



**Minutes of the full council meeting held 10 January 2019 in the Small Hall,
Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

1-2019 – Present

Councillors:

Chairman of the Council Cllr P Cragg, Cllr S Fisk (arrived at 8.20pm), Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr B Nagle, Cllr D Snipp, Cllr T O'Toole and Cllr L Wright.

Mr N Bryan resigned from the Council on 16 December 2018.

Officers of the Council:

Mrs G White - Clerk to the Council

Mrs V Fear - Assistant Clerk.

Members of the public:

A resident of Perry Hill (for part of the meeting), Borough Councillor Cllr D Elms (for part of the meeting), Cllr B McShee (for part of the meeting) and Cllr K Witham (for part of the meeting).

2-2019 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 12, para 40

Apologies and reason for absence were received from Cllr G Adam, Cllr D Bird, Cllr M Singh and Cllr H Unwin-Golding. Apologies and reason for absence accepted.

3-2019 - Public participation

A resident of Perry Hill attended the meeting to raise their concern about the administrative costs of the Parish Council and asked that the Parish Council take this into account when setting the precept for 2019/2020.

The Chairman thanked the resident for raising their concern and advised that their comments would be taken into account.

Cllr McShee also addressed the Parish Council about the possibility of a parish office on T J Hunt (Contracting) Ltd.'s land at Gravetts Lane Farm.

4-2019 - Declaration of Disclosable Pecuniary Interests (DPIs) in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

[The resident and Cllr McShee both left the meeting at 7.37pm.](#)

5-2019 - Amendments to the Register of Interests

No declarations were made.

6-2019 - To receive and consider written requests for new DPI dispensations

No DPI dispensation requests were received.

Approved by the Full Council – 21 February 2019

7-2019 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

8-2019 - Declaration of gifts or hospitality over £25

No declarations were made.

9-2019 - Borough Councillor's report

Cllr Elms advised there had been no Borough Council meetings over the Christmas period, but did mention a specific planning application in Stoughton, for information only.

Cllr Mitchell thanked Cllr Elms for his assistance with refuse collection issues in Sime Close.

10-2019 - County Councillor's report

Cllr Witham gave his report to the meeting.

Members then raised the following matters:

- Removal of snow from pavements by residents of the public - Response: provided residents do not pour water onto the pavements in a bid to clear snow, and as long as they take steps not to block neighbouring driveways, or create a hazard on the road, it is extremely unlikely they would be sued for attempting to responsibly clear the pavement.
- Stones on the road at the Holly Lane roundabout, Aldershot Road (A323) are causing a hazard – This was subsequently reported to Guildford Borough Council, as the Borough Council is the authority responsible for cleansing matters.
- Collapse of the A323 between Liddington Hall Drive and the Rydes Hill roundabout. Although previously repaired, sections of the road are again collapsing, turning the road into a “roller coaster ride” – This was subsequently reported to Surrey County Council.

[Cllr Witham left the meeting at 7.52pm](#)

Appendix 1 – Cllr Witham's report

11-2019 – Amendment to the order of the agenda

It was **RESOLVED** that, for Cllr Elms' benefit, the consideration of planning applications would be brought forward on the agenda.

12-2019 - 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 provide swimming lessons.

It was **RESOLVED**: That the Parish Council request the following conditions be applied to this planning application should the application be approved:

- a. Operational hours
- b. Restriction on the maximum number of vehicles to 25

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.

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It was **RESOLVED** that the Parish Council object to this planning application on the following grounds:

The proposed extension by virtue of its bulk, scale and increased floor allowance (in excess of the 124% permissible) represents overdevelopment. In the Parish Council's opinion, this extension is therefore unacceptable within its Conservation Area setting.

[Cllr Elms left the meeting at 20.12pm](#)

13-2019 - Minutes of the previous meetings

It was proposed Cllr S Morgan MBE, seconded Cllr J Messinger and unanimously **RESOLVED** that the minutes of the full council meeting held 22 November 2018 be agreed and signed by the Chairman as a true record.

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

- Planning Committee – 13 December 2018
- General Purposes and Finance Committee – 13 December 2018
- Staffing Committee – 10 December 2018

14-2019 - Conservation area appraisals – Wood Street Village and Worplesdon

A local resident of Worplesdon had asked whether the Parish Council would consider supporting a Conservation Area review. The Council considered the request; however, it is the Borough Council that is responsible for carrying out Conservation Area appraisals.

