



**Minutes of the Full Council meeting held 9 January 2020
in the Small Hall, Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

1-2020 – Present

Councillors:

Chairman Cllr P Cragg, Cllr G Adam, Cllr D Bird, Cllr A Creese, Cllr M Fance, Cllr N Mitchell, Cllr S Morgan, Cllr B Nagle, Cllr T O'Toole, Cllr D Paul and Cllr D Snipp.

Officers of the Council:

Mrs G White – Clerk to the Council

Mrs V Fear – Assistant Clerk

Members of the public:

Five members of the public were present.

2-2020 - Apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence were received from Cllr J Messenger.

Cllr C Riley was absent from the meeting.

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

3-2020 - Public Participation session

Members of the public addressed the Council about the following matters:

- **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 (House of Multiple Occupancy).
- **Expenditure and weather-related issues with the Christmas lights** (specifically at Perry Hill Green)
- **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/02116 - Worplesdon Place Hotel, Perry Hill, Worplesdon, Guildford, GU3 3RY** - Installing burger shack to rear of Worplesdon Place.

4-2020 - Declaration of Disclosable Pecuniary Interests (DPIs) by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

No declarations were made.

5-2020 - Amendments to the Register of Interests

No declarations were made.

6-2020 - To receive and consider written requests for new DPI dispensations

No requests received.

7-2020 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr G Adam declared a non-pecuniary interest regarding the height barrier at the Worplesdon Memorial Hall, when this item was discussed.

8-2020 - Declaration of gifts or hospitality over £25

No declarations were made.

9-2020 - Borough Councillor's report

Cllr McShee had advised he had nothing to report.

10-2020 - County Councillor's report

Cllr Witham had advised he had nothing to report.

11-2020 - Minutes of the previous meetings

It was proposed Cllr G Adam, seconded Cllr M Fance and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 12 December 2019 be agreed and signed by the Chairman as a true record.

[Due to ill health, the Chairman passed the chair to the Vice-Chairman at this point in the meeting.](#)

12-2020 - 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.

RESOLVED: This application had already been approved by Surrey County Council.

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.

RESOLVED: That the Parish Council reiterate its earlier comments supporting this planning application.

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

RESOLVED: Leave to planners.

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.

RESOLVED: Leave to planners.

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

RESOLVED: Leave to planners.

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).

RESOLVED: That the Parish Council object to this retrospective planning application on the grounds that it fails to respect the residential amenity of the adjacent dwelling. The Parish Council would recommend that, due to noise from the plant, the shed be relocated to a position where noise will not impact the immediate neighbours and the building be insulated with acoustic soundproofing.

If planning permission is granted, the Parish Council wishes to request a condition be imposed limiting the hours of operation to respect residential amenity.

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 (House of Multiple Occupancy).

RESOLVED: That the Parish Council object to this planning application on the following grounds:

- The proposal to convert this terrace property represents over development of the site.
- The proposal fails to meet the requirements of the Borough Council's Supplementary Planning Document on Vehicle Parking Standards i.e. *one assigned parking space should be provided within the curtilage of the property, if there is less than one space per unit it would be a matter for negotiation to agree if spaces are either assigned or unassigned.* The developer's assumption that people in HMO properties do not own cars is not borne out by experience of other HMO properties within the Parish.
- There is currently insufficient parking for the existing properties: this proposal would cause an adverse impact the surrounding area and would exacerbate existing parking issues.

Worplesdon Parish Council would therefore recommend refusal of this planning application.

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

RESOLVED: That the Parish Council request a condition be applied to ensure an adequate filter system is used to mitigate any smells which may affect neighbouring properties should the planning application be approved.

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.

RESOLVED: Leave to the tree officer.

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.

