



**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 29 September 2022**

296-2022 - Present

Councillors

Cllr B Ahier, Cllr P Cragg, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell (Chairman), Cllr B Nagle, Cllr M Price, Cllr C Riley, and Cllr T Wright.

Officers of the Council:

Mrs G White – Clerk to the Council

Members of the public:

None present.

297-2022 - A two-minute silence to be held in memory of Her late Majesty Queen Elizabeth II

All present observed a two-minute silence in remembrance of Her late Majesty Queen Elizabeth II, in recognition of her exemplary service to the nation and the Commonwealth over 70 years.

298-2022 - Apologies and reason for absence

Apologies and reason for absence were received from:

Cllr G Adam and Cllr D Bird.

Reasons for absence accepted.

Cllr N Mitchell stated that, moving forward, in accordance with s85 of the Local Government Act 1972, the only acceptable reasons for missing Council meetings are:

- Ill health
- Being a member of the armed forces during times of war or emergency

Any members who do not attend Council meetings for personal reasons will be recorded as absent and the six-month rule will commence.

Apologies were also received from the Assistant Clerk, borough councillor Bob McShee and county councillor Keith Witham.

299-2022 - Public participation session

No members of the public were present.

300-2022 - 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.

301-2022 - Amendments to the Register of Interests

Cllr B Nagle had completed a new Register of Interests having changed her address.

302-2022 - To receive and consider written requests for new DPI dispensations if any

No requests were received.

303-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr T Wright declared that he is a committee member and the treasurer for:

- Wood Street Show Committee
- Wood Street Village Association
- Wood Street Horticultural Society

304-2022 - Declaration of gifts or hospitality over £50

No declarations were made.

305-2022 - Borough Councillor's report

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

1. Surrey County Council to take back responsibility for highway verge cutting and weed control, as well as on street parking enforcement

Currently Guildford Borough Council have undertaken these duties on behalf of Surrey County Council for many years and we are disappointed that Surrey have taken this direction. Guildford Borough Council will continue to maintain the verges until the handover in April 2023.

2. Christmas Experience 2022

The Borough Council are creating a new Christmas experience for Guildford this year. You can look forward to a long weekend dedicated to launching the festive season in November. There will be fun family activities, music performances, interactive theatre, a market, and Christmas trees. You can do your festive shopping with money off deals and special offers. Beautiful Christmas lights will be lit throughout the town.

3. Plans to regenerate Guildford Town Centre Riverside

Plans to regenerate the town centre have moved forward, as the Council's Executive have agreed to move the next stage of shaping Guildford's future. Shaping Guildford's future will, over a period of time, transform the area along the riverside. The river, the town's most significant natural asset, will be the focus for its regeneration. The programme has major benefits for Guildford's community, businesses, and

environment. It will develop a proactive regeneration strategy. This will address the economic challenges and physical constraints facing the town. More information including any copy of the executive report is available on www.shapingguildford.co.uk

306-2022 - County Councillor's report

Cllr K Witham's report had been circulated to all Members in advance of the meeting.

Cllr Witham's report included:

- The early retirement of the former Chief Executive at Guildford Borough Council
- The poor record of the Borough Council's planning department
- An invitation to the patients of the Fairlands Medical Practice (Fairlands and Normandy surgeries)
- The Household Support Fund
- Support for people with disabilities
- An update from Surrey County Council, including the resurfacing of more roads and pavements
- Surrey's Schools – 92% rated as good or outstanding
- More support for pupils needing Special Educational Needs or Disabilities (SEND) and a new leisure office to children in foster care, care leavers, and foster families
- Modernisation of Surrey's libraries
- Surrey Police Crime Commissioner - action on anti-social behaviour
- Flooding – what to do and who to contact
- Speed measurements (monitoring tubes) x 5 locations - I'm following this up with Highways
- Please let me know the outcome regarding the leaning trees in the Fairlands Avenue planters.

307-2022 - Minutes of the previous meetings

It was proposed by Cllr P Cragg, seconded by Cllr M Fance, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 11 August 2022 be approved and signed by the Chairman as a true record.

It was proposed by Cllr M Price, seconded by Cllr M Fance, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 1 September 2022 be approved and signed by the Chairman as a true record.

308-2022 - Planning Applications for consideration

Cllr N Mitchell presented the planning application details to the Members:

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.

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

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.

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

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.

It was **RESOLVED**: comment that the Parish Council believes the application should be refused as no explanation given for the removal of the condition.

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.

It was **RESOLVED**: that the Parish Council support this application on the following grounds:

- The new dwelling would represent an improvement to the environment (due to the proposed use of building materials, the proposal for bat boxes, tree protection etc.)
- The dwelling would be a sustainable development
- There would be no significant impact on the openness of the Green Belt
- An EV charging is to be provided
- The proposed building area within an extension to the existing property, plus permitted development rights, is more attractive and is also more in keeping with the adjoining properties
- A Construction Management Plan (Method Statement) would be required during the build stage to reduce damage to the Green Belt.

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.

