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## NOTICE OF MEETING

Friday 13 May 2022

**To: All members of the Council**

You are hereby summoned to attend the **Annual Meeting** of Worplesdon Parish Council to be held in **the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 19 May 2022 at 7.30 pm** for the purpose of transacting the following business

Signed:

*Gaynor White*

Mrs G F White PSLCC  
Clerk to the Council

*Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.*

*Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the Clerk to the Council prior to the start of the meeting so that those attending the meeting can be made aware of any filming/recording taking place.*

*Use of mobile devices, including for the purpose of recording or filming a meeting, are subject to no interruptions, distractions or interference being caused during the meeting.*

### AGENDA

1. **Appointment of a Chairman for the meeting.**
2. **Appointment of the Chairman for municipal year 2022/2023.**
3. **Chairman to sign Declaration of Acceptance of Office.**
4. **To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
5. **Vote of thanks for the outgoing Chairman.**
6. **Appointment of Vice-Chairman for the municipal year 2022/2023.**

7. **Co-option of Parish Councillor for the Jacobs Well Ward - Application received from Mr M Price** - To consider the application and to vote on a potential co-option.
8. **Public participation session – 10 minutes** - Members of the public are able to express a view or ask a question on relevant matters on the agenda and are welcome to stay online and observe, but not comment upon, the rest of the meeting.
9. **Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**
10. **Amendments to the Register of Interests.**
11. **To receive and consider written requests for new DPI dispensations, if any.**
12. **Declaration of non-pecuniary interests in accordance with the Parish Council’s Code of Conduct.**
13. **Declaration of gifts or hospitality over £50.**
14. **Minutes of the previous meetings**

The following Council minutes are to be agreed and signed by the Chairman as a true record:

- Full Council meeting – 7 April 2022
- Planning/General Purposes and Finance Committee – 28 April 2022

15. **Succession planting – Perry Hill Green, Pitch Place Green, and Wood Street Village Green**  
To consider the best tree specimen for each location and the size of the trees to be planted (including appropriate tree guards). Planting to be carried out in the Autumn.
16. **Design of bench for Perry Hill Green (URC donation)** – Local resident’s design to be considered/approved.
17. **Borough Councillor’s report (5 mins).**
18. **County Councillor’s report (5 mins).**
19. **Election of the Planning/General Purposes and Finance Committee** – Eight members, at least one member from each ward - Chairman and Vice-Chairman to be ex-officio members (with full voting rights) and two substitute members to be appointed.
20. **Election of the Staffing Committee** - Five members and two substitute members to be appointed.
21. **Staffing Committee meeting to be held in June 2022** - (date and time to be confirmed) - To review the pay and conditions of service of existing employees and other relevant topics.
22. **To review/approve the Terms of Reference of the above Committees.**
23. **To review and approve the Standing Orders.**
24. **To review and approve the Financial Regulations.**
25. **Finance**
  - a) **Proposed list of payments to be tabled at the meeting for approval** - Payment list to be signed by the Chairman.
  - b) **Bank reconciliations for February 2022 and March 2022** - To approve the bank reconciliations for February 2022 and March 2022.

