



**Minutes of the Full Council meeting held Thursday 21 February 2019 in the Small Hall,
Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

45-2019 – Present

Councillors:

Chairman of the Council Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr M Fance, Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr M Singh, Cllr D Snipp, Cllr T O'Toole and Cllr L Wright.

Officers of the Council:

Mrs G White - Clerk to the Council

Members of the public:

One member of the public was present, as was Cllr D Elms and Cllr K Witham.

46-2019 - Apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence were received from Cllr B Nagle. Apologies and reason for absence accepted.

Apologies were also received from Cllr B McShee and the Assistant Clerk (Mrs V Fear).

Cllr H Unwin-Golding was absent from the meeting.

47-2019 - Co-option of councillor – Perry Hill Ward

Mr Martin Fance 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 12 A of the Public Bodies (Admission to Meetings) Act 1960 to enable the members to decide Mr Fance's suitability for the position.

Mr Fance, Cllr Elms and Cllr Witham left the meeting at 7.35pm.

A vote took place. It was unanimously **RESOLVED** that Mr Fance be co-opted onto the Council with immediate effect.

Cllr Elms, Cllr Witham and Mr Fance returned to the room at 7.38pm.

Mr Fance signed his Declaration of Acceptance of Office form and joined the meeting.

The members then introduced themselves to Mr Fance.

48-2019 - Public participation session

No members of the public were present.

Approved by the Full Council – 4 April 2019

49-2019 - 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.

50-2019 - Amendments to the Register of Interests

No declarations were made.

51-2019 - To receive and consider written requests for new DPI dispensations

No DPI dispensation requests were received.

52-2019 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

53-2019 - Declaration of gifts or hospitality over £25

No declarations were made.

54-2019 - Borough Councillor's report

The Chairman read Cllr McShee's report to the meeting. (Appendix 1)

Cllr Morgan asked Cllr Elms how many students in the borough of Guildford are exempt from paying council tax. Cllrs Elms advised that he pose the question and would respond in due course.

55-2019 - County Councillor's report

Cllr Witham read his report to the meeting (Appendix 2).

A short question and answer session then took place during which the following topics were raised:

- How much of our waste gets recycled?
Response: 60%. Guildford Borough Council has one of the highest rates of recycling in the Country along with Oxfordshire. Cllr Elms advised that commercial waste is also sorted and where possible materials are recycled.
- Whilst the precept has increased by 2.99%, will there be any additional sums set aside towards elderly social care?
Response: The County Council has the ability to apply an additional sum towards the provision of adult social care. Previous increases remain in the base budget. This provides an additional £50m towards adult social care. The current system for funding adult social care is not sustainable. Currently 70p of every £1 collected by the County Council in council tax is spent on adult and child social care.
- For how long with the abandonment of the negative rate support grant apply?
Response: The Government has stated it is not introducing the new system. Next year, or thereafter, there may be a 'Fairer Funding Review'. However, the devil is in the detail. The County Council should know in a couple of years.

The Chairman thanked Cllr Witham for his report and for answering the members' questions.

56-2019 - Minutes of the previous meetings

It was proposed Cllr Gordon Adam, seconded Cllr T O'Toole and unanimously **RESOLVED** that the following minutes be agreed and signed by the relevant Chairman as a true record:

- Full Council meeting – 10 January 2019 – Signed by Cllr P Cragg (Chairman of the Council)

Approved by the Full Council – 4 April 2019

- Staffing Committee – 10 December 2018 – Signed by Cllr J Messinger (Chairman of the Staffing Committee)

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

- General Purposes and Finance Committee – 31 January 2019

Cllr K Witham left the meeting at 8.05pm

57-2019 - 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.

RESOLVED: Leave to planners.

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

RESOLVED: Leave to planners.

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.

RESOLVED: Leave to planners.

Planning application no: PLAN/2019/00035 - Land South of Gabriel Cottage, Sutton Green - Section 73 application for the removal of conditions 02 and 03 of PLAN/2015/0821 (Appeal Ref: APP/A3655/W/16/3144784), dated 09.11.2016 (temporary change of use of land for 3 years to one pitch for residential accommodation including the siting of one mobile home, one touring caravan, a parking area and a hardstanding) so as to remove the personal occupancy condition and make the current temporary planning permission permanent. Land South of Gabriel Cottage, Blanchards Hill, Sutton Green, Guildford, Surrey, GU4 7QP.