13-2020 - Height barrier Worplesdon Memorial Ground

In 2017 Worplesdon Parish Council purchased a height barrier and posts to protect the Worplesdon Memorial Ground from illegal incursions (Minute number 691-2017 refers) under the misapprehension at the time, that the Parish Council was responsible for dealing with any incursions at the Memorial Grounds. The height barrier has recently been struck by a vehicle (the second time the height barrier has been struck and damaged since its installation). As a result, questions had been raised regarding who is responsible for the ongoing maintenance of the height barrier.

Cllr Adam advised that a van driver, for a courier company, caused the damage and the courier company's insurers are paying for the damage. The Clerk stated, however, that a question remained as to responsibility for the long-term maintenance of the height barrier. Discussion then followed after which it was proposed Cllr D Bird, seconded Cllr T O'Toole and **RESOLVED** that as the Worplesdon Memorial Trustees have sole control over the operating of the height barrier (by virtue of an agreement between the Worplesdon Memorial Trustees and Worplesdon Parish Council) the Parish Council should, therefore, gift the height barrier and posts to the Worplesdon Memorial Trustees on the understanding that the Worplesdon Memorial Trustees will be entirely responsible for the ongoing maintenance of the height barrier and posts in perpetuity.

Should the Worplesdon Memorial Trustees decline to accept the gift, the Parish Council reserved the right to remove the height barrier if any further damage is inflicted by drivers.

A vote took place: 9 voted in favour. Cllr G Adam abstained. Motion carried.

14-2020 - Local Electricity Bill

An email dated 29 November 2019 had been received from a lobby group called 'PowerforPeople' asking the Parish Council to support the [Local Electricity Bill](#) which had been supported by 115 cross-party group during the Parliamentary session 2017-2019.

Following discussion, Members considered that theoretically the Bill was a good idea, however, it was not appropriate for Worplesdon at this time therefore, no action would be taken by the Parish Council in response to this email request.

15-2020 - Training – Councillor Briefing and Awareness Training Sessions – 10 March 2020 (Dorking)

It was agreed that the following delegates be authorised to attend the Councillor Briefing and Awareness Training session in Dorking on 10 March 2020:

- Cllr A Creese
- Cllr M Fance
- Cllr D Paul
- Cllr T O'Toole

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the total cost of £280 & VAT be approved.

Power to spend: LGA 1072 s111.

To reduce vehicle emissions the delegates will car share. Cllr Fance kindly offered to drive.

16-2020 - FLGCA - Informal Community Event about the future of the playing field at Fairlands – Monday 6 January 2020 – Fairlands Community Centre – 7.30pm

A group from the FLGCA called (The Way Forward) had called a brain storming session to ascertain what residents would like to see the sports field and hall used for. Cllr Cragg, Cllr O'Toole, Cllr Messinger, Cllr Mitchell and the Clerk had been in attendance. Residents had made a number of suggestions. The Parish Council had provided details of outdoor fitness equipment and playground equipment which had been gratefully received. The group had requested assistance with sourcing grants towards the costs, the Parish Council's further involvement was not required beyond providing details of grant opportunities.

Questions were asked about the Parish Council's play area, which the Clerk was able to address. The Chairman informed the meeting of the vacancies on the Parish Council.

17-2020 - 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. The Cricket Club will be meeting to discuss this matter on Tuesday 14 January 2020. If considered absolutely necessary, it was agreed the Chairman, Vice-Chairman and Clerk would attend a meeting with the Cricket Club and Little Crickets Nursery albeit members understood that, unfortunately, there is nothing the Parish Council can do to resolve the financial situation of the Nursery. Various other pre-schools operate in the area including: Worplesdon Pre-School, Rydes Hill Nursery, the Christopher Robin Day Nursery and Guildford Grove Nursery. The Nursery has confirmed that all children have been found a place at an alternative pre-school.

The Chairman called a ten-minute comfort break at 8.45pm. The meeting was reconvened at 8.55pm.

18-2020 - Finance

a) Invoices for payment

It was proposed Cllr P Cragg, seconded Cllr D Bird and unanimously **RESOLVED** that payments to the value of £16,811.82 be approved and signed off by Cllr G Adam and Cllr B Nagle.

