



Ground Floor
Unit 2 Beaufort Parklands
Railton Road
Guildford
Surrey GU2 9JX

Tel: 01483 300094
Email: clerk@worplesdon-pc.gov.uk

NOTICE OF MEETING

Thursday 18 June 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 **25 June 2020 at 7.30pm** 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 25 June 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, Sch 1, 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.
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:

- Extra-ordinary meeting – 17 March 2020
- Full Council meeting – 14 May 2020
- Extra-ordinary meeting – 11 June 2020

The following minutes are to be noted by the Council:

- Planning/General Purposes and Finance Committee – 4 June 2020

11. Planning Applications for consideration:

Planning Application No: 20/P/00862 - Mayshill, Goose Rye Road, Worplesdon, Guildford, GU3 3RJ - Two storey side extension with infill of verandah and changes to fenestration.

Planning Application No: 20/P/00864 - Grangefield Yard, Oak Tree Close, Jacobs Well - Construction of Class B8 storage facilities and ancillary office, together with car parking, cycle parking and landscaping.

Planning Application No: 20/P/00860 - Tangley Cottage, Worplesdon Road, Worplesdon, Guildford, GU3 3RR - Erection of an oak framed car port.

Planning Application No: 20/T/00143 - 28 Oakfields, Guildford, GU3 3AU - Acer (T1) - reduce crown by 1.5 metres back to secondary set of old wounds, mostly by 20-30mm but up to 45mm where necessary to achieve a balanced shape; remove deadwood and any crossing limbs; thin out only to leave even density throughout (Tree Preservation Order P1/201/106).

Planning Application No: 20/T/00144 - 10 Broomfield Close, Guildford, GU3 3AW - T1 (Sycamore tree) crown lift by 4.5 metres (TPO No.7 of 1993).

Planning Application No: 20/P/00928 - Old Mill House, Rickford, Worplesdon, Guildford, GU3 3PJ Lawful Development Certificate for an existing development to establish whether the building works carried out to date to convert the property from a garage and store to a residential unit have started and that planning permission 15/P/02297, approved on 20/07/2016, is therefore extant.

Planning Application No: 20/T/00150 - 23 Oakfields, Guildford, GU3 3AS - Mature Silver Birch (T1) - fell (Tree Preservation Order P1/201/106).

Planning Application No: 20/P/00924 - The Bungalow, Perry Hill, Worplesdon, Guildford, GU3 3RB - Erection of twelve dwellings (including affordable housing) with associated access and landscaping following removal of structures and hardstanding.

Planning Application No: 20/T/00158 - 12 Broomfield Close, Guildford, GU3 3AW

Five Sycamore trees (T1-T5) - crown reduce by up to 3 metres in height and reduce side branches by up to 2.5 metres; crown lift to achieve a clearance of up to 3 metres from ground level (Tree Preservation Order P1/201/332).

- 12. Leave Policy – To consider/approve the draft Leave Policy (drafted by Cllr G Adam).**
- 13. Pool Vehicle Policy - To consider/approve the draft Pool Vehicle Policy (drafted by Cllr G Adam).**

- 14. Guildford Local Plan: Development Management Policies - Issues and Preferred Options Consultation – Deadline 12:00 midday Wednesday 3 June to 12:00 midday Wednesday 22 July 2020**

Guildford Borough Council adopted the Local Plan: strategy and sites in 2019. They have now started to work on the second part of the Local Plan; the 'Local Plan: development management policies' document, which will provide further and more detailed planning policies to use when they determine planning applications. This Regulation 18 consultation is the first opportunity to comment on the plan as it moves through the various stages of its production.

If you would like to view the Issues and Preferred Options document, please visit Guildford Borough Council's consultation homepage at: <https://guildford.inconsult.uk/consult.ti/LPDMIO/consultationHome>.

HAVE YOUR SAY - You may respond to the consultation in the following ways:

- **Online:** by using the 'Online questionnaire', found on the website linked above (this is our preferred method of response),
- **Email:** by emailing localplan@guildford.gov.uk, or
- **Post:** by posting your comments to Planning Policy, Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB.

If you email or write to Guildford Borough Council, please indicate clearly which question/preferred option each of your comments relates to.