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

- That EV charging points should be provided within the proposed development
- A demonstration of the sightlines at the proposed crossover onto Burdenshott Road should be provided with the planning application
- Bird and bat boxes should be provided as part of the redevelopment
- No mention is made as to how the foul sewage system will be addressed
- The area calculations for the proposed new property appear to exclude the garage and basement
- A Construction Management Plan (Method Statement) would be required during the build stage to reduce damage to the Green Belt.

309-2022 - Planters in Fairlands Ave

Cllr B Ahier had been contacted by a couple of residents in Fairlands concerned about the lack of maintenance and condition of the Whitebeam trees in the planters in Fairlands Avenue. The Clerk advised that the planters were constructed, by virtue of a partnership arrangement between Worplesdon Parish Council and Surrey County Council. The planters provide a physical deterrent preventing inappropriate parking on this verge. Worplesdon Parish Council paid for the railway sleepers: Surrey County Council paid for the trees, soil, and labour costs. It was understood that maintenance of the planters would be undertaken by the County Council. However, the planters have not been maintained and two of the trees are leaning badly to one side.

Cllr Ahier advised that one of the residents had suggested contacting Robbie Stewart of Surrey County Council to establish whether or not it would be viable to straighten the leaning trees.

The Clerk advised that the newly formed WI in Fairlands had expressed an interest in keeping the planters weed free and planted with colourful plants. At the same time, Merrist Wood College have established a Gardening Volunteer Group who were looking to find ways of working with the community. The two groups had been put in touch with each other and it was hoped that Merrist Wood College would have the experience to address the issue of the leaning trees.

Following discussion, it was agreed that whilst the trees look healthy enough, it would still be sensible to approach Surrey County Council, to ask if there is anything they can do about the leaning trees.

Cllr J Messenger suggested that if the collaboration between the WI ladies and the College were to prove successful, labels should be placed on the planters to inform local residents who is maintaining the planters.

310-2022 - Quarterly playground inspection reports

A précis of the quarterly playground reports had been circulated to all members in advance of the meeting

Summary of Findings – 13 September 2022

On 2 September 2022 Inspector Richard Randall from Dick Randall Services inspected all five play areas within Worplesdon parish. This is a summary of findings from all five reports:

Fairlands Play Area

No areas of concern – all in good order.

White House Lane, Jacobs Well Play Area

The new wet pour is shrinking back from the whole perimeter of the edges – possibly due to not priming the edges with binder. Take it up with the contractor who undertook the work because it is within 12 months of installation.

(Low Risk) [The contractors attended onsite on 12 September 2022 to remedy the issue]

Wood Street Green Play Seat Area

No areas of concern – all in good order.

Worplesdon Play Area

Worplesdon Junior/Teen Area

The bearings have badly worn on the yellow whizzer and the unit does not function. Bearings must be replaced.

(High Risk) [Assistant Clerk is sourcing quotes for replacement equipment without the need to extend the existing wetpour area]

Members were informed that quotes have been sourced for replacing the bearing in the whizzer – and also for complete removal of the unit. Peter continues to regularly monitor this item of equipment.

The edges of the wet pour underneath both whizzers (spinney poles), and the basket swing have shrunk further.

(Monitor and consider repair if the edges lift/recede further – Low Risk)

Wet pour rubber around the centre pole of the Typhoon has split apart on the graphics. **(Monitor as temperature changes may exacerbate the split – Low Risk)**

Wet pour rubber around edge of the basket seat swing has shrunk back to the point of causing a trip hazard.

(Consider repairing to seal the edges – Medium Risk)

Worplesdon Toddler Area

The 21-metre-long edge of the wet pour around the roundabout has shrunk. **(Monitor - Medium Risk)** [Assistant Clerk to obtain quotes for all the wetpour repairs necessary at Worplesdon Play Area]

Members were informed that due to ground heave (underlying clay) some of the gaps between wet pour and the edging shrink over the course of the year, depending on rainfall. However, at Worplesdon, this is now causing a significant issue. Quotations are therefore being sought for the remedial works now necessary.

It was proposed by Cllr J Messenger, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the Quarterly Playground Inspection be approved and accepted.

311-2022 - Annual Tree Inspection – Dryad Tree Specialists Ltd

A copy of the Annual Tree Inspection Report had been circulated to all Members in advance of the meeting.

Remedial work will be required at each of the seven locations that had been inspected. Quotations had been provided by Dryad Tree Specialists Ltd. All work required needs to be undertaken within 3 – 6 months of the Inspection date. Additional quotations to be sought ASAP.

It was proposed by Cllr M Fance, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the Tree Inspection Report be approved and accepted.

