



**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 13 January 2022**

**1-2022 - Present**

**Councillors:**

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr P Cragg (Chairman), Cllr A Creese, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr B Nagle, Cllr C Riley, and Cllr T Webber.

**Officers of the Council:**

Mrs G White – Clerk to the Council  
Mrs V Fear – Assistant Clerk (Remotely)

**Members of the public:**

Mr T Wright.

**2-2022 - Apologies and reason for absence**

Guildford Borough Councillor Bob McShee and Surrey County Councillor Keith Witham had tendered their apologies.

**3-2022 - Public participation session**

Mr Wright did not wish to address the Council.

**4-2022 - Declaration of Disclosable Pecuniary Interests (DPIs) by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)**

Cllr B Nagle declared an interest in Planning Application 21/P/02467: Pitch Place House.

**5-2022 - Amendments to the Register of Interests**

No declarations were made.

**6-2022 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**7-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

## **8-2022 - Declaration of gifts or hospitality over £50**

No declarations were made.

## **9-2022 - Borough Councillor's report**

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

### **The Mayor's Award for Service to the Community**

The Mayor's Award for Service to the Community recognises individuals and organisations who have gone above and beyond to serve their local community. Guildford Borough Council are looking for people who have made an outstanding contribution to life in Guildford. This can be an individual or an organisation that has improved the lives of others, fostered good relationships and encouraged positive community spirit. The nomination form is quick and easy to complete. Submit your nomination online, email [CivicSecretary@guildford.gov.uk](mailto:CivicSecretary@guildford.gov.uk) or call 01483 444031 for a form. Completed paper forms should be sent to: The Mayor's Office, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB. The deadline for nominations is Friday 4th February 2022. Successful nominees will be invited to attend an awards event. Depending on Covid-19 restrictions, this event may be virtual. Nominations are accepted in good faith, please provide a supporting letter. An individual or organisation cannot win an award more than once, so please do not nominate a previous winner. Details of the nominator will be shared with the recipient upon request. View last year's winners on our website.

A suggestion was made regarding a nomination, and the Chair of the appropriate residents' association will assemble the citation for submission.

## **10-2022 - County Councillor's report**

County Councillor Keith Witham's January update to Worplesdon residents covers:

- 1. Grants to help those most in need this winter**
- 2. Surrey's Area of Outstanding Natural Beauty (AONB)**
- 3. National funding for Surrey's roads – how you can help - petition**
- 4. The Surrey Police and Crime Plan, and Police Funding 2022**
- 5. Surrey Fire and Rescue updates**
- 6. Highways updates and report, inc. useful links**
- 7. Supporting local businesses – visit**
- 8. COVID update**

An email from Cllr K Witham regarding the Parish Council's decision to no longer carry out the grass verge cutting function within the parish, had also been circulated to all Members.

**For information:** The plan for a pedestrian island in Holly Lane, outside Merrist Wood, has been changed to rumble strips and an anti-skid surface, as the width of the road will not allow an island. The timescale for the work is still Jan – March, as funding has been approved for the current financial year. Merrist Wood, Rokers, and FLGCA have been advised.

## **11-2022 - Minutes of the previous meetings**

It was proposed by Cllr N Mitchell, seconded by Cllr G Adam, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 16 December 2021 be approved and signed by the Chairman as a true record.

## **12-2022 - Planning Applications for consideration:**

**Planning Application No: 21/P/02094 – 13 Clayton Drive, Guildford, GU2 9TZ** - Variation of condition 2 of planning application 19/P/01696 approved 20/11/19 to substitute approved drawings with CD/19/05E, CD/19/06G, CD/19/04D, CD/19/07F showing changes in drainage.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02356 – Land at Frog Grove Lane, Guildford, GU3 3EZ** - minor amendments to 16/P/02134 approved on appeal 31/10/2017 for change of use from agricultural land to public open space and nature reserve with associated fencing, access works, car park and highways access to facilitate a Suitable Alternative Natural Greenspace (SANG).

