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NOTICE OF MEETING

Friday 17 September 2021

To: All Members of the Council

You are hereby summoned to attend the Full Council meeting of Worplesdon Parish Council to be held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX on **23 September 2021 at 7.30pm** for the purpose of transacting the following business.

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.

AGENDA

- 1. To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40.**
- 2. Presentation by Access4Equestrians** - 15 minutes including Q&A session.
- 3. Announcement by Chairman of the recent resignations of Sandra Morgan MBE and Tony O'Toole** - (the total number of vacancies on the Council now stands at four).
- 4. 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 and observe, but not comment upon, the rest of the meeting.
- 5. 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).

6. **Amendments to the Register of Interests.**
7. **To receive and consider written requests for new DPI dispensations, if any.**
8. **Declaration of Non-pecuniary interests.**
9. **Declaration of gifts or hospitality over £50.**
10. **Borough Councillor's report (5 mins).**
11. **County Councillor's report (5 mins).**
12. **Minutes of the previous meetings:**

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

- Full Council meeting 12 August 2021
- Planning/General Purposes and Finance Committee 2 September 2021

13. Planning Applications for consideration:

Planning Application No: 21/T/00236 - 11 Broomfield Close, Guildford, GU3 3AW - Leylandii T5-T10 - reduction and shaping of this year's growth and levelling of tree line, including up to 60cm to be removed from trunk height. (TPO P1/201/332)

Planning Application No: 21/P/01750 - Woodlands, Rickford, Worplesdon, Guildford, GU3 3PQ - Conversion of loft space to habitable accommodation, including rear dormer and small roof dormer windows added to the front of the property.

Planning Application No: 21/P/01754 - 50 Fairlands Avenue, Fairlands, Guildford, GU3 3NB - Variation of Condition 2 (Plans) relating to Planning Application 20/P/02167 approved 13/07/21.

Planning Application No: 21/P/01755 - 3 Grangefields Road, Jacobs Well, Guildford, GU4 7NR - Erection of a single storey rear extension along with changes to fenestration.

Planning Application No: 21/P/01770 - 2 St Marys Cottages, Perry Hill, Worplesdon, Guildford, GU3 3RB - Single storey side/rear extension including changes to fenestration.

Planning Application No: 21/P/01720 - Hollow Trees, Perry Hill, Worplesdon, Guildford, GU3 3RD - Planning and Listed Building Consent for the erection of a single storey rear link extension with glazed walls and zinc roof including changes to fenestration.

Planning Application No: 21/P/01877 - 38 Grangefields Road, Jacobs Well, Guildford, GU4 7NP - Single storey rear extension with flat roof & roof lanterns and changes to fenestration following demolition of conservatory.

14. Freedom of the Parish

- a) To approve and adopt the draft policy for awarding the Freedom of the Parish (circulated to all members in advance of the meeting).
- b) To receive, and consider, a nomination form for Mrs Sandra Morgan MBE.
- c) To propose a resolution for the award of the Freedom of the Parish.
- d) If the resolution is approved by 2/3rds of the Members present, to agree a date for the presentation to be made.

15. Communications and Engagement Strategy Proposal from Breakthrough Communications:

Phase 1 – Communications Review and Survey

Phase 2 – Communications & Engagement Strategy Development

Phase 3 – Report back and Recommendations

Total cost £1,495 & VAT.

To consider action (based on the training attended by Cllr B Ahier and Mrs V Fear on 8 September 2021).

16. Unit 2 Beaufort – finalisation of 3-year lease on the property – To finalise the dilapidations prior to completion of the lease, which ends on 2 October 2021.

17. Review of Business Plan 2018-2023 - To receive a report from Cllr G Adam.

18. Updated Privacy Policy - To approve the updated Privacy Policy.

19. Public consultation – Surrey County Council’s Transport Plan 2022-2032 - Deadline for comments 23:59 – 24 October 2021.

20. Wood Street Village Summer Show – July 2022 - To receive and approve the Event application form.

21. Request for the installation of a second electrical supply to Wood Street Village green to facilitate the Summer Show and other events on the green - To consider the request.

22. Quarterly playground inspections - To receive and approve the playground inspection reports.

23. Finance:

- a) **Proposed list of payments to be tabled at the meeting for approval** - Payments for signature by two Councillors.
- b) **Bank reconciliation for July 2021** - To approve the bank reconciliation
- c) **Monthly budget report July 2021** - To approve the monthly budget report for July 2021.
- d) **Notice of Conclusion of Audit 2021-2021** – The External Auditor’s Report and Certificate were received and issued to all members via email on 3 September 2021. In accordance with the regulations, copies of the Notice of Conclusion of Audit and the AGAR (parts 1, 2 and 3) have been placed on the Council’s website and noticeboards. There were no matters that came to the attention of the External Auditor giving cause for concern that relevant legislation and regulatory requirements have not been met. However, due to one mis-posting, the AGAR had been sent back for amendment – minute number 274-2021(d) refers.
Date for 2021-2022 external audit 1 July 2022.
- e) **Appointment of Internal Auditor for the financial year 2021-2022** - To approve the letter of Engagement.
- f) **Interim Internal Audit – Mulberry & Co – Monday 15 November 2021 – 10am until 12 noon**- Cllr N Mitchell to be in attendance.
- g) **Grass cutting grant 2021-2022 from Guildford Borough Council** - A grant of £6,758.40 has been received from Guildford Borough Council.

24. Clerk’s Report:

- a) **Assistant Clerk – Attainment of CILCA (Certificate in Local Council Administration)** - To congratulate Mrs Fear on her significant achievement.
- b) **Licence to Sub-Underlet – Wood Street Village cricket pavilion** - The Parish Council’s solicitor has engrossed the licence which has been posted to the Council for execution.
- c) **Insurance claim submitted to Zurich** – Vandalised bus shelter entrance to Fairlands Estate.

25. Chairman's Report.

26. Items for information only.

27. Items for inclusion on future agendas – To receive any suggestions from members.

28. Date of next Full Council meeting – 4 November 2021.