



Minutes of the Full Council meeting held virtually 25 February 2021 at 7.30pm

43-2021 - Present

Councillors:

Cllr G Adam, Cllr D Bird, Cllr P Cragg, Cllr A Creese, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr C Riley, 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:

Cllr K Witham and Cllr B McShee also present as were two residents of Jacobs Well.

44-2021 - Public participation

The residents present had submitted various emails to the Parish Council which had all been circulated to the Members in advance of the meeting.

45-2021 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reason for absence were received from Cllr B Nagle. Apologies and reason for absence accepted.

Cllr D Paul was absent from the meeting.

46-2021 - 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.

47-2021 - Amendments to the Register of Interests

No declarations were made.

48-2021 - To receive and consider written requests for new DPI dispensations

No dispensation requests were received.

49-2021 - Declaration of Non-pecuniary interests

No declarations were made.

50-2021 - Declaration of gifts or hospitality over £50

No declarations were made.

51-2021 - Borough Councillor's report

Cllr McShee had provided the following report:

- a) **The Spectrum leisure centre** - welcomes 1.7 million visitors a year and has provided a wide variety of sport and leisure facilities since its opening in 1993. However, it is beginning to show its age and maintenance costs are rising. The Council are currently considering a proposal from Freedom Leisure to extend our partnership contract until October 2023. This will give us time to learn more about what leisure facilities we need to provide for our residents once the pandemic has ended. A replacement Spectrum leisure centre is not being considered in the short term. The Spectrum leisure centre accounts for 50% of the Council's total energy consumption and associated carbon emissions, and our detailed studies will identify what opportunities there are for reducing the venue's future climate change impact.
- b) **Former Mayor Jenny Jordan** - I am sad to advise you that former Mayor Jenny Jordan passed away at the beginning of the month. She was Mayor on two occasions, 2008 to 2009 and 2012 to 2013. She had been a Borough Councillor for 24 years.

Jenny was a regular attendee at St Mary's Church, Worplesdon and was also a volunteer at Worplesdon View.
- c) **Appointment of Interim Head of Housing** - The Council has appointed Matthew Gough as interim Head of Housing.
- d) **The 2021 census will take place on the 21st of March** and can be filled in online as soon as you get your access code in the post.
- e) **Normandy Parish Council** - There will be an extraordinary meeting of the Borough Council on the 4th of March to appoint temporary Parish Councillors for Normandy Parish Council. This is due to the fact that there have been a number of resignations of Parish Councillors, meaning the Council is no longer quorate. Additionally, the Parish clerk is off sick.
- f) **Gypsy and Traveller Transit Site – Surrey** - Guildford Borough Council are supporting and helping to fund the creation of a gypsy and traveller transit site in Surrey. In collaboration with the council leaders of boroughs and districts in Surrey as well as Surrey Police, we have agreed that the site will be able to accommodate ten vehicles, at a location yet to be confirmed. The site will be built by Surrey County Council during the financial year 2021 to 2022 and will be managed by Surrey County Council's gypsy and traveller liaison team.
- g) **Former horse field, Salt Box Road** - The Borough Council is minded to purchase a large parcel of land off Salt Box Road which will be intended for future use as a cemetery.

Concern was raised about the appropriateness of a cemetery so close to Whitmoor Common (Special Protection Area (SPA), Site of Special Scientific Interest (SSSI) and Local Nature Reserve (LNR).

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The Chairman thanked Cllr McShee for his report.

Cllr McShee left the meeting at 20:01.

52-2021 - County Councillor's report

Cllr Witham provided the following report: full details included in his February 2021 newsletter.

