



**Minutes of the Annual Meeting held
Unit 2 Saxton, Parklands, Railton Road, Guildford, GU2 9JX
on Thursday 20 May 2021 at 7.30pm**

Cllr Cragg stated that whilst the Parish Council were meeting face-to-face in the Council Chambers, in accordance with current legislation, the instructions for Parish Councils to meet face-to-face appears to fly in the face of other Government guidance, and therefore the meeting was being held at Unit 2 Saxton under protest.

142-2021 - Present

Councillors:

Cllr D Bird, Cllr P Cragg (Chairman of the meeting), Cllr A Creese, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE and Cllr B Nagle.

Cllr Cragg advised that David Snipp resigned from the Parish Council on 18 May 2021. Guildford Borough Council had duly been informed. Mr Snipp's resignation from the Council had resulted in a further Casual Vacancy for the ward of Jacobs Well, which will be advertised in accordance with s 87(2) of the Local Government Act 1972.

Officers of the Council:

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

Public:

Ms B Ahier was present.

Guildford Borough Council Cllr B McShee and Surrey County Council Cllr K Witham attended the meeting virtually, in accordance with Government legislation.

143-2021 - Appointment of the Chairman for the municipal year 2021/2022

It was proposed Cllr N Mitchell, seconded Cllr S Morgan MBE that Cllr P Cragg be appointed as Chairman. No other nominations being received, it was unanimously **RESOLVED** that Cllr P Cragg be duly elected as Chairman of the Parish Council for the municipal year 2021/2022.

144-2021 - Declaration of Acceptance of Office - Chairman

Cllr Cragg duly signed his Declaration of Acceptance of Office form.

145-2021 - Appointment of Vice-Chairman for the municipal year 2021/2022

It was proposed Cllr P Cragg, seconded Cllr M Fance that Cllr N Mitchell be appointed as Vice-Chairman. No other nominations being received, it was unanimously **RESOLVED** that Cllr N Mitchell be duly elected as Vice-Chairman of the Parish Council for the municipal year 2021/2022.

146-2021 - 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 G Adam, Cllr T O'Toole, Cllr D Paul, (anticipated late arrival), Cllr C Riley, and Cllr T Webber.

Apologies had also been received from Guildford Borough Council Cllr R Brothwell.

147-2021 - Public participation session

Ms Ahier did not wish to address the meeting during the public participation session.

148-2021 - Co-option of new councillor for the Ward of Fairlands

Ms Brigitte Ahier's application form had been circulated to all members via email in advance of the meeting. Ms Ahier was invited to give a short presentation to the Council, following which Members were invited to ask questions. Ms Ahier and the Assistant Clerk left the room whilst members debated her application. Ms Ahier was then invited back to the meeting and was able to witness the vote that took place.

Result of the vote: Ms Ahier received a unanimous vote and was duly co-opted onto the Council, signed her Declaration of Acceptance of Office form, and was presented with her Welcome Pack. Cllr Ahier then joined the meeting.

It was agreed that Cllr Ahier would attend an induction training event at the Parish office on Tuesday 25 May. The 'Grand Tour' to take place at the earliest opportunity.

The Chairman congratulated Cllr Ahier on her co-option to the Council and wished her every success in her new role as a holder of Public Office. Introductions then took place.

The Clerk to advise Guildford Borough Council of Cllr Ahier's co-option at the earliest opportunity.

149-2021 - 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.

150-2021 - Amendments to the Register of Interests

No declarations were made.

151-2021 - To receive and consider written requests for new DPI dispensations, if any

No dispensation requests were received.

152-2021 - Declaration of Non-pecuniary interests

No declarations were made.

153-2021 - Declaration of gifts or hospitality over £50

No declarations were made.

154-2021 - Minutes of the previous meetings

It was proposed Cllr P Cragg, seconded Cllr A Creese and **RESOLVED** that retrospective authorisation be given for the correction of the automated numbering within the minutes of the 25 March 2021 Extra-ordinary meeting.

It was proposed Cllr P Cragg, seconded Cllr S Morgan MBE and **RESOLVED** that the minutes of the Full Council meeting held 8 April 2021 be approved and signed by the Chairman as a true record.

It was proposed Cllr N Mitchell, seconded Cllr P Cragg and **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 29 April 2021 be approved and signed by the Chairman as a true record.

155-2021 - Borough Councillor's report

Cllr B McShee gave the following report via Zoom:

1. Guildford Borough Council's Annual Meeting

The Borough Council held its Annual Meeting, which was combined with the Selection Meeting, last night at Guildford Baptist Church.

Councillor Marsha Moseley was appointed Mayor for the municipal year 2021 to 2022 and Councillor Dennis Booth was appointed Deputy Mayor for the municipal year 2021 to 2022.

Councillor Ruth Brothwell was appointed Chairman of the Strategy and Resources Executive Advisory Board, and a member of the Planning committee.

Councillors Ann and Bob McShee were appointed members of the Service Delivery Executive Advisory Board and the Licensing Committee.

Councillor Bob McShee was appointed as the Historic Environment and Design Councillor Champion.

2. Temporary Closure of Leapale Road car park

The Leapale Road car park will be closed for the next six weeks to facilitate maintenance works.

3. Gravetts Lane surface dressing

Gravetts Lane will be closed for four days from the 26th of May to enable surface dressing to take place.

4. Relocation of the Slyfield Sewage Works

The Guildford sewage works will be relocated to the north-east corner of Weyside Urban Village on the former land fill site of Slyfield Industrial Estate. There will be a pre-application consultation starting on the 24th of May to the 16th of July.

Cllr P Cragg thanked Cllr B McShee for his report.

