



**Minutes of the Full Council meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.30pm on Thursday 4 November 2021**

**353-2021 - Present**

**Councillors:**

Cllr G Adam, Cllr B Ahier, Cllr P Cragg (Chairman of the Council), Cllr A Creese, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, 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 L Aldred, Mrs and Mrs L Joy, Mr T Wright (WSVA) (arrived 19:42)), and County Councillor K Witham.

**354-2021 - Apologies and reason for absence**

Apologies and reason for absence were received from:

Cllr D Bird, Cllr B Nagle, and Cllr C Riley.

Apologies and reason for absence accepted.

Borough councillors Cllr B McShee and Cllr A McShee had also tendered their apologies.

**355-2021 - Chairman's Announcement – Automatic disqualification of Mr Dennis Paul breach of the six-month rule**

The Chairman announced that, regrettably, Mr Dennis Paul had been automatically disqualified from the Parish Council due to his non-attendance at council meetings within a six-month period (s85 Local Government Act 1972).

Guildford Borough Council had been informed, the notice of vacancy had been displayed on the Parish Council's noticeboards and website, and the Parish Council had been subsequently informed that no election had been called, and the Parish Council is, therefore, free to co-opt a new member.

**356-2021 - Guildford Borough Council has advised the Parish Council is free to co-opt two new Members, following the resignations of Mrs Sandra Morgan MBE and Mr Tony O'Toole**

Guildford Borough Council advised that no election had been called, therefore, the Parish Council is free to co-opt two new members.

**357-2021 - Public participation session**

Mr Aldred advised that he was delighted to see Worplesdon Parish Council had researched and analysed his request but did not wish to address the Council.

Cllr K Witham advised that he has approved grants to facilitate the installation of defibrillators elsewhere in the county ward of Worplesdon, if that would aid the debate.

**358-2021 - 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.

**359-2021 - Amendments to the Register of Interests**

No declarations were made.

**360-2021 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**361-2021 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

**362-2021 - Declaration of gifts or hospitality over £50**

No declarations were made.

**363-2021 - Borough Councillor's report**

Cllr B McShee had submitted the following report:

**1. Remembrance Exhibit from the Surrey Infantry collection at the Guildford House Gallery from the 6<sup>th</sup> of November to the 4<sup>th</sup> of December**

The '100 years of Remembrance' exhibition marks 100 years since the red poppy was first adopted as a symbol of remembrance. It explores what remembrance means to the Surrey Infantry collection and its regimental family. The exhibition is open Monday to Saturday from 10:30 am until 3:30 pm, apart from the opening day when it will be open at 11:30 am. The exhibition is free to enter, and you can visit the café, craft shop and tourist information centre.

**2. Partnership working – Waverley and Guildford borough councils**

Waverley and Guildford Borough Councils have completed the first phase of their move to partnership working by appointing Waverley's current chief executive Tom Horwood as joint chief executive of both councils, replacing the need for two separate chief executives. The councils agreed the appointment at their respective full council meetings on the 1<sup>st</sup> of November and Mr Horwood will take up the new role in early December.

The current managing director at Guildford Borough Council, James Whiteman, did not express an interest in the new role and has taken voluntary redundancy following an accomplished career at the Borough Council spanning 32 years.

### **364-2021 - County Councillor's report**

Cllr Witham had circulated his report in advance of the meeting, which covered the following topics:

1. Meeting the Chief Constable, Surrey Police - the need to tackle speeding
2. The response from Guildford on Planning Enforcement delays
3. Surrey taking a lead in climate change & supporting green jobs
4. New Surrey Highways contractor appointed
5. Buses - Two important updates
6. Tackling flooding and The Environment Bill, sewage and more

A brief discussion then took place regarding the withdrawal of the Arriva bus services, and the potential replacement of those services with the support of Surrey County Council.

Cllr K Witham advised that it would be feasible for a community group to apply to Your Fund Surrey for the provision of a community bus.

