



**Minutes of the Full Council meeting held 27 June 2019
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

208-2019 - Present

Councillors:

Chairman Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr A Creese, Cllr M Fance, Cllr S Morgan MBE, Cllr B Nagle (arrived 7.32pm), Cllr T O'Toole and Cllr D Snipp.

Officers of the Council:

Mrs G F White – Clerk to the Council/RFO

Members of the Public:

Cllr B McShee, Cllr A McShee and Cllr R Brothwell were also present.

209-2019 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 12, para 40

Apologies and reason for absence were received from Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell and Cllr M Singh. Apologies and reason for absence accepted.

Apologies were also received from Cllr K Witham and Mrs V Fear - Assistant Clerk.

210-2019 - Public Participation

No members of the public were present.

211-2019 - 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.

212-2019 - Amendments to the Register of Interests

No declarations were made.

213-2019 - To receive and consider written requests for new DPI dispensations

None were received.

214-2019 - Declaration of non-pecuniary interests in accordance with the Council's Code of Conduct

No declarations were made.

215-2019 - Declarations of gifts or hospitality over £25

No declarations were made.

216-2019 - Borough councillor's report

Cllr B McShee gave a report to the meeting.

Appendix 1 – Cllr McShee’s report.

The Chairman thanked Cllr McShee for his report.

A short Q & A session then took place:

- Cllr Morgan MBE enquired whether any residents had objected to the proposed phone mast in Salt Box Road (near the railway line). Cllr McShee had advised that no objections had been received to date.
- Cllr Bird referred to an article in the Surrey Advertiser regarding the three Judicial Reviews (JR) that have been lodged against the Borough Council’s adoption of the Local Plan. It was confirmed that whilst a JR can be lodged, the courts rule on whether or not the Borough Council followed due process. The courts cannot overturn the contents of an adopted Local Plan.

217-2019 - Introduction to the new borough councillors & Q&A session

The Parish Councillors introduced themselves to the newly elected borough councillors. A short Q & A session then took place.

The members congratulated the newly elected councillors on their appointment and wished them every success for their forthcoming term of office.

Cllr Brothwell advised that the new administration is looking at development of the town centre and encouraged members to submit their views to the ward councillors at the earliest opportunity.

[The borough councillors left the meeting at 7.49pm.](#)

218-2019 - County councillor’s report

Cllr Witham had not issued a report.

219-2019 - Minutes of the previous meetings

It was proposed Cllr D Bird, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the minutes of the Annual Meeting 16 May 2019 be agreed and signed by the Chairman as a true record.

It was proposed Cllr T O’Toole, seconded Cllr G Adam and unanimously **RESOLVED** that the minutes of the extraordinary meeting held 22 May 2019 be agreed and signed by the Chairman as a true record.

The minutes of the Planning Committee/General Purposes and Finance Committee 6 June 2019 had not been issued at the time of the full council meeting. These are to be issued to, and noted by, the Full Council in due course.

220-2019 - Planning Applications for consideration

Planning Application No: 19/P/00949 - 7 Brookside, Jacobs Well, Guildford, GU4 7NS - Proposed first floor side extension and two storey rear extension.

RESOLVED: Leave to planners.

Planning Application No: 19/T/00142 - 22 Wood Street Green, Wood Street Village, Guildford, GU3 3EU - T1 (Fraxinus Excelsior) - Crown reduce by 3-5 metres. Current conservation area of Wood Street.

RESOLVED: Leave to planners.

Planning Application No: 19/P/00904 - Sundial Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RG - Erection of two bay oak framed barn style garage with pitched tiled roof.

RESOLVED: Leave to planners.

Planning Application No: 19/T/00144 - Rydes Hill Preparatory, Aldershot Road, Guildford, GU2 8BP - T1 -

REDWOOD: Remove all damaged branches and crown reduce. (Tree Preservation Order No P1/201/254).

RESOLVED: Leave to planners.

