



**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 24 February 2022**

44-2022 - Present

Councillors:

Cllr G Adam, Cllr B Ahier, Cllr P Cragg (Chairman), Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr B Nagle, Cllr C Riley, and Cllr T Wright (co-opted onto the Council during the meeting).

Officers of the Council:

Mrs G White – Clerk to the Council

Members of the public:

Mr Terry Wright (subsequently co-opted onto the Council) and two members of the public.

45-2022 - Apologies and reason for absence

Apologies and reason for absence were received from: Cllr D Bird, Cllr A Creese, and Cllr T Webber. Apologies and reason for absence accepted.

Guildford Borough Councillor Bob McShee, Surrey County Councillor Keith Witham and the Assistant Clerk had also tendered their apologies.

46-2022 - Public participation session

Two members of the public raised various concerns about the licence application in respect of the ShyneFest Festival to be held at Merrist Wood College on 3 to 4 June 2022, and sought the support of the Council to object to the proposed event.

The Chairman thanked the members of the public for addressing the Parish Council.

47-2022 - Co-option of ward councillor – Wood Street Village Ward

Mr Wright gave a short presentation to the meeting, after which a short question and answer session took place. At approximately 19:45, all three members of the public left the Council Chamber whilst the Members considered Mr Wright's application.

All three members of the public returned to the Council Chamber shortly afterwards, to witness the recorded vote.

The Clerk advised that Mr Wright had been duly co-opted. Cllr Wright then signed the following forms:

Approved by the Full Council 7 April 2022

1. Declaration of Acceptance of Office
2. Consent to receive the meeting summons electronically.

The Clerk to deliver Cllr Wright's induction training at the earliest opportunity.

48-2022 - 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.

49-2022 - Amendments to the Register of Interests

No declarations were made.

50-2022 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

51-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr T Wright advised that he is the Treasurer of the Wood Street Village Horticultural Society.

52-2022 - Declaration of gifts or hospitality over £50

No declarations were made.

53-2022 - Borough Councillor's report

Cllr Bob McShee had provided the following report, which had been issued to all Members via email in advance of the meeting:

1. **The Mayor is holding a 'films and fizz' night** at the Guildhall in the High Street on the 11th of March in aid of Shooting Star Children's Hospices. The local interest movies will be about the mayors of Guildford from 1361 to 2020, also a film about the Hindhead tunnel and the Devil's punchbowl.

The cost of each ticket is £15 and is available online from: civicsecretary@guildford.gov.uk

2. **The Borough Council agreed the budget for 2022 to 2023** at last week's council meeting. To set a balanced budget our Council Tax will be increased by £5 (2.75%) for Band D this year. We receive just 9% of the council tax that we collect. The rest goes to the county council 75%, parish councils 2% and the police and crime Commissioner 14%. We are waiting to hear more about the council tax rebate, and we will let you know as soon as we receive guidance from the Government on how it will work.
3. The **town centre has been recognised by the Purple Flag assessors** for providing evenings and nights out that are safe, vibrant and varied for all. It remains the only town in the county and one of around 70 in the United Kingdom to hold the award.
4. The Council has received the Government's greenlight **for plans to relocate a number of allotments** from Bellfields Road to a nearby new allotment which at last enables the Council's **Weyside Urban Village** to proceed. This will provide 1,500 homes and will open up a mile of riverside. This retains some allotments at Bellfields Road and will relocate the remainder to a new site known as North Moors and to an extension of the existing allotments at the Aldershot Road.

5. An **alleged unauthorised change of use** specifically the use of the site as a wedding venue and associated noise at **Hunts Farm, Aldershot Road** has now been reviewed by the enforcement officer. From the evidence that she has gained, she considers it to be a one-off private event such as a birthday party or christening party which form part of the evidence. She would advise in these instances planning permission is not required. If the events are held within the field outside of what would be considered to be the residential curtilage of the house, then it is likely that the events would fall under the general permitted development order 2015 (as amended) as temporary use of land for no more than 28 days in any one calendar year. This scenario would also not require planning permission.