156-2021 - County Councillor's report

Cllr K Witham gave the following report to the meeting:

1. Resurfacing of the access road from Holly Lane to Rokers

This stretch of road was the original public road before the new road junction was installed.

2. Resurfacing in Gravetts Lane

Some residents had queried why two lots of work have been carried out. This is because the patching work has to be carried out prior to the surface dressing taking place, to ensure the road is in good order before the surface dressing is carried out. The works have been undertaken in accordance with due process.

3. Replacement pavement and kerb stones between Keens Lane and the Worplesdon View Care Home

New pavement and kerbstones are in the process of being approved.

4. Your Fund Surrey

I have been in discussion with the FLGCA about applications the Committee wish to submit as part of the Your Fund Surrey initiative. As part of the process, I am able to advise the applicant about their application in order to gain the most community support. I am aware that Worplesdon Parish Council also wish to apply for a number of projects and am very happy to lend my support, whenever you are ready, so the projects can be advanced.

5. Welcome to Cllr B Ahier

I wish to extend my welcome to the Parish Council, as your County Councillor.

6. Surrey County Council Annual Meeting

Surrey County Council's Annual Meeting is to be held next week. This is the meeting at which the Committees seats will be allocated. I will disseminate this information, once known.

A short question and answer session then took place, which included the following topics:

a) Speed reduction to 40mph, Worplesdon Road

Q: Are motorists keeping to the reduced speed limit? Are there sufficient roundels?

A: Speed enforcement is a matter for Surrey Police. The roundels have been erected in accordance with national regulations.

It was agreed the Clerk would ask Peter Harris from the Surrey Safer Camera Partnership to carry out speed checks at this location.

Other Members stated that the speed reduction has made a big difference and it is now easier to cross Salt Box Road as a pedestrian.

b) Completion of the pedestrian crossing Worplesdon Road near Keens Lane

Q: When will this pedestrian crossing be completed?

A: This crossing is being installed by virtue of a S106 Agreement relating to the new development in Keens Lane (Montague Place). I am currently chasing this matter up.

The Chairman thanked Cllr K Witham for his report.

Cllr B McShee left the meeting at 20:15.

Cllr K Witham left the meeting at 20:16.

157-2021 - Election of the Planning/General Purposes and Finance Committee

It was unanimously **RESOLVED** that the following members would serve on the Planning/General Purposes and Finance Committee for the municipal year 2021/2022:

- Cllr G Adam
- Cllr B Ahier
- Cllr D Bird
- Cllr A Creese
- Cllr J Messinger

Cllr P Cragg and Cllr N Mitchell to serve as ex-officio members with full voting rights.

Cllr M Fance, Cllr S Morgan MBE and Cllr B Nagle were appointed as substitute members.

It was agreed that the Members not in attendance at the Annual Meeting would be asked if any of them would be willing to serve on this Committee.

158-2021 - Election of the Staffing Committee

It was unanimously **RESOLVED** that the following members would serve on the Staffing Committee for the municipal year 2021/2022:

- Cllr G Adam
- Cllr A Creese
- Cllr M Fance
- Cllr S Morgan MBE

Cllr N Mitchell to serve as ex-officio member with full voting rights.

Cllr J Messinger was nominated as a substitute member on the Staffing Committee.

159-2021 - Staffing Committee meeting to be held on Thursday 17 June 2021

It was agreed that the meeting to review the pay and conditions of service of existing employees (and related policies) is to be held on Thursday 17 June 2021 at 10.30am.

160-2021 - To review/approve the Terms of Reference of the above Committees

It was proposed Cllr D Bird, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that the Terms of Reference for the following committees be approved en-bloc:

- Planning/General Purposes and Finance Committee
- Staffing Committee

161-2021 - To review and approve the Standing Orders

No changes being considered necessary, it was proposed Cllr D Bird, seconded Cllr S Morgan MBE and **RESOLVED** that the Standing Orders be approved and adopted.

162-2021 - To review and approve the Financial Regulations

No changes being considered necessary it was proposed Cllr D Bird , seconded Cllr S Morgan MBE and **RESOLVED** that the Financial Regulations be approved and adopted.

163-2021 - Finance

a) Invoices for payment

It was proposed Cllr P Cragg, seconded Cllr B Nagle and unanimously **RESOLVED** that payments to the value of £6,480.05 be approved and signed off.

