



Minutes of the Full Council meeting held virtually 25 June 2020 at 7.32pm

175-2020 - Present

Councillors:

Cllr G Adam, Cllr P Cragg (Chairman), Cllr A Creese, 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 and Cllr T O'Toole.

Officers of the Council:

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

176-2020 - Apologies and reason for absence

Cllr D Bird had tendered his apologies. Apologies and reason for absence accepted.

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

177-2020 - Public participation session

Three members of the public attended the meeting, but due to technical difficulties only two residents addressed the Council about separate planning applications being planning application numbers: **20/P/00864** – Grangefield Yard, Oak Tree Close, Jacobs Well and **20/P/00924** - The Bungalow, Perry Hill, Worplesdon.

Both residents objected to the planning applications and were seeking the Parish Council's support.

The Chairman thanked the members of the public for addressing the Council.

178-2020 - 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.

179-2020 - Amendments to the Register of Interests

No declarations were made.

180-2020 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

Approved at the Full Council meeting held 6 August 2020

181-2020 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr J Messinger, Cllr G Adam and Cllr D Snipp declared non-pecuniary interests in agenda item no. 18. (Land transfer Worplesdon Memorial Ground).

182-2020 - Declaration of gifts or hospitality over £25

No declarations were made.

183-2020 - Borough Councillor's report

Cllr McShee advised that he had nothing to report.

184-2020 - County Councillor's report

Cllr Witham advised that he had nothing further to report beyond that reported in his recent email communications. If any Members, or residents, would like to receive a copy of Cllr Witham's email, please contact him and he will add your email address to his database.

185-2020 - Minutes of the previous meetings:

It was proposed Cllr N Mitchell, seconded Cllr C Riley and unanimously **RESOLVED** that the minutes of the Extraordinary meeting held 17 March 2020 be approved and signed by the Chairman:

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that the minutes of the Full Council meeting held 14 May 2020 be approved and signed by the Chairman:

It was proposed Cllr T O'Toole, seconded Cllr D Paul and unanimously **RESOLVED** that the minutes of the Extraordinary meeting held 11 June 2020 be approved and signed by the Chairman:

The Chairman's signature could not be shown to the meeting as the Chairman had technical difficulties with his computer's camera.

Minutes of the Planning/General Purposes and Finance Committee meeting held 4 June 2020 were noted by the Council.

[Cllr N Mitchell then presented the planning applications to the meeting:](#)

186-2020 - Planning Applications for consideration:

It was agreed that, for the convenience of the residents attending the meeting, planning application numbers 20/P/00864 and 20/P/00924 would be considered first.

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.

Following discussion, it was **RESOLVED** that the Parish Council object to this application on the following grounds:

1. Lack of a technically acceptable transport statement in support of this application.
2. Insufficient level of parking to meet the level of employees working at the site.
3. No electric vehicle charging point provision.

[One resident left the meeting at 8.09pm.](#)

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.

Following discussion, it was **RESOLVED** that the Parish Council object to this application on the following grounds:

1. The proposal represents overdevelopment of the site.
2. The site is unsustainable: the local bus service, being poor, will create dependence on the motor vehicle for transport.
3. Lack of pedestrian facilities.
4. Lack of road safety measures (no suitable passing places along the privately owned track).
5. Lack of adequate public consultation.
6. If approved, a condition requiring a Construction Development Plan (CDP) would be required and would need to be approved prior to the commencement of works on site. The CDP would need to identify suitable waiting areas, which are not on Worplesdon Road.
7. An up-to-date traffic survey needs to be undertaken and submitted to the planning authority prior to any decisions being taken.

The remaining two residents left the meeting at 8.22pm.

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

RESOLVED: Leave to planners.

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

RESOLVED: Leave to planners.

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).

RESOLVED: Leave to tree officer.

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).

RESOLVED: Leave to tree officer.

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.

RESOLVED: Leave to planners.

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

RESOLVED: Leave to tree officer.

Approved at the Full Council meeting held 6 August 2020

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).

RESOLVED: Leave to tree officer.

