



**Minutes of the Full Council meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.36pm on Thursday 23 September 2021**

**295-2021 - Present**

Councillors:

Cllr B Ahier, Cllr D Bird, Cllr P Cragg (Chairman), Cllr N Mitchell, Cllr C Riley, and Cllr T Webber.

Officers of the Council:

Mrs G White – Clerk to the Council

Mrs V Fear – Assistant Clerk

Members of the public

Mr T Wright (WSVA), and Jo Haward and Monika Driscoll (Access4Equestrians).

**296-2021 - Apologies and reason for absence**

Apologies and reason for absence were received from:

Cllr G Adam, Cllr A Creese, Cllr M Fance, Cllr J Messinger, and Cllr B Nagle.

Apologies and reason for absence accepted.

Cllr D Paul was absent from the meeting.

County Cllr K Witham and Borough Cllr B McShee had also tendered their apologies.

**297-2021 - Chairman's Announcements**

- a) Lady Elizabeth Toulson had presented a certificate to the Council, on behalf of Her Majesty's Lord-Lieutenant, Michael More-Molyneux, placing on record the Surrey Lieutenancy's appreciation for the Parish Council's outstanding support towards the Community during the Covid pandemic.
- b) To control the length of debate, as per the Council's Standing Orders, Members' speeches during the meeting should be limited, on any one agenda item, to two opportunities to speak. In total amounting to five minutes per agenda item.
- c) Conduct during meetings - Members are reminded to behave pleasantly during meetings – in accordance with the Ethical Standards imposed upon them by the Council's adopted Code of Conduct.

Meeting commenced 7.36pm

## **298-2021 - Presentation by Access4Equestrians**

Monika Driscoll and Jo Haward gave the following presentation to the Council:

### Who we are

- Access4Equestrians is a British Horse Society (BHS) affiliated Equestrian Access Group, which enables it to contribute at a national level, as well as with local councils who want to improve countryside access and road safety for vulnerable users.
- Founded in 1992 with the aim of looking after the local network of bridleways and permissive horse rides for the whole community, Access4Equestrians (formerly the Worplesdon & District Bridleways Association [WDBA]) has around 100 members and welcomes more to be part of a successful legacy for future generations to enjoy.
- Access4Equestrians defends, extends and promotes safe, easily accessible off-road riding that links Worplesdon to the rest of Surrey.

### About us

#### Objectives

- Build relationships with landowners and authorities.
- Link routes across the countryside.
- Collaborate with other organisations to improve road safety for equestrians.
- Help to maintain equestrian rights of way.
- Protect equestrian rights of way for future generations.

#### Aims

- Campaign for and promote safe equestrian access.
- Active engagement with landowners and authorities.
- Raise the profile of the organisation.
- Engage, share expertise, and educate a wider audience.
- Monitor threats to access, i.e. housing development.
- Contribute to the bigger picture.
- Collaborate with other recreational organisations.

#### Our Partners

- As a BHS affiliated Equestrian Access Group, we benefit from everything that comes with having a well-respected, experienced national charity as our umbrella organisation to guide and support us with our projects.
- We encourage our members to join the BHS as a Gold Member – benefits include public liability insurance up to £30million, personal accident insurance up to £10,000 as well as helping to fund accessibility, safety, welfare and education for all.
- We work close with Surrey County Council and local parish and borough councils.
- We also enjoy a special relationship with Surrey Wildlife Trust, which has previously allowed us to successfully implement access-related projects on common land.

#### Our supporters

- Rokers

- Frosburys
- Chobham Rider
- Act Fast Pest Control
- Clipper Supplies

The presentation was followed by a short Q&A session.

Further information about the work of Access4Equestrians can be obtained via their website <https://www.access4equestrians.org.uk/>.

The Chairman thanked Monika and Jo for their presentation. Monika and Jo left the meeting at 8.52pm.

### **299-2021 - Chairman's Announcements**

The Chairman announced that Mrs S Morgan MBE, and Mr T O'Toole had, sadly, both tendered their resignations.

Guildford Borough Council has been informed and the notice of vacancy had been displayed on the Parish Council's noticeboards and website.

### **300-2021 - Public participation session**

Mr Wright addressed the Council regarding a request from the Wood Street Summer Show Committee to install an additional armour-plated electricity cable into Wood Street Village Green to enhance the sound system for the Summer Show and other village events. The WSVA/Show Committee to finance the installation.

The Chairman thanked Mr Wright for addressing the Council.

