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NOTICE OF MEETING

Thursday 28 October 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 **4 November 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. Announcement by Chairman of the recent automatic disqualification of Cllr D Paul due non-attendance - breach of the six-month rule.**
- 3. Guildford Borough Council has advised the Parish Council is free to co-opt two new Members, following the resignations of S Morgan MBE and T O'Toole.**
- 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 23 September 2021
- Staffing Committee 11 October 2021
- Planning/General Purposes and Finance Committee 14 October 2021

13. Planning Applications for consideration:

Planning Application No: [21/P/01896](#) - Viewlands Cottage, Pinks Hill, Wood Street Village, Guildford, GU3 3BW - Part two, part single storey extension including Juliet balcony and changes to fenestration following demolition of existing conservatory.

Planning Application No: [21/P/01984](#) - 3 Douglas Close, Jacobs Well, Guildford, GU4 7PB - Proposed hip to gable roof extension including three front rooflights and rear dormer.

Planning Application No: [21/P/01995](#) - 1A Holly Lea, Jacobs Well, Guildford, GU4 7PG - Erection of new porch, side ground floor and rear first floor extensions with additional rooflights, extension to gravel drive together with alterations.

Planning Application No: [21/P/02003](#) - 2 Liddington New Road, Guildford, GU3 3AH - Erection of part single/two storey side and rear extension along with alterations to fenestration, following demolition of a detached garage.

14. **Parking on common land – Coombe Lane and Perry Hill Green** – To consider the installation of additional, and replacement posts to prevent ongoing, inappropriate parking (complaint received from local resident).
15. **BT phone box – Jacobs Well (scheduled for removal by BT)** – A local resident has asked whether the defibrillator (gifted to the JWRA by Worplesdon Parish Council) could be relocated to the BT kiosk. The Adopt a Kiosk scheme would require Worplesdon Parish Council to adopt the kiosk for the sum of £1. To consider:
 - a) The appropriateness of the style of the kiosk for the purposes of containing a defibrillator
 - b) Which organisation would be responsible for the ongoing maintenance of the kiosk
 - c) The life expectancy of this type of kiosk
 - d) Which organisation would be responsible for the maintenance/replacement cost of the defibrillator
 - e) Which organisation would be responsible for the cost of purchasing the security box in which the defibrillator would be housed within the kiosk.
16. **Review of Business Plan 2018-2023** - To receive a report from Cllr G Adam.
17. **Street Trading Licence – Howe and Co Fish and Chips** – To consider and agree the Parish Council's response.

- 18. Potential loss of bus services following the withdrawal of Arriva** – To consider (a) lobbying the County Council and (b) the possible creation of a Community Bus Scheme (to be run by volunteers) – See report provided by the Assistant Clerk.
- 19. Carols on Wood Street Village Green – Application form and risk assessment received.** To consider/approve the request.
- 20. Recruitment drive** – There are now five vacancies on the Parish Council. To consider how to recruit and retain new Members.
- 21. Residents' Survey 2021 – To review the results of the Residents' Survey and to consider any impact this may have on the setting of the budget for 2022/2023.** One lucky resident, selected at random, has been presented with the voucher for a meal for two, generously provided by the Jolly Farmer.

22. Finance:

- a) **Proposed list of payments to be tabled at the meeting for approval** - Payments for signature by two Councillors.
- b) **Bank reconciliations for August and September 2021** - To approve the bank reconciliations for August and September 2021.
- c) **Monthly budget reports August and September 2021** - To approve the monthly budget report for August and September 2021.
- d) **Quarterly Financial Check carried out by Cllr G Adam on 22 October 2021** – To receive a brief report from Cllr G Adam.

23. Clerk's Report:

- a) **Armistice Day events** to be held on Thursday 11 November 2021 in Harry's Meadow, Jacobs Well at 10.50am and at the war memorial junction of Queenhythe Road/Clay Lane at 10.55am. All are welcome to attend.
- b) **Settlement Agreement Unit 2 Beaufort** – The dilapidations were completed, and the Settlement Agreement was signed on 2 October 2021. The returnable deposit is still awaited.
- c) **Licence to Sub-Underlet – Wood Street Village Cricket Pavilion** – The licence has now been executed by all parties. A meeting to be arranged with the Cricket Club and Pre-School as soon as practicable.

24. Chairman's Report.

- 25. Items for inclusion on future agendas** – To receive any suggestions from members.

Pursuant to the 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 are to be excluded from the remainder of the meeting.

- 26. To reconsider the need for a part-time book-keeper** - To consider awarding a temporary fixed six-month contract in the first instance.

- 27. Date of next Full Council meeting – 16 December 2021.**