external wall and ridge, single storey side extension incorporating shower room, additional dropped kerb and extended driveway following demolition of existing garage.

Planning Application No: [18/P/01928](#) - Casa De Los Pescadores, Perry Hill, Worplesdon, Guildford, GU3 3RB - Erection of a single storey rear extension.

Planning Application No: [18/P/01878](#) - 17 Liddington Hall Drive, Guildford, GU3 3AE - Erection of single storey rear conservatory.

Planning Application No: [18/P/01962](#) - 35 Tangle Lane, Guildford, GU3 3JU - Single storey rear extension.

Planning Application No: [18/P/02008](#) - 27 Fairlands Road, Fairlands, Guildford, GU3 3JA - Part conversion of garage to habitable accommodation, two storey rear extension, first floor side extensions and alterations to fenestration.

13. WW1 commemorations and events: To receive a progress report from Cllr Messinger. (5 mins)

Events: Part of the “Nations Tribute – A Battle’s Over” centenary of the commemoration of the end of WW1

- Armistice Day Event, Harry’s Meadow, Jacobs Well (behind the scout hut) - 10.45am (includes a vintage 1914 vehicle - courtesy of Alexander Dennis and the unveiling of the WW1 commemorative bench);
- Church Service St Mary’s Church, Worplesdon 6pm; and
- Beacon lighting event arrive for 6.30pm, Harry’s Meadow, Jacobs Well.

All are welcome.

14. Worplesdon Memorial Trustees – To appoint a new parish representative to the Worplesdon Memorial Trustees following Mr Marks-Oldham’s recent resignation.

15. Parking problems near Worplesdon Primary School – The concrete planters available from Guildford Borough Council are too large to fit onto the grass verge. To consider purchasing wood to enable four planters to be made (by the Assistant Clerk’s family) 30cm x 1m, which will fit safely onto the verge.

16. Elections 2019: To agree the date for the ‘prospective candidates’ event and to approve the various venue hire costs (costs currently anticipated to be no more than £250 & VAT).

17. Grass cutting – St Mary’s Churchyard – To consider incorporating a set number of cuts within the Council’s existing contract in lieu of a grant towards the upkeep of the Churchyard. Cost per cut £446.88 plus VAT per occasion. To remove dead tributes from the graves £45 per occasion & VAT.

18. Dangerous willow tree – Wood Street Village pond – The safety of this tree has been compromised. The tree therefore needs to be removed ASAP. Quotation received £620 & VAT. To approve the quotation.

19. Surrey County Council – Future of the Countryside Estate – Public consultation 8 October – 3 December 2018 <https://www.surreysays.co.uk/environment-and-infrastructure/caringforourcountryside/> For consideration/members’ comments.

20. Wood Street Village Association (WSVA) – Request received for permission to place a Silent Solider silhouette on Wood Street Village Green – To consider/approve the request.

21. Finance

- Invoices for payment** - Proposed list of cheques/online payments to be tabled at the meeting for approval. Payments for signature by two councillors
- Bank reconciliations** – August and September 2018 bank reconciliations require approval.
- Monthly budget reports** – August and September 2018 monthly budget reports require approval.
- External Audit Report** – PKF Littlejohn LLP – To receive and approve the External Auditor’s Report. The report was unqualified meaning there were no issues or concerns.
- Quarterly financial check carried out by Cllr Adam on 3 October 2018** - To receive Cllr Adam’s report.
- Repair of Vehicle Activated Sign (VAS)** – To consider/approve the cost of repairing the VAS sign. £564 & VAT.
- Informal bridge Harry’s Meadow** – To consider adding a hand rail to the bridge to improve safety. Anticipated cost of tanalised wood for handrail plus coach bolts £50 & VAT.
- WW1 beacon & gas cylinder** – To ratify the costs - £384 & VAT. (For safety reasons, a beacon was ordered in lieu of scaffolding) & propane gas cannisters required to light the beacon £24 & VAT (the propane gas cylinders also required at work parties).
- Donation to the Citizens Advice Bureau** - Letter of thanks received.

- j) **Vandalised bus shelter, entrance to Fairlands Estate** – To consider/approve the cost of a replacement pane of safety glass - cost £708.08 & VAT or polycarbonate pane- cost £780 & VAT. Whilst polycarbonate cannot be broken, it can easily be scratched.
- k) **Charles Arnold Baker 11th edition** – To ratify the cost £108.79, including delivery.
- l) **Transfer of office phone line** – The phone line in the new office is connected to a different exchange. To transfer the existing phone number, it was necessary to purchase BT Cloud at an additional cost of £10 per month. To ratify the additional cost.

22. Clerk's Report

For information only:

- a) **There are casual vacancies on the Council.** Councillors are asked to publicise the vacancies when speaking with the public.
- b) **New electricity supply to Perry Hill Green** – Meter to be installed 22 October 2018. The Clerk has chased up the Christmas light supplier with a view to getting the lights installed and in operation by mid-November 2018.
- c) **3-year lease for new parish office** – Queen Elizabeth Park. Original documentation received from Surrey Hills Solicitors.
- d) **Surrey Hills Symposium at Surrey University on 28th November 2018 5.30pm – 8.30pm – Places must be booked in advance** - The Symposium is a free event and provides the opportunity to debate the future of the countryside and the Surrey Hills at a time that the Government has established the Glover Review to evaluate the effectiveness of the country's National Parks and AONBs. The debate will be chaired by BBC Broadcaster, Tom Heap, and a range of expert speakers and panel members. There will be the opportunity to buy local food and drink during the evening.
Link to the Booking Form <https://www.eventbrite.co.uk/e/surrey-hills-symposium-tickets-50437353482>
- e) **Worplesdon Flood Forum – Date of next meeting: Friday 9 November 2018 – 10.30am – 12 noon** – Venue: Worplesdon Sports Pavilion, Worplesdon Memorial Ground, Perry Hill, Worplesdon, GU3 3RF.

23. Chairman's Report

24. **Items for inclusion on future agendas** – To receive any suggestions from members.

25. **Date of next meeting** – Thursday 22 November 2018.