



NOTICE OF MEETING

Thursday 13 May 2021

To: All members of the Council

You are hereby summoned to attend the **Annual Meeting** of Worplesdon Parish Council to be held in **the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 20 May 2021 at 7.30 pm** 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 20 May 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.

COVID PREVENTION MEASURES

1. Members and staff temperatures to be checked prior to entering the Council Chamber.
2. All Members of the Council are required to wear face masks throughout the meeting.
3. Hand sanitiser to be used on entry to and exit from the meeting.
4. All attendees to sign in for Track and Trace.
5. Windows will be left open throughout the meeting to allow air to circulate.
6. Maximum room capacity of the Council Chamber is 12.
7. Members of the public are still required to participate in the meeting via Zoom.

AGENDA

1. **Appointment of the Chairman for municipal year 2021/2022.**
2. **Chairman to sign Declaration of Acceptance of Office.**
3. **Appointment of Vice-Chairman for the municipal year 2021/2022.**
4. **To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
5. **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 online and observe, but not comment upon, the rest of the meeting.
6. **Co-option of new councillor for the Ward of Fairlands – Application received from Mrs B Ahier** - To consider the application and to vote on a potential co-option.
7. **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).**
8. **Amendments to the Register of Interests.**
9. **To receive and consider written requests for new DPI dispensations, if any.**
10. **Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**
11. **Declaration of gifts or hospitality over £50.**
12. **Minutes of the previous meetings**
 - To retrospectively authorise the correction of the numbering within the minutes of the 25 March 2021 Extraordinary meeting.

The following Council minutes are to be agreed and signed by the Chairman as a true record:

 - Full council meeting – 8 April 2021
 - Planning/General Purposes and Finance Committee – 29 April 2021.
13. **Borough Councillor's report (5 mins).**
14. **County Councillor's report (5 mins).**
15. **Election of the Planning/General Purposes and Finance Committee** – (eight members, at least one member from each ward – Chairman and Vice-Chairman to be ex-officio members (with full voting rights) – 2 substitute members to be appointed).
16. **Election of the Staffing Committee** – (five members – 2 substitute members to be appointed).
17. **Staffing Committee meeting to be held on Thursday 17 June 2021** (time to be confirmed) - To review the pay and conditions of service of existing employees.
18. **To review/approve the Terms of Reference of the above Committees.**
19. **To review and approve the Standing Orders.**

20. To review and approve the Financial Regulations.

21. Finance

- a) **Invoices for payment** - Proposed list of cheques/online payments to be tabled at the meeting for approval. Payments for signature by two councillors (once face-to-face meetings are permitted).
- b) **Bank reconciliation** – April 2021 bank reconciliation requires approval.
- c) **Monthly budget report** – April 2021 monthly budget report requires approval.
- d) **Virtual Internal Audit carried out 13 May 2021** – To consider the Internal Auditor's report.
- e) **To review the effectiveness of the Council's system of internal controls**, including management of risk and to decide action, if considered necessary.
- f) **To review and approve the earmarked reserves for 2020/2021.**
- g) **To review and approve the general reserves for 2020/2021.**
- h) **To receive and approve the Asset Register for 31.3.2021.**
- i) **To receive and approve the Annual Accounts 2020/2021 .**
- j) **To receive and approve the Annual Return for the year ended 31 March 2021** – Section 1 "Annual Governance Statement for 2020/2021".
- k) **To receive and approve the Annual Return for the year ended 31 March 2021** - Section 2 "Accounting Statements for 2020/21".
- l) **To review the Council's insurance policy** – as per the Asset Register and Insurance Schedule (issued to members in advance of the meeting via email).
- m) **Concurrent Functions Grant Aid 2022/2023** – To consider any one-off projects that may be required in 2022/2023. 50% grant available subject to Borough Council financial restrictions. Maximum of two projects.
- n) **VAT return 1.10.2020 – 31.3.2021** – Refund of £9,592.64 due. VAT form 126 duly submitted to HMRC.
- o) **Pension Return submitted to Surrey County Council 23 April 2021.**
- p) **Damage to Wood Street Village Green** – Unfortunately, the slitting and rolling has not remedied the tyre ruts, and other undulations, which represent a safety issue, especially with the planned events to be held in June and July. Quotations to be sought ASAP.
- q) **Thank you Event – Afternoon Tea – Sunday 11 July 2021 – 3pm to 5.30pm – Provisional booking made.** Catering suggested to be provided by Christmas's Bakery – Anticipated cost, including the hall booking £1,400. Theme to be based on a vintage afternoon tea, to include vintage background music and bunting. Virement required. £1,500 from Contingency to Chairman's Allowance. To approve the cost of the event and the virement. Members are required to attend the event and where possible, to assist with setting up and clearing away after the event.
- r) **Wetpour repairs and path required in the Jacobs Well play area** – Initial quotation for the wetpour repair = £3,995 & VAT. Additional quotations to be sought as soon as practicable.