Payment list for 9 January 2020

Budget Heading	Cheque No	Description	Supplier	Net	VAT	Gross
Est. chgs.		SIM card bill - J White	Three	8.99	1.80	10.79
Rev. Works vehicle		Fuel and car wash	Mrs G F White	10.00	0.00	10.00
Rev. Works vehicle		Fuel for works van	Mr J N White	12.90	0.00	12.90
Staff costs		Salaries/mileage/Er's Pension Conts & Er's NI	Staff costs	13,742.78	0.00	13,742.78
Est. chgs.		External back-up	RISC Group	32.09	6.42	38.51
Parish Newsletter		3,600 newsletters	Knaphill Print Co Ltd	420.00	0.00	420.00
Professional Advice		Professional charge - Parish office	WYG	1,000.00	200.00	1,200.00
Est. chgs.		Personalised lanyards for groundstaff	PayPal	8.90	0.00	8.90
Est. chgs.		SIM card bill - V Fear	O2	15.99	3.20	19.19
Est. chgs.		Electricity bill - Perry Hill Green	British Gas	8.09	0.40	8.49
Est. chgs.		SIM card bill - G White	O2	15.99	3.20	19.19
Donations	800175	Donation 2019/2020	Crimestoppers	40.00	0.00	40.00
Donations	800176	Donation 2019/2020	Citizens Advice Bureau	70.00	0.00	70.00
Donations	800177	Donation 2019/2020	Kent Surrey Sussex Air Ambulance	150.00	0.00	150.00
Tennis Court M'nance		Annual rent - Tennis Courts	Worp. Mem. Trustees	110.00	0.00	110.00

Playground Repairs Est. chgs.		Peppercorn rent - play area Worplesdon	Worp. Mem. Trustees	2.00	0.00	2.00
		Rent - Worplesdon Memorial Hall	Worp. Mem. Trustees	275.00	0.00	275.00
Rev. Works vehicle		Fuel for works van	Mr P J Trevena	16.74	3.35	20.09
Chairman's Allowance		Civic gift - KT	Dr P Cragg	25.00	0.00	25.00
Parish Newsletter		Distribution parish newsletters	Barrelfield Distribution Ltd	375.00	75.00	450.00
Professional Advice		Professional charges - Payroll	Mulberry & Co	105.00	21.00	126.00
Est. chgs.		SIM card bill	Three	44.15	8.83	52.98
Total				16,488.62	323.20	16,811.82

b) Bank reconciliations

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for November 2019 in accordance with the Accounts and Audit Regulations. A copy of which had been issued electronically to all members in advance of the meeting.

It was proposed Cllr D Bird, seconded Cllr D Paul and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements.

Appendix 1 - Bank Reconciliation for November 2019

c) Monthly budget report

The RFO had prepared the monthly budget report for November 2019 in accordance with the Account and Audit Regulations, copies of which had been issued electronically to all members.

It was proposed Cllr P Cragg, seconded Cllr T O'Toole and unanimously **RESOLVED** that the Chairman sign the monthly budget report.

Appendix 2 – Monthly budget report for November 2019

d) Precept 2020/2021

Background information to the setting of the precept (Parish council tax):

The Parish Council is a local authority in its own right. One of the statutory functions of the Parish Council is to set a precept (budget for council tax purposes). It is the responsibility of the Parish Councillors to set the precept for the Parish Council. The precept should be set at an appropriate level to ensure the Council can deliver the services required and/or requested by local residents. The Council is legally required to maintain its assets to minimise the risk of accidents or incidents and to have adequate insurance in place. In accordance with the National Association of Local Council's (NALC's) guidance, the general reserves should cover between 3 – 12 months expenditure (Worplesdon Parish Council's Financial Reserves policy refers). Worplesdon Parish Council has attained the Power of Competence (*Localism Act 2011*), which means there is no financial restriction on the Council's spending, albeit the Government encourages town and parish councils to minimise any increases wherever possible. Currently, Parish Council precepts are not capped and there is an expectation, within the Local Government sector, that Parish Councils will take on devolved services, i.e. services no longer provided by the principal authorities (Borough and County Councils) e.g. cleaning bus shelters and road signs. The Borough Council has no jurisdiction over the Parish

