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Thursday 12 September 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 19 September 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. **Borough Councillor's report (5 mins).**
9. **County Councillor's report (5 mins).**
10. **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 – 8 August 2019

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

- General Purposes and Finance Committee – 29 August 2019
- Staffing Committee meeting – 12 September 2019

11. Planning Applications for consideration

Planning Application No: [19/P/01367](#) - 13 Bracken Way, Guildford, GU3 3AN - Erection of a single storey rear extension and changes to fenestration.

Planning Application No: [19/P/01420](#) - 22 Bramble Close, Guildford, GU3 3BQ - Removal of existing front porch and erection of a new single storey front and side extension.

Planning Application No: [19/P/01417](#) - Hertford Park, Burdeshott Road, Worplesdon, Guildford, GU3 3RN - Erection of front porch extension, part single/two storey infill extensions to front and side elevations, single storey extensions to both side elevations, changes to fenestration and new access arrangements.

Planning Application No: [19/P/01403](#) - 17 Queenhythe Road, Jacobs Well, Guildford, GU4 7NU - Single storey side extension with two rooflights, new front porch extension, new drive and vehicle crossover.

Planning Application No: [19/P/01428](#) - Hill Villa, Coopers Yard, Frog Grove Lane, Wood Street Village, Guildford, GU3 3HD - Variation of condition 2 (drawing numbers) of planning permission 17/P/01970 approved on the 16/11/2017 to change the use from garages to living accommodation.

Planning Application No: [19/P/01467](#) - The Retreat, 38 Wood Street Green, Wood Street Village, Guildford, GU3 3EU - Erection of a first-floor extension

Planning Application No: [19/P/01469](#) - Brooklands, Perry Hill, Worplesdon, Guildford, GU3 3RB - Variation of condition 2 (drawing no's) of 17/P/02024 approved 04/12/17 to allow internal & external changes.

Planning Application No: [19/P/01385](#) - Land North of Keens Lane and, Tangle Lane, Guildford - Advertisement Consent for the erection of 2 non-illuminated landscape signs and 1 non-illuminated fence mounted panel.

12. General Data Protection Regulations (GDPR) – To receive and consider/approve the recommendations of the Data Protection Advisor (DPA).

- 13. Illegal Encampments** – To discuss the Council’s ongoing concerns about illegal Encampments and to decide action.
- 14. Proposed pedestrian refuge Aldershot Road** – Due to the cost of lowering the fibre optic cables installation of the pedestrian refuge has, regrettably, become financially unviable. To consider making a smaller financial contribution of £10,000 to provide rumble strips, additional road marking and additional signage.
- 15. Parish Remuneration Panel Questionnaire received from Guildford Borough Council** – To decide whether or not the Parish Council would wish to pay either a basic allowance and/or travelling and subsistence allowance to the councillors in accordance with the Local Authorities (Members’ Allowances) (England) Regulations 2003.
- 16. Planning application no: 19/P/01133 – Proposed parish office Gravetts Lane** - To receive a progress report from Cllr Mitchell. To consider going to appeal if the borough council has not determined the application by the extended deadline of 17 September 2019.
- 17. Health and Wellbeing Questionnaire – Surrey Association of Local Councils** – To agree the Council’s response.
- 18. Dog poo bins – Harry’s Meadow** – To approve the cost of 3 x dog poo bins for Harry’s Meadow – Cost £1,500 & VAT per year.
- 19. Worplesdon Parish Council tennis courts** - To consider the long-term future of the tennis courts. (Cllr D Snipp)
- 20. Fireworks Event – Harry’s Meadow 2019** – To receive and consider the event application and risk assessment forms.
- 21. Quarterly Playground Inspections** – To receive and approve the quarterly playground inspections.
- 22. Dignity at Work policy** – To approve the Dignity at Work policy as per the Staffing Committee’s recommendations.
- 23. 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 reconciliations** – July and August 2019 bank reconciliations require approval.
 - c) **Monthly budget reports** – July and August 2019 monthly budget reports require approval.
 - d) **Internal Auditor** – Mulberry & Co – To approve the Letter of Engagement for the financial year 2019/2020.
 - e) **The Pensions Regulator** – Re-enrolment and re-declaration - The Parish Council’s responsibilities as an employer. Re-enrolment required by 1 November 2019.
 - f) **Insurance renewal 1 October 2019** –The current 3-year agreement with Came and Company expires 30.9.2020. To approve the updated Insurance Schedule and renewal premium £3,572.64
 - g) **Updated Financial Risk Assessment** – To receive and approve the updated Financial Risk Assessment.
 - h) **External Audit Report 2018/2019** – To receive and approve the External Auditor’s report.
 - i) **Quarterly Financial Check** – Cllr Snipp undertook the quarterly financial check 30 August 2019. To receive Cllr Snipp’s report.
 - j) **Procurement of a works vehicle** – To receive the formal quotations and to decide action. Maximum cost £15,700 & VAT.
 - k) **Finance training for all Councillors** – Thursday 17 October 2019 (Venue: Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon, GU3 3RF). To approve the cost - £600 & VAT.

24. Clerk's Report

For information only:

- (a) **Residents' Survey 2019 – 13 September 2019 – 11 October 2019** – Residents are invited to complete the [Residents' Survey](#). This can either be completed online or hard copies will be available in locations around the Parish (please look out for the poster) or can be collected from the Parish Office (Unit 2 Beaufort, Parklands, Railton Road, Guildford, GU2 9JX).

25. Chairman's Report

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

27. For information only

Received for information - Copies of the Borough Council's **Rural Economic Strategy 2017-2022** and the **Innovation Strategy 2019-2020**

Pursuant to the **Admission to Meetings Act 1960 Section 1(2)** - In view of the confidential nature of the following business members of the public and press are to be excluded from the meeting by resolution.

28. New part-time member of staff to be appointed - To consider and approve the Staffing Committee's recommendations to employ a new part-time Groundsperson (24 hours per week).

29. Date of next meeting – full council meeting 31 October 2019.