



**Minutes of the Full Council meeting held 19 September 2019
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.42pm**

321-2019 – Present

Councillors:

Chairman Cllr P Cragg, Cllr A Creese, Cllr M Fance, Cllr S Fisk, Cllr S Morgan MBE, Cllr N Mitchell, Cllr B Nagle, Cllr T O'Toole, Cllr M Singh and Cllr D Snipp.

Officers of the Council:

Mrs G White – Clerk to the Council and Mrs V Fear - Assistant Clerk.

Members of the public:

One member of the public was present.

322-2019 - Apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence were received from Cllr G Adam, Cllr D Bird, Cllr J Messinger and Cllr C Riley. Apologies and reason for absence accepted.

Apologies were received from Cllr D Paul at 9.20pm.

Apologies were also received from Cllr K Witham, Cllr A McShee and Cllr B McShee.

323-2019 - Public Participation

The member of the public present chose not to make representations.

324-2019 - 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.

325-2019 - Amendments to the Register of Interests

No declarations were made.

326-2019 - To receive and consider written requests for new DPI dispensations

None were received.

327-2019 - Declaration of non-pecuniary interests in accordance with the Council's Code of Conduct

No declarations were made.

328-2019 - Declaration of gifts or hospitality over £25

No declarations were made.

329-2019 - Borough Councillor's Report

Cllr B McShee had emailed his report to the Clerk to the Council which in his absence was read to the meeting.

Appendix 1 – Cllr McShee's report.

330-2019 - County Councillor's Report

Cllr Witham emailed a report link to the Clerk to the Council in his absence which was circulated to all members.

Appendix 2 – Cllr Witham's report.

331-2019 - Minutes of the previous meetings

It was proposed Cllr T O'Toole, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the minutes of the Full Council Meeting 8 August 2019 be agreed and signed by the Chairman as a true record.

It was noted that the minutes for the GPs/Finance Committee meeting 29 August 2019 and the Staffing Committee meeting 12 September 2019 have not yet been circulated.

It was decided by the Chairman that agenda item number 19 be brought forward due to interest from the attending member of public.

332-2019 - Worplesdon Parish Council tennis courts

Cllr D Snipp provided background history explaining how the tennis courts came into being and outlined the pivotal involvement of the parish council. He highlighted that the parish council make a loss on the two courts when taking into account expenditure on their upkeep versus income received from rental. There are three options currently being considered:

- 1) Advertise and market the courts more heavily – offering online booking, etc.
- 2) Re-purpose the existing tennis courts area as a multi-use games area (MUGA).
- 3) Hand the tennis courts back to the Worplesdon Memorial Hall Trustees.

It was proposed Cllr P Cragg, seconded Cllr M Fance and unanimously **RESOLVED** that the parish council give Cllr D Snipp and Cllr B Nagle permission to liaise with both the Worplesdon Memorial Trustees and key officials of the tennis club to discuss the future of Worplesdon Parish Council's two tennis courts, with the expectation that on completion of the fact finding, the matter be returned to full council for further consideration.

8.05pm Member of public left the meeting.

333-2019 - 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.

RESOLVED: Leave to planners.

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.

RESOLVED: Leave to planners.

Planning Application No: 19/P/01417 - Hertford Park, Burdenshott 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.

RESOLVED: Leave to planners.

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.

COMMENT: Ask for a planning condition to be added that the new hardstanding should be permeable material.

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.

RESOLVED: Leave to planners.

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

RESOLVED: Leave to planners.

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.

RESOLVED: Leave to planners.

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

RESOLVED: Leave to planners.

334-2019 - General Data Protection Regulations (GDPR)

The Clerk to the Council read an email out relating to GDPR from the Data Protection Advisor (DPA) and will circulate the email to all councillors as soon as practicable. All councillors and officers will be required to undertake online GDPR training. The other GDPR requirements were deferred to the next GPs meeting.

335-2019 - Illegal Encampments

The Assistant Clerk provided an update from the September 2019 Borough-Parish Liaison meeting. The councillors have been offered the opportunity for the Joint Enforcement Team (JET) to attend a full council meeting and conduct a presentation explaining the issues they have encountered and their proposals for the future.