Council's precept. The Borough Council's role is merely to collect the council tax requested by the Parish Council. The council tax collected by the Borough Council, on behalf of the Parish Council, is paid over to the Parish Council in two instalments on 1 April and 1 October.

The RFO had provided all members with the current funding levels for the earmarked reserves and general reserves, to give a comprehensive overview of the Council's finances. The RFO proposed that working balances (general reserves) of £23,000 be used to keep the budget increase for 2020/2021 to a minimum. Future projects have already been proposed, and agreed, within the Council's 5-year Strategic Plan. The approved projects for 2020/2021 were included in the draft precept, as were several grants to local organisations.

Councillors were reminded that, due to the austerity measures being imposed upon the principal authorities, the Parish Council is now carrying out work that was previously carried out by the Borough Council and County Council i.e. sight line clearance, siding out pavements, ditch clearance, highway sign cleaning, cutting back vegetation from the pavements, bus shelter cleaning and litter picking.

The Clerk advised that the grass cutting contract, tree cutting services, salaries, insurances, utilities, stationery etc. had all increased by RPI (Retail Price Index) and the Council's insurance had been raised by 4%.

Draft 2020/2021 precept tabled for discussion/approval

The RFO advised that the members are at liberty to set the precept at whatever value they feel appropriate to facilitate the services of the Council.

The Clerk stated that it is not financially prudent to run the general reserves down too low, as per the advice of the Internal Auditor. Dropping the general reserves to 36% was the lowest advisable percentage, which provides just over 4 months emergency cover.

The Council debated the proposed tabled draft precept. It was agreed:

- An increase in the staffing budget be approved, to allow for: (a) the employment of a temporary, part-time finance/admin assistant due to the level of work with which the Council is currently dealing; (b) to cover the cost of a locum clerk if necessary; and (c) to allow additional hours to be paid to the existing staff – if authorised by the Council
- An accrual be set aside for a replacement works van
- An accrual be set aside for maintenance of the works van
- The accrual towards playground repairs be increased
- The accrual towards asset repairs and replacement be increased

It was then proposed Cllr G Adam, seconded Cllr M Fance and unanimously **RESOLVED** that the budget for the financial year 2020/2021 be set at £242,727. This represented a budget increase of 6.97% and a precept (or Band D rating per property) increase of 6.02% representing an annual (precept) charge of £69.65 per Band D property, which is in line with the national average Band D rating. 10 instalments of £6.96 per instalment is payable per property. The increase of 40p per month (per Band D property) represents less than the value of a second-class stamp per month. The Band D rating is calculated by dividing the budget by the number of properties liable to pay council tax. The number of properties liable to council tax in the year 2020/2021 had increased slightly due to a change in the number of properties in receipt of council tax benefit.

The precept is the Council's primary source of income unlike neighbouring parish councils who have other income streams i.e. buildings to rent, events which bring in an income, bequests, donations, sponsorship agreements.

Appendix 3 - Approved Parish precept 2020/2021

e) Financial Regulations

Cllr D Snipp and Cllr G Adam met with the RFO on 20 December 2019. The RFO had compared the adopted Financial Regulations 2018 with the NALC Model Financial Regulations 2019 in readiness for the meeting.

Cllrs Snipp and Adam then gave a short report to the meeting, which covered the use of general and earmarked reserves and the current protocol for dealing with the authorisation of payments and the quarterly financial checks.

