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Thursday 15 November 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 22 November 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. 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).**
- 4. Amendments to the Register of Interests.**
- 5. To receive and consider written requests for new DPI dispensations, if any.**
- 6. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**

**7. Declaration of gifts or hospitality over £25.**

**8. Borough Councillor's report (5 mins).**

**9. County Councillor's report (5 mins).**

**10. 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 – 25 October 2018

The following committee/working party minutes to be noted by the Council:

- WW1 working party – 1 November 2018
- Planning Committee – 8 November 2018
- General Purposes and Finance Committee – 8 November 2018
- Health and Safety Committee – 8 November 2018
- Staffing Committee – 12 November 2018

**11. Planning Applications for consideration**

**Planning Application No: [18/P/02063](#) - Merrist Wood Lodge and Woodpecker Lodge, Holly Lane, Worplesdon, GU3 3QQ** - Full and listed building consent for a single storey extension, new pedestrian access gate, new driveway and patio/paving to each lodge following demolition of existing garage at Woodpecker Lodge.

**Planning Application No: [18/P/02103](#) - 106 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA** - Single storey rear extension to the existing kitchen/dining area, remodelling of the rear balustrade to the existing first-floor terrace, a front porch to the utility room and minor alterations including changes to fenestration.

**Planning Application No: [18/P/02158](#) - 22 Holly Lea, Jacobs Well, Guildford, GU4 7PG** - Single Storey Side extension and Garage Conversion.

**Planning Application No: [18/P/02169](#) - 18 Rydes Hill Crescent, Guildford, GU2 9UH** - Proposed single storey rear extension.

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

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

**14. Parking problems near Worplesdon Primary School** – [Recycled plastic planters](#) are available which require no maintenance and will be more durable than wooden planters. Cost £159.20 including engraving each - to consider purchasing two recycled plastic planters instead of homebuilt wooden planters to reduce ongoing maintenance liabilities.

**15. 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.

**16. Staffing Committee meeting – 12 November 2018 - Review of the workload/Staffing levels of the Parish Council** – To consider the working party's recommendation to approve £500 & VAT to facilitate David Carden (Parish Council consultant/Ex Town Clerk to Burgess Hill Town Council) to carry out of a review of the workload/staffing levels of the Parish Council.

**17. Village Gates – Fairlands** – The FLGCA have sought permission from Surrey County Council to install village signs at the entrance to Fairlands stating "Welcome to Fairlands, please drive carefully". The County Council has advised

the FLGCA they must first consult with the Parish Council. (1) To consider the proposal – e.g. Potential impact on sightlines & utilities, additional grass cutting costs, purchase/installation and ongoing maintenance costs, and (2) to decide action.

**18. Grant Aid policy** – Motion proposed by Cllr P Cragg – “That the Parish Council considers limiting applicants to a single grant aid application per financial year”. To consider the motion.

## 19. Finance

- a) **Invoices for payment** - Proposed list of cheques/online payments to be tabled at the meeting for approval. Payments for signature by two councillors
- b) **Bank reconciliation** – October 2018 bank reconciliation requires approval.
- c) **Monthly budget report** – October 2018 monthly budget report requires approval.
- d) **Vandalised bus shelter, entrance to Fairlands Estate** – A second glass panel has been smashed. The Designing Out Crime Officer, Surrey Police has advised using hammer proof AV glass. Addison Glass has been approached to see whether there is a UK supplier and what the cost will be. To reconsider whether it is cost effective to replace the panels for the time being or whether it would be more economical in the long-term to replace the bus shelter with a wooden shelter.
- e) **Draft precept 2019/2020** – To consider the recommendations of the General Purposes and Finance Committee. The precept must be approved by mid-January 2019.
- f) **Replacement cradle seat swings** - 3 x cradle seats – Total cost £285.00 & VAT – to be fitted by the Parish Grounds and Maintenance Operative.
- g) **Keep Britain Tidy – Anti-dog mess Winter campaign** – To consider purchasing glow in the dark Correx signs and stickers – Discounted cost for parish councils £300 & VAT. Trials across local authorities have found the signs reduce dog fouling by an average of 46%.
- h) **Purchase of additional IT equipment (including network equipment)** as per the Staffing Committee’s recommendation – To approve the cost - Maximum £1,000 & VAT.
- i) **Virements:**
  - Vire £10,344.00 from Staff Costs to Groundsman (Groundsman not employed until October 2018)
  - Vire £795.00 from General Reserves to WW1 bench and litter bin.
  - Vire £5,118 from General Reserves to Christmas lights Perry Hill Green/Christmas trees St Mary’s Church and Wood Street Village Green.

**20. Strategic Development Frameworks Member and Parish Workshop – Held 16 November 2018** – To receive a brief report from Cllr L Wright, who attended this event on behalf of Worplesdon Parish Council.

## 21. Clerk’s Report

For information only:

- a) **There are two casual vacancies on the Council.** Councillors are asked to publicise the vacancies when speaking with the public.
- b) **Christmas lights – Perry Hill Green** – The Christmas lights are now on, via a timer, and will be turned off after the New Year.
- c) **Worplesdon Flood Forum held 9 November 2018** – Draft minutes of the meeting have been circulated.
- d) **Vehicle Activated Sign** – The sign has been successfully repaired at a considerable cost saving vs a new VAS sign.

## 22. Chairman’s Report

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

**24. Date of next meeting** – Thursday 10 January 2019.