



**Minutes of the Full Council meeting held 4 April 2019
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

98-2019 - Present

Councillors:

Chairman Cllr P Cragg, Cllr G Adam, Cllr M Fance, Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr B Nagle and Cllr D Snipp.

Officers of the Council:

Mrs V Fear - Assistant Clerk.

Members of the Public:

One member of the public.

99-2019 - 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 D Bird, Cllr T O'Toole, Cllr M Singh, and Cllr L Wright. Apologies and reason for absence accepted.

Apologies were also received from the Clerk to the Council Mrs G White and Guildford Borough Councillor D Elms.

100-2019 - Public Participation

The member of the public spoke to promote the grant application on behalf of the Rydes Hill scouts. The grant would contribute towards replacing camping equipment which has reached the end of its useful life and a mess tent which the group, numbering approximately 45 children, currently do not have. The member of the public explained that whilst they have been unsuccessful in gaining support from Tesco, Cllr K Witham has been positive in his support, plus the scouts undertake their own fundraising throughout the year across the parish - such as assisting at the village shows and fairs.

7.35pm Cllr B Nagle arrived.

Councillors asked whether the equipment would be used to support other scout groups. Due to the amount of camps held across the year, other scout units will not only benefit from the facilities at camps but will also be able to borrow the items.

Councillors asked for confirmation that the scout group is located within the parish boundary. It was established that this point had already been clarified and additionally the scout equipment would be used to benefit other groups involved in scouting within the parish, namely those groups feeding in from Wood Street Village and Jacobs Well.

Councillors confirmed with the member of the public that all leaders have undergone the appropriate checks to ensure they are safe to work in close proximity to children. The member of the public confirmed that all the leaders have gone through all of the necessary DBS/CRB checks.

Councillors asked whether the spiritual training mentioned on the grant application was denominational. The member answered that no, he does not believe it to be denominational.

Chairman Cllr P Cragg thanked the member of the public.

101-2019 - Declaration of Disclosable Pecuniary Interests by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

102-2019 - Amendments to the Register of Interests

No declarations were made.

103-2019 - To receive and consider written requests for new DPI dispensations

None were received.

104-2019 - Declaration of non-pecuniary interests in accordance with the Council's Code of Conduct

No declarations were made.

105-2019 - Declarations of gifts or hospitality over £25

No declarations were made.

106-2019 - Borough councillor's report

No reports had been received.

107-2019 - County councillor's report

Cllr Witham had not issued a report.

108-2019 - Minutes of the previous meetings

It was proposed Cllr Nigel Mitchell, seconded Cllr Sandra Morgan MBE and unanimously **RESOLVED** that the following minutes be agreed and signed by the relevant Chairman as a true record:

- Full council meeting - 21 February 2019 – Signed by Cllr P Cragg (Chairman of the Council)
- Extra-ordinary meeting - 7 March 2019 – Signed by Cllr P Cragg (Chairman of the Council)

The following committee minutes to be noted by the Council:

- General Purposes and Finance Committee – 14 March 2019

109-2019 - Planning Applications for consideration

Planning Application No: [19/P/00416](#) - 22 Treebys Avenue, Jacobs Well, Guildford, GU4 7NT - Proposed construction of detached garage in the rear garden following demolition of existing garage.

RESOLVED: Leave to planners.

Planning Application No: [19/P/00338](#) - Runnymede, Wood Street Green, Wood Street Village, Guildford, GU3 3DX - Replacement of a pre-existing concrete and asbestos garage with a modernised garage that will remain in-keeping with the approved extension.

COMMENT: The appropriate removal and disposal of the asbestos component of the garage is to take place due to the potential for contamination.

Planning Application No: [19/P/00398](#) - 98 Queenhythe Road, Jacobs Well, Guildford, GU4 7NX - Single storey front and rear extension together with a two-storey side and rear extension following demolition of existing garage.

OBJECTION: On the basis of overdevelopment of the site and a lack of suitable parking at a known accident blackspot.

Planning Application No: [19/P/00394](#) - Ingamore, Perry Hill, Worplesdon, Guildford, GU3 3RD - Erection of two storey front and rear extensions, new porch over front door, raised roof including new dormers, installation of new chimney and changes to fenestration following demolition of existing conservatory.

COMMENT: The parish council requests that a construction method statement be provided by the contractor due to the issues with access around Perry Hill Green, to respect the locale and the local residents.

Planning Application No: [19/P/00367](#) - 65 Fairlands Avenue, Fairlands, Guildford, GU3 3NB - Advertising Consent for two externally illuminated fascia signs, four non-illuminated signs together with two window graphic signs. Powder coated aluminium tray panels, digitally printed window graphics, false windows, poster frames and dibond deliveries panel.