### **365-2021 - Minutes of the previous meetings**

It was proposed by Cllr M Fance, seconded by Cllr G Adam, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 23 September 2021 be approved and signed by the Chairman as a true record.

Mr T Wright arrived 19:42

With the consent of the meeting, the Chairman brought forward the items relating to the Stringer's Ave BT kiosk and loss of the Arriva bus services for the convenience of the members of the public who were in attendance. Standing orders were briefly waived at 19:42 to enable Mr Aldred to record discussion of those two agenda items. The meeting was then reconvened.

It was proposed by Cllr M Fance, seconded by Cllr N Mitchell, and unanimously **RESOLVED** that the minutes of the Staffing Committee meeting held 11 October 2021 be approved and signed by the Chairman as a true record.

The minutes of the Planning/General Purposes and Finance Committee meeting held 14 October 2021 had only been circulated to the Council on 4 November 2021. These minutes would, therefore, be signed off by the Planning/General Purposes and Finance Committee at the next meeting on 25 November 2021.

### **366-2021 - BT phone box – Stringer's Ave, Jacobs Well (scheduled for removal by BT?)**

A local resident has asked whether the defibrillator (gifted to the JWRA<sup>1</sup> by Worplesdon Parish Council) could be relocated to the BT kiosk, in Stringer's Ave, on which BT had consulted about its possible removal earlier this year. The Adopt a Kiosk scheme would require Worplesdon Parish Council, or a registered charity, to adopt the kiosk for the sum of £1.

The Clerk advised that, following the 2012 London Olympics, a large number of defibrillators were sold off (unused). Worplesdon Parish Council had purchased four of those defibrillators, and had gifted a defibrillator to St Albans Church, Wood Street Village for use in the church hall, the JWRA (for use in the village hall), the FLGCA<sup>2</sup> (for use in the Fairlands Community Centre) and to the Worplesdon Memorial Trustees (which has since become Worplesdon Memorial Hall and Recreation Ground CIO) for use in the Worplesdon Memorial Hall. Each recipient to be responsible for the servicing and maintenance of the defibrillators thereafter.

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<sup>1</sup> Jacobs Well Residents' Association

<sup>2</sup> Fairlands, Liddington Hall and Gravetts Lane Community Association

The BT Adopt a Kiosk scheme has been expanded since its inception to enable registered charities to adopt kiosks. It was unclear to the Members whether the JWRA is registered as a charity. The Assistant Clerk had carried out some research and it appears that [Heartsafe.org.uk](https://www.heartsafe.org.uk) are able to purchase kiosks and to provide defibrillators.

The JWVHT<sup>3</sup> had written to the resident stating that they did not wish for their defibrillator to be relocated to the phone kiosk as they had only just had the unit serviced and purchased new pads.

It was then proposed by Cllr A Creese, seconded by Cllr J Messenger and unanimously **RESOLVED** that Worplesdon Parish Council should pursue the possible adoption of the 'KX' phone kiosk situated in Stringer's Ave.

It was further proposed by Cllr P Cragg, seconded by Cllr T Webber and **RESOLVED** that Worplesdon Parish Council would not be involved with any expenditure to purchase or maintain a new defibrillator.

Cllr G Adam abstained.

It was further proposed by Cllr G Adam, seconded by Cllr A Creese and unanimously **RESOLVED** that the Parish Council would not exclude the possibility of the JWRA applying for a grant towards the purchase of a new defibrillator in the future.

Members then discussed:

- a) The appropriateness of the style of the kiosk for the purposes of containing a defibrillator – the kiosk was considered suitable to house a defibrillator, provided it has a good clean.
- b) Which organisation would be responsible for the ongoing maintenance of the kiosk – it would be expected that the JWRA would maintain the kiosk (the K6 kiosks are maintained by the local residents that wanted the Parish Council to adopt the Frog Grove Lane and Liddington Hall phone kiosks).
- c) The life expectancy of this type of kiosk – Unknown.
- d) Which organisation would be responsible for the maintenance/replacement cost of the defibrillator - This would not be the responsibility of the parish council.
- e) Which organisation would be responsible for the cost of purchasing the security box in which the defibrillator would be housed within the kiosk - This would not be the responsibility of the parish council.