312-2022 - Land Management/H&S Report – September 2022

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:

- Cleared rubbish from Harry's Meadow, Jacobs Well.
- Cut back branches on Aldershot Road.
- Cut low hanging branches along Frog Grove Lane.
- Cut branches off a tree near Wood Street Infant School.
- Erected 'no horse riding' and byelaws signs at Wood Street Village Green, and byelaws notices at Perry Hill Green and Pitch Place Green.
- Reseeded the damaged edge of Perry Hill Green at Coombe Lane for a second time, in late August.
- Strimmed around the newly planted trees at Harrys Meadow, Jacobs Well, and along the new path near Derek Slaymaker's bench.
- Dug out the grips on Gravetts Lane.
- Cleared the brook of vegetation at Brookside, Jacobs Well.
- Strimmed the banking at Wood Street Community Car Park.
- Cleaned road signs on Coombe Lane.
- Unblocked the outflow at Wood Street Village Pond.
- Reported drug paraphernalia found at Coombe Lane.
- Liaised with the neighbouring landowner at Harry's Meadow regarding overhanging branches.
- Removed the wood splinters that had been forced into the grit bin padlock at Wood Street Village Community Car Park.

The Clerk has:

- Reported a break in (and the associated damage) at Wood Street Cricket Club Pavilion to Worplesdon Parish Council's insurers, Zurich.
- Arranged for contractors to remove a tree log from the brook at Jacobs Well due to the lack of satisfactory response from Surrey County Council and the significant risk of flooding to nearby properties.
- Contacted Guildford Borough Council with regard to the logs blocking the stream beyond Harry's Meadow. The logs remain in the stream.
- Written to Surrey County Council regarding the damaged bus shelter at St Mary's, Worplesdon.

The Assistant Clerk has:

- Liaised with the EA (Environment Agency) regarding rod licence inspections.
- Liaised with the EA regarding the elevated water level in Wood Street Village Pond.

- Updated checklists to reflect change in assets (to include electricity cabinet at Perry Hill on Monthly Checklists).
- Notified the EA regarding pollution entering the brook in Jacobs Well.
- Contacted HAGS to quote to undertake a high-level inspection of the Typhoon at Worplesdon.
- Requested if additional noticeboard door stays can be provided by Green Barnes.
- Notified SCC that the road signs on holly Lane are dirty and require cleaning – and some require the removal of obscuring vegetation.

Contractors have:

- Installed a footpath from Derek Slaymaker's bench to the bridge at the new allotment site, Slyfield.
- Remedied wet pour issue at Jacobs Well play area (repair carried out under warranty).
- Carried out an ecological report at Harry's Meadow [report awaited].
- Installed a post at Wood Street Village Community Car Park to prevent tractors accessing the field behind Wood Street Infant School via the car park, and upgraded the footpath.
- Replaced rotting fencing at Wood Street Village Community Car Park, dug out weeds and drainage channels, treated all of the retaining wood posts, cleaned signs, replaced reflectors, etc.
- Installed a replacement kissing gate and associated fencing at Harry's Meadow, Jacobs Well.

Work agreed with contractors/volunteers:

- Contractor to level and reseed the depression at Wood Street Village Green.
- Replacement tree to be planted at Pitch Place Green (to be planted Autumn/Winter 2022) following tree loss due to storm damage in February 2022.
- Commemorative tree ordered (for the late Mr G Newbery) – this has been paid for but will be kept on the Nursery's irrigation line until required in the Autumn. To be planted in Wood Street Village.
- Tree to be removed from the brook at Jacobs Well by specialist arborist to prevent flooding to residential properties.
- White Hart Lane vegetation to be flailed by contractor in Autumn/Winter.

Quotations obtained for:

- Replacement posts to be installed at Perry Hill Green.
- Operational inspection of the Typhoon at Worplesdon Memorial play area.

Quotations required for:

- Replacement barrier ('white gate') for White House Lane.
- Repair/replacement of damaged yellow whizzer at Worplesdon play area.
- Replacement bench for Aldershot Road, near Gravetts Lane.

Outstanding works:

- HAGS multiplay unit at Jacobs Well to be re-stained (weather reliant) – part-completed.
- Village sign to be touched up at Rickford.
- Damaged and frosted Perspex to be removed from the bus shelter at Perry Hill Green and replaced with wood panels.
- New Wood Street Village Community Car Park bollard to be treated with wood treatment.
- Damaged bench slat at Perry Hill Green requires replacement.
- Worplesdon Parish Council noticeboards to be cleaned inside and out – Perspex and frames.
- Assistant Clerk and Head Groundsman to create an inventory of items stored in the shipping container.
- Noticeboard stay to be reattached to Broadacres noticeboard.
- Second coat of white paint to be applied to the space markers at Wood Street Village Community Car Park.

Groundsman's/Clerk's Observations:

- The Head Groundsman has observed some wear on the outer rope sleeves of the Typhoon at Worplesdon play area. Reinspection of this specific item to take place in September – with a high-level inspection.

- The Head Groundsman noted that the water level at Wood Street Village Pond remains high. This has been exacerbated by water from a water leak at Pound Court. The water leak has already been reported to Affinity Water.
- Silt has built up at The Pines grille. Clerk to report to Guildford Borough Council for silt removal.

