



Minutes of the Full Council meeting held virtually 10 December 2020 at 7.30pm

356-2020 - Present

Councillors:

Cllr G Adam, Cllr D Bird, Cllr P Cragg, Cllr A Creese, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr B Nagle, Cllr C Riley, Cllr S Morgan MBE, Cllr D Paul, Cllr D Snipp, Cllr T O'Toole and Cllr T Webber.

Officers of the Council:

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

Public:

Mr Sergio Pignagnoli and another local resident were also in attendance.

357-2020 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

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

358-2020 - Public participation session – 10 minutes

Both members of the public addressed the Parish Council regarding items on the agenda being:

- (1) Item 12 – Judicial Review regarding planning application number 16/P/01479 and
- (2) Item 15 - Organising a potential Worplesdon Farmer's Market.

The Chairman thanked both members of the public for addressing the Council and advised that their comments would be taken into account by the Council.

359-2020 - 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.

360-2020 - Amendments to the Register of Interests

No declarations were made.

361-2020 - To receive and consider written requests for new DPI dispensations

No dispensation requests were received.

362-2020 - Declaration of Non-pecuniary interests

No declarations were made.

363-2020 - Declaration of gifts or hospitality over £50

No declarations were made.

364-2020 - Borough Councillor's report

Cllr B McShee had provided the following written report, which had been circulated to all members via email in advance of the meeting.

1. The festive craft markets will be held in the Portsmouth Road carpark on Saturday the 12th and Sunday the 20th between 10 am and 5 pm. The next farmers market will be held on Saturday, the 19th of December 9.30 to 4 pm also in the Portsmouth Road car park.
2. Since March, the Council have delivered nearly 30,000 hot meals and food parcels to support our vulnerable residents and this will remain and increase for the winter ahead. In winter conditions such as snow and lots of rain our current vehicles may struggle so we are asking if anyone has a 4x4 vehicle to help us reach communities to make save these food deliveries. If you are to help please contact Helen Barnsley on Helen.barnsley@guildford.gov.uk
3. Dog walkers who allow their pets to foul without clearing it up will continue to face fines of up to £1,000 after the borough wide banning order was extended. The Council's renewed order has been made under the anti-social behaviour, crime and policing act 2014 which states that being unaware a dog has fouled or not having a suitable bag to clear up the mess is not a reasonable excuse. Residents can report antisocial dog behaviour, including for fouling or not having a suitable bag on our Website: www.guildford.gov.uk/article/18355/Report-a-dog-issue-online-form
- 4 . The Council has agreed to move ahead with a financial strategy to continue to save costs to ensure that we carry on meeting the needs of the borough while operating within our predicted 2021 to 2022 budget shortfall of around £2 million which will rise to £4.4 million in four years.

Part of the strategy is asking our residents to have their say and let the Council know what their priorities are for spending. An independent company will be carrying out this work which started this week and involves a citizens' panel (a large representative group of residents of around 1200 being telephoned) and an online survey on the council website. It will run until January. The results will be reported to the executive in the New Year.

365-2020 - County Councillor's report

Cllr K Witham advised that he had nothing further to report.

366-2020 - Minutes of the previous meetings:

It was proposed Cllr D Bird, seconded Cllr G Adam and unanimously **RESOLVED** that the minutes of the Full Council meeting held 29 October 2020 be approved and signed by the Chairman:

The following minutes were noted by the Council:

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

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

367-2020 - 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).

Guildford Borough Council seems to be dealing with the SANG in a piecemeal fashion. As there are no documents available, Worplesdon Parish Council could not make any comment.

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.

RESOLVED: Object as this would result in the loss of yet another two-bed property from the existing housing stock.

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.

RESOLVED: Leave to planners.

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.

RESOLVED: That the Parish Council object on the following grounds:

1. Loss of yet another two-bedroomed dwelling from the existing housing stock.
2. The proposals represent overdevelopment of the site.

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.

RESOLVED: Object on the grounds that the applicant has not demonstrated how the previous reasons refusal of the planning application have been addressed i.e.

1. Fire escape distances
2. Usable floor area
3. Top ceiling heights

Additionally, the comparative elevations indicate that the proposed materials are generally lighter than those of the original, approved application and the fenestration will also change but neither of these changes have been referenced in the application. The lighter building materials are out of keeping with the rest of the building and the adjacent Grade II listed building (Pitch Place House), which is significant heritage importance.

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).

RESOLVED: Leave to specialist planner.

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

RESOLVED: Leave to planners.

