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Thursday 24 October 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 31 October 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 – 19 September 2019

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

- Staffing Committee – 12 September 2019
- General Purposes and Finance Committee – 10 October 2019.

11. Future of the parish council's tennis courts – To receive a report and recommendations from Cllr D Snipp.

12. Planning Applications for consideration

Planning Application No: [19/P/01721](#) - 6 Wildfield Close, Wood Street Village, Guildford, GU3 3EQ - Demolition of existing conservatory; Erection of part single storey extension with lantern roof light & part two storey rear extension with hipped roof; insertion of new bedroom window on side elevation.

Planning Application No: [19/P/01728](#) - 2 Elm Cottages, Jacobs Well Road, Jacobs Well, Guildford, GU4 7PA - Erection of a single storey side extension following demolition of existing garage.

Planning Application No: [19/P/01581](#) - Burpham Court House, Woking Road, Guildford, GU4 7PZ - Listed Building Consent to carry out essential crack repairs to front perimeter boundary wall, and small outbuilding.

Planning Application No: [19/P/00494](#) - Rokers Animal Feed, Holly Lane, Worplesdon, Guildford, GU3 3PB - Partial demolition of existing commercial building and provision of new Animal Feed Merchants/Country Store, Children's Play centre with outdoor play zones, revised parking layout and access arrangements and landscaping.

Planning Application No: [19/P/01696](#) - 13 Clayton Drive, Guildford, GU2 9TZ - Variation of Condition 2 (drawings numbers) of planning application 19/P/00735 approved 18/07/2019 to replace drawings CD/19/05C, CD/19/06C, CD/19/07C with new drawing numbers CD/19/05D, CD/19/06E, CD/19/07D showing changes to height of the existing single storey side roof adjacent to the proposed two storey side extension.

Planning Application No: [19/P/01758](#) - 7 Oak Tree Close, Jacobs Well, Guildford, GU4 7PU - Variation of condition 2 of planning application number 19/P/00661 approved 14/06/2019 to change from pitched roof to flat roof with skylight.

Planning Application No: [19/T/00276](#) - 81 Wood Street Green, Wood Street Village, Guildford, GU3 3DY - T1 - horse chestnut - reduce northern stem by 5 metres in height and lateral branches by up to 3 metres; remove lowest northern lateral limb; reduce 3 low laterals to south by up to 3 metres; reduce crown height by 2.5 metres and remainder of crown by up to 2 metres; reduce residual trailing branches to the west to allow 2.5 metres clearance from buildings; remove single elongated branch from over driveway of No 77; reduce/remove all dying/dead wood, leaving a final height of approximately 16 metres and spread of 7-8 metres.

Planning Application No: [19/T/00268](#) - Land to the north of, North Moors, Worplesdon, Guildford, GU3 - Tree risk management works necessary because of ash die-back. Please see attached Tree Schedule with tree detail and work specifications. (TPO P1/201/266).

Planning Application No: [19/T/00272](#) - Land to the North of Worplesdon Place Hotel, Perry Hill, Worplesdon, Guildford, GU3 3RY - Work to trees in a conservation area. T1. Leylandi - top by one third, T2. Leylandi - top by one third, T3. Remove Leylandi by lake.

Planning Application No: [19/P/01799](#) - The Old Paddock, Perry Hill, Worplesdon, Guildford, GU3 3RE - Erection of a replacement shed to house swimming pool pump/electrics (retrospective).

Planning Application No: [19/P/01824](#) - 1 Finglebridge Cottages, Woking Road, Guildford, GU4 7PS - Erection of an open car barn with a low-level hipped roof.

13. Grass cutting contract – To approve the revised grass cutting specification, the updated grass cutting contract and the grass cutting tender document.

14. Lopping of the fir trees situated near the Jacobs Well Millennium Well to 6ft and removal of the arisings – To consider making a financial contribution towards these works – subject to approval by the JVVHT and JWRA.

15. Tree Inspection Report (Nigel Fagg) – To receive the tree inspection report and the list of recommendations for works required. Quotations for the work will be sought as soon as practicable.

16. Update re planning application 19/P/01133 – Proposed parish office Gravetts Lane.

17. Commercial dog walkers' use of Harry's Meadow, Jacobs Well – Cllr A Creese offered to discuss this with the JVVHT in the first instance.

18. S106 Wishlist – GBC requires an individual form to be completed for each proposed scheme. To agree the schemes to be proposed and submitted to GBC.

19. New gates – keys Harry's Meadow – To agree the list of key holders.

20. Residents' Survey 2019 – To receive the results of the survey, which will inform the budget (precept) for 2020/2021.

21. Surrey County Council (consultation deadline 22 November 2019) Public consultation – [Proposed changed to admission arrangements for Worplesdon Primary School](#) – To reduce the admission number for Reception from 60 to 57.

22. Fireworks Event Saturday 2 November 2019 – To receive the risk assessment and food hygiene certificate (for information only).

23. Free Climate Change presentation – The Guildford Environmental Forum – Talk booked for Thursday 28 November 2019.

24. 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 reconciliation – September 2019 bank reconciliation requires approval.

c) Monthly budget reports – September 2019 monthly budget report requires approval.

d) Virements – To approve the following virements

- £1,500 from Contingency to Professional advice.
- £3,000 from Parish office (earmarked reserves) to car park repairs.
- £5,000 from general reserves to purchase of works van.
- £15,000 from Pedestrian refuge (earmarked reserves) to purchase of works van.
- £3,500 from Parish office (earmarked reserves) to Land Management (additional entrance security) Harry's Meadow.

e) Financial check 2nd quarter – To receive a report from Cllr D Snipp.

f) Procurement of works van – Recommendation to purchase a Mitsubishi Outlander hybrid – Total cost £19,615.25 & VAT. & cost of a half wrap £508.05 & VAT. **See Appendix A** – Report to the Council.

g) SLCC Conference – Coventry 2020 – Additional cost of £134.80 & VAT. To be ratified.

h) Clerk's Technical Networking Event – 7 November 2019. To ratify the cost of 2 x delegate places. Total cost £220 & VAT.

i) Wetpour repairs Worplesdon Toddler Area Double Swing Bay – To repair a split in the wetpour which is a potential trip hazard. Total cost £345 & VAT. To approve the cost.

j) Wood Street Village Community Car Park – To ratify the repair costs being £15,000 & VAT. Works carried out during the half-term holiday to minimise disruption.

k) Additional log bench, Jacobs Well Recreation Ground – To consider installing an additional log bench in Jacobs Well (the current bench to be left in situ for the benefit of biodiversity with a notice placed on it accordingly).

l) Tennis court cleaning – Courts 1 & 2 – Worplesdon Tennis Club has advised the parish council courts are now slippery to use. To consider cleaning the courts prior to the winter setting in. Anticipated cost £580 & VAT.

25. Clerk's Report

For information only:

a) [Environmental Bill 2019](#) – The Bill proposes numerous improvements regarding environmental protection and will introduce an amended duty on public authorities around biodiversity to ensure every level of government is playing its part to enhance the environmental and to mitigate climate change.

b) 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. Appeal launched.

c) Additional vegetation works to be carried out across the parish by Nurture Landscapes within the current grass cutting contract (3 grass cuts held over due to the dry hot summer). Details circulated to all members of the Council.

d) The Pensions Regulator – The re-enrolment declaration has been made in accordance with the regulations.

26. Chairman's Report

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

28. Date of next meeting – Full council meeting 12 December 2019.