



Minutes of the Full Council meeting held virtually 14 May 2020 at 7.30pm

127-2020 - Present

Councillors:

Cllr G Adam, Cllr D Bird, Cllr P Cragg (Chairman), Cllr A Creese (internet connection intermittent) Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr B Nagle, Cllr D Paul, Cllr C Riley, Cllr D Snipp, Cllr T O'Toole (internet connection intermittent).

Officers of the Council:

Mrs G White – Clerk to the Council
Mrs V Fear – Assistant Clerk

Members of the public:

Mr A Waugh – Chairman of the WSV (Wood Street Village Association), Cllr B McShee and Cllr K Witham.

128-2020 - Apologies and reason for absence

None received.

129-2020 - Public participation session

Mr Waugh addressed the Parish Council about the County Council's offer of installing concrete blocks on the triangle to prevent further unauthorised encampments.

25 responses had been made following delivery of the Parish Council's flyer asking what, if anything, residents would like the Parish Council to do regarding the annual Unauthorised Encampments. The flyer had been issued in response to two requests for the Parish Council to take action to prevent further Encampments taking place.

Residents unanimously rejected the offer of temporary concrete blocks. Concerns were raised about the possibility of the encampments being set up on the main Green or in other locations within the village.

The construction of an earth bund was the most popular choice, with posts the second preference. Some residents wanted no action to be taken and to allow the annual encampments to continue to take place.

The Chairman assured Mr Waugh that it was not the Parish Council's intention to impose anything on anyone, hence the flyer around the Green seeking residents' views prior to any decisions being taken.

The Chairman thanked Mr Waugh for addressing the Council.

130-2020 - 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.

131-2020 - Amendments to the Register of Interests

No declarations were made.

132-2020 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

133-2020 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr G Adam, Cllr J Messenger and Cllr D Snipp declared a non-pecuniary interest in item 20(e) on the agenda.

134-2020 - Declaration of gifts or hospitality over £25

No declarations were made.

135-2020 - Borough Councillor's Report

Cllr McShee's report had been issued to all Members via email in advance of the meeting.

A short question and answer session took place. The following issue was raised:

- Work has commenced on 1 Fairlands Ave. An advertisement has been placed on the scaffolding. Has advertising consent been obtained for the banner?
Cllr McShee kindly agreed to raise this issue with Guildford Borough Council's planning team.

Appendix 1 – Cllr McShee's report.

[Cllr McShee left the meeting at this point.](#)

136-2020 - County Councillor's Report

Cllr Witham read his report to the meeting. This was circulated to all Members after the meeting.

A short question and answer session took place. The following issues were raised:

- The location of the County Council's new headquarters in Woking.
- The impact of Covid-19 on highway maintenance issues
A: due to Government advice, essential highway work was continuing to take place. Planning work is currently taking place to enable catch-up with non-essential work.
- Why were traffic signs being changed in Fairlands during lockdown?
A: All essential work continued to be undertaken.

Appendix 2 – Cllr Witham's report.

[Cllr Creese arrived at 19.54pm](#)

[Cllr Witham left the meeting at this point.](#)

137-2020 - Minutes of the previous meetings

It was proposed Cllr N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the minutes of the Full Council meeting held 20 February 2020 be approved and signed by the Chairman.

The Chairman's signature was shown to the meeting.

Minutes of the Planning/General Purposes and Finance Committee meeting held 12 March 2020 were noted by the Council.

138-2020 - Unauthorised Encampments Wood Street Village Green

The Assistant Clerk had prepared a report for the Members in advance of the meeting (based on feedback from local residents). The Clerk had **recommended** the following action be taken: that the County Council's offer to provide concrete blocks be politely declined and that any decisions about potential long-term defences be deferred until after the Covid-19 restrictions are lifted; to enable the Parish Council to hold a public meeting with the residents around the Green, prior to any decisions being taken.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Clerk's recommendations be approved. A public meeting to be arranged when circumstances permit.

The Chairman asked Mr Waugh to inform the WSVCA of the Parish Council's decision and thanked Mr Waugh for his assistance with this matter, and for addressing the Council.

Appendix 3 – Assistant Clerk's report.