Any noise matters need to be reported directly to Environmental Health.

Members also raised concern about the works being undertaken alongside Clay Lane, which has already been raised with Guildford Borough Council's planning enforcement team.

54-2022 - County Councillor's report

Cllr K Witham's February 2022 update had been forwarded to all Members via email in advance of the meeting and covered the following subjects:

1. Great News from Surrey County Council's "YOUR FUND"
2. A 2021 summary from Surrey Fire and Rescue
3. Guildford Police - out and about supporting residents
4. Surrey's new - end environmentally friendly - gritting fleet
5. It's "pothole time of year" - how you can help?
6. Changes to The Highway Code
7. New local vaccination centre
8. And finally, a round up of SCC 2021 ...

55-2022 - 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 13 January 2022 be approved and signed by the Chairman as a true record.

It was proposed by Cllr N Mitchell, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 3 February 2022 be approved and signed by the Chairman as a true record.

56-2022 - Licence application for ShyneFest (Merrist Wood College) 3 and 4 June 2022 - Deadline for comments: 9 March 2022

It was **RESOLVED** that this item be moved forward on the agenda.

Cllr J Messinger raised concern on behalf of various residents of Perry Hill. Those concerns included:

- The hours for the sale of alcohol
- The loud music
- The lack of people to contact during an event to raise concerns
- Confirmation from Merrist Wood College that there would be no repeat of the event held in 2021, which caused such distress to local residents due to the volume of noise.

Following a lengthy debate, during which the Chairman waived Standing Orders on three occasions (20:15, 20:20, 20:24), it was proposed by Cllr P Cragg, seconded by Cllr J Messinger and unanimously **RESOLVED** that the Parish Council would object to the proposal to hold a live music festival in the main field of Merrist Wood College on the 3rd

and 4th June 2022, on the basis of noise, perception of security, excessive time for the sale of alcohol and the provision of music.

Should the borough council be minded to approve the application, Worplesdon Parish Council wished to request the following conditions be applied:

1. The sale of alcohol must be strictly limited to 10.30pm.
2. That steps be taken to limit the decibel levels ([as per the advice of the HSE](#)) to prevent distress to local residents and to prevent hearing damage to those attending the event.

[One resident left the meeting at 20:30](#)

57-2022 - Planning Applications for consideration:

Planning application for the relocation of Guildford Sewage Treatment Works, Slyfield -

<https://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202021/0209>

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

Planning Application No: [21/P/02369](#) - 181 Applegarth Avenue, Guildford, GU2 8LP - Change of use of a 6-bed house of multiple occupation (C4) to a 7-bed house of multiple occupation (sui generis).

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

Planning Application No: [22/P/00135](#) - 23 Shelton Close, Guildford, GU2 9YW - Proposed two storey rear extension with an attached single storey flat roof extension and first floor side extension.

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

Planning Application No: [22/P/00143](#) - 81 Oak Hill, Wood Street Village, Guildford, GU3 3DA - Proposed construction of a new car parking area for two cars with one electric charging point and vehicle access driveway from the property to New House Farm Lane, using the existing dropped kerb and across designated Common Land.

It was **RESOLVED**: Worplesdon Parish Council objects to this planning application on the following grounds:

1. The location of the proposed driveway may have a detrimental impact on the occupiers of the adjacent property, given its proximity to the boundary wall of no. 79 Oak Hill.
2. No swept path analysis has been provided. It appears that vehicles would have to be reversed onto New House Farm Lane, which represents a hazard to other traffic.
3. The proposed use of the existing dropped kerb will result in the loss of existing on-street parking in New House Farm Lane.
4. In accordance with Section 68 of the Countryside and Rights of Way Act 2000, it is an offence to drive across common land without the lawful authority of the owner of the land. See also Vehicular Access across Common and Other Land (England) Regulations 2002. It does not appear, from the supporting paperwork, that the owners of 81 Oak Hill have obtained the requisite Deed of Easement from Surrey County Council.