Table 1: Payment list 20 May 2021

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	29/04/2021	Covid - PPE	Amazon	£15.82	£3.17	£18.99
Establishment Charges/IT	30/04/2021	Office/365/broadband/land line/calls	BT PLC	£620.47	£124.09	£744.56
Parish Office	30/04/2021	Drinking water sample	Valens Water	£75.00	£0.00	£75.00
Parish Office	30/04/2021	Kit new kitchen tap - Unit 2 Beaufort	Pankhurst Building & Property Maintenance	£144.00	£0.00	£144.00
Establishment Charges	04/05/2021	Office supplies	Sainsburys	£3.00	£0.00	£3.00
Land Management	06/05/2021	Hire of storage container Merrist Wood	Activate Learning	£65.00	£0.00	£65.00
Establishment Charges	06/05/2021	Parking - update building soc pass books	Guildford Borough Council	£3.00	£0.00	£3.00
Establishment Charges	10/05/2021	PPE for Groundsman	Charlies	£74.99	£15.00	£89.99
Contingency Fund	14/05/2021	Road cones	Kingfisher Direct Ltd	£93.42	£18.68	£112.10
Establishment Charges	15/05/2021	Office supplies	Sainsburys	£5.25	£1.05	£6.30
Parish Office	18/05/2021	Electricity bill - 12 May 2021 - Unit 2 Saxton	British Gas	£91.21	£4.56	£95.77
Playground Repairs	18/05/2021	Quarterly play inspections - March 2021	Dick Randall Services Ltd	£200.00	£40.00	£240.00
Community Car Park	18/05/2021	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	£27.00	£5.40	£32.40
Parish Office	18/05/2021	Window cleaning - parish office - outside only	Trevor Porter Window Cleaning Service	£22.00	£4.40	£26.40
Parish Office	18/05/2021	Business rates - Parish Office	Guildford Borough Council	£847.95	£0.00	£847.95
Community Car Park	18/05/2021	Business rates - Community Car Park	Guildford Borough Council	£101.05	£0.00	£101.05
Churchyard cuts	19/05/2021	St Mary's Churchyard - grass cutting - 1st payment	Holly Landscape and Training	£450.00	£90.00	£540.00
Grass Cutting	19/05/2021	Grass cutting - May 2021	Holly Landscape and Training	£2,541.26	£508.25	£3,049.51
Audit Fees	19/05/2021	Internal Audit - Final 2020/2021	Mulberry & Co	£120.00	£24.00	£144.00
Revenue Costs Works Vehicle	19/05/2021	Service plan - 7th instalment of 36	PlanMyService LLP	£27.52	£0.00	£27.52
Establishment Charges	19/05/2021	Covid - PPE	Mrs G F White	£75.00	£0.00	£75.00
IT budget	20/05/2021	External back-up - May 2021	RISC IT	£32.09	£6.42	£38.51
Total				£5,635.03	£845.02	£6,480.05

b) Bank reconciliation

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for April 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 D Bird and unanimously **RESOLVED** that the Chairman sign the bank reconciliation and bank statements for April 2021.

Appendix 1 - Bank Reconciliation for April 2021

c) Monthly budget report

The Responsible Financial Officer (RFO) had been unable to input the 2021/2022 budget into Scribe in time to prepare the budget report for the meeting.

It was agreed this item be deferred until the next Full Council meeting.

d) Virtual Internal Audit carried out 13 May 2021

Mark Mulberry had undertaken a virtual audit on Thursday 13 May 2021.

Executive Summary

“Following completion of our interim internal audit on 16th of October 2020 & our final audit on 13th May 2021, we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Testing requirements are shown in red and where appropriate recommendations for future action are shown in bold text and summarised in the tables at the end of the report.

“Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

“Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

“It is clear the council takes governance, policies, and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and indeed are a model of best practice.

“I would like to thank Gaynor for her assistance and obvious hard work during the year.

“It is my opinion that the AGAR pack will be ready for submission to the external auditor without the need for adjustment.

*“It was proposed Cllr N Mitchell, seconded Cllr P Cragg and **RESOLVED** that the Internal Audit report be approved and accepted.”*

Appendix 2 - Full Internal Audit Report 2020/2021

e) To review the effectiveness of the Council’s system of internal controls, including management of risk

The year-end audit was carried out virtually by Mark Mulberry on 13 May 2021. A copy of Mr Mulberry’s comprehensive report was issued to all members, via email, on 13 May 2021.

On 20 May 2021 Members undertook a review of the effectiveness of the Internal Audit as follows:

Scope of Internal Audit – *Terms of Reference issued 1 September 2020 and approved by the Council - Minute number 284-2020(g) refers. Terms of reference define audit responsibilities in relation to fraud. The internal audit takes into account risk management processes and wider internal control and covers:*

- *Books of Account*
- *Financial regulations, governance, and payments*
- *Risk management and insurance*
- *Budget, precept, and reserves*
- *Income*
- *Petty cash*
- *Payroll*
- *Assets and investments*
- *Bank and cash*
- *Year-end accounts*
- *Limited assurance review*
- *Transparency*
- *Exercise of public rights – inspection of accounts*
- *Publication requirements*
- *Trusteeship (if applicable).*

Responsibility for the Council's internal controls (safeguarding systems in place for the prevention and detection of fraud, error, and non-compliance) remains with the Council. All Councillors have the authority to countersign the payments list at council meetings.

Independence – *The Internal Auditor has direct access to those charged with governance. Auditing is carried out by Mark Mulberry/Andy Beams of Mulberry & Co with written reports presented to the Council. Auditors do not have any other role within the Council.*

Competence – *The internal auditors are qualified chartered accountants trained to a high standard who are familiar with the local government sector. Their work has been carried out ethically, with integrity and objectivity.*

Relationships – *Responsible Financial Officer and all Councillors consulted on the Internal Audit Plan, issued annually, which details the scope of each audit. Evidence is on audit files. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.*

The responsibilities of the council Members are understood. Training of Members is carried out, as necessary. Members are appointed on an annual basis to carry out the quarterly financial checks.

Audit Planning and reporting – *The Audit Plan properly takes account of corporate risk. The Audit Plan has been approved by the Council. Internal Audit is reported in accordance with the approved Audit Plan.*

Internal audit work is planned and is based on risk assessment and designed to meet the Council's governance assurance needs.

Understanding the whole organisation, its needs and objectives – *The Annual Audit Plan demonstrates how audit work will provide assurance in relation to the Council's governance risk assessment.*

Catalyst for change – *The Internal Auditor offers a supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.*

Add value and assist the organisation in achieving its objectives – *Demonstrated through positive management responses to recommendations and follow up action where called for.*

Forward looking – *Identifying risks and formulating the annual Audit Plan. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.*

Challenging – Internal audit focuses on risk and encourages Members to develop their own responses to risks.

Correct resources available – Full documentation is provided to enable the internal auditor to complete the audit. The Internal auditor understands the body and the legal and corporate framework in which it operates.