The Head Groundsman is continuing to:

- Clean road signs and clear any obscuring vegetation, where safe to do so.
- 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 15.08.22, 16.08.22, 22.08.22, 30.08.22, 1.09.22, 5.09.22, 12.09.22, and 20.09.22. The Groundsman has carried out the following work:

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

Completed works:

The Head Groundsman has:

- Removed a damaged bench from near Gravetts Lane, Aldershot Road.
- Filled the gap between the new dipping platforms and the existing pond banking, however the soil has subsided, and this will need to be redone when weather conditions allow (ongoing).
- Erected signs notifying residents of sitting on benches beneath trees where there may be a risk of falling branches (as per guidance from the Royal Horticultural Society – following the extreme weather this Summer).

Outstanding works:

- The anchors holding one of the goal posts at Jacobs Well have been removed, and the goal post moved – on two separate occasions. The goal post has been returned to its original position and replacement ground anchors will be sourced by the Head Groundsman to prevent the equipment from being moved again. Unsecured, the goal posts present a Health and Safety issue in that it could be pulled onto someone's head or torso. The goal posts had been moved again on 10/8/2022. To be put back into their former positions ASAP. A decision will be made on this item by the Council following the public consultation event taking place on 30.09.2022.

Groundsman's/Clerk's Observations:

- n/a

Monthly Health and Safety Report:

The monthly inspections were undertaken on 23.08.22.

Completed works:

- The Groundsman has removed more molehills which were a trip hazard at Fairlands play area.
- The trustees of Worplesdon Memorial Hall have been notified of concerns relating to the condition of some of the trees at the Memorial Grounds. The Chairman advised that tree works were ongoing at the time of being notified.

Contractors have:

- n/a

Quotations have been sought for:

- Repairing the wet pour at Worplesdon play area which is now categorised as a trip hazard.
- Undertaking a high-level operational inspection of the Typhoon at Worplesdon play area.

Groundsman's/Clerk's Observations:

- A net has been attached to the basketball hoop at Worplesdon Memorial play area. Groundsman to monitor.
- Concern has been raised about a memorial bench overlooking the tennis courts at Worplesdon Memorial Grounds. The neighbouring tree is swallowing the bench, raising fears about the long-term health of the tree. This item to be included on the next Full Council agenda.

The Clerk advised that the Head Groundsman had cut back some branches from the signs on the Aldershot Road. He had also cleaned a number of the dirty road signs. All other vegetation will need to be cut back by Surrey County Council.

It was proposed by Cllr T Wright, seconded by Cllr M Fance, and unanimously **RESOLVED** that the report be approved and accepted.

313-2022 - Anti-social behaviour – Wood Street Village Green

Worplesdon Parish Council had approached the Designing Out Crime Officer for his advice as to whether or not the installation of CCTV on Wood Street Village Green would act as a suitable deterrent.

The Designing Out Crime Officer had advised that, "The use of CCTV is seen by many as the best way to alleviate all evils. Unless there this capacity to have the system monitored 24/7 in the knowledge that any activity would receive an adequate response, CCTV offers no real deterrent. It will if (sic) to the required standard provide, allow for evidence gathering and give lines of enquiries.

My guidance would be to discount CCTV as a way of controlling vehicle access to the Green".

A lengthy discussion took place regarding the enforcement of anti-social behaviour taking place on the Green. Surrey Police are the appropriate enforcement authority. There is no enforcement action that Worplesdon Parish Council could undertake, even if footage were to be obtained.

It was concluded that CCTV would not be installed for the following reasons:

- Worplesdon Parish Council does not have ability to monitor the cameras 24/7
- The cost of infra-red, high-quality CCTV would be prohibitive.

It was proposed by Cllr M Fance, seconded by Cllr T Wright, and unanimously accepted that anti-social behaviour on the Green will happen occasionally.

All respondents to the public consultation to be advised of the Council's decisions not to install either physical deterrents or CCTV, based on the majority views of those who responded to the public consultation.

Cllr T Wright also requested that the Parish Council write to all households around the Village Green asking them not to park, or to allow visitors or work vehicles to be parked, on the edge of the Green.

314-2022 - 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 bearing in mind the Parish Council's desire to provide four parking spaces within the Recreation Ground following numerous requests over the years, it was proposed by Cllr M Price, seconded by Cllr M Fance, and unanimously **RESOLVED** that the 'no parking/no grazing' sign be removed from the height barrier at the entrance to the Jacobs Well Recreation Ground.

315-2022 - Suggested removal of Parish Council bench from the Worplesdon Memorial Ground

A memorial bench owned by Worplesdon Parish Council, situated at the far end of the Worplesdon Memorial Ground by the large tree facing the tennis courts, is likely to be damaged by, or to cause damage to, the tree. When the bench was first erected in this location there was a significant gap between the bench and the tree. The tree has grown considerably since the bench was installed and now the tree trunk directly abuts the bench. It is likely that the tree trunk will imminently start to grow over the bench.

The Parish Council wished to seek the opinion of the Trustees to decide what should be done about this situation, due to concerns that if the tree trunk starts to absorb the bench, it may potentially harm the health of the tree.

The suggested options for this situation being:

- For Worplesdon Parish Council to arrange for the removal of the bench. The concrete supports to be cut down to ground level so as not to disturb the root system of the tree.
- Or, if the Trustees wish to retain the bench, that ownership be transferred to the Memorial Trustees.