### **301-2021 - 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.

### **302-2021 - Amendments to the Register of Interests**

No declarations were made.

### **303-2021 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

### **304-2021 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

### **305-2021 - Declaration of gifts or hospitality over £50**

No declarations were made.

### **306-2021 - Borough Councillor's report**

Cllr B McShee had provided the following report, which had been circulated to all Members, in advance of the meeting:

1. **Walkfest** - Guildford Borough Council launched Walkfest last week and it is a month long in the event in which it offers walks for everyone, short or long, walking for the well-being, walks that include a stop at the pub. Find a walk that suits you by going to the Walkfest website.
2. **The Guildford Book Festival** is back next month. There are events across the town between Sunday, the 3rd of October and Tuesday, the 26th of October. Amongst the authors attending the event will be Sebastian Faulks and Phil Tufnell. To find out more about the event including how to book tickets to go to the book festival visit, the 'book festival' website.
3. **Car Free Day** - On Sunday, the 26th of September there will be a car free day in Guildford. There will be lots to see and do, from live music to a variety of stalls, street play and the public art project that you can get involved in, to read more about this go to the 'car free day' website.
4. **The Weyside Urban Village** project is progressing, and it is hoped to submit an outline planning application at the end of October. It is anticipated that the first dwellings will be ready for occupation in 2025.
5. **Relocation of the Thames Water Sewage Treatment Works, Slyfield** – Thames Water are relocating the Guildford sewage treatment works to the north-east area of the Slyfield industrial estate. They intend to submit a planning application by the end of 2021.
6. **Planning Enforcement Case, Hunts Farm, Fairlands** - An alleged unauthorised change of use, specifically the use of the site as a wedding venue and associated noise at Hunts Farm, Fairlands is being investigated by an enforcement officer at Guildford Borough Council.
7. **The bus lane is to be suspended on the A25 through Parkway by Stoke Park** in early October.
8. **Signing off completion of the works at Frog Grove Lane and the SANG becoming operational.** I have received the following response from the planning officer:

*'I have recommended that the investment company (as current owners of the site) submit a Discharge of Condition (DoC) application to planning. Assuming a DoC is submitted, I will then check works and submit a report to planning officers on whether the works are complete/not complete. Once the works have been discharged then the SANG can become operational and it is normal that any developments allocated to the SANG wait for this point before development commences. It is also at this point that the freehold title for allocated sections of the SANG will be transferred to the Land Trust. (The remainder of the SANG will be managed under lease until it is allocated). Also, at this point works on site and day to day management will start to be carried out by Surrey Wildlife Trust who will be contracted by the Land Trust to provide site management for this SANG in accordance with the SANG Management Plan.*

*'Current responsibility for the site rests with the investment company owners. However, as the SANG is not yet operational nobody has a responsibility to maintain the SANG paths. Until the SANG opens then landowner responsibility for paths etc is for the most part limited to general duty of care for public access and responsibility for maintaining the PROW.*

*'I intend to visit the SANG at some point in the next week to 10 days and will have a look at whether works have been implemented (for the most part these have been checked and were in place). Primarily I am there to look at whether capital works have been implemented but I will also check that it is being maintained in accordance with the management plan, and if a couple of points I raised last time have been addressed. If you have any particular issues regarding the SANG please let me know so that I can look at them during my site visit as it is best that any issues are raised before the works are completely signed off'.*

### **307-2021 - County Councillor's report**

Cllr Witham had not provided a report.

### **308-2021 - Minutes of the previous meetings:**

It was proposed by Cllr D Bird, seconded by Cllr T Webber, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 12 August 2021 be approved and signed by the Chairman as a true record.

Approved by the Full Council 4 November 2021

It was proposed by Cllr N Mitchell, seconded by Cllr D Bird, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 2 September 2021 be approved and signed by the Chairman as a true record.

At 20:20 Cllr N Mitchell presented the planning applications to the meeting:

**309-2021 - 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)

Approved by Guildford Borough Council prior to the Parish Council meeting.

**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.

**RESOLVED:** leave to planners.

**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.

**RESOLVED:** leave to planners.

**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.

**RESOLVED:** leave to planners.

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

**RESOLVED:** that the Parish Council object on the grounds that the proposed extension is out of keeping with the Conservation Area and the adjacent property.

**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.

**RESOLVED:** leave to planners/Conservation Officer.

**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.

**RESOLVED:** leave to planners.

**310-2021 - Freedom of the Parish**

The Clerk had prepared a draft policy for the Members consideration, which had been circulated to all Members in advance of the meeting.

