



**Minutes of the Full Council meeting held virtually on Thursday 8 April 2021 at 7.37pm**

**99-2021 - Present**

**Councillors:**

Cllr G Adam, Cllr D Bird, Cllr P Cragg (Chairman of the meeting), Cllr A Creese, Cllr M Fance (arrived 20:24), Cllr J Messinger, Cllr N Mitchell, Cllr T O'Toole, Cllr D Paul (arrived 20:18), Cllr C Riley, Cllr D Snipp and Cllr T Webber.

**Officers of the Council:**

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

**Public:**

One member of the public was present (for the public element of the meeting), as was Cllr K Witham (for part of the meeting), and Laura Attwater from Challengers (for part of the meeting).

[Prior to the meeting a short discussion took place regarding virtual meeting etiquette.](#)

**100-2021 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Apologies and reason for absence had been received from Cllr M Fance (for late arrival), Cllr S Morgan MBE and Cllr B Nagle. Apologies and reason for absence accepted.

Apologies had also been received from Cllr B McShee, Cllr A McShee, and Cllr R Brothwell.

**101-2021 - Public participation session**

The member of the public present purely wished to observe the meeting.

**102-2021 - Presentation from Challengers**

Laura Attwater gave a presentation to the Council advising how the Council's £500 grant was used to benefit a number of families in Worplesdon, whose children attend Challengers.

The Chairman thanked Laura for her presentation which, due to technical difficulties, she had been unable to deliver at the Annual Parish Meeting.

**103-2021 - 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.

#### **104-2021 - Amendments to the Register of Interests**

No declarations were made.

#### **105-2021 - To receive and consider written requests for new DPI dispensations, if any**

No dispensation requests were received.

#### **106-2021 - Declaration of Non-pecuniary interests**

No declarations were made.

#### **107-2021 - Declaration of gifts or hospitality over £50**

No declarations were made.

#### **108-2021 - Borough Councillor's report**

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

- 1. The Guildford in Bloom competition celebrates its 40th anniversary** - with the theme 'Blooming 40'. To enter the competition email : [guildfordinbloom@guildford.gov.uk](mailto:guildfordinbloom@guildford.gov.uk).
- 2. The Guildford Farmers' Market** - will be returning to the High Street on the first Tuesday of every month from the 4th of May.
- 3. Possible closure of Guildford's public toilets** - At the Service Delivery Executive Advisory Board meeting held on the 1<sup>st</sup> of April, a mandate was discussed for the review of public toilet provision.

Six options were reviewed, and the preferred options were:

- a) To remove grant funding to parish councils which have public toilets.
- b) To close a limited number of toilets to effect a saving of £50,000 to £60,000 per annum.

This matter will be subject to further discussion at future Council meetings.

#### **109-2021 - County Councillor's report**

Cllr K Witham gave the following report to the meeting: full details included in his April 2021 newsletter.

- 1. Road Safety Issues** – On 17 March Surrey County Council agreed funding for the introduction of the following road safety schemes:
  - (i)** Road speed tables at the staggered junction of Clay Lane with Jacobs Well Road and Blanchards Hill. Highways Engineers will also look at the nearby junction of Clay Lane with Queenhythe Road. The JWRA is liaising with the Highway Engineer.
  - (ii)** Pedestrian island on Holly Lane to be put in outside Merrist Wood College near Fairlands.
  - (iii)** Speed limit reduction on Jacobs Well Road, on the stretch that is 40mph, down to 30mph.
  - (iv)** Additionally - The speed limit on Worplesdon Road between School Lane and the Worplesdon View Care Home, as well as the initial section of Salt Box Road has been lowered from the national speed limit to 40mph and anti-skid surface has recently been installed on the Aldershot Road (A323) near Fairlands, approaching Holly Lane roundabout.