The Parish Council feels that it would be better to create a driveway directly off Oak Hill to no. 81 Oak Hill, to mirror the shared driveway leading to no's 83 and 85 Oak Hill.

A **Section 38 Application** for "Consent to carry out works on Common Land" has also been submitted to the Planning Inspectorate.

Planning Application No: 21/P/02656 - 9 Grangefields Road, Jacobs Well, Guildford, GU4 7NR - Proposed single storey rear and side extensions following demolition of existing glasshouse and lobby.

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

Planning Application No: 22/P/00154 - Lyndhurst, Rydes Hill Road (Chittys Common), Guildford, GU2 9UQ - Erection of a single storey rear extension following removal of existing conservatory.

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

Planning Application No: 22/T/00010 - Glenrowan, Church Lane, Worplesdon, Guildford, GU3 3RU - G1 - reduce all ornamental maples by up to 1.5m leaving an anticipated crown height of 3.5m, T1 - remove apple tree, T2 - remove maple tree, G2 - reduce camelia by up to 1.5m leaving an anticipated crown height of 3.5m, T3 pyrus -fell, G3 - fell row of conifers. (Worplesdon Conservation Area)

It was **RESOLVED**: leave to specialist tree officers.

Planning Application No: 22/P/00183 - Old Rickford, Rickford, Worplesdon, Guildford, GU3 3PJ – Erection of double garage/pottery studio within the curtilage of a listed building, following demolition of existing garage and carport.

It was **RESOLVED**: that whilst Worplesdon Parish Council has no objection, in principle, to the revised plans for the erection of a double garage with pottery studio, the Members still feel it would have been better to set the garage/pottery studio further back within the curtilage of the property to lessen the impact on the adjacent dwelling.

Planning Application No: 22/P/00207 - Stringers Barn, Salt Box Road, Guildford, GU4 7PX - Extension of the existing sand school (menage).

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

58-2022 - Annual Parish Meeting

Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr N Mitchell and **RESOLVED** that the Annual Parish Meeting (the meeting of the Electors of the parish) be held face-to-face in St Alban's Church Hall, Wood Street Village.

A vote took place: 8 voted in favour of the motion. Cllr T Wright abstained. Motion carried.

59-2022 - February 2022 - Land Management/Health and Safety Inspection Report

Land Management Report

The Assistant Clerk had prepared the following report for members' consideration. A copy of the report had been emailed to all members in advance of the meeting.

Completion of works:

The Head Groundsman has, in addition to his regular inspections:

- Unblocked the drain (installed by Worplesdon Parish Council) which crosses Pound Lane. As the outer holes are now blocked by silt it functions as a pipe rather than a land drain.

- Declined to undertake the Play Inspection training on this occasion (rescheduled from March 2020) due to the potential risk of catching Covid.
- Attended the Coombe Lane site meeting regarding the damage to the common land.
- Sided out at Worplesdon play area's ball court.
- Cleared a blocked gulley at Perry Hill.
- Strimmed and cut back the verge along White Hart Lane.
- Collected 6 gas cylinders from Old Woking, for use during the commemorative Platinum Jubilee beacon lighting events in June 2022. Four have been delivered to the appropriate resident in readiness for the event, and the remaining two are being stored by the parish council.
- Inspected White Hart Lane following reports of mud on the road. The minor mud was discovered at the entrance to a farmer's field, and was not deemed to be causing a hazard to road users.
- Taken photographs at specific locations for use in the AONB submissions.
- Repaired the Green at Wood Street Village using top soil, grass seed, and a tamper.
- Repaired the depression beneath a goal post at Jacobs Well Recreation Ground.
- Fixed the noticeboard stay at Jacobs Well.

The Clerk has:

- Organised and attended a site meeting with the residents at Coombe Lane to address concerns relating to damage cause to Perry Hill Green.

The Assistant Clerk has:

- Attended a site meeting with the residents at Coombe Lane to address concerns relating to damage cause to Perry Hill Green.
- Reported a water leak on Frog Grove Lane (subsequently repaired).
- Coordinated a high level inspection of the Typhoon play equipment.