Cllr J Messenger advised that the Trustees have not yet held a meeting at which this matter can be considered.

It was agreed that this item would be deferred to allow the Trustees time to consider the course of action they wish to take.

316-2022 - Delivery of the Parish Newsletter

The Clerk advised that delivery of the newsletter remains sporadic in places.

Following investigations, it was considered inappropriate to ask the charity Headway for assistance. An approach to Oakleaf Enterprises had elicited no response.

Various alternative options were proposed, including:

- Asking the Scouts and local football clubs for assistance (these suggestions were discounted)
 - Leaving piles of newsletters at strategic places across the parish (i.e. Doctors' Surgery, Post Offices, halls, churches)
 - Asking the FLGCA (Fairlands, Liddington Hall and Gravetts Lane Community Association), JWRA (Jacobs Well Residents Association) and the WSVA (Wood Street Village Association) whether they could assist.
- Cllr T Wright advised that it was unlikely the WSVA would be able to assist with this task.

At 21:27 Cllr P Cragg left the meeting to make a short phone call. Cllr Cragg returned to the meeting at 21:28.

Following discussion, it was proposed by Cllr M Price, that he would ask Sam Fisk whether the JWRA newsletter delivery team would be willing to assist. Cllr N Mitchell agreed to ask the FLGCA the same question. The Residents' Associations to be offered £100 per delivery to assist with this task.

Should the two Residents' Associations be willing to assist, Barreldfield Distribution Ltd could then be asked to deliver to a reduced number of properties.

This item is to be on the agenda of the next Full Council meeting.

317-2022 - Finance

a) Payment lists for approval

The payment list was presented to the meeting. It was proposed by Cllr M Fance, seconded by Cllr P Cragg, and unanimously **RESOLVED** that payments to the value of £28,829.71 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 2022

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	01/07/2022	Materials	Toolstation	41.57	8.31	49.88
IT budget	16/07/2022	BT Mobile - July 2022	BT PLC	72.98	14.60	87.58
Land Management	21/07/2022	Materials	B&Q	19.80	3.96	23.76
Land Management	21/07/2022	Materials	B&Q	31.19	6.24	37.43
IT budget	23/07/2022	SIM/broadband GW/VF - July 2022	BT PLC	48.95	9.79	58.74
Revenue Costs Works Vehicle	02/08/2022	Service plan - 22nd instalment of 36	PlanMyService LLP	27.55	0.00	27.55
Parish Office	02/08/2022	Business rates - Parish Office	Guildford Borough Council	847.52	0.00	847.52
Community Car Park	02/08/2022	Business rates - Community Car Park	Guildford Borough Council	101.48	0.00	101.48
Christmas trees/lights WS, Perry Hill	16/08/2022	Electrical supply Perry Hill Green - 2.7 - 1.8.2022	British Gas	12.77	0.63	13.40
IT budget	16/08/2022	BT SIM - August 2022	BT PLC	175.67	35.13	210.80
IT budget	17/08/2022	Subscription	Adobe	12.64	2.53	15.17
Traffic calming - SDR/VAS	19/08/2022	Batteries for CSW	Amazon EU	7.07	1.42	8.49
Land Management	19/08/2022	Materials	Amazon - longtianjiaju	7.07	1.41	8.48
Traffic calming - SDR/VAS	19/08/2022	Batteries for CSW	LED-ART LTD	16.43	3.29	19.72
Chairman's Allowance	19/08/2022	Civic Function - 4 September 2022	Sainsburys	121.40	0.00	121.40
IT budget	24/08/2022	Phone broadband - August 2022	BT PLC	48.95	9.79	58.74
Maintenance of car park	26/08/2022	Muck-away lorry - WSVCCP	Tunnell Grab Service Ltd	285.00	57.00	342.00
Revenue Costs Works Vehicle	31/08/2022	Fuel for works van	Shell Stoughton	49.68	9.94	59.62
Land Management	01/09/2022	Materials	B&Q	13.22	2.64	15.86
PC Grant Aid to Wards	02/09/2022	Grant to Whitmoor Common Association	Whitmoor Common Association	500.00	0.00	500.00
Parish Office	02/09/2022	Business rates - Community Car Park	Guildford Borough Council	101.48	0.00	101.48
Parish Office	02/09/2022	Business rates - Parish Office	Guildford Borough Council	847.52	0.00	847.52
Revenue Costs Works Vehicle	02/09/2022	Service plan - 23rd instalment of 36	PlanMyService LLP	27.55	0.00	27.55
Land Management	06/09/2022	Materials	B&Q	6.18	1.24	7.42
Establishment Charges	07/09/2022	Materials	Amazon SNL Dynamics Ltd	1.57	0.00	1.57
PC Grant Aid to Wards	09/09/2022	Grant - Men in Sheds	Age UK Surrey	500.00	0.00	500.00
Chairman's Allowance	09/09/2022	Civic event	Mrs G F White - Sainburys	52.48	0.00	52.48
Establishment Charges	09/09/2022	Eye test	Mrs V C Fear	45.00	0.00	45.00
Accrual for bus shelters/seats/benches	09/09/2022	Bench for Fairlands play area (replace FLGCA bench)	TDP Ltd	396.81	79.36	476.17
Establishment Charges	11/09/2022	Parking fees	Guildford Borough Council	1.66	0.34	2.00
Chairman's Allowance	11/09/2022	Refreshments	Caffe Nero	4.50	0.90	5.40
Chairman's Allowance	13/09/2022	Civic Function - 4 September 2022	Mrs G F White	103.93	0.00	103.93