[Laura Attwater left the meeting at 19.56.](#)

- 2. Police and Unauthorised Encampments** – I have been investigating the cost of the unauthorised encampments with the Clerk's assistance. Over the past three to four years, it is

astounding that, just locally, the cost of clean-up and security measures have cost the taxpayer in excess of £200,000. In addition to the security measures installed by Worplesdon Parish Council, Surrey County Council are also installing new security gates and concrete blocks at Rydes Hill Common and Broad Street Common, as a preventative measure.

Parliament is currently addressing a change in the law, to make Unauthorised Traveller Encampments a criminal offence, with criminal sanctions: £2,500/3 months in jail - or both. But perhaps the best deterrent will be police powers to seize the vehicles and sell them to pay for the clear up costs.

- 3. Surrey Fire and Rescue Service** – A new Wildfire and Rural Affairs team has been established within Surrey Fire and Rescue Service. The team works closely with external partners, such as land managers, for example Surrey Wildlife Trust and the National Trust, to mitigate the risk of wildfire. This work involves wildfire response planning and consultation on type and location of fire/fuel breaks.

To assist with wildfire prevention, they call on a number of volunteers, collectively called the K9 Wildfire Patrol. Their volunteers are tasked with reporting back to them on signs of anti-social behaviour, this includes remnants of campfires, BBQ's and litter. This information is used to gain an understanding of how people are using the Commons and how to target their prevention messages. Another important element of their work is to ensure contact details for land managers are up to date, so that, should there be a wildfire, land managers are able to attend quickly and offer guidance on access points and suitable tracks for their vehicles.

- 4. New tree planting** – 200 new trees have been planted near Rokers. Surrey has secured £500,000 to help connect more people with nature to improve their mental and physical health. People who live and work in Surrey are being invited to fill in an interactive online map at: <https://surreygreenprescribing.commonplace.is/>

The Chairman thanked Cllr K Witham for his report.

Cllr K Witham left the meeting at 20.03.

### **110-2021 - Minutes of the previous meetings**

It was proposed Cllr T Webber, seconded Cllr D Snipp and unanimously **RESOLVED** that the minutes of the Full Council meeting held 25 February 2021 be approved and signed by the Chairman.

It was proposed Cllr T Webber, seconded Cllr D Snipp and unanimously **RESOLVED** that the minutes of the Extra-ordinary meeting held 25 March 2021 be approved and signed by the Chairman.

The following minutes were noted by the Council:

- Planning/General Purposes and Finance Committee – 18 March 2021

### **111-2021 - Format of Council meetings post 7 May 2021**

Whilst the Coronavirus Act 2020 expires on 7 May 2021, concern has been expressed by members and staff about holding face-to-face meetings when only a few Members have received both vaccinations; the Clerk has only had one vaccination, and the Assistant Clerk and Cllr T Webber have not yet received their first vaccinations.

Whilst Members confirmed their preference for face-to-face meetings, the Council Chambers cannot accommodate everyone whilst the need for social distancing is still required.

There has been considerable consternation expressed from the Town and Parish Council sector about the Government forcing parish and town councils to meet face-to-face before the Covid restrictions are fully lifted on 21 June 2021. The Rt. Hon. Robert Jenrick MP has, however, stated there is insufficient parliamentary time to introduce further primary legislation to facilitate ongoing virtual meetings, albeit members of the public will still be expected to attend council meetings virtually, which will require the introduction of additional IT provision.

Due to the volume of letters of complaint (3,000) received from the sector, the Government is now calling for evidence regarding the effectiveness of virtual meetings (consultation period - 12 weeks from 25 March 2021)- <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence>.

Pending further instructions from NALC (The National Association of Local Councils), the Council **RESOLVED** to continue to meet virtually until all Members and staff have received both vaccinations.

Free rapid Covid tests are now available, and a forehead thermometer could also be purchased to further enhance the risk measures in place to prevent the potential spread of the virus should face-to-face meetings have to take place prior to everyone receiving both vaccinations.

