



Minutes of the Full Council meeting held virtually 6 August 2020 at 7.30pm

217-2020 - Present

Councillors:

Cllr G Adam, Cllr D Bird, Cllr P Cragg (Chairman), Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr B Nagle, 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

Public:

Mr D Hypher OBE DL was also in attendance.

218-2020 - Apologies and reason for absence

Apologies and reason for absence were received from: Cllr A Creese, Cllr S Morgan MBE. Apologies accepted.

Cllr D Paul was absent from the meeting and tendered his retrospective apologies on 7 August 2020.

219-2020 - Public participation session

Mr Hypher addressed the Council regarding the request to hold a Jazz Festival on Wood Street Village Green on Sunday 23 August 2020, he also expressed his willingness to answer Members' questions.

The Chairman thanked Mr Hypher for addressing the Council. It was then **RESOLVED** that, out of courtesy, this agenda item would be moved forward in the running order of the meeting.

220-2020 - 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.

221-2020 - Amendments to the Register of Interests

No declarations were made.

222-2020 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

223-2020 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr J Messinger declared that she was one of the volunteers helping to deliver prescriptions during lockdown.

224-2020 - Declaration of gifts or hospitality over £25

No declarations were made.

225-2020 - Borough Councillor's report

Cllr McShee had nothing to report.

226-2020 - County Councillor's report

Cllr Witham had issued various updates via email in advance of the meeting.

227-2020 - Minutes of the previous meetings:

It was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that the minutes of the Full Council meeting held 25 June 2020 be approved and signed by the Chairman:

Minutes of the following committee meeting were also noted by the Council.

- Planning/General Purposes and Finance Committee meeting held 16 July 2020.

228-2020 - Request for permission to hold a Jazz Festival on Wood Street Village Green on Sunday 23 August 2020 in aid of Disability Challengers

An application form, risk assessment and copy of [Disability Challengers](#) public liability certificate had been received and issued to all Members in advance of the meeting.

Mr Hypher advised that last year 374 people attended the event, which is increasingly successful every year. However, this year, due to Covid-19, the numbers are being kept to 180 to allow adequate social distancing during the event. There will be no marquee. The event is being organised in accordance with the latest Government Guidelines and in line with the guidelines issued by the Musician's Union.

Gazebos are being placed around the edge of the village Green in case of wet weather. In the event of windy weather gazebos will not be permitted, as it is particularly windy on Wood Street Village Green.

Attendees are requested to bring their own chairs and will only be permitted to sit in family groups, or as a social bubble.

Both the Clerk and Mr Hypher confirmed that the event would be run under the auspices of Disability Challengers Public Liability Insurance.

A vote then took place. Result of the vote – 8 in favour – Cllr J Messinger and Cllr B Nagle abstained from the vote. Motion carried.

Mr Hypher thanked the Parish Council for its support on behalf of the organisers of the event.

Cllr T O'Toole expressed his personal thanks to Mr Hypher for all his help with the wonderful work undertaken by Disability Challengers.

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

229-2020 - Planning Applications for consideration:

Planning Application No: 20/P/01083 - 64 Envis Way, Fairlands, Guildford, GU3 3NJ - Proposed single storey front extension, two storey side extension, single storey rear extension and extension to existing dormer window.

RESOLVED: That the Parish Council object on the grounds that: the side extension would reduce the size of the drive and no evidence has been submitted to show that at least two cars can park on the drive. Additionally, the proposed design is out of keeping with similar bungalows in Envis Way due to the front door being proposed on the front elevation.

Planning Application No: 20/P/01112 - 1 and 2 Hertford Park Cottages (formerly known as 1 and 2 The Courtyard, Hertford Park), Burdenshott Road, Worplesdon, Guildford, GU3 3RN - Proposed single storey front extension to both cottages and a single storey rear extension to number 1.

RESOLVED: Leave to planners.

Planning Application No: 20/T/00201 - 11 Broomfield Close, Guildford, GU3 3AW - Sycamores (T1, T2, T3) - reduce trees back to previous points from 2016 (approximately 30% of each existing crown); Elm (T4) - fell. Leyandii (T5 to T10) reduce six trees along rear boundary line by approximately four metres and shape both sides (Tree Preservation Order P1/201/332).

RESOLVED: Leave to tree officer.

Planning Application No: 20/P/01183 - 41 Stringers Avenue, Jacobs Well, Guildford, GU4 7NW - Conversion of existing outhouse into garden room/workshop and utility area.