[Mr Waugh left the meeting at 19:58.](#)

139-2020 - Wood Street Village Cricket Club (WSVCC)

WSVCC had enquired whether the Parish Council would be willing to grant permission for a new pre-school to operate from the Cricket Pavilion.

This matter was discussed, following which it was proposed Cllr D Bird, seconded Cllr G Adam and unanimously **RESOLVED** that in principle Worplesdon Parish Council has no objection to the proposal, subject to full details being provided prior to any formal decisions being taken.

[At 20:02 the Chair was handed, temporarily, to Cllr N Mitchell.](#)

[Cllr J Messinger left the meeting for a few minutes due to technical issues. Cllrs Creese, O'Toole and Riley also had IT issues, which required them logging out of and back into the meeting.](#)

140-2020 - 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.

RESOLVED: That the Parish Council request the following conditions be applied, should planning permission be granted:

1. Details of parking.
2. The provision of safe and secure cycle parking.
3. Details of the protection measures for the existing watercourse as a result of the discharge of surface water directly into that watercourse.

4. Details of foul sewage disposal and the proposed protection measures in case of flooding.

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

RESOLVED: Leave to planners.

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.

RESOLVED: Leave to planners.

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.

RESOLVED: Leave to planners.

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.

RESOLVED: Leave to planners.

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.

RESOLVED: Leave to planners.

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.

This application had already been decided by the planning authority prior to the Full Council meeting taking place.

[Cllr Cragg took back the Chairmanship at 20:17.](#)

141-2020 - Networking Event

The Clerk advised that historically, Worplesdon Parish Council used to hold an annual networking event as a means of thanking the various community organisations operating within the Parish, and suggested that it may be advantageous to recommence holding an annual Networking Event, to improve community cohesion and to strengthen the work of the Parish Council as a whole. Additionally, the JWRA had asked whether they could meet with the Worplesdon Memorial Trustees, WSVA (Wood Street Village Association) and the FLGCA (Fairlands, Liddington Hall and Gravetts Lane Community Association).

Following discussion, it was agreed that due to the Covid-19 restrictions this suggestion be deferred for the time being.

142-2020 - Draft Leave Policy

Cllr G Adam requested this item be deferred until the Full Council meeting on 25 June 2020.

The policy to be issued in draft to everyone prior to the next Full Council meeting.

143-2020 - Harry's Meadow – Request received for a stallion to be tethered in the meadow over winter

A local resident had requested permission to tether a 5-year old stallion horse in Harry's Meadow over the winter. The request was duly discussed. The tethering of a horse is contrary to the purpose for which the field was purchased (i.e. for recreational use). Following discussion, it was proposed Cllr A Creese, seconded Cllr D Snipp and **RESOLVED** that the request be denied.

A vote took place: 11 voted for the proposal, Cllr G Adam abstained. Cllr N Mitchell voted against the proposal. Motion carried.

144-2020 - To consider meetings going paperless – Cllr A Creese

Cllr Creese had asked the Parish Council to consider going paperless, as the Borough Council has done. Cllr Creese stated that at present, Members and Officers are all using different equipment and operating platforms, which can cause difficulty and confusion. It is currently unclear how long the Covid-19 restrictions will remain in place. Therefore, if everyone was to use the same equipment, that would be beneficial.

The Assistant Clerk had prepared a report for Members which had been circulated via email in advance of the meeting.

The pros and cons of purchasing ipads/tablets vs the printing of a small amount of paperwork were discussed, following which it was proposed Cllr G Adam, seconded Cllr N Mitchell and **RESOLVED** that the Parish Council should not go paperless.

A vote took place: 9 in favour, Cllr M Fance abstained, Cllr A Creese against, Cllr D Snipp against unless a 100% grant could be obtained to cover the anticipated cost being £7,500 & VAT.

Appendix 4 - Assistant Clerk's report.

145-2020 - Guildford Borough Council Revised Code of Conduct

The Clerk had recirculated the Revised Code of Conduct issued by Guildford Borough Council. Members concurred with the comments submitted by the Clerk on 8 April 2020 and had no further comments to make.

Councillors noted the value for gifts, which must be declared, is due to increase to £50.