Following discussion, it was proposed by Cllr B Ahier, seconded by Cllr D Bird and unanimously **RESOLVED** that the draft policy be approved and adopted, with immediate effect.

In accordance with the newly adopted policy, Cllr N Mitchell had nominated Mrs S Morgan MBE for the Honorary Freedom of the Parish. The following citation was read to the meeting:

*“Sandra has given lifelong service to the communities of the parish of Worplesdon.*

*“Amongst other things, Sandra served as a parish councillor from 1968 until 2021 and as Chairman of the Council from 1985 until 1989. Sandra was a Justice of the Peace for the South-West Surrey Bench from 1976 to 2002. She was a Trustee of the Worplesdon Memorial Hall for ten years (2000 – 2010) and was both a British Legion Poppy Collector and Area Co-ordinator from 1974 to 2015.*

*“Together with a friend, Sandra founded the Fairlands Women’s Institute. Sandra has also been an active volunteer on the Fairlands, Liddington Hall & Gravetts Lane Community Association for 30 years, including three years as Chairman.*

*“She served as a governor for over 35 years in five Surrey schools, most notably as Chair of Governors at Wood Street Infant School for over 20 years – fighting closure of the school and securing significant funding to build new classrooms there.*

*“Numerous listed buildings within the Parish were also saved thanks to Sandra’s efforts.*

*“Sandra has made a significant contribution to improve the lives of so many people within the local community in a discrete, unassuming manner over more than 53 years”.*

It was then proposed by Cllr N Mitchell, seconded by Cllr T Webber that the Honorary Freedom of the Parish of Worplesdon be bestowed upon Mrs S Morgan MBE in recognition of her exceptional contribution to the community of Worplesdon.

It was agreed that the presentation would be made on a Sunday (lunchtime) to enable Sandra’s family and those Members who work during the week to attend the event.

Date to be confirmed at the earliest opportunity.

### **311-2021 - Communications and Engagement Strategy Proposal from Breakthrough Communications:**

Cllr Ahier advised that she, and the Assistant Clerk had attended the online Communications and Engagement Strategy training on 8 September 2021. The Assistant Clerk had attended as Cllr A Creese had, regrettably, been unable to attend the event.

- There are several strands to communication. Digital communication should not be perceived as a magic wand
- Printed newsletters, delivered to every property are still considered to be an excellent way to engage with the community
- Facebook live chat by the Chairman of the Parish Council is highly recommended to engage with a wider audience
- If Worplesdon Parish Council had a complement of councillors with a skill in this area, the Parish Council would not need to consider appointing consultants
- Drop-in sessions were also recommended. These could be facilitated in the Council Chamber, Unit 2 Saxton.

The following ways of communicating with the community are currently used by the Parish Council:

- Provision of a quarterly newsletter delivered to all properties within the parish

- Provision of an Annual Report delivered to all properties within the parish
- Parish Council representatives on the WSVA, FLGCA, JWRA, Fairwood Helpers
- Annual Parish Meeting
- Social Media (Facebook and Twitter)
- A presence at the various village shows
- Parish website
- Occasional door knocking
- Occasional leaflet drops.

The following strategies could also be put in place:

- Talking to people outside Christmas' Bakery
- Drop-in sessions
- Talking to parents outside the local schools
- Presenting to the local schools/college
- Posters – to encourage new members – to be sent to local groups and displayed in Rokers and other public places (subject to permission being sought).

The Chairman asked the Members to contact the Clerk with any other ideas for communicating the with public within the next two weeks.

A copy of Breakthrough Communications proposal for assisting the Parish Council with its communication strategy had been issued to all Members in advance of the meeting. The proposal covered a three-phase approach:

Phase 1 – Communications Review and Survey

Phase 2 – Communications & Engagement Strategy Development

Phase 3 – Report back and Recommendations

Total cost £1,495 & VAT.

It was agreed that Breakthrough Communications proposal should not be ruled out, but that the Parish Council would have one last go at a recruitment exercise.

### **312-2021 - Unit 2 Beaufort – finalisation of 3-year lease on the property**

The Clerk advised that the final dilapidations were taking place. Using delegated authority, the Clerk had authorised the installation of a replacement kitchen, at a cost of £1,100. This action had been taken as the landlord had generously agreed to waive the requirement for a dilapidation survey, on the basis that the office would be left in first class condition. The total cost of the dilapidations, in their entirety, came to less than the cost of a dilapidation survey had this been carried out by a suitable firm of surveyors such as Grillo LLP.