#### **112-2021 - Nominations for the positions of Chairman and Vice-Chairman**

The following nominations had been received:

Position of Chairman – Cllr P Cragg

Position of Vice-Chairman – Cllr N Mitchell and Cllr D Snipp.

Voting will take place at the May Annual Meeting.

#### **113-2021 - Planning Applications for consideration:**

At 20:17 Cllr N Mitchell presented the planning applications to the meeting for discussion.

**Planning Application No: 21/P/00447 - 98 Broad Street, Guildford, GU3 3BE** - Infill at first floor level with a flat roof together with enlargement of existing dormer window.

It was **RESOLVED**: Leave to planners but comment that the submitted plans were of poor quality.

[At 20:18 Cllr D Paul joined the meeting.](#)

**Planning Application No: 21/P/00501 - 13 Gumbrells Close, Fairlands, Guildford, GU3 3NG** - Proposed single storey side and rear extension.

It was **RESOLVED**: Leave to planners.

**Planning Application No: 21/T/00076 - Maryland, Perry Hill, Worplesdon, Guildford, GU3 3RB** - Beech Tree (A): Lift crown by 4m by removing lower branches overhanging into The Old Paddock; Holly Tree (B): Lift crown by 4m by removing lower branches overhanging into The Old Paddock (Worplesdon Conservation Area).

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

**Planning Application No: 21/T/00077 - Maryland, Perry Hill, Worplesdon, Guildford, GU3 3RB** - Beech (A): Remove lower branches overhanging into The Old Paddock, lift crown to a maximum of 5m (Tree Protection Order 15 of 2009).

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

**Planning Application No: 21/P/00516 - 23 Lyons Drive, Guildford, GU2 9YP** - Single storey rear extension and conversion of garage to habitable accommodation.

It was **RESOLVED**: Comment – The Parish Council is concerned about the lack of parking at this location.

At 20:24 Cllr M Fance joined the meeting.

**Planning Application No: 21/P/00475 - 6 Gumbrells Close, Fairlands, Guildford, GU3 3NG** - Proposed two pitched roof front facing dormers following removal of two Velux type rooflights.

It was **RESOLVED**: Leave to planners.

**Planning Application No: 21/P/00526 - 182 Frog Grove Lane, Wood Street Village, Guildford, GU3 3HD** - Modular single storey rear extension.

It was **RESOLVED**: Leave to planners.

**Planning Application No: 21/P/00486 – Perry Hill House, Perry Hill, Worplesdon, Guildford, GU3 3RD** - Proposed installation of a swimming pool to rear garden.

It was **RESOLVED**: Leave to planners.

**Planning Application No: 21/P/00520 - Rickford House, Rickford, Worplesdon, Guildford, GU3 3PJ** - Demolition of the existing workshops/garage and outbuildings. Construction of rear single storey bakery extension including single storey conservatory extension. Refurbishment of existing bakery, existing shop and adjacent house to provide shop, bakery spaces and tearoom. Construction of two storey rear extension to provide access to first floor flat. Refurbishment of first floor of house as a residential flat. Construction of new access from A322 and landscaping to whole site.

It was **RESOLVED**: The Parish Council support this application - subject to the provision of a Construction Method Statement, the inclusion of multiple rapid charging points for electric vehicles and the provision of disabled parking spaces to standard.

**Planning Application No: 21/P/00542 - Aldershot Road Allotment Site, Woodside Road, Guildford** - Variation of conditions 2 (approved plans) and 3 (arboricultural method statement) of planning permission 20/P/00478, approved on 20/05/2020, to allow the creation of a footpath alongside the approved access and the submission of an updated arboricultural method statement.

It was **RESOLVED**: Leave to planners.

**Planning Application No: 21/P/00292 - Grandview House, 94 Broad Street, Guildford, GU3 3BE** - Variation of condition 2 (approved plans) of planning permission 20/P/00702, approved on 09/06/2020, to allow for a larger outbuilding than was approved (retrospective application).

