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## NOTICE OF MEETING

Thursday 30 July 2020

To: All Members of the Council

You are hereby summoned to attend the Full Council meeting of Worplesdon Parish Council to be held virtually on **6 August 2020 at 7.30pm** for the purpose of transacting the following business. **Anyone wanting to participate in the public speaking section of the meeting needs to contact the Clerk to the Council, either by email, phone or in writing by NOON Thursday 6 August to enable the 'joining instructions' to be sent out. To participate you must have access to the internet.**

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 during the meeting.*

## AGENDA

1. **To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, 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.
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 – 25 June 2020

The following minutes are to be noted by the Council:

- Planning/General Purposes and Finance Committee – 16 July 2020

**11. Planning Applications for consideration:**

**Planning Application No: [20/P/01083](#) - 64 Envis Way, Fairlands, Guildford, GU3 3NJ** - Proposed single storey front extension, two storey side extension, single storey rear extension and extension to existing dormer window.

**Planning Application No: [20/P/01112](#) - 1 and 2 Hertford Park Cottages (formerly known as 1 and 2 The Courtyard, Hertford Park), Burdenshott Road, Worplesdon, Guildford, GU3 3RN** - Proposed single storey front extension to both cottages and a single storey rear extension to number 1.

**Planning Application No: [20/T/00201](#) - 11 Broomfield Close, Guildford, GU3 3AW** - Sycamores (T1, T2, T3) - reduce trees back to previous points from 2016 (approximately 30% of each existing crown); Elm (T4) - fell. Leyandii (T5 to T10) reduce six trees along rear boundary line by approximately four metres and shape both sides (Tree Preservation Order P1/201/332).

**Planning Application No: [20/P/01183](#) - 41 Stringers Avenue, Jacobs Well, Guildford, GU4 7NW** - Conversion of existing outhouse into garden room/workshop and utility area.

**Planning Application No: [20/P/01191](#) - 7 Littlefield Close, Fairlands, Guildford, GU3 3JD** - Proposed enclosed front porch.

**Planning Application No: [20/P/01127](#) - Pinks Hill Cottage, Pinks Hill, Wood Street Village, Guildford, GU3 3BP** – Conversion of existing garage to habitable accommodation and single storey side extension

**Planning Application No: [20/P/01232](#) - Nightingale Cottage, 35 Wood Street Green, Wood Street Village, Guildford, GU3 3DU** - Proposed part two storey/part three storey side extension, two front dormers, and roof light, three rear rooflights and changes to fenestration following demolition of first and second floor rear extension.

**Planning Application No: [20/P/01239](#) - 5 Fairlands Road, Fairlands, Guildford, GU3 3JB** - Proposed single storey front extension to form enclosed porch and single storey side and rear extension.

12. **Request for permission to hold a Jazz Festival on Wood Street Village Green on Sunday 23 August 2020 on Wood Street Village Green in aid of Disability Challengers** - To consider/approve the request.
13. **Updated policies – for consideration/approval:**
- a) Snow Clearance Policy (updated to reflect the change in ownership of tennis courts 1 & 2 – Worplesdon Memorial Ground)
  - b) Strategic Plan and Business Plan (updated)
  - c) Tree Policy (new policy)
  - d) Leave Policy (new policy)
14. **Schedule of Meetings for 2021** – To approve the draft Schedule of Meetings.
15. **Ongoing parking problems – Jacobs Well Play Area** – To consider action.
16. **Significant volunteer contribution during Covid-19 to be formally recognised by Worplesdon Parish Council**  
40 – 45 volunteers delivered approximately 15,000 prescriptions to residents of the Parish who are either housebound or were shielding during the Covid-19 lockdown. To consider writing a letter of thanks to each volunteer and to arrange a thank you party once Covid restrictions are removed.
17. **Community Speed Watch** – To receive a report from Cllr N Mitchell.
18. **Finance:**
- a) **Proposed list of cheques/online payments to be tabled at the meeting for approval** - Payments for signature by two councillors (once face-to-face meetings are permitted).
  - b) **Bank reconciliation June 2020** - June 2020 bank reconciliation requires approval.
  - c) **Monthly budget report June 2020** - June 2020 monthly budget reports require approval.
  - d) **Quarterly financial checks undertaken** by Cllr G Adam – To receive a report from Cllr G Adam.
  - e) **Concurrent Functions Grant Aid applications for 2021/2022** – To consider/agree the projects to be submitted to Guildford Borough Council.
19. **Clerk's Report:**
- a) **Concrete blocks installed by Surrey County Council on Broad Street Common to prevent Unauthorised Encampments** - Equestrian access has been maintained. Surrey County Council will consider more permanent measures moving forward.
  - b) **Two willow trees removed in Jacobs Well Recreation Ground next to Moat House Pond (Dollies Pond) for safety reasons** - Total cost £850 & VAT.
  - c) **Replacement bus shelter Woking Road (near Oak Tree Close)** – Surrey County Council have been chased for a response.
  - d) **JWRA magazine – New Editor** – Miss Sam Fisk has taken over as the Editor of the JWRA.

- e) **Training courses:** Training courses have been undertaken by Cllr D Snipp (Chairmanship training), Cllr D Snipp and Cllr S Morgan MBE (Being a Good Employer), Staff Appraisal training to be undertaken by (Cllr G Adam, Cllr S Morgan MBE, Cllr J Messinger, Cllr N Mitchell, Cllr D Snipp, Cllr P Cragg and the Clerk) on 7 September. Total cost £435 & VAT.
- f) **W.E.F. 27 July 2020 tennis courts 1 & 2 at the Worplesdon Memorial Ground are no longer the responsibility of Worplesdon Parish Council.**
- g) **New computer monitor purchased for the Clerk – Total cost £149.15 & VAT.**

**20. Chairman's Report.**

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

**Due to the confidential nature of the following item (early negotiation of contracts), 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.**

**22. Parish Office – Two storey office space – Queen Elizabeth Park.**

Clerk to provide a progress report.

**23. Date of next Full Council meeting – Thursday 17 September 2020.**