



**Minutes of the Annual Council meeting held 16 May 2019
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.35pm**

142-2019 – Present

Councillors:

Chairman Cllr P Cragg, Cllr D Bird, Cllr A Creese (8.05pm), Cllr M Fance, Cllr S Fisk (arrived 7.50pm), Cllr J Messenger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr B Nagle, Cllr M Singh, Cllr D Snipp and Cllr T O'Toole.

Officers of the Council:

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

Members of the Public:

Cllr Keith Witham and two members of the public were also present.

143-2019 - Appointment of the Chairman for the municipal year 2019/2020

It was proposed Cllr N Mitchell, seconded Cllr T O'Toole that Cllr P Cragg be appointed as Chairman. No other nominations being received it was unanimously **RESOLVED** that Cllr P Cragg be duly elected as Chairman of the Parish Council for the municipal year 2019/2020.

144-2019 - Chairman to sign Declaration of Acceptance of Office form

Cllr Cragg duly signed his Declaration of Acceptance of Office form.

145-2019 - Declaration of Acceptance of Office forms all members

Cllr Adam had signed his form in advance of the meeting. All other members signed their Declaration of Acceptance of Office forms prior to commencement of the meeting.

146-2019 - 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 G Adam. Apologies and reason for absence accepted.

Apologies were also received from Cllr B McShee and Cllr A McShee.

147-2019 - Appointment of the Vice-Chairman for the municipal year 2019/2020

Two nominations had been received for the position of Vice-Chairman. Cllr G Adam and Cllr N Mitchell had both self-nominated.

A vote took place. Cllr Mitchell received a greater number of votes and was duly elected Vice-Chairman for the municipal year 2019/2020.

148-2019 - Register of Interests

All councillors were advised they must complete their new Register of Interests and return them to the Clerk by **Monday 27 May 2019** at the very latest.

149-2019 - Election expenses

Members were advised that 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.**

150-2019 - Co-option of new councillors

Following the May 2019 elections there were four vacancies on the Parish Council. The Representation of the People Act 1985, s21 2(a) states unfilled vacancies may be filled by co-option (without the normal notice of vacancy) up to 35 working days after the election.

An application had been received from Mrs Creese, which had been circulated to all members via email in advance of the meeting.

[Cllr Fisk arrived at 7.50pm.](#)

Mrs Creese gave a short presentation to the meeting following which a short question and answer session took place.

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that all members of the public then be excluded from the meeting, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 whilst the Council considered Mrs Creese's suitability for the role.

[The three members of the public left the meeting at 7.59pm](#)

Following discussion, a vote took place. It was duly resolved that Mrs Creese be co-opted onto the Council with immediate effect.

[The members of the public returned to the meeting at 8.05pm.](#)

Mrs Creese signed her Declaration of Acceptance of Office form and immediately joined the meeting.

Induction training to be implemented by the Clerk at the earliest opportunity.

151-2019 - Public participation session

A local resident then gave a short presentation to the Council about the implications of the Local Plan due to the main modification changes to policy PS2 which were not highlighted during the latest public consultation and hoped the Parish Council would support a Judicial Review in respect of policy PS2, specifically with regard to infilling outside the settlement boundary in Worplesdon and also in terms of Blackwell Farm.

The Chairman thanked the resident for raising their concern with the Council which the Council would take into account when considering this matter, albeit this item was not on the agenda for tonight's meeting.

152-2019 - Declaration of Disclosable Pecuniary Interests (DPIs) by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).

No declarations were made.

153-2019 - To receive and consider written requests for new DPI dispensations, if any.

None received.

154-2019 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

155-2019 - Declaration of gifts or hospitality over £25.

No declarations were made.

156-2019 - Borough Councillor's report

The Clerk advised that at the recent elections Cllr Bob McShee, Cllr Ann McShee and Cllr Ruth Brothwell had been elected to represent Worplesdon on behalf of Guildford for Residents and Villages.