146-2020 - Stonerose Pizza Co – Mobile pizza takeaway service from a converted horse trailer

A local company had approached the Parish Council seeking its views on the proposal to operate a mobile pizza takeaway service from a converted horse trailer. All appropriate consents to be obtained from the Borough Council should the service be of interest to the community.

Following discussion, it was proposed the matter be referred to the local residents' associations for their feedback.

147-2020 - Finance

a) Invoices for payment

The payments list had been circulated via email in advance of the meeting. It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that payments to the value of £39,133.81 be approved. The payments list to be signed as soon as practicable.

Cllr S Morgan MBE left the meeting at 20:53.

[Cllr T O'Toole reconnected to the meeting at 20:54](#)

b) Bank Reconciliations – February 2020, March 2020, April 2020

The Clerk had circulated copies of the February, March and April 2020 bank reconciliations via email in advance of the meeting.

It was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman. The Chairman showed the signed documents to the meeting.

Appendices 5, 6 and 7 – Bank reconciliations for February, March and April 2020.

c) Monthly Budget Reports

The Clerk had circulated copies of the February, March and April 2020 monthly budget reports via email in advance of the meeting.

The Clerk stated the dates of the February 2020 monthly budget report were incorrect. The report with the correct dates had been provided to the Chairman ahead of the meeting for signature. The updated report was issued to Members during the meeting. The Chairman asked all Members to read the report over the weekend. If no queries were raised, all three budget reports would be signed after the meeting.

The Clerk asked Members to raise any queries when the documents are first issued, rather than waiting until the meeting.

Appendices 8, 9 and 10 – Monthly budget reports for February, March and April 2020.

d) Replacement bus shelter – Woking Road (Near Oak Tree Close)

Surrey County Council has kindly agreed to meet the costs of the installation, civil engineering, traffic management and Road Opening licence fees.

Following discussion, it was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that Worplesdon Parish Council will meet the cost of the 'Eaton' Littlethorpe of Leicester bus shelter and the delivery costs. Total cost to Worplesdon Parish Council £5,508 & VAT.

The Clerk will follow this up with Surrey County Council and Littlethorpe of Leicester.

Power to spend: Local Government (Misc. Prov.) Act 1953, s4

e) Broadband service to the Worplesdon Memorial Hall

The Clerk had undertaken a review of the Parish Council's telephony costs and issued a spreadsheet to all members, setting out the cost to the Parish Council of the wi-fi at the Worplesdon Memorial Hall.

The Clerk advised the two-year contract with BT has been left on a rolling basis and enquired whether, given the change in the Trustees charitable status, the Parish Council wished to continue paying for the wi-fi service at the Memorial Hall.

Following discussion, it was agreed that the Parish Council write to the Worplesdon Memorial Trustees giving notice that the Parish Council is considering the possibility of discontinuing paying the wi-fi fee for the hall in future.

It was proposed Cllr D Snipp, seconded Cllr J Messenger and **RESOLVED** that any decision about discontinuing this service be deferred until the 2021/2022 budget is set.

A vote took place: 11 in favour, Cllr N Mitchell against. Motion carried.

f) 1st instalment 2020/2021 precept

A BACS payment of £126,075.50 had been received from Guildford Borough Council.

g) Replacement goal posts for Jacobs Well Recreation Ground

The RFO (Responsible Financial Officer) advised that due to an administrative error, the overall total of the Parks and Open Spaces budget within 2020/2021 had been understated by the value of the goal posts and recommended reducing the Establishment Charges budget by £1,500.

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that the RFO's recommendation be approved.

A vote took place: 11 in favour, Cllr T O'Toole against. Motion carried.

h) Virtual Internal Audit carried out 11 May 2020 – Internal Auditor's Report received 12 May 2020

Due to the Covid-19 restrictions, this year's Internal Audit was undertaken virtually. All documentation required to facilitate the audit had had to be completed and uploaded to the Internal Auditor's accounts software package in advance of the Internal Audit taking place.

A copy of the Internal Auditor's report had been received and circulated to all Members via email in advance of the meeting.

No formal action plan was provided within the report, albeit two very minor matters were highlighted :

1. A couple of links need to be updated in the Council's website – Transparency page.
2. The explanations need to be provided within the variance analysis prior to submission to the External Auditors.