- a) New legislation to crack down on Unauthorised Traveller Encampments** - The Government (Home Office) has proposed new legislation to crack down on Unauthorised Traveller Encampments. This type of trespass would become a criminal offence and the police will be given extra powers and duties. The full details are awaited, but I hope will include powers to confiscate and then sell traveller vehicles, to pay for clear up costs. The five incursions last year in Wood Street Village ended up costing Surrey Council taxpayers £65,000 in clear up costs.
- b) NHS staff** - My recent email newsletter included a video produced by NHS staff at Fairlands and other local surgeries providing a Covid vaccination update. If anyone didn't see it, please ask Keith for the link.
- c) Summary of Surrey Highways improvements in 2020.**
- d) Summary of Surrey action re climate change and the environment in 2020.**
- e) Details of the recent positive HM Fire Inspector's report on Surrey Fire and Rescue** - recognising the improvements made and extraordinary efforts of the staff during the pandemic.
- f) Details of help and support available for anyone suffering domestic abuse.**
 - NSPCC – 0808 800 5000 (24 hours)
 - National Domestic Abuse Helpline - 0808 2000 247 (24 hours free)
 - Mind – 0300 123 3393 (Mon-Fri 9am – 6pm)
 - Victim Support – 0808 168 9111 (24 hours)
 - Cruse Bereavement – 0800 808 1677 (Mon-Fri 9am – 5pm)
 - ChildLine 0800 1111 (24 hours)
 - Action on Elder Abuse – 0808 808 8141 (Mon-Fri 9am – 5pm)
 - Respect – Men's Advice Line – 0808 801 0327 (Mon-Fri 9am-5pm or 8pm)
 - Samaritans – 116 123 (24 hours free)
 - National Centre for Domestic Violence – 0207 186 8270

g) Surrey County Council - Budget for 2021-22

The proposed Council Tax increase (Surrey County Council's element) is 2.5% - half the increase expected from most neighbouring Councils and half the 5% increase that the Government would allow.

This will enable the county council to continue to deliver good value services such as:

- Adult Social care
- Children's Services
- Community Protection
- Environment
- Highways

h) Flooding Advice emergency numbers

- If there is a danger to life call 999
- River flooding – Environment Agency (24-hour floodline) 0345 988 118
- Look for local flooding warnings <http://flood-warning-information.service.gov.uk/>
- Blocked roadside gullies - 03456 009 009
- Sewer flooding – Thames Water’s 24-hour customer services – 0800 316 9800

i) Former County Hall – Kingston upon Thames

The county offices have now relocated to Woodhatch in Reigate.

The following matters were then raised by the Members:

- Will the Clerk to Normandy Parish Council remain in post? Cllr Witham advised that the Clerk is currently off sick but will remain in post until he chooses to leave. The resignation of councillors does not change the employment status of the clerk.
- The county’s plans for tree planting – how much planting will take place in Worplesdon and how long will the funding last? Cllr Witham advised that the planting work will take place over the next ten years. Not all of the trees will be planted by Surrey County Council, who are merely facilitating the project together with the borough council and other groups.
- Cllr J Messenger thanked Surrey County Council for a number of items that had been donated, by the county council, to local groups as a result of the relocation of County Hall to Reigate. The Sime Gallery benefitted from: small storage units, noticeboards and a fridge.

53-2021 - Minutes of the previous meeting

It was proposed Cllr D Bird, seconded Cllr G Adam and unanimously **RESOLVED** that the minutes of the Full Council meeting held 14 January 2021 be approved and signed by the Chairman.

The Council noted the minutes of the Planning/General Purposes and Finance Committee meeting held 4 February 2021.

54-2021 - Planning Applications for consideration:

[At 19:48 pm Cllr N Mitchell presented the planning applications to the Council.](#)

Planning Application No: 20/P/02210 - 57 Broad Street, Guildford, Surrey, GU3 3BG - Temporary siting of one container for residential purpose on site during construction period (retrospective application).

It was **RESOLVED**: that the Parish Council (a) object to this planning application on the grounds that it represents inappropriate use of the CDM (Construction (Design and Management) Regulations 2015)) and (b) comment that it is inappropriate to cite time and financial constraints as a reason for the container to be used for residential purposes.

Planning Application No: 21/T/00032 - St Mary The Virgin Church, Perry Hill, Worplesdon, Guildford, GU3 3RE - Holly hedgerow (H1) northern boundary - reduce to 10 to 12 ft in height including removal of dead or fallen trees within hedgerow. Worplesdon Conservation area.

It was **RESOLVED**: Leave to specialist officer.