It was agreed the Parish Council inform the resident it is the Borough Council that will undertake the review. However, if the resident would like the Parish Council to enquire whether any other residents would be interested in liaising with Guildford Borough Council over this matter, then an article could be placed in the next parish newsletter.

Given the elections are being held in May and existing Borough Councillors and potential Borough Councillors will be campaigning in the very near future, it may be better to wait until the new Council is in position and then raise this request.

[Cllr S Fisk arrived at 8.20pm](#)

15-2019 - VAS/Community Speed Watch – Volunteers required and deployment schedule

It was agreed that until further volunteers are trained, it was premature to agree the deployment schedule.

Two residents of Jacobs Well and the following Councillors put their names forward to be trained/retrained.

- Cllr Tony O'Toole
- Cllr Sam Fisk
- Cllr Paul Cragg

16-2019 - Finance

a) Invoices for payment

It was proposed Cllr S Morgan MBE, seconded Cllr B Nagle and unanimously **RESOLVED** that payments to the value of £7,467.61 be approved and signed off.

Table 1: Approved payment list – 10 January 2019

Payment list for approval - 10 January 2019								
Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
20.12.2018	20.12.2018	Online	Gavin Jones Ltd	Grass cutting - November 2018	2,457.75	491.55	2,949.30	Grass cutting
20.12.2018	20.12.2018	Online	Gavin Jones Ltd	Grass cutting - October 2018	2,457.75	491.55	2,949.30	Grass cutting
20.11.2018	20.12.2018	Online	Mulberry & Co	Internal Audit - November 2018	191.70	38.34	230.04	Audit fees
20.11.2018	20.12.2018	Online	David Carden	Workload/staff report & travel	536.90	-	536.90	Contingency
18.12.2018	18.12.2018	Online	C&D Electrical Services	Supply and replace downlight in kitchen & labour	64.00		64.00	Est. chgs
N/A	18.12.2018	Online	M Broughton	Civic gift (TC)	20.00	-	20.00	Chairman's Allowance
N/A	18.12.2018	Online	P Cragg	Civic gift (KT)	35.00		35.00	Chairman's Allowance
10.12.2018	21.12.2018	Online	Barrelfield Ltd	Distribution - December 2018 newsletter	375.00	75.00	450.00	Newsletter
30.12.2018	03.01.2019	Online	Mulberry & Co	Payroll Services - Quarter to December 2018	105.00	21.00	126.00	Professional advice
23..11.2018	23.11.2018	Dcard	BatteryForce	Additional battery for SDR (2 x 2 batteries required per SDR)	15.94	-	15.94	Ward improvements
29.12.2018	29.12.2018	Dcard	Timpson	Key identification tabs	3.20	-	3.20	Est. chgs
8.1.2019	10.1.2019	Online	Trevor Porter - window cleaner	Window cleaning - Unit 2 Beaufort (external only)	12.00	2.40	14.40	Parish Office
Direct Debits								
7.1.2019	21.1.2019	DD	O2	SIMcard - G White	14.59	2.92	17.51	Est. chgs
6.1.2019	20.1.2019	DD	O2	SIMcard - V Fear	15.79	3.16	18.95	Est. chgs
13.12.2018	013.12.2018	DD	RISC IT	External back-up	30.89	6.18	37.07	Est. chgs
Total					6,335.51	1,132.10	7,467.61	

b) Bank reconciliations

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for November and December 2018 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members. It was proposed Cllr N Mitchell, seconded Cllr B Nagle and unanimously **RESOLVED** that the Chairman sign the bank reconciliations and bank statements.

Appendices 2 & 3 – November and December 2018 bank reconciliations

c) Monthly budget reports

The RFO had prepared the monthly budget reports for November and December 2018 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members. It was proposed Cllr S Fisk, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Chairman sign the monthly budget reports.

Appendices 4 & 5 – November and December 2018 budget reports.

d) Noticeboard by the Post Office Wood Street Village

Unfortunately, the notice board was damaged during high winds. Following a lengthy debate, it was agreed that the two-bay section would be replaced. It was proposed Cllr L Wright, seconded Cllr S Fisk and unanimously agreed that the cost of £1,260.59 & VAT be approved.

Power to spend: LGA 1972 s111

e) Internal Auditor's Report 2018/2019 – Initial visit

The Internal Auditor's Report dated 22 November 2018 was circulated to members for their consideration.

Appendix 6 – Internal Auditor’s report

It was proposed Cllr N Mitchell, seconded Cllr L Wright and unanimously **RESOLVED** that the Internal Auditor’s report be approved and accepted and that the Internal Auditor’s recommendations, as specified in the Action Plan below, be addressed as soon as practicable.