The Clerk also explained that defences are being strengthened and/or renewed at both Harry's Meadow and Perry Hill imminently.

The full council confirmed that they would welcome the JET team's presentation.

8.40pm Cllr S Fisk left the meeting.

8.41pm Cllr S Fisk returned to the meeting.

336-2019 - Proposed pedestrian refuge Aldershot Road

The Assistant Clerk and Clerk to the Council explained that the costs have escalated significantly to in excess of £200,000 due to closely neighbouring fibre optic cables being buried at an insufficient depth. An alternative proposal from Surrey County Council Highways includes additional road signage, rumble strips and road markings to highlight the location most used by pedestrians to attempt to make them more visible to motorists and psychologically slow motorists.

The cost of these improvements would be in the region of £10,000 & VAT.

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr P Cragg and **UNANIMOUSLY** agreed that the parish council contribute up to £10,000 towards the road improvements and that the Clerk to the Council should contact GBC's S106 officer to make strenuous efforts to obtain a £3,000 contribution from the developers of the Land North of Keens Lane.

337-2019 - Parish Remuneration Panel Questionnaire received from Guildford Borough Council

Currently, Worplesdon Parish Councillors receive no form of remuneration. Following discussion, it was decided that a reasonable allowance should be made for subsistence councillors attending training courses where meals and/or refreshments are not provided. It was also decided that it would be reasonable to pay mileage which councillors incur whilst attending training outside of the parish. This would be at the HMRC Mileage Allowance Payment (MAP): the current rate being 45p per mile.

9.10pm A short break was declared.

9.11pm The meeting reconvened.

338-2019 - Planning application no: 19/P/01133 - Proposed parish office Gravetts Lane

The decision date for the application has been extended to 26 September 2019, despite Worplesdon Parish Council agreeing an extension from 26 August 2019 to 17 September 2019. If no decision is made by the decision date, it would be possible to appeal on the grounds of non-determination, however this would incur an additional cost from the planning consultants which could potentially be reclaimed from Guildford Borough Council through the appeal process.

It was proposed Cllr N Mitchell, seconded Cllr P Cragg and unanimously **RESOLVED** that the parish council should consider starting an appeal if Guildford Borough Council do not determine application 19/P/01133 by 26 September 2019.

339-2019 - Health and Wellbeing Questionnaire – Surrey Association of Local Councils

The questionnaire was considered by the full council and it was decided that on this occasion there would be no reply.

340-2019 - Dog poo bins - Harry's Meadow

It was proposed Cllr P Cragg, seconded Cllr D Snipp and unanimously **RESOLVED** that the Parish Council would fund the installation of three dog poo bins, at a cost of £1,500 and VAT per annum, to be emptied by Guildford Borough Council to address the ongoing severe dog poo issue within Harry's Meadow.

Power to spend: Litter Act 1983, ss5 and 6

341-2019 - Fireworks Event - Harry's Meadow 2019

The event application and risk assessment had been circulated to all councillors prior to the meeting.

It was proposed Cllr P Cragg, seconded Cllr S Fisk and unanimously **RESOLVED** that permission be granted to the applicants with the condition that all firework debris and other litter be collected from the field after the event and appropriately disposed of.

342-2019 - Quarterly Playground Inspections

The quarterly playground inspection summary had been circulated to all members prior to the meeting. As a result of the report the Assistant Clerk will obtain a quote to repair the wetpour underneath the Worplesdon swing bay.

Cllr B Nagle asked if the parish council could publicise the location of each of our play areas in the next parish newsletter as residents may not be aware of their locations.

It was proposed Cllr N Mitchell, seconded Cllr A Creese and unanimously **RESOLVED** that the report be accepted.

9.44pm Cllr S Fisk left the meeting.

343-2019 - Dignity at Work policy

It was proposed Cllr P Cragg, seconded Cllr M Fance and unanimously **RESOLVED** to accept the recommendation by the Staffing Committee to adopt the Dignity at Work Policy which had been circulated to all members in advance of the meeting.