157-2019 - County Councillor's report

Cllr Witham gave his report to the Council following which a short question and answer session took place:

Members raised the following concerns:

- **Relocation of Surrey County Council's headquarters (HQ) to either Woking or Guildford.** This has been on the cards since the 1970s. Will it actually happen this time?
Cllr Witham advised that for economic necessity it is highly likely the County Council will be relocating its HQ
- **Wildfires on the commons** – Will Surrey Fire and Rescue revisit their strategy in light of the recent wildfires?
Cllr Witham advised that in 2018 there had been no fire related deaths and it would not be possible to prevent all fires. Nonetheless, the Chief Fire Officer wants to reconfigure his staff but will be providing advice particularly in terms of fire prevention measures.

The Chairman thanked Cllr Witham for his report.

[Cllr Witham left the meeting at 8.35pm.](#)

Appendix 1 – Cllr Witham's report to the Council

158-2019 - Eligibility to meet the prescribed conditions of the general power of competence – Localism Act 2011 s8(2) Statutory Instrument No: (SI 2012/965)

It was proposed Cllr P Cragg, seconded Cllr D Bird and unanimously **RESOLVED** that following the Elections the Parish Council is eligible to use the Power of Competence as it continues to meet the prescribed conditions which are:

- a) The number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election is equal to or greater than two-thirds of the total number of members of the Council
- b) The Clerk to the Parish Council holds the Certificate in Local Council Administration

A further resolution confirming eligibility to use the Power of Competence will be required at the next relevant annual meeting (i.e. the date of the next ordinary elections in May 2023).

There are certain restrictions regarding the use of the Power of Competence being:

- The Parish Council has a duty to act with regard to crime and disorder (Crime and Disorder Act 1997)
- The Parish Council must comply with procedural and financial duties and laws i.e. H&S, FOI, data protection and employment law
- The Parish Council must abide by company law if it sets up a company or co-operative society
- If a principal authority has a statutory duty, it remains their duty to provide that service e.g. education.

159-2019 - Finance

(a) Invoices for payment

It was proposed Cllr B Nagle, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £31,095.54 be approved and signed off.

Payment list for approval - 16 May 2019								
Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
N/A	13.5.2019	Online	SFR/SDSA	Donation to road safety campaign	500.00	0.00	500.00	Donations
25.4.2019	13.5.2019	Online	Elementary Signs	2 x feather flags	298.00	59.60	357.60	Est chgs
10.5.2019	13.5.2019	Online	The Play Inspection Co	Post Installation Inspection - Worpleston	250.00	50.00	300.00	Play area repairs
8.5.2019	29.5.2019	Online	SSALC Ltd	Councillor's Briefing - Training	700.00	140.00	840.00	Training
1.5.2019	13.5.2019	Online	Greenbarnes Ltd	New two-bay notice board for Broadacres	1736.27	347.26	2083.53	Concurrent Functions Grant Aid
2.5.2019	13.5.2019	Online	Mulberry & Co	Internal Audit	281.70	56.34	338.04	Professional advice
29.4.2019	13.5.2019	Online	Proludic	New play equipment - Worpleston	17533.77	3506.75	21040.52	Concurrent Functions Grant Aid
30.4.2019	13.5.2019	Online	Nigel Jeffries	Maintenance - Flower border - Fairlands	118.00	23.60	141.60	Land Management
26.4.2019	13.5.2019	Online	Caboodle	Stationery	36.74	7.34	44.08	Est chgs
3.4.2019	13.5.2019	Online	SSALC Ltd	Booklets	48.00	9.60	57.60	Est chgs
7.5.2019	21.5.2019	DD	O2	SIM - G White	17.31	3.46	20.77	Est chgs
6.5.2019	20.5.2019	DD	O2	SIM - V Fear	16.79	3.36	20.15	Est chgs
1.3.2019	9.5.2019	Online	Externiture	Bus shelter repairs - Fairlands	1892.80	378.56	2271.36	Bus shelter repairs
9.5.2019	9.5.2019	Dcard	Screwfix	Grass marking paint	6.41	1.28	7.69	Land Management
9.5.2019	18.4.2019	Dcard	Complete Merchandise	Promotional merchandise for use at various events throughout the Parish	684.50	136.90	821.40	Est chgs
2.5.2019	22.5.2019	DD	British Gas	Standing chg - Perry Hill Green electricity supply	23.14	1.15	24.29	Est chgs
24.4.2019	25.4.2019	Dcard	Toner Giant	Toner cartridges - extra high capacity	774.99	155.00	929.99	Est chgs
13.4.2019	24.4.2019	DD	RISC IT	External backup	30.89	6.18	37.07	Est chgs
13.5.2019	13.5.2019	DD	RISC IT	External backup	30.89	6.18	37.07	Est chgs
1.5.2019	1.5.2019	Dcard	Wickes	Wood stain dark oak	20.00	4.00	24.00	Land Management
27.4.2019	27.4.2019	Dcard	Sainsburys	Office supplies	5.70	0.00	5.70	Parish office
16.4.2019	30.4.2019	DD	BT PLC	Land line & calls/broadband & Office 365	912.57	182.51	1095.08	Est chgs
8.4.2019	8.4.2019	Dcard	Spooners Turf Ltd	1 tonne topsoil	81.67	16.33	98.00	
Total					£26,000.14	£5,095.40	£31,095.54	