RESOLVED: That the Parish Council request a condition be applied to ensure the use of the building is ancillary to the main dwelling.

Planning Application No: 20/P/01191 - 7 Littlefield Close, Fairlands, Guildford, GU3 3JD - Proposed enclosed front porch.

RESOLVED: Leave to planners.

Planning Application No: 20/P/01127 - Pinks Hill Cottage, Pinks Hill, Wood Street Village, Guildford, GU3 3BP - Conversion of existing garage to habitable accommodation and single storey side extension.

RESOLVED: Leave to planners.

Planning Application No: 20/P/01232 - Nightingale Cottage, 35 Wood Street Green, Wood Street Village, Guildford, GU3 3DU - Proposed part two storey/part three storey side extension, two front dormers, and roof light, three rear rooflights and changes to fenestration following demolition of first and second floor rear extension.

RESOLVED: that whilst, in principle, the Parish Council had no objection to the side extension, it does object to the proposed roof extension which it perceives to be out of keeping with the local street scene within the Conservation Area.

Planning Application No: 20/P/01239 - 5 Fairlands Road, Fairlands, Guildford, GU3 3JB - Proposed single storey front extension to form enclosed porch and single storey side and rear extension.

RESOLVED: that the Parish Council object on the grounds of lack of parking as on-street parking at this location would represent a road safety hazard to other road users.

230-2020 - Updated/new policies

The Clerk advised that two new policies had been created: (1) Tree Policy and (2) Leave Policy. The Snow Clearance Policy and Strategic Plan and Business Plan had been updated to reflect the change in ownership of the tennis courts located at the Worplesdon Memorial Ground.

Members had no comments regarding the updated Snow Clearance Policy, or the Strategic Plan. It was, however, agreed that the target date for setting up a Business Forum be revised to January 2022 given the current issues with Covid-19.

Several changes were proposed to the Leave Policy including:

1. Add to paragraph 1.8 “conversely any holiday leave accrued but not taken during the period of employment will be paid with the final payment.”
2. Add to paragraph 4.1 “TOIL cannot be carried over to the following holiday year.”
3. Add to paragraph 9.1 after *the Parish Clerk* “, Chairman of the Council”.

231-2020 - Ongoing parking problems – Jacobs Well Play Area

The Clerk advised that complaints continue to be received from residents wishing to use the play area about the lack of parking spaces within the Recreation Ground. Complaints received have included local residents, mothers from the wider Parish with young, disabled children and grandparents who find it too difficult to walk from their homes to the play area.

It was **RESOLVED** that the Parish Council would investigate the possibility of introducing limited parking as the current situation is beginning to give rise to serious concern.

232-2020 - Significant volunteer contribution during Covid-19

The Clerk advised that 40 – 45 volunteers delivered approximately 15,000 prescriptions to residents of the Parish who are either housebound or were shielding during the Covid-19 lockdown, and that other residents delivered food parcels and offered other critical support during lockdown.

Following discussion, it was **RESOLVED** that Worplesdon Parish Council write an individual letter of thanks to each volunteer and that a thank you party be arranged as soon as Covid restrictions permit.

Cllr N Mitchell abstained from the vote.

233-2020 - Community Speed Watch Scheme (CSW)

Cllr N Mitchell gave the following report:

1. No deployments were carried out during the Covid-19 lockdown.
2. Ten deployments have been undertaken, by just two councillors - to limit the potential risk of infection, since the Covid-19 restrictions were eased. Appropriate PPE is being worn. Another four deployments are required to ensure that each of the current police assessed sites remain live.
3. Two of the sites, being the A322 near the Worplesdon Memorial Ground and Frog Grove Lane, are standing out as being sites where the posted speed limits are being observed.
4. Gratitude for the CSW deployments has been expressed by residents of Jacobs Well and Frog Grove Lane. The average speed in the 30mph zones range from 38 – 39mph. In the 40mph zones excessive speeds of 46 – 48mph have been observed.
5. Success rates are between 78% and 100%.

6. The speed limit along the Aldershot Road from Holly Lane Roundabout to Bailes Lane, Normandy has been reduced from 50mph to 40mph.

Table 1: Number of vehicles caught speeding at sites across the Parish.