221-2019 - Quarterly playground reports

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

The Clerk advised that the recent wetpour repairs beneath the Typhoon had proved unsuccessful. A second attempt to carry out the work had also proved to be unsuccessful. The company who carried out the works are investigating the cause of the problem and will re-visit the site once the cause of the problem has been established. The Clerk has requested that the company carry out an additional minor repair to the hard-wear pads beneath the flat seat/cradle seat swings as a gesture of good will. This work will be carried out ASAP.

All other work was considered low risk and would be dealt with as soon as practicable.

It was proposed Cllr G Adam, seconded Cllr M Fance and unanimously **RESOLVED** that the report be approved and accepted.

Appendix 2 – Quarterly playground report.

222-2019 - Coombe Lane – Ground elder

A request had been received from a local resident asking the Council to (a) deal with the ground elder and (b) introduce a wildflower meadow in Coombe Lane.

Members duly considered the request. Following discussion, it was agreed that:

- Ground elder is notoriously difficult to eradicate. The Council is not prepared to use chemicals in this location (which forms part of the Perry Hill Green Site of Nature Conservation Importance and is adjacent to an ordinary watercourse), however, the Chairman is willing to brush cut the ground elder, which will weaken the weed.
- The Council does not wish to cultivate this area of common land and is happy with this area of land being rural/natural in appearance. Members would prefer the grass and brambles to be allowed to regrow to provide a suitable natural habitat for the birds, butterflies and bees in accordance with the Council's Biodiversity Duties.

223-2019 - Policies to be approved

The following draft policies had been issued to all members via email in advance of the meeting:

- Financial reserves policy
- Traveller encampment policy
- GDPR (This document had been reviewed by the Data Protection Advisor and minor changes had been made on his recommendation). The revised document had been issued to all members via email in advance of the meeting.

It was proposed Cllr P Cragg, seconded Cllr A Creese and unanimously **RESOLVED** that the above policies be approved and adopted.

A vote took place. The result of the vote was: 8 in favour, Cllr G Adam abstained as he had not had time to read the documents prior to the meeting.

224-2019 - Rethinking Transport Surrey County Council [consultation](#)

The Clerk had circulated details of this consultation to the members via email in advance of the meeting. The County

Council is seeking the views of the Parish Council regarding the future transport system in Surrey as per their [Community Vision for Surrey in 2030](#) – Deadline for comments 29 June 2019.

Following discussion, it was agreed the Parish Council submit the following comments:

- There are several areas of deprivation within Worplesdon Parish which make access to vital services, such as trips to the hospital/schools/shops/doctors' surgery/job seekers appointments etc. extremely problematic. Within Worplesdon the bus service is patchy. Some routes have bus services every 10 - 15 minutes. However, the area recognised as having the highest level of deprivation, particularly in terms of Education Skills and Training, within Wood Street Village is Pinks Hill LOSA Code (E01030503) Area Guildford 005E. Pound Hill Estate is ranked as Decile 1 (the highest level of deprivation). Some residents in this locality find it difficult to access the services they need. The no. 17 bus service through the village was recently reduced, which has had a detrimental impact on families with a low income.

For those who have no transport of their own, co-ordinating public transport times with job seeker appointments or hospital appointments can make access to vital services virtually impossible. The Parish Council feels that action should be taken to use minibuses to provide a much-needed service to all the villages in the County. Community transport issues should be addressed as a matter of urgency.

Cllr Creese offered to research community transport schemes for the Parish Council's consideration.

225-2019 - Co-ordinate working party meetings

The dates of the various working party meetings, to be held in the Parish office, were agreed as follows:

- Wood Street Village Summer Show – **Tuesday 16 July 10am** (PC, NM, GA, DB)
- Strategic Plan Review Tuesday **16 July 11am** (GA, DS, PC, SM, TOT? JM)
- Grass cutting contract review **Thursday 25 July 7.30pm** (SF, JM, GA, PC)
- Resident's Survey Thursday **1 August 11am** (AC, DS, BN)

Meeting with the JVVHT re commercial dog walkers' use of Harry's Meadow, Jacobs Well – Cllr A Creese offered to discuss this with the JVVHT in the first instance.