(b) Bank reconciliation – 31 March 2019

It was proposed Cllr T O'Toole, seconded Cllr S Fisk and unanimously **RESOLVED** that the revised year-end bank reconciliation (as presented to, and approved by, the Internal Auditor on 30 April 2019) be approved. Reason: Three minor year-end adjustments had changed the year-end income/expenditure figures. The bank reconciliation balance was unaffected.

(c) Bank reconciliation – April 2019

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for April 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 P Cragg and unanimously **RESOLVED** that the Chairman sign the bank reconciliations and bank statements.

Appendix 2 - April 2019 bank reconciliation

(d) Monthly budget report – April 2019

The RFO had prepared the monthly budget report for April 2019 in accordance with the Account and Audit Regulations, a copy of which was issued to all members. It was proposed Cllr N Mitchell, seconded Cllr M Fance and unanimously **RESOLVED** that the Chairman sign the monthly budget reports.

Appendix 3 – April 2019 budget report

(e) Internal Audit carried out 30 April 2019

The Internal Auditor's Report had been received and circulated to all members in advance of the meeting.

Mike Platten had provided the Council with an updated Action Plan:

Figure 1: Interim Audit Report Action Plan including the Parish Council's responses.

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
As a larger Council, Worplesdon is required to follow the 2015 Transparency Code. I am satisfied that the council is largely compliant with requirements 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.	This has not yet been finalised but will be completed prior to submission of the accounts to the auditors.
Asset cover should be reviewed in the next few months in the 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.	This was confirmed in November 2018. Fidelity insurance has been increased to £300K
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	ICT back up has been tested from remote location and operates effectively.

Figure 2: Final Audit Action Plan – for the Council’s consideration/action

Points Forward – Action Plan - Final Audit

Matter Arising	Recommendation	Council Response
General reserves are a little high at present, I recommend that a Council of this size and business profile should hold no more than 50% of precept in the general reserve.	I understand that reserves are due for review at the May 2019 Council meeting	
As a Council with expenditure in excess of £200K, the Council is required to follow the requirements of the 2015 Transparency Code.	At the time of my audit, the Clerk was finalising publication of expenditure /procurement/ asset information. This work should be completed before the accounts are submitted to the external auditors	
I note that the Co-op bank - statement was dated 28 March.	The year-end bank statement should be obtained before the accounts are submitted for audit.	
Bank reconciliation for review by Councillors	I have agreed with the Clerk that the Scribe accounting system bank reconciliation should be used for review by councillors going forward	

The Council is required to act upon the recommendations of the Internal Auditor at the earliest opportunity.

It was proposed Cllr D Bird, seconded Cllr M Fance and unanimously **RESOLVED** that the Internal Auditor’s report be approved and accepted.

Appendix 4 – Full Internal Auditor’s Report 2018/2019.

(f) Review of the effectiveness of the Council’s system of internal controls, including management of risk

The Clerk had prepared a report which had been circulated to all members via email in advance of the meeting.

The year-end audit was carried out by Mike Platten on 30 April 2019. Cllr David Snipp was present during the audit.

Members then undertook a review of the effectiveness of the Internal Audit as follows:

Scope of Internal Audit – The Terms of Reference were issued 3 September 2018 and approved by the Council. Terms of reference define audit responsibilities in relation to fraud. The internal audit takes into account risk management processes and wider internal control. Internal audit covers:

- Transaction testing
- Proper book-keeping
- The Council’s business operations, if appropriate
- Financial Regulations
- Standing Orders & payment/income control
- Risk Management
- Budgetary controls
- Petty cash is not operated
- Payroll controls
- Asset control (valuation/ownership)

- Bank reconciliation and evidence of financial statements
- Year-end Procedures & compliance with the public's right of inspection

Responsibility for the Council's internal controls (safeguarding systems in place for the prevention and detection of fraud, error and non-compliance) remains with the Council. All councillors have the authority to countersign the payments list at council meetings.