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	14/09/2022	Poppy wreaths	The Royal British Legion Poppy Appeal	120.00	0.00	120.00
Establishment Charges	15/09/2022	Special delivery - Bank mandate	Post Office Ltd	6.85	0.00	6.85
Land Management	15/09/2022	Materials	B&Q	12.47	2.50	14.97
IT budget	16/09/2022	SIM - September 2022	BT PLC	142.67	28.53	171.20
IT budget	16/09/2022	External back-up - September 2022	RISC IT	34.00	6.80	40.80
Land Management	16/09/2022	Emptying - Dump Bin - WSV Community Car Park	Chambers Waste Management	30.92	6.18	37.10
Grass Cutting	16/09/2022	Grass cutting - Month 7 2022	Holly Landscape and Training	1,376.93	275.39	1,652.32
Tree Inspections	16/09/2022	Tree inspections 2022	Dryad Tree Services Ltd	1,800.00	360.00	2,160.00
Land Management	16/09/2022	Maintenance flower border - Fairlands	Nigel Jefferies Landscapes Ltd	130.00	26.00	156.00
Christmas trees/lights WS, Perry Hill	16/09/2022	Electrical supply Perry Hill Green - 2.8 - 1.9.2022	British Gas	12.77	0.63	13.40
IT budget	17/09/2022	Subscription	Adobe	12.64	2.53	15.17
Parish Office	20/09/2022	Building insurance - Unit 2 Saxton 25.8.22-24.8.23	TL Fund	765.76	153.15	918.91
Donations	20/09/2022	Donation 2022/2023	Citizens Advice Bureau	175.00	0.00	175.00
Parish Office	21/09/2022	Gas - Unit 2 Saxton - 29.7.22 - 27.8.22	British Gas	4.38	0.22	4.60
Land Management	23/09/2022	Materials	B&Q	40.63	8.13	48.76
Establishment Charges	23/09/2022	SALC Conference 2022	Surrey ALC Ltd	125.00	25.00	150.00
Playground Repairs	23/09/2022	Quarterly playground inspections	Dick Randall Services Ltd	225.00	45.00	270.00
Parish Office	23/09/2022	Rent Unit 2 Saxton - 29.9.22 - 24.12.22	TL Fund	5,342.47	1,068.49	6,410.96
Establishment Charges	23/09/2022	Rent increase 16.12.22 - 24.12.22	TL Fund	665.75	133.15	798.90
Parish Office	23/09/2022	Half yearly service charge 1.7.22 - 31.12.22	TL Fund	209.02	41.80	250.82
Parish Office	23/09/2022	Quarterly service charge 1.10.22 - 31.12.22	TL Fund	172.68	34.54	207.22
Staff costs	26/09/2022	PAYE/NIC/Pension conts Ee's & Er's/Er's NI/salaries	Staff costs	9,018.59	0.00	9,018.59
Audit Fees	28/09/2022	External audit 2021/2022	PKF Littlejohn	800.00	160.00	960.00
Parish Newsletter	28/09/2022	Distribution parish newsletters	Barrelfield Ltd	375.00	75.00	450.00
Total				26,128.15	2,701.56	28,829.71

b) Bank reconciliations for July and August 2022

The Responsible Financial Officer (RFO) had prepared the bank reconciliations for July and August 2022 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 C Riley, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 1 and 2 – July and August bank reconciliations

c) Monthly budget reports for July and August 2022

The Responsible Financial Officer (RFO) had prepared the budget reports for July and August 2022 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 M Fance, seconded by Cllr M Price, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell.

It was agreed that the RFO (Responsible Financial Officer) would no longer issue the Net Position Report. The Earmarked Reserve Report and Summary Reports will continue to be issued to all Members via email.

Appendices 3 and 4 – July and August 2022 monthly budget reports

d) To consider providing a lasting tribute to Her late Majesty the late Queen Elizabeth II

Cllr J Messenger advised that the late Queen had visited Worplesdon on five occasions during her reign. Additionally, there is a royal connection with Worplesdon. A former Rector of St Mary's Church, Worplesdon, who lived in 'Maryland' (the Hon Andrew C Elphinstone, a nephew of the Queen, was married in 1946 to Jean Hambro a Lady in Waiting to the then Princess Elizabeth). The Elphinstone's daughter, Rosemary, was one of the Queen's god daughters. Her late Majesty the Queen Elizabeth II visited St Mary's Church both for the christening and wedding of her God daughter.