### **367-2021 - Potential loss of bus services following the withdrawal of Arriva**

A lengthy discussion took place regarding the withdrawal of the Kent and Surrey branch of Arriva.

Various options were considered. These included tailored services, using smaller buses, a community bus, although it was felt that it was too soon to discuss the potential provision of a community bus.

It was acknowledged that, regrettably, many routes are not commercially viable. Cllr K Witham confirmed that Surrey County Council spends £20m per year to subsidise bus services and to meet the cost of the pensioner bus passes.

Cllr G Adam advised that, in Wokingham, Covid has resulted in a 60 – 80% reduction in bus service use and that the bus strategies being created by councils have been pushed back by 2 – 4 years.

Those present agreed that an integrated transport system would be the ideal system, however, as the parish council is not responsible for public transport, it would be necessary to lobby the County Council.

The Chairman summarised the debate by stating that whilst the feeling was that something needed to be done, more thought is required.

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<sup>3</sup> Jacobs Well Village Hall Trust

Approved by the Full Council 16 December 2021

Cllr K Witham advised the Parish Council to liaise with Laurie James, Surrey County Council's Local Bus Services officer, about their concerns for the bus services which currently run through the parish, to ensure there is no loss of service where possible.

At 20:30 Cllr K Witham and three members of the public left the meeting.

### **368-2021 - 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.

**RESOLVED:** that the Parish Council request a condition be applied removing permitted development rights, should this application be approved.

**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.

**RESOLVED:** leave to planners.

**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.

**RESOLVED:** leave to planners.

**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.

**RESOLVED:** leave to planners.

### **369-2021 - Parking on common land – Coombe Lane and Perry Hill Green**

A resident had complained about the historical pull-ins being extended and used more since Covid began. It appears to be motorists parking in the lane in order to walk around Merrist Wood College/Whitmoor Common. The resident had requested the installation of additional posts to prevent this ongoing, inappropriate parking.

The Clerk advised that, historically, posts had been installed and had resulted in complaints being received from other residents. A subsequent meeting had been held with all residents and the consensus of opinion was to allow the situation to remain as the status quo.

It was agreed that, prior to any decisions being made, a site meeting be arranged to garner the wider community opinion.

Cllr J Messenger kindly offered to do a leaflet drop, once the date for the meeting has been agreed.

### **370-2021 - Review of Business Plan 2018-2023**

Cllr G Adam advised that he had carried out a review of the Business Plan. There were some minor updates, mainly to reflect that a number of councillors have left.

Cllr G Adam had a couple of questions, and these would be addressed by the officers in due course. Generally, the Business Plan is holding up to scrutiny and projects are being dealt with in accordance with the Business Plan.

Once updated by the Assistant Clerk, the revised document would be issued to all Members and the updated Strategic Plan and Business Plan will be added to the Parish Council's website.

### **371-2021 - Street Trading Licence – Howe and Co Fish and Chips**

The Street Trading Licence had been circulated to all Members in advance of the meeting.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr G Adam and **RESOLVED** that, in principle, Worplesdon Parish Council has no objection to the proposal, but only at known times of the day/days of the week, and at specific locations as there are other outlets operating within the Parish and the Council wishes to avoid any potential clashes.

Result of the vote: Six in favour - Cllr J Messinger abstained.

### **372-2021 - Carols on Wood Street Village Green – Application form and risk assessment received**

An application to hold carols on the Green had been received from the Wood Street Village Association (WSVA) and circulated to all Members via email in advance of the meeting.

It had been noted that the box on the application form regarding charitable donations had not been checked, although, historically, the Church choir has always collected for the Children's Society.