187-2020 - Leave Policy

Whilst Cllr G Adam had drafted a Leave Policy on behalf of the Council. The Clerk asked for the item to be deferred as there had not been time for compare the draft policy with the staff contracts of employment.

It was agreed the draft policy would be considered by the Staffing Committee when the staff appraisals take place. Once the Staffing Committee has considered the policy, it will be put back to the Full Council.

188-2020 - Pool Vehicle Policy

Cllr G Adam had drafted the Pool Vehicle Policy, which had been circulated to all Members via email ahead of the meeting. It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the policy be approved and adopted.

189-2020 - 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. The Borough Council 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 residents 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.

Cllr G Adam had kindly agreed to read the consultation documents on behalf of the Council and will report back at the next Planning/General Purposes and Finance Committee meeting.

190-2020 - Covid-19 risk assessment

A copy of the updated Covid-19 risk assessment had been circulated via email to all Members in advance of the meeting.

Approved at the Full Council meeting held 6 August 2020

It was proposed Cllr P Cragg, seconded Cllr G Adam and **RESOLVED** that the risk assessment be approved subject to one minor amendment being made to the risk assessment (that Cllr Snipp had assisted 'most' councillors with setting up Teams).

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

191-2020 - Post-lockdown measures

In light of the easing of lockdown measures and previous Government advice regarding the reopening of tennis courts, the Clerk recommended the Council consider the installation of hand sanitation stations at each of the play areas. Quotations for a range of provisions had been obtained and circulated to all Members in advance of the meeting.

Members considered the proposal but declined the recommendation on the following grounds:

- High likelihood of the products being stolen (if not in a self-contained unit).
- The risk of an inflammable liquid catching light in the summer heat
- The cost of the commercial, vandal-proof hand sanitation stations at £8,500 & VAT for three stations (specifically designed for use in public play areas) was considered prohibitive.

It was agreed that appropriate signage would be erected, and a risk assessment to cover all three play areas would be carried out. Due to limited staff resources, it will not be possible for staff to clean the play equipment. The Clerk to seek further advice from SALC, Guildford Borough Council and the SLCC prior to the play areas being officially reopened.

192-2020 - 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 Government's Website Accessibility Action Plan needs to be reviewed by a working party to ensure compliance.

Cllr C Riley, Cllr D Snipp and Cllr T O'Toole kindly offered to join a working party. A meeting to be arranged as soon as practicable.

193-2020 - Draft Schedule of Meetings for 2021

The Clerk had prepared the draft Schedule of Meetings for 2021, which was circulated to Members via email during the meeting.

Approval of the Schedule of Meetings was deferred until the next Planning/General Purposes and Finance Committee meeting.

194-2020 - 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 of £325 (and VAT) 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 a cost of £215 (plus VAT), however, additional costs would be incurred by the CIO.

Approved at the Full Council meeting held 6 August 2020

Following discussion, it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the Parish Council authorise the land transfer and that Mr Roger Taylor would be jointly instructed to act on behalf of both parties with the cost to be split 50/50 between the Parish Council and the CIO. Each party to pay £162.50 plus VAT.

Power to spend: LGA 1972 s111.

195-2020 - Quarterly playground Inspections

A précis of the quarterly playground inspections had been circulated to all Members in advance of the meeting.

It was proposed Cllr N Mitchell, seconded Cllr M Fance and unanimously **RESOLVED** that the report be approved and accepted.

Appendix 1 - Copy of the quarterly playground inspection report summary

196-2020 - Finance:

a) Proposed list of cheques/online payments to be tabled at the meeting for approval

The payments list was presented during the virtual meeting. It was proposed Cllr G Adam, seconded Cllr T O'Toole and unanimously **RESOLVED** that payments to the value of £13,445.42 be approved. The payments list to be signed as soon as practicable.