Contractors have:

- Undertaken a high-level inspection of the Typhoon play equipment at Worplesdon play area and provided a report.
- Undertaken pond works at both Jacobs Well (removal of crassula and bullrushes) and Wood Street Village (bullrushes).
- Continued with the removal of trees identified as dead, diseased, dangerous in the annual tree report.

Work agreed with contractors/volunteers:

- Contractors to level and reseed the depression at Wood Street Village Green.

Quotations required for:

- Jacobs Well Recreation Ground land drains (Quotation obtained. Alternatives to be considered)
- Replacement signage for Wood Street Village Community Car Park and Wood Street Village Cricket Club Car Park.
- Replacement barrier ('white gate') for White House Lane.
- Supply and installation of dipping platform, and swim at Wood Street Village pond.
- Contractor to replace rotting fencing at Wood Street Village Community Car Park, dig out weeds, etc.

Outstanding works:

- Assistant Clerk to continue to update checklists to reflect change in assets (include electricity cabinet at Perry Hill on Monthly Checklists).
- HAGS multiplay unit at Jacobs Well to be re-stained (weather reliant).

Groundsman's/Clerk's Observations:

- The Head Groundsman was approached by a member of the public in Jacobs Well regarding a tree that had fallen from Surrey County Council land, across the brook, at the bottom of her garden. Clerk initially reported this to SCC who failed to take any action. This action was consequently escalated to the 2021

November Flood Forum agenda. January 2022 - SCC have subsequently investigated further, and have written to UK Power Networks to ask them to resolve the issue.

- SCC have installed multiple heavy-duty gates at sites which have experienced unauthorised encampments in past years. SCC promised to issue the parish council with a key to one particular gate. Clerk/Assistant Clerk to chase SCC.
- The noticeboards across the parish require cleaning – both the Perspex and the frames.
- On two separate occasions in January the Green in Wood Street Village was damaged by vehicles driving across the grass. Both have been reported to Surrey Police.
- Arsonists have fire damaged the picnic bench at Worplesdon Memorial Ground.

The Head Groundsman is continuing to:

- Clean road signs and clear any obscuring vegetation.
- Clear grilles before and after periods of heavy rain in addition to usual checks.
- Litter pick across the parish.

Health and Safety Inspection Report

The Groundsman has undertaken weekly inspections as a result of which the Assistant Clerk had prepared the following report, a copy of which had been issued via email to all members in advance of the meeting.

Weekly Reports

Worplesdon, Jacobs Well, and Fairlands play areas, the Husson Breeze and community car park at Wood Street, were checked on 17.01.22, 24.01.22, 31.01.22, and 07.02.22. The Groundsman has carried out the following work:

- Cleared litter at all 4 sites
- Cleared grilles across the Parish

Completed works:

- n/a

Outstanding works:

- Moss spraying is required in all play areas as a result of the warm weather conditions throughout winter 2021 into 2022.

Groundsman's/Clerk's Observations:

- n/a

Monthly Health and Safety Report:

The monthly inspections were undertaken on 18.01.22 and 24.01.22.

Completed works:

- Fitted paving slabs underneath benches and play panels at Worplesdon play area to alleviate slip hazard.
- Fitted paving slabs underneath bench at Pitch Place to alleviate slip hazard.

Quotations have been sought for:

- n/a

Groundsman's/Clerk's Observations:

- The area beneath the green bench at Worplesdon play area has got increasingly muddy. Head Groundsman to install paving slabs beneath to alleviate the slip hazard.
- Yellow stripe on access path at Worplesdon Play Area to be resprayed (line marks change in surfacing, particularly for those who may be visually impaired).

It was proposed by Cllr P Cragg, seconded by Cllr M Fance and **RESOLVED** that the Land Management/Health and Safety report be approved.

Approved by the Full Council 7 April 2022

A vote took place: 8 voted in favour of the motion. Cllr T Wright abstained. Motion carried.

60-2022 - Further damage to Wood Street Village Green caused by anti-social behaviour

Following further anti-social behaviour on Wood Street Village Green, a request had been received from a resident to further consider the installation of physical defences around the edge of the Green, to prevent motorists from driving over the Green.