Table 2: Internal Audit Report 22 November 2018 – Action Plan

Internal Audit Action Plan 2018/2019 – November 2018		
Matter Arising	Recommendation	Council Response
The Financial Regulations and Standing Orders were reviewed at the Council meeting in May 2018	These need to be updated. I recommend a review of these documents against NALC standards is undertaken in the next 12 months to ensure all best practice changes are included	To be actioned as soon as practicable
As a larger Council, Worplesdon is required to follow the 2015 Transparency Code. I am satisfied that the Council is largely compliant with requirement of the Code	It is recommended that a “transparency” tab is added to the new website, and all necessary information loaded under this tab. I suggest Crowborough Town Council as a good model to follow in this area	To be actioned as soon as practicable
Asset cover should be reviewed in the next few months in light of recent playground equipment purchases. Fidelity insurance is set at £250K. This is a little low, as Council cash holdings sometimes exceed this level, notably after receipt of the precept – October balance £274K	I recommend that the insurers are contacted, and the fidelity insurance increased. Insurers should also be notified of the office move	To be actioned as soon as practicable
The Council backs up IT data to a remote location, with the assistance of an ICT provider	I recommend that this back-up is tested annually to ensure all essential data can be retrieved	To be actioned as soon as practicable

17-2019 – Amendment to the order of the agenda

It was **RESOLVED** that prior to the precept being discussed - item (f), the finance agenda items g) to j)), the Parish office and the Review of the Workload/Staffing Levels of the Parish Council be considered due to their potential financial implications.

18-2019 – Finance (cont.)

g) Fairlands Bus Shelter repair – Anti-vandal perforated aluminium panes

The Clerk had sourced perforated aluminium panes, which are anti-vandal. Unfortunately, the quotation had not been received in time for the meeting. The perforated aluminium panes meet the recommendation of Surrey Police's Designing Out Crime Officer to install a more robust product. Therefore, provided the quotation is less than the cost of the anti-vandal shelter being considered, it would be worth pursuing replacing all six rear panes with perforated aluminium panes. This will avoid the need for the supplier to make repeated visits to fit replacement panes as and when they are damaged, as well as looking more aesthetically pleasing.

h) Virements

It was proposed Cllr P Cragg, seconded Cllr T O'Toole and unanimously **RESOLVED** that the following virements be approved en bloc.

- 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

Cllr Snipp offered to provide Office 365 training in the first instance. It was agreed that the decision to use Drop-box for business be deferred for the time being.

(j) Two new signatories required – Skipton Building Society and Nationwide Building Society

It was resolved that Cllr S Fisk and Cllr N Mitchell be approved as signatories to the Skipton and Nationwide building society accounts.

19-2019 - Parish Office – Potential medium-term solutions for consideration

Cllr Mitchell gave a presentation to the Council regarding the potential medium-term solutions currently being considered. Cllr Mitchell advised that since the November full council meeting, discussions had been held with T J Hunt (Contracting) Ltd [Gravetts Lane] and the Chairman of the Worplesdon Memorial Trustees, Mr Terry Cater.

Considerations for the following sites were tabled for discussion:

- Gravetts Lane Farm, Gravetts Lane
- The Worplesdon Memorial Ground

Members debated the site considerations and the pros and cons of renting versus ownership, following which it was proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that the Parish Council would submit a planning application to establish whether or not a parish office would be acceptable, in planning terms, at the Gravetts Lane site.

A vote took place: 6 voted in favour, Cllr L Wright and Cllr B Nagle voted against. Cllr J Messinger abstained from the vote. Motion carried.

Appendix 7 – Presentation regarding the potential medium-term solutions

20-2019 - Review of the workload/staffing levels of the Parish Council

As commissioned by the Parish Council, David Carden carried out a site visit on 5 December 2018, during which he carried out confidential interviews with: Cllr P Cragg, Cllr N Mitchell, the Clerk, the Assistant Clerk and the Grounds and Maintenance Operative. He also had a tour of parish owned/leased land, play areas and the tennis courts.

Following the visit, Mr Carden had prepared a confidential report for the Council, which had been circulated to all Members for their consideration prior to the meeting.

The Working Party had also met to discuss Mr Carden's recommendations and proposed a series of recommendations for the Council to consider.

Following discussion, each recommendation was considered under its own merits:

- **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. (paragraph 3.9 of the confidential report refers).