COMMENT: A condition should be applied so that the use of lighting for the illuminated signage is restricted to opening hours only. The signs should not remain illuminated outside of operational hours.

Planning Application No: [19/P/00508](#) - 84 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA - Alterations and extensions including raising existing ridge height to form additional floor space and new entrance porch.

RESOLVED: Leave to planners.

110-2019 - Hospital of William Parson known as Stoke Hospital – Parish Council right to nominate a Trustee

An email had been received from the Trustees of Stoke Hospital advising that the charity is planning to become a Charitable Incorporated Organisation (CIO). In doing so the Parish Council would no longer have the right to nominate a Trustee and enquired if the Parish Council had concerns about this proposal.

The councillors discussed the proposed change to the status of the charity. It was determined that Worplesdon Parish Council had no objection to the proposal.

111-2019 - Affinity Water - Public consultation - “Unless we make changes now, there will not be enough water for future generations.” Have your say on our plans to meet this challenge!

<https://stakeholder.affinitywater.co.uk/have-yoursay.aspx> - Deadline for responses 26 April 2019

The councillors discussed the consultation and determined that there is no requirement for a Worplesdon Parish Council response. Councillors were advised that they could respond personally, and the Assistant Clerk/Clerk will continue to publicise the consultation on social media and the website.

112-2019 - Grass cutting contract

The Assistant Clerk advised that Gavin Jones Ltd (the current grass cutting contractor) have been merged with Nurture Landscapes. For audit purposes, the current 3-year contract needed to be amended to reflect this change.

It was proposed Cllr B Nagle, seconded Cllr G Adam and unanimously **RESOLVED** that the amended contract approved and signed by Cllr P Cragg and Cllr N Mitchell.

113-2019 - Jacobs Well May Day Fayre

The JWRA had applied for permission to use of Harry’s Meadow for car parking on Monday 6 May 2019 to facilitate their annual May-Day Fayre.

It was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that the application be approved, with the understanding that any damage caused to the meadow is to be repaired by the JWRA at their cost.

114-2019 - Local Plan - Inspector’s Report

The councillors discussed the recent amendments following the second round of hearings. The councillors made the decision to defer any further decisions, pending feedback from Richard Kimblin QC. [Minute number 606-2018 (November 2018 General Purposes and Finance Committee) refers].

115-2019 - Finance

a) Invoices for payment

It was proposed Cllr J Messinger, seconded Cllr S Fisk and unanimously **RESOLVED** that payments to the value of £19,182.95 be approved and signed off by Cllr G Adam and Cllr N Mitchell.

Table 1: Approved payment list - 4 April 2019

Payment list for approval - 4 April 2019								
Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
12/03/2019	18/03/2019	Online	Wincanton Properties Inv. Ltd	Rent - Unit 2 Beaufort	4000.00	800.00	4800.00	Parish office
14/03/2019	18/03/2019	Online	Wincanton Properties Inv. Ltd	Service charges - 25.3.2019 - 23.6.2019	820.56	95.95	916.51	Parish office
11/03/2019	18/03/2019	Online	Guildford Borough Council	Business rates 2019/2020 - WSV car park	994.28	0.00	994.28	WSV Com car park
21/03/2019	21/03/2019	Online	SLCC	1st instalment - Community Governance course year 2 - GW	1320.00	0.00	1320.00	Training
N/A	21/03/2019	Online	Worplesdon Primary School	Grant from SCC towards soil and plants for planters	300.00	0.00	300.00	PC grants to wards
15/03/2019	21/03/2019	Online	Richard Thorpe Fire Safety Serv	Fire extinguisher service and holder	74.40	14.88	89.28	Est. chgs.
28/02/2019	28/02/2019	Dcard	Tesco	Cleaning materials and civic gift (flowers)	18.35	0.00	18.35	Parish office/Chairman's allowance
N/A	26.3.2019	Online		Staff costs	7687.77	0.00	7687.77	Staff costs
N/A	27.3.2019	Dcard	Co-op	Refreshments for Annual Parish Meeting	19.47	0.00	19.47	Chairman's allowance
17.3.2019	28.3.2019	Online	Worplesdon Memorial Trustees	Quarterly room charge - April - June	542.00	0.00	542.00	Est. chgs.
17.3.2019	28.3.2019	Online	Worplesdon Memorial Trustees	Peppercorn rent play area	2.00	0.00	2.00	Play areas
17.3.2019	28.3.2019	Online	Worplesdon Memorial Trustees	Annual rent tennis courts	108.00	0.00	108.00	Tennis courts
21.3.2019	21.3.2019	Dcard	Printerland Ltd	Xerox printer & ink	370.00	74.00	444.00	Equipment & m'nance
26.3.2019	26.3.2019	Dcard	TDP Ltd	Commemorative bench - Derek Slaymaker	447.50	89.50	537.00	Contingency Fund
28.3.2019	28.3.2019	Online	Gunner Agriculture	Install replacement notice board, plastic posts and new bench	800.00	160.00	960.00	Land management
28.3.2019	2.4.2019	Online	Mulberry & Co	Professional fees - payroll services	105.00	21.00	126.00	Professional services
7.3.2019	20.3..2019	DD	O2	SIM card - V Fear	18.40	3.68	22.08	Est. chgs.
7.3.2019	21.3.2019	DD	O2	SIM card - G White	15.60	3.12	18.72	Est. chgs.
23.3.2019	23.3.2019	Dcard	Robert Dyas	Dust masks (PPE)	8.49	0.00	8.49	Est. chgs.
31.3.2019	31.3.2019	N/A	Mrs G F White	Dust masks (PPE) - Repayment	-8.49	0.00	-8.49	Est. chgs.
6.3.2019	6.3.2019	Dcard	Net World Sports	Operation London/Forth bridge	10.01	0.00	10.01	Chairman's allowance
11.3.2019	11.3.2019	Dcard	Amazon	Operation London/Forth bridge	13.73	2.75	16.48	Chairman's allowance
6.3.2019	6.3.2019	Dcard	SLCC	Membership - SLCC - VF	211.00	0.00	211.00	Est. chgs.
6.3.2019	6.3.2019	Dcard	SLCC	Membership - ALCC - VF	40.00	0.00	40.00	Est. chgs.
Total					£17,918.07	£1,264.88	£19,182.95	