368-2020 - Judicial Review – planning application no: [19/P/01479](#) - Rudge Cottage, Perry Hill

A local resident had enquired whether Worplesdon Parish Council would be prepared to act as the claimant, on behalf of the community, to facilitate a Judicial Review of the Borough Council's decision to approve planning application 19/P/01479. The [Aarhus Convention](#) to apply in terms of costs.

A summary report, written by the resident, had been circulated to all Members via email in advance of the meeting, as had legal advice obtained from Mr Ian Davison – Surrey Hills Solicitors (specialist advisers to the Town and Parish Council sector), and additional information from Surrey Wildlife Trust.

Members considered the request (including the documentation supplied by the resident) and the advice received from Mr Ian Davison.

A debate then took place, following which it was proposed Cllr P Cragg, seconded Cllr G Adam and **RESOLVED** that Worplesdon Parish Council will not pursue a Judicial Review in respect of the Guildford Borough Council Rudge Cottage planning decision.

A recorded vote then took place.

Councillor	For	Against	Abstain
Cllr T O'Toole	For		
Cllr J Messinger		Against	
Cllr D Bird			Abstain
Cllr A Creese	For		
Cllr D Snipp	For		
Cllr T Webber	For		
Cllr C Riley	For		
Cllr S Morgan MBE	For		
Cllr N Mitchell	For		
Cllr B Nagle	For		
Cllr M Fance	For		
Cllr D Paul	For		
Cllr G Adam	For		
Cllr P Cragg	For		

Motion carried.

The resident thanked the Parish Council for considering their request.

369-2020 - New Parish office/Council Chamber

The Clerk provided the following progress report:

1. The dilapidation works have been undertaken. Some minor snagging work is still to be completed by 17 December 2020.
2. The Schedule of Conditions has been completed and the report has been received today.
3. The landlord, existing tenant, and Worplesdon Parish Council have agreed a completion date of 16 December, subject to the availability of the various solicitors. On completion, Guildford Borough Council to be approached to pay the Montague Place (land north of Keens Lane) S106 monies of £50,000.
4. Some exterior painting is outstanding due to the weather conditions and will be carried out at a later date at the landlord's expense.
5. I have been unable to secure a removal company before Christmas. The moving date in 2021 will depend on the availability of the removal firms.
6. I have already set up a new BT contract for Unit 2 Saxton in readiness, however, this will not be signed until 2 weeks before we move in.
7. I have advised our solicitor of the intended completion date and will need to pay the deposit and other charges in readiness for completion. The last date for this to take place in 2020 is 18 December, after which I will be on annual leave until 4 January 2021.
8. The Clerk to liaise with the Worplesdon Memorial Hall and Recreation Ground CIO regarding removal of the Parish Council contents from the Memorial Hall - to ensure no disruption to the Pre-School.

370-2020 - 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.

Additionally, all landowners are being encouraged to ‘rewild’ their land to increase biodiversity. It would be possible to plant additional hedging and trees along the north eastern boundary of Harry’s Meadow in Jacobs Well, as well as some heritage fruit trees on the south western side of the meadow to form a small community orchard, comprising up to 30 heritage fruit trees.

The Woodland Trust offers grants towards new hedging and trees. Worplesdon Parish Council would be required to fund at least 25% of the project, if the Woodland Trust are approached. Cost to Worplesdon Parish Council anticipated to be no more than £1,250.

The Council recognised that planting additional hedging and trees would result in increased maintenance costs in years to come.

The Clerk advised that the JWRA (Jacobs Well Residents’ Association) had been consulted and, in principle, supported the proposal.

Following the debate, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that Worplesdon Parish Council reserve £1,250 towards rewilding/enhancing the environment in Harry’s Meadow.

A vote took place: Result of the vote – 13 in favour of the resolution, Cllr G Adam abstained. Motion carried.

Power to spend: OSA 1906, ss 9 and 10

It was agreed that an article be placed in the JWRA newsletter to gauge the level of community support for the proposal.

371-2020 - Worplesdon Farmer’s Market?

Mr Pignagnoli had advised that he is a local beekeeper who attends the very successful Farmer’s Markets at Horsley and Effingham. Given that more people are scrutinizing where their food comes from and are concerned about the impact of imported food on climate change, it would seem appropriate for a Farmer’s Market to be set up within the Parish. However, Mr Pignagnoli sought the support of the Parish Council to get the enterprise up and running.