It was proposed Cllr G Adam, seconded Cllr M Fance and unanimously **RESOLVED** that the Internal Auditor's report be approved and accepted.

Cllr N Mitchell and Cllr G Adam thanked the Clerk for all her hard work.

Appendix 11 – Internal Auditor's Report.

i) To review the effectiveness of the Council's system of internal controls

In accordance with the Accounts and Audit Regulations 2015 s6(1)(a) the Council must, at least annually, review the effectiveness of its system of internal control prior to the Annual Governance and Accountability Return (AGAR) being completed.

Due to the Covid-19 restrictions, the year-end internal audit was carried out virtually by Mark Mulberry on 11 May 2020. A copy of Mr Mulberry's comprehensive report was issued to all members, via email, on 12 May 2020.

On 14 May Members undertook a review of the effectiveness of the Internal Audit as follows:

Scope of Internal Audit – Terms of Reference issued 5 August 2019 and approved by the Council. Terms of reference define audit responsibilities in relation to fraud. The internal audit takes into account risk management processes and wider internal control. Internal audit covers:

- Transaction testing
- Proper book-keeping
- The Council's business operations, if appropriate
- Financial Regulations
- Standing Orders & payment/income control
- Risk Management
- Budgetary controls
- Petty cash is not operated
- Payroll controls
- Asset control (valuation/ownership)
- Bank reconciliation and evidence of financial statements
- Year-end Procedures & compliance with the public's right of inspection

Responsibility for the Council's internal controls (safeguarding systems in place for the prevention and detection of fraud, error and non-compliance) remains with the Council. All councillors have the authority to countersign the payments list at council meetings.

Independence – Internal Auditor has direct access to those charged with governance. Auditing is carried out by Mark Mulberry/Andy Beams of Mulberry & Co with written reports presented to the Council. Auditors do not have any other role within the Council.

Competence – The internal auditors are qualified chartered accountants trained to a high standard who are familiar with the local government sector. Their work has been carried ethically, with integrity and objectivity.

Relationships – Responsible Financial Officer and all councillors consulted on the Internal Audit Plan issued annually which details the scope of each audit. Evidence is on audit files. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.

The responsibilities of the council Members are understood: training of Members is carried out as necessary. Members are appointed on an annual basis to carry out the quarterly financial checks.

Audit Planning and reporting – The Audit Plan properly takes account of corporate risk. The Audit Plan has been approved by the Council. Internal Audit is reported in accordance with the approved Audit Plan.

Internal audit work is planned and is based on risk assessment and designed to meet the Council's governance assurance needs.

Understanding the whole organisation, its needs and objectives – The Annual Audit Plan demonstrates how audit work will provide assurance in relation to the Council's governance risk assessment.

Catalyst for change – The Internal Auditor offers a supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.

Add value and assist the organisation in achieving its objectives – Demonstrated through positive management responses to recommendations and follow up action where called for.

Forward looking – Identifying risks and formulating the annual Audit Plan. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.

Challenging – Internal audit focuses on risk and encourages members to develop their own responses to risks.

Correct resources available – Full documentation is provided to enable the internal auditor to complete the audit. Internal auditor understands the body and the legal and corporate framework in which it operates.

It was proposed Cllr P Cragg, seconded Cllr D Bird and unanimously **RESOLVED** that the review of the effectiveness of the Council's internal control including management of risk be approved.

j) To receive the earmarked reserves at 31 March 2020

A copy of the earmarked reserves totalling £69,500 for 2019/2020 had been circulated to all Members via email. Approval is required at the next Full Council meeting. Any queries need to be raised with the RFO ahead of the Full Council meeting.

Appendix 12 – Earmarked reserves @ 31 March 2020

k) To receive the general reserves at 31 March 2020

The general reserves at 31 March 2020 are £94,967.74. They are represented by the value of the cash-in hand at the financial year-end, less the earmarked reserves. The value of the general reserves represents 39% of the total precept for 2020/2021. Mr Mulberry recommends holding general reserves of 50% of the total precept. Any queries need to be raised with the RFO ahead of the Full Council meeting.

l) To receive the Fixed Asset Register for 31.3.2020

A copy of the Fixed Asset Register for 31 March 2020 had been circulated to all Members via email. Approval is required at the next Full Council meeting. Any queries need to be raised with the RFO ahead of the Full Council meeting.

