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Friday 20 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 **Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon, GU3 3RF** on **9 January 2020** 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 – 12 December 2019

11. Planning Applications for consideration

Planning Application No: GU19/CON/00028 - Land at Sunnyside, Aldershot Road, Worplesdon, GU3 3HF - Construction and use of a concrete hardstanding area.

Planning Application No: 19/P/02079 - 7 Gravetts Lane, Guildford, GU3 3JR - Erection of a single storey front extension following demolition of existing porch.

Planning Application No: 19/P/02094 - Unit 1, Cobbett Park, Moorfield Road, Guildford, GU1 1RU - Proposed replacement of existing cladding to the western elevation of the existing building.

Planning Application No: 19/P/02095 - Unit 1, Cobbett Park, Moorfield Road, Guildford, GU1 1RU - Advertisement consent for two replacement externally illuminated fascia signs.

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/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/02136 - 10 St Mary's Way, Guildford, GU2 8JY - Change of use from C3 to Sui Generis 8 person HMO.

Planning Application No: 19/P/02116 - Worplesdon Place Hotel, Perry Hill, Worplesdon, Guildford, GU3 3RY - Installing burger shack to rear of Worplesdon Place.

Planning Application No: 19/T/00329 - Rydes Hill Preparatory, Aldershot Road, Guildford, GU2 8BP - T1 - Turkey Oak - Reduce crown height by 3m and sides by up to 2m. Finished height to be 15m with an average radial spread of 3m. T2 - Sycamore - Reduce canopy spread by up to 2m. Finished radial spread to be approximately 2m.

For information only: The following application has been submitted by Worplesdon Parish Council

Planning Application No: 19/P/02131 – Gravetts Lane Farm, Gravetts Lane, Guildford, GU3 3JR - Removal of condition no 3 of application 19/P/01133, approved on 18/10/2019 removing the personal condition to Worplesdon Parish Council.

- 12. Height barrier Worplesdon Memorial Ground** – To consider which organisation is responsible for the ongoing maintenance of the height barrier.
- 13. Local Electricity Bill** – To consider supporting the [Local Electricity Bill](#)
- 14. Training – Councillor Briefing and Awareness Training Sessions** – To agree the number of delegates and which of the training sessions will be booked.
- 15. FLGCA - Informal Community Event** about the future of the playing field at Fairlands – Monday 6 January 2020 – Fairlands Community Centre – 7.30pm. All are welcome to attend. To receive a report from the parish council attendees.
- 16. Little Crickets Nursery** – Little Crickets Nursery has given Wood Street Village Cricket Club notice of the termination of their lease. The Nursery School has informed families that the nursery will close on 14 February 2020. To consider the cricket club's response and to decide action, if appropriate.
- 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 reconciliation** – November 2019 bank reconciliation requires approval.
 - c) **Monthly budget report** – November 2019 monthly budget report requires approval.
 - d) **Precept 2020/2021** – To approve the precept taking into account the recommendations of the Planning/General Purposes and Finance Committee and the budget working party. Deadline for submission of the 2020/2021 precept = 17 January 2020.
 - e) **Financial Regulations** – To review/approve the Financial Regulations taking into consideration the written recommendations of councillors G Adam and D Snipp.
 - f) **Dashcams for works van** – Cllr Messenger has requested the installation of front and rear dash cams on the works vehicle. Assumed cost of dash cams and fitting (at Halfords) £300 & VAT. To decide whether or not to fit dash cams to the works vehicle.
 - g) **Tools allowance/tools list** – To consider awarding a further tools allowance of £10pm for 3 months to the Head Groundsman, or until all tools required by the Groundstaff are purchased.

18. Clerk's Report

- a) **Disposal of waste from the Parish Council's litter bins** – The cost to dispose of five black sacks of waste at the Slyfield Recycling centre was a minimum of £90 per visit (5 black sacks). The cost of a Chambers Dumpy bin = £13.50 per emptying visit – Total cost based on a fortnightly collection of no more than 70kg per visit £351 & VAT per annum. Additional weight charged at 16p per kilo. No contract required. Proposed location the Wood Street Village Community Car Park. Bin to be installed as soon as practicable.
- b) **Purchase of additional tools** - Total cost of tools required £600 & VAT. The tools to be ordered as soon as practicable.
- c) **Works van – graphics applied** (correction required on front bonnet).
- d) **LANTRA tree inspection course 28 January 2020** – Two places on the course have been booked. Total cost £264 & VAT.
- e) **Tennis courts** - Legal advice to be sought in respect of termination of the lease for the Parish Council's tennis courts.
- f) **Casual vacancies** – Guildford Borough Council has been informed of the resignation of Cllr S Fisk and Cllr M Singh. Casual vacancy notices have been duly displayed. If a request for an election to fill the either

of the said vacancies signed by ten registered electors of the said Parish ward is received on or before 8 January 2020 by the Proper Officer of Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB, an election will be held to fill the said vacancy. If no such notice is received by 8 January 2020 by the Proper Officer, the vacancy will be filled by the Parish Council by co-option.

- g) **All Star Fuel card** – An application for the fuel card has duly been made.
- h) **Wetpour repair – Worplesdon Memorial Ground** – Quotation accepted. Total cost £345 & VAT.
- i) **Harry's Meadow – Proposed Right of Way** - – The application for the proposed right of way across Harry's Meadow to become a permanent right of way on the Definitive Map is currently being decided by Surrey County Council (SCC). The simplest way to address the application is for the adjacent landowners to dedicate the route. SCC will shortly be writing to both landowners.
- j) **Montague Place (Land north of Keens Lane)** – Taylor Wimpey have been asked to include Worplesdon Parish Council on all future communications with local residents and have been advised that any damage to the bridleway/village green as a result of the development works will need to be put right at their own cost.

19. Chairman's Report

20. **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.

21. **Appointment of a part-time bookkeeper on a temporary basis** – To consider appointing a temporary bookkeeper at the earliest opportunity. To agree the hours required and the rate of pay. The vacancy to be advertised at the earliest opportunity.
22. **Admin staff workload/contracts of employment** – Payment of additional hours required to facilitate the proper discharge of the authority's functions (particularly the financial function). To consider SALC's advice and to decide action.
23. **Time off in Lieu policy (TOIL)** – To decide upon the introduction and nature of a policy on TOIL.
24. **Date of next meeting** – Full council meeting Thursday 20 February 2020.