- 15. Covid-19 risk assessment – To receive and approve the updated assessment.**
- 16. Post-lockdown measures – To consider what measures need to be considered as a result of the Covid-19 restrictions being lifted. Anti-social behaviour, litter and fly-tipping seem to be particularly bad since lockdown restrictions are being lifted.**
- 17. Website Accessibility requirements - The deadline for meeting the accessibility requirements is 23 September 2020. All non-archived documents need to be made accessibility compliant by the deadline. The Website Accessibility Action Plan needs to be reviewed by a working party to ensure compliance. Volunteers required for the virtual work party.**
- 18. Draft Schedule of Meetings for 2021 - To approve the draft Schedule of Meetings.**
- 19. Land Transfer for the Worplesdon Memorial Ground - As the Worplesdon Memorial Trustees' application to become a Charitable Incorporated Organisation (CIO) has been approved by the Charity Commission, the new CIO is now legally permitted to hold the land (the Worplesdon Memorial Ground) in the name of the Trust, a land Transfer is therefore required. Roger Taylor of Wellers Hedleys is able to act on behalf of both parties and the joint fee for joint fee of £325 (and VAT) which would represent a cost of £162.50 (plus VAT) each.**

If Mr Taylor were to just act for the Parish Council, it would be at cost of £215 (plus VAT), however, additional costs would be incurred by the CIO.

To approve the land transfer and the cost to the Parish Council of £162.50 plus VAT.

20. Quarterly playground Inspections – To receive and approve the quarterly inspection reports.

21. Finance:

- a) **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 reconciliation May 2020** - May 2020 bank reconciliation requires approval.
- c) **Monthly budget report May 2020** - May 2020 monthly budget reports require approval.
- d) **To review the Council's Insurance Policy** - circulated to all members via email on 3.6.2020.
Recommendation: To reduce the street furniture sum insured by 25%.
- e) **To approve the Earmarked Reserves for 2019/2020** - Information circulated to all members via email on 4.6.2020.
- f) **To approve the General Reserves for 2019/2020** - Information circulated to all members via email on 4.6.2020.
- g) **To approve the Fixed Asset Register for 31.3.2020** - Information circulated to all members via email on 4.6.2020.
- h) **To approve the Annual Accounts for 2019/2020** - Information circulated to all members via email on 4.6.2020.
- i) **To approve the Annual Return for the year ended 31 March 2020 – Section 1 "Annual Governance Statement"** - Information circulated to Members via email 4 June 2020.
- j) **To approve the Annual Return for the year ended 31 March 2020 – Section 2 "Accounting Statements for 2019/2020"** - Information circulated to Members via email 4 June 2020.
- k) **The dates for the public right of inspection are:** Monday 29 June 2020 – 7 August 2020.
- l) **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.

22. Clerk's Report

- a) **Application to use Harry's Meadow for a private function** - Due to the Covid-19 restrictions, the applicant has requested moving the booking to 25 July 2021.
- b) **WSV Summer Show 2020** - Cancelled due to the Coronavirus pandemic.
- c) **10-year licence to maintain White House Pond** - A report has been received from Surrey Wildlife Trust. A quotation for the works is being obtained.

23. Chairman's Report.

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

Due to the confidential nature of the following item (early negotiation of contracts), a resolution shall be passed to exclude the public and press, as per Schedule 1 2(A) of the Public Bodies (Admission to Meetings) Act 1960.

25. Parish Office – Two storey office space – Queen Elizabeth Park.

On 29 May 2020 an off-market opportunity arose for a 1,022.15 sq. ft two storey office space with imminent availability which includes four allocated parking spaces.

S106 monies of £50,000 are available from the development at land north of Keens Lane towards this office move.

The existing lease on Unit 2 Beaufort expires 3 October 2021.

To receive a confidential report, which includes advice from Mr R Walmsley of Gascoignes regarding commercial rents at Queen Elizabeth Park circulated via email to all Members 19 June 2020.

To approve the following resolutions:

- That the Council proceed with leasing the two-storey Queen Elizabeth Park offices whilst additionally seeking to secure a tenant to take on the lease of Unit 2 Beaufort pending a brownfield development opportunity being provided by a developer in approximately 3 – 5 years.
- That the Council approve all costs associated with renting the Saxton office unit, Queen Elizabeth Park for the duration of the 5-year lease to include a 3-year break clause.
- That a set of searches: water and drainage, environmental, local authority are not necessary as the offices are being rented.
- The existing lease is on a full repairing basis. To consider whether it is necessary to have a full structural survey carried out, or whether a Schedule of Conditions would be sufficient.
- That the Clerk be authorised, under delegated authority, to spend up to £15,000 & VAT on the rent deposit.
- The parking spaces would need to be included within the cost of the lease.
- The rent for Unit 2 Beaufort is still payable until August 2021 (as the first break clause for Unit 2 Beaufort passed on 3 April 2020). To authorise the continued payment of the rent on Unit 2 Beaufort until a replacement tenant can be found.

26. Date of next Full Council meeting – Thursday 6 August 2020.