344-2019 – Finance

a) Invoices for payment

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that payments to the value of £7,681.22 be approved and signed off by Cllr Sandra Morgan MBE and Cllr B Nagle.

Payment list for approval - 19 September 2019								
Date of invoice	Date paid	Payment type	Payee:	Details:	Net	VAT	GROSS	Budget heading
13/08/2019	21/08/2019	DD	Risc IT Ltd	External back-up	£30.89	£6.18	£37.07	Est. chgs.

07/09/2019	21/09/2019	DD	O2	SIM Card - GW	£16.39	£3.28	£19.67	Est. chgs.
06/09/2019	20/09/2019	DD	O2	SIM Card - VF	£15.99	£3.20	£19.19	Est. chgs.
28/08/2019	28/08/2019	Dcard	RS Components Ltd	Power cord	£4.88	£0.98	£5.86	Est. chgs.
16/08/2019	09/09/2019	Online	Glasdon UK Ltd	New litter bin for Memorial Ground	£238.60	£47.72	£286.32	Land management
03/06/2019	09/09/2019	Online	Bin Shop	Bespoke Artwork - dual litter bin	£60.00	£12.00	£72.00	Land management
31/08/2019	09/09/2019	Online	Nigel Jeffries Landscapes	Maintenance border - Fairlands	£118.00	£23.60	£141.60	Land management
03/09/2019	09/09/2019	Online	PKF Littlejohn LLP	External audit	£600.00	£120.00	£720.00	Audit fees
06/09/2019	09/09/2019	Online	Dick Randall Services Ltd	Quarterly playground inspections	£200.00	£40.00	£240.00	Playground repairs
31/08/2019	09/09/2019	Online	Maltaward (Barriers) Ltd	Hire of concrete barriers	£10.00	£2.00	£12.00	Land management
09/09/2019	09/09/2019	Online	Perry Hill Chartered Surveyors	Rent 29.9.2019 - 24.12.2019	£4,000.00	£800.00	£4,800.00	Parish office
09/09/2019	09/09/2019	Online	Perry Hill Chartered Surveyors	Service charges	£1,217.41	£0.00	£1,217.41	Parish office
16/09/2019	23/09/2019	Online	Risc IT Ltd	External back-up	£32.09	£6.42	£38.51	Est. chgs.
14/09/2019	14/09/2019	Online	Sainsburys	Office supplies	£31.32	£0.00	£31.32	Est. chgs.
02/08/2019	21/08/2019	DD	British Gas	Electricity supply Perry Hill Green	£23.91	£1.19	£25.10	Est. chgs.
17/08/2019	17/08/2019	DD	Adobe Pro DC	Pdf software	12.64	2.53	15.17	Software
Total					£6,612.12	£1,069.10	£7,681.22	

b) Bank reconciliations

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for July 2019 and August 2019 in accordance with the Accounts and Audit Regulations, copies of which were issued to all members. It was proposed

Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the bank reconciliations and bank statements.

Appendices 3 and 4 – July 2019 and August 2019 bank reconciliations

c) Monthly budget reports

The RFO had prepared the monthly budget reports for July 2019 and August 2019 in accordance with the Account and Audit Regulations, copies of which were issued to all members. It was proposed Cllr D Snipp, seconded Cllr T O'Toole and unanimously **RESOLVED** that the Chairman sign the monthly budget reports.

Appendices 5 and 6 – July 2019 and August 2019 budget reports

d) Internal Auditor – Letter of Engagement

It was proposed Cllr D Snipp, seconded Cllr T O'Toole and unanimously **RESOLVED** to re-appoint the internal auditor pursuant to their Letter of Engagement emailed to members in advance of the meeting. The Clerk to the Council to notify the auditor of our up-to-date office address.

e) The Pensions Regulator – Re-enrolment and re-declarations required

This item was for information only. The Clerk to the Council will complete the necessary online re-enrolment and re-declaration forms within the prescribed timeframe.

f) Insurance renewal 1 October 2019

It was proposed Cllr P Cragg, seconded Cllr M Singh and unanimously **RESOLVED** that the insurance renewal of £3,580.49, which had been emailed to all members in advance of the meeting, be accepted. The Clerk suggested the provision of Cyber Insurance be investigated.