Appendix 13 – Fixed Asset Register @ 31 March 2020

m) To receive the annual accounts 2019/2020

A copy of the Annual Accounts for 2019/2020 had been circulated to all Members via email. Approval is required at the next Full Council meeting. Any queries need to be raised with the RFO ahead of the Full Council meeting.

Appendix 14 – Annual Accounts 2019/2020

n) To receive the Annual Return for the year ended 31 March 2020 – Section 1 “Annual Governance Statement”

A copy of the Annual Return (AGAR) had been circulated to all Members via email. Approval of Section 1 is

required at the next Full Council meeting. Any queries need to be raised with the RFO ahead of the Full Council meeting.

Appendix 15 – AGAR Section 1

o) To receive the Annual Return for the year ended 31 March 2020 – Section 2 “Accounting Statements for 2019/2020”

A copy of the Annual Return (AGAR) had been circulated to all Members via email. Approval of Section 2 is required at the next Full Council meeting. Any queries need to be raised with the RFO ahead of the Full Council meeting.

Appendix 15 – AGAR Section 2

p) Approval of the Payroll Engagement letter 2020

The Payroll Engagement letter for 2020 had been circulated to all Members via email in advance of the meeting.

It was proposed Cllr G Adam, seconded Cllr D Bird and resolved that the Engagement letter be approved.

[Cllr A Creese’s internet connection crashed at 21:27pm](#)

Appendix 15 – Payroll Engagement letter

q) To review the Council’s Insurance Policy

The Clerk requested this item be deferred until the next Full Council meeting.

r) Concurrent Functions Grant Aid 2021/2022

Members were asked to consider potential projects for the financial year 2021/2022. Detailed quotations have to be submitted with the request to Guildford Borough Council.

This item was deferred until the next Full Council meeting.

s) VAT return 1.10.2019 – 31.3.2020

A VAT refund of £16,859.10 is due. The S126 form to be submitted to HM Revenue & Customs as soon as practicable.

t) Pension Return submitted to Surrey County Council

The Annual Pension Return was submitted to Surrey County Council via Egress (secure email) on 15 April 2020.

u) Cyber Security

The Clerk recommended immediate implementation of the free dual authentication available within Office 365 to prevent potential hacking.

Cllr Snipp, who is the lead member for IT, stated that whilst it is a good long-term goal and would offer the best protection, and is effective in preventing hacking, Members are being asked to learn new IT skills rapidly during the pandemic. It would be beneficial for Members to become familiar with Microsoft Teams first, as

his recommendation is for everyone to work within Teams in the long-term. Councillors must learn their signing in credentials in order to successfully operate dual authentication.

In terms of current cyber security measures Worplesdon Parish Council currently uses:

- Office 365
- A daily electronic back-up is taken, which is stored off site.

It may be advisable for the Council to implement a policy for internet use.

148-2020 - Clerk's Report

- a) **PPE** – Face masks, gloves, hand sanitiser and a desk protector screen have been purchased, in accordance with the Council's updated Covid-19 risk assessment.
- b) **Summer Newsletter and Annual Report** – The Clerk asked whether the Council still wished for these publications to be printed and hand delivered. Following discussion, it was proposed Cllr P Cragg, seconded Cllr D Bird and **RESOLVED** that hard copy versions should still be printed and delivered.

A vote took place: 11 in favour – Cllr G Adam against. Motion carried.

149-2020 - Chairman's Report

The Chairman advised that on 14 May 2020 he had participated in a virtual SALC meeting during which he had been voted in as Vice-Chairman.

150-2020 - Items for Inclusion on the future agendas

- a) Concurrent Functions Grant Aid projects for 2021/2022.

151-2020 - Date of next Full Council meeting – 25 June 2020

The Chairman thanked Cllr D Snipp for all his help getting everyone set up on Teams in readiness for the virtual meeting.

Meeting closed 22:15.

Signed:

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Chairman of the Council
Date: 25 June 2020