Following discussion, it was proposed Cllr D Snipp, seconded Cllr G Adam and unanimously **RESOLVED** that the updated Financial Regulations, as presented to Members via email in advance of the meeting, be approved.

f) Dashcams for works van

Cllr Messinger 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.

In Cllr Messinger's absence, this item was deferred.

g) Tools allowance/tools list

Following discussion, it was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that an allowance of £10 per month be granted for a maximum of 4 months. The Clerk to order all required tools at the earliest opportunity.

19-2020 - 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) = £4,680 per annum. 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 for the Dumpy bin = The Wood Street Village Community Car Park. Bin to be installed as soon as practicable.

Power to spend: Litter Act 1983, ss5 and 6

b) Purchase of additional tools

Total cost of tools required £600 & VAT. The tools to be ordered as soon as practicable.

Power to spend: LGA 1972 s111

c) Works van – graphics applied

A correction is required on front bonnet. Work to be carried out 23 January 2020, free of charge.

d) LANTRA tree inspection course 28 January 2020

Two places on the course have been booked for the groundstaff. Total cost £264 & VAT.

Power to spend: LGA 1972 s111.

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 had been informed of the resignation of Cllr S Fisk and Cllr M Singh. Casual vacancy notices were duly displayed. No request for an election to fill either of the said vacancies had been received by the borough council, therefore the parish council is free to fill the vacancies by co-option. Adverts to be placed on the noticeboards, website and social media platforms, ASAP.

g) All Star Fuel card

An application for the fuel card has duly been made. The fuel cards will be issued imminently.

h) Wetpour repair – Worplesdon Memorial Ground

Quotation accepted. Total cost £345 & VAT.

Power to spend: LG (Misc. Prov.) Act 1976, s19

i) Harry's Meadow

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

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.

20-2020 - Chairman's Report

The Chairman gave the following report:

- 1) 6th January: with the Clerk and councillors, Jan Messinger, Nigel Mitchell and Tony O'Toole attended the FLGCA Community event in the Fairlands Hall to consider future developments/uses of their hall and field.

- 2) 7th January: Attended Community Speedwatch training organised by Surrey Constabulary at T/S Queen Charlotte (Local Sea Cadet centre).
- 3) 7th January: attended 7th and final Parish Council precept discussion working party at the Council office.

21-2020 - Items for inclusion on future agendas

Cllr Creese requested the following items be added to the agenda of the Planning/General Purposes and Finance Committee meeting to be held Thursday 30 January 2020:

- Renewal of the licence to maintain White House Pond, Jacobs Well
- Jacobs Well May Day Fayre – Consideration of the Parish Council having a stall at the event.

A resolution was passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the items below.

22-2020 - Appointment of a part-time bookkeeper on a temporary basis

Members further considered the appointment of a temporary part-time bookkeeper – as per David Carden's advice (December 2018). The Clerk stated that it may be helpful to take on a finance/admin officer which would offer a more flexible approach to dealing with the backlog of work.

It was agreed that a Staffing Committee meeting be arranged as soon as practicable and that once the person specification and job specification have been approved and the salary agreed, the job should be advertised at the earliest opportunity on the noticeboards, website, newsletter and via SALC. The next newsletter is due to be submitted to the printer mid-February 2020 for delivery the beginning of March.

23-2020 - Admin staff workload/contracts of employment/Time off in Lieu policy (TOIL)

The Clerk reiterated that the admin staff cannot deal with the workload within their contracted hours. Previously, the staff were willing to work beyond their contracted hours in a bid to address the excess workload; however, the Council's desire for the staff not to work beyond their contracted hours will now be fully implemented. The Clerk advised this is, however, likely to result in some work being considerably delayed.

It was agreed that the Staffing Committee will consider the possible payment of additional hours (if the additional hours have been approved by the Council) and/or the use of TOIL at its next committee meeting.

24-2020 - Date of next meeting – Full council meeting Thursday 20 February 2020.

Meeting closed 9.52pm

Signed:

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Chairman of the Council
Date: 20 February 2020