Following discussion, it was proposed Cllr G Adam, seconded Cllr D Bird and unanimously **RESOLVED** that, in principle, Worplesdon Parish Council supports the idea of holding a Farmer’s Market in Worplesdon.

Volunteers would need to assist. Cllr T Webber advised that as he works in hospitality at the University of Surrey and has lots of local contacts, he would be very happy to assist with this project. Mr Pignagnoli agreed for his contact details to be passed to Cllr T Webber.

[Mr Pignagnoli then left the meeting.](#)

372-2020 - Parking on the verge near Whitmoor Common car park, Salt Box Road

Cllr J Messinger raised concern about the number of motorists who are parking on the grass verge near the Whitmoor Common car park and enquired whether anything could be done to prevent such overspill parking.

Cllr Adam advised that as there are double yellow lines at this location any parking on the verge is also illegal. It was agreed that this matter be referred to Guildford Borough Council’s Parking Enforcement Team.

The other resident left the meeting at 20:45.

373-2020 - WSVa (Wood Street Village Association) Carols on the Green - Saturday 19 December 2020

A copy of the WSVa risk assessment had been received and circulated. It was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the risk assessment be approved and consent for the event be granted, subject to whatever Covid restrictions are in place at the time of the event.

Cllr J Messinger advised, for information, that St Mary's Church were also hoping to hold carols on the Worpleston Memorial Ground on 22 December to raise funds for the Children's Society, subject to Covid restrictions.

374-2020 - Finance:

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

The payments list was presented during the virtual meeting. It was proposed Cllr P Cragg, seconded Cllr D Bird and unanimously **RESOLVED** that payments to the value of £15,867.69 be approved. The payments list to be signed by Cllr P Cragg and Cllr G Adam as soon as practicable.

Table 2: Payments list 10 December 2020

Date	Code	Description	Supplier	Net	VAT	Total
19/11/2020	Establishment Charges	Postage	Post Office Ltd	3.44	0.00	3.44
19/11/2020	Professional Advice	Fee for Stat Dec (unit 2)	Mrs G F White	7.00	0.00	7.00
23/11/2020	IT budget	External back-up	RISC IT	0.00	0.00	0.00
25/11/2020	Staff costs	PAYE/NIC/Salary/Mileage/Er's NI/Ee's and Er's pension conts	Staff costs	8,346.01	0.00	8,346.01
25/11/2020	Establishment Charges	Stationery	Caboodle	38.97	7.79	46.76
25/11/2020	Tree Inspections	Tree inspections and tree tagging	Dryad Tree Services Ltd	3,095.00	619.00	3,714.00
25/11/2020	M'nance Bus Shelters/Seats Etc.	Acrylic discs	A J Signs	312.90	62.58	375.48
25/11/2020	Professional Advice	Legal advice - potential parish office	Surrey Hills Solicitors	1,075.00	215.00	1,290.00
02/12/2020	Revenue Costs Works Vehicle	Service charge	Allstar Fuel	4.80	0.96	5.76
07/12/2020	Establishment Charges	Roughneck fencing pins	Screwfix	58.32	11.66	69.98
09/12/2020	Revenue Costs Works Vehicle	Fuel for works van	Allstar Fuel	36.39	7.28	43.67
10/12/2020	Establishment Charges	6 x Christmas banners	Hampshire Flag Company Ltd	122.99	24.60	147.59
10/12/2020	Land Management	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	27.00	5.40	32.40
10/12/2020	Playground Repairs	Paint swing bay cross bays - Fairlands	Dick Randall Services	240.00	48.00	288.00
10/12/2020	Playground Repairs	Prepare and paint 2 x benches, basketball hoop post and typhoon bars	Dick Randall Services	698.00	139.60	837.60
10/12/2020	Playground Repairs	Quarterly playground inspections	Dick Randall Services	200.00	40.00	240.00
10/12/2020	Parish Newsletter	Parish newsletters	Knaphill Print Co Ltd	420.00	0.00	420.00
Total				14,685.82	1,181.87	15,867.69

b) Bank reconciliation October 2020

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for October 2020 and 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 N Mitchell, seconded Cllr G Adam and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements for October 2020.

Appendix 2 - Bank Reconciliation October 2020

c) Monthly budget report October 2020

The RFO had prepared the monthly budget report for October 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 D Snipp, seconded Cllr P Cragg and unanimously **RESOLVED** that the Chairman sign the monthly budget report for October 2020.

Appendix 3 – Monthly budget report for October 2020

d) Tree surgery (seven parish sites)

The Clerk advised that three quotations had been sought, but only two contractors had responded.