The deposit of £8,000 to be repaid on completion of the dilapidations to the landlord's satisfaction. These works to be completed by the conclusion of the lease, which expires on 2 October 2021.

### **313-2021 - Review of Business Plan 2018-2023**

In Cllr G Adam's absence, it was agreed that this item be deferred until the next Full Council meeting.

### **314-2021 - Updated Privacy Policy**

The Parish Council's Data Protection Advisor had drafted an updated Privacy Policy, to reflect changes since the Data Protection Act 2018 was introduced. The draft policy had been circulated via email to all Members in advance of the meeting.

Approved by the Full Council 4 November 2021

It was proposed by Cllr P Cragg, seconded by Cllr C Riley and unanimously **RESOLVED** that the updated Privacy Policy be approved and adopted, subject to minor additions (to ensure compliance with other council policies).

### **315-2021 - Public consultation – Surrey County Council’s Transport Plan 2022-2032**

The Clerk advised that she had not had time to read the consultation summary but, historically, the Transport Plans had contained some very useful information.

The Members were asked to read the [Policy Summary Review](#) and any comments are to be brought forward to the Planning/General Purposes and Finance Committee meeting.

Deadline for comments 23:59 – 24 October 2021.

### **316-2021 - Wood Street Village Summer Show – July 2022**

The Clerk had circulated the 2022 Summer Show Event application form via email to all Members in advance of the meeting.

It was proposed by Cllr P Cragg, seconded by Cllr B Ahier and unanimously **RESOLVED** that the Application be approved.

### **317-2021 - 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**

Mr Wright, on behalf of the Wood Street Village Association (WSVA), had requested permission to install an additional electrical supply on Wood Street Village Green. There would be a duct from the maypole 18m SW, terminating 2 – 3 m from the edge of the Green.

The duct would be buried 2ft under the ground and would provide electrical sockets for the Summer Show marquee, Christmas tree etc.

The present supply is provided via a flex being pulled through a pipe with a plug at each end. The termination point being in an earth hole, beneath the maypole.

Mr Wright is proposing a permanent supply with fuse boxes on each end.

Following discussion, it was agreed that, in principle, the Parish Council had no objection to the proposal, but would need to seek the Surrey County Council’s consent (as both freeholder and the Highway Authority), prior to authorising the works.

### **318-2021 - Quarterly playground inspections**

The following report had been circulated to the Members in advance of the meeting.

#### **Quarterly Playground Inspections – 6 September 2021**

#### **Summary of Findings – 7 September 2021**

On 6 September 2021 Inspector Richard Randall from Dick Randall Services inspected all five play areas within Worplesdon parish. This is a summary of findings from all five reports:

#### **Fairlands Play Area**

No areas of concern – all in good order.



### White House Lane, Jacobs Well Play Area

There are splits and cracks which have enlarged since the last report in March 2021. It is required to repair/overlay this area sooner, rather than later. **(High Risk)** [Assistant Clerk awaiting quotes]

Branches are overhanging next to the basket swing and Glasdon bench. Groundsman to cut back branches to fence line. **(Medium Risk)**

### Wood Street Green Play Seat Area

No areas of concern – all in good order.

### Worplesdon Play Area

#### Worplesdon Teen Area

The edges of the wet pour underneath whizzers (spinney poles), and basket swing are shrinking. **(Monitor and consider repair if the edges lift further – Low Risk)**

Wet pour rubber around the centre pole of the Typhoon has split. **(Monitor as temperature changes may exacerbate the split – Low Risk)**

#### Worplesdon Toddler Area

The 21-metre long edge of the wet pour around the roundabout has shrunk. **(Monitor and consider repair if there is further deterioration – Low Risk)**

Branches/hedge are overhanging next to the area fence, encroaching the swing area. Consider cutting back branches to fence line. **(Low to Medium Risk)**

Wet pour graphics underneath the swing seats are splitting apart. Consider replacing these as they are in a heavy footfall area. **(Low to Medium Risk)**

The chain tails are showing signs of wear (40%). **[Contractor has already been instructed to replace asap]**

The Clerk advised that quotation from Kompan is to be accepted – Total cost £4,527.69 & VAT. The wetpour repairs to be undertaken as soon as practicable.

It was proposed by Cllr D Bird, seconded by Cllr N Mitchell and unanimously **RESOLVED** that the report be accepted and approved.

