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Thursday 28 March 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 4 April 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 – 21 February 2019
- Extra-ordinary meeting – 7 March 2019

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

- General Purposes and Finance Committee – 14 March 2019

#### **11. 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.

**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.

**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.

**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.

**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

**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.

**12. Hospital of William Parson known as Stoke Hospital - Right to nominate a Trustee** – Stoke Hospital is currently hoping to become a CIO. In doing so the Parish Council would no longer have the right to nominate a Trustee. For consideration.

**13. 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-your-say.aspx> - Deadline for responses 26 April 2019.

**14. Grass cutting contract** – The current grass cutting contract will be moving from Gavin Jones Ltd to Nurture Landscapes. An amendment to the contract will be required to reflect the change of name. To approve the amendment to the contract.

**15. Jacobs Well May Day Fayre** – To approve the use of Harry's Meadow for car parking on Monday 6 May 2019.

**16. Local Plan – Inspector's Report** – To consider action, if any - Minute number 606-2018 (November 2018 General Purposes and Finance Committee) refers.

**17. 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** – February and March 2019 bank reconciliations require approval.
- c) **Monthly budget reports** – February and March 2019 monthly budget reports require approval.
- d) **Bank mandates** – To approve the full names of the signatories to be removed from both the Co-operative bank account and the Metro bank account.
- e) **Request from the 1<sup>st</sup> Rydes Hill Scouts for a grant towards new camping equipment** – To consider the request.
- f) **Accounts package** – To consider whether to remain with the current Scribe accounts package, or to use another suitable accounts package – Quotation from RBS rialtas – approximately £3,600 & VAT.
- h) **Promotional material for the May Day Fayre and Wood Street Village Show** – To consider increasing the budget from £150 to enable additional merchandise to be purchased. The goods could then be sold at the events to enable the purchase of merchandise to be self-funding.
- i) **Ratification of expenditure** – To ratify the cost 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.
- j) **Quarterly financial check undertaken by Cllr G Adam on 18 March 2019** – To receive and approve Cllr Adam's report.

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.
- 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).
- 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.

**18. Clerk's Report:**

- a) **Community Speed Watch Training** – Free Additional training events are being provided by Surrey Police on 9<sup>th</sup> and 10<sup>th</sup> 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 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

**19. Chairman's Report.**

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

**21. 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.

**22. Date of next meeting – Annual Meeting of the Council** 16 May 2019.