Site	Number of speeding vehicles
Broad Street	35
Wood Street Village	9
Clay Lane	14
Jacobs Well	5
Aldershot Road	30
Worplesdon Memorial Hall, Worplesdon Road	1
90 Frog Grove Lane	1

The Chairman thanked all those involved with the Community Speed Watch scheme. Cllr Mitchell advised that as restrictions continue to be further eased, other volunteers will be welcome to, once again, participate in the scheme.

234-2020 - 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 D Bird and unanimously **RESOLVED** that payments to the value of 12,606.70 be approved. The payments list to be signed as soon as practicable.

Table 2: Payments list 6 August 2020

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	17/07/2020	Subscription	Adobe	12.64	2.53	15.17
Establishment Charges	18/07/2020	Stationery	Aldi	2.18	0.00	2.18
Establishment Charges	20/07/2020	External back-up	RISC IT	32.09	6.42	38.51
Chairman's Allowance	20/07/2020	Greetings card - Heather Kidman 90	Mrs G F White	1.63	0.32	1.95
Land Management	20/07/2020	Lock and chain for Broad St Common near gas main	Mr P J Trevena	24.77	4.95	29.72
Land Management	20/07/2020	Patch repair mortar	Mr P J Trevena	6.67	1.33	8.00
Establishment Charges	20/07/2020	Application fee	Notifications.service.gov.uk	23.00	0.00	23.00
IT budget	21/07/2020	HDMI adapter lead	Amazon	9.82	1.96	11.78
Salaries	21/07/2020	Salaries/mileage/PAYE/NIC/Pension conts Ee's & Ers	Staff costs	7,973.79	0.00	7,973.79
IT budget	28/07/2020	Subscription	Zoom Pro	11.99	2.40	14.39
IT budget	30/07/2020	Subscription	Zoom Pro	72.71	14.55	87.26
Establishment Charges	30/07/2020	Phone calls/line rental/broadband	BT PLC	829.43	165.88	995.31
Training	30/07/2020	Training webinar GW - 25.8.2020 SLCC	SLCC	30.00	6.00	36.00
Training	30/07/2020	Training webinar GW - 25.9.2020 SLCC	SLCC	30.00	6.00	36.00
Training	30/07/2020	Training webinar GW - 15.9.2020 SLCC	SLCC	60.00	12.00	72.00
Playground Repairs	03/08/2020	Fixings for playground signs	Magnor Fasteners	9.90	1.98	11.88
Playground Repairs	04/08/2020	Fixings for playground signs	Magnor Fasteners	8.80	1.76	10.56
Revenue Costs Works Vehicle	05/08/2020	Fuel for works van	Allstar Fuel	39.77	7.95	47.72
Land Management	06/08/2020	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	120.00	24.00	144.00
Tree Surgery	06/08/2020	Jacobs Well pond tree works	Holly Landscape and Training	850.00	170.00	1,020.00
Land Management	06/08/2020	Paint and brushes for height barrier JW Rec	Larry Rose	69.40	13.88	83.28
Replacement goal posts, JW Rec	06/08/2020	Pair galvanised 5-a-side goals for JW Rec	Sportsequip	1,030.00	206.00	1,236.00
Playground Repairs	06/08/2020	Play area signs	A J Signs	298.05	59.61	357.66

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	06/08/2020	BenQ Monitor	Ebuyer.com	154.14	30.82	184.96
Training	06/08/2020	Council as an Employer webinar DS/SM 30.7.2020	SSALC Ltd	60.00	12.00	72.00
Land Management	06/08/2020	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	40.50	8.10	48.60
Establishment Charges	06/08/2020	Wrist supports - VF	Mrs V C Fear	8.98	0.00	8.98
Total				11,840.26	766.44	12,606.70

b) Bank reconciliation June 2020

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for June 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 G Adam and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman.

Appendix 1 – June 2020 Bank Reconciliation

c) Monthly budget report June 2020

The RFO had prepared the monthly budget report for June 2020 in accordance with the Account and Audit Regulations, a copy of which was issued to all Members. It was proposed Cllr G Adam, seconded Cllr N Mitchell and **RESOLVED** that the Chairman sign the monthly budget report.

Cllr D Snipp voted against acceptance of the monthly budget report as he wishes to see the year to date figures included in the report. The Responsible Financial Officer (RFO) advised that she would see what other reports are available within Scribe (the Council's accounts software package).

Appendix 2 – June 2020 Monthly Budget Report

d) Quarterly financial checks undertaken by Cllr G Adam

Cllr G Adam advised that he had recently carried out the two sets of quarterly checks over two afternoons, as the March financial check had had to be deferred due to the pandemic.

