



**Minutes of the Full Council meeting held 8 August 2019  
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.34pm**

**264-2019 - Present Councillors:**

Chairman Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr A Creese, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr B Nagle (arrived 7.32pm), Cllr D Paul (co-opted during the meeting), Cllr C Riley (co-opted during the meeting), Cllr M Singh (arrived 8.55pm) and Cllr D Snipp.

**Officers of the Council:**

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

**Members of the Public:**

Seven members of the public were present, as were Cllr K Witham, Cllr B McShee and Cllr A McShee.

**265-2019 - 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 and Cllr T O'Toole. Apologies and reason for absence accepted.

Apologies were also received from Cllr R Brothwell.

**266-2019 - Public Participation**

Whilst one member of the public asked to address the Council about its planning application for the provision of an office in Gravetts Lane, and the Council's precept. As these items weren't on the agenda, the matters could not be raised.

**267-2019 - 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.

**268-2019 - Amendments to the Register of Interests**

No declarations were made.

**269-2019 - To receive and consider written requests for new DPI dispensations**

None were received.

**270-2019 - Declaration of non-pecuniary interests in accordance with the Council's Code of Conduct**

Cllr G Adam, Cllr J Messinger and Cllr D Snipp are Parish Council Trustees to the Worplesdon Memorial Trustees. Cllr P Cragg declared that he is a member of the same political party as Mr D Paul.

**271-2019 - Declarations of gifts or hospitality over £25**

No declarations were made.

**272-2019 - 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 was free to co-opt.

Two candidates had applied for the vacancies in Wood Street Village. Mr Dennis Paul and Mr Curtis Riley. The applications were considered on an individual basis.

Mr Paul gave his presentation to the Council first. A short question and answer session then took place, following which it was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the public and press be excluded from the meeting, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960.

Everyone attending the meeting as a member of the public duly left the meeting at 7.48pm.

Discussion on suitability of the candidate then took place. A recorded vote followed the discussion. By a majority vote Mr Paul was co-opted with immediate effect.

All visitors returned to the room at 7.55pm, at which point the result of the vote was announced. Cllr Paul duly signed his Declaration of Acceptance of Office, was handed his Welcome Pack and joined the meeting.

Cllr M Singh also arrived at 7.55pm.

Mr Riley gave his presentation to the meeting. A short question and answer session then took place, following which it was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the public and press be excluded from the meeting, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960.

Everyone attending the meeting as a member of the public left the meeting at 8.03pm.

Discussion on suitability of the candidate then took place. A recorded vote followed the discussion. Mr Riley was co-opted, by a unanimous vote, with immediate effect.

All visitors returned to the room at 8.10pm, at which point the result of the vote was formally announced. Cllr Riley duly signed his Declaration of Acceptance of Office, was handed his Welcome Pack and joined the meeting.

**273-2019 - Worplesdon Memorial Trustees proposed conversion to a Charitable Incorporated Organisation**

The Chairman of the Worplesdon Memorial Trustees gave a detailed presentation to the meeting regarding the Trustees' decision to apply for Charity Incorporated Organisation (CIO) status for the Memorial Hall and Grounds and the Sime Gallery. He also raised the Trustees desire for the Parish Council to have an office in the Memorial Ground (This is not permitted under the current constitution).

A short question and answer session then took place during which the following topics were discussed.