Independence – Internal Auditor has direct access to those charged with governance. Reports are made by Mark Mulberry/Mike Platten of Mulberry & Co to the Council. Auditors do not have any other role within the Council.

Competence – The internal auditors are qualified chartered accountants trained to a high standard who are familiar with the local government sector. Their work has been carried ethically, with integrity and objectivity.

Relationships – Responsible Financial Officer and all councillors consulted on the Internal Audit Plan issued annually which details the scope of each audit. Evidence is on audit files. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.

The responsibilities of the council members are understood, and training of members is carried out as necessary. Councillors are appointed on an annual basis to carry out the quarterly financial checks.

A member of the council is always present during the internal audits.

Audit Planning and reporting – The Audit Plan properly takes account of corporate risk. The audit plan has been approved by the Council. Internal Audit has reported in accordance with the approved audit plan.

Internal audit work is planned and is based on risk assessment and designed to meet the Council's governance assurance needs.

Understanding the whole organisation, its needs and objectives – The Annual Audit Plan demonstrates how audit work will provide assurance in relation to the Council's governance risk assessment.

Catalyst for change – The Internal Auditor offers a supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.

Add value and assist the organisation in achieving its objectives – Demonstrated through positive management responses to recommendations and follow up action where called for.

Forward looking – Identifying risks and formulating the annual audit plan. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.

Challenging – Internal audit focuses on risk and encourages members to develop their own responses to risks.

Correct resources available – Full documentation is provided to enable the internal auditor to complete the audit. Internal auditor understands the body and the legal and corporate framework in which it operates.

It was proposed Cllr D Snipp, seconded Cllr S Fisk and unanimously **resolved** that the review of the effectiveness of the Council's internal control including management of risk be approved.

(g) Earmarked reserves for 2018/2019

The year-end reserves had been issued to all members via email 14 days in advance of the meeting and were included in the Balance Sheet for the financial year 2018/2019.

Project	£
Pedestrian refuge Aldershot Road (due to be completed by 31 September 2019)	£25,000
Accrual Parish Office	£20,000
Pond maintenance – WSV pond	£2,500
Car Park Maintenance	£12,000
Tree surgery/replacement trees	£3,000
Total Earmarked Reserves	£62,500

It was proposed Cllr N Mitchell, seconded Cllr J Messinger and **RESOLVED** that the earmarked reserves for 2018/2019, as per the Balance Sheet, be approved.

(h) General reserves for 2018/2019

As per the Balance Sheet the general reserves for 2018/2019 amount to £122,698. The Auditor had advised this was a little high, however, general reserves may be used throughout the year for contingency/emergency purposes. Unexpected projects invariably arise during the year.

It was proposed Cllr D Bird, seconded Cllr T O'Toole and unanimously **RESOLVED** that the general reserves for 2018/2019, as per the Balance Sheet, be approved.

It was agreed that the officers investigate the cost of a hiring vs purchasing a van. This proposal to be considered as part of the review of the Strategic Plan, which is due to take place in July 2019.

(i) Asset Register for 31.3.2019

A copy of the Asset Register for 31 March 2019 had been circulated to all members in advance of the meeting. It was proposed Cllr S Fisk, seconded Cllr M Fance and unanimously **RESOLVED** that the Asset Register for 31.3.2019 be approved.

(j) To receive and approve the annual accounts 2018/2019

The accounts had been emailed to all members 14 days in advance of the meeting. The accounts had been checked and verified as accurate by the Internal Auditor during the internal audit held 30 April 2019.

It was proposed Cllr S Fisk, seconded Cllr M Fance and **RESOLVED** that the 2018/19 accounts be approved.

(k) To approve the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2019 – Section 1 “Annual Governance Statement”

A copy of the Annual Return had been issued to all members via email 14 days prior to the meeting.

