



**Minutes of the Extra-ordinary meeting  
held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.30pm on Thursday 24 March 2022**

**89-2022 - Present**

**Councillors:**

Cllr B Ahier, Cllr G Adam, Cllr P Cragg, Cllr J Messinger, Cllr N Mitchell (Chairman), and Cllr T Wright.

**Officers of the Council:**

Mrs G White – Clerk to the Council

**Members of the public:**

None present.

**90-2022 - Apologies and reason for absence**

Apologies and reason for absence were received from: Cllr D Bird, Mr M Fance, and Mrs B Nagle. Apologies and reason for absence accepted.

Cllr C Riley and Cllr T Webber were absent from the meeting.

The Assistant Clerk had also tendered her apologies.

**91-2022 - Public participation session**

None present.

**92-2022 - 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.

**93-2022 - Amendments to the Register of Interests**

No declarations were made.

**94-2022 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

## 95-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

## 96-2022 - Declaration of gifts or hospitality over £50

No declarations were made.

## 97-2022 - Review of all policies and procedures of the Council

The Clerk had reviewed the policies and procedures of the Council. The Schedule of Recommended Changes had been issued to all Members in advance of the meeting.

As Mrs Creese had resigned from the Council on 21 March 2022 several documents would need to be further updated. These being: the Strategic Plan, Business Plan, Emergency Plan, and Land Management Plan.

Ref no.	Policy/procedure	Review changes
1	Address list	Updated: Remove SM/TOT/DP - Add T Wright
2	Administration of the Playgrounds	Date change: include additional inspection of The Typhoon, Worplesdon as required.
3	Accessibility policy	Date change.
4	Complaints Procedure	Date change.
5	Complaints Procedure – Habitual or Vexatious Complaints	Date change.
6	Dealings Between Staff and Members of the Public	Date change.
7	Delegated Decisions by Officers	Date change.
8	Deployment of Speed Data Recorder	Date change.
9	Dignity at Work	Date change.
10	Disciplinary Procedure	Date change.
11	Duties of the Responsible Financial Officer (The Clerk)	Date change.
12	Emergency Plan	Update councillor contact details & date change.
13	Equality and Diversity	Date change.
14	Exercise of Pension Discretions Regulation 60 – Local Government Pension Scheme (LGPS)	Date change.
15	Filming and Recording Meetings	Date change.
16	Financial Regulations	Review agreed December 2021 - Minute number 413-2021(f) refers.
17	Financial Reserves	Date change.
18	Fixed Asset Register	Date change.
19	Freedom of Information Act 2000/Publication Scheme	Date change.
20	General Communications	Date change.
21	General Data Protection Regulations (Data Protection Act 2018)	Date change.
22	General Information	Change of phone number for VF and inclusion of Freedom of the Parish policy
23	Grant Aid	Date change.

Ref no.	Policy/procedure	Review changes
24	Grievance Procedure	Date change.
25	Health and Safety	Date change.
26	Hiring of Parish Open Spaces	Date change.
27	Internal Audit Procedures	Date change.
28	Investment Policy	Year change to 2022/2023
29	Land Management plans for: land leased to Worplesdon Parish Council	<p><b>Harry's Meadow</b> - Add Cllr A Creese as a key holder for Harry's Meadow and Jacobs Well Recreation Ground. Delete 'There are currently no trees in the field (some along the boundary with Jacobs Well Road which are trimmed by Surrey County Council on the roadside of the boundary)' and replace with 'There are trees around the boundary of the field, which are inspected annually'. Delete: 'Worplesdon Parish Council is currently seeking to obtain a further ten-year licence in order that it can continue to maintain the pond on behalf of the community'. Backside Common - Delete 'and it is the Wildlife Trust who now manage the commons on behalf of the County Council' replace with 'the Worplesdon Group of Commons are now jointly managed by SCC and SWT'.</p> <p>Delete 'with a more regular cut in from the log bench to integrate it into the playing field'.</p>
30	Land Management plans for: land owned by Worplesdon Parish Council	<p>Perry Hill Green - amend 'three growth' to 'tree growth'. Revise date for replacement lights in the trees from 2020 to 2023.</p> <p>Amend number of cuts on Wood Street Village Green to 30 per season and White Hart Lane to 4 cuts per season.</p>
31	Leave Policy	Date change.
32	Members/Officers Protocol	Date change.
33	Photographic Consent Form	No change.
34	Pool Vehicle Policy	Date change.
35	Precept (current) & explanatory note	Date change.
36	Press/Media Protocol	Date change.
37	Privacy policy	To be assessed against other council policies.
38	Protocol for First Contact/Gypsy Traveller Incursions	Delete Kingston-upon-Thames address for Surrey County Council.
39	Retention of Documents	Delete 'Council Chambers – current year Clerk's office (newer ones electronically)'
40	Scheme of Delegation	<p>Delete - 'Hold the Council's Seal and apply it to documents as approved'. The Council does not have an official seal.</p> <p>Amend 4(j) to read 'Delegated authority in the absence of the Parish Clerk – in consultation with any Committee Chairman and one other councillor'.</p>

Ref no.	Policy/procedure	Review changes
41	Section 17 of the Crime and Disorder Act 1998	No change.
42	Snow Clearance	Date change.
43	Social Media	Date change.
44	Standing Orders	Date change.
45	Statement of Intent - Community Engagement	Delete from para 6.2 'Surrey Community Action'.
46	Statement of Intent – Training	Date change.
47	Terms of Reference – Planning/General Purposes and Finance Committee	Date change.
48	Terms of Reference - Staffing Committee	Date change.
49	Tree Policy	Date change.
50	Unauthorised Encampments Policy	2.6 - 2nd line insert the word 'caravan' between tents and vehicles. Delete point 5(4) - information no longer available on Surrey County Council's website. Delete point 5(5) - update URL as per Surrey County Council's website.
51	Work Related Stress Policy	Date change.
52	Year End Procedure	Update: to reflect that VAT is now being reclaimed on a quarterly basis.

Cllr J Messenger enquired whether there were any further policies the Council should consider introducing. The Clerk advised that it may be appropriate to introduce an IT policy and a Climate Change policy. It was agreed that these policies were to be drafted at the earliest opportunity.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr T Wright, and unanimously **RESOLVED** that the changes, as proposed by the Clerk and as a result of Mrs Creese's resignation by approved.

#### **98-2022 - To review the charges of the Parish Council**

It was proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that no changes be made to the current charges (as stated in the Hiring of the Village Green policy).

#### **99-2022 - Date of next Planning/General Purposes and Finance Committee meeting – 28 April 2022**

Meeting closed 19:52

Signed:

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Chairman, Worplesdon Parish Council  
Date: 7 April 2022