This matter had also been discussed at the recent Wood Street Village Association (WSVA) meeting.

It was agreed that in order to obtain the wider views of local residents, consideration of this request would be made at the Annual Parish Meeting on 25 March 2022 and would also be raised at the WSVA AGM.

This item is to be on the Agenda of the Full Council meeting to be held on 7 April 2022.

61-2022 - Temporary Tree Preservation Order - Land between Church View and St Mary's Garden, Perry Hill

Due to ongoing development works on land between 'Church View' and 'St Mary's Garden', a temporary Tree Preservation Order (TPO) had been introduced by Guildford Borough Council.

Following discussion, it was unanimously agreed that the Parish Council would support the award of a permanent TPO at this location, in order to protect seven oak trees.

62-2022 - Annual Health and Safety Report (minute number 24-2022 refers)

It was unanimously agreed that the annual Health and Safety report be approved, as per the recommendation of the Planning/General Purposes and Finance Committee.

A rubber safety mat had been obtained to cover the trailing wires in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX.

63-2022 - Communication with Guildford Borough Council

The Clerk advised that Guildford Borough Council has withdrawn its customer.services@guildford.gov.uk email address. General communication now has to be either online or by phone.

The Parish Council no longer receives emails from some staff members. Most general information is now received via Press Releases and can mean that the Parish Council is the last to find out about certain matters.

Members agreed that parish councils no longer seem to be being treated as statutory authorities which represent the views of local residents. It was further agreed that the current unsatisfactory communication system would be raised with Guildford Borough Council at the Borough/Parish liaison meeting which is being held on 11 March 2022.

64-2022 - Annual Review – Risk Assessments (minute number 41-2022 refers)

It was proposed by Cllr N Mitchell, seconded by Cllr G Adam and unanimously **RESOLVED** that the recommendation of the Planning/General Purposes and Finance Committee, to accept the following revised risk assessments be approved:

- Armistice Service - Harry's Meadow
- Armistice Service - War Memorial, Jacobs Well
- Brushcutter
- Chainsaw
- Common land - A323 Aldershot Road

- Community Car Park, Wood Street Village
- CSW/VAS/SDR
- Covid-19 Pandemic
- Covid-19 Play Area Re-opening
- Council Chambers
- Display Screen Equipment - Gaynor White
- Display Screen Equipment - Victoria Fear
- Financial Risk Assessment 2022-2023
- Fire - Council Chambers et al
- Generic Land and Asset Management
- Governance/Management
- Groundstaff
- Harry's Meadow, Jacobs Well
- HSE Manual Handling Guide
- Leaf blower
- Lone Worker
- Maypole, Wood Street Village
- Nevins Copse, Wood Street Village
- Office
- Playgrounds - Weekly Inspections
- Recreation Ground, Jacobs Well
- Street Sign Cleaning
- Work Related Stress

65-2022 - Wood Street Village Horticultural Show Entry Registration

A copy of the event application had been received. Discussion took place regarding the advertisement of events prior to permission being obtained from the Parish Council. Cllr T Wright suggested that the Parish Council adopt a policy of approval for outline permission of all events on Wood Street Village Green, subject to receipt of the event application forms six months prior to the event. A schedule of proposed events covering a four-year period could be submitted which would remove repeated concerns raised by the Parish Council regarding the short notification.

This was considered to be a sensible approach.

Following further discussion, it was proposed by Cllr N Mitchell, seconded by Cllr G Adam and unanimously **RESOLVED** that permission for the Horticultural Show Entry Registration event be approved. A copy of the risk assessment to be submitted to Worpleston Parish Council at the earliest opportunity.

66-2022 - Platinum Jubilee – Various events

A number of events are taking place across the parish to commemorate the Queen's Platinum Jubilee.