The Clerk read out the governance statements to the meeting. Members responded to the governance statements as follows:

Question	Response
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
2. We maintained an adequate system of internal control including measure designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes
3. We took all reasonable steps to assure ourselves that there were no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirement of the Accounts and Audit Regulations.	Yes
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes
8. We considered whether any litigation, liabilities or other commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Not applicable.

It was proposed Cllr T O'Toole, seconded Cllr P Cragg and unanimously **RESOLVED** that Section 1 the Annual Governance Statement for 2018/19 (AGAR) be approved.

(I) **Approval of the Annual Governance and Accountability Return for the year ended 31 March 2019
Section 2 - Accounting Statements for 2018/19**

It was proposed Cllr M Fance, seconded Cllr S Fisk and unanimously **RESOLVED** that Section 2 'Accounting Statements for 2018/19' (AGAR) be approved.

(m) Payroll Engagement letter – 2019/2020

As there had been no legislative changes Mark Mulberry (Mulberry & Co) had advised the terms of the payroll engagement letter, approved May 2018, remained valid. No action was therefore necessary.

(n) To review the Council's insurance policy

The Asset Register and Insurance Schedule had been issued to all members via email 14 days in advance of the meeting.

The officers had reviewed the sums insured and considered them to be adequate. Cllr Messinger enquired why all the litter bins aren't insured. The Assistant Clerk advised that the risk of all the litter bins being vandalised at the same time was so remote that it was unnecessary to insure them all. Street furniture is included under one heading and is currently insured to the value of £185,291.19.

It was proposed Cllr P Cragg, seconded Cllr M Fance and unanimously **RESOLVED** that the insurance policy values be approved.

(o) Concurrent Functions Grant Aid 2019/2020

The Clerk reminded members that applications to Guildford Borough Council for concurrent functions grant aid will need to be considered in the near future. The borough council has introduced a maximum number of applications per council. The number of applications is now restricted to two per year.

This item is to be considered during the review of the Strategic Plan in July.

(p) VAT return – 1.10.2018 – 31.3.2019

A s126 application for a VAT refund of £10,050.29 had been submitted to HMRC (Her Majesty's Revenue & Customs).

(q) Pension Return submitted to Surrey County Council 16 April 2019

The Clerk advised that the annual pension return had been submitted to Surrey County Council on 16 April 2019.

(r) Wetpour repairs around the Typhoon, Worplesdon Memorial Ground

The Clerk advised there is significant gapping around the edge of the wetpour surround the Typhoon in the Worplesdon Memorial Ground, which represents a trip hazard. Under delegated authority the Clerk had approved a quotation from Sawscapes Play Ltd (the company that recently installed the new playground equipment). Total cost £1,900 & VAT.

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

Power to spend: LG (Misc. Prov.) Act 1976, s19

(s) To consider closing the Co-operative Bank account and opening a new current bank account with the Nat West

It was proposed Cllr P Cragg, seconded Cllr S Fisk that the Parish Council close the Co-operative Bank account and open a new current account with the Nat West.

The following councillors and the Clerk to the Council to be signatories to the account:

- Cllr P Cragg
- Cllr S Fisk
- Cllr N Mitchell

- Cllr S Morgan MBE
- Cllr T O'Toole
- Cllr D Snipp

(t) NALC Expo 21 June 2019, Droitwich Spa

It was proposed Cllr P Cragg, seconded Cllr J Messinger that the cost of Cllr Fisk attending this event be approved. Cost of entrance fee £21 (inc. VAT).

Power to spend: LGA 1972 s111

The Chairman declared a comfort break at 9.22pm. The member of the public left the meeting at this point. The meeting reconvened at 9.30pm.

160-2019 - Election of the Planning/General Purposes and Finance Committee

It was unanimously **RESOLVED** that the following members would serve on the Planning/General Purposes and Finance Committee for the municipal year 2019/2020:

- Cllr G Adam
- Cllr D Bird
- Cllr A Creese
- Cllr S Fisk
- Cllr J Messinger
- Cllr T O'Toole

Cllr P Cragg and Cllr N Mitchell to serve as ex-officio members with full voting rights.

Cllr S Morgan MBE and Cllr M Fance were appointed as substitute members.