Planning Application No: 21/P/00162 - Land to the east of Merrist Wood College Equine Centre, Coombe Lane, Worplesdon, Guildford, GU3 3PE - Proposed erection of a metal clad arboricultural shelter and a small timber clad workshop.

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It was **RESOLVED**: that the Parish Council support this planning application particularly as the Men's Shed will improve male mental health and will help to reduce loneliness.

Planning Application No: 21/P/00201 - 106 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HA - Erection of new Portico structure to front elevation (retrospective application).

It was **RESOLVED**: that the Parish Council object on the grounds that the portico which has been constructed is not consistent with the submitted plans.

Planning Application No: 21/T/00047 - The New Barn, Perry Hill, Worplesdon, GUILDFORD, GU3 3RE - Remove 3 Silver Birches, 1 Ash, and 1 Sycamore - see plan for details.

It was **RESOLVED**: that the Parish Council object to the further loss of trees from the Conservation Area, unless the trees are dead/dying or dangerous.

Planning Application No: EIA 20/P/02155 - Environmental Statement clarifications – Weyside Urban Village.

It was **RESOLVED**: the parish council's concerns regarding the Transport Assessment and design of the village be tied in with the Environmental Statement in the Council's final comments.

55-2021 - Written request received from three councillors to reconsider a resident's request to fell a poplar tree in Jacobs Well Recreation Ground (in accordance with Standing Order 7a)

Information from the resident had been circulated to all Members in advance of the meeting.

The residents had reiterated their concerns about this poplar tree, which grew from a sucker from a previously felled poplar tree (felled by Surrey County Council) given the proximity to their property and the size a mature poplar tree can grow to (28m).

The residents stated that Surrey Wildlife Trust had promised to cut this tree down, having allegedly discussed with Worplesdon Parish Council [*the Recreation Ground is owned by Worplesdon Parish Council therefore the County Council's previous involvement in felling the parent tree, along with Surrey Wildlife Trust's involvement with the sucker tree raised questions as to whether the tree is actually located on Worplesdon Parish Council land*]. Nevertheless, Cllr Snipp and Cllr Creese supported the residents' request, and both addressed the meeting having asked for this agenda item to be reconsidered.

It was confirmed to the meeting that this tree had recently been inspected by Dryad Tree Services and is currently a young, healthy tree which would be extremely unlikely to fall on the adjacent property.

The residents confirmed they would be willing to make a gift to the National Trust so that replacement trees can be planted, but not on land for which Worplesdon Parish Council is responsible.

Following a lengthy discussion, it was proposed Cllr P Cragg, seconded Cllr J Messinger that the Parish Council **RESOLVE** to reverse its previous decision not to fell the poplar tree.

It was further proposed Cllr P Cragg, seconded Cllr T O'Toole that the costs be apportioned 50/50 between the Parish Council and the resident, acknowledging the residents' generous offer to contribute towards the costs.

A vote took place. Result of the vote:

- In favour (four)- Cllr S Morgan MBE, Cllr D Bird, Cllr T O'Toole, Cllr G Adam
- Against (four) – Cllr N Mitchell, Cllr A Creese, Cllr D Snipp, Cllr T Webber
- Abstain (three) – Cllr J Messinger, Cllr C Riley, Cllr M Fance.

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The Chairman used his casting vote, as a result of which, the motion was carried.

The residents left the meeting at 20:29.

56-2021 - Resident request for the lay-by near the entrance to Russell Place Farm, Frog Grove Lane to be decommissioned and planters to be installed to prevent parking and other anti-social behaviour at this location

Worplesdon Parish Council had carried out a public consultation. All responses had been circulated to the Members in advance of the meeting. Of the 26 respondents who responded within the deadline, four were neutral, four were in support and eighteen were against.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr D Bird, and unanimously **RESOLVED** that Surrey County Council be asked to:

- Make good the potholes in the lay-by
- Reconstruct the pavement from the entrance to Russell Place Farm to the bus stop, including the installation of kerb edge markings to clearly delineate the extent of the pavement.

The Clerk to inform the resident who had originally raised this matter of the Council's decision based on the public consultation results.

57-2021 - Land Management/H&S report - February 2021

A copy of the Land Management/H&S report had been issued to all Members in advance of the meeting.