The proposed amalgamation of the Planning Committee/General Purposes and Finance Committee and Health and Safety Committee was recommended by the Working Party. Unfortunately, this recommendation was not discussed during the meeting. This item is therefore to be added to the agenda of the next General Purposes and Finance Committee meeting.

A revised Schedule of Meetings had been provided demonstrating the effect of a three-weekly meeting Schedule. The Clerk advised that a reduced number of meetings would not only reduce the burden on Members, it would also reduce the administrative burden associated with Council meetings, thereby alleviating the need for additional working hours. The working party suggested the revised Schedule be implemented at the start of the Council's next four-year term of office in May.

It was proposed Cllr L Wright, seconded Cllr S Fisk and unanimously **RESOLVED** that the three weekly meeting Schedule be introduced with immediate effect, and trialled for one year. The revised meeting dates to be uploaded to the website and issued to all Members.

- **Recommendation 2:** To introduce a Scheme of Delegation in conjunction with Recommendation 1. (paragraphs 3.10, 3.11 & 5.5 of the confidential report refer).

A draft Scheme of Delegation had been prepared and issued to all Members in advance of the meeting. The working party recommended that:

- All Committees should have the power of expenditure, subject to budget, up to a maximum of £5,000, including the Staffing Committee to enable temporary/casual staff to be appointed without unnecessary delay.
- The Clerk may incur expenditure up to £5,000 in an emergency, whether budgeted or not.
- The Clerk may incur expenditure for all routine operational matters i.e. plant/equipment, IT equipment, signage, furniture, stationery etc. subject to budget up to £3,000 per item.
- In the Clerk's absence, the Assistant Clerk may incur expenditure for routine operational items in consultation with the Chairman, Vice-Chairman and one other councillor.

It was proposed Cllr N Mitchell, seconded Cllr P Cragg and unanimously **RESOLVED** that the full Scheme of Delegation, as per the draft policy issued to Members in advance of the full council meeting and the Working Party's recommendation, be introduced with immediate effect.

Appendix 8 - Approved Scheme of Delegation

- **Recommendation 3:** To appoint a temporary Book-keeper for a period of 12 months. (paragraph 3.12 of the confidential report refers).

The Working Party agreed with this recommendation.

The Clerk advised that she currently carries out the book-keeping function: however, the rate of pay for a part-time book-keeper would be less than the Clerk's rate of pay, therefore savings could potentially be achieved by reducing the need for additional hours for the Clerk, which would, in turn, reduce the wage bill and the associated, employer's NI and employer's pension contributions.

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that a part-time Book-keeper be appointed for a period of up to 12 months.

A vote took place: 8 in favour, Cllr L Wright against. Motion carried.

- **Recommendation 4:** To consider appointing an Administrative Apprentice. (paragraph 3.13 of the confidential report refers).

The working party recommended deferring this suggestion until 2020.

It was proposed Cllr P Cragg, seconded Cllr J Messinger and **RESOLVED** that this suggestion be deferred, as per the Working Party's recommendation.

A vote took place: 8 in favour, Cllr S Morgan MBE against. Motion carried.

- **Recommendation 5:** To consider the introduction of a Mentor for the Clerk. (paragraph 3.14 of the confidential report refers).

The working party recommended the introduction of an experienced Town Clerk as mentor to the Clerk. It was proposed Cllr L Wright, seconded Cllr S Fisk and unanimously **RESOLVED** that this recommendation be approved.

- **Recommendation 6:** To introduce a Workload Scheduling System for the Grounds and Maintenance Operative. (paragraphs 3.16 & 3.17 of the confidential report refers).

The Clerk advised that a draft Schedule is currently being prepared in conjunction with the Grounds and Maintenance Operative.

It was proposed Cllr J Messinger, seconded Cllr L Wright and unanimously **RESOLVED** that the Workload Schedule be implemented at the earliest opportunity.

- **Recommendation 7:** To review Job Descriptions at each Annual Appraisal. (paragraph 4.4 of the confidential report refers).

An annual review of the Job Descriptions already takes place.

- **Recommendation 8:** To allocate the responsibility for maintaining the Council's noticeboards to the Grounds and Maintenance Operative. (paragraph 4.4 of the confidential report refers).

The Working Party did not accept this recommendation, as it stands. The Grounds and Maintenance Operative should only be required to maintain the physical asset, not the notices placed upon the notice boards.

It was proposed Cllr P Cragg, seconded Cllr L Wright and unanimously **RESOLVED** that the Grounds and Maintenance Operative only be required to maintain the physical asset of the notice boards.