A number of suggestions for a memorial were put forward, including:

- A tree/or trees
- Plaques
- Benches

Thought would need to be given to the location for and type of memorial. Owing to timescales; it is anticipated that the Coronation of King Charles III is likely to take place next summer, a memorial would need to be swiftly implemented.

If a bench or benches were to be installed a considerable budget would be required. Currently, no budget is available for this project.

Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr J Messenger, and unanimously **RESOLVED** that the Parish Council would consider erecting a possible memorial or memorials to Her late Majesty Queen Elizabeth II.

This item is to be further considered at the next Planning/General Purposes and Finance Committee meeting.

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.

It was proposed by Cllr T Wright, seconded by Cllr M Fance, and unanimously **RESOLVED** that the External Auditor's report be accepted and approved.

f) Metro bank account mandate form

It was proposed by Cllr B Nagle, seconded by Cllr J Messenger, and unanimously **RESOLVED** that the late Mrs S Morgan be removed from the bank mandate and that the following signatories be added to the bank mandate:

- Cllr Nigel Mitchell
- Cllr Martin Fance
- Cllr Brigitte Ahier
- Cllr Curtis Riley
- Cllr Mike Price

g) Nationwide savings account – The Treasurer’s Account is now closed

The Clerk advised that a current account with the NatWest would incur banking charges. The Nationwide Building Society, was however, offering an Instant Saver Business Account with an interest rate of 0.20%.

Following discussion, it was proposed by Cllr M Price, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the Council retrospectively approve the opening of a new interest-bearing instant saver account in lieu of opening a fee bearing account with the NatWest. Minute number 126-2022(f) refers.

h) Video conferencing system for the Parish Council Chambers

Cllr N Mitchell advised that three quotations had been obtained. Two of the companies carried out a site visit.

Three quotations had been obtained: Minimum cost £765 & VAT – Maximum cost £3,600 & VAT.

A virtual demonstration of a Yealink system is to be carried out on Friday 7 October at 2.15pm. All members were made aware that they are welcome to participate in the virtual demonstration. Provided the demonstration proves to be satisfactory, it was proposed by Cllr N Mitchell, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the Parish Council purchase a Yealink AV system – Maximum cost £1,600 & VAT.

Mr D Snipp to be thanked for his input into this matter.

Power to spend: s111 LGA 1972.

i) Re-enrolment Declaration - Pensions Regulator

The Clerk advised that the three-year Redecclaration of Re-enrolment was made to the Pension Regulator on 16 September 2022, as legally required.

j) 2nd instalment precept 2022/2023 including the Local Council Tax Support Scheme Grant

The Clerk advised that a BACS payment of £143,162 had been received from Guildford Borough Council.

k) VAT return 1st quarter 2022/2023

The Clerk advised that a S126 claim for a VAT refund of £10,016.54 had been submitted electronically to HMRC on the 15.9.2022.

l) Insurance renewal – Zurich Insurance – year 3 of 3

It was proposed by Cllr B Ahier, seconded by Cllr M Fance, and unanimously **RESOLVED** that the sums insured and insurance premium amounting to £2,441.25 be approved.

Power to spend: LGA 1972 s111

m) Virements

It was proposed by Cllr P Cragg, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the virements, as listed below, be approved by the Council en-bloc.

- 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.

318-2022 - Clerk's Report

a) Borough/Parish liaison meeting rescheduled to Friday 14 October 2022.

b) Insurance claim – Wood Street Village Cricket Pavilion

The Clerk advised that the claim for £1,669.74 has been settled.

c) Armistice Day events to be held on Friday 11 November 2022 at 10.50am

Events will be held in Harry's Meadow and, for those unable to access the field, the war memorial at the junction of Queenhythe Road/Clay Lane. In addition, wreaths will also be placed at the following war memorials:

- St Mary's Church, Worplesdon
- The 14th hole Merrist Wood Golf Course
- St Alban's Church

d) VIP Performance Safe Drive Stay Alive – Dorking Halls, Thursday 3 November 2022

Cllr B Ahier and Cllr M Price to attend this year's VIP performance on behalf of the Parish Council

e) 20 x recycled plastic posts ordered

The majority of posts 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 for the Finance Officer position to be arranged as soon as practicable.

It was **RESOLVED** that the Assistant Groundsman role be readvertised as no applications had been received.

319-2022 - Chairman's Report Period 11 August to 28 September 2022

The Chairman gave the following report:

11 August - Led the Full Council meeting.

12 August - Carried out CSW at Wood Street Village with assistance from Gill and Bill Ibbs.

16 August - Met a local resident at Pinks Hill House with Cllr G Adam to view the plans for the proposed reconstruction of the property. It was obvious from the visit that the existing property is in need of significant work to bring it into the 21st Century. There were obvious structural problems with the existing structure which need to be addressed. (Planning Application 22/P/01428).

18 August - Carried out CSW at Frog Grove Lane with the assistance of Cllr B Ahier.

24 August - Carried out CSW at Worplesdon Memorial Hall with the assistance of Gill and Bill Ibbs, Cllr B Ahier and Cllr M Fance.