It was **RESOLVED**: that, if permission is granted, a condition be applied ensuring the accommodation remains ancillary to the main dwelling.

**Planning application no: 21/P/02155 - Weyside Urban Village** – Cllr N Mitchell will be finalising the Parish Council's response to the Weyside Urban Village planning application at the earliest opportunity.

*Appendix 1 - Worplesdon Parish Council response to planning application no: 21/P/02155*

#### **114-2021 - Wood Street Village Summer Show – Entries Registration Day Wednesday 14 July 2021**

The Summer Show Entries Registration Day event application and public liability certificate had been received from the organiser and circulated to all members via email in advance of the meeting.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr G Adam and unanimously **RESOLVED** that permission be granted, subject to the Government's Covid restrictions, if still in place.

#### **115-2021 - Wood Street Village Association (WSVA) – Maypole Celebrations 150 years – 26 June 2021 10am – 1pm (To include maypole dancing, a softball cricket match and children's races)**

An application had been received from the WSVA requesting permission to hold a celebratory event to mark 150 years since the installation of the first maypole on Wood Street Village Green. The event to include maypole dancing, a softball cricket match and children's races.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr T O'Toole and unanimously **RESOLVED** that permission be granted, subject to the Government's Covid restrictions, if still in place.

#### **116-2021 - Replacement trees – Perry Hill Green**

For safety reasons, two of the horse chestnuts on Perry Hill Green need to be felled as they are badly affected by a form of bacterial canker, which is specific to horse chestnut trees, and two further horse chestnuts require crown reduction works. As these trees form an avenue of trees, which are illuminated each Christmas, replacement trees will be required. Mature 'Worplesdon' liquid amber trees are available. Cost of mature trees in 600L pots = £3,600 each, plus delivery £800, plus planting costs and ongoing watering costs. The optimum time to plant the trees is the Autumn. Extensive watering will be required to ensure the trees do not fail following planting.

Following discussion, it was agreed that the existing, diseased horse chestnut trees should be felled at the earliest opportunity given that the tree inspector and a tree surgeon have both confirmed the trees are dying and, therefore, dangerous.

It was then proposed Cllr P Cragg, seconded Cllr D Paul and **RESOLVED** that any decision on replacement trees to be deferred pending receipt of professional advice on the suitability and position of the trees.

A vote took place. Result of the vote: 10 in favour. Cllr G Adam and Cllr N Mitchell voted against. Motion carried.

It was agreed that, on behalf of the Parish Council, Cllr D Paul would contact Chris Edge Tree Care for advice.

#### **117-2021 - To consider introducing two additional policies: IT Cyber Security – particularly the storage of confidential information (Cllr D Snipp) and hiring of the Council Chamber (Cllr J Messinger)**

##### **IT Security**

Cllr D Snipp advised that the Council has very good cyber security in place to prevent hacking, but there is no official IT policy for Members and staff.

Cllr D Snipp offered to research other parish council IT policies following which he would draft an IT policy, in discussion with Cllr G Adam, for consideration at the May Annual Meeting.

It was proposed Cllr P Cragg, seconded Cllr D Bird and unanimously **RESOLVED** that Cllr D Snipp be tasked with drafting an IT policy for the Council's consideration.

## Hiring of Council Chamber

Cllr J Messinger had requested the introduction of a policy regarding hiring of the Council Chamber.

Following discussion, it was agreed that Cllr T Webber would provide example policies, and the Clerk would draft a policy for the Council's consideration at the next Full Council meeting.

### 118-2021 - Your Fund Surrey – To consider an additional project, put forward by a local resident:

A resident had made a suggestion for consideration as part of the Your Fund Surrey bids. The proposal being to link Britten's pond area with the main common at Whitmoor. If a metre wide strip was obtained from the railway embankment and suitably fenced, walkers could walk through from the pond and up on to the common adding another circular walk and avoids having to walk under the bridge on Salt Box Road (beside Mount Pleasant), which is dangerous.