It was proposed Cllr P Cragg, seconded Cllr A Creese and unanimously **RESOLVED** that the review of the effectiveness of the Council's internal control including management of risk be approved.

f) To review and approve the earmarked reserves for 2020/2021

The year-end reserves had been issued to all members via email 14 days in advance of the meeting and were included in the Balance Sheet for the financial year 2020/2021.

It was proposed Cllr P Cragg, seconded Cllr S Morgan MBE and **RESOLVED** that the earmarked reserves for 2020/2021 as per the Balance Sheet, be approved.

Appendix 3 – Approved earmarked reserves 2020/2021.

g) To review and approve the general reserves for 2020/2021

As per the Balance Sheet the general reserves for 2020/2021 amount to £106,359.09. The Auditor had advised this was a little low, however, the Council can, by resolution of the Full Council vire monies from earmarked to general reserves at any time throughout the year. Mr Mulberry recommended increasing the general reserves moving forward.

It was proposed Cllr P Cragg, seconded Cllr D Bird and unanimously **RESOLVED** that the general reserves for 2020/2021, as per the Balance Sheet, be approved.

h) To receive and approve the Asset Register for 31.3.2021

A copy of the Asset Register for 31 March 2021 had been circulated to all members in advance of the meeting. It was proposed Cllr P Cragg, seconded Cllr B Nagle and **RESOLVED** that the Asset Register for 31.3.2021 be approved.

i) To receive and approve the Annual Accounts 2020/2021

The accounts had been emailed to all members 14 days in advance of the meeting. The accounts had been checked and verified as accurate by the Internal Auditor during the internal audit held 13 May 2021.

It was proposed Cllr P Cragg, seconded Cllr N Mitchell and **RESOLVED** that the 2020/2021 accounts be approved.

j) To receive and approve the Annual Return for the year ended 31 March 2021 - Section 1 the "Annual Governance Statement for 2020/2021"

A copy of the Annual Return (AGAR) had been issued to all members via email 14 days prior to the meeting. The Clerk read out the governance statements to the meeting. Members responded to the governance statements as follows:

Table 2 – Section 1 of the AGAR – Annual Governance Statement

Question	Response
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
2. We maintained an adequate system of internal control including measure designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes
3. We took all reasonable steps to assure ourselves that there were no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirement of the Accounts and Audit Regulations.	Yes
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes
8. We considered whether any litigation, liabilities or other commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Not applicable.

It was proposed Cllr N Mitchell, seconded Cllr D Bird and unanimously **RESOLVED** that Section 1, the Annual Governance Statement (AGAR) for 2020/2021 be approved. The Chairman and Clerk duly signed Section 1 of the AGAR.

k) To receive and approve the Annual Return for the year ended 31 March 2021 - Section 2 "Accounting Statements for 2020/21"

It was proposed Cllr P Cragg, seconded Cllr S Morgan MBE and unanimously **RESOLVED** that Section 2 of the AGAR, 'Accounting Statements for 2020/2021' be approved. This section had been signed by the Responsible Financial Officer (RFO) in advance of the meeting. The Chairman then countersigned Section 2 of the AGAR.

l) To review the Council's insurance policy

Due to the volume of work, the Clerk had been unable to review the Council's Schedule of Insurance in time for the meeting. This item was, therefore, deferred until the next Full Council meeting.

m) Concurrent Functions Grant Aid 2022/2023

Members were asked to consider any one-off projects that may be required in 2022/2023. Guildford Borough Council is still offering Concurrent Functions Grant Aid being 50% grant available up to the first £10,000 – a further 20% offered on the remainder of the cost of the project. Maximum of two projects.

The officers recommended play area projects that would fall within the grant aid criteria.

This matter to be re-considered at the 1 July 2021 Full Council meeting.

n) VAT return 1.10.2020 – 31.3.2021

A S126 application for a VAT refund of £9,592.64 is to be submitted to HMRC (Her Majesty's Revenue & Customs) as soon as practicable. The Clerk is still awaiting one supplier's VAT number, which has, regrettably, delayed the submission.

o) Pension Return submitted to Surrey County Council

The year-end pension return was submitted via Egress to Surrey County Council on 23 April 2021.

p) Damage to Wood Street Village Green

Unfortunately, the slitting and rolling arranged and paid for by the Wood Street Village Association (WSVA) did not remedy the tyre ruts, and other undulations, which represent a safety issue, especially with the planned events to be held in June and July.

It was agreed that quotations be sought to level and returf the Green at the earliest opportunity, although, it is unlikely the work can be carried out before the planned events take place.

q) Thank you Event – Afternoon Tea – Sunday 11 July 2021 – 3pm to 5.30pm

The Clerk advised that she had provisionally booked the Fairlands Community Hall for the event and suggested that the catering be provided by Christmas's Bakery. This suggestion was approved.

It is currently anticipated that the cost, including the hall booking will be in the region of £1,400 (subject to the number of attendees). The event to be themed on a vintage afternoon tea, to include vintage background music, crockery, and bunting.

Since the initial booking had been made, the FLGCA had kindly agreed to waive the booking fee for the event and had also offered £250 towards the cost of the event – provided acknowledgement is made of their financial contribution. The Council gratefully accepted the FLGCA's generous offer.

It was then proposed Cllr N Mitchell, seconded Cllr M Fance that £1,500 be vired from Contingency to Chairman's Allowance.

Members are invited 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

The wetpour base beneath the roundabout has cracked and will result in a trip hazard if not repaired. An initial quotation for the wetpour repair has been received = £3,995 & VAT. Additional quotations are to be sought as soon as practicable.