Councillors discussed the quoted runoff rate, which was used to justify the SuDS (Sustainable Drainage Systems), in that the rate did not specify whether it was per hour, day, month etc – rendering the figure useless without specific context. Surrey County Council will, however, be required to approve the SuDS prior to the planning application being approved by Guildford Borough Council.

It was reiterated that the land allocation can only be used once to offset against newly-built occupied homes. The removal of the acre of land owned by a developer now in receivership has no effect on the SANG, or the 2.5k 'circular route'.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02067 - 69 Fairlands Avenue, Fairlands, Guildford, GU3 3NB** - Construction of a two-storey linked dwelling with off road parking and front and rear outside amenity spaces, together with a reconstructed garage serving no.69 Fairlands Avenue and associated external landscaping alterations, and following removal of various single storey elements.

Councillors commented that the driveway access is not wide enough to facilitate safe access to both houses.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02370 – Cranmere, The Avenue, Worplesdon, Guildford, GU3 3RA** – Construction and levelling of driveway area from raised area of grassland to the front and side of the existing house including part removal of a brick retaining wall (retrospective application).

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02431 - St Mary's Garden, Perry Hill, Worplesdon, Guildford, GU3 3RE** - Retain part of the garage given permission to be demolished.

Councillors discussed that this was a large house built in the garden of another property. The permission for this property to be built was dependent on the demolition of the garage/car port.

It was **RESOLVED**: Leave to Planners.

19:50 Cllr B Nagle left the room for the duration of the following item.

**Planning Application No: 21/P/02467** - Pitch Place House, Worplesdon Road, Worplesdon, Guildford, GU3 3LQ - Listed Building Consent to replace the primary beam in the living room which has suffered significant structural decay causing deflection.

It was **RESOLVED**: Leave to Planners.

19:53 Cllr B Nagle returned to the meeting

**Planning Application No: 21/P/02477** – 54 Liddington New Road, Guildford, GU3 3AH - Renewal of permission 18/P/02393 (garden room with bed and shower room, retrospective) as full permission.

It was **RESOLVED**: Leave to Planners.

**Planning Application No: 21/P/02500** – Old Rickford, Rickford, Worplesdon, Fairlands, Guildford, GU3 3NE - Erection of double garage/pottery studio within the curtilage of a listed building, following demolition of existing garage and carport.

It was **RESOLVED**: that the Parish Council **COMMENT** on the application as follows:

1. The Parish Council has no objection, in principle, but suggests that consideration should be given to re-siting the proposed garage/studio further away from the road (in a south-southwest direction) to provide a turning space for vehicles. This would allow motorists to enter and leave the property in forward gear, improving road safety at a known accident blackspot. This re-siting would also improve light to the neighbouring property, in addition to improving road safety.

**Planning Application No: 21/P/02508** – Pine Copse, Whitmoor Common, Worplesdon, Guildford, GU3 3RP – Proposed conversion of an existing single garage into a home office including infilling of the wood store area and changes to fenestration.

It was **RESOLVED**: that the Parish Council **COMMENT** as follows:

1. The single garage/home office building should remain ancillary to the main dwelling.

**Planning Application Nos: 21/T/00365 and 21/T/00366** – 36 and 35 Cater Gardens, Guildford, GU3 3BY - Oak (T1) – crown reduce by 2 metres. TPO P1/201/106.

It was **RESOLVED**: Leave to Tree Specialist.

**Planning Application No: 21/P/02518** – 5 Victoria Cottage, Perry Hill, Worplesdon, Guildford, GU3 3QZ - Single storey rear extension with roof lantern.

It was **RESOLVED**: that the Parish Council **COMMENT** on the application as follows:

1. A Construction Management Statement should be in place to control deliveries, and ensure that they are made to go directly onto the site and not be unloaded from the road, because construction works at this location will be disruptive to those residents who require access to properties on the single-track School Lane.

## 13-2022 - 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 M Fance, seconded by Cllr A Creese and unanimously **RESOLVED** that payments to the value of £13,027.35 be approved. The payments list was signed by the Chairman, Cllr P Cragg during the meeting.