226-2019 - Log bench, Jacobs Well Recreation Ground

The Clerk advised that this bench is now naturally decaying; however, it still provides a perfect habitat for insects, newts etc. The installation of a standard bench would not offer any form of biodiversity value. Now that the pond has become overgrown, the bench is less likely to be used by residents. Nevertheless, it may be possible to relocate the current bench to create a habitat pile and to install a new log-bench. The Clerk had sought a quotation but, unfortunately, it had not been received in time for the meeting.

It was agreed that Cllr A Creese would visit the site to assess the situation and would revert to the Council as soon as practicable.

This item was deferred until the next Planning/General Purposes and Finance Committee meeting – 18 July 2019.

227-2019 - Finance

a) Invoices for payment

It was proposed Cllr G Adam, seconded Cllr B Nagle and unanimously **RESOLVED** that payments to the value of £23,020.53 be approved and signed off.

Table 1: Payment list for approval 27 June 2019

Payment list for approval - 27 June 2019								
Date of invoice:	Date paid	Payment type:	Payee:	Details:	Net	VAT	GROSS	Budget heading
10.6.2019	12.6.2019	Online	Perry Hill Chartered Surveyors	Service charges	990.60	0.00	990.60	Parish office
10.6.2019	12.6.2019	Online	Perry Hill Chartered Surveyors	Quarterly rent Parish office	4,000.00	800.00	4,800.00	Parish office
31.5.2019	12.6.2019	Online	Nurture Landscapes Ltd	Grass cutting May 2019	2,457.75	491.55	2,949.30	Grass cutting
31.5.2019	12.6.2019	Online	Nurture Landscapes Ltd	Grass cutting April 2019	2,457.75	491.55	2,949.30	Grass cutting
14.6.2019	24.6.2019	Online	Barrelfield Ltd	Newsletter & AR delivery	375.00	75.00	450.00	Parish newsletter
20.6.2019	24.6.2019	Online	WYG	Professional services - planning consultancy fees - proposed parish office	750.00	150.00	900.00	Professional fees
21.6.2019	24.6.2019	Online	Gunner Agriculture	Install 17 x posts - Pound Lane	510.00	102.00	612.00	Land management
21.6.2019	24.6.2019	Online	Gunner Agriculture	Install notice board Broadacres	150.00	30.00	180.00	Accrual for repairs bus shelters/noticeboards etc.
N/A	24.6.2019	Online	Worplesdon Memorial Trustees	Grant towards replacement toilet for the disabled	500.00	0.00	500.00	Grants to wards
N/A	8.6.2019	Dcard	Poundland	Dog poo bags	1.67	0.33	2.00	Land management
N/A	8.6.2019	Dcard	Sainsburys	Office supplies	6.35	0.00	6.35	Est chgs
21.6.2019	21.6.2019	Dcard	B&Q	Wood for handrail	48.62	0.00	48.62	Land management
21.6.2019	21.6.2019	Dcard	Screwfix	Turbo coach screws	14.99	2.98	17.97	Land management
N/A	25.6.2019	Online	Staff costs	Er's & Ee's pension conts/PAYE/NIC/salary/exps	7,951.11	0.00	7,951.11	Staff costs
N/A	27.5.2019	Dcard	Amazon	Reference book	2.97	0.00	2.97	Est chgs
N/A	27.5.2019	Dcard	Amazon	Reference book	8.03	0.00	8.03	Est chgs
N/A	27.5.2019	Dcard	Amazon	Reference book	46.21	0.00	46.21	Est chgs
N/A	27.5.2019	Dcard	Amazon	Reference book	10.80	0.00	10.80	Est chgs
N/A	27.5.2019	Dcard	Amazon	Reference book	5.27	0.00	5.27	Est chgs
N/A	24.5.2019	Dcard	SLCC	Webinar Accessibility law	72.00	0.00	72.00	Training
N/A	24.5.2019	Dcard	SLCC	Webinar Operation London Bridge	36.00	0.00	36.00	Training
N/A	26.6.2019	Online	Guildford Borough Council	Planning application fee - parish office Gravetts Lane	482.00	0.00	482.00	Professional fees
Total					£20,877.12	£2,143.41	£23,020.53	