Discussion then took place regarding the cost verses benefit of different playground surfacing. The Clerk advised that wetpour is considered to be the most durable and long-lasting of the surfaces, albeit the most expensive. Experience has shown that the use of honeycomb matting beneath play equipment represents false economy.

164-2021 - Planning Applications for consideration:

Cllr N Mitchell then presented the planning applications to the meeting for discussion.

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)

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

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.

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

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).

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

It should be pointed out that redacting the photos in the application was not effective in allowing the Councillors to make a decision or comment.

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.

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

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.

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

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

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

165-2021 - Parish Representatives – Annual reports 2020/2021

The following written reports had been received and circulated to all Members.

Fairwood Helpers Report May 2021 – Sue Harris Chairman Fairwood Helpers

During the past year, Fairwood Helpers has been in operation to help within the community but, due to the pandemic, not driving clients to medical appointments.

The phone line has been kept in operation 24 hours a day just in case anyone needed help. Very few phone calls have been received during the evening or at night, I can only recall four. However, the volunteers have each been given names of clients to ring on a regular basis to check if they are OK. This was especially necessary at the beginning of the lockdowns when people became isolated and a bit panicky.

Because our volunteers are mostly of an age that they have had to take care of their own health, we only had a small number of “youngsters” who could fetch and carry shopping and medication etc. However, we worked closely with the community group at Fairlands and between us all a great many jobs have been completed. One of our volunteers who lives at Fairlands helped to mastermind the prescription and delivery service which the pharmacy was very grateful for. Thousands of prescriptions were delivered and well outside of our area. That has now changed, and the pharmacy asked if our number could be given to people if they cannot collect for themselves, this is a service we have always provided. If they are not in our area, we redirect them to the volunteer group attached to their address. During the pandemic, not all volunteer groups operated to do anything, and I am told, by Surrey Community Action, that two near us have closed permanently.

Food shopping has been done for many people and the COOK shop at Burpham has given us meals during each lockdown. They recently asked if Fairwood Helpers would like to be considered out of all the charities that they supplied, for their “Kindness fund”, and they selected us as the beneficiary. During this time, we have been able to take individual frozen meals to people across the parish, elderly folk who are pleased not to have to cook for themselves, bereaved, a young person helping disabled neighbours, and, only this week, we were made aware of a very difficult housing situation for a young couple who had had no hot meals for a few days. (We had to heat the food and a volunteer delivered).

Also, although Stoke Hospital is not within our boundary, three residents have received frozen meals once a week.

Over the last year we have distributed well over a thousand meals, and this is ongoing.

We may not have been driving clients which was the initial intention of our charity but neither have we been idle.

We look forward to driving our clients again in the very near future, we have retained our volunteer base and gained one or two volunteers over the year, I am pleased to say.

FLGCA – Cllr N Mitchell

Because of Covid restrictions, the activities of FLGCA have been significantly reduced in the past year.

The committee has had a number of changes, including a new chairman; Kerry Butler, the vice chairman’s position is currently open.

FLGCA have installed a 2.1m height barrier to the rear car park, which provides additional protection to Worplesdon Parish Council’s playground.

Meetings have either been cancelled, on Zoom or held with restricted attendees.

Face-to-face meetings recommenced on 17 May 2021 with the reduction in the Covid restrictions.

Flood Forum – Cllr N Mitchell

Walkabouts were not possible due to Covid restrictions.

WPC hosted the annual meeting on Zoom on 6 November 2021, which was chaired by our new MP Angela Richardson.

The report prepared for the meeting provided good details of the key areas that flood. Four priority areas were identified:

- Lyon and Dragon Pub on Worplesdon Road
- Holly Lane Worplesdon Road roundabout
- Fairlands Avenue by the shops
- Blanket Mill Farm, Goose Rye Road.

A site visit was arranged for 11 December 2020 at Blanket Mill Farm. Attendance at the meeting was reduced due to Covid restrictions. Due to the location of the site both Angela Richardson MP and Jonathan Lord MP (Woking) attended the meeting.

The purpose of the meeting was to establish what can be done to reduce the risk of flooding from the Hoe Stream.

Actions from the site meeting:

- Riparian ownership leaflets were issued to the owners of the properties bordering the Hoe Stream.
- Surrey County Council and the Environment Agency (EA) to respond to queries on local drainage raised during the meeting prior to the next Flood Forum meeting.
- EA to provide information on options to reduce flooding.
- Clarification is required as to whether Surrey Wildlife Trust or Surrey County Council have a responsibility to maintain the ditches on Rickford Common.

Jacobs Well Residents Association (JWRA) – Cllr A Creese

Like all organisations from the beginning of lockdown, JWRA had to move its activities to virtual meetings, this was done very successfully with the assistance of David Snipp.

JWRA helped to co-ordinate helpers to deliver shopping and prescriptions to those who needed support during the early days of lockdown.

The May fayre, along with all other activities and events had to be cancelled due to lockdowns but most of the roads in the village held socially distanced tea parties for VE day. This coincided with Heather Kidman's 90th birthday and she enjoyed a trip around the village to celebrate her birthday.

JWRA laid a wreath at the memorial bench in Harry's Meadow for VE day.

The village took part in the Clap for Carers each Thursday evening. It was a good activity to allow some limited socialisation during the days of the first lockdown.

An art competition was held during the lockdown. Village residents were invited to put artwork they had done during lockdown in their gardens or windows. It was well supported and is an activity to develop in the future.

The millennium well was decorated for Christmas with lights and tinsel. It is hoped to repeat this and extend the decorations around the village hall area.

There has been some discussion regarding setting up a community café. This needs to be discussed with the social club and the Village Hall Trust.