- **Right to nominate Parish Trustees** – If the Worplesdon Memorial Trustees application for two new CIOs is approved by the Charity Commission, the Parish Council may lose its current right to nominate Parish Trustees (as was the case with Stoke Hospital which is also changing status to CIO - Minute number 110-2019 refers). It was agreed the Parish Council had no objection to no longer providing Trustees to the Worplesdon Memorial Trustees on any future CIOs. Future representation between the Worplesdon Memorial Trustees and the Parish Council could be by virtue of a representative attending the meetings, as is the case with the Residents' Associations in the Parish. It has proved difficult for the Council to provide three serving councillors as trustees, which is a requirement of the Parish Council.
- **CIO – Land ownership Worplesdon Memorial Ground** – The Public Trustee Act 1906 states the Council, as custodian Trustee, holds the legal estate of the trust property and does no more. The current constitution of the Trustees only permits the construction of new buildings for recreational purposes. At the time the Parish Council submitted its planning application for an office at Gravetts Lane Farm, Appendix A of the Council's submission was correct. Cllr Adam (who is dealing with the CIO application on behalf of the Worplesdon Memorial Trustees) advised that once the Worplesdon Memorial Trustees become a CIO, the legal requirement for the Parish Council to hold the land in trust will no longer apply and the historic link between the Parish Council and the Worplesdon Memorial Trustees will naturally cease. The requirement for providing Custodian Trustees will also no longer apply.
- **Sime Gallery Trustees** – The Chairman of the Worplesdon Memorial Trustees stated the Trustees have been advised to seek new Trustees for the Sime Gallery CIO who possess specialist knowledge about art galleries/art.
- **Tennis courts and play area** – These areas are currently leased to Worplesdon Parish Council. In the event the Trustees' application for CIO status is approved, these areas will be licenced to the Parish Council, as licences are more flexible than leases.

#### **274-2019 - 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:

The Worplesdon Memorial Trustees left the meeting at 8.37pm. The Chairman of the Trustees returned to the meeting at 8.40pm.

- **Allotments Jacobs Well** – The new allotments are to be provided in the field between Harry's Meadow and the River Wey as part of the new Weyside Urban Village (formerly the Slyfield Area Regeneration Project (SARP) off Dennis Way, Slyfield.

#### **275-2019 - County Councillor's report**

Cllr K Witham gave a report to the meeting.

Appendix 2 – Cllr Witham's report.

The Chairman thanked Cllr Witham for his report.

A short Q & A session then took place:

The following topics were discussed:

- **Roadworks** - Information regarding roadworks can be found via the following link <https://roadworks.org>

- **Trail road surfacing - M1 near Leicester** – The trial involves the use of an asphalt technology which recycles tyres by adding granulated rubber into the asphalt mix. If the trial proves successful, this technology may be rolled out nationally.
- **New Special Educational Needs and Disability (SEND) unit – Worplesdon Primary School** – Why are all SEND units being provided on the western side of Guildford? Cllr Witham advised that Worplesdon Primary School is happy to get SEND facilities. If any councillors have concerns about the proposed location, they should email him directly.

Cllr B McShee and Cllr A McShee left the meeting at 8.52pm.

#### **276-2019 - Minutes of the previous meetings**

It was proposed Cllr D Bird, seconded Cllr G Adam and unanimously **RESOLVED** that the minutes of the Full Council meeting held 27 June 2019 be agreed and signed by the relevant Chairman as a true record.

The following committee minutes were noted by the Council:

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

#### **277-2019 - 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).

It was **RESOLVED**: Leave to specialist tree officer.

Cllr K Witham left the meeting at 8.55pm.

**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.

It was **RESOLVED**: Leave to planners.

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

It was **RESOLVED**: Leave to planners.

**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.

It was **RESOLVED**: Object on the grounds that the extension would result in the loss of off-street parking. What solution is the applicant proposing to avoid the potential increase in on-street parking?

Cllr Mitchell requested the Borough Council be informed of the Parish Council's meeting dates.

The Chairman of the Worplesdon Memorial Trustees left the meeting at 9pm.

### **278-2019 - Works vehicle**

It was agreed that investigations should continue and should include the cost of an electric vehicle. The following dealerships have been approached for quotations: Toyota, Nissan, Ford and Citroen.

This matter will be further considered at the next Planning/General Purposes and Finance Committee meeting on 29 August 2019.

### **279-2019 - Britain in Bloom**

Members discussed participating in the Britain in Bloom competition; however, given the size of the Parish, it was agreed that it would take a large budget and considerable ongoing maintenance to produce any worthwhile display.

It was therefore proposed Cllr P Cragg, seconded Cllr G Adam and **RESOLVED** that this proposal should not be taken forward.