### **319-2021 - Finance:**

#### **a) Proposed list of cheques/online payments to be tabled at the meeting for approval**

The payments list was presented to the meeting. It was proposed Cllr P Cragg, seconded Cllr T Webber and unanimously **RESOLVED** that payments to the value of £29,803.86 be approved. The payments list to be signed by Cllr P Cragg, and Cllr G Adam as soon as practicable.

**Table 1: Payments list 23 September 2021**

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	01/07/2021	Heavy duty black bin liners for public use	Amazon - Just Bin Bags Ltd	73.86	14.79	88.65
Revenue Costs Works Vehicle	14/07/2021	Service charge	Allstar Fuel	13.96	2.79	16.75
Christmas trees/lights WS, Perry Hill	16/07/2021	Electricity bill Perry Hill Green - June 2021	British Gas	7.67	0.40	8.07
Land Management	07/07/2021	Materials	B&Q	38.56	0.00	38.56
Establishment Charges	30/07/2021	Broadband/landline/calls - July 2021	BT PLC	535.05	107.01	642.06

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	17/07/2021	Subscription - July 2021	Adobe	12.64	2.53	15.17
Chairman's Allowance	19/07/2021	For Afternoon Tea event	Decor Trader Ltd	11.47	0.00	11.47
Chairman's Allowance	20/07/2021	Table runners for Afternoon Tea event	Amazon - Seasonal Party Products	22.47	4.50	26.97
Land Management	23/07/2021	Materials	Wickes	25.00	0.00	25.00
Chairman's Allowance	23/07/2021	Ceramic cake stands for Afternoon Tea event	Amazon - Easygift Trading Ltd	66.60	13.30	79.90
Chairman's Allowance	23/07/2021	Ceramic cake stands for Afternoon Tea event	Amazon - Easygift Trading Ltd	124.80	25.00	149.80
Chairman's Allowance	29/07/2021	Table runners for Afternoon Tea event	Amazon - Henan Ying Cheng Da Color Printing Ltd	22.83	4.56	27.39
Establishment Charges	29/07/2021	Clear 32L storage boxes	Amazon- Mymart Ltd	27.07	5.42	32.49
Land Management	10/08/2021	Materials	B&Q	5.32	0.00	5.32
Establishment Charges	10/08/2021	Stationery	Amazon	24.04	4.84	28.88
Revenue Costs Works Vehicle	16/08/2021	Fuel service charge	Waitrose Shell	37.97	7.60	45.57
Christmas trees/lights WS, Perry Hill	17/08/2021	Electricity bill Perry Hill Green - July 2021	British Gas	8.36	0.41	8.77
IT budget	17/08/2021	Subscription - August 2021	Adobe	12.64	2.53	15.17
Parish Office	03/08/2021	Gas - Unit 2 Saxton June - July 2021	British Gas	16.08	0.80	16.88
Staff costs	26/08/2021	Pension Conts Ee's & Er's/PAYE/NIC/Er's NI/Salary/Mileage	The Surrey Pension Fund	9,144.04	0.00	9,144.04
Tree Inspections	26/08/2021	Tree inspections 2021	Dryad Tree Services Ltd	1,850.00	370.00	2,220.00
Training	26/08/2021	Effective Chairmanship Course - 22.11.2021 PC	Mulberry & Co	35.00	7.00	42.00
Training	26/08/2021	Effective Chairmanship Course - 22.11.2021 NM	Mulberry & Co	35.00	7.00	42.00
Land Management	26/08/2021	Hire of shipping container - August 2021	Activate Learning	65.00	0.00	65.00
Christmas trees/lights WS, Perry Hill	16/09/2021	Electricity bill Perry Hill Green - August 2021	British Gas	8.36	0.41	8.77
Parish Office	03/09/2021	Insurance for Unit 2 Saxton	TL Fund	592.74	118.55	711.29
Land Management	03/09/2021	Emptying - Dump Bin - WSV Community Car Park	Chambers Waste Management	28.36	5.67	34.03
Scanning invs into Scribe - 2015/2016 - 2021/2022	03/09/2021	Scanning invoices into Scribe	C & D Electrical Services	195.00	0.00	195.00
Establishment Charges	03/09/2021	Insurance premium - Year 2 Zurich	Zurich Town and Parish Insurer Trust	2,382.08	0.00	2,382.08
Establishment Charges	03/09/2021	Office supplies	Mrs V C Fear	82.98	0.00	82.98
Community Car Park	03/09/2021	Business rates - Community Car Park & parish office	Guildford Borough Council	949.00	0.00	949.00
Revenue Costs Works Vehicle	09/09/2021	Fuel for works van	MFG Woodbridge Hill	33.73	6.75	40.48
IT budget	13/09/2021	SIM card bill - August 2021	Three	32.32	6.46	38.78
Parish Office	03/09/2021	Gas - Unit 2 Saxton - July - August 2021	British Gas	11.33	0.56	11.89
IT budget	17/09/2021	Subscription - September 2021	Adobe	12.64	2.53	15.17
Unit 2 Beaufort	20/09/2021	Rent - Unit 2 Beaufort - 29.9.2021 - 2.10.2021	Perry Hill Chartered Surveyors	191.78	38.36	230.14
Unit 2 Beaufort	20/09/2021	Unit 2 Beaufort - Service chg 29.9.21 - 2.10.21	Perry Hill Chartered Surveyors	50.91	0.00	50.91
Land Management	20/09/2021	Replacement bollards - WSV, JW and Perry Hill Green	T J Hunt (Contracting) Ltd	1,068.00	213.60	1,281.60
Land Management	20/09/2021	Hire of container - July 2021	Activate Learning	65.00	0.00	65.00
Establishment Charges	20/09/2021	External audit fee - 2020/2021	PKF Littlejohn	800.00	160.00	960.00
Establishment Charges	20/09/2021	Stationery	Caboodle	32.58	6.51	39.09