It was **RESOLVED** that no comment be submitted as there were no planning grounds on which the Parish Council could object.

It was also agreed that:

- The Parish Council write to Woking Borough Council's Planning Enforcement Dept stating that, "allegedly, a commercial kennel is being run from this residential property and that dog breeding is also being carried out. It is also alleged that dogs from the kennels are being let into the adjacent field unsupervised, as a result of which the dogs are entering the gardens of nearby properties. Concern has been raised about the potentially damaging effect this could have on pets and property.

In light of the new licensing requirements surrounding dog breeding and commercial kennels, please can you investigate these allegations and advise us of your findings?"

- The Clerk was instructed to follow up the letter to the Rt. Hon. Anne Milton MP. Mr Jonathon Lord MP to be copied into the correspondence.

Cllr Fisk was asked to advise local residents that any issues regarding this site should be referred to Woking Borough Council's Planning Enforcement Dept.

58-2019 - Review of all policies and procedures of the Parish Council

This item was deferred. The Chairman called an extra-ordinary meeting to be held 7 March 2019, at which the policies and procedures would be reviewed.

59-2019 - Review of all risk assessments of the Parish Council

This item was also deferred. The risk assessments will also be reviewed at the extra-ordinary meeting to be held 7 March 2019.

60-2019 - Surrey Waste Consultation – Deadline for comments 10 March 2019

It was agreed that there was no need to make comment further on the Waste Consultation process. Cllr Elms advised that Guildford Borough Council has approved the internal road within the Slyfield Industrial Estate. This will enable the waste site to triple in size. The new internal road should help to ease existing traffic congestion within the Estate.

Cllr Elms left the meeting at 8.27pm

61-2019 - Finance

a) Invoices for payment

It was proposed Cllr L Wright, seconded Cllr S Fisk and unanimously **RESOLVED** that payments to the value of £3,981.83 be approved and signed off. Owing to a minor administrative error, it was agreed these payments would be signed off in the office on 22 February 2019.

Table 1: Approved payment list – 21 February 2019

Payment list for approval - 21 February 2019								
Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
21/02/2019	12/02/2019	Online	Knaphill Print Co Ltd	3,600 x newsletters	525.00	0.00	525.00	Newsletters
06/02/2019	12/02/2019	Online	Starboard Systems Ltd	Scribe 2000 (Accounts software package)	385.00	77.00	462.00	Software
06/02/2019	06/02/2019	Online	Mr N Baker	10 x reclaimed concrete finials	260.00	0.00	260.00	Land management
01/02/2019	06/02/2019	Online	Welland Marketing Ltd	Website hosting & technical support - 12 months	399.00	79.80	478.80	Software
18/02/2019	02/02/2019	Online	A J Signs	Cut vinyl graphic for glass above office door (cost shared with landlord) & WPC sign for parish office	172.25	34.45	206.70	Est. chgs.
23/02/2019	25/02/2019	Online	Amazon	2 x telescopic cleaning poles (road signs - avoids use of ladder)	27.83	6.47	34.30	Land management
19/02/2019	20/02/2019	Online	Trevor Porter Window Cleaning Services	External window cleaning	12.00	2.40	14.40	Parish office
04/02/2019	20/02/2019	Online	Parish Online	GIS mapping system	133.00	26.60	159.60	Software
16/02/2019	20/02/2019	Online	Mrs G F White	Eye test	44.00	0.00	44.00	Est. chgs.
06/02/2019	25/02/2019	DD	British Gas	Electricity supply - Perry Hill Green	92.96	4.64	97.60	Est. chgs.
06/02/2019	20/02/2019	DD	O2	SIM card - Assistant Clerk	16.80	3.36	20.16	Est. chgs.
07/02/2019	21/02/2019	DD	O2	SIM card - Clerk	15.60	3.12	18.72	Est. chgs.
13/02/2019	13/02/2019	DD	RISCIT Ltd	External back-up	30.89	6.18	37.07	Est. chgs.
16/01/2019	30/01/2019	DD	BT PLC	Broadband/landline/calls & one-off fee re new office	1353.16	270.32	1,623.48	Est. chgs
Total					£3,467.49	£514.34	£3,981.83	

a) Bank reconciliation – January 2019

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for January 2019 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all members. It was proposed Cllr G Adam, seconded Cllr T O'Toole and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements.