- **Fairlands** - Family community day - Thursday 2 June 3pm onwards culminating in the lighting of a beacon and fireworks. There will be lots to enjoy.
- **Jacobs Well** - Sunday 5 June - Family picnic - details to be confirmed.
- **Perry Hill** - Thursday 2 June 8pm - Concert and beacon lighting event at St Mary's Church, Worpleston.
- **Perry Hill** - Sunday 5 June 10.30am - Special Church Service at St Mary's Church, Worpleston.
- **Wood Street Village** - Thursday 2 June 9.15pm - Beacon lighting ceremony
- **Wood Street Village** - Children's Fun Fair - 2 – 5 June 1pm until 8pm daily
- **Wood Street Village** - Sunday 5 June from noon - Family picnic and much more!

A working group, comprising representatives from the FLGCA, St Mary's Church, the WSVa and the Parish Council have been co-ordinating the events, the details of which are advertised on the Parish Council's website: <https://worplesdon-pc.gov.uk/our-community/platinum-jubilee-celebrations/>

However, not all residents use IT, therefore, it was agreed that a joint flyer be produced, a copy of which is to be delivered to every household in the parish.

Following discussion, it was proposed by Cllr J Messinger, seconded by Cllr M Fance and unanimously **RESOLVED** that the Parish Council allocate £500 for the cost of printing and delivering the flyer in time for the celebrations.

67-2022 - Review of the Surrey Hills AONB

A copy of LDA Design's draft report and the Clerk's comments on the draft had been circulated to all Members in advance of the meeting.

The Chairman thanked the working group, which comprised representatives from Normandy Parish Council, Pirbright Parish Council and Worplesdon Parish Council, Mrs Ashton, and the clerk for all their hard work assisting LDA Design with their report.

Following discussion, and due to the tight timescales involved, it was proposed by Cllr N Mitchell, seconded by Cllr G Adam and unanimously **RESOLVED** that the report be approved and accepted subject to any final amendments by the working group. The report to be submitted to Stephen Rudd at Natural England, and the Surrey Hills Board by 28 February 2022.

The Council commended LDA Design for producing such an excellent report in a very short period of time.

Appendix 1 – LDA Design's report – Surrey Hills AONB Review

68-2022 - UK Power Networks – ongoing power outages

Over recent months, there have been repeated power failures affecting the majority of the parish. As a result of [Storm Eunice](#) a number of properties in Wood Street Village were without power for five days.

Following discussion, it was agreed that the Parish Council would write to UK Power Networks to raise concern about the ongoing power failures being experienced across the parish, and to ask what action will be taken to strengthen the network within the parish to alleviate the problems being experienced moving forward.

69-2022 - 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 J Messinger and unanimously **RESOLVED** that payments to the value of £20,737.01 be approved. The payments list was signed by the Chairman, Cllr P Cragg during the meeting.

Table 1: Payments list 24 February 2022

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	17/01/2022	Subscription	Adobe	£12.64	£2.53	£15.17
Establishment Charges	18/01/2022	Postage	Post Office	£6.85	£0.00	£6.85
Christmas trees/lights WS, Perry Hill	18/01/2022	Electrical supply Perry Hill Green - 2.12.21 - 1.1.2022	British Gas	£131.86	£6.59	£138.45
Establishment Charges	22/01/2022	Office supplies	Sainsburys	£15.00	£0.00	£15.00
Parish Office	23/02/2022	Electricity - 2 Saxton - 18.11 - 14.2.22	EDF Energy Ltd	£138.09	£6.91	£145.00