Table 1: Payments list 25 June 2020

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	06/05/2020	Fuel for works van	Allstar Fuel	£ 4.80	£ 0.96	£ 5.76
IT budget	07/05/2020	Subscription	Adobe	£ 12.64	£ 2.53	£ 15.17
Christmas trees/lights WS, Perry Hill	22/05/2020	Electricity bill - Perry Hill Green	British Gas	£ 8.09	£ 0.40	£ 8.49
Establishment Charges	04/06/2020	Toner cartridges	Toner Giant	£ 46.86	£ -	£ 46.86
Land Management	10/06/2020	Materials	Wickes	£ 73.33	£ 14.67	£ 88.00
Land Management	15/06/2020	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	£ 120.00	£ 24.00	£ 144.00
Land Management	15/06/2020	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	£ 27.00	£ 5.40	£ 32.40
Pond Maintenance	15/06/2020	eDNA survey GCN White House Lane	Surrey Wildlife Trust	£ 1,500.00	£ 300.00	£ 1,800.00
Land Management	15/06/2020	Cable ties	Screwfix	£ 10.81	£ 2.16	£ 12.97
Land Management	15/06/2020	Materials	Screwfix	£ 27.48	£ 5.49	£ 32.97
Establishment Charges	15/06/2020	PPE	ESE Direct Ltd	£ 164.94	£ -	£ 164.94
IT budget	17/06/2020	Subscription	Adobe	£ 12.64	£ 2.53	£ 15.17
Traffic calming - SDR/VAS	17/06/2020	Padlocks for VAS signs	Delta Tool Co Ltd	£ 22.99	£ -	£ 22.99
Christmas trees/lights WS, Perry Hill	19/06/2020	Electricity bill - Perry Hill Green	British Gas	£ 8.36	£ 0.41	£ 8.77
Professional Advice	19/06/2020	Professional charge - Parish office	Surrey Hills Solicitors	£ 300.00	£ 60.00	£ 360.00
Parish Newsletter	19/06/2020	Distribution parish newsletters	Barreldfield Distribution Ltd	£ 375.00	£ 75.00	£ 450.00
IT budget	20/06/2020	External back-up	RISC Group	£ 32.09	£ 6.42	£ 38.51
Training	23/06/2020	Councillors Briefing and Awareness Training 10.3.2020	SSALC Ltd	£ 280.00	£ 56.00	£ 336.00
Parish Office	23/06/2020	Service charge - Unit 2 Beaufort	Perry Hill Chartered Surveyors	£ 1,882.08	£ -	£ 1,882.08
Salaries	23/06/2020	PAYE/NIC/salaries/mileage/Ers NI/Ers Pension conts	Staff costs	£ 7,980.34	£ -	£ 7,980.34
Total				£ 12,889.45	£ 555.97	£ 13,445.42

b) Bank reconciliation May 2020

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for May 2020 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed Cllr N Mitchell, seconded Cllr T O'Toole and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman.

Appendix 2 – May Bank Reconciliation 2020

c) Monthly budget report May 2020

The RFO had prepared the monthly budget report for May 2020 in accordance with the Account and Audit Regulations, a copy of which was issued to all Members. It was proposed Cllr D Snipp, seconded Cllr P Cragg and unanimously **RESOLVED** that the Chairman sign the monthly budget reports.

Appendix 3 – May 2020 Monthly Budget Report

d) To review the Council's Insurance Policy

The RFO had prepared a spreadsheet, which had been circulated to all members via email on 3.6.2020 and advised that the Council's 3-year insurance contract expires on 30 September 2020.

The RFO:

- Enquired whether the Council still wished to insure the Chairman's Chair, which is currently housed in the Worplesdon Memorial Hall? *Members confirmed the iconic chair should continue to be insured and should be relocated once suitable premises have been secured.*
- Advised the Chairman's Badge of Office is currently under insured and recommended the sum insured be increased to £1,800 with immediate effect. *Agreed.*
- The jointly purchased Speed Data Recorder no longer works, therefore the sum insured should be reduced to £1,925. *Agreed.*
- Recommended the sum insured for street furniture should be reduced by 25%. *Agreed (subject to discussion with Came & Company).*

It was agreed that the Clerk would discuss the Council's requirements with Came & Company following which Came & Company, Zurich and BHIB would be asked to provide a quotation for a new 3-year contract at the earliest opportunity.

e) To approve the Earmarked Reserves for 2019/2020

The year-end reserves had been issued to all members via email 21 days in advance of the meeting and were included in the Balance Sheet for the financial year 2019/2020.