A vote took place. Result of the vote: 12 in favour, Cllr Messinger abstained. Motion carried.

### **280-2019 - Wildflower meadows**

The Clerk advised that the Parish Council, as a local authority, has duties in terms of biodiversity. In addition, the Council needs to consider sustainability and climate change.

Residents have been enquiring about the provision of wildflower meadows across the Parish, however, realistically, the Parish Council doesn't have the human/financial resources to create numerous wildflower meadows.

A meeting was held with Katy Fielding (of Surrey Wildlife Trust) who kindly agreed to work in partnership with the Parish Council on two sites, if that is the Council's wish: Surrey Wildlife Trust (SWT) had previously provided, to the Parish Council, a report setting out the process by which a wildflower meadow could be created at Oak Hill, Wood Street Village. See Appendix 3.

- i) **Harry's Meadow** – suggestion – That one to two acres of the meadow (the lower section to avoid any disruption to local events) be roped off. The area would then be cut once a year, albeit the paths would be cut on a monthly basis. Katy agreed to carry out a survey to establish a base line in terms of the current flora and fauna. It would then be possible to see what flowers come up, when left naturally, and whether there is an increase in the insect population as a result. It is possible that orchids would thrive in the meadow if the cutting regime were reduced, as they are known to grow in the locality.
- ii) **A test area in Coombe Lane** – SWT would be willing to carry out a cut and collect from the successful wildflower meadow on Broad Street Common (opposite Gravetts Lane), which took five years to develop! This would involve a certain amount of preparation of the ground. Long grass from Broad Street Common would then be placed on the test area to allow the seeds to germinate naturally. Wildflower areas will, of course, look unkempt at certain times of the year and will not provide year-round colour/flowers.

Members then debated the pros and cons of the above proposals, following which it was proposed Cllr N Mitchell, seconded Cllr P Cragg and **RESOLVED** that a trial wildflower meadow be created in Harry's Meadow only, the roped off area to be as described in item (i) above.

A vote took place. Result of the vote: 12 in favour. Cllr G Adam abstained.

At 9.20pm the Chairman declared a short comfort break.

The meeting recommenced at 9.31pm.

### **281-2019 - Community Engagement Event – Potential adult exercise equipment Harry's Meadow, Jacobs Well**

A community engagement event has been scheduled for Saturday 30 November 2pm – 4.30pm – Four schemes are to be put forward for consideration by members of the public. A door to door leaflet drop is to be carried out w/c 4/11/2019. Cllrs Creese and Fisk offered to assist with preparation for this event.

A banner advertising the event to be arranged as soon as practicable, to be displayed outside the Village Hall.

### **282-2019 - Worplesdon Parish Council tennis courts**

To consider the long-term future of the tennis courts. It was agreed this item be deferred until the September Full Council meeting.

[The Chairman of the Worplesdon Tennis Club left the meeting at 9.34pm.](#)

### **283-2019 - Strategic Plan 2018-2023**

The recommendations of the Strategic Plan Working Party and the decisions of the Council regarding agenda items (14) to (18) were presented to the Council.

Cllr Adam recommended removing all pub names from the documents. Agreed.

It was then proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the updated documents be approved and adopted with immediate effect. The revised documents will be uploaded to the Parish Council's website as soon as practicable.

[The Groundsman left the meeting at 9.37pm.](#)

### **284-2019 - Additional Security Measures for Harry's Meadow**

The Clerk advised that due to the urgent need to permanently secure the meadow, she had used delegated authority to order the high security gates and posts.

It was proposed Cllr J Messinger, seconded Cllr P Cragg and **RESOLVED** that the cost of two high security gates (dark green in colour) and nine galvanised steel posts backfilled with concrete be approved. Total anticipated cost £3,500 & VAT including installation.

A vote took place: Result 12 in favour, Cllr Riley abstained. Motion carried.

*Power to spend: OSA 1906, ss 9 and 10*

Discussion then took place regarding the review of sites that was carried out by Cllr Messinger and Cllr Mitchell earlier this year. A further review of sites for which the Parish Council is responsible will be carried out next year.