The Council considered the proposal, however, a 1m wide path would be insufficient. For disabled access, paths need to be at least 1.8m wide. Taking a strip from the railway line would result in the need to move the abutment. Access to facilitate construction would be extremely disruptive and, in practice, delivery of this suggestion, which theoretically would link Britten's Pond with Whitmoor Common, would be extremely problematic in construction terms.

It was agreed the Parish Council respond to the resident as follows: Worplesdon Parish Council has considered your suggestion; however, the difficulties of negotiating space out of the railway are, regrettably, considered to be insuperable.

### 119-2021 - Finance

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

The payments list had been circulated to all Members via email in advance of the meeting. It was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the payments totalling £30,793.43 be approved; the payment list to be signed by Cllr N Mitchell and Cllr P Cragg as soon as practicable.

**Table 1: Payment list 8 April 2021**

| Code                                  | Date       | Description   | Supplier                     | Net      | VAT      | Total    |
|---------------------------------------|------------|---|------------------------------|----------|----------|----------|
| Establishment charges                 | 27/02/2021 | Office supplies   | Sainsburys                   | 7.50     | 1.50     | 9.00     |
| Revenue Costs Works Vehicle           | 03/03/2021 | Fuel for works vehicle                                  | Allstar                      | 13.96    | 2.79     | 16.75    |
| IT budget                             | 16/03/2021 | SIM cards x 3   | Three                        | 32.32    | 6.46     | 38.78    |
| Training                              | 19/03/2021 | Training - Cyber Awareness Course - GW                  | SLCC                         | 49.00    | 9.80     | 58.80    |
| Training                              | 19/03/2021 | Training - Appraisal Techniques - GW                    | SLCC                         | 30.00    | 6.00     | 36.00    |
| Revenue Costs Works Vehicle           | 19/03/2021 | Fuel for works van                                      | Shell Stoughton              | 22.99    | 4.60     | 27.59    |
| Revenue Costs Works Vehicle           | 20/03/2021 | Service plan - 5th instalment of 36                     | PlanMyService LLP            | 27.55    | 0.00     | 27.55    |
| Christmas trees/lights WS, Perry Hill | 23/03/2021 | Electricity bill - Perry Hill Green                     | British Gas                  | 32.74    | 1.63     | 34.37    |
| IT budget                             | 24/03/2021 | Scribe subscription 2021/2022                           | Starboard Systems Ltd        | 648.00   | 129.60   | 777.60   |
| Parish Office                         | 24/03/2021 | Rent and service chg. Unit 2 Saxton - 25.3.21 - 23.6.21 | TL Fund                      | 6,070.01 | 1,214.00 | 7,284.01 |
| Grass Cutting                         | 24/03/2021 | Grass cutting - March 2021                              | Holly Landscape and Training | 2,541.26 | 508.25   | 3,049.51 |
| Parish Newsletter                     | 24/03/2021 | Distribution parish newsletters                         | Barrelfield Distribution Ltd | 375.00   | 75.00    | 450.00   |
| Establishment Charges                 | 24/03/2021 | Stationery  | Caboodle                     | 33.68    | 6.73     | 40.41    |
| Salaries                              | 24/03/2021 | Salaries/mileage/PAYE/NIC/Ee's and Er's pension conts   | Staff costs                  | 8,355.40 | 4.60     | 8,360.00 |

