



**Minutes of the full council meeting held 25 October 2018 in the Small Hall,  
Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.31pm**

**563-2018 – Present**

**Councillors:**

Chairman Cllr P Cragg, Cllr G Adam, Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr B Nagle, Cllr M Singh, Cllr D Snipp and Cllr H Unwin-Golding.

**Officers of the Council:**

Mrs G White - Clerk to the Council  
Mrs V Fear - Assistant Clerk.

**Members of the public:**

Borough Councillors D Elms and B McShee, Mr P Trevena and Mr T O'Toole.

**564-2018 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40**

Apologies and reason for absence were received from Cllr D Bird, Cllr N Bryan and Cllr L Wright. Apologies accepted.

Apologies were also received from County Councillor K Witham.

**565-2018 - Public participation**

Neither member of the public had any questions.

**566-2018 - Co-option of councillor – Fairlands Ward**

Mr Tony O'Toole gave a short presentation to the Council, which was followed by a question and answer session. A resolution was then passed to exclude the public and press from the meeting as per Schedule 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to enable the members to decide Mr O'Toole's suitability for the position. Mr O'Toole, Cllr Elms and Cllr McShee left the meeting at 7.41pm. A short discussion then took place. Mr O'Toole, Cllr Elms and Cllr McShee returned to the room at 7.44pm at which point a recorded vote took place. It was unanimously **RESOLVED** that Mr O'Toole be co-opted onto the Council with immediate effect.

Mr O'Toole duly signed his Declaration of Acceptance of Office form and joined the meeting. At 7.46pm the Chairman then introduced the members to Cllr O'Toole.

**567-2018 - 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)**

No declarations were made.

**568-2018 – Amendments to the Register of Interests**

No amendments were declared.

**569-2018 - To receive and consider written requests for new DPI dispensations**

None received.

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#### **570-2018 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

#### **571-2018 - Declaration of Gifts or hospitality over £25**

No declarations were made.

Mr Trevena left the meeting at 7.49pm.

#### **572-2018 - Borough Councillor's report**

Cllr R McShee gave his report to the meeting. The Chairman thanked Cllr McShee for his report.

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

Appendix 1 – Cllr McShee's report.

Cllr Elms advised that the planning application for land north of Keens Lane will come before the borough council's Planning Committee on 7 November 2018.

Cllr Elms advised that he will continue to send the planning enforcement decisions to the Clerk for transmission to the members.

#### **573-2018 - County Councillor's report**

In Councillor Witham's absence, the Clerk read Cllr Witham's report to the meeting.

Appendix 2 – Cllr Witham's report

#### **574-2018 -Minutes of the previous meetings**

It was proposed Cllr H Unwin-Golding, seconded Cllr S Fisk and unanimously **RESOLVED** that the minutes of the full council meeting held 13 September 2018 be approved and signed by the Chairman as a true record.

It was proposed Cllr G Adam, seconded Cllr H Unwin-Golding and unanimously **RESOLVED** that the minutes of the extra-ordinary meeting held 24 September 2018 be approved and signed by the Chairman as a true record.

The following committee minutes were 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

#### **575-2018 - 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.

**Decision:** Leave to planners.

**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)

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**Decision:** Leave to tree officer.

**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.

It was **RESOLVED** that the Parish Council object to this planning application on the grounds that the proposed extension represents overdevelopment and is out of keeping with the local street scene.

**Comment:** The Parish Council is disappointed to see the loss of yet another 3-bedroom house from the current housing stock.

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

**Decision:** Leave to planners.

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

**Decision:** Leave to planners.

**Planning Application No: 18/P/01962 - 35 Tangley Lane, Guildford, GU3 3JU** - Single storey rear extension.

**Decision:** Leave to planners.

**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.

It was **RESOLVED** that the Parish Council object to this planning application on the grounds that the proposed materials, at the first-floor level, are out of keeping with the local vernacular/character of the area.

At 8.18pm the Council **RESOLVED** to waive standing orders to enable Cllr Elms to raise a question about planning application no: 18/P/02008. Meeting reconvened 8.20pm.

#### **576-2018 - WW1 commemorations/events part of the “Nations Tribute – A Battle’s Over” centenary of the commemoration of the end of WW1:**

Cllr Messinger gave the following report:

- **Armistice Day Event, Harry’s Meadow, Jacobs Well** (behind the scout hut) - 10.45am
  - Preparations are well in hand. The bench and litter bin have been received and will be installed in time for the event.
  - The Assistant Clerk had marked up the positioning for the bee-friendly bulbs, which will be planted either side of, and behind the WW1 bench.
  - The Jacobs Well cubs and beavers will be assisting at the event.
  - Alexander Dennis Ltd will be bringing their 1914 vintage fire engine and have also raised funds towards SSAFA (The Armed Forces Charity).
  - Kenneth Thomson will be playing the bagpipes.
  - The Assistant Clerk will be preparing the Order of Service.