### **285-2019 - Finance**

#### **(a) Invoices for payment**

It was proposed Cllr B Nagle, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £21,907.35 be approved and signed off.

**Table 1: Payment list for 8 August 2019**

| Payment list for approval - 8 August 2019 |           |              |   |   |                   |                  |                   |                    |
|---|-----------|--------------|---|---|-------------------|------------------|-------------------|--------------------|
| Date of invoice                           | Date paid | Payment type | Payee:                                  | Details:  | Net               | VAT              | GROSS             | Budget heading     |
| 7.6.2019                                  | 21.6.2019 | DD           | O2                                      | SIM card - GW                                     | £15.99            | £3.20            | £19.19            | Est. chgs.         |
| 13.6.2019                                 | 13.6.2019 | DD           | RISC IT                                 | External back-up                                  | £30.89            | £6.18            | £37.07            | Est. chgs.         |
| 14.6.2019                                 | 14.6.2019 | Online       | WSVA                                    | Grant - new gazebo                                | £500.00           | £0.00            | £500.00           | Grant aid to wards |
| 4.6.2019                                  | 19.6.2019 | Online       | Dick Randall Services Ltd               | Repairs to wetpour - Fairlands play area          | £200.00           | £40.00           | £240.00           | Playground repairs |
| 31.5.2019                                 | 14.6.2019 | Online       | Nigel Jeffries Landscapes               | Maintenance of flower border - Fairlands          | £118.00           | £23.60           | £141.60           | Land management    |
| 2.7.0219                                  | 2.7.2019  | Online       | Surrey Hills Enterprises                | 2 x delegate for the Rural Conference             | £109.99           | £0.00            | £109.99           | Training           |
| N/A                                       | 23.7.2019 | Online       | Mr P J Trevena                          | Reimburse - materials                             | £39.82            | £2.55            | £42.37            | Ward improvements  |
| N/A                                       | 23.7.2019 | Online       | Staff costs                             | Salary/mileage/PAYE/NIC/Ee's & Er's Pension Conts | £7,964.15         | £0.00            | £7,964.15         | Staff costs        |
| 17.7.2019                                 | 23.7.2019 | Online       | WYG                                     | Planning consultancy fee                          | £1,400.00         | £280.00          | £1,680.00         | Professional fees  |
| 15.7.2019                                 | 23.7.2019 | Online       | SLCC                                    | Final instalment Clerk's HE course                | £1,470.00         | £0.00            | £1,470.00         | Training           |
| 10.7.2019                                 | 23.7.2019 | Online       | Viking                                  | Stationery  | £69.57            | £13.91           | £83.48            | Est. chgs.         |
| 31.7.2019                                 | 29.7.2019 | Online       | Nurture Landscapes Ltd                  | Grass cutting - July 2019                         | £2,457.75         | £491.55          | £2,949.30         | Grass cutting      |
| N/A                                       | 29.7.2019 | Online       | Mrs G F White                           | Office supplies                                   | £70.47            | £5.73            | £76.20            | Est. chgs.         |
| 30.7.2019                                 | 30.7.2019 | Online       | Dick Randall Services Ltd               | Wetpour repairs Fairlands                         | £345.00           | £69.00           | £414.00           | Playground repairs |
| 8.7.2019                                  | 2.8.219   | Online       | Sawscapes Play Ltd                      | Wetpour repairs Worplesdon                        | £1,900.00         | £380.00          | £2,280.00         | Playground repairs |
| 31.7.2019                                 | 2.8.2019  | Online       | Nigel Jeffries Landscapes               | Maintenance of flower border - Fairlands          | £118.00           | £23.60           | £141.60           | Land management    |
| 15.7.2019                                 | 15.7.2019 | Online       | RISC IT                                 | External back-up                                  | £30.89            | £6.18            | £37.07            | Est. chgs.         |
| 24.7.2019                                 | 24.7.2019 | Dcard        | Co-op                                   | PPE - Groundsman                                  | £7.00             | £0.00            | £7.00             | Est. chgs.         |
| 26.7.2019                                 | 26.7.2019 | Online       | Bin Shop                                | Dual litter bin for Worplesdon Memorial Ground    | £622.49           | £124.50          | £746.99           | Ward improvements  |
| 2.8.2019                                  | 2.8.2019  | Online       | Maltaward (Barriers) Ltd                | Temporary concrete blocks                         | £1,040.00         | £208.00          | £1,248.00         | Contingency Fund   |
| 2.8.2019                                  | 2.8.2019  | Online       | 1st Rydes Hill (St Mary's) Scouts Group | Grant - 2 x new tents                             | £500.00           | £0.00            | £500.00           | Grant aid to wards |
| 2.8.2019                                  | 31.7.2019 | Online       | Lindsay Frost Consulting Ltd            | Planning training - 29.7.2019                     | £382.60           | £0.00            | £382.60           | Training           |
| 3.8.2019                                  | 3.8.2019  | Dcard        | Sainsburys                              | Office supplies                                   | £6.00             | £0.00            | £6.00             | Est. chgs.         |
| 19.7.2019                                 | 6.8.2019  | Online       | Nurture Landscapes Ltd                  | Clearing brambles various locations Jacobs Well   | £127.00           | £25.40           | £152.40           | Land management    |
| 19.7.2019                                 | 6.8.2019  | Online       | Nurture Landscapes Ltd                  | 1st cut St Mary's Churchyard                      | 446.88            | 89.38            | 536.26            | Grass cutting      |
| 7.8.2019                                  | 7.8.2019  | Online       | Caboodle                                | Stationery  | 128.57            | 13.51            | 142.08            | Est. chgs.         |
| <b>Total</b>                              |           |              |   |   | <b>£20,101.06</b> | <b>£1,806.29</b> | <b>£21,907.35</b> |                    |