Appendix 3 - January 2019 bank reconciliation

Cllr Snipp pointed out a 17p typing error on the Excel bank reconciliation.

b) Monthly budget report - January 2019

The RFO had prepared the monthly budget report for January 2019 in accordance with the Accounts and Audit Regulations, a copy of which was issued to all members. It was proposed Cllr D Bird, seconded Cllr S Fisk and unanimously **RESOLVED** that the Chairman sign the monthly budget report.

Appendix 4 – January 2019 budget report.

c) Quarterly financial report undertaken 7 January 2019

Cllr J Messinger advised that she had carried out a comprehensive review of the accounts and there were no matters of concern.

d) Replacement playground equipment, Worplesdon Play Area

A report had been issued to all members in advance of the meeting.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr J Messinger and unanimously **RESOLVED** that Proludic's quotation be accepted. Total cost £17,534 & VAT.

A Borough Council grant of £6,528 will be available on submission of the final invoice.

e) Proposed parish office, Gravetts Lane Farm – Approval of the planning fees (Planning Consultant and Architect)

As a result of the decision to submit a planning application to Guildford Borough Council,¹ a further meeting had been held with Mr and Mrs Hunt. Mr and Mrs Hunt advised that whilst they are prepared to fund the building costs in full, on the basis that the Parish Council would rent the office on a 25-year lease, they were not willing to fund the costs of the planning application i.e. planning application fee, planning consultant and architect's fees.

The Clerk had therefore sought quotations and a spreadsheet detailing the proposed expenditure had been issued to all members in advance of the meeting.

Following a lengthy discussion, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that subject to:

- (a) A Letter of Intent being signed by both parties (setting out the basis on which the planning application would be made), and
- (b) Pre-app advice being sought from Guildford Borough Council

the Council approve the sum of £5,115 & VAT and that the following contractors be appointed:

- Planning Consultant – WYG – (The planning consultant who assisted with the Planning Statement for the Wood Street Village Community Car Park) – Cost £2,650 & VAT.
- Architect – RMB Designs – Total cost £2,465 & VAT.

A vote took place. Result of the vote: Ten in favour, Cllr L Wright against, Cllr J Messinger abstain – Motion carried.

Power to spend: LGA 1972 s111

Appendix 5 - Letter of Intent between Worplesdon Parish Council and The Tyman Pension Scheme.

62-2019 - Clerk's Report

For information only:

a) Annual Parish Meeting – Friday 29 March 2019 – 7.30pm, Jacobs Well Village Hall

¹ Minute number 19-2019 – page 6 – Full Council meeting held 10 January 2019

Councillors are required to attend this meeting, which is the Annual Meeting of the electors of the Parish.

b) Planters

The bespoke recycled plastic planters were delivered to Worplesdon Primary School on 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 Tangley Lane

This is to be renewed and set back away from the sightlines.

g) Road sign cleaning

Road sign cleaning is currently being carried out by the Parish Council's Grounds and Maintenance Operative.

63-2019 - Chairman's Report

Cllr Cragg gave the following report:

Since my report to our last Full Council meeting (10th January 2019) I have on behalf of the Council:

- 1) 14th Jan. attended the Wood Street Village Association meeting.
- 2) 23rd Jan. with the Clerk and Cllr. Nigel Mitchell participated in a work party clearing sight lines at Gravetts Lane/Aldershot Rd. junction.
- 3) 7th Feb. attended the SALC Directors meeting at Bletchingley Golf Club.
- 4) 12th Feb. with the Clerk attended the Clerks and Chairs Cluster Meeting with Normandy and Pirbright P.C. representatives in Pirbright P.C. office.
- 5) 13th Feb. with Cllrs. Nigel Mitchell and Tony O`Toole, along with two local residents participated in a work party clearing the banks of the Jacobs Well Pond.
- 6) 20th Feb. with Cllr. Tony O`Toole measured and assessed the `sleeper' bridge erected by residents in Harry's Meadow for the construction of a safety hand railing.

64-2019 - Items for inclusion on future agendas

To consider having stalls at the Jacobs Well May Day Fayre and the Wood Street Village Summer Show.

65-2019 - Date of next Full Council meeting – Thursday 4 April 2019.

66-2019 - For information only

- **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.

Meeting closed 9.24pm

Signed:

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Chairman of the Council

Date: 4 April 2019