26 August - Met with Travellers at an Unauthorised Encampment on Wood Street Village and in conjunction with the Clerk G White carried out the necessary checks required by the laws on the number of vehicles, if there were any

babies or young children or anyone in need of medical attention, and any damage to the green. I then read out the statutory words to inform the travellers that they needed to leave the green without delay. I can report that the travellers were respectful and informed us that they had arrived at midnight and were intending to move on by the Monday morning.

29 August - Visited Wood Street Village Green to check if the Travellers had left, and indeed they had been faithful to their word and left before the Monday morning. I can also report that there appeared no damage to the green or debris left behind.

30 August - Carried out CSW at Aldershot Road with assistance from Cllr B Ahier and Cllr M Fance. I took the opportunity to use the new equipment myself and delegated other duties to the councillors.

1 September - Attended the GP council meeting.

2 September - Composed a letter to former Cllr T Webber reluctantly accepting his resignation. The letter was hand delivered later that day.

Delivered flyers around Jacobs Well in connection with the public consultation on 30 September for the proposed parking, orientation of the goal posts and the duck sign at Jacobs Well Recreation Ground.

4 September - Led the award of Freedom of the Parish for the late and sadly missed John Gunner. The ceremony was attended by some 35 people from Wood Street Village.

5 September - Carried out CSW at Douglas Close with assistance from Gill and Bill Ibbs, Cllr B Ahier and gave training to Cllr M Price in the use of the equipment, so that he can assist with future deployments.

9 September - Attended the office to sign letters of condolence to the King and the later Queen's personal secretary to express the Council's grief and support following the selfless lifelong service and death of Queen Elizabeth II. Assisted our officers in deciding the actions that the Council needed to put in place to properly mourn the loss of Queen Elizabeth II.

11 September - Attended the reading of the Proclamation for Surrey at Guildford Cathedral and then later in the day at Holy Trinity Church for Guildford. I collected a copy of the proclamation from the High Sherriff of Surrey for delivery later at the Council Office.

13 September - Cancelled CSW deployment at Clay Lane due to weather conditions.

14 September - Prepared and issued a report to FLGA on the work by WPC in the previous 2 months. The meeting on 19 September was cancelled as a mark of respect for the Queen, another meeting has not been set up at this time.

Attended the Surrey Flood Action Group Forum at SCC's Merrow Lane Depot which was led by Andy Treasure of SCC Highways. There were representatives from across the county of Flood Forums, these included forums that were well established with volunteer help and others who were just starting, and a representative from the Environment Agency. SCC wish to establish a Flood Action Group Forum, (FAGF) SCC believe that the forum would bring:

1. Knowledge sharing
2. Factual reporting not opinion
3. Efficiency within the FAGM in contact with the Statutory Authorities.

Experiences across the group were very varied but one issue that kept on being raised was that all groups considered that they had been let down by the Authorities. Monies had been promised but no action had been coming forward. There was an excellent presentation by Julie Blackburn of the Caterham Flood Action Group. Her property had been flooded on 3 occasions during heavy rainfall with excrement from surcharged sewers. Following the third occasion flood resistant doors had been installed in her property by the Environmental Agency. However, the doors have limited resistance to flood levels, 300mm and above the doors will fail. The points raised were:

1. Lack of maintenance by Thames Water to sewer systems
2. Buck passing between local authorities
3. No development proposals
4. Lack of communications
5. Slow progress by the statutory authorities

The group were reminded that SCC have a reporting procedure on their website, I personally expressed my experience that the reporting procedure was not user friendly and therefore not helpful. In addition, the reporting procedure responds on the basis of the number of reports of an instance it receives based on an algorithm, it does not identify need on the basis of risk or dangerous road conditions.

My conclusion was that SCC are striving to establish the FAFG as a way of reducing the impact that an individual flood forum would have if chaired by an MP.

18 September - I delivered the Moment of Reflection for Her Majesty the Queen from the Council Offices in front of a small group of attendees.

21 September - Carried out a CSW deployment at Wood Street Village with assistance from Cllr B Ahier and Cllr M Fance.

Made aware by Cllr M Price of the sign on the height barrier to Jacobs Well Recreation Ground which would cause us embarrassment at the consultation event on 30 September.

26 September - Assisted the Clerk and Assistant Clerk on returning the council chamber for use ahead of the full council on 29 September and to provide a setting for an AV specialist to assess our needs.

The presentation from the specialist was both useful and informative on how our need for AV can be met in the most efficient way and with portable equipment. A follow up demonstration will happen in the following weeks.

In addition, I have suggested that we should have the system installed in advance of a council meeting so that it can be tested out before the Flood Forum meeting and in so doing reduce any possible embarrassment in front of Angela Richardson at the meeting. At the last 2 Flood Forum meetings there has been significant feedback and a lack of input from residents viewing the meeting remotely.

320-2022 - Items for inclusion on future agendas

No suggestions were made.

321-2022 - Date of next Full Council meeting – Thursday 3 November 2022 - 19:30.

Meeting closed 22:03

Signed:

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Chairman, Worplesdon Parish Council

Date: 3 November 2022