b) Bank reconciliation – May 2019

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for May 2019 in accordance with the Accounts and Audit Regulations, a copy of which was issued to all members via email in advance of the meeting. It was proposed Cllr G Adam, seconded Cllr D Bird and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements.

Appendix 3 – Bank reconciliation May 2019

c) Monthly budget report – May 2019

The Responsible Financial Officer (RFO) had prepared the monthly budget report for May 2019 in accordance with the Accounts and Audit Regulations, a copy of which was issued to all members via email in advance of the meeting. It was proposed Cllr T O’Toole, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the monthly budget report.

Appendix 4 – Monthly budget report May 2019

d) Surrey Hills Enterprises Rural Conference 12 July 2019 9.30am- 3.30pm Cranleigh School

It was agreed that Cllr P Cragg and the Assistant Clerk would attend this event on behalf of the Parish Council. It was proposed Cllr G Adam, seconded Cllr T O’Toole and unanimously **RESOLVED** that the cost of £110 & VAT be agreed.

Power to spend: LGA 1972 s111

228-2019 - Clerk’s Report

For information only:

- (a) Memorial bench for the late Cllr Derek Slaymaker** - Letter of thanks received from Cynthia Slaymaker.
- (b) Accidental mowing of the wildflower area in Harry’s Meadow** – Nurture Landscapes Ltd have been asked to replant bee friendly flowers in and around the commemorative bench as a gesture of goodwill.
- (c) UK Power Networks** – new substation Pitch Place – A complaint has been raised with UK Power Networks regarding their use of Pitch Place Green without permission. UK Power Networks has launched an investigation.
- (d) Dredging work by the National Trust Bowers Lock** – As part of the initial groundworks some minor dredging was done in late February / early March immediately downstream of the weir gates to clear the weir channel. Some small side-casting of material may have occurred to allow boat access. No major dredging was carried out. The work is focussed on refurbishment of the weir gates and supporting structure and was unlikely to affect breeding fish.
- (e) May Day 2020** – To enable the public to participate in events commemorating 75 years since VE Day, the May Day public bank holiday is being moved to Friday 8 May 2020.

229-2019 - Chairman’s Report

The Chairman gave the following report:

Since my report to our last Full Council meeting (16th May 2019) I have on behalf of the Council:

- 1) 22nd May conducted the Extra Ordinary council meeting primarily dealing with aspects of the Local Plan.
- 2) 3rd June attended meeting of Wood Street Village Association.
- 3) 5th June officiated at Parish Council’s event to welcome new councillors and to thank councillors who did not re-stand for election on 2nd May.
- 4) 20th June, with John Steer, strimmed/brush cut almost 50% of the undergrowth in Nevins Copse. I’m pleased to report that the previous years’ cutting has considerably weakened the regrowth this year.

- 5) This week the Assistant Clerk delivered materials for the construction of the handrail on the “bridge” in Harry’s Meadow. Some of the wood will need further preparation before we can begin construction. Dates for this to be discussed with volunteering members.

230-2019 - Items for inclusion on future agendas:

- (a) The Worplesdon Memorial Trustees proposal to become a Charitable Incorporated Organisation (CIO) and the future relationship between the Memorial Trustees and the Parish Council.
- (b) The Parish Council tennis courts

231-2019 - Date of next meeting – Full Council meeting 8 August 2019 – To be held in the Fairlands Community Centre.

Meeting closed 9.05pm

Signed:

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Chairman of the Council

Date: 8 August 2019