It was proposed by Cllr G Adam, seconded by Cllr M Fance and unanimously **RESOLVED** that the event be approved, subject to clarification being obtained about the charitable collection. If a collection is to be held, the charitable collector needs to ensure they have obtained the appropriate licence from Guildford Borough Council.

### **373-2021 - Five casual vacancies on the Parish Council - to consider how to recruit and retain new Members**

Cllr J Messinger advised that she had written an article for the FLGCA magazine encouraging more people to stand to be a parish councillor, however, the article will not be published until the December edition of the magazine.

A poster had been created, which has been placed on the parish noticeboards, on the Parish Council website, on the Council's social media platforms, and in the winter newsletter.

Each councillor had been given six posters and asked to give them to people they know, who may be interested in joining, and also to place them in public places i.e. shops, churches, post offices, pubs, Surrey Wildlife Trust noticeboards (on the commons) etc.

Word of mouth has always proven to be the most successful way of recruiting new members.

### **374-2021 - 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**

Cllr B Ahier stated that the sample obtained was too small to be statistically significant and, therefore, hard to draw any conclusions from the results.

The Clerk replied that, with the benefit of hindsight, the Council had insufficient time to prepare a Residents' Survey this year. In future, far more preparation time will be required to plan the survey.

There were, however, no suggestions made by the public that require an allowance being made within 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. Receiving the meal voucher had been a real boost to the winner.

It was agreed that the results of the survey be fed into forthcoming editions of the parish newsletter.

The Clerk proposed a vote of thanks to the Assistant Clerk for all her hard work analysing the results of the survey.

### 375-2021 - 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 by Cllr P Cragg, seconded by Cllr G Adam and unanimously **RESOLVED** that payments to the value of £21,545.75 be approved. The payments list to be signed by Cllr P Cragg, and Cllr N Mitchell at the end of the meeting.

**Table 1: Payments list 4 November 2021**

Code	Date	Description	Supplier	Net	VAT	Total
Christmas trees/lights WS, Perry Hill	18/10/2021	Electricity supply - Perry Hill Green	British Gas	£8.66	£0.43	£9.09
Playground Repairs	25/10/2021	Replace swing chains	Dick Randall Services Ltd	£268.58	£53.72	£322.30
Playground Repairs	25/10/2021	Wet pour repairs Fairlands	Dick Randall Services Ltd	£495.00	£99.00	£594.00
Christmas trees/lights WS, Perry Hill	25/10/2021	Christmas lights, Perry Hill and 2 x Xmas trees	JDS Decorations Ltd	£8,000.00	£1,600.00	£9,600.00
Tree Surgery	25/10/2021	Removal of an Oak Processionary Moth nest	Dryad Tree Services Ltd	£575.00	£115.00	£690.00
Staff costs	25/10/2021	PAYE/NIC/Er's NI/Ee's & Er's pension conts/salaries/mileage	HMRC	£8,850.01	£0.00	£8,850.01
Scanning invs into Scribe - 2015/2016 - 2021/2022	25/10/2021	Scanning invoices into Scribe - week	C & D Electrical Services	£195.00	£0.00	£195.00
Parish Office	26/10/2021	Clean windows in and out - October 2021	Trevor Porter Window Cleaning Services	£30.00	£6.00	£36.00
Parish Office	26/10/2021	Cross bonding to boiler (plumber's advice) plus fit two new light fittings	C & D Electrical Services	£140.00	£0.00	£140.00
Establishment Charges	28/10/2021	PPE for Groundsman	Cluskeys CCP Ltd	£50.00	£0.00	£50.00
IT budget	29/10/2021	Computer parts - Clerk's new pc	Ebuyer.com	£67.90	£13.58	£81.48
Scanning invs into Scribe - 2015/2016 - 2021/2022	29/10/2021	Scanning invoices into Scribe - week 6	C&D Electrical Services	£195.00	£0.00	£195.00
Parish Office	31/10/2021	Water and sewerage charge - Unit 2 Saxton - Oct 2021	Castle Water	£11.77	£2.36	£14.13
IT budget	01/11/2021	Second projector for hybrid meetings	A Partsmaster Ltd	£564.78	£112.96	£677.74
<b>Total</b>				<b>£19,451.70</b>	<b>£2,003.05</b>	<b>£21,454.75</b>

#### b) Bank reconciliations August and September 2021

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for August and September 2021 in accordance with the Accounts and Audit Regulations, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr P Cragg, seconded by Cllr N Mitchell and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman.

