



Minutes of the Full Council meeting held virtually 17 September 2020 at 7.31pm

266-2020 - Present

Councillors:

Cllr G Adam, Cllr P Cragg (Chairman), Cllr A Creese, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr D Snipp (arrived 19:50) and Cllr T O'Toole.

Officers of the Council:

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

Public:

Mr G Phillips (Vice-Chairman Normandy Community Shop and Café, Cllr B McShee, Cllr K Witham and one member of the public.

267-2020 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Cllr D Snipp had tendered his apologies for his late arrival.

Apologies and reason for absence were received from Cllr D Bird, Cllr S Morgan MBE and Cllr C Riley. Apologies and reason for absence accepted.

Cllr D Paul was absent from the meeting (due to connection issues). Cllr B Nagle was absent for personal reasons.

Apologies were also received from Cllr R Brothwell.

268-2020 - Public participation session – 10 minutes

The member of the public did not wish to address the Council.

269-2020 - Normandy Community Shop and Café (community benefit charity) – Manor Fruit Farm

Gary Phillips (Vice Chairman Normandy Community Shop and Café Ltd) gave an introduction to the new facility which is expected to become operational in October 2021. Mr Phillips asked if Worplesdon Parish Council would support the new venture by advertising it via the parish newsletter and Worplesdon Parish Council social media platforms. Local residents can invest in the venture with funding between £100 to £14,000.

Mr Phillips thanked the Council for the opportunity to address the meeting and left at 19:45.

270-2020 - 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.

271-2020 - Amendments to the Register of Interests

Cllr J Messinger has updated her Register of Interests to reflect the new CIO status for the Memorial Hall and Sime Gallery Trustees.

272-2020 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

273-2020 - Declaration of Non-pecuniary interests

No declarations were made.

274-2020 - Declaration of gifts or hospitality over £25

No declarations were made.

275-2020 - Borough Councillor's report

Cllr B McShee had submitted a written report, which had been circulated to all Members in advance of the meeting.

[At 19:46 Cllr J Messinger was experiencing difficulties with her Zoom connection so briefly disconnected from the meeting.](#)

The Chairman thanked Cllr McShee for his report.

The Council noted that building work has now commenced at 1 Fairlands Ave.

Appendix 1 – Cllr B McShee's report

276-2020 - County Councillor's report

Cllr Witham gave a report to the meeting.

Concern was raised about the site clearance work which is being carried out at 50 Fairlands Ave. Cllr B McShee advised that this work has been carried out without planning permission, consequently an enforcement notice has been applied for by Guildford Borough Council.

Appendix 2 – Cllr K Witham's report

The Chairman thanked Cllr Witham for his report.

[Cllr D Snipp arrived at 19:50](#)

[Cllr B McShee left the meeting at 19:55](#)

277-2020 - Minutes of the previous meetings:

It was proposed Cllr G Adam, seconded Cllr T O'Toole and unanimously **RESOLVED** that the minutes of the Full Council meeting held 6 August 2020 be approved and signed by the Chairman:

The following minutes were noted by the Council:

- Planning/General Purposes and Finance Committee – 27 August 2020
- Staffing Committee – 14 September 2020

278-2020 - Planning Applications for consideration:

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

Planning Application No: [20/N/00094](#) - Scrap Metal And Breakers Yard, White Bungalow, Aldershot Road, Worplesdon, Guildford, GU3 3HF - Non-Material Amendment on planning application 15/P/01987 approved 16/10/2017 for the removal of the autism cycle store and repositioning of bins along with changes to the autism boundary, additional cycle storage added to the block of flats and to divide gardens from plots 1 to 6.

RESOLVED: Leave to planners.

Planning Application No: [20/P/01212](#) - Woodpecker Lodge, Holly Lane, Worplesdon, Guildford, GU3 3PB Planning consent to replace an existing garage with a new garage and erect a boundary fence.

RESOLVED: That the Parish Council comment as follows:

- There is a lack of protection to the adjacent trees
- The egress sightline is obscured by an existing oak tree.

Cllr G Adam disagreed with the sightline comment.

Planning Application No: [20/P/01428](#) - 41 Keens Lane, Guildford, GU3 3HS Proposed single storey extension to form office space and studio incidental to the dwelling house.

