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Thursday 14 February 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 21 February 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. Co-option of councillor – Perry Hill Ward**
 - Presentation by Mr Martin Fance (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.

3. **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.*
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 relevant Chairman as a true record:

- Full Council meeting – 10 January 2019
- Staffing Committee – 10 December 2018

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

- General Purposes and Finance Committee – 31 January 2019

12. Planning Applications for consideration

Planning Application No: [19/P/00177](#) - 42 Fairlands Avenue, Fairlands, Guildford, GU3 3NB - Removal of existing flat roof on rear extension and the installation of a new pitched roof and By-fold doors.

Planning Application No: [19/P/00168](#) - 34 Stringers Avenue, Jacobs Well, Guildford, GU4 7NW - Replace wooden shopfront with aluminium to include an internal shutter.

Planning Application No: [19/P/00197](#) - 110 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA - Single storey side/rear extensions together with a new dormer window to existing bathroom following demolition of existing conservatory.

13. **To review/approve and adopt all policies and procedures of the Parish Council**
14. **To review/approve all risk assessments of the Parish Council**
15. **Surrey Waste Consultation – Deadline for comments 10 March 2019** – To receive Members’ comments, if any.
16. **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** – December 2018 and January 2019 bank reconciliation requires approval.
 - c) **Monthly budget reports** – December 2018 and January 2019 monthly budget report requires approval.
 - d) **Quarterly financial report undertaken 7 January 2019** – To receive a report from Cllr J Messinger.

- e) **Replacement playground equipment, Worplesdon Play Area** – To approve the best value quotation. Maximum cost £19,426 - Minimum - £17,543 (this cost to be offset by a Borough Council grant of £6,528 but excludes the Post Installation Inspection fee).
- f) **Proposed parish office, Gravetts Lane Farm** – To approve the cost of the planning consultant and architect's fees – Maximum cost £5,995 – Minimum cost £5,115 excluding Structural Engineer's fees (cost unknown at the time of preparing the agenda).

17. Clerk's Report

For information only:

- a) **Annual Parish Meeting – Friday 29 March 2019 – 7.30pm, Jacobs Well Village Hall** – Councillors are required to attend this meeting. Keynote speaker: Stephen Cake – Surrey Police Designing Out Crime Officer.
- b) **Planters** – Delivered to Worplesdon Primary School 11 February 2019. An email of thanks has been received.
- c) **Guildford Museum - Our History, Our Identity project and exhibition - 13 February 2019** – The Clerk was invited to and attended this event on behalf of the Parish Council.
- d) **Reclaimed concrete finials** - 10 reclaimed concrete finials have been purchased through ebay for use around the Parish.
- e) **Damaged headwall** – Aldershot Road (A323) opposite Gravetts Lane – This has been reported to Surrey County Council's Structures Team and will be repaired as soon as practicable.
- f) **Surrey County Council's boundary sign near Tangle Lane** – This is to be renewed and set back away from the sightlines.
- g) **Road sign cleaning** – Is currently being carried out by the Parish Council's Grounds and Maintenance Operative.

18. Chairman's Report

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

20. **Date of next Full Council meeting** – Thursday 4 April 2019.

For information

- **Elections – An exhibition to encourage potential new candidates is being held at the Parish office on Tuesday 26 February between 2pm and 8pm** – It would be helpful if councillors could drop into the exhibition to chat with potential candidates. In order to qualify for the Power of Competence at least 13 candidates need to stand for election. To judge the extent of the promotional work required ahead of the elections it would be helpful to know how many existing councillors intend to stand for re-election.
- **Substitute Members** – Councillors are reminded that they need to arrange for a substitute Member to attend Committee meetings if they are going to be absent.