161-2019 - Election of the Health, Safety and Welfare Committee

It was unanimously **RESOLVED** that the following members would serve on the Health and Safety Committee for the municipal year 2019/2020:

- Cllr G Adam
- Cllr D Bird
- Cllr A Creese
- Cllr S Fisk
- Cllr J Messinger
- Cllr T O'Toole

Cllr P Cragg and Cllr N Mitchell to serve as ex-officio members with full voting rights.

Cllr S Morgan MBE and Cllr M Fance were appointed as substitute members.

162-2019 - Election of the Staffing Committee

It was unanimously **RESOLVED** that the following members would serve on the Staffing Committee for the municipal year 2019/2020:

- Cllr S Fisk
- Cllr J Messinger
- Cllr S Morgan MBE
- Cllr D Snipp

Cllr N Mitchell to serve as ex-officio member with full voting rights.

Cllr G Adam was nominated as a substitute member on the Staffing Committee.

163-2019 - Staffing Committee meeting

It was agreed that the Staffing Committee would review the pay and conditions of service of existing employees at a meeting to be held in the Parish office on 31 July 2018 at 10am. This meeting will incorporate a review of the annual staff appraisals.

164-2019 - To review/approve the Terms of Reference of the above Committees

The Clerk had revised the Terms of Reference for the Planning/General Purposes and Finance Committee in light of the comments made during the Extra-ordinary meeting held 7 March 2019. The revised Terms of Reference had been issued via email in advance of the meeting.

It was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that the Terms of Reference for the following committees be approve en-bloc:

- Health and Safety Committee
- Planning/General Purposes and Finance Committee
- Staffing Committee

165-2019 - To review and approve the Standing Orders

No further changes being considered necessary it was proposed Cllr P Cragg, seconded Cllr B Nagle and unanimously **RESOLVED** that the Standing Orders be approved and adopted.

166-2019 - To review and approve the Financial Regulations

No further changes being considered necessary it was proposed Cllr M Fance, seconded Cllr D Bird and unanimously **RESOLVED** that the Financial Regulations be approved and adopted.

167-2019 - Parish Representatives – Annual reports

Annual reports had been received from:

- Cllr S Fisk – JWRA
- Cllr N Mitchell – FLGCA, SALC, Worplesdon Flood Forum
- Cllr B Nagle – Worplesdon Charities
- Cllr S Morgan MBE – Fairwood Helpers
- Mrs S Harris – Stoke Hospital

Copies of the various reports are appended to these minutes.

168-2019 - Appointment of Parish Representatives (2019/2020) - To appoint representatives to the following organisations:

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the following appointments be made:

- a) Stoke Hospital - Mrs Sue Harris
- b) Fairwood Helpers – Cllr S Morgan MBE
- c) JWRA – Jacobs Well Residents' Association – Cllr S Fisk
- d) FLGCA – Fairlands, Liddington Hall and Gravetts Lane Community Association – Cllr N Mitchell

- e) Worplesdon Parish Charities – Cllr E Nagle
- f) WSVa – Wood Street Village Association – Cllr P Cragg
- g) Worplesdon Memorial Trustees (Cllr J Messenger, Cllr G Adam and Cllr D Snipp) Cllr Messenger offered to inform the Trustees of Cllr Snipp's appointment.
- h) SALC – Surrey Association of Local Councils – Cllr S Morgan MBE and Cllr N Mitchell
- i) Slyfield Area Regeneration Plan (SARP) – Cllr G Adam
- j) Worplesdon Flood Forum – Cllr N Mitchell

169-2019 - To fix the dates and times of the full council and committee meetings

The draft Schedule of Meetings for 2020 had been circulated to all members via email in advance of the meeting.

It was proposed Cllr P Cragg, seconded Cllr T O'Toole and unanimously **RESOLVED** that the Schedule of Meetings be approved and adopted.

170-2019 – Councillor quarterly financial checks 2019/2020

It was agreed that Cllr S Fisk and Cllr D Snipp would share responsibility for undertaking the quarterly financial checks during the current financial year.

171-2019 - Minutes of the previous meetings

It was proposed Cllr T O'Toole, seconded Cllr D Bird and unanimously **RESOLVED** that the minutes of the Annual Parish Meeting held 27 March 2019 be approved and signed by the Chairman as a true record.