**Table 1: Payments list 13 January 2022**

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	04/11/2021	Air in van tyres pre vehicle service	NYA Air Service	1.00	0.00	1.00
Establishment Charges	08/12/2021	SLCC Membership - GW - 2022	SLCC	325.00	0.00	325.00
Establishment Charges	10/12/2021	Yellow drum cartridge - Xerox	Xentair	50.00	10.00	60.00
Parish Office	20/12/2021	Rent Unit 2 Saxton - 25.12.21 - 24.3.22	TL Fund	6,250.00	1,250.00	7,500.00
IT budget	20/12/2021	Subscription	Adobe	12.64	2.53	15.17
Revenue Costs Works Vehicle	20/12/2021	Service plan - 14th instalment of 36	PlanMyService LLP	27.55	0.00	27.55
IT budget	22/12/2021	External back-up	RISC IT	32.09	6.42	38.51
Land Management	22/12/2021	Materials	B&Q	25.83	5.17	31.00
Parish Office	29/12/2021	Water (fresh and foul) Unit 2 Saxton	Castle Water	14.13	0.00	14.13
Parish Office	30/12/2021	Gas supply Unit 2 Saxton November/Dec 2021	British Gas	56.60	2.83	59.43
Bank Interest/Charges	31/12/2021	Interest	Unity Trust Bank	18.00	0.00	18.00
Parish Office	04/01/2022	Business rates - Parish Office	Guildford Borough Council	847.95	0.00	847.95
Community Car Park	04/01/2022	Business rates - Community Car Park	Guildford Borough Council	101.05	0.00	101.05
Grass cutting	06/01/2022	Grass cutting Nov 2021	Holly Landscape and Training	2,591.26	518.25	3,109.51
Training	12/01/2022	Training - role of parish councillors - B Ahier	Mulberry & Co	50.00	10.00	60.00
Training	12/01/2022	Training - Intro to planning - C Riley	Mulberry & Co	40.00	8.00	48.00
Professional Advice	12/01/2022	Professional charges - Payroll	Mulberry & Co	105.00	21.00	126.00
Playground Repairs	12/01/2022	Quarterly playground inspections - Dec 2021	Dick Randall Services	200.00	40.00	240.00
Establishment Charges	12/01/2022	2nd class stamps	Caboodle	132.00	0.00	132.00
Community Car Park	12/01/2022	Empty dumpy bin x 3 weeks	Chambers	42.54	8.51	51.05
Scanning invs into Scribe - 2015/2016 - 2021/2022	12/01/2022	Scanning invoices into Scribe - week 11	C&D Electrical Services	195.00	0.00	195.00
IT budget	13/01/2022	SIM card - December 2021	Three	22.50	4.50	27.00
<b>Total</b>				<b>11,140.14</b>	<b>1,887.21</b>	<b>13,027.35</b>

#### b) Bank reconciliation November 2021 and December 2021

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for November 2021 and December 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 T Webber, seconded by Cllr M Fance and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr P Cragg during the meeting.

**Appendix 1** – November 2021 bank reconciliation

**Appendix 2** – December 2021 bank reconciliation

#### c) Budget Reports

The Responsible Financial Officer (RFO) had prepared the budget reports for November 2021 and December 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 D Bird, seconded by Cllr M Fance and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr P Cragg.

#### d) Grass-cutting tender

The Clerk had provided background information with reference to the grass-cutting document, which had been circulated to all Members, together with an additional email which had been circulated from County Councillor Keith Witham in advance of the meeting.

Cllr J Messinger queried the proposed duration of the contract. Cllr N Mitchell suggested revising the contract duration to three years, which would align with our 3-year budgeting plan. Councillors proposed rewording the tender document to incorporate a reference to flexibility of cuts to benefit biodiversity, mirroring Acts of Parliament, in addition to an inflation/RPI clause. All councillors agreed the locations and frequency of cuts as per Appendix A of the draft grass cutting tender document.

It was proposed by Cllr P Cragg, seconded by Cllr M Fance and unanimously **RESOLVED** that the grass cutting tender be issued for a duration of 3 years (March 2022 to February 2025), incorporating the revised biodiversity and inflation wording, at locations and frequencies as previously circulated to Members.