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

- Prior to occupation of the studio, pedestrian visibility splays (2m x 2m) need to be provided
- That the use of the studio must remain ancillary to no. 41 Keens Lane
- If the tuition is no longer provided, the studio should be returned to a double garage.

Planning Application No: [20/P/01486](#) - Worplemill Bungalow, Goose Rye Road, Worplesdon, Guildford, GU3 3RQ Demolition of existing house & detached garage & erection of a new five-bedroom house (detached). (Amended scheme to previous planning permission 18/P/01007).

RESOLVED: Leave to planners.

Planning Application No: [20/P/01500](#) - The Old Chapel, 73 Broad Street, Guildford, GU3 3BH - Construction of a single storey side/rear extension following demolition of existing store.

RESOLVED: That the Parish Council support this application.

Planning Application No: 20/P/01510 - 16 Chittys Walk, Guildford, GU3 3HW - Two storey side extension.

RESOLVED: That the Parish Council object to this planning application on the grounds that:

- The proposed extension is out of keeping with the local street scene.
- Lack of parking.

279-2020 - [Changes to the current planning system \(Government consultation – Deadline 1 October 2020\)](#)

Cllr G Adam and the Clerk to the Council had both read and commented upon the planning consultation document. Copies of Cllr Adam's comments had been circulated a week before the meeting, and the Clerk's comments had been circulated on the day of the meeting.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr J Messenger and unanimously **RESOLVED** that both sets of comments be submitted to: TechnicalPlanningConsultation@communities.gov.uk

The Chairman thanked Cllr G Adam for all his work on this consultation.

280-2020 - Localism Act 2011

It was proposed Cllr P Cragg, seconded Cllr T O'Toole and unanimously **RESOLVED** that the Clerk nominate The Cricketers Public House, Aldershot Road as an Asset of Community Value, due to the location of the premises, the provision of parking and the potential for the building to be reconfigured as a parish office and/or museum/community space.

281-2020 - Rubbish/litter

Following discussion, in response to the increase in rubbish and litter post-lockdown, it was proposed Cllr P Cragg, seconded Cllr G Adam and **RESOLVED** that the 'Don't be a tosser' posters from Guildford Borough Council be displayed on our website and noticeboards, and promoted on our social media accounts and in our newsletter.

Cllrs Cragg and Creese abstained.

282-2020 - Wood Street Village Association

The request for permission to hold carol singing on Wood Street Village Green on 19 December 2020 was considered. It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that permission be granted, subject to a risk assessment being submitted in time for the meeting scheduled to take place on 10 December 2020 – with the proviso that if the Government advice/law changes between 10 December 2020 and the date of the event, a modified assessment will need to be submitted.

283-2020 - Land Management Report

It was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that to accept and approve the Land Management/Health and Safety Report.

Appendix 3 – Land Management Report

284-2020 - Finance:

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

It was proposed Cllr G Adam, seconded Cllr P Cragg and unanimously **RESOLVED** that payments to the value of £13,251.14 be approved.

Table 1: Payments list 17 September 2020

Code	Description	Supplier	Net	VAT	Total
Electricity - Perry Hill Green	Electricity charges	British Gas	8.09	0.40	8.49
Revenue Costs Works Vehicle	Fuel and service charge	Allstar Fuel	34.06	6.81	40.87
Revenue Costs Works Vehicle	Service charge	Allstar Fuel	4.80	0.96	5.76
Revenue Costs Works Vehicle	Fuel and service charge	Allstar Fuel	34.98	7.00	41.98
Land Management	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	120.00	24.00	144.00
Land Management	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	27.00	5.40	32.40
Equipment Maintenance	Rent - parish office - 29.9.2020 - 24.12.2020	Perry Hill Chartered Surveyors	4,154.79	830.96	4,985.75
Grass Cutting	Grass cutting	Holly Landscape and Training	2,541.26	508.25	3,049.51
Land Management	Installation of tree stumps in White House Lane	Holly Landscape and Training	150.00	30.00	180.00
Training	Bespoke webinar session - Appraisals	SLCC	345.00	69.00	414.00
Training	Training - Accessibility - Getting the Basics Right	SLCC	30.00	6.00	36.00
Training	Training - Accessibility - Getting the Basics Right	SLCC	30.00	6.00	36.00
Playground Repairs	Additional goal post fixings	Sportsequip	36.00	7.20	43.20
IT budget	SIM card bill	Three	32.32	6.46	38.78
Establishment Charges	Reference books for office use	SLCC	126.99	0.00	126.99
Establishment Charges	Postage	SLCC	7.00	1.40	8.40
Parish Newsletter	Delivery of autumn newsletters	Barrefield Distribution Ltd	375.00	75.00	450.00
Grass Cutting	Grass cutting	Holly Landscape and Training	2,541.26	508.25	3,049.51
Parish Office	Service charge	Perry Hill Chartered Surveyors	544.33	0.00	544.33
IT budget	Subscription	Adobe	12.64	2.53	15.17
Total			11,155.52	2,095.62	13,251.14