- **Recommendation 9:** To consider placing each member of staff on a salary grade. (paragraph 4.6 of the confidential report refers).

The working party agreed that each of the employees should be placed on a pay scale to bring the pay rates back into line with normal local authority employment practice:

- Clerk: LC2 – SCP 34 – 38
- Assistant Clerk: LC2 – SCP 26 – 29
- Grounds and Maintenance Operative: LC2 – SCP 26 - 29

It was proposed Cllr P Cragg, seconded Cllr L Wright and unanimously **RESOLVED** that this recommendation be approved.

At 10.20pm it was unanimously **RESOLVED** that the meeting be extended to enable the remaining items to be discussed.

10.18pm - A short comfort break was declared. Meeting adjourned.

10.25pm - Meeting reconvened

21-2019 – Finance

f) Draft precept 2019/2020

Background information to the setting of the precept (Parish council tax):

The Parish Council is a local authority in its own right. One of the statutory functions of the Parish Council is to set a precept (budget for council tax purposes). It is the responsibility of the Parish Councillors to set the precept for the Parish Council. The precept should be set at an appropriate level to ensure the Council can deliver the services required and/or requested by local residents. The Council is legally required to maintain its assets to minimise the risk of accidents or incidents and to have adequate insurance in place. In accordance with issued guidance, the general reserves should equal approximately half of the annual budget. Worplesdon Parish Council has attained the Power of Competence (*Localism Act 2011*), which means that there is no financial restriction on the Council's spending. Currently, Parish Council precepts are not capped and there is an expectation, within the Local Government sector, that Parish Councils will take on devolved services, i.e. services no longer provided by the principal authorities (Borough and County Councils e.g. cleaning bus shelters and road signs. The Borough Council has no jurisdiction over the Parish Council's precept. The Borough Council's role is merely to collect the council tax requested by the Parish Council. The council tax collected by the Borough Council on behalf of the Parish Council is paid over to the Parish Council in two instalments on 1 April and 1 October.

The Responsible Financial Officer had provided all members with the current funding levels for the earmarked reserves and general reserves, to give a comprehensive overview of the Council's finances. General reserves have fallen by approximately £25,000 due to some projects going over budget and some expenditure that had not been foreseen at the time of setting the previous precept. Future projects have already been proposed, and agreed, within the Council's 5-year Strategic Plan. The approved projects for 2019/2020 were included in the draft precept, as were a number of grants to local organisations.

Councillors were reminded that, due to the austerity measures being imposed upon the principal authorities), the Parish Council is now carrying out work that was previously carried out by the Borough Council and County Council i.e. sight line clearance, siding out pavements, ditch clearance, highway sign cleaning, cutting back vegetation from the pavements, bus shelter cleaning and litter picking.

In 2016/2017 the precept was set at £197,256. In 2017/2018 there was no increase in the precept, and in 2018/2019 the precept was reduced by 0.8%. The Clerk advised that the grass cutting contract, tree cutting

services, salaries, insurances, utilities, stationery etc. had all increased by RPI (Retail Price Index) during that period. In October 2018 a 4% increase was applied by the Council's insurers.

Had the precept been increased by 3% per year, in line with the RPI, the 2019/2020 precept would have been £215,547. A slight additional increase would have been required to meet the changed circumstances of the Council. Due to the members' decisions not to increase the precept since 2016/2017, option B (as shown below) now represented an increase of 10.95%.

Draft 2019/2020 precept tabled for discussion/approval

The Clerk/Responsible Financial Officer had put forward two options for the Members' consideration: however, Members were at liberty to set the precept at whatever value they felt appropriate.

- **Option A** – This option included paid additional staff hours and allocating the full cost of the Parish office for the financial year 2019/2020 – Total proposed budget £245,477
- **Option B** – This option removed paid additional staff hours and utilised general reserves to top up the budget towards the parish office costs (rent, service charge, repairs, utilities, etc). Total proposed budget £216,914

The Clerk stated that it is not financially prudent to run the general reserves down too low, as per the advice of the Internal Auditor.

The Council debated the proposed tabled draft precept at length: during the debate it was agreed:

- With a reduced schedule of meetings and the introduction of delegated authority, any additional hours over and above the standard contracted hours would no longer be paid, as staff are no longer expected to work beyond their contracted hours. Previously, the Council had reimbursed the Clerk for all additional hours worked (at the standard rate of pay). For all hours worked over and above the contracted hours of 37, the Clerk is entitled to time and a half (Monday to Saturday) and double time (Sundays and Bank Holidays) as per the Green book with which Local Councils are supposed to adhere.
- That, due to the general reserves falling below the recommended limit, the budget for the Parish office be increased from £13,500 to £23,500.