It is hoped that the Dog Show will be able to happen in September (Covid allowing).

The newsletter ceased publication in the early part of 2020 but did publish during the latter part of the year. It was again suspended during the later lockdown but is again being published and delivered to all addresses in the village.

There has been continuing discussion regarding the number of traffic accidents on the junction of Jacobs Well Road, Clay Lane and Blanchards Hill. David Andrews (JWRA Chair) continues to monitor this.

There are ongoing concerns in the village regarding the impact of the development of the Weyside Urban Village on Jacobs Well. Joanna Christophides of Curtin and Co. came and answered questions from the Committee, and will continue to liaise with the JWRA as the development progresses.

There was a good response around the village to the work done on the village pond.

JWRA has a strong committee and a new member. The committee is gaining in confidence to reach out into the community.

Surrey Association of Local Councils (SALC) – Cllr P Cragg (Board Director)

This year has seen considerable turmoil in the original parent body - Surrey and Sussex Association of Local Councils (SSALC). One of the three subscribing associations, West Sussex Association of Local Councils (WSALC) announcing it was going to split from SSALC to form its own independent administrative and service providing body for West Sussex Town and Parish Councils. (The other two subscribing Councils are SALC and East Sussex Association of Local Councils (ESALC)). Due to the delay of WSALC in finalising its breakaway plans we, the Directors of SALC, decided that SSALC would become defunct due to the activities of WSALC, had to take the decision to form our own new and functional body to provide services to Surrey Town and Parish Councils. This we duly achieved, with a new administrative structure, a new advice provision for councils and a new course programme provision. The new organisation, still called SALC, is providing the full range of advice to member councils and a full programme of teaching courses via its own in-house experts as well as Hedleys Solicitors and Mulberry and Co. As far as Surrey member Councils are concerned it is 'service as usual' but with thoughtful improvements, no increase in fees and a happy group of employees under new CEO Anne Bott and SALC's Board of Directors.

Other activities in the year include:

- Objection to the Government's insistence on Councils having to resume face-to-face meetings as from 7th May 2021. Although the court action undertaken by Hampshire Councils challenging the government's ruling was lost, SALC and other Local Associations are still asking for opinions on this highly controversial and contradictory government ruling. It is apparent that Councils MAY NOT meet virtually any longer.
- SALC is responding to the initiative by government to remove the informal status of working groups. The reason being to include such groups into the rules governing Committees and require minutes (and presumably residents' attendance on working parties by right) to comply with transparency requirements. *(Personally, I foresee considerable practical and safety problems in allowing residents close to me during tree-felling work, for example. The futility of writing a report on shovelling soil and debris on a siding-out operation beggars belief).* SALC will be expressing its opinions of this potential ruling on the behalf of member Councils.
- Clerks' and Chairmans' forums and courses will continue to be run by SALC. These prove to be very useful networking opportunities.

- SALC will continue to hold Directors' meetings on a three-month basis. Venues will be hosted by various member Councils and members of the host Council will be invited to attend these meetings as observing guests.
- SALC will continue with the useful ¼ year meetings with Surrey Police and invites member councils to send in matters of their concern. This is an opportunity for your concerns to go directly to the Chief Constable.
- SALC is continuing to provide advice on staff recruitment and legal matters, although on the latter, there will have to be a limit on contributing solicitor's time.

Current prudent control over the new SALC's finances is projected to produce a surplus of some thousands of pounds. The Directors are considering how this potential reserve can be spent to help member Councils.

SALC's new address is: 9 Pound Lane, Godalming.

A new website has been created. A password is no longer required to access the website.

Wood Street Village Association (WSVA) – Cllr P Cragg

The general concerns of the villagers seem to centre around tidiness of the environment, incursions by travellers and maintenance of a pleasant environment. I have engaged with these concerns on behalf of Worplesdon Parish Council throughout the year. Careless depositing of dog faeces in many places around the village is also of concern, particularly adjacent to the school and in the SANG off Frog Grove Lane (FGL).

Littering around the school appears in the minutes several times and efforts are being made to educate parents and children to reduce this nuisance. The WSVA runs annual litter-picks to assist with the problem. The Association runs Quiz Nights, but Covid-19 restrictions made this impracticable this year.

The Summer Show had to be cancelled in 2020, again due to the Covid-19 pandemic, although maypole dancing took place in September 2020 during a temporary relaxation of Covid regulations. Carol Singing on the village Green also had to be cancelled in December. Furthermore, the planned VE Day celebrations were similarly cancelled. On the brighter side the Summer Show and Jazz festival will take place on 17th July 2021, Covid restrictions permitting.

Some items of note (not a comprehensive list) that have involved WSVA with the Parish Council:

- A resident wished for substantial pedestrian protection work to be undertaken to the lay-by in the bend at the middle of FGL. The Parish Council consulted with the wider village community and found little support for the request. Nevertheless, WPC in consultation with Surrey County Council arranged for structural improvements to the curb and clarity of the lay-by for both pedestrians and drivers.
- Worplesdon Parish Council, in consultation with the Wood Street Cricket Club, has facilitated the opening up of a new pre-school in the Cricket Club pavilion.
- There has been considerable damage done to the Village Green by inconsiderate drivers ploughing across the soaking grass leaving huge ruts as well as horse riders leaving very deep hoof holes during the unseasonably wet weather in 2021. WPC has informed WSVA of its intention to fill the offending holes when the weather dries the ground more fully. A complaint was made by a member of the Cricket Club to the effect that the maintenance of the Green by WPC was "totally unsatisfactory" and "nowhere near as good as when the Cricket Club maintained the Green". This complainant was in a minority of one (out of 13 attendees) who were satisfied with the work undertaken by Worplesdon Parish Council's contractors. The pollarding of the roadside Willow trees undertaken by WPC was generally applauded.