There were no missing payments, no additional payments or missing signatures and he was quite happy with the accounts.

e) Concurrent Functions Grant Aid – Applications invited by Guildford Borough Council for 2021/2022 projects

The RFO had obtained quotations for two of the proposed projects (minute number 196-2020(I) refers)); however, due to the current restrictions, it had still not been possible to arrange a public meeting to discuss the potential installation of a bund or posts on the triangular section of Wood Street Village Green. It was, therefore, agreed that a decision on this item be held over until the 27 August 2020 Planning/General Purposes and Finance Committee meeting, just in case it is possible to arrange a public meeting prior to the application deadline.

235-2020 - Clerk's Report

a) Concrete blocks installed by Surrey County Council on Broad Street Common to prevent further Unauthorised Encampments

Following a recent spate of Unauthorised Encampments (UEs), Surrey County Council has installed a significant number of concrete blocks at seven locations on Broad Street Common in a bid to deter further

UEs. Worplesdon Parish Council requested that equestrian access be maintained. Surrey County Council will consider more permanent defence measures moving forward. Members of the Council expressed their disappointment that Surrey County Council had not taken this action last year.

b) Two willow trees removed in Jacobs Well Recreation Ground next to Moat House Pond (Dollies Pond) for safety reasons

Two dying/dangerous willow trees were felled on 16 July 2020 at a total cost of £850 & VAT.

Power to spend: OSA 1906, ss 9 and 10

c) Replacement bus shelter Woking Road (near Oak Tree Close)

The Clerk had chased Surrey County Council for a response and will continue to do so.

d) JWRA magazine – New Editor

Miss Sam Fisk has taken over as the Editor of the JWRA newsletter following the retirement of the previous editors (Mr John and Mrs Jean Meredith) who have been involved with the newsletter for an incredible sixty years!

e) Training courses

Training courses have been undertaken by: Cllr D Snipp (Chairmanship training), Cllr D Snipp and Cllr S Morgan MBE (Being a Good Employer), Staff Appraisal training to be undertaken by (Cllr G Adam, Cllr S Morgan MBE, Cllr J Messinger, Cllr N Mitchell, Cllr D Snipp, Cllr P Cragg and the Clerk) on 7 September. Total cost of all three training sessions = £435 & VAT.

Power to spend: LGA 1972 s111

f) Tennis courts 1 & 2 at the Worplesdon Memorial Ground, Perry Hill, Worplesdon, GU3 3RF

With effect from 27 July 2020, tennis courts no's 1 & 2 are no longer the responsibility of Worplesdon Parish Council. These courts are now being managed and maintained by the Worplesdon Tennis Club. New members are welcome to join this friendly local club – further details can be found by clicking on the following URL <https://clubspark.lta.org.uk/WorplesdonTennisClub>

g) New computer monitor purchased for the Clerk

Due to severe flickering on the old monitor, which had been creating eye problems for the Clerk, a new low blue light monitor has been purchased at a total cost £149.15 & VAT.

Power to spend: LGA 1972 s111.

236-2020 - Chairman's Report

The Chairman advised that he has been attending virtual SALC meetings and will advise the outcome of those meetings in due course.

237-2020 - Items for inclusion on future agendas – To receive any suggestions from members

Cllr B Nagle – To consider offering financial support to the village halls due to the Covid-19 emergency.

Minutes approved by the Full Council 17 September 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.

238-2020 - Parish Office – Two storey office space – Queen Elizabeth Park

Following negotiations, Mr R Walmsley, Worplesdon Parish Council's appointed, professional negotiator, advised that the landlords had withdrawn their original offer and three alternative offers had instead been tabled. Mr Walmsley had recommended accepting Option 1 (see attached Confidential report) and had also recommended that further negotiations concerning the rent deposit payable, terms of a potential rent review, removal of the joint break clause and inclusion of the service charges for the unit should take place.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr M Fance and **RESOLVED** that Option 1 be approved and accepted and that the Council accepted all of Mr Walmsley's recommendations (as per the attached Confidential Report) regarding further negotiations.

A vote took place. Result of the vote – 9 in favour, Cllr J Messinger abstained. Motion carried.

Power to spend: LGA 1972 s111.

239-2020 - Date of next Full Council meeting – Thursday 6 August 2020

Meeting closed 9.12pm

Signed:

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Chairman, Worplesdon Parish Council
Date: 17 September 2020