**(b) Bank reconciliation – June 2019**

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for June 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 **RESOLVED** that the Chairman sign the bank reconciliation and bank statements. Cllr Riley abstained from the vote.

Appendix 4 – June 2019 bank reconciliation.

**(c) Monthly budget report**

The RFO had prepared the monthly budget report for June 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 G Adam and **RESOLVED** that the Chairman sign the monthly budget report. Cllr Riley abstained from the vote.

Appendix 5 – June 2019 budget report.

**286-2019 - Clerk's Report**

For information only:

- a) Two 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 or sooner, if time permits.

**287-2019 - Chairman's Report**

The Chairman had nothing to report.

**288-2019 - Items for inclusion on future agendas**

No suggestions were made.

**It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously RESOLVED that due to the confidential nature of the following item (staff matters and potential negotiation of a contract), a resolution be passed to exclude the public and press, as per Schedule 1 (2)A of the Public Bodies (Admission to Meetings) Act 1960.**

**289-2019 - To consider/approve the recommendations of the Staffing Committee in respect of:**

A confidential report had been circulated to all members in advance of the meeting. See Appendix 6.

It was proposed Cllr P Cragg, seconded Cllr D Snipp and unanimously **RESOLVED** that the Council approve the recommendations of the Staffing Committee, as follows:

**Annual appraisals: Recommendations**

- That the staff appraisal forms be further amended prior to the 2020 appraisals taking place to more accurately reflect the work of the staff
- That communication between the employees and Council needs to be improved



Approved by the Full Council – 19 September 2019

- That additional Staffing Committee meetings be held on a more regular basis to highlight any issues in order that they can be resolved at an earlier stage.

#### **Annual Salary Award – Recommendation**

That the Council provisionally budget in line with the union recommendations. The actual salary award to be confirmed in due course.

#### **Terms and conditions of existing contracts – Recommendation**

That a permanent part-time Grounds person be appointed at the earliest opportunity.

#### **Clerk paid study leave – Recommendation**

That the Clerk be permitted to take two week's paid study leave.

**290-2019 - Date of next meeting** – Full council meeting 19 September 2019.

Meeting closed 10pm.

Signed:

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Chairman of the Council

19 September 2019