b) Bank reconciliations - February and March 2019

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for February 2019 and March 2019 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members. It was proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the bank reconciliations and bank statements.

Appendix A and Appendix B - February and March 2019 bank reconciliations

c) Monthly budget reports - February and March 2019

The RFO had prepared the monthly budget reports for February and March 2019 in accordance with the Account and Audit Regulations, copies of which were issued to all members. It was proposed Cllr G Adam, seconded Cllr S Fisk and unanimously **RESOLVED** that the Chairman sign the monthly budget reports.

Appendix C and D – February and March 2019 budget reports

d) Bank mandates

It was proposed Cllr B Nagle, seconded Cllr G Adam and unanimously **RESOLVED** that the following councillors be removed from both the Co-operative bank account and the Metro bank account:

- Mr Robert McShee
- Mrs Myrtle Wilson
- Mr Christopher Venables
- Mr Derek Slaymaker
- Mr Dominic Peter Howard-Jones
- Mr David Elms
- Mr Terence Cater
- Mr Robert Laurence Clark
- Mr Roger Welch
- Mr Michael Dillon

Cllr P Cragg and Cllr S Morgan MBE signed the appropriate documentation from Metro Bank.

e) Request from the 1st Rydes Hill Scouts for a grant towards new camping equipment

It was proposed Cllr J Messinger, seconded Cllr G Adam and **RESOLVED** that the scouts receive a grant in the amount of £500, from the contingency fund, towards their new and replacement tents on receipt of the final invoice.

Cllr N Mitchell abstained from the vote.

Power to spend: Power of Competence (Localism Act 2011)

f) Accounts package

In light of comments made by councillors about the SCRIBE accounting package, the Clerk had obtained an alternative quotation from RBS Rialtas. The cost being £3,600 & VAT.

It was proposed Cllr D Snipp, seconded Cllr G Adam and unanimously **RESOLVED** that the Parish Council should continue to utilise the Scribe package at the current time.

g) Promotional material for the May Day Fayre and Wood Street Village Show

It was proposed Cllr G Adam, seconded Cllr B Nagle and unanimously **RESOLVED** that an enhanced sum of up to £1,000 be approved to include reusable cotton bags and something that will appeal to children.

h) Ratification of expenditure

It was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** to ratify the cost en-bloc of:

- (i) Installing the replacement noticeboard beside the Post Office in Wood Street Village.
- (ii) Installing 20 recycled plastic posts in Fairlands, Perry Hill Green and Wood Street Village.
- (iii) Installing the commemorative bench (for the late Cllr Derek Slaymaker) in Harry's Meadow.

Total cost £800 & VAT.

Power to spend: LGA 1972 s111

i) Quarterly financial check undertaken by Cllr G Adam on 18 March 2019

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

Cllr Adam asked if the Clerk would ask Mulberry's if there is still a need for the payroll file to be regularly reviewed.

Cllr D Snipp confirmed that he would be in attendance at the internal audit at the end of April 2019.

