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Friday 4 January 2019

## 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 10 January 2019 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 – 22 November 2018

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

- Planning Committee – 13 December 2018
- General Purposes and Finance Committee – 13 December 2018
- Staffing Committee – 13 December 2018

**11. Conservation area appraisal** – To consider asking Guildford Borough Council to carry out a Conservation Area appraisal for Worplesdon and Wood Street Village.

**12. VAS/Community Speed Watch** – Volunteers required and deployment schedules to be agreed.

### 13. 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 reconciliations** – November and December 2018 bank reconciliations require approval.
- c) **Monthly budget reports** – November and December 2018 monthly budget reports require approval.
- d) **Noticeboard by the Post Office Wood Street Village** – This notice board was damaged during high winds. Cost to repair the noticeboard - £1,300 & VAT.
- e) **Internal Auditor's Report** – Dated 22 November 2018 – To receive/approve the Audit Report.
- f) **Draft precept 2019/2020** – To consider/approve the draft precept. (LTCSS grant and concurrent functions grant aid approved subject to GBC's budget being approved by the Borough Council).
- g) **Fairlands Bus Shelter repair** – To consider/approve the replacement of 6 rear panels of glass with perforated aluminium panels to prevent repeated vandalism. Cost unknown at the time of preparing the agenda.
- h) **Virements:** To approve the following virements:
  - From Contingency to WW1 litter bin and bench £1,070
  - From Contingency to SDR/VAS £580
  - From Earmarked Reserves to Play Areas £15,000
  - From General Reserves to Play Areas £3,708
  - From Contingency to Grant Aid to Wards £1,337
- (i) **Drop-box for business – Cost £12 & VAT per month.** To consider the benefit of using Drop-box for Business for business continuity purposes.
- (j) **Two new signatories required** – Skipton Building Society and Nationwide Building Society.

**14. Parish Office** – To receive a report from the Chairman of General Purposes and Finance Committee regarding meetings with the Chairman of the Worplesdon Memorial Trustees and T J Hunt (Contracting) Ltd – To receive a

presentation from Cllr N Mitchell regarding both potential office location sites. To consider applying for planning permission for a parish office at T J Hunt (Contracting) Ltd as soon as practicable. This to be a leasehold office on a 25-year lease.

#### **15. Planning Applications for consideration**

**Planning Application No: 18/P/02165 - Bushy, Backside Common, Wood Street Village, Guildford, GU3 3EB -** Change of use of an existing swimming pool from private use to part commercial use to providing swimming lessons

**Planning Application No: 18/P/02418 - The Old Paddock, Perry Hill, Worplesdon, Guildford, GU3 3RE -** Two storey front extension, single storey side/rear extension, part single/part two storey side/rear extension first floor roof extensions forming two front dormers and two front roof lights, three rear dormers and changes to fenestration.

**16. Virtual museum/WW1 research:** To receive a report from Cllr Messinger. (5 mins)

**17. Review of the workload/Staffing levels of the Parish Council –** To receive Mr Carden's recommendations and to decide action.

**Recommendation 1:** To extend the brief of the Working Group looking at the possible amalgamation and reduction in frequency of Council/Committee meetings to critically review the level and type of business currently being transacted.

**Recommendation 2:** To introduce a Scheme of Delegation in conjunction with Recommendation 1.

**Recommendation 3:** To appoint a temporary Book keeper for a period of 12 months.

**Recommendation 4:** To consider appointing an Administrative Apprentice.

**Recommendation 5:** To consider the introduction of a Mentor for the Clerk.

**Recommendation 6:** To introduce a workload scheduling system for the Grounds and Maintenance Operative.

**Recommendation 7:** To review Job Descriptions at each Annual Appraisal.

**Recommendation 8:** To allocate the responsibility for maintaining the Council's Noticeboards to the Ground and Maintenance operative.

**Recommendation 9:** To consider placing each member of staff on a salary grade.

#### **18. Clerk's Report**

For information only:

- (a) **Small Business Rate Relief:** The Parish Council has obtained small business rate relief on the Parish Council. Business rates will have to be paid on the Wood Street Village Community Car Park (which is 25% of the value of the office rates).
- (b) **Consent for a pedestrian refuge on the Aldershot Road near the entrance to Hunts Farm –** Consent has been granted by the Secretary of State for a pedestrian refuge to be installed. Worplesdon Parish Council is making a financial contribution of £25,000 (being 95% of the cost) to enable this project to take place. It is anticipated the work will be completed by the end of March 2019.
- (c) **Damage to Perry Hill Green –** Cheque for £250 received from Bishops Move.
- (d) **Parking problems near Worplesdon Primary School –** [Recycled plastic planters](#) approved by Surrey County Council. The planters have been ordered and will be manufactured mid-January 2019.
- (e) **Dog fouling -** The anti-dog fouling signs have been erected – two of the glow-in-the-dark signs placed at the entrance to Harry's Meadow have been removed by persons unknown.

#### **19. Chairman's Report**

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

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

**21. Grounds and Maintenance Operative – Appointment of the Grounds and Maintenance Operative** – on a permanent basis – Following the completion of a successful probationary period The Grounds and Maintenance Operative is now employed on a permanent part-time basis as per minute number 503-2018.

**22. Updated contracts of employment for the Clerk, Assistant Clerk and Grounds and Maintenance Operative** - To approve the updated contracts taking into account recent approved changes.

**23. Date of next meeting** – Thursday 28 February 2019.