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## NOTICE OF MEETING

Friday, 04 December 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 **Thursday 10 December 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 10 December 2020 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 £50.**
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:

Full Council meeting – 29 October 2020

The following minutes are to be noted by the Council:

- Planning/General Purposes and Finance Committee – 19 November 2020
- Staffing Committee – 23 November 2020

**11. Planning Applications for consideration:**

**Planning Application No: [16/P/02134/S106/1](#) – Section 106 request to secure the use of the open space as SANG (Suitable Alternative Natural Greenspace) in perpetuity – Land at, Frog Grove Lane, Wood Street Village, GU3 3EZ – Application type to Discharge or Modify Section 106 (No details available on Guildford Borough Council's website).**

**Planning Application No: [20/P/01941](#) - 37 Grangefields Road, Jacobs Well, Guildford, GU4 7NR - Raising of roof to form first floor storey, front/side and rear extensions, car port and garage, following demolition of existing garage.**

**Planning Application No: [20/P/01971](#) - Viewlands Cottage, Pinks Hill, Wood Street Village, Guildford, GU3 3BW Part single, part two storey extension, including Juliet balcony, other changes to fenestration and other alterations.**

**Planning Application No: [20/P/02018](#) - The Hoe, 66 Queenhythe Road, Jacobs Well, Guildford, GU4 7NX - Proposed hip to gable roof extension with front and rear dormers.**

**Planning Application No: [20/P/01934](#) - Land North of Keens Lane and Tangle Lane, Guildford - Variation of condition 11 of planning application 18/P/01014 to change the internal space.**

**Planning Application No: [20/T/00363](#) - The Manse, Coombe Lane, Worplesdon, Guildford, GU3 3PF - Reduce load on weakened trunk of apple tree by removing dead branches, reducing by 2-2.5 metres and reshaping (Worplesdon Conservation Area).**

**Planning Application No: [20/P/02037](#) - 112 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA - Listed Building Consent for a replacement window.**

12. **Judicial Review – planning application no: [19/P/01479](#) - Rudge Cottage, Perry Hill – To consider whether Worplesdon Parish Council would be prepared to act as the claimant on behalf of the community. The [Aarhaus Convention](#) to apply in terms of costs. To receive legal advice from Ian Davison and to decide action, if any.**
13. **New Parish office/Council Chamber – Progress report to be provided by the Clerk to the Council.**
14. **Surrey Hills Symposium held 25 November 2020 – Moving forward all local authorities will have to set out a Biodiversity Action Plan with a view to further enhancing biodiversity – To consider applying to the Woodland Trust to facilitate the planting of trees and a new hedgerow in Harry's Meadow, Jacobs Well in November 2021**

on the north eastern boundary - as well as some heritage fruit trees on the south western side of the meadow to form a small community orchard. Worplesdon Parish Council would be required to fund at least 25% of the project – Cost to Worplesdon Parish Council anticipated to be no more than £1,250.

15. **Worplesdon Farmer's Market?** - Request received from a local resident for Worplesdon Parish Council to support the organisation of a local Farmer's Market within the Parish. To consider the request.
16. **Parking on the verge near Whitmoor Common car park, Salt Box Road** – To consider raising this issue with Surrey Wildlife Trust/Surrey County Council to see what, if anything, can be done to prevent overspill parking on the verge. (Cllr J Messinger)
17. **WSVA (Wood Street Village Association) Carols on the Green - Saturday 19 December 2020** – To receive and approve the Risk Assessment.
18. **Finance:**
  - a) **Proposed list of payments to be tabled at the meeting for approval** - Payments for signature by two councillors following the meeting.
  - b) **Bank reconciliation October 2020** - October bank reconciliation requires approval.
  - c) **Monthly budget report October 2020** - October monthly budget report requires approval.
  - d) **Tree surgery (seven parish sites)** – To receive and approve the best value quotation.
  - e) **Guildford Borough Council has advised that it will be charging to empty all litter bins not on highway land or on land that is not owned by Guildford Borough Council w.e.f. 1 April 2020.** An audit of bins within the parish has been submitted to Guildford Borough Council.
  - f) **Litter pickers** – To consider purchasing additional litter pickers to be issued to residents wanting to help keep the parish tidy. (Cllr J Messinger)
  - g) **To agree the budget and precept (Band D rating) for 2021/2022.**
19. **Clerk's Report**
  - a) [Guildford Borough Council resident survey](#) – prioritising Borough Council expenditure.
  - b) **Oak Processionary Moth nest, Jacobs Well Recreation Ground** – This has been reported to the Forestry Commission, the area has been cordoned off and a quotation for removal of the nest has been sought.
  - c) **Christmas lights and Christmas trees** – Erected and illuminated 19 November 2020. Lots of positive feedback has been received.
  - d) **Unit 2 Beaufort – Business rates** - successful claim submitted to the Valuation Office Agency (VOA) reallocation of parking spaces.
  - e) **Six Christmas banners purchased for display across the Parish** – Cost £105 & VAT.
  - f) **Normandy Shop and Café – Planning permission has been granted and support is being sought** - There are two ways in which people can currently support this project, by pledging to buy Community Shares or by registering your support on the Surrey Your Fund Scheme.

- g) **Worplesdon Play Area** – Two metal benches and basketball hoop post repainted by Richard Randall.
- h) **Headwall repair, Broad Street Common (opposite Gravetts Lane) Surrey County Council.**
- i) **Ditch in Gravetts Lane to be re-dug by Activate Learning (Merrist Wood College) - 19 – 21 December 2020.**
- j) **K6 phone kiosk in Frog Grove Lane decorated for Christmas by local florist Tina Lewis of Wood Street Village free of charge – [Facebook page: Tina's seasonal décor](#)**
- k) **JWRA application for a new right of way to be created over Harry's Meadow/Weyside Urban Village allotment field** – Both Worplesdon Parish Council and Guildford Borough Council have agreed to dedicate the requested right of way (albeit the route across Guildford Borough Council's land will be diverted to facilitate the delivery of the proposed allotments). It is anticipated the route will be formally dedicated within the next three months.
- l) **Weyside Urban Village allotment site** - Broken fence, blocked culvert and ditch maintenance issues raised with Guildford Borough Council.
- m) **Ethical Standards training** – Undertaken by the majority of councillors and both members of admin staff.
- n) **Winter 2020 Parish newsletter** – Due for distribution imminently.
- o) **[Christmas Carols on the doorstep 16 December 2020](#)** – BBC Radio Surrey is participating.
- p) **Replacement play area signs and disabled parking sign** – The replacement signs have now been erected.

**20. Chairman's Report.**

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

**22. Date of next Full Council meeting – 14 January 2021.**