Appendices 1 and 2 – August and September bank reconciliations 2021

#### c) Monthly budget reports August and September 2021

The RFO had prepared the monthly budget reports for August and September 2021 in accordance with the Accounts and Audit Regulations, copies of which had been issued to all Members via email in advance of the

meeting. It was proposed by Cllr N Mitchell, seconded by Cllr G Adam and unanimously **RESOLVED** that the monthly budget reports be signed by the Chairman.

Appendices 3 and 4 – August and September monthly budget report 2021

**d) Quarterly Financial Check carried out by Cllr G Adam on 22 October 2021**

Cllr G Adam advised that he had undertaken the quarterly financial check and there were no matters of concern.

**376-2021 - 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 of £8,000 has been received.
- 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.

**377-2021 - Chairman's Report**

The Chairman gave the following report:

Since my last report to the Full Council meeting, held 12<sup>th</sup> August 2021, I have on behalf of the Council:

- 1) 24<sup>th</sup> September - With Cllr Gordon Adam participated in the Clerk's Annual Review
- 2) 27<sup>th</sup> September - With the Clerk, attended the informal Cluster Meeting we have traditionally held with the Clerks and Chairmen of Normandy and Pirbright Parish Councils. This is a very useful occasion when we can discuss matters of shared concern for all three Parish Councils.
- 3) 11<sup>th</sup> October - Attended on behalf of the Parish Council, the Wood Street Village Association meeting.
- 4) 12<sup>th</sup> October - With the Vice Chairman, Cllr B Ahier and the Assistant Clerk attended the SALC AGM and Conference at the Cranleigh Arts Centre. Informative presentations were given by SCC and Surrey Police, along with others of a more local and parochial nature. Parish Council responses to Climate Change were also highlighted.
- 5) 1<sup>st</sup> November - Attended SALC Chairman's Forum. Concern was particularly focussed by fellow Chairmen on 'What can Parish and Town Councils do to with respect to Climate Change?' I propose to look into our residents' experiences with the various alternative fuel systems currently in use. For example, heat source pumps, solar panels and wind turbines. I hope to bring a proposal to a Full Council meeting in the near future. This is something I will carry out myself (other councillor assistance will not be turned down) without burdening our officers.

**378-2021 - Items for inclusion on future agendas**

- a) **Climate Change in 2022.**

At 21:40 Mr Wright left the meeting.

**Following a resolution of the Council and 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 were excluded from the remainder of the meeting.**



**379-2021 - To reconsider the need for a part-time book-keeper**

Cllr G Adam advised that he had met with the Clerk, as per the Staffing Committee's recommendation, and recommended contracting, on a self-employed basis, for six-months, a book-keeper/admin assistant for up to 20 hours per week, to provide additional time to enable the Clerk and Assistant Clerk to sort through the current backlog.

Following a lengthy discussion, during which the current officers job descriptions, the recent appraisals, and David Carden's report (carried out 2018) were referred to, it was proposed by Cllr P Cragg, seconded by Cllr G Adam that the Parish Council go through the process of recruiting a part time book-keeper/admin assistant on a self-employed basis – subject to HR checks being made to ensure that the Council is able to appoint on a self-employed basis.

A vote took place: Result of the vote – Four in favour. Cllr B Ahier, Cllr A Creese and Cllr J Messinger abstained from the vote. Motion carried.

**380-2021 - Date of next Full Council meeting – Thursday 16 December 2021**

Meeting closed 22:06

Signed:

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Chairman, Worplesdon Parish Council  
Date: 16 December 2021