It was proposed Cllr M Fance, seconded Cllr D Bird and unanimously **RESOLVED** that the minutes of the Full Council meeting held 4 April 2019 be approved and signed by the Chairman as a true record.

The following Committee minutes were noted by the Council:

- General Purposes and Finance Committee held 25 April 2019.

172-2019 - 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.

Resolved: Leave to planners.

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

Resolved: Leave to planners.

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.

Resolved: Leave to planners.

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.

Resolved: That the Parish Council object to this planning application on the following grounds:

Lack of technical information - Access to the barn is via a single width track with limited passing places, which also

acts as a public right of way. The Parish Council has concerns about the potential impact on the A323. The Parish Council therefore wishes to request that before a decision is made regarding this planning application a traffic impact assessment is provided.

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.

Resolved: that the Parish Council object to this planning application on the following grounds:

Policy D1 (4) Place Shaping - The proposed dwelling, by virtue of its design, bulk, size, mass and scale, is out of keeping with other properties in the cul-de-sac contrary to policy D1(4). The proposed design of this building is also out of keeping with the adjacent properties.

Policy D3 Historic Environment – The development site sits within the Conservation Area of Worplesdon and is in close proximity to St Mary's Church, which is the only Grade 1 building in the Parish. The impact of the cumulative development in St Mary's Gardens is having a detrimental impact on the views out of St Mary's Church into the Conservation Area.

Policy P2 Green Belt – Whilst policy P2 states that limited in-filling will be permitted outside the settlement boundary of Worplesdon, this site is in close proximity to Whitmoor Common SPA, SSSI. The cumulative impact of this new dwelling, together with the other new dwellings for which planning approval has already been granted, is having a significant impact on the openness of the Green Belt from the grounds of St Mary's Church.

No very special circumstances have been put forward to justify the building of another large executive home at this location. The lack of a five-year housing supply does not, in itself, constitute a material planning consideration facilitating approval of this planning application.

Policy H1 – Homes for All – This policy states the borough council wishes to deliver a wide variety of high-quality homes to provide a genuine choice of homes to create balanced, sustainable and inclusive communities. This planning application is yet another disproportionately large 4-bedroomed executive home, that does not provide a choice of housing in the village contrary to policy H1.

Policy S1 – Presumption in favour of sustainable development – The Parish Council believes that para 177 of the NPPF and Policy S1(3) applies to this application given the cumulative impact of development at St Mary's on Whitmoor Common, which is only 600m from the proposed site.

Policy P4 – Flooding – Surface water run-off from various tracks in and around St Mary's results in significant flooding in the service road beside the White Lyon and Dragon. The additional hard surfacing will increase surface water run-off at this location, posing a significant safety risk.

The Parish Council notes the applicant did not take pre-app advice.

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.

Resolved: Worplesdon Parish Council wishes to comment on this application on the following grounds:

1. The proposed extension is not in context with a heritage/listed building. As such, we would expect the borough conservation officer to comment on this application.

2. Despite the applications for both 1 Burpham Court and 2 Burpham Court being submitted simultaneously, 1 Burpham Court was not included in our consultee in-tray.

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.

Resolved: As above.

173-2019 - Request to hold a child's birthday party on Wood Street Village Green on 20 September 2019

A resident had asked for permission to hold a child's birthday party on Wood Street Village Green. The party would last two hours.

Councillors **RESOLVED** the following would not be permitted:

- The parking of vehicles on the green
- A bar-be-que
- Animals
- A bouncy castle

Councillors asked that additional information be provided prior to any decision being made in respect of this request. The Clerk was also instructed to seek advice from Came and Company.

174-2019 - Unauthorised Encampments – Annual review

Cllrs Mitchell and Messinger had carried out inspections of every parcel of land for which the Parish Council is responsible. A copy of the councillors' findings had been issued to all members in advance of the meeting.

It was proposed Cllr B Nagle, seconded Cllr S Fisk and unanimously **RESOLVED** that the report be approved and adopted.

The report had again highlighted that the wooden posts alongside Pound Lane, Wood Street Village have completely rotted away.

The Clerk advised that it would be sensible to order a further 20 recycled plastic posts that can be used around the Parish as and when required, to avoid unnecessary delays when a strategically important post gets knocked over. It was proposed Cllr J Messinger, seconded Cllr M Fance and unanimously **RESOLVED** that the cost of 20 recycled posts being £1,339.60 & VAT be approved, but that the view of the Wood Street Village Association (WSVA) be obtained before any posts are replaced alongside Pound Lane.