- **Church Service St Mary's Church, Worplesdon 6pm**

- A Powerpoint presentation will be prepared in readiness for the church service.
- The Order of Service was kindly sponsored by Perry Hill Surveyors.

- **Beacon lighting event 6.30pm, Harry's Meadow, Jacobs Well**

- The bespoke beacon has been received and tested.
- Tilley International PLC are very kindly loaning six Tilley lamps for use during the event.
- Kenneth Thomson will be playing the bagpipes.
- The Assistant Clerk will be preparing the Order of Service.

- **Roll of honour, Small Hall, Worplesdon Memorial Hall**

- The sign-writer is currently working on the honour board.
- An unveiling ceremony is to be held on Friday 23 November 2018 at 7.30pm. The Lord Lieutenant, Michael More-Molyneux has granted permission for Mr David Hypher OBE, DL to represent HM the Queen at the unveiling ceremony.
- Councillors are asked to attend the event where possible.

- **WW1 pamphlet**

Editing work is ongoing.

Councillors are asked to assist with the various events.

The Chairman expressed the Council's thanks to Cllr Messinger and the officers for their hard work on the various events.

[Cllr Elms left the meeting at 8.30pm.](#)

**577-2018 - Worplesdon Memorial Trustees** – Appointment of a new parish representative following Mr Marks-Oldham's resignation.

Unfortunately, there were no volunteers. This item was deferred until the next full council meeting.

**578-2018 - Parking problems near Worplesdon Primary School**

Surrey County Council had carried out a risk assessment and advised that the concrete planters, available free of charge from Guildford Borough Council, are too large to fit onto the grass verge.

The Assistant Clerks family are willing to make four wooden planters measuring 30cm x 1m, which will fit safely onto the verge. The anticipated cost being £250, including compost. Cllr Morgan MBE thanked the Assistant Clerk's family.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the Council approve the cost of £250 & VAT on the understanding that Worplesdon Primary School will be responsible for planting up and watering the flower planters.

*Power to spend: LGA 1972 s111.*

**579-2018 - Elections 2019**

Following discussion, it was **AGREED** that the Council will hold a 'prospective candidates' event on Tuesday 26 February 2018. Venue to be confirmed (most of the local halls are blocked booked for regular groups). Anticipated cost more than £250 & VAT.

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*Power to spend: LGA 1972 s111.*

#### **580-2018 - Grass cutting – St Mary’s Churchyard – open to all 7,000 parochial church council residents**

The Parish Council has reduced its annual grant to St Mary’s Church from £2,500 in 2016/2017 to £250 in 2018/2019. The Church had advised that many of their volunteers are now elderly and unable to carry out physical tasks around the Churchyard in the way they once could. The congregation is diminishing with age, consequently the collection plate donations are also falling. Any additional support the Parish Council can offer would be gratefully received.

As instructed, the Clerk had obtained a quotation from Gavin Jones Ltd. The cost of cutting the churchyard would be £446.88 & VAT per occasion.

Following a lengthy discussion, it was proposed Cllr S Morgan MBE, seconded Cllr G Adam and **RESOLVED** that the annual grant be substituted with two cuts of the churchyard - to be incorporated into the Council’s grass cutting schedule. The cuts to be co-ordinated with the Churches existing contractor cuts.

A vote took place: 9 in favour, Cllr Unwin-Golding against. Motion carried.

It was agreed that the cuts would NOT include removal of the floral tributes.

At 9.02pm the Chairman declared a comfort break. Meeting reconvened 9.15pm. Cllr Messinger went to fetch water for the members and returned to the meeting at 9.17pm.

#### **581-2018 - Dangerous willow tree – Wood Street Village pond**

The trunk of one of the willow trees beside Wood Street Village pond had split in two compromising the safety of the tree. One half of the trunk had fallen across the pond, the roots of the other half had been partly pulled out of the ground. Given the safety concerns it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that Forest and Garden Timber Services’ quotation be accepted. (This contractor specialises in removal of trees from water). Total cost £620 & VAT.

*Power to spend: OSA 1906, ss 9 and 10*

#### **582-2018 - Surrey County Council – Future of the Countryside Estate – Public consultation 8 October – 3 December 2018 <https://www.surreysays.co.uk/environment-and-infrastructure/caringforourcountryside/>**

This item was deferred; however, the Chairman encouraged all members to respond individually to this public consultation.