#### e) Pond Works at Wood Street Village Pond and White House Pond, Jacobs Well Recreation Ground

It was suggested that social media should be utilised to inform residents when pond works are taking place.

It was proposed by Cllr P Cragg, seconded by Cllr J Messinger and unanimously **RESOLVED** that Financial Regulations be waived to enable the quotations from Gunner Agriculture to be accepted and that the cost of the pond works totalling £4,930 and VAT be approved.

*Power to spend: PHA 1936, s260*

**f) Land drains – Jacobs Well Recreation Ground**

The quotation received for the cost of installing new land drains at Jacobs Well Recreation Ground was both significantly higher than anticipated and the budget that was set.

After a discussion regarding the effectiveness and lifespan of land drains, it was decided that the Clerk approach other contractors for additional quotes, together with a requote for the original quotation (dated 2020).

**14-2022 - Quarterly playground inspection report**

It was proposed by Cllr P Cragg, seconded by Cllr D Bird and unanimously **RESOLVED** that the report be received and approved.

**Appendix 3 – Annual Playground Report Summary**

The Clerk thanked Cllr J Messinger and Cllr A Creese for their assistance with removing banners, and Cllr Messinger for bin emptying, during the Head Groundsman's recent absence due to illness.

**15-2022 - Land Management/H&S Report**

It was proposed by Cllr M Fance, seconded by Cllr B Ahier and unanimously **RESOLVED** that the report be received and approved.

**Appendix 4 – Land Management/H&S Report January 2022**

**16-2022 - Annual Parish Meeting**

The meeting is currently scheduled for Friday 25 March 2022. The Clerk explained that the legislation relating to meetings in person only relates to Council meetings, which the Annual Parish Meeting is not, i.e. the Annual Parish Meeting can take place virtually online because it is a meeting of the electors, however Council meetings must be held in person.

It was proposed by Cllr N Mitchell, seconded by Cllr B Ahier and unanimously **RESOLVED** that the meeting date remain as 25 March 2022, but a decision relating to the method of meeting be held over until the next full council meeting, to allow further assessment of the local Covid figures at that time.

It was agreed that, as a gesture of goodwill, if a face-to-face meeting is not possible, the Parish Council would still pay the booking fee for St Alban's Hall as this will be the third year running the hall booking has had to be cancelled.

**17-2022 - Networking Event scheduled for 11 March 2022**

After a brief discussion, it was decided that the Clerk should approach Merrist Wood to establish if the event can be postponed.

### **18-2022 - Delivery of the parish council's newsletter**

- a) Members confirmed whether or not they had received their copies of the newsletter. Of those residing within the delivery area, approximately 1/3 had not received a copy of the Winter publication.
- b) Councillors decided that the most appropriate course of action would be for the Clerk and Assistant Clerk to meet with the distribution agent to highlight the delivery issues in certain areas.

CLlr J Messinger kindly volunteered to reinstate the newsletter circulation drop-off to local halls, surgeries, pubs, etc, as occurred pre-Covid.

### **19-2022 - Town and Country Planning (Local Planning) (England) Regulations 2012 – Regulation 19 – Public Consultation on Guildford Borough Council's Proposed Submission Local Plan: Development Management Policies**

CLlr G Adam kindly volunteered to read the documentation to establish if the consultation warrants a response from the Parish Council, in conjunction with the Clerk.

### **20-2022 - Clerk's report**

- a) Increased flytipping – All instances of flytipping (not on parish council land) should be reported directly to Guildford Borough Council.
- b) Surrey Hills AONB Boundary Review – a quotation has now been received, with costs to be shared across Worplesdon Parish Council/Pirbright Parish Council and Normandy Parish Council.
- c) Public meeting at Perry Hill Green – 20 January 2022 – To discuss parking in Coombe Lane, which is causing erosion to the edge of the Green.

### **21-2022 - Chairman's Report**

The Chairman stated that he would hold over his report until the next meeting.

### **22-2022 - Items for inclusion on future agendas**

No items were suggested by Members.

### **23-2022 - Date of next Full Council meeting – Thursday 14 February 2022**

Meeting closed 21:30

Signed:

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Chairman, Worplesdon Parish Council  
Date: 14 February 2022