- c) **Monthly budget reports for February 2022 and March 2022** - To approve the monthly budget reports for February and March 2022.
- d) **Internal Audit carried out 17 May 2022** - To consider and approve the Internal Auditor's report.
- e) **To review the Council's insurance policy** - As per the Asset Register and Insurance Schedule (issued to members in advance of the meeting via email).
- f) **To review the effectiveness of the Council's system of internal controls** - including management of risk and to decide action, if considered necessary.
- g) **To review and approve the earmarked reserves for 2021/2022.**
- h) **To review and approve the general reserves for 2021/2022.**
- i) **To receive and approve the Asset Register for the financial year ended 31.3.2022.**
- j) **To receive and approve the Annual Accounts 2021/2022.**
- k) **To receive and approve the Annual Return for the year ended 31 March 2022** - Section 1 Annual Governance Statement for 2021/2022.
- l) **To receive and approve the Annual Return for the year ended 31 March 2022** - Section 2 Accounting Statement for 2021/2022.
- m) **Concurrent Functions Grant Aid 2023/2024** - To consider any one-off projects that may be required in 2023/2024. 50% grant available subject to Borough Council financial restrictions. Maximum of two projects.
- n) **VAT return 1.10.2021 – 31.3.2022** - Refund of £9,178.82 due. VAT form 126 duly submitted to HMRC.
- o) **End of Year Pension Return submitted to Surrey County Council** - 25 April 2022.
- p) **Quarterly financial check undertaken 22 April 2022** - To receive a report from Cllr G Adam.
- q) **Audio visual system required in Council Chamber to facilitate professional hybrid meetings** - Maximum cost net £3,578.99 & VAT including installation.
- r) **Replacement notice boards – Fairlands and Wood Street Village Green** - To approve the quotation. Maximum cost £3,489.96 & VAT.
- s) **Annual tree inspection - survey fee (specialist company)** - To approve the cost £1,800 & VAT.
- t) **KSS Air Ambulance Trust** - Letter of thanks received.
- u) **Vehicle Activated Signs (VAS)** - To consider purchasing two speed warning signs for Perry Hill to be permanently attached to streetlights plus four batteries for Surrey County Council's VAS signs (currently on long loan to Worplesdon Parish Council). Total anticipated cost between £5,000 and £5,500 & VAT.

## 26. **Planning Applications for consideration**

**Planning Application No: [22/P/00489](#) - Land to the east of Wildfields Farm, Pinks Hill, Wood Street Village, GU3 3BP** - Variation of Condition 2 (plans) to allow for design changes relating to application 21/P/00594 approved 02/02/2022.

**Planning Application No: [22/P/00573](#) - 8 Liddington Hall Drive, Guildford, GU3 3AF** - Erection of single storey front and rear extensions.

**Planning Application No: [22/P/00587](#) - 23A The Oval, Wood Street Village, Guildford, GU3 3DL** - Erection of a single storey rear extension.

**Planning Application No: [22/P/00609](#) - 30 Frog Grove Lane, Guildford, GU3 3EX** - Single storey extensions with roof lanterns to the rear of the existing bungalow with rooms in the roof following the demolition of two existing conservatory structures.

**Planning Application No: [22/P/00691](#) - 1 Fairlands Avenue, Fairlands, Guildford, GU3 3LX** - Variation of condition 2 (drawings no's) re: 18/P/01839 approved 16/11/2018 to facilitate staircase to the second floor.

- 27. **Parish Representatives – Annual reports** - To receive a written report from each of the Parish Representatives regarding the activities of their respective organisations.
- 28. **Deployment of the Community SpeedWatch (CSW)** - To receive a report from the lead member – Cllr N Mitchell.
- 29. **Unauthorised Encampment – Annual Inspection Review** - Carried out by Cllr J Messinger and Cllr N Mitchell on Monday 9 May 2022. To receive a brief report from Cllr N Mitchell.

30. **Appointment of Parish Representatives (2022/2023)** - To appoint representatives to the following organisations:
  - a) Fairwood Helpers
  - b) JWRA - Jacobs Well Residents' Association
  - c) FLGCA - Fairlands, Liddington Hall and Gravetts Lane Community Association
  - d) SALC - Surrey Association of Local Councils
  - e) Worplesdon Flood Forum
  - f) Worplesdon Parish Charities
  - g) WSVVA - Wood Street Village Association.
31. **To fix the dates and times of the Full Council and Committee Meetings 2023** - To approve the Schedule of Meetings for 2023.
32. **To appoint a councillor, or two, to undertake the quarterly financial checks in accordance with Financial Regulations.**
33. **Worplesdon Primary School/Wood Street Village Infant School – [Proposed Joint Federation](#)** - Public consultation currently being undertaken – To consider the Parish Council's response, if any.
34. **Worplesdon Parish Council official sponsors of this year's Challengers' Jazz Festival** - To agree who will attend this year's event on behalf of Worplesdon Parish Council.
35. **Clerk's Report.**
36. **Chairman's Report.**
37. **Items for information:**
  - a) **Community Speed Watch** - Advice regarding new equipment awaited from Surrey Police.
  - b) **Anti-social behaviour Wood Street Village Green** – Site meeting to be held Monday 20 June at 19:15
38. **Items for inclusion on future agendas** - To receive any suggestions from members.
39. **Date of next Full Council meeting – Thursday 30 June 2022 - 19:30.**