#### **583-2018 - Wood Street Village Association (WSVA)**

A request had been received from the Wood Street Village Association for permission to place a Silent Soldier silhouette on Wood Street Village Green.

It was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that permission be granted on condition that the Silent Soldier silhouette is not placed where it could affect sightlines.

#### **584-2018 - Finance**

##### **a) Invoices for payment**

It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that payments of the value of £15,815.95 be approved and signed off.

## Minutes approved by the full council – 22 November 2018

Payment list for approval - 25.10.2018									
Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading	
15/10/2018	24/10/2018	Online	SLCC Enterprises Ltd	Charles Arnold Baker (11th Edition)	107.99	0.80	108.79	Est. chgs.	
08/10/2018	24/10/2018	Online	Viking	Stationery	171.42	34.28	205.70	Est. chgs.	
13/10/2018	13/10/2018	Dcard	Homebase	Hop-up platform for SDR/VAS/office use	20.00	-	20.00	Est. chgs.	
01/10/2018	13/10/2018	Dcard	Sainsbury	Civic gift	10.00	-	10.00	Est. chgs.	
13/10/2018	13/10/2018	Dcard	Homebase	Kitchen unit for office	5.00	-	5.00	Est. chgs.	
13/10/2018	13/10/2018	Dcard	Argos	Surge protection extension lead	14.99	-	14.99	Est. chgs.	
08/10/2018	08/10/2018	Dcard	Argos	Microwave for office & extension lead	101.97	-	101.97	Est. chgs.	
08/10/2018	08/10/2018	Dcard	Currys PC World	Fridge for office	124.99	25.00	149.99	Est. chgs.	
05/10/2018	05/10/2018	Dcard	Timpson	2 x sets of office keys (VF & PC)	30.00	-	30.00	Est. chgs.	
06/10/2018	06/10/2018	Dcard	Ryman	Stationery	18.33	3.67	22.00	Est. chgs.	
15/10/2018	24/10/2018	Dcard	SSALC Ltd	Budget planning workshop	60.00	12.00	72.00	Training	
18/10/2018	18/10/2018	Dcard	Flogas Britain Ltd	2 x gas cylinders for WW1 beacon event	50.00	2.50	52.50	Civic event	
14/10/2018	14/10/2018	Dcard	Bullfinch Gas Equip. Ltd	2 x propane gas cylinders - Land management	24.00	4.00	28.00	Land management	
19/10/2018	24/10/2018	Online	HAGS SMP Ltd	2 x Tango seat swings	696.00	139.20	835.20	Play areas	
18/10/2018	24/10/2018	Online	Viking	Stationery	1.67	0.33	2.00	Est. chgs.	
08/10/2018	08/10/2018	Online	Screwfix	Grass paint for use in Harry's Meadow	12.82	2.56	15.38	Land management	
18/10/2018	24/10/2018	Online	Viking	Stationery	153.89	30.78	184.67	Est. chgs.	
24/10/2018	24/10/2018	Online	Compton Parish Council	Contribution towards consultant costs EIP	1,615.00	-	1,615.00	Professional fees	
13/10/2018	24/10/2018	Online	David Ogilvie Engineering Ltd	War horse seat and litter bin	1,656.50	331.30	1,987.80	Parks and Open Spaces	
N/A	24/10/2018	Online	Access Dance Ltd	Grant - Worplesdon Primary School Dance Festival	500.00	-	500.00	PC grants to wards	
29/10/2018	29/09/2018	Dcard	Sainsbury	Initial supplies for office	65.90	-	65.90	Est. chgs.	
12/09/2018	24/10/2018	Online	Mrs J Messinger	Refreshments for work party 12/09/2018	7.10	-	7.10	Chairman's allowance	
N/A	24/10/2018	Online	Staff costs	Salary/reimbursed exps	8,456.33	-	-	Staff costs	
N/A	24/10/2018	Online	Staff costs	Salary/reimbursed exps		-	-	8,456.33	Staff costs
N/A	24/10/2018	Online	Staff costs	Salary/reimbursed exps		-	-	-	Staff costs
N/A	24/10/2018	Online	Staff costs	Ee's & Er's Pension Conts		-	-	-	Staff costs
N/A	24/10/2018	Online	Staff costs	PAYE/NIC		-	-	-	Staff costs
22/10/2018	22/10/2018	Dcard	Post Office Ltd		6.50	-	6.50	Est. chgs.	
13/08/2018	13/08/2018	Dcard	Helping Hand	10 x litter pickers	166.30	33.26	199.56	Land management	
N/A	27/09/2018	Dcard	British Gas	Provision of electricity meter and supply P.H. Green	100.00	20.00	120.00	Land management	
<b>Total</b>					<b>14,176.70</b>	<b>639.68</b>	<b>14,816.38</b>		
<b>Direct debits for information</b>									
07/10/2018	21/10/2018	DD	O2	SIM card - G White	16.00	3.20	19.20	Est. chgs.	
06/10/2018	20/10/2018	DD	O2	SIM card - V Fear	18.40	3.68	22.08	Est. chgs.	
15/10/2018	15/10/2018	DD	RISC IT Solutions Ltd	External back-up	30.89	6.18	37.07	Est. chgs.	
16/10/2018	30/10/2018	DD	BT PLC	Phone/broadband/calls	736.49	147.29	883.78	Est. chgs.	
7/09/2018	21/09/2018	DD	O2	SIM card - V Fear	15.60	3.12	18.72	Est. chgs.	
06/09/2018	20/09/2018	DD	O2	SIM card - G White	15.60	3.12	18.72	Est. chgs.	
					<b>832.98</b>	<b>166.59</b>	<b>999.57</b>		