Overall a very friendly and cooperative relationship exists between WPC and WSVA.

Worplesdon Parish Charities – Cllr B Nagle

Due to the pandemic, the normal activities of the Parish Charities have been curtailed; however, vouchers were distributed at Christmas by Eric Marks-Oldham.

166-2021 - Appointment of Parish Representatives (2021/2022)

The Council made the following appointments:

Table 2: Appointment of Parish Representatives

Organisation	Parish representative
Fairwood Helpers	Cllr S Morgan MBE
FLGCA – Fairlands, Liddington Hall and Gravetts Lane Community Association	Cllr N Mitchell
JWRA – Jacobs Well Residents' Association	Cllr A Creese
SALC – Surrey Association of Local Councils	Cllr N Mitchell
Worplesdon Parish Charities	Cllr B Nagle
WSVA – Wood Street Village Association	Cllr P Cragg
Worplesdon Flood Forum	Cllr N Mitchell

167-2021 - To fix the dates and times of the full council and committee meetings for 2022

The Clerk had prepared the draft Schedule of Meetings for 2022, which had been circulated to all Members in advance of the meeting.

It was proposed Cllr B Nagle, seconded Cllr D Bird and unanimously **RESOLVED** that the Schedule of Meetings be approved.

168-2021 - To appoint a councillor or two to undertake the quarterly financial checks in accordance with Financial Regulations

Cllr G Adam and Cllr A Creese were appointed to undertake the quarterly financial checks during the financial year 2021/2022.

169-2021 - 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)

Nick Collett of the JWRA (Jacobs Well Residents' Association) had requested permission to hold a dog show in Harry's Meadow on Saturday 4 September 2021. Registration from 1pm, with the event being from 2pm – 4pm.

Copies of the following documents had been circulated to all Members in advance of the meeting.

- Site plan
- Event application form
- Poster
- Risk Assessment

Following discussion, it was proposed Cllr P Cragg, seconded Cllr B Ahier and unanimously **RESOLVED** that consent be granted for the event which, being a community event, will be free of charge, on the understanding that all dog mess and litter will be cleaned before and after the event. Cllr A Creese to act as the keyholder for the event.

It was agreed that the top half of the meadow would be cut at the beginning of September to facilitate the dog show.

A copy of the JWRA's public liability certificate covering the event will also be required.

170-2021 - Draft IT policy

As Mr Snipp had resigned from the Council without providing a draft policy, this item was deferred.

171-2021 - Draft policy for renting the Council Chamber

Due to the workload, the Clerk had been unable to provide a draft policy in time for the meeting. This item was, therefore, deferred.

172-2021 - Deployment of the Speed Data Recorder (SDR) - To receive a report from the lead member – Cllr D Snipp

Unfortunately, Mr Snipp had not provided a report prior to his resignation.

The Clerk advised that Peter Harris from the Surrey Safety Camera Partnership is kindly deploying the SDR on behalf of the Parish Council but enquired whether any of the Members present would be willing to take over as lead member for the SDR.

There were no volunteers, and it was agreed that the Council ask Peter Harris to continue deploying the SDR on behalf of the Parish Council.

173-2021 - Deployment of the Community Speed Watch (CSW) – Report by the lead member Cllr N Mitchell

Community Speed Watch has been deployed a total of fourteen times since 1 October 2020, the parish council has achieved the required number of deployments at three locations in the current assessment period, namely Clay Lane, 90 Frog Grove Lane and Worplesdon Memorial Hall.

During the Covid lockdown, deployments were stopped by Surrey Police and re-instated with the restriction of only two people per deployment, which carried with it some difficulties with respect to recording any vehicles exceeding the notification speed. The weather also did not play ball during January and a number of roadworks also limited the deployments.

During March, the Surrey website closed, and a new national website was introduced. There were a number of changes made to the recording of vehicles exceeding the notifiable speed, these were:

1. The new website requires users to pass a simple web-based test to demonstrate their understanding of the process, and hence competence to be involved in deployments.
2. Only recording vehicles in one direction – although the website has been updated to allow for two directions to be recorded.
3. Recording the total number of vehicles that pass the deployment site.
4. Recording that the equipment has been checked prior to commencement of the deployment and is within the acceptable variance.
5. Additional support from Surrey Police who have attended three deployments this year.
6. Attendees at a deployment have to be briefed with a risk assessment and sign of having done so.
7. Recording the weather conditions.

8. It is now acceptable to record and report anti-social behaviour and issues with the livery of a vehicle, such as tinted windows or reduced numerals and letters on the number plates.

To present an idea of the number of vehicles that are encountered during a deployment, there is a table below:

Table 3: CSW data

Location	Vehicles recorded	Offences recorded
Worplesdon Memorial Hall (40mph)	417	3
Clay Lane (30mph)	405	20
90 Frog Grove Lane (40mph)	48	0
Wood Street Village Pond (30mph)	66	4
Douglas Close (30mph)	141	6

At all deployments, we do notice vehicles nose diving as their brakes are applied having seen the team on the side of the road. This demonstrates that we are having an effect on the driving habits of people passing a deployment.

In conclusion, deployments are planned through to the end of June and the expectation is that we will see an increase in the numbers of vehicles passing the deployment site as Covid restrictions are relaxed.

174-2021 - Unauthorised Encampment – Annual Inspection Review

The Inspections were carried out by Cllr J Messinger and Cllr N Mitchell on Monday 17 May 2021, as a result of which Cllr N Mitchell provided the following report:

Table 4: Unauthorised Encampment Annual Inspection Review

Note: A small Encampment of 6 vehicles and caravans would require an area of 200m² of land for parking and access.