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the report be approved and accepted.

Appendix 1 – Land Management/H&S report

58-2021 - Public artwork - Montague Place

Local artists had been invited, by Taylor Wimpey, the developers of the site, to submit ideas for a piece of public artwork to be located in the play area of the new development. The submissions from three local artists had been shortlisted by Taylor Wimpey.

These submissions were presented to the Parish Council. The Council had concerns about the appropriateness of each of the art installations given they are to be installed in a play area. However, the Council's preferred choice was submission three by Sonja Roth, as, although large, it encapsulated the history of the site (former brickworks and stables). It was felt that the incorporation of poppies reflected the roads being named after local men who fell in WW1, and the depictions of local wildlife showed the variety of species that previously occupied the site.

59-2021 - Coronavirus Act 2020

The Coronavirus Act 2020 was introduced by the Government to enable the work of numerous organisations, including local councils to continue, despite being unable to meet face-to-face.

Whilst none of the Members would wish to have to hold virtual meetings on a permanent basis, being able to hold hybrid meetings, at which invited guests from anywhere in the country, or Councillors who were unable to attend the meeting face-to-face (e.g., if they were unable to drive due to injury, or work commitments) was considered to be a positive step that would bring councils into the 21st century and may increase interest in the role of being a councillor.

Members also felt that public participation might increase if residents were able to virtually attend council meetings.

Following discussion, it was proposed Cllr N Mitchell, seconded Cllr M Fance and **RESOLVED** that Worplesdon Parish Council write to Robert Jenrick MP asking the Government to introduce permanent legislation permitting the use of hybrid council meetings.

A vote was taken. Result of the vote: 10 in favour. Cllr G Adam and Cllr S Morgan MBE abstained. Motion carried.

60-2021 - Finance:

a) Payments tabled for approval

The payments list had been circulated to all Members via email in advance of the meeting. It was proposed Cllr G Adam, seconded Cllr D Bird and unanimously **RESOLVED** that the payments totalling £14,111.97 be approved; the payment list to be signed by Cllr N Mitchell and Cllr T Webber as soon as practicable.

Date	Supplier	Description	Net	VAT	Total
17/01/2021	Adobe	Membership	12.64	2.53	15.17
20/01/2021	British Gas	Gas charges	40.05	2.00	42.05
20/01/2021	PlanMyService LLP	Service plan - 3rd instalment of 36	27.55	0.00	27.55
28/01/2021	Materials	B&Q	13.50	0.00	13.50
30/01/2021	BT PLC	Phone calls/line rental/broadband	696.84	139.36	836.20
05/02/2021	Forest and Garden Timber Services	Tree/shrub clearance Jacobs Well Recreation Ground	2,660.00	532.00	3,192.00
05/02/2021	Welland Creative	Website hosting & Tech support for 12 months	440.00	88.00	528.00
05/02/2021	Guildford Lock and Safe	Padlock	33.50	6.70	40.20
05/02/2021	Aldi	Bin bags for public litter bins (Large)	3.82	0.76	4.58
05/02/2021	C & D Electrical Services	New light fitting and data face plate Unit 2 Beaufort	131.50	0.00	131.50
08/02/2021	GeoXphere Ltd	Subscription	150.00	30.00	180.00
11/02/2021	Dryad Tree Services Ltd	Removal of an Oak Processionary Moth nest	265.00	53.00	318.00
11/02/2021	AVS Fencing Supplies Ltd	Chestnut fence post for WSVCCP	32.92	6.58	39.50
15/02/2021	Three	SIM card bill	32.32	6.46	38.78
15/02/2021	Ebay	Fire/utility supplies	17.78	0.00	17.78
16/02/2021	British Gas	Electricity bill - Perry Hill Green	37.47	1.87	39.34
16/02/2021	Citizens Advice Bureau	Donation Citizens Advice Bureau 2020/2021	70.00	0.00	70.00
17/02/2021	British Gas	Gas charges	51.62	2.58	54.20
17/02/2021	Castle Water	Water and sewerage charges	38.12	2.38	40.50
18/02/2021	Ebay	Rechargeable phone batteries	3.75	0.00	3.75
20/02/2021	RISC Group	External back-up	32.09	6.42	38.51
20/02/2021	PlanMyService LLP	Service plan - 4th instalment of 36	27.55	0.00	27.55
23/02/2021	Staff costs	Salaries/mileage/PAYE/NI/Ee's and Er's pension conts	8,333.31	0.00	8,333.31
23/02/2021	Valens Water	Risk assessment legionella	80.00	0.00	80.00
Total			13,231.33	880.64	14,111.97