### b) Bank reconciliations – August and September 2018

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for August and September 2018 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members. It was proposed Cllr H Unwin-Golding, seconded Cllr S Fisk and unanimously **RESOLVED** that the Chairman sign the bank reconciliations and bank statements.

Appendices 3 and 4 – August and September 2018 bank reconciliations.

### c) Monthly budget reports – August and September 2018

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

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Appendices 5 and 6 – August and September budget reports.

**d) External Audit Report – PKF Littlejohn LLP**

The External Auditor's report was unqualified meaning there were no issues or concerns.

It was proposed Cllr N Mitchell, seconded Cllr S Fisk that the PKF Littlejohn LLP Audit Report for 2017/2018 be approved and accepted.

A copy of the Audit Report was issued to all members and uploaded to the Parish Council's website in accordance with the Transparency Regulations.

Appendix 7 – External Auditor's Report.

**e) Quarterly financial check carried out by Cllr Adam on 3 October 2018**

Cllr Adam reported that he had carried out the quarterly financial check and that there were no matters of concern.

In accordance with the Parish Council's Financial Regulations direct debit payments should be approved at the start of the financial year. Direct debit payments being shown for information only on the monthly payment list.

Payroll services are now provided by Mulberry & Co Ltd which provides a degree of independence, in accordance with the Council's Financial Regulations.

**f) Repair of Vehicle Activated Sign (VAS) - Westcotec**

A quotation had been received to repair the VAS sign, which requires a new radar unit. Total cost £564 & VAT. The cost of a replacement sign would be a minimum of £1,800 & VAT.

It was proposed Cllr P Cragg, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the cost of repairing the sign be approved.

*Power to spend: LGA 1972 s111*

**g) Informal bridge Harry's Meadow**

Following discussion, it was approved Cllr P Cragg, seconded Cllr H Unwin-Golding and unanimously **RESOLVED** that the Council install a wooden hand rail to the bridge to improve safety. Anticipated cost of tanalised wood for handrail plus coach bolts £50 & VAT.

*Power to spend: OSA 1906, ss 9 and 10*

**h) WW1 beacon & gas cylinder**

It was proposed Cllr J Messinger, seconded Cllr S Fisk and unanimously **RESOLVED** that the cost of the beacon and propane cylinders be ratified. Total cost £384 & VAT.

**i) Donation to the Citizens Advice Bureau**

Letter of thanks received.

**j) Vandalised bus shelter, entrance to Fairlands Estate**

Persons unknown have smashed a pane of glass in the bus shelter at the entrance to the Estate for which the Parish Council is responsible. The cost of a replacement pane of safety glass is £708.08 & VAT. A polycarbonate pane costs £780 & VAT. Whilst polycarbonate cannot be broken, it can easily be scratched.

Following discussion, it was proposed Cllr S Morgan MBE, seconded Cllr G Adam and unanimously **RESOLVED** that the pane be replaced with a polycarbonate pane.

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This criminal damage has been reported to Surrey Police.

*Power to spend: LGA 1972 s111*

**k) Charles Arnold Baker 11th edition**

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the cost of the latest edition of Charles Arnold Baker be ratified. Total 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, this alleviated the need to replace every Parish Council sign across the Parish.

It was proposed Cllr J Messinger, seconded Cllr T O'Toole and unanimously **RESOLVED** that the additional cost be ratified.

*Power to spend: LGA 1972 s111*

**585-2018 - 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**

The new meter was 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**

All original documentation has been 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.

**586-2018 - Chairman's Report**

The Chairman gave his report to the Council.



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See Appendix 8.

**587-2018 - Items for inclusion on future agendas**

No suggestions were made.

**588-2018 - Date of next meeting** – Thursday 22 November 2018.

Meeting closed 9.45pm.