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Thursday 9 May 2019

NOTICE OF MEETING

To: All members of the Council

You are hereby summoned to attend the **annual meeting** of Worplesdon Parish Council to be held in the **Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon, GU3 3RF on Thursday 16 May 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. Appointment of the Chairman for the municipal year 2019/2020.**
- 2. Chairman to sign Declaration of Acceptance of Office form.**
- 3. Declaration of Acceptance of Office forms all members – All members are required to sign their Declaration of Acceptance of Office forms** prior to commencement of the meeting – **unless the council resolves to permit the forms to be signed at a later date, if a councillor is absent for legitimate reasons.** Failure to do so will result in the councillors' immediate disqualification from the Parish Council.
- 4. To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
- 5. Appointment of the Vice-Chairman for the municipal year 2019/2020.**

6. **Register of Interests** – All councillors must complete their new Register of Interests and return them to the Clerk by **Monday 27 May 2019** at the very latest.
7. **Election expenses** – All Candidates, even those in an un-contested election, must complete an expenses form and return it to Guildford Borough Council by **Thursday 30 May 2019**.
8. **Co-option of new councillors – Four vacancies remain following the local elections** – The vacancies should be filled within 35 days of the elections, if at all possible. To consider all applications received and to co-opt suitable candidates. **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.**
9. **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.*
10. **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).**
11. **To receive and consider written requests for new DPI dispensations, if any.**
11. **Declaration of non-pecuniary interests in accordance with the Parish Council’s Code of Conduct.**
12. **Declaration of gifts or hospitality over £25.**
13. **Borough Councillor’s report (5 mins).**
14. **County Councillor’s report (5 mins).**
15. **Eligibility – Power of Competence** – To pass a resolution that the Parish Council meets the criteria for the Power of Competence in accordance with the Localism Act 2011.
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 reconciliation – 31 March 2019 – To approve the revised year-end bank reconciliation as presented to, and approved by, the Internal Auditor on 30 April 2019.
 - c) Bank reconciliation – April 2019 bank reconciliation requires approval.
 - d) Monthly budget report – April 2019 monthly budget report requires approval.
 - e) Internal Audit carried out 30 April 2019 - To receive and approve the Internal Auditor’s Report.
 - f) To review the effectiveness of the Council’s system of internal controls, including management of risk and to decide action, if considered necessary.
 - g) To review/approve the earmarked reserves for 2018/2019.
 - h) To review/approve the general reserves for 2018/2019.
 - i) To approve the Asset Register for 31.3.2019
 - j) To receive and approve the annual accounts 2018/2019.
 - k) To approve the Annual Return for the year ended 31 March 2019 – Section 1 “Annual Governance Statement”
 - l) To approve the Annual Return for the year ended 31 March 2019 Section 2 “Accounting Statements for 2018/19”.
 - m) Payroll Engagement letter – 2019/2020 – To approve the terms of Engagement.
 - n) To review the Council’s insurance policy – as per the Asset Register and Insurance Schedule (issued to members in advance of the meeting via email).
 - o) Concurrent Functions Grant Aid 2019/2020 – To consider any one-off projects that may be required in 2020/2021: 50% grant available subject to Borough Council financial restrictions. Maximum of two projects.
 - p) VAT return – Refund of £10,050.29 due.

- q) Pension Return submitted to Surrey County Council 16 April 2019.
- r) Wetpour repairs around the Typhoon, Worplesdon Memorial Ground – Ratify the cost of the wetpour repairs which were urgent. Minimum total cost £1,900 & VAT.
- s) To consider closing the Co-operative Bank account and opening a new current bank account with the Nat West.
- t) NALC Expo 21 June 2019, Droitwich Spa – To approve the cost of Cllr Fisk attending this event. Cost of entrance fee £21 (inc. VAT).