Table 2: Earmarked Reserves at 31 March 2020

Project	Balance at 31 March 2019	Spend in 2019/2020	Suggested increase	Revised earmarked reserves as at 31.3.2020
Pedestrian refuge Aldershot Road (due to be completed by 31 March 2020). Reduce by £15,000 to £10,000 (£15K towards purchase of works van)	£25,000	-£15,000	£0	£10,000
Accrual Parish Office - Reduce by £3,500 (additional security measures for Harry's Meadow) plus additional spend to fix community car park potholes £3,000 - Use £2K towards office costs in 2020/2021	£20,000	-£8,500	£0	£11,500

Project	Balance at 31 March 2019	Spend in 2019/2020	Suggested increase	Revised earmarked reserves as at 31.3.2020
Pond maintenance - WSV pond - as well as White House Pond, Jacobs Well or land drains in the Recreation Ground.	£2,500	£0	£7,500	£10,000
Car Park Maintenance – increase reserves by £3,000 to £15,000 – virement from Parish office earmarked reserve. Then mark as spent. Project anticipated to be carried out October half term.	£12,000	-£12,000	£0	£0
Tree surgery/replacement trees	£3,000	£0	£7,000	£10,000
Play area upgrades	£0	£0	£3,000	£3,000
Provision of parking in Jacobs Well Recreation Ground	£0	£0	£5,000	£5,000
Projects proposed at the Flood Forum meeting 15.11.2019 (Frog Grove Lane/Sandy Lane) & potential mapping of surface water drainage in Fairlands	£0	£0	£20,000	£20,000
Total Earmarked Reserves	£62,500	-£35,500	£42,500	£69,500

It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the Earmarked Reserves for 2019/2020, as per the Balance Sheet, be approved.

f) To approve the General Reserves for 2019/2020

As per the Balance Sheet, the general reserves for 2019/2020 amount to £94,967.74. The Auditor had advised this was a little low (Mr Mulberry's recommendation being that general reserves should be 50% of the precept).

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the general reserves for 2019/2020, as per the Balance Sheet, be approved.

g) To approve 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 in advance of the meeting. It was proposed Cllr P Cragg, seconded Cllr M Fance and unanimously **RESOLVED** that the Asset Register for 31.3.2020 be approved. Total asset value £633,639.50.

h) To approve the Annual Accounts for 2019/2020

The accounts, together with a report prepared by the RFO, had been emailed to all members 21 days in advance of the meeting. The accounts had been checked and verified as accurate by the Internal Auditor during the internal audit held 11 May 2020. It was proposed Cllr P Cragg, seconded Cllr G Adam and **RESOLVED** that the 2019/20 accounts be approved.

i) To approve the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2020 – Section 1 “Annual Governance Statement” 2019/2020

Members responded to the governance statements as follows:

Table 3: Section 1 Annual Governance Statement” 2019/2020

	Annual Governance Statement	‘Yes’ means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – Income & expenditure accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. made	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> YES	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the Council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of Electors’ Rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i> YES	YES - the requirements and timescales for 2019/20 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly</i>	YES – the Council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the Council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit. responded	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – where matters are raised, action taken by Council is recorded in the minutes.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES - no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts.

It was proposed Cllr P Cragg, seconded Cllr M Fance and unanimously **RESOLVED** that Section 1 - the Annual Governance Statement for 2019/20 be approved.

j) Approval of the Annual Governance and Accountability Return for the year ended 31 March 2020 Section 2 - Accounting Statements for 2019/2020

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that Section 2 - the 'Accounting Statements for 2019/20' (AGAR) be approved.

k) The dates for the public right of inspection are: Monday 29 June 2020 – Friday 7 August 2020

The notices and explanatory information were to be displayed on the notice boards and on the Parish Council's website on Friday 26 June 2020. The External Audit date set for Worplesdon Parish Council is Monday 29 June 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 – subject to the Borough Council still being able to provide any funding in light of the impact that Covid-19 has had on the Borough Council's finances.