It was then proposed Cllr P Cragg, seconded Cllr T O'Toole and **RESOLVED** that the budget for the financial year 2019/2020 be set at £226,915. This represented a budget increase of 15.35% and a precept (or Band D rating per property) increase of 16.06%. The Band D rating is calculated by dividing the budget by the number of properties liable to pay council tax. The number of properties liable to council tax in the year 2019/2020 has reduced because the number of properties in receipt of council tax benefit has increased.

A vote took place: 7 in favour. Cllr L Wright and Cllr D Snipp against. Motion carried.

Appendix 9 - Approved Parish precept 2019/2020

22-2019 - Virtual museum/WW1 research

Cllr Messinger advised that she is meeting Mr D Rose w/c 21 January 2019 to discuss adding the WW1 research to the Council's virtual museum www.worplesdon-pc.gov.uk

23-2019 - Clerk's Report

For information only:

- (a) **Small Business Rate Relief:** The Parish Council has obtained small business rate relief on the Parish Council office. 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 currently anticipated the work will be completed by the end of March 2019.
- (c) **Damage to Perry Hill Green** – A cheque for £250 had been received from Bishops Move covering the cost of the repair of the Green after their removal vehicle was driven onto the Green.
- (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, which cost £25 each, have been removed by persons unknown. This will be reported to Surrey Police, as advised by the PCSO.

24-2019 - Chairman’s Report

The Chairman gave the following report:

- 1) 30th Oct. with Assistant Clerk deployed SDR (Speed Data Recorder) equipment in Frog Grove Lane.
- 2) 1st Nov. with Cllr Messinger and Cllr Morgan attended WW1 meeting in Parish office.
- 3) 2nd Nov. attended meeting to time items of presentation for Armistice Day speeches and literature.
- 4) 8th Nov. collected loaned Tilley Lamps from Tilley International at Loseley Park. Returned same to lender on 30th Nov. with photo files and copies of Parish Newsletter for use in Tilley publicity.
- 5) 11th Nov. led Council’s Armistice Day services in the morning and evening in Harry’s Meadow, Jacobs Well. My thanks go to Cllr Mitchell, the Clerk, Assistant Clerk, Cllr Messinger and Cllr Fisk for their hard work during the day’s events.
- 6) 14th Nov. attended, with volunteer John Steer, work party in Nevin’s Copse.
- 7) 15th Nov. along with Cllr Morgan, Cllr Messinger, Cllr Mitchell and the Clerk attended SALC AGM and Conference in Dorking Halls. Elected for a further year as a director of SALC.
- 8) 5th Dec. along with Vice-Chairman interviewed by Council’s “Staff Workload” consultant at new office.
- 9) 6th Dec. attended SALC Director’s meeting in Cranleigh.
- 10) 12th Dec. along with Cllr Messinger, Cllr Mitchell, Mr Steer, the Clerk and Groundman attended a work party in Nevin’s Copse.
- 11) 8th Jan. (2019) with Assistant Clerk deployed SDR equipment in Frog Grove Lane.

25-2019 - Items for inclusion on future agendas

Cllr Messinger requested an item be included regarding the Keep Britain Tidy Spring Clean, however, the Clerk advised this matter was already in hand.

A resolution was passed to exclude the public and press, as per Schedule 1(2)a of the Public Bodies (Admission to Meetings) Act 1960

26-2019 - Grounds and Maintenance Operative – Appointment of the Grounds and Maintenance Operative

The Council acknowledged that 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.

Approved by the Full Council – 21 February 2019

27-2019 - Updated contracts of employment for the Clerk, Assistant Clerk and Grounds and Maintenance Operative

The revised contracts of employment had been shown to the Chairman of the Staffing Committee, the Chairman of the Council and the Vice-Chairman who had confirmed the changes.

It was proposed Cllr S Fisk, seconded Cllr B Nagle and **RESOLVED** that the updated contracts, taking into account recent approved changes, be approved.

A vote took place: 8 in favour, Cllr D Snipp abstained as he had not read the revised contracts of employment.

28-2019 - Date of next meeting – Thursday 21 February 2019.

Meeting closed 22.45pm

Signed:

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Chairman of Worplesdon Parish Council

21 February 2019