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NOTICE OF MEETING

Thursday 7 May 2020

To: All members of the Council

You are hereby summoned to attend the **full council meeting** of Worplesdon Parish Council to be held virtually on **Thursday 14 May 2020 at 7.30 pm** for the purpose of transacting the following business. **Anyone wanting to participate in the public speaking section of the meeting needs to contact the Clerk to the Council, either by email, phone or in writing by NOON Thursday 14 May to enable the 'joining instructions' to be sent out. To participate you must have access to the internet.**

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 during the meeting.

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 – 20 February 2020

The following minutes are to be noted by the Council:

- Planning/General Purposes and Finance Committee – 12 March 2020

11. **Unauthorised Encampments Wood Street Village Green** – To consider installing short and long-term defence measures, which could include temporary concrete blocks (painted forest green), additional posts and a security gate or an earth bund and security gate. The cost and environmental impacts need to be considered as does the requirement for planning permission and consent from the Secretary of State for DEFRA.
12. **Wood Street Village Cricket Club** – To consider permitting the Cricket Club to enter into a new underlease and licence enabling a new pre-school (potentially Tiny Acorns) to operate from the pavilion on a similar basis to previous pre-school 'Little Crickets'.

13. Planning Applications for consideration

Planning Application No: [20/P/00725](#) - Burpham Court Farm, Clay Lane, Jacobs Well, Guildford, GU4 7NA

Proposed change of use of existing agricultural buildings to form four residential dwellings, demolition of existing building connecting proposed plots 3 and 4, with associated access, landscaping, amenity space and parking.

Planning Application No: [20/P/00740](#) - 44 Oak Hill, Wood Street Village, Guildford, GU3 3ER Proposed single-storey rear extension.

Planning Application No: [20/P/00616](#) - Sandiacre Nurseries, 148 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HB - Proposed installation of a Steibel Eltron 87kW ground source heat pump and associated ground collector.

Planning Application No: [20/CON/00018](#) - Sunnyside, Aldershot Road, Worplesdon, Guildford, GU3 3HF -

Consultation from Surrey County Council to discharge Condition 4 (Construction Transport Management Plan) & Condition 11 (Drainage) re 19/CON/00028 approved 10/12/2019.

Planning Application No: [20/P/00753](#) - Land between Church View & St Mary's Garden, Perry Hill, Worplesdon, GU3 3RE - Variation of condition 2 (approved plans) of planning permission 17/P/00384 allowed on appeal 04/04/2018 to reduce the size of the dwelling to 4 bedrooms and to allow material changes to the floor plans and elevations more in- keeping with planning permission 17/P/02329 approved 06/06/2018.

Planning Application No: [20/P/00766](#) - The Kepler Building, 10 Stephenson Road, Guildford, GU2 7YE - Proposed erection of a temporary building for research and development use for a period of three years and removal of existing storage containers.

Location: 20-24 Westfield Road, Slyfield Industrial Estate, Guildford, Surrey GU1 1RR, Proposal: Non-material amendment to planning permission ref: [GU17/P/01985](#) dated 12 December 2017 to allow for revised water storage infrastructure to improve circulation and storage space in the yard associated with the Material Recovery Facility.

14. Networking Event – To consider holding an annual networking event to which all local organisations would be invited.

15. Draft Leave Policy – To consider the draft policy (as drafted by Cllr G Adam).

16. Harry's Meadow – A request has been received from a local resident for permission to tether a stallion horse in Harry's Meadow during the winter. To consider the request.

17. Going paperless? To consider the cost of printed materials at meetings vs the cost of iPad and the potential impact on a reduction in carbon emissions vs the cost of the IT equipment. (Cllr A Creese).

18. Guildford Borough Council Revised Code of Conduct – To consider the revised Code of Conduct. Comments to be submitted to Guildford Borough Council by 31 May 2020.

19. Stonerose Pizza Co - Mobile pizza takeaway service from a converted horse trailer – Would Worplesdon Parish Council consent to allow them to operate among local communities, either one evening per week or once a fortnight most likely from Wood Street Village or Fairlands.

20. 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 (once face-to-face meetings are permitted).
- b) **Bank reconciliations** – February 2020, March 2020 and April 2020 bank reconciliations require approval.
- c) **Monthly budget reports** – February 2020, March 2020 and April 2020 monthly budget reports require approval.
- d) **Replacement bus shelter – Woking Road (near Oak Tree Close)** – To consider replacing the current polycarbonate bus shelter with an 'Eaton' style wooden bus shelter by Littlethorpe of Leicester. Total cost of the shelter and delivery £5,508 & VAT. Overall cost, including civil engineering/traffic control and licences £11,667 & VAT. Surrey County Council has kindly agreed to split the costs 50/50 on the understanding that the Parish Council will be responsible for the asset in perpetuity. To approve the quotation.
- e) **Broadband service to the Worplesdon Memorial Hall** – To consider whether or not to continue paying for the Wi-fi broadband service at the Worplesdon Memorial Hall given the Worplesdon Memorial Trustees are now a Charitable Incorporated Organisation (CIO).
- f) **1st instalment 2020/2021 precept** – A BACS payment of £126,075.50 (including the Local Council Tax Support Scheme) LTCSS grant has been received from Guildford Borough Council.
- g) **Goal posts for Jacobs Well Recreation Ground – 2020/2021 precept** – A virement of £1,500 is required. To agree which budget or budgets the virement should be made from.
- h) **Virtual Internal Audit carried out 11 May 2020** – To consider the Internal Auditor's report.

- i) **To review the effectiveness of the Council's system of internal controls**, including management of risk and to decide action, if considered necessary.
- j) **To review the earmarked reserves for 2019/2020** – require approval at the June Full Council meeting.
- k) **To review the general reserves for 2019/2020** – require approval at the June Full Council meeting.
- l) **To receive the Asset Register for 31.3.2020** – requires approval at the June 2020 Full Council meeting.
- m) **To receive the annual accounts 2019/2020** – require approval at the June 2020 Full Council meeting.
- n) **To receive the Annual Return for the year ended 31 March 2020** – Section 1 “Annual Governance Statement” requires approval at the June 2020 Full Council meeting.
- o) **To receive the Annual Return for the year ended 31 March 2020** - Section 2 “Accounting Statements for 2019/20” - requires approval at the June 2020 Full Council meeting.
- p) **Payroll Engagement letter – 2019/2020** – To approve the terms of Engagement.
- q) **To review the Council's insurance policy** – as per the Asset Register and Insurance Schedule (issued to members in advance of the meeting via email).
- r) **Concurrent Functions Grant Aid 2021/2022** – To consider any one-off projects that may be required in 2021/2022: 50% grant available subject to Borough Council financial restrictions. Maximum of two projects.
- s) **VAT return 1.10.2019 – 31.3.2020** – Refund of £16,859.10 due.
- t) **Pension Return submitted to Surrey County Council** 15 April 2020.
- u) **Cyber security** – To consider/approve the introduction of the free dual authentication function in Office 365 for cyber security purposes.

21. Clerk's Report

22. Chairman's Report

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

24. Date of next full council meeting – Thursday 25 June 2020.