Maximum cost £16,550 & VAT. Minimum cost £8,060 & VAT. 1 day traffic management would also be required at Pitch Place Green to facilitate traffic management. Additional cost £645 & VAT.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr T O'Toole and unanimously **RESOLVED** that the cost of £8,705 & VAT be approved.

Power to spend: OSA 1906, ss 9 and 10

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, however, the borough council had been unable to provide the cost of this service in time for the meeting.

The Clerk advised there were three options:

- (i) To use reserves to cover the cost.
- (ii) To increase the budget for 2021/2022.
- (iii) Remove the bins.

Members agreed that the budget reserves for 2021/2022 should be sufficient to cover the anticipated cost of the litter bin emptying, which is expected to be £3,000 & VAT.

f) Litter pickers

Cllr Messenger advised that there are some wonderful residents who regularly litter pick. Cllr Messenger asked whether it would be possible for the Parish Council to purchase some more Ranger style litter pickers and hoops, which can be loaned to residents wishing to help keep the Parish tidy.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr J Messenger and **RESOLVED** that the Parish Council purchase ten Ranger litter pickers and ten hoops to be loaned out to local residents. Total cost £330 & VAT.

A vote took place. Result of the vote: 13 in favour, Cllr N Mitchell against. Motion carried.

An item about the litter picking loan facility to be included in the next Parish newsletter.

Power to spend: LGA 1972 s111

g) To agree the budget and precept (Band D rating) for 2021/2022

The financial regulations 2020, Reserves Policy and Financial Risk Assessment had been circulated to all Members as part of the budget setting process. No comments had been received. These documents were therefore taken as read.

Version 6 of the draft budget had been circulated to members in advance of the meeting and was duly tabled for discussion, following which it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the budget for 2021/2022 be set at £256,856. This represented a Band D rating of £74.42 per property, being an increase of £4.76 per annum per Band D household.

Appendix 4 – Budget for 2021/2022.

375-2020 - Clerk's Report for information only

- 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.

Power to spend: LGA 1972 s111.

- 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.

Pledges at www.normandyshop.co.uk/pledging

Your Fund Support at www.tinyurl.com/Normandyshop

- 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.

376-2020 - Chairman's Report

The Chairman provided the following report.

Since my last report to Full Council meeting (29th October 2020) I have on behalf of the Council:

- 1) On 5th November attended as a Director of Surrey Association of Local Councils (SALC) a Board meeting of the overarching association Surrey and Sussex Association of Local Councils (SSALC-also known colloquially as the "Joint Board"). SSALC/Joint Board comprises three Associations, namely West Sussex ALC (WSALC), East Sussex ALC (ESALC) and Surrey ALC.
For Worpleston Councillors I should point out that the three Local associations and the Joint Board form the bodies to which Parish and Town Councils approach for advice, both legal and administrative and for training.
- 2) On 6th November attended training session "Chairman's networking" run by SSALC/Joint Board.
- 3) On 9th November attended Wood Street Village Association meeting.
- 4) On 11th November officiated at our Parish Council abbreviated Remembrance Day Service in Harry's Meadow.
- 5) On 12th November participated in GBC organised Ethical Standards training session.
- 6) On 19th November signed new office leases, along with Vice Chairman and the Clerk at the Parish Council office.
- 7) On 23rd November observed the Staffing Committee meeting.
- 8) On numerous occasions participated actively in a SALC working party planning for the possible dissolution of SSALC/the Joint Board. This has become necessary since the West Sussex Association (WSALC) appears to be unilaterally proposing to split from the Joint Board. In effect this implies a break-up of SSALC and major disruption to the services supplied to Parish and Town Councils. The working party is examining available financing, costs to member Councils and the tricky subject of employees' contracts of employment. I cannot discuss employment aspects with any of you at this stage.
In a nutshell the SALC working party is creating a plan for Surrey (SALC) to become a self-sufficient organisation supplying a similar range of services and training as currently supplied by SSALC/the Joint board. The conclusions of this working party will be submitted to the Board of SALC in due course.

377-2020 - Items for inclusion on future agendas

No suggestions were received.

378-2020 - Date of next Full Council meeting – 14 January 2021.

The Chairman thanked everyone for their support and commitment during what has proved to be a very difficult year for everyone and wished everyone a very Merry Christmas.

Meeting closed 21:40

Approved by the Full Council – 14 January 2021

Signed:

.....
Chairman of the Council

Date: 10 December 2020