b) Bank reconciliations December 2020 and January 2021

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for December 2020 and January 2021 in accordance with the Accounts and Audit Regulations. Copies of which had been issued electronically to all Members in advance of the meeting.

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements for December 2020 and January 2021.

Appendices 2 and 3 - Bank Reconciliations for December 2020 and January 2021

c) Monthly budget reports December 2020 and January 2021

The RFO had prepared the monthly budget reports for December 2020 and January 2021 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 M Fance, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the Chairman sign the monthly budget reports for December 2020 and January 2021.

Appendices 4 and 5 – Monthly budget reports for December 2020 and January 2021

d) Hiring rate for the Ground floor Unit 2 Saxton (Council Chamber)

Based on local room hire charges, the Clerk had recommended a charge of £10 per hour.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr T Webber and unanimously **RESOLVED** that an hourly charge of £10 for use of the Council Chamber be approved and adopted.

e) Interest – Skipton Building Society

Interest of £377.45 had been received 21 January 2021.

f) Vehicle Activated Sign (VAS) replacement

Speeding traffic is something that residents frequently complain about. The company that manufactured the current SDR have gone out of business, therefore, an aftercare/support service is no longer available and the two VAS have reached the end of their life expectancy. The previous repairs to the VAS only lasted a few months, so it is no longer economical to have repairs undertaken.

A quotation to replace the existing SDR (Speed Data Recorder) and VAS with a combined unit with a solar panel (which would reduce the workload of staff/Members) had been obtained. Total cost including the solar panel and exit speed facility amounted to £3,370 & VAT.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the cost be approved.

Power to spend: HA 1980, s274A

g) Hexagonal bench – Oak tree, Perry Hill Green – £5,800 Section 106 monies may become available

Guildford Borough Council's parks and countryside officer, Sally Astles, had sought a S106 provision from the proposed development at School Lane towards the provision of off-site public open space. A quotation for a hexagonal seat around the oak tree in the middle of Perry Hill Green had been submitted to Guildford Borough Council who had proposed a S106 contribution of £5,800. If the planning application is approved, this contribution would enable a bespoke bench to be placed around the oak tree, which could incorporate images that portray the United Reformed Church; however, this additional income is not guaranteed.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr A Creese and **RESOLVED** that the Council defer any expenditure on a hexagonal bench until Guildford Borough Council has decided the planning application.

In the meantime, a letter to be sent to the United Reformed Church informing the elders of the Council's decision and the reason for that decision.

A vote took place. Result of the vote. In favour – 11. Against Cllr G Adam. Motion carried.

h) New bank accounts required to reflect the Financial Services Compensation Scheme (FSCS) limit of £85,000 per institution applicable to local councils

The Council had previously **RESOLVED** to open new accounts with Lloyds Bank and Nat West. However, for a variety of reasons, including the pandemic, it had not been possible to open those accounts.

Lloyds bank are not accepting new customers at present; however, Unity Trust Bank are offering current accounts. It would also be possible to open a Nat West Treasurer's account, albeit it will take four weeks to set up.

To ensure that the taxpayers' money is protected by the FSCS guarantee, it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that the Council open new accounts with the Unity Trust Bank and Nat West at the earliest opportunity.