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	20/09/2021	Rent and service chg Unit 2 Saxton - 29.9.2021 - 15.12.2021	TL Fund	6,037.09	1,207.42	7,244.51
Parish Office	03/09/2021	Gas - Unit 2 Saxton August - September 2021	British Gas	12.70	0.63	13.33
Tree Inspections	20/09/2021	Tree inspections	Dryad Tree Services Ltd	1,850.00	370.00	2,220.00
Parish Newsletter	26/08/2021	Printing - newsletters	Knaphill Print Co Ltd	420.00	0.00	420.00
Chairman's Allowance	26/08/2021	For networking event	Mrs V C Fear	13.90	0.00	13.90
<b>Total</b>				<b>27,085.93</b>	<b>2,717.93</b>	<b>29,803.86</b>

**b) Bank reconciliation July 2021**

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for July 2021 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr T Webber, seconded by Cllr D Bird and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman.

Appendix 1 – July Bank Reconciliation 2021

**c) Monthly budget report July 2021**

The RFO had prepared the monthly budget report for July 2021 in accordance with the Account and Audit Regulations, a copy of which had been presented at the meeting. The budget reported needed to be re-issued as it should have run from 1 April 2021 until 31 July 2021, not just for the month of July.

**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.

It was proposed by Cllr N Mitchell, seconded by Cllr D Bird and unanimously **RESOLVED** that the External Auditor's report

**e) Appointment of Internal Auditor for the financial year 2021-2022**

The Internal Auditor's letter of Engagement had been circulated to all Members in advance of the meeting.

It was proposed by Cllr P Cragg, seconded by Cllr B Ahier and unanimously **RESOLVED** that the letter of Engagement be approved.

**f) Interim Internal Audit – Mulberry & Co – Monday 15 November 2021 – 10am until 12 noon**

The first internal audit for the financial year 2021/2022 is to be held in the parish office on Monday 15 November at 12am. 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.

### **320-2021 - Clerk's Report**

#### **a) Assistant Clerk – Attainment of CILCA (Certificate in Local Council Administration)**

The Members congratulated Mrs Fear on the successful completion of her CILCA. A SCP (Spinal column point) is to be awarded on formal notification of the award being made by SLCC (Society of Local Council Clerks).

#### **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**

Whilst the claim had been submitted to Zurich, the insurer would only meet the cost of the like for like replacement of glass panels. The replacement of the panels with perforated aluminium was considered to be betterment. Following discussion, it was agreed that given the impact a claim/and Covid would have on the insurance premium moving forward, the Council would not pursue the insurance claim.

### **321-2021 - Chairman's Report**

The Chairman advised he had nothing to report.

### **322-2021 - Items for inclusion on future agendas**

Cllr J Messinger had requested inclusion of the following topics:

- The recruitment of new Councillors
- Planting of a tree to commemorate the Queen's Platinum Jubilee.

### **323-2021 - Date of next Full Council meeting – Thursday 4 November 2021**

Meeting closed 21:38

Signed:

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Chairman, Worplesdon Parish Council  
Date: 4 November 2021