b) Bank reconciliation July and August 2020

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for July 2020 and August 2020 in accordance with the Accounts and Audit Regulations. A copy of which had been issued electronically to all members in advance of the meeting.

It was proposed Cllr T O'Toole, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the bank reconciliations and bank statements for both July 2020 and August 2020.

Appendices 4 & 5 - Bank Reconciliations for July 2020 and August 2020.

c) Monthly budget report July and August 2020

The RFO had prepared the monthly budget reports for July 2020 and August 2020 in accordance with the Account and Audit Regulations, copies of which had been issued electronically to all members.

It was proposed Cllr T O'Toole, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the monthly budget report for both July 2020 and August 2020.

Appendices 6 & 7 – Monthly budget reports for July 2020 and August 2020.

21:06 Cllr G Adam left the meeting briefly, returning at 21:08.

d) Insurance renewal 1 October 2020

The Clerk had issued electronically to all members a schedule comparing the insurance renewal quotes received.

It was proposed Cllr G Adam, seconded Cllr T O'Toole and unanimously **RESOLVED** that the Clerk award the insurance renewal to Zurich Insurance in the amount of £2,343.68 per year, for a three-year agreement.

Power to spend: LGA 1972 s111

e) Tender for Christmas Lights contract

The Clerk had issued electronically to all members the tenders received for the Christmas lights at Perry Hill Green and Wood Street Village.

Minutes approved by the Full Council 29 October 2020

It was proposed Cllr P Cragg, seconded Cllr J Messinger and unanimously **RESOLVED** that the Clerk award the Christmas lights contract to JDS Decorations on a 4-year contract, in the amount of £8,000 per annum.

Power to spend: LGA 1972 s144

f) Virement required, if Christmas Lights tender approved

It was proposed Cllr J Messinger, seconded Cllr G Adam and unanimously **RESOLVED** that the Clerk vire £400 from Establishment Charges to Christmas Lights.

g) Appointment of Internal Auditor 2020/2021

The Clerk had issued electronically to all members the Letter of Engagement received from Mulberry & Co.

It was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that Mulberry & Co be reappointed as Internal Auditor.

285-2020 -Clerk's Report:

a) Replacement goals posts Jacobs Well Recreation Ground

The replacement goal posts have now been concreted into position by our contractor.

b) Maypole workshop picnic Wood Street Village Green 26 September 2020

Risk assessment submitted – Strict Covid 19 measures will be put in place, in accordance with the government guidelines applicable on the date.

c) Stoke Hospital

The charity is to formally be awarded Charitable Incorporated Organisation (CIO) status on 1 October 2020, at which point Worplesdon Parish Council will no longer be required to provide a Trustee to the charity. A letter of thanks is to be issued to Sue Harris.

d) Miss spelt street nameplate – Fairlands Avenue

This has been reported to Guildford Borough Council and a new street nameplate will be ordered towards the end of September 2020.

e) Missing posts, Holly Lane – resulting in inconsiderate parking posing a road safety threat

This has been drawn to Surrey County Council's attention. A partnership approach may be taken to resolve this issue.

286-2020 - Chairman's Report

The Chairman stated that there was nothing to report at this time.

287-2020 - Items for inclusion on future agendas

None.

Minutes approved by the Full Council 29 October 2020

288-2020 - Date of next Full Council meeting – 29 October 2020.

Meeting closed 21.23pm.

Signed:

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Chairman of the Parish Council
Date: 29 October 2020