The Clerk suggested the following projects for 2021/2022, subject to the budget preparations and approval by the Members, assuming funding will still be available:

Table 4: Potential projects 2021/2022

Potential project	Anticipated cost
Pond works – Jacobs Well (White House pond)	£10,000 (quotation being sought)
Land drains – Jacobs Well Recreation Ground	£11,500 (quotation being sought)
Replacement kissing gate into Harry's Meadow (from the car park)	£1,000 (costs assumed from online prices)
Replace the current dipping platform and swim at Wood Street Village Green pond with a recycled plastic swim and recycled plastic dipping platform	£3,000 (costs assumed from online prices)
Potential defences on the triangular section of Wood Street Village Green (subject to prior consultation and the wishes of local residents).	£12,000 (costs assumed from previous quotations)

197-2020 - 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 had been received from Surrey Wildlife Trust and circulated to all Members via email. A quotation for the clearance works is being obtained.

198-2020 - Chairman's Report

The Chairman advised he had nothing to report.

199-2020 - Items for inclusion on future agendas – To receive any suggestions from members

Cllr J Messinger requested that the Parish Council's strategy for social media posts be reconsidered. The Clerk advised Worplesdon Parish Council already has a Communications policy which includes social media posts.

Approved at the Full Council meeting held 6 August 2020

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

200-2020 - 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 a proposed office move, which would also provide a Council Chamber in which Full Council meetings could be held. These monies are payable by the developer to Guildford Borough Council in advance of first occupation, which is anticipated to be in September 2020. To secure the funding Worplesdon Parish Council must be able to demonstrate that it meets the terms of the S106 Agreement (which is a legally binding agreement). The monies cannot be spent for any other purpose.

The existing lease on Unit 2 Beaufort expires 3 October 2021, albeit the landlord would be willing to implement the second break clause, which would enable the Council to surrender the lease w.e.f. August 2021.

A confidential report, which included advice from Mr R Walmsley of Gascoignes regarding commercial rents at Queen Elizabeth Park had been circulated via email to all Members 19 June 2020. The Assistant Clerk had carried out a Governance Review of the various options available and the Clerk had prepared financial information for the Members consideration during the meeting.

Mr Walmsley's fee for acting on behalf of the Council both for the commencing rental and surrendering rental is 10% of the rental cost. Minute number 174-2020 refers.

A lengthy discussion then took place during which the pros and cons of moving to Unit [REDACTED] or remaining at Unit 2 Beaufort were discussed. The biggest concern was ensuring that any action with regards to the lease would ensure the S106 monies are made available, whilst recognising the risk of potentially having to rent two buildings until August 2021.

It was then proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that the Council wishes to take up an interest in Unit [REDACTED] subject to an upper rent limit of £[REDACTED],000pa.

The parking spaces to be included within the cost of the lease.

A vote took place: 10 in favour, Cllr J Messinger and Cllr S Morgan MBE abstained from the vote. Motion carried.

It was further proposed Cllr P Cragg, seconded Cllr G Adam that the Council approve all costs associated with renting Unit [REDACTED] on a 5-year lease, with a 3-year break clause, and that the Clerk be authorised to spend up to £[REDACTED],000 on the rent deposit.

A vote took place: 11 in favour, Cllr J Messinger a abstained from the vote. Motion carried.

It was agreed that a set of searches: water and drainage, environmental, local authority are not necessary as the offices are being rented.

Cllr S Morgan MBE left the meeting at 22.03pm

The existing lease is on a full repairing basis. It was proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that a Schedule of Conditions would need to be carried out prior to occupation.

A vote took place: 10 in favour, Cllr J Messinger abstained.

Approved at the Full Council meeting held 6 August 2020

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). It was proposed Cllr P Cragg, seconded Cllr G Adam that the Council authorise the continued payment of the rent on Unit 2 Beaufort until a replacement tenant can be found.

A vote took place: 10 in favour, Cllr J Messinger abstained from the vote. Motion carried.

201-2020 - Date of next Full Council meeting – Thursday 6 August 2020

Meeting closed 10.09pm

Signed:

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Chairman, Worplesdon Parish Council
Date: 6 August 2020