116-2019 - For information only:

a) Grant towards soil and plants for Worplesdon Primary School planters

A grant of £300 has been received from Surrey County Council and paid to Worplesdon Primary School.

Power to spend: Power of Competence (Localism Act 2011)

b) New printer

A replacement Xerox printer was obtained as the office HP printer developed a serious fault. Total cost £370 & VAT. (A cash-back offer of £75 has been applied for).

Power to spend: LGA 1972 s111

c) Bank mandates

Fresh bank mandates will be required following the elections.

d) VAT return for 1.10.2018 - 31.3.2019

To be submitted to HMRC as soon as practicable.

e) 2018-2019 accounts

To be produced as soon as practicable - The accounts must be formally approved by the Parish Council at the May annual meeting (or by 30 June at the very latest).

f) Annual Governance and Accountability Return (AGAR)

Parts 1 and 2 must be completed and signed off by the Parish Council by 30 June 2019 at the latest.

g) 2018-2019 Pension Return

To be submitted to Surrey County Council by 30 April 2019.

h) Surrey County Council Pension Scheme

The employee contribution rates are changing from 1 April 2019.

117-2019 - Clerk's Report

a) Community Speed Watch Training

Free additional training events are being provided by Surrey Police on 9th and 10th April. Anyone wishing to be trained should contact the Assistant Clerk.

b) Damaged bridge

Public bridleway no. 382 - White Hart Lane, Wood Street Village leading to the cricket grounds, Backside Common. This bridge is formed of railway sleepers. One of the sleepers had been damaged and had fallen into the stream. This has been reported to Surrey County Council.

c) Nomination papers

Parish elections - The deadline for the submission of nominations was 3 April 2019. If any of the wards are contested, a ballot will be held on 2 May 2019.

d) Website accessibility

The Council must ensure compliance with The Public Sector Bodies Accessibility Regulations 2018 - An email has been sent to Welland Creative accordingly.

e) Encroachment issue, Perry Hill Green

This issue has been referred to Surrey County Council.

f) Horses, Wood Street Village Green

Horses have been deviating from the permissive route in Wood Street Village and using the village Green. This matter has been highlighted to the Wood Street Village representative of the Worplesdon and District Bridleways Association.

118-2019 - Chairman's Report

Cllr Cragg gave the following report:

Since my report to our last Full Council meeting (21st February 2019) I have on behalf of the Council:

- 1) 24th Feb. Work Party with Cllr. Nigel Mitchell gathered up all bramble cuttings and other debris in Harry's Meadow produced by work party on 10th Oct. 2018, moved away from boundary hedge and burnt.
- 2) 26th Feb. With the Assistant Clerk, deployed SDR equipment in Woking Road. Participated in later evening hours of the Council "Drop-In" session: "Becoming a Parish Councillor" at the Parish office.
- 3) 7th March. Chaired Extra-Ordinary Full Council Meeting on "Policies and Procedures".
- 4) 11th March. With Cllr. David Snipp, his wife Pauline, Cllr. Sam Fisk, Clerk and Assistant Clerk participated in leaflet drop advising of correct date for Annual Parish Meeting, around Jacobs Well.
- 5) 20th March. With the Clerk attended a pre-application meeting with GBC planning officer to study details of projected office build in the T.J. Hunt property, Gravetts Lane.
- 6) 26th March. With the Clerk, Assistant Clerk and Cllr. David Snipp represented the Parish Council at the funeral of ex-councillor Derek Slaymaker at Guildford Crematorium.
- 7) 1st. April. Met tree surgeon in Wood Street Community Car Park and conveyed him to Nevin's Copse so that he could estimate for tree stump removal.
- 8) 2nd April. With Assistant Clerk retrieved SDR equipment previously deployed in Jacobs Well Road. In evening, with the Clerk and Cllrs. Sam Fisk and Nigel Mitchell attended Mayor of Guildford's reception for Parish Chairmen and Clerks and guests. This is a very useful opportunity to meet Borough Councillors to exchange ideas and discuss concerns.

119-2019 - Items for inclusion on future agendas

To receive any suggestions from members.

120-2019 - To receive nominations for the positions of Chairman and Vice-Chairman (appointment will obviously be subject to the election results).

To receive the nomination papers. The Assistant Clerk confirmed that Cllr P Cragg has been nominated for Chairman, and Cllrs G Adam and N Mitchell have been nominated for Vice-Chairman.

121-2019 - Date of next meeting

General Purposes and Finance Committee Meeting 25 April 2019.

Annual Meeting of the Council 16 May 2019.

Meeting closed 9.05pm

Signed:

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Chairman of the Council

Date: 16 May 2019