[At 10.20pm it was proposed Cllr S Fisk, seconded Cllr N Mitchell and unanimously **RESOLVED** that the standing order requiring the meeting to finish by 10.30pm be waived to enable the rest of the business of the meeting to be conducted.](#)

175-2019 - 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.

It was agreed that, in the first instance, the Jacobs Well councillors should meet with the Jacobs Well Village Hall Trust to discuss joint concerns about the use of the car park and meadow for commercial purposes. Cllr Fisk to take the lead on this matter.

176-2019 - May Day Fayre - To review the effectiveness of the Parish Council's stand in terms of community engagement at the May Day Fayre

It was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that the JWRA risk assessment for the use of Harry's Meadow be approved retrospectively.

Cllr Snipp stated that the event had gone well and there had been lots of interest in the stand. However, with the sale of merchandise and millennium books, provision of dog biscuits and water, the exhibition stand, competitions, quoits and a resident's survey there was too much was going on. There was insufficient room for visitors. Next year the stand should be simplified.

Cllr Cragg put out a plea for assistance for the Wood Street Summer Show, at which the Parish Council will also be having a stand. The Clerk advised that neither member of staff is available to assist at that event.

177-2019 - Clerk's Report

For information only:

- (a) Use of Harry's Meadow by Alexander Dennis for parking for their charitable open day 11 May 2019.** At short notice, Alexander Dennis had requested permission to use Harry's Meadow for parking due to circumstances beyond their control. A risk assessment and method statement were duly obtained, and permission was granted using delegated authority. An email of thanks had been received from Alexander Dennis, who had advised the charity event had been a great success.
- (b) 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 was to use names of the Worplesdon WW1 fallen.
- (c) Street naming – White House, White House Lane, Jacobs Well.** Due to time constraints it had not been possible to add the proposed street naming for the new properties off White House Lane to the agenda of this meeting. The developer had put forward the name White House Mews. Following discussion, by a majority vote, the name Lethbridge Mews would be put to the borough council. The late Cdr. Lethbridge used to own the White House, in White House Lane.
- (d) Removal of blackberry bushes – Harry's Meadow** – A complaint had been received regarding the ongoing removal of blackberry bushes from Harry's Meadow, which is having a detrimental impact on the bird population. It was agreed the Clerk write to a local resident who had been witnessed, by the officers of the council, working on cutting up dead brambles asking that the bramble bushes now be left to re flourish for the benefit of the local wildlife.

178-2019 - Chairman's Report

Cllr Cragg provided the following report:

- 1) 10th April I was presented with the Chairman of Surrey County Council's "Voluntary Service Award" for service to the Parish and residents of Worplesdon. The presentation was carried out at County Hall in Kingston. (ex-Councillor Terry Cater was also presented with this award at the same ceremony).
- 2) 1st May with the Clerk, Vice Chairman and Tim and Ann Hunt met with the architect to discuss proposed plans for the Hunt's build of the new Parish Office.
- 3) 6th May with the Clerk, Assistant Clerk, the Vice Chairman and Cllrs David Snipp and Samantha Fisk, set up and staffed the Council's stall at the Jacobs Well May Day Fayre in the scout hut adjacent to the JW Village Hall.
- 4) 7th May with the Assistant Clerk set up the SDR equipment on Broad Street.
- 5) 9th May attended SALC Director's meeting in Cranleigh.

179-2019 - Items for inclusion on future agendas

- (a)** The Chairman called an extra-ordinary meeting for Wednesday 22 May 2019 in order to discuss a potential Judicial Review application being made in respect of policy PS2 (failure to consult on the main modifications).

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- (b) Cllr Nagle advised that there is a short section of missing pavement on the northern side of Cumberland Ave between the bus shelter and Weydown Lane and asked if pavement could be installed as part of the infrastructure improvements for the development at Keens Lane as, when the grass is long, you can get very wet walking across the grass verge. This item would be raised with Guildford Borough Council.

180-2019 - Date of next meeting – Full Council meeting 27 June 2019.

Meeting closed 10.45pm

Signed:

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Chairman of the Council

Date: 27 June 2019