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	28/01/2022	Water and sewerage charge - Unit 2 Saxton - Jan 2022	Castle Water	£14.13	£0.00	£14.13
Parish Office	31/01/2022	Refund - electricity charge - Unit 2 Saxton	EDF Energy Ltd	-£76.22	-£3.81	-£80.03
Establishment Charges	31/01/2022	Broad band/land line/phone calls & one-off charge/Office 365	BT PLC	£616.45	£123.29	£739.74
Land Management	01/02/2022	Top soil	Spooners Turf	£129.17	£25.83	£155.00
Christmas trees/lights WS, Perry Hill	02/02/2022	Electrical supply Perry Hill Green - 2.1 - 1.2.2022	British Gas	£30.51	£1.52	£32.03
Establishment Charges	05/02/2022	Batteries for office use	Lidl	£2.92	£0.58	£3.50
Land Management	08/02/2022	Weedol	B&Q	£10.00	£2.00	£12.00
Parish Office	08/02/2022	Fire alarm maintenance, emergency light test and replacement battery	W J Fire Ltd	£230.00	£46.00	£276.00
Establishment Charges	08/02/2022	Membership	Parish Online	£150.00	£30.00	£180.00
Land Management	08/02/2022	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	£28.36	£5.67	£34.03
Land Management	10/02/2022	Top soil	B&Q	£14.33	£2.87	£17.20
Establishment Charges	10/02/2022	Special delivery post	Post Office Ltd	£6.85	£0.00	£6.85
Pond Maintenance	11/02/2022	Pond clearance - Wood Street Village	Gunner Agriculture	£1,460.00	£292.00	£1,752.00
Training	11/02/2022	SLCC training course (CPD points)	SLCC	£30.00	£6.00	£36.00
Training	11/02/2022	SLCC training course (CPD points)	SLCC	£30.00	£6.00	£36.00
Training	11/02/2022	Training - Year End Finance and Audit Prep	Mulberry & Co	£35.00	£7.00	£42.00
Tree Surgery	11/02/2022	Fell poplar tree - JW Rec	Forest and Garden Timber Services	£360.00	£72.00	£432.00
Establishment Charges	12/02/2022	Greetings cards	Card Factory	£11.47	£2.29	£13.76
IT budget	14/02/2022	External back-up - February 2022	RISC Group	£22.50	£4.50	£27.00
IT budget	14/02/2022	SIM card - January 2022	Three	£22.50	£4.50	£27.00
Scanning invs into Scribe - 2015/2016 - 2021/2022	14/02/2022	Scanning invoices into Scribe - week 13	C & D Electrical Services	£195.00	£0.00	£195.00
Pond Maintenance	14/02/2022	Pond clearance - Jacobs Well - White House Pond	Gunner Agriculture	£3,470.00	£694.00	£4,164.00
Tree Surgery	14/02/2022	Tree surgery - Across parish	Dryad Tree Services Ltd	£1,305.00	£261.00	£1,566.00
Tree Surgery	14/02/2022	Tree surgery - Across parish	Dryad Tree Services Ltd	£375.00	£75.00	£450.00
Establishment Charges	15/02/2022	Materials	B&Q	£3.33	£0.67	£4.00
Training	15/02/2022	Training events - NM	Mulberry & Co	£110.00	£22.00	£132.00
Training	15/02/2022	Cyber Awareness Training - Extension - GW	SLCC Enterprises Ltd	£20.00	£4.00	£24.00
Parish Newsletter	15/02/2022	Parish newsletters	Knaphill Print Co Ltd	£420.00	£0.00	£420.00
Scanning invs into Scribe - 2015/2016 - 2021/2022	15/02/2022	Scanning invoices into Scribe - week 14	C&D Electrical Services	£195.00	£0.00	£195.00
Establishment Charges	17/02/2022	Subscription	Adobe	£12.64	£2.53	£15.17
Parish Office	17/02/2022	Gas - Unit 2 Saxton - 15.12.22 - 28.1.22	British Gas	£219.75	£10.98	£230.73
Land Management	22/02/2022	Hire of container - February 2022	Activate Learning	£70.00	£0.00	£70.00
Staff costs	22/02/2022	Salaries/mileage/PAYE/NIC/pension conts Ee's & Er's	Staff costs	£8,809.26	£0.00	£8,809.26
Parish Office	23/02/2022	Electricity - 2 Saxton - 18.1 - 14.2.22	EDF Energy Ltd	£138.09	£6.91	£145.00
Land Management	24/02/2022	Litter pickers and hoops	The Helping Hand Company Ltd	£200.14	£40.03	£240.17
Total				£18,975.62	£1,761.39	£20,737.01

b) Bank reconciliation January 2022

The Responsible Financial Officer (RFO) had prepared the bank reconciliation for January 2022 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 G Adam, seconded by Cllr B Ahier and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr P Cragg during the meeting.