| Code                            | Date       | Description   | Supplier                       | Net              | VAT             | Total            |
|---------------------------------|------------|---|--------------------------------|------------------|-----------------|------------------|
| Parish Office                   | 24/03/2021 | Service charge - Unit 2 Beaufort 5.3.2021 - 24.6.2021 | Perry Hill Chartered Surveyors | 1,171.00         | 0.00            | 1,171.00         |
| Parish Office                   | 24/03/2021 | Rent Unit 2 Beaufort 25.3.2021 - 24.6.2021            | Perry Hill Chartered Surveyors | 4,375.00         | 875.00          | 5,250.00         |
| M'nance Bus Shelters/Seats Etc. | 25/03/2021 | Wooden slats for Fairlands play area bench            | A W Champion Ltd               | 37.15            | 7.43            | 44.58            |
| M'nance Bus Shelters/Seats Etc. | 25/03/2021 | Screwdriver bit                                       | Screwfix                       | 7.83             | 1.56            | 9.39             |
| Parish Office                   | 26/03/2021 | Electricity bill - 12 March 2021 - Unit 2 Saxton      | British Gas                    | 82.43            | 4.12            | 86.55            |
| Parish Office                   | 26/03/2021 | Water and sewerage charges                            | Castle Water                   | 6.00             | 0.00            | 6.00             |
| Professional Advice             | 07/04/2021 | Payroll services                                      | Mulberry & Co                  | 105.00           | 21.00           | 126.00           |
| Parish Office                   | 07/04/2021 | Intruder and fire alarm for Unit 2 Saxton             | Surrey Security Systems Ltd    | 538.00           | 107.60          | 645.60           |
| Training                        | 07/04/2021 | Training - NALC How to attract young Cllr's           | NALC                           | 32.44            | 6.49            | 38.93            |
| Land Management                 | 07/04/2021 | Emptying - Dumpy Bin - WSV Community Car Park         | Chambers Waste Management      | 27.00            | 5.40            | 32.40            |
| Parish Office                   | 07/04/2021 | Business rates - Unit 2 Saxton April 2021             | Guildford Borough Council      | 952.48           | 0.00            | 952.48           |
| Establishment Charges           | 08/04/2021 | Surrey ALC and NALC subscriptions 2021/2022           | Surrey ALC Ltd                 | 2,220.13         | 0.00            | 2,220.13         |
| <b>Total</b>                    |            |   |                                | <b>27,793.87</b> | <b>2,999.56</b> | <b>30,793.43</b> |

#### b) Bank reconciliations for February 2021 and March 2021

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for February 2021 and March 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 reconciliations and bank statements for February 2021 and March 2021.

*Appendices 2 and 3 - Bank Reconciliations for February 2021 and March 2021*

The Responsible Financial Officer confirmed that the application for a new current account with the Unity Trust bank is due to be submitted next week, once all the appropriate documentation has been signed.

#### c) Monthly budget reports for February 2021 and March 2021

The RFO had prepared the monthly budget reports for February 2021 and March 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 P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Chairman sign the monthly budget reports for February 2021 and March 2021.

*Appendices 4 and 5 – Monthly budget reports for February 2021 and March 2021*

#### d) Thank you gift – Use of garage for storage free of charge for two years

Cllr N Mitchell advised that the sister of an ex-parish councillor had generously allowed Worplesdon Parish Council to use her garage, for storage, free of charge, for two years, representing a saving of approximately £1,560. The garage owner has now moved away from the area and it would seem appropriate to send a thank you gift.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr N Mitchell and unanimously **RESOLVED** that the Parish Council send a garden voucher to the value of £50.

*Power to spend: LGA 1972 ss15(5) and ss34(5)*

**e) Guildford Borough Council charge for emptying litter bins on Worplesdon Parish Council land**

Guildford Borough Council has confirmed the charge to empty fourteen litter bins for the financial year 2021/2022 will be £2,700 & VAT. The dog poo bins on Wood Street Village Green have been removed and a new dual litter bin has been installed at Guildford Borough Council's cost.

*Power to spend: Litter Act 1983, ss5 and 6*

**f) Quarterly financial check – Undertaken by Cllr G Adam 12 March 2021**

Cllr G Adam advised that he had carried out the financial checks (the December check being delayed due to Covid). There were no matters of concern.

