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Thursday 1 August 2019

NOTICE OF MEETING

To: All members of the Council

You are hereby summoned to attend the **full council meeting** of Worplesdon Parish Council to be held in the **Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon, GU3 3RF on Thursday 8 August 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. To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
- 2. 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.*
- 3. 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).**
- 4. Amendments to the Register of Interests.**

5. To receive and consider written requests for new DPI dispensations, if any.
6. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.
7. Declaration of gifts or hospitality over £25.
8. **Casual vacancies – Wood Street Village** – Residents did not call for a poll to fill the remaining three vacancies following the elections, therefore the Parish Council is now free to co-opt.

Co-option of councillor – Wood Street Ward

- Presentation by Mr Dennis Paul (Maximum 3 minutes)
- Q&A session (Maximum 5 minutes)
- **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.**
- Discussion on suitability of the candidate. (Maximum 3 minutes)
- Vote by recorded ballot.

- Presentation by Mr Curtis Riley (Maximum 3 minutes)
- Q&A session (Maximum 5 minutes)
- **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.**
- Discussion on suitability of the candidate. (Maximum 3 minutes)
- Vote by recorded ballot.

9. **Worplesdon Memorial Trustees proposed conversion to a Charitable Incorporated Organisation (CIO)** – To receive a report from the Chairman of the Worplesdon Memorial Trustees regarding the Trustees' decision to apply for CIO status. To consider any potential impact this may have on the current appointment of Trustees (4 donor and 3 parish Trustees) and to consider the future relationship between the Memorial Trustees and the Parish Council.

10. Borough Councillor's report (5 mins).

11. County Councillor's report (5 mins).

12. Minutes of the previous meetings

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

- Full council meeting – 27 June 2019

The following committee minutes to be noted by the Council:

- Planning/General Purposes and Finance Committee – 18 July 2019
- Staffing Committee – 31 July 2019

13. Planning Applications for consideration

Planning Application No: 19/T/00180 - Yardfield House, Church Lane, Worplesdon, Guildford, GU3 3RU - T1. Cedar tree reduce lateral spread by up to 3m, deadwood, to prevent structural failure of lateral limbs (Worplesdon Conservation Area).

Planning Application No: 19/P/01238 - 4 St Mary's Way, Guildford, GU2 8JY - Erection of a single storey side extension and changes to fenestration.

Planning Application No: 19/P/01211 - White House Cottage, White House, Woking Road, Guildford, GU4 7PS -
Proposed single/two storey rear extension.

Planning Application No: 19/P/01262 - 73 Brocks Drive, Fairlands, Guildford, GU3 3NQ - Erection of a single storey side/rear wrap around extension, garage store to side elevation, conversion of loft space including rear roof extensions and side dormer and insertion of four roof lights and rear Juliet balcony, following demolition of existing garage and car port. Description amended 26/07/2019.

14. Works vehicle – To consider the acquisition of a works vehicle - Options to consider:

- purchase outright
- lease
- hire purchase
- or hire on a regular basis

15. Britain in Bloom – To consider whether or not to participate in this scheme.

16. Wildflower meadows – Meeting held with Surrey Wildlife Trust 30 July 2019 – To consider action.

17. Community Engagement Event – Potential adult exercise equipment Harry's Meadow, Jacobs Well – Saturday 30 November 2pm – 4.30pm – Various schemes to be put forward for consideration by members of the public at the Community Engagement Event. Door to door leaflet drop to be carried out w/c 4/11/2019.

18. Worplesdon Parish Council tennis courts – To consider the long-term future of the tennis courts. (Cllr D Snipp)

19. Strategic Plan 2018-2023 – To receive and approve the revised Strategic Plan in accordance with the recommendations of the Strategic Plan Working Party and the decisions of the Council regarding items (14) to (18) above.

20. Additional Security Measures for Harry's Meadow – To approve the cost of 2 x high security gates (dark green in colour) and nine galvanised steel posts backfilled with concrete. Total anticipated cost £3,500 & VAT including installation.

21. 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** – June 2019 bank reconciliation requires approval.
- c) **Monthly budget report** – June 2019 monthly budget report requires approval.

22. Clerk's Report

For information only:

- a) 2 x new bins ordered for the Worplesdon Memorial play area.
- b) 20 additional recycled posts ordered for use around the Parish.
- c) Meeting held 15 July 2019 with Keith Dewey (Data Protection Advisor). Various documents received. Additional work required.
- d) Website accessibility regulations – The website must meet the new regulations by 23 September 2019.
- e) Accessibility access into Harry's Meadow – For inclusion in the 2020/2021 precept.

23. Chairman's Report

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

Due to the confidential nature of the following item (staff matters and potential negotiation of a contract), a resolution shall be passed to exclude the public and press, as per Schedule 1 (2)A of the Public Bodies (Admission to Meetings) Act 1960.

25. To consider/approve the recommendations of the Staffing Committee in respect of:

- Annual appraisals – To receive the Staffing Committee’s recommendations
- The annual NALC/SLCC salary award (Effective 1 April 2020)
- Terms and conditions of existing contracts
- Appointment of an Assistant Groundsman on a permanent part-time basis (24 hours per week)
- Clerk – paid study leave (2 weeks).

26. Date of next meeting – full council meeting 19 September 2019.