Location	Comment
Nevins Copse	No action required, as the likelihood of encampment is low due to location and access. Pedestrian encampment identified and action taken to remove it. A barrier to the common has been installed by SWT. A gate has been reinstated by Cheesman's to their property. Both of these actions are additional protection to the copse. Vehicle Encampment – Probability Low. Pedestrian Encampment – Probability High.
Jacobs Well Recreation Ground	Site secured by a height barrier and ditch which restrict access. Encampment unlikely due to location and access route. No change from the last report. Probability - Low
Jacobs Well Playground	Unlikely to be viewed as a possible location for a caravan. Insufficient area based on the note above. Probability – Low.
Harry's Meadow	Site secured by a combination of padlocked gates, height barriers, metals posts and kerbs. Gates and padlocks checked.

Location	Comment
	<p>This site has been inspected by Travellers during previous years.</p> <p>Open mesh has been placed behind the gate at the southern end of the meadow by residents.</p> <p>Probability – Medium.</p>
Pitch Place Green	<p>Secured by security gate, drop bollards and concrete filled metal posts.</p> <p>Probability – Low.</p>
Perry Hill Green	<p>Encampment possible, levels across the green fall to the south-west corner.</p> <p>Ground condition wet.</p> <p>Probability – Low.</p>
Coombe Lane	<p>Insufficient space based on above note.</p> <p>Probability – Low.</p>
Wood Street Village Green	<p>No protection, as agreed with local parishioners.</p> <p>Probability – High.</p> <p><i>Local Councillors should be aware of the wording of the notice to be given to Travellers on arrival.</i></p>
Wood Street Village Community Car Park	<p>Protection in place – height barriers and posts.</p> <p>Encampment unlikely.</p> <p>Probability – Low.</p>
Wood Street Village Green – Triangular section	<p>No protection, as agreed with local parishioners.</p> <p>The rotten timber posts have been replaced, and this restricts the access from Pound Lane.</p> <p><i>Note for May Day Fayre and WSV Horticultural Society Summer Show. Road to the side of the triangle in poor condition.</i></p> <p>SCC had offered to install concrete barriers in 2020; a proposal which was rejected by the local residents. Consequently, SCC may be reluctant to help promptly with future encampments at this location.</p> <p>Ground conditions – wet.</p> <p>Probability – High.</p>
Wood Street Cricket Ground	<p>Encampment possible but limited to the car park area outside of the cricket ground due to bollards.</p> <p>Access road in poor condition.</p> <p>Probability – Low.</p>
Fairlands Playground	<p>Unlikely to be viewed as a possible location for caravan.</p> <p>Available space less than the area in the note above.</p> <p>FLGCA have installed a 2.1m high barrier at the side of the building and two large logs where the trees have been cut down.</p> <p>Probability – Low.</p>
Worplesdon Memorial Hall Playground	<p>Unlikely to be viewed as a possible location for a caravan.</p> <p>Available space less than the area in the note above.</p> <p>Protection from the height barrier installed by WPC and gifted to the Worplesdon Memorial Hall and Recreation Ground CIO (formerly the Worplesdon Memorial Trustees).</p>

Location	Comment
	Probability – Low.

Note: The WPC notification signs at the Wood Street Village Community Car Park need to be updated to include the correct email address and remove an incorrect address for protection of staff. It is understood that this change is in hand.

Cllr A Creese advised that this issue will be incorporated within the next Criminal Bill (The Police, Crime, Sentencing and Courts Bill 2021). This Bill is currently at the Committee stage in the House of Commons. However, more transit sites will be required. The Clerk advised that Surrey County Council is planning two transit sites for the county, however, the location details had not yet been announced.

The Government has issued a [policy paper on Traveller Encampments](#).

175-2021 - Annual Networking Event

The Clerk had recommended organising an annual networking event to which all local organisations would be invited, in a bid to enhance and strengthen community relationships following the pandemic.

Following discussion, it was proposed Cllr P Cragg, seconded Cllr B Ahier that an annual networking event be organised to which all community organisations are to be invited.

It was agreed the venue would be the Worplesdon Memorial Hall for a Friday evening - mid 2022. Cllr J Messinger advised there is now an online booking system available.

176-2021 - Clerk's Report

The Clerk advised that the Assistant Clerk had submitted her CILCA (Certificate in Local Council Administration) portfolio to the Society of Local Council Clerks (SLCC) for marking.

177-2021 - Chairman's Report

The Chairman gave the following report:

- 1) The weather this month has made attempts to undertake outside working party operations impracticable. Our planned "siding – out" event at the Aldershot Road end of Frog Grove Lane on 13th May had to be postponed.
- 2) 10th May - I attended the Wood Street Village Association meeting. Considerable concern was expressed by residents that the, as yet non-functional, SANG in Frog Grove Lane was becoming littered, fouled with dog faeces and the notice board on top of the hill was covered with graffiti. I advised that the Parish Council had no authority to intervene.
- 3) Planning for the Village Show in conjunction with the Horticultural Society on Saturday 17th July was going well.
- 4) Painting and making good in the previous office. Vice-Chairman Nigel Mitchell and I will finish the gloss painting and "snagging" in June. Delay due to other pressing engagements.

178-2021 - Items for inclusion on future agendas

No suggestions were put forward.

179-2021 - Date of next full council meeting – Thursday 1 July 2021.

Approved by the Full Council – 1 July 2021

Meeting closed 21:56.

Signed:

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Chairman of the Council

Date: 1 July 2021