22. Planning Applications for consideration

Planning Application No: [21/T/00129](#) - Worplesdon Rifle Range, Worplesdon Road, Worplesdon - Amended Description (12/05/21) T3 Turkey Oak - T1 (Sycamore) - fell. T2 (English Oak)- remove deadwood from the tree, exempt work. T3 Turkey Oak- crown lift to 5m by removing the 2X lowest primary branches back to the main stem circa 160mm and 140mm in diameter (not removing the larger branch circa 220mm in diameter). Other branches to be removed as part of the crown lifting exercise will be secondary branches only. From the mid and lower canopy shorten 15X overlong branches back by 3m and major deadwood from the tree. Finished radial branch lengths to be shown on the tree location map as attached with the original application. The shortening of the overlong branches will reduce the chances of branch failures. T4 (Scots Pine) - remove storm damaged branches from the tree. T5 (European Larch) - fell. (T6 European Larch) - fell. 100 yards back stop point G1 (3X Sycamores) - fell. 50-yard back stop point G2 (3X Sycamores, 6X Sweet Chestnuts, 1X fallen hung up Sweet Chestnut, 1X Beech) - fell. 25-yard back stop point G3 (Multi stemmed Turkey Oak and 3X Sycamores) - fell. T7 (large Sycamore within G3) - Remove the 6X lowest branches over the concrete butt stop to raise the canopy to 7m from ground level. (Tree Preservation Order P1/201/222)

Planning Application No: [21/P/00925](#) - 29 Louis Fields, Fairlands, Guildford, GU3 3JG - Single storey rear extension with habitable loft space above, and conversion of existing loft space to habitable accommodation, including 4 roof lights and changes to fenestration, following partial demolition of existing single storey rear extension.

Planning Application No: [21/P/00947](#) - Grandview House, 94 Broad Street, Guildford, GU3 3BE - Variation of condition 4 (approved plans) of planning permission 12/P/02027, approved on 21/01/2013 to allow for a wider porch and increased gable height (retrospective application).

Planning Application No: [21/P/00984](#) - 16 Lyons Drive, Guildford, GU2 9YP - Erection of a second storey side extension, conversion of garage into habitable space, changes to fenestration and changes to roof of single storey side portion of the house including the insertion of two roof lights, following demolition of existing rear conservatory.

Planning Application No: [21/P/00987](#) - 3 Montgomerie Drive, Guildford, GU2 9YN - Conversion of existing garage into a bedroom to include raising of roof to match the same level of house with raised floor level together with a single storey side extension with pitched roof and window.

Planning Application No: [21/P/01001](#) - 14 Stringers Avenue, Jacobs Well, Guildford, GU4 7NW - Loft conversion with rear dormer window together with roof lights.

- 23. Parish Representatives – Annual reports** - To receive a written report from each of the Parish Representatives regarding the activities of their respective organisations.
- 24. Appointment of Parish Representatives (2021/2022) - To appoint representatives to the following organisations:**
- a) Fairwood Helpers.
 - b) JWRA – Jacobs Well Residents’ Association.
 - c) FLGCA – Fairlands, Liddington Hall and Gravetts Lane Community Association.
 - d) Worplesdon Parish Charities.
 - e) WSVa – Wood Street Village Association.
 - f) SALC – Surrey Association of Local Councils.
 - g) Worplesdon Flood Forum.
- 25. To fix the dates and times of the full council and committee meetings** – To approve the Schedule of Meetings for 2022.
- 26. To appoint a councillor or two to undertake the quarterly financial checks in accordance with Financial Regulations.**
- 27. Request from Nick Collett to hold a Dog Show in Harry’s Meadow, Jacobs Well on Saturday 4 September 2021 (grass required to be cut w/c 30 August 2021)** – To consider/approve the request.
- 28. IT policy** – To receive the draft policy from Cllr D Snipp.
- 29. Policy for renting the Council Chamber** – To receive the draft policy from the Clerk.
- 30. Deployment of the SDR** (To receive a report from the lead member – Cllr D Snipp).
- 31. Deployment of the CSW** (To receive a report from the lead member – Cllr N Mitchell).
- 32. Unauthorised Encampment – Annual Inspection Review** – Carried out by Cllr J Messenger and Cllr N Mitchell on Monday 17 May 2021. To receive a brief report from Cllr N Mitchell.

- 33. Networking Event** – To consider organising an annual networking event to which all local organisations would be invited.
- 34. Clerk's Report.**
- 35. Chairman's Report.**
- 36. Items for inclusion on future agendas – To receive any suggestions from members.**
- 37. Date of next full council meeting – Thursday 1 July 2021.**