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## NOTICE OF MEETING

Thursday 22 September 2022

To: All Members of the Council

You are hereby summoned to attend the Full Council meeting of Worplesdon Parish Council to be held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX on **Thursday 29 September 2022 at 7.30pm** 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. A two-minute silence to be held in memory of Her late Majesty Queen Elizabeth II.**
- 2. To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40.**
- 3. 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 and observe, but not comment upon, the rest of the meeting.
- 4. 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).
- 5. Amendments to the Register of Interests.**
- 6. To receive and consider written requests for new DPI dispensations, if any.**

7. **Declaration of Non-pecuniary interests.**
8. **Declaration of gifts or hospitality over £50.**
9. **Borough Councillor's report (5 mins).**
10. **County Councillor's report (5 mins).**
11. **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 11 August 2022
- Planning/General Purposes and Finance Committee 1 September 2022

**12. Planning Applications for consideration:**

**Planning Application No: 22/P/01340 - 25 Fairlands Road, Fairlands, Guildford, GU3 3JA** - Proposed installation of a dropped kerb and a single storey side extension.

**Planning Application No: 22/P/01430 - 120 Frog Grove Lane, Guildford, GU3 3HB** - Proposed single storey rear extension following the demolition of the existing conservatory.

**Planning Application No: 22/P/01482 - Gooserye Cottage, Goose Rye Road, Worplesdon, Guildford, GU3 3RH** - Variation of condition no 4 (permitted development rights) of application 09/P/00222, approved on 09/04/2009 to amend the condition wording.

**Planning Application No: 22/P/01428 - Pinks Hill House, Pinks Hill, Wood Street Village, Guildford, GU3 3BW** - Proposed erection of replacement two storey detached dwelling following demolition of existing.

**Planning Application No: 22/P/01379 - Hertford Park, Burdenshott Road, Worplesdon, Guildford, GU3 3RN** - Proposed dwelling including new detached garage, landscaping works and new driveway access following demolition of existing dwelling.

13. **Planters in Fairlands Ave – Lack of maintenance and concerns relating to the condition of the trees** - The planters were constructed in a partnership between Worplesdon Parish Council and Surrey County Council as a physical deterrent to prevent inappropriate parking. The trees were planted by Surrey County Council. It was understood that maintenance of the planters would be undertaken by the County Council. However, the planters have not been maintained and one of the trees is severely leaning. To consider future maintenance of the planters.
14. **Quarterly playground inspection reports** - To receive and approve the quarterly playground reports.
15. **Annual Tree Inspection** - To receive and approve the annual tree inspection report.
16. **Land Management/H&S Report – September 2022** - To receive and approve the report.
17. **Anti-social behaviour – Wood Street Village Green** – To receive the Designing Out Crime Officer's advice and to decide whether or not the installation of CCTV at the Green will be pursued.
18. **Removal of the no parking/no grazing sign from the height barrier into Jacobs Well Recreation Ground** – In light of the provision of the temporary parking spaces and taking into account the results of the public

consultation to consider removing the no parking/no grazing sign from the height barrier into Jacobs Well Recreation Ground.

**19. Suggested removal of Parish Council bench from the Worplesdon Memorial Ground** - Owing to the age of the tree adjacent to the Parish Council bench, it is likely that the tree trunk will imminently start to grow over the bench. To consider removing the bench to protect the health of the tree long-term.

**20. Delivery of the Parish Newsletter** - Delivery of the newsletter still appears to be sporadic in places. To decide action.

## **21. Finance:**

- a) Proposed list of payments to be tabled at the meeting for approval** - Payments for signature by the Chairman of the meeting.
- b) Bank reconciliations for July and August 2022** - To approve the bank reconciliation for July and August 2022.
- c) Monthly budget report for July and August 2022** - To approve the monthly budget report for July and August 2022.
- d) To consider providing a lasting tribute to Her late Majesty the late Queen Elizabeth II** - To consider the type and cost of a memorial and which budget could be reallocated to cover those costs. (Cllr J Messinger).
- e) Notice of Conclusion of Audit 2021-2022** - The External Auditor's Report and Certificate were received and Issued to all members via email on 26 September 2022. In accordance with the regulations, copies of the Notice of Conclusion of Audit and the AGAR (parts 1, 2 and 3) have been placed on the Council's website and noticeboards. There were no matters that came to the attention of the External Auditor giving cause for concern that relevant legislation and regulatory requirements have not been met.
- g) Metro bank account mandate form** - To approve the removal of the late Mrs S Morgan from the bank mandate and to add the following signatories: Cllr N Mitchell, Cllr M Fance, Cllr B Ahier, Cllr C Riley.
- h) Nationwide savings account – The Treasurer's Account is now closed** - To retrospectively approve the opening of a new interest-bearing instant saver account in lieu of opening an account with the NatWest which would incur bank charges.
- i) Video conferencing system for the Parish Council Chambers** - To approve the cost of suitable AV system including installation - Maximum cost £3,600 & VAT.
- j) Re-enrolment Declaration - Pensions Regulator** – Redecoration of re-enrolment made the Pension Regulator 16 September 2022, as legally required. For information only.
- k) 2<sup>nd</sup> instalment precept 2022/2023 including the Local Council Tax Support Scheme Grant** - £143,162 due from Guildford Borough Council.
- l) VAT return 1<sup>st</sup> quarter 2022/2023** - S126 claim for £10,016.54 submitted electronically to HMRC 15.9.2022.
- m) Insurance renewal** - To approve the sums insured and renewal premium being £2,441.25 (year 3 of 3).
- n) Virements** - To approve the following virements:
  - Vire £3,500 from Professional Advice to IT
  - Vire £2,500 from Bus Shelters to Repairs to bus shelters/benches etc.
  - Vire £1,600 from VAS/SDR to Tree Succession Planting
  - Vire £1,200 from Tree Inspections to Tree Surgery
  - Vire £300 from Charitable Donations to S137
  - Vire £1,935 from EM Replacement swims/dipping platform to Playground Repairs
  - Vire £800 from EM Grass Cutting to Maintenance of the Car Park.

## **22. Clerk's Report:**

- a) Borough/Parish liaison meeting rescheduled to Friday 14 October 2022.**
- b) Insurance claim – Wood Street Village Cricket Pavilion** - Claim for 1,669.74 settled.

- c) **Armistice Day events to be held on Friday 11 November 2022 at 10.50am** – Harry’s Meadow and the war memorial at the junction of Queenhythe Road/Clay Lane. Wreaths will also be placed at the following war memorials:
- St Mary’s Church, Worplesdon
  - The 14<sup>th</sup> hole Merrist Wood Golf Course
  - St Alban’s Church
- d) **VIP Performance Safe Drive Stay Alive** - Cllr B Ahier and Cllr M Price to attend.
- e) **20 x recycled plastic posts ordered** - the majority to replace the old/rotten wooden posts at Perry Hill Green. Cost of posts = £1,568.20. Quotation for the installation costs still awaited at the time of preparing the agenda.
- f) **Job vacancies** - The Staffing Committee have been appraised of the job applications received by the closing date. Interviews to be arranged as soon as practicable.

**23. Chairman’s Report.**

**24. Items for inclusion on future agendas** – To receive any suggestions from members.

**25. Date of next Full Council Meeting – 3 November 2022.**