**g) External Audit 2020/2021 – Audit deadline 2 July 2021 (for information)**

The deadline for submission of the AGAR (Annual Governance and Accountability Return) 2020/2021 is Friday 2 July 2021 – albeit all paperwork must be completed in time for the Internal Audit, which is scheduled for Thursday 13 May 2021 – in order that it can be reviewed by the Internal Auditor.

Members of the public have the right to inspect the accounts between Monday 14 June 2021 and Friday 23 July 2021. The Confirmation of the Dates of the Public Period for the Exercise of Public Rights must be displayed on the parish notice boards and parish website on Friday 11 June 2021.

**h) VAT return for the period 1.10.2020 – 31.3.2021**

Form 126 (VAT refund) to be submitted to the HMRC as soon as practicable.

**120-2021 - Clerk's Report:**

- a) Surrey County Council has installed additional security at various access points on Rydes Hill Common and Broad Street Common in a bid to prevent further Unauthorised Encampments.**
- b) Removal of dead/dying/dangerous trees across the parish** – This work was held up due to the impact of Covid on the contractor's workforce. All trees are being checked for nesting birds by a specialist tree surgeon (who is ornithologically trained) prior to any works taking place.
- c) Borough/Parish liaison meeting 19 March 2021**  
A Teams meeting was held. Details of the meeting have been circulated to all Members of the Council via email.
- d) Dilapidations Unit 2 Beaufort** – Dilapidation work is ongoing.

**121-2021 - Chairman's Report**

Since my last report to Full Council meeting (25<sup>th</sup> February 2021) I have on behalf of the Council:

- 1) **1<sup>st</sup> March** - Attended the "wind-up" meeting of the SSALC (Surrey and Sussex Association of Local Councils) Board.

- 2) **3<sup>rd</sup> March** - Attended the inaugural Board meeting of the revised SALC (Surrey Association of Local Councils) Board.
- 3) **8<sup>th</sup> March** - Attended the Wood Street Village Association meeting – the report prepared by our Clerk again received with total approval, members saying they find it very informative and welcome. I reminded the Association of the need to apply to the Parish Council for approval for the use of Wood Street Green for events before publicising the event.
- 4) **5<sup>th</sup> March, 12<sup>th</sup> March, 17<sup>th</sup> March, 25<sup>th</sup> March** - With Cllr Nigel Mitchell, I have been dealing with the dilapidations prior to surrender of our previous office. This involves filling and making good all walls and surrounds and radiators, sanding and smoothing where required and painting the walls with matt paint and the surrounds with gloss paint, and replacing stained ceiling tiles. To date only the gloss painting of surrounds and radiators, and replacing stained ceiling tiles remain to be completed.
- 5) **10<sup>th</sup> March and 26<sup>th</sup> March** - With Cllr. Nigel Mitchell attempted to operate “Community Speed Watch” sessions but were defeated by the appalling weather on both occasions.

#### **122-2021 - Items for inclusion on future agendas**

No suggestions were made.

Pursuant to the Public Bodies Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business members of the public and press were excluded from the meeting (negotiation of possible surrender of the lease for Unit 2 Beaufort).

#### **123-2021 - Possible surrender of the lease for Unit 2 Beaufort**

The Council’s surrender offer had been refused, as it did not include an allowance for business rates. The Parish Council is, however, able to claim 100% rate relief on this property until the lease concludes on 4 October. If a surrender were to take place, a dilapidations survey and legal fees would also be required. The total additional cost to the taxpayer for surrendering the lease would therefore be £4,500. The Council considered the landlord’s response, following which it was proposed Cllr G Adam, seconded Cllr T Webber and unanimously **RESOLVED** that no increased offer would be made, and the Council would simply allow the lease to run its course.

#### **124-2021 - Date of next Annual Council meeting – 20 May 2021.**

Meeting closed 21:53.

Signed:

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Chairman of the Council  
Date: 20 May 2021