- 17. Election of the Planning/General Purposes and Finance Committee** – (eight members, at least one member from each ward – Chairman and Vice-Chairman to be ex-officio members (with full voting rights) – 2 substitute members to be appointed).
- 18. Election of the Health, Safety and Welfare Committee** – (eight members, at least one member from each ward – Chairman and Vice-Chairman to be ex-officio members (with full voting rights) – 2 substitute members to be appointed).
- 19. Election of the Staffing Committee** – (five members – 2 substitute members to be appointed).
- 20. Staffing Committee** meeting to be held on 31 July 2018 – 10am - To review the pay and conditions of service of existing employees.
- 21. To review/approve the Terms of Reference of the above Committees.**
- 22. To review and approve the Standing Orders.**
- 23. To review and approve the Financial Regulations.**
- 24. Parish Representatives – Annual reports** - To receive a written report from each of the Parish Representatives regarding the activities of their respective organisations.
- 25. Appointment of Parish Representatives (2019/2020)** - To appoint representatives to the following organisations:
- a) Stoke Hospital
 - b) Fairwood Helpers
 - c) JWRA – Jacobs Well Residents’ Association
 - d) FLGCA – Fairlands, Liddington Hall and Gravetts Lane Community Association
 - e) Worplesdon Parish Charities
 - f) WSVA – Wood Street Village Association
 - g) Worplesdon Memorial Trustees (currently three representatives required)
 - h) SALC – Surrey Association of Local Councils
 - i) Slyfield Area Regeneration Plan (SARP)
 - j) Worplesdon Flood Forum
- 26. To fix the dates and times of the full council and committee meetings** – To approve the Schedule of Meetings for 2020.

- 27. To appoint a councillor or two to undertake the quarterly financial checks** in accordance with Financial Regulations.

28. Minutes of the previous meetings

The following Council minutes are to be agreed and signed by the Chairman as a true record:

- Annual Parish Meeting – 27 March 2019
- Full council meeting – 4 April 2019

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

- General Purposes and Finance Committee – 25 April 2019

29. Planning Applications for consideration

Planning Application No: [19/P/00692](#) - 18 Louis Fields, Fairlands, Guildford, GU3 3JQ - Single storey rear extension, and rear dormer roof extension to facilitate rooms in the roof.

Planning Application No: [19/P/00661](#) - 7 Oak Tree Close, Jacobs Well, Guildford, GU4 7PU - Single storey rear extension.

Planning Application No: [19/P/00496](#) - The Cottage, Pinks Hill, Wood Street Village, Guildford, GU3 3BW - The erection of a detached, single storey, timber frame, garden annexe.

Planning Application No: [19/P/00714](#) - Littlefield Manor, Littlefield Common, Guildford, GU3 3HJ - Full application and Listed Building Consent for proposed change of use of a Grade II listed timber barn from storage (use class B8) to a licensed civil wedding venue (use class D1) and repairs and maintenance works to facilitate the change of use.

Planning Application No: [19/P/00613](#) - Land between Church View & St Mary's Garden, Perry Hill, Worplesdon, GU3 3RE - Erection of one detached dwelling house with a detached garage.

Planning Application No: [19/P/00618](#) - 1 Burpham Court Farm Cottages, Clay Lane, Jacobs Well, Guildford, GU4 7NA - Erection of a single storey rear extension.

Planning Application No: [19/P/00619](#) - 1 Burpham Court Farm Cottages, Clay Lane, Jacobs Well, Guildford, GU4 7NA - Listed Building Consent for single storey rear extension and internal alterations including partitioning of rooms and installation of new kitchen and bathroom.

30. Request to hold a child's birthday party on Wood Street Village Green on 20 September 2019. The party would be 2 hours. To consider/approve the request and to decide whether a fee would be payable.

31. Unauthorised Encampments – Annual review – Inspections completed by Cllrs Mitchell and Messinger. To receive the report and to consider action, if necessary.

32. Use of Harry's Meadow by professional dog walkers – To consider investigating the possibility of introducing the need for a 'licence' to enable professional dog-walkers to use Harry's Meadow for commercial purposes.

33. May Day Fayre – To review the effectiveness of the Parish Council's stand in terms of community engagement at the May Day Fayre and to retrospectively approve the JWRA's risk assessment.

34. Clerk's Report

For information only:

- **Use of Harry's Meadow by Alexander Dennis for parking for their charitable open day 11 May 2019.** At short notice, Alexander Dennis requested permission to use Harry's Meadow for parking due to circumstances beyond their control. Control measures were duly obtained, and permission was granted using delegated authority.
- **Street naming – Land north of Keens Lane** – A public consultation was received from Guildford Borough Council seeking suggestions for the new road names. The suggestion put forward were names of the WW1 fallen who still have family connections in the Parish.

35. Chairman's Report

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

37. Date of next meeting – Full Council meeting 27 June 2019.