Appendix 2 – January 2022 bank reconciliation

The other member of the public left the meeting at 21:45.

c) Budget Report January 2022

The Responsible Financial Officer (RFO) had prepared the budget report for January 2022 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 G Adam, seconded by Cllr B Ahier and unanimously **RESOLVED** that the budget report be approved and signed by the Chairman, Cllr P Cragg.

Appendix 3 – January 2022 monthly budget report

d) Grass cutting tender three-year contract 2022-2025

Three tenders had been sought. One contractor had declined to tender for the works. Two tenders were received. Minimum cost £11,945 & VAT. Maximum cost £12,850 & VAT.

It was proposed by Cllr P Cragg, seconded by Cllr J Messinger and unanimously **RESOLVED** that the tender from Holly Training and Landscapes be accepted. Total cost £11,945 & VAT per annum.

Works to commence March 2022.

Power to spend: OSA 1906, ss 9 and 10

e) Botanical Survey and Management Plan for Harry's Meadow

Three quotations had been sought. Minimum cost £825 (no VAT payable). Maximum cost £1,790 & VAT

It was proposed by Cllr N Mitchell, seconded by Cllr M Fance and unanimously **RESOLVED** that the quotation from DJW Ecology be accepted. This would enable a separate survey to be carried out covering the fauna of the meadow.

Power to spend: OSA 1906, ss 9 and 10

f) Quarterly Financial Check undertaken by Cllr G Adam 11 February 2022

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

It was proposed by Cllr M Fance, seconded by Cllr P Cragg and unanimously **RESOLVED** that Cllr G Adam's report be approved and accepted.

g) Bench Woking Road

The Responsible Financial Officer (RFO) had obtained a quotation to relocate the bench by the bus shelter on the Oak Tree Close side of Woking Road to the Jacobs Well Recreation Ground.

Maximum cost to include: removal, making good the tarmac, create new concrete base and affix the relocated bench in the Recreation Ground £1,614 & VAT. Cost to remove, make good the tarmac and relocate without affixing into the ground - £348 & VAT.

It was agreed that, due to the relocation costs, the bench would be left in situ and, in time, a new bench would be installed in the Recreation Ground.

h) Virements for approval

It was proposed by Cllr G Adam, seconded by Cllr J Messinger and unanimously **RESOLVED** that the following virements be approved:

- £2,000 from Establishment Charges to IT.
- £5,000 from Earmarked Staff Costs to Scanning invoices into Scribe.
- £1,200 from Training to Tree Inspections.

70-2022 - Clerk's report

- i) Wetpour repairs - Worplesdon Play Area** - For health and safety reasons, the existing worn hard pads beneath the swings are to be replaced with brightly coloured hard-wear pads – Total cost £945 & VAT.
- b) Year-end Internal Audit Report** - To be carried out by Mulberry & Co – Monday 16 May 2022 – Cllr N Mitchell to be in attendance.

71-2022 - Chairman's Report

"Since my last report to Full Council meeting 16th December 2021, I have on behalf of the Council:

- 1) 3rd January 2022 with the Clerk attended the Clerk's and Chairman's Cluster Meeting with Normandy and Pirbright Clerks and Chairmen.
- 2) 14th January attended SALC Directors' meeting.
- 3) 17th January, along with other members of Worplesdon Parish Council, attended a video conference with Vivid Homes.
- 4) 14th February attended Wood Street Village Association video meeting as representative of the Parish Council.
- 5) 17th February attended the funeral of ex-councillor Tony O'Toole at the Guildford Crematorium, on behalf of the Parish Council."

72-2022 - Items for inclusion on future agendas

No items were suggested by Members.

73-2022 - Date of next meeting – Extra-ordinary meeting 24 March 2022 (Review of all policies and procedures of the Council).

Meeting closed 22:10.

Signed:

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Chairman, Worplesdon Parish Council
Date: 7 April 2022