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Thursday 5 December 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 **Colebrook Room, Merrist Wood College, Coombe Lane, Worplesdon, GU3 3PE on Thursday 12 December 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 – 31 October 2019

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

- Worplesdon Flood Forum – 15 November 2019
- Planning/General Purposes and Finance Committee – 21 November 2019
- Staffing Committee – 3 December 2019

11. Planning Applications for consideration

Planning Application No: [19/P/01920](#) - Oak End, Oak Tree Close, Jacobs Well, Guildford, GU4 7PU -
Erection of three dwellings following demolition of existing dwelling and outbuildings.

Planning Application No: [19/P/01935](#) - Yardfield House, Church Lane, Worplesdon, Guildford, GU3 3RU -
Single storey rear extension.

Planning Application No: [19/P/01946](#) - Land North of Keens Lane and, Tangle Lane, Guildford -
Advertisement consent for 2 main signs each side of entrance to sales area on this site, with 4 static flag poles 1 each side of main signs and 1 leading to parking area.

Planning Application No: [19/P/02025](#) - 5 The Pines Business Park, Broad Street, Guildford, GU3 3BH - 1No externally illuminated flex face - Advert 1, 1No folded powder coated aluminium pan - Advert 2.

Planning Application No: [19/P/02010](#) – Worplesdon Place Hotel, Perry Hill, Worplesdon, Guildford, GU3 3RY - Advertisement Consent for 1 externally illuminated fascia sign, 1 non illuminated fascia sign, 1 externally illuminated hanging sign, 2 externally illuminated hoardings and 2 entrance plaques.

Planning Application No: [19/P/02032](#) - Sudpre Lodge, Perry Hill, Worplesdon, Guildford, GU3 3RB -
Proposed second storey extension over existing single storey to rear.

Planning Application No: [19/P/02028](#) - 16 Dorrit Crescent, Guildford, GU3 3AL - Proposed side extension, loft conversion to include the addition of four front rooflights and rear dormer.

Planning Application No: [19/P/02058](#) - 23 Rydes Hill Crescent, Guildford, GU2 9UH - Single storey rear extension.

12. **Christmas Carols on Wood Street Village Green** – Request received from the WSVa to hold Christmas Carols on the Green on Saturday 21 December 2019 at 4pm. To approve the request.
13. **GDPR training** – To confirm that all members have completed their annual GDPR training.

- 14. Annual and quarterly play area inspection reports** – To receive the reports and to agree action, as appropriate.
- 15. Community Engagement Event – 30 November 2019 – Future uses of Harry's Meadow** – To receive the results of the public consultation and to decide action.
- 16. Representation at borough council planning committee meeting** - Send Parish Council has written to Guildford Borough Council to request that a pre-allocated slot be available at all GBC planning committee meetings for the parish councils to speak about an application. To consider whether or not to support the request.
- 17. Consultation regarding Discharge of Conditions Applications** – To consider requesting that Parish Councils be consulted about Discharge of Conditions Applications to enable valuable local knowledge to be fed into the planning process.
- 18. Climate Change Presentation** – To consider what, if any, additional improvements can be made by the Parish Council to alleviate Climate Change.
- 19. 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** – October 2019 bank reconciliation requires approval.
 - c) Monthly budget report** – October 2019 monthly budget report requires approval.
 - d) Precept 2020/2021** – To consider the recommendations of the Planning/General Purposes and Finance Committee and the potential impact on the precept. Deadline for submission of the 2020/2021 precept = 17 January 2020.
 - e) Fuel card for the works van** – To consider applying for an Allstar fuel card (designed specifically for the local government sector).
 - f) Internal Audit report 2019/2020** – To receive and approve the Internal Auditor's report.

20. Clerk's Report

For information only:

- a) Street naming and numbering** – Montagu Place and the development at Carter's Yard, Aldershot Road.
- b) Livery for works vehicle** – This work is to be carried out ASAP.
- c) 19 January 2020** – Councillor walkabout in Wood Street Village.
- d) FLGCA Community Event Monday 6 January 2020 - 7.30pm** - Fairlands Community Centre.
- e) Clerk's qualification** – The clerk has successfully completed her HE Certificate in Community Governance and is now an advanced qualified clerk.
- f) Christmas trees and lights** – The Christmas decorations provided by the Parish Council are to be erected imminently.
- g) Worplesdon Flood Forum** – Minutes of the Flood Forum meeting held 15 November 2019 have now been distributed. Surrey County Council is taking action to resolve the flooding issues in Frog Grove Lane (near Sandy Lane), the Woking Road (roundabout near Salt Box Road) and the bridge in Salt Box Road.
- h) Wood Street Village Community Car Park** – Use of the car park by Wood Street Infant School for fire drills during the winter months.
- i) Local Plan** – The judicial review challenges submitted by Compton Parish Council, Ockham Parish Council and Mr J Cranwell have been lost.
- j) Tree safety work Broad Street Common (rear of Applegarth Ave)** – Urgent safety tree work is to be carried out by Surrey Wildlife Trust's contractors in January 2020. Residents potentially affected by the works will be informed.

21. Chairman's Report

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

Due to the confidential nature of the following item (staff matters and potential negotiation of a contract), a resolution shall be passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960.

23. Assistant Groundsman – Appointment of the Assistant Groundsman – on a permanent basis – Following the completion of a successful probationary period Assistant Groundsman is now employed on a permanent part-time basis as per minute number 421-2019.

24. Book-keeping temporary role 2019 – To consider paying the Clerk to the Council for this role – as per the advice of the Staffing Committee.

25. Date of next meeting – Full council meeting 9 Jan 2020.