Power to spend: LGA 1972 s111.

g) Updated Financial Risk Assessment

It was proposed Cllr P Cragg, seconded Cllr T O'Toole and unanimously **RESOLVED** to approve and adopt the updated Financial Risk Assessment which had been emailed to all councillors in advance of the meeting.

h) External Audit Report 2018/2019

The External Auditor's Report for 2018/2019 had been received from PKF Littlejohn LLP. The Council had received an unqualified report meaning that no issues had been highlighted by the External Auditor that required the Council's attention. It was proposed Cllr N Mitchell, seconded Cllr P Cragg and unanimously **RESOLVED** that the External Auditor's report, which had been circulated to all councillors in advance of the meeting, be approved.

The Responsible Financial Officer had completed the Notice of Completion of Audit which had been displayed on the Council's noticeboards and website along with the Annual Governance and Accountability Review (AGAR) in accordance with the Accounts and Audit Regulations 2015.

i) Quarterly Financial Check

Cllr D Snipp gave a report of following undertaking the quarterly financial check which concluded that there were no matters of concern.

j) Procurement of a works vehicle

After discussions relating to the type of vehicle most appropriate for the needs of the Groundsman and the fuel-type (to take into account environmental concerns and those relating to a lack of charging facilities within the parish), it was proposed Cllr P Cragg, seconded Cllr T O'Toole and **RESOLVED** that the Parish Council approve the purchase of the most appropriate vehicle up to the value of £20,000 excluding VAT. Cllr S Morgan MBE abstained from the vote.

Power to spend: Power of Competence 2011 & LGA 1972 s 111.

At 10.28pm it was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the standing order requiring the meeting to finish by 10.30pm be waived to allow the remainder of the business of the meeting to be conducted.

k) Finance training for all Councillors

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** to approve the cost of SALC finance training for councillors at Worplesdon Memorial Hall, at a cost of £600, to minimise travelling costs and disruption for councillors.

Power to spend: LGA 1972 s111.

345-2019 - Clerk's Report

For information only:

a) Residents' Survey 2019

Please can councillors encourage residents to complete it.

346-2019 - Chairman's Report

The Chairman gave the following report: Since my report to Full Council meeting (27th June 2019) (no report 8th August) I have on behalf of the Council:

- 1) Attended the Whitmoor Common Association meeting/AGM
- 2) Retrieved SDR equipment from Holly Lane and re-deployed to Wood St. School 9.7.2019
- 3) Planed and edged rounded rough sawn timber to make handrail for proposed safety rail on another party's bridge over stream in Harry's Meadow – assisted by Cllr. Tony O'Toole.
- 4) Attended the Council Strategic plan review meeting 16.7.2019
- 5) Attended as Director, SALC meeting in Cranleigh. 18.7.2019
- 6) Assisted in erection and display of Council's pitch at Wood Street Village Show. 20.7.2019
- 7) Officiated at Clerk's appraisal 22.7.2019
- 8) Attended planning training session at the Memorial Hall 29.7.2019
- 9) Anticipated erection of safety rail on bridge over stream in Harry's Meadow delayed by ill-health of partner assisting councillor. I hope to complete this task with alternative assistance either next week of the week after – weather permitting.

347-2019 - Items for inclusion on future agendas

No suggestions received.

348-2019 - For information only

Copies of the Borough Council's **Rural Economic Strategy 2017-2022** and the **Innovation Strategy 2019-2020** have been received at the parish office.

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 be excluded from the remainder of the meeting.

10.33pm The Clerk to the Council left the meeting.

349-2019 - New part-time member of staff to be appointed

Following a discussion relating to the recommendations of the Staffing Committee, it was proposed Cllr D Snipp, seconded Cllr S Morgan MBE, and unanimously **RESOLVED** to offer the position of Assistant Groundsman to Mr J White.

350-2019 - Date of next full council meeting: 31 October 2019.

Approved by the Full Council – 31 October 2019

Meeting closed 10.43pm.

Signed

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Chairman of the Council
31 October 2019