The following Members were appointed by the Council as signatories to both accounts:

- Cllr P Cragg
- Cllr N Mitchell
- Cllr G Adam
- Cllr T Webber
- Cllr M Fance

In accordance with the Council's financial regulations, the Responsible Financial Officer will also be a signatory on both accounts.

i) Additional signatory required on the Skipton and Nationwide accounts to provide four signatories on both accounts

Cllr T Webber was appointed by the Council to be a signatory on both accounts.

j) Grass cutting grant received from Guildford Borough Council

A BACS payment of £6,758.40 was received 16 February 2021.

k) 2021/2022 Local Government Pension Scheme (LGPS) - Employee Contribution Bands

Details of the employee contribution bands applicable from 1 April 2021 had been circulated to all Members and are available on the LGPS website.

l) Virement required

It was proposed Cllr P Cragg, seconded Cllr T Webber and unanimously **RESOLVED** that the following virement be approved:

- Vire £2,100 from Code 34 (Ward Improvements) to Code 17 (Tree Inspections).

61-2021 - Clerk's Report

a) Risk Assessment – Legionella – Cost £80 – Undertaken by Dee Thornton (Valens Water) 17 February 2021.
Report circulated to all members – Some minor remedial plumbing works will be required as a result of the risk assessment.

- b) Boiler repair undertaken – Unit 2 Saxton – 17 February 2021** – Original boiler in need of replacement – Quotations to be sought.
- c) Forestry Commission Statutory Notice** – It is a legal requirement for the oak tree in Jacobs Well Recreation Ground that contained the Oak Processionary Moth nest to be sprayed twice this year. Bartlett Tree Experts (appointed contractor to the Forestry Commission) will be carrying out this work – free of charge. First spraying to be carried out in April.

62-2021 - Chairman's Report

Since my last report to Full Council meeting (14th January 2021) I have on behalf of the Council:

- 1) Attended numerous Full Board meetings of SALC (The Surrey Association of Local Councils) and its subsidiary Working Group. The Working group is tasked with planning the exit of SALC from SSALC and the creation of an independent full-service programme by the new SALC. We expect this to be fully independent by 31st March. The new SALC will have a more Surrey focussed format with courses taking place in Surrey locations instead of at a distance, as in the past, in Sussex. Courses will be a mixture of on-line video and face-to-face, as and when Government restrictions allow. I have suggested that our new office meeting room could be hired for such purposes, dependent upon Council approval.
- 2) List of meetings and dates pertinent to item 1) above:
 - 18 Jan SALC Board of Directors
 - 21 Jan SALC Board of Directors
 - 22 Jan SALC working group
 - 8 Feb SALC Board of Directors
 - 16 Feb SALC Board of Directors
 - 17 Feb SALC working group – structure new training programme
 - 17 Feb SALC working group – proposed new website demonstration
 - 19 Feb SALC working group – new administrative system planning
- 3) 8th Feb Wood Street Village Association meeting – our new reporting system to the association was much appreciated by members and residents – thanks due to our Clerk.
- 4) 24 Feb Visited Nevins' Copse to assess the work involved in de-branching (snedding) unsafe trees due to be felled by our contractors.
- 5) **The next few weeks ?** – Making good and redecoration of the Council's former office.

63-2021 - Items for inclusion on future agendas

The establishment of a simple policy governing hiring of the Council Chambers for meetings (GF offices – Unit 2 Saxton).

[Cllr K Witham left the meeting at 21:30.](#)

Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business it was **RESOLVED** that members of the public and press be excluded from the remainder of the meeting (negotiation of possible surrender of the lease for Unit 2 Beaufort).

64-2021 - Possible surrender of the lease for Unit 2 Beaufort

The Council's lease of Unit 2 Beaufort expires 4 October 2021. The landlord had advised that he would be willing to consider permitting the Council to surrender its lease, if that were the Council's wish.

A spreadsheet setting out the rent, service charges and dilapidation costs, together with the Clerk's recommendation had been issued to all Members via email in advance of the meeting.

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Following discussion, it was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Council offer the outstanding rent together with a sum towards the service charges, representing an average cost over the past 27 months.

The Clerk to seek advice from SALC (Surrey Association of Local Councils) as to whether or not it would be necessary to appoint a solicitor to oversee any potential surrender of the lease prior to any offer being made to the landlord.

65-2021 - Date of next Full Council meeting – 8 April 2021.

Meeting closed 21:44